



# WEEKLY REPORT

NOVEMBER 17, 2023

TO: MAYOR FLETCHER AND COUNCIL MEMBERS

FROM: TOMMY LUDWIG, CITY MANAGER

THE CITY OF  
**BURLESON**  
TEXAS

MARKETING & COMMUNICATIONS  
141 W RENFRO, BURLESON, TX 76028 | (817)426-9622

## I. COUNCIL SCHEDULE

### MONDAY, DECEMBER 11 CITY COUNCIL REGULAR MEETING, 5:30 P.M.

**REPORTS AND PRESENTATIONS** *Additional reports and presentations for the December 11 meeting will be added in the upcoming weeks.*

- Receive a report, hold a discussion and provide staff feedback regarding the redesign of the BRiCk lobby. (Staff Presenter: Jen Basham, Director of Parks and Recreation)
- Receive a report, hold a discussion and provide staff direction regarding realignment of the five-year Capital Improvement Plan (CIP) and supporting debt capacity. (Staff Presenter: Harlan Jefferson, Deputy City Manager)

All meetings will be held at City Hall Council Chambers, 141 W. Renfro St. The meeting will be conducted in the council chambers and is also available via live stream, <https://www.burlesontx.com/watchlive>

## II. GENERAL AND STATUS UPDATES

### A. NOVEMBER 2023 SALES TAX INFORMATION

Below is the information from the Texas Comptroller of Public Accounts in reference to the City of Burleson Sales and Use Tax Collections for the most current period.

November 2022	November 2023	Diff \$	Diff %	FY2022 YTD	FY2023 YTD	Diff \$	Diff %
\$ 2,479,445	\$ 2,582,742	\$ 103,297	4.17%	\$27,743,096	\$29,309,327	\$1,566,231	5.65%

*Note: November 2023 sales tax amount represents sales incurred in September 2023*

## **B. CITY CLOSURES FOR THANKSGIVING HOLIDAY**

City of Burleson facilities, with the exception of public safety, will be closed Thursday and Friday, Nov. 23-24, in observance of Thanksgiving. There will be no trash or curbside recycling collection on Thursday, Nov. 23. If you are on the Monday-Thursday route, your trash will be collected on the next Monday, Nov. 27. Curbside recycling will be collected on your next scheduled day.

Friday, Nov. 24 will be a regularly scheduled collection day for solid waste, recycling and bulk/brush. Thanksgiving is one of the three holidays when trash is not collected, the other two are Christmas Day and New Year's Day.

Hidden Creek Golf Course and the Burleson Recreation Center (BRiCk) will be open normal hours Friday, Nov. 24. The animal shelter, library, senior activity center will be open regular hours Saturday, Nov. 25, along with Hidden Creek Golf Course and the BRiCk.



## **C. FINESTEAD AND MCGUIRE NAMED EMPLOYEES OF THE QUARTER**

Griselda Finestead, Administrative Assistant for the Fire Department, and Melvin McGuire, Police Captain, were named the Employees of the Quarter for July - September 2023.

Griselda Finestead began her journey with the city in March 2021 as a temporary registration clerk and public health administrative staff member, actively supporting vaccine and testing clinics during the challenging times of the COVID-19 pandemic. Recognizing her dedication and potential, in May 2022, she was promoted to a full-time Administrative Assistant



position in anticipation of the growing demands within the department for the Emergency Management program and ambulance services. Griselda has been instrumental in revitalizing and rebranding the CERT Program (Community Emergency Response Team), a group of dedicated volunteers trained to assist in disaster response. Under her visionary leadership and unwavering commitment to the program, membership has surged by an impressive 31%, and the number of qualified instructors has grown from one to nine, allowing for an increased capacity to deliver CERT training and prepare our community for emergencies.

Melvin McGuire, a distinguished Police Captain with over 33 years of service, began his remarkable journey within the Police Department as a Police Officer and steadily ascended the ranks to the esteemed position of Police Captain in August 2015. Captain McGuire's nomination for this award is a testament to his unwavering commitment to public safety. He has been available around the clock, providing guidance, coordinating close patrol protection, and connecting citizens to victim assistance, no matter the time of day. Furthermore, his outstanding leadership in planning special events for the city from a safety perspective has been nothing short of exemplary. Colleagues who have worked alongside Captain McGuire for the past decade in organizing numerous large-scale community events have commended his indispensable role in ensuring the safety of thousands of citizens. He has leveraged his expertise in safety logistics and staffing levels, often being present on-site during these events. Notably, Captain McGuire has begun the process of transitioning the responsibilities for special events to other members of his team, making this the perfect time to acknowledge his remarkable contributions over the years.

The exemplary dedication of Griselda Finestead and Melvin McGuire were celebrated during the City Council meeting on November 13.

The City's Employee of the Quarter award is bestowed upon individuals who exemplify efficiency, transparency, honesty, innovation, and exceptional customer service, all aligning with the city's core values and ethics statement.

## **D. CHISENHALL FLATWORK REMEDIATION**

Due to settling of flatwork that has occurred around the west concession area at Chisenhall Fields, remediation was required to address the safety concerns of uneven surfaces. A cementitious fill was pumped into voids left by settling and shifting over the years. Six (6) large areas were addressed to lift 930 square feet of concrete. The treated areas will be checked for settling a week or so following application. Once completion is confirmed, the joints will be re-sealed.



## **E. WINTER 23/24 QUARTERLY NEWSLETTER**

The quarterly newsletter will be mailed to all Burleson residents starting next week, Nov. 20. A copy of the newsletter can be found on page 11.

## F. LIBRARY PROGRAMMING HISTORY OF CHOCOLATE & TASTING

Author Amber Royer presented a History of Chocolate & Tasting at the library on Tuesday, November 14. The author shared her knowledge of all things chocolate and talked about her novel series, *The Chocoverse*.



## G. SENIOR CENTER PROGRAMMING

### GOSPEL JAM

Saturday, November 25, 6:30 to 8:30 p.m.

Come have an amazing time playing and/or singing the gospel songs we grew up with. Free admission.

The Senior Center is open to people 50 years and older.

[Sign up for the Senior Center newsletter](#)



## H. PET OF THE WEEK

Reba is a happy and wiggly little doll of a dog! She is playful and loves being around people. Reba does great with kids and you can bring your dog along for a meet-and-greet anytime. She's a one-year-old Pit Bull mix female and her adoption fee is waived. Don't miss the chance to welcome Reba into your family. Come to the Burleson Animal Shelter to Reba today.



## I. FEEL GOOD FRIDAY

Groups of gifted and talented 3rd - 5th-grade students from every elementary campus across BISD were recently welcomed to City Hall, Burleson Police and Fire Department, Burleson Museum and Visitors Center and the Roots Garden Center. The discussion at each location was centered around various departments and organizations that keep a community functioning, including city government/city council and municipal systems. Pictured are members of the Burleson City Council, city staff, and our wonderful volunteers who helped greet and usher students through various stops in the tour. We were thrilled to host these great students, parents, and educators!



If you have a Feel Good Friday email [newsletter@burlesontx.com](mailto:newsletter@burlesontx.com)

## III. UPCOMING ROAD CONSTRUCTION/CLOSURES

([click to view map](#))



## ATMOS ENERGY (GAS) FORTIFICATION PROJECT: W. HIDDEN CREEK PKWY

CITY PROJECT CONTACT: JASON SMITH, ROW SPECIALIST 817-426-9861  
 or [jsmith@burlesontx.com](mailto:jsmith@burlesontx.com)

Atmos Energy is planning to install piping for gas line fortification from the 500 to 900 block of W. Hidden Creek Pkwy. Weather permitting, they plan to start the project on Monday, November 27, and estimate completion at the end of January 2024. Traffic will be shifted due to closure of South/East lane. Please see map below for details.



#### IV. PARKS CAPITAL PROJECTS

PROJECT	STATUS	TIMELINE
<b>Bailey Lake/ Chisenhall Parking Expansions</b>	All concrete pours completed for both sites. Irrigation complete for Chisenhall and landscape installation slated to begin week of November 20. Bailey Lake irrigation underway. Irrigation and electrical underway for Bailey Lake.	Chisenhall scheduled to be completed by December 8, 2023 and Bailey Lake scheduled to be completed by December 15, 2023.
<b>Village Creek Trail</b>	90% plans underway - acquiring easements and TXDOT LOSA	Construction scheduled to begin Spring 2025
<b>Bailey Lake Dredging</b>	Drafting construction specifications and scope for contract draft.	Parks Board recommendation for December 2023 and Council consideration scheduled for January 2024. Projected to begin construction in January 2024.
<b>Chisenhall Synthetic Infields Phase 2 (4 fields)</b>	RFP complete and to be advertised late November.	Advertise RFP in December with Parks Board and Council dates for early 2024. Target construction start date in May 2024 after spring baseball season to be completed before Fall 2024 season start.
<b>Oak Valley South Trail Connector</b>	Construction bids received and under staff review.	Parks Board recommendation for December 2023 and Council consideration scheduled for January 2024. Projected to begin construction in January 2024.
<b>Meadowcrest Park</b>	First round of Public Engagement scheduled for October 30-Nov 19	Parks Board recommendation for February 2024 and Council consideration scheduled for March 2024. Projected to begin construction in June 2024.
<b>Cedar Ridge Park</b>	First round of Public Engagement scheduled for October 30-Nov 19	Parks Board recommendation for February 2024 and Council consideration scheduled for March 2024. Projected to begin construction in June 2024.
<b>Oak Valley North- Restroom</b>	Meeting with Development Services for permitting requirements October 12. Requesting quotes from vendors for restroom building design and install.	Parks Board recommendation for January 2024 and Council consideration scheduled for February 2024.

## V. EVENTS

Event Information can be found at [www.burlesontx.com/events](http://www.burlesontx.com/events)

- **FALL FEST AT THE FARM**  
November 17, 5 - 8 p.m.  
Russell Farm Art Center, 405 W CR 714  
Free event
- **SANTA'S BREAKFAST**  
December 2, 7 - 11 a.m.  
Russell Farm Art Center, 405 W CR 714  
Ticket required
- **BTX-MAS: CHRISTMAS IN BURLESON**  
December 2, 6 - 9 p.m.  
Mayor Vera Calvin Plaza, 141 W Renfro St  
Free event
- **NIGHTS OF LIGHTS**  
December 6 - 9, 6 - 8 p.m.  
Russell Farm Art Center, 405 W CR 714  
Free event
- **CHRISTMAS CRAFT FAIR**  
December 9, 9 a.m. - 2 p.m.  
Senior Activity Center, 216 SW Johnson Ave.  
Free admission
- **CHRISTMAS ON THE FARM**  
December 9, 3 - 6 p.m.  
Russell Farm Art Center, 405 W CR 714  
Free event

## **VI. ATTACHMENTS**

- Winter 23/24 Quarterly Newsletter.....page 11
- Keep Burlison Beautiful November 8 Meeting Summary.....page 15
- Park Board November 9 Meeting Summary.....page 17
- Planning and Zoning Commission November 14 Meeting Summary...page 20
- Animal Shelter Advisory Committee November 8 Summary.....page 22



# FOCUS

City of Burleson Newsletter  
WINTER 2023/2024

## YOUR BURLESON CITY COUNCIL MEMBERS



**MAYOR**

Chris Fletcher



**PLACE 1**

Victoria Johnson



**PLACE 2**

Phil Anderson



**PLACE 3**

Ronnie Johnson



**PLACE 4**

Larry Scott



**MAYOR PRO TEM**

Dan McClendon



**PLACE 6**

Adam Russell



### VIEW AGENDAS

City Council agendas are posted at least 72 hours before a scheduled meeting and can be viewed at [burlesontx.com/agendas](http://burlesontx.com/agendas)



### WATCH MEETINGS

Livestream the meeting or view after at [burlesontx.com/watchlive](http://burlesontx.com/watchlive)

## BURLESON FIRE/EMS DEPARTMENT LAUNCH AMBULANCE SERVICE

Beginning October 1, the Burleson Fire/EMS Department began a change in emergency medical services by initiating its own fire-based ambulance service, replacing MedStar Mobile Healthcare. The change continues to provide the Burleson community with a personalized and efficient medical care experience and optimized response times.



The decision to establish an in-house fire-based ambulance service underscores the department's unwavering commitment to prioritizing the welfare of Burleson residents during critical moments. Ambulances are strategically positioned within each of the city's fire stations in an effort to reduce response times and provide rapid access to crucial medical resources during critical situations.

The Burleson Fire/EMS Department's dedicated ambulance fleet includes three units and a reserve ambulance deployable as needed. This commitment ensures that the community consistently receives expedited medical attention when required.



For more information about the transition or to view FAQs about what the new service means to you, visit [www.burlesontx.com/fire](http://www.burlesontx.com/fire) or scan the QR code.





# PROJECT U TICKETS ON SALE NOW

Project U, a full-day leadership conference, will be coming back to Burleson on February 20, 2024. The conference will feature nationally recognized leaders, authors, and business professionals. Tickets are only \$125, and breakfast and lunch are included.

Hosted by the City of Burleson Economic Development Corporation, this event aims to provide valuable resources for attendees to enhance their current skill set, collaborate with like-minded professionals, and become better leaders within their community.



Scan the QR code to learn more about the conference, view the speakers, and purchase a ticket [www.projectuburleson.com](http://www.projectuburleson.com)



## SAVE THE DATE!

Fort Worth native Opal Lee will be in Burleson on February 17 from 10 a.m. to noon to celebrate Black History Month. Mrs. Lee will sign copies of her children's book, and the Burleson Public Library and Parks and Recreation Department will provide programming for all ages.

Mrs. Lee is an American retired teacher, counselor, and activist in the movement to make Juneteenth a federally recognized holiday. She is often described as the "grandmother of Juneteenth." Juneteenth was declared the eleventh federal holiday on June 17, 2021. Check back for additional details: [www.burlesontx.com](http://www.burlesontx.com)

## UPCOMING SPECIAL EVENTS



**Santa's Breakfast**  
Purchase tickets online  
Dec. 2 | 7-11 a.m.



**Christmas Craft Fair**  
Senior Activity Center  
Dec. 9 | 9 a.m. - 2 p.m.



**Family Valentine Dance**  
Purchase tickets online  
Feb. 3 | BRiCK



*Scan to view all upcoming events*

## EXPLORE RUSSELL FARM ART CENTER

Experience the magic of creativity at Russell Farm Art Center, 405 W County Road 714. Nestled in the heart of Burleson, this cultural gem offers a haven for artists and art enthusiasts alike. Explore a vibrant community of talent surrounded by lush landscapes and inspiration.

Discover your inner artist at one of the many art classes, plant your own garden, take a historical tour, or enjoy the walking trails and beauty of the farm. Plan your visit today at [www.burlesontx.com/russellfarm](http://www.burlesontx.com/russellfarm) and let the Russell Farm Art Center ignite your passion for art and nature.



/RussellFarmArtCenter



## ADOPT-A-SPOTS ARE AVAILABLE

Help Keep Burleson Beautiful by taking part in the city's Adopt-A-Spot program. Volunteers commit to four cleanups per year. The city provides trash bags, gloves, safety vests, and signage recognizing your group's efforts.

For more information, [www.burlesontx.com/adoptaspot](http://www.burlesontx.com/adoptaspot) or contact Kristen Tanz at [ktanz@burlestontx.com](mailto:ktanz@burlestontx.com).

## Where do I take my Household Hazardous Waste?

Residents of Burleson can take their household hazardous waste to the Environmental Collection Center (ECC) in Fort Worth. The ECC is open Thursdays and Fridays from 11 a.m. to 7 p.m. and Saturdays from 9 a.m. to 3 p.m. It is located at 6400 Bridge Street in Fort Worth. For directions, call 817-392-EASY (3279).

### What's accepted?

- Automotive fluids
- Batteries
- Cleaners & chemicals
- Cooking oil
- Lawn/garden/pool chemicals
- Light bulbs
- Paint & painting supplies

### What's NOT accepted?

- Ammunition & explosives
- Appliances & electronics
- Building materials
- Bulk trash & yard waste
- Butane/propane cylinders
- Medicines & Medical waste
- Tires Asbestos/PCBs/radioactive items

There is no fee for dropping off household hazardous waste. However, residents must take a City of Burleson water or solid waste bill as proof of residency. More information: [www.burlesontx.com/hhw](http://www.burlesontx.com/hhw) or call (817) 426-9841.



## BTX-MAS: *Christmas in Burleson* | December 2

Join us in Old Town for the community holiday event that features the Burleson Rotary Parade of Lights, music, Christmas tree lighting, a drone show and more.

THE CITY OF  
**BURLESON**  
TEXAS  
141 W. Renfro  
Burleson, TX 76028  
Attention: Marketing

**December**  
**2**

**BTX-MAS**  
Mayor Vera Calvin Plaza  
Free event begins at 6 p.m.

Look inside  
for more events!  
[burlesontx.com/events](http://burlesontx.com/events)

# City Quick Links



**Interactive Commercial Development Map**  
[www.burlesontx.com/devmaps](http://www.burlesontx.com/devmaps)



**Audio or Digital books straight to your device**  
[www.burlesontx.com/library](http://www.burlesontx.com/library)



**Weekly City News To Your Inbox**  
 **SIGN UP**  
[www.burlesontx.com/enewsletter](http://www.burlesontx.com/enewsletter)



**City Street Construction Map**  
[www.burlesontx.com/maps](http://www.burlesontx.com/maps)



**Find Burleson Restaurant Inspection Scores**  
[www.burlesontx.com/scores](http://www.burlesontx.com/scores)



**Where are this week's garage sales?**  
[www.burlesontx.com/garagesales](http://www.burlesontx.com/garagesales)



## Keep Burleson Beautiful Meeting Minutes

Wednesday, November 8, 2023  
4:45 PM

City Service Center - 725 SE John Jones Drive  
Burleson, TX 76028

### ➤ Welcome

### ➤ Administrative Items:

- Treasurer's report: September \$ 4,267.99 October \$ 3,970.15 November \$ 4,340.15

### ➤ Ongoing/New Business

- City Reorganization: Introduce Parks and Recreation staff leadership and ongoing collaboration with Public Works Environmental Services.
  - Tommy Ludwig, City Manager, spoke to confirm continued support of KBB from the City of Burleson
- Library Pollinator Garden Update
  - Replacement perennials installed November 3<sup>rd</sup>—several now in bloom
- 2023 Litter Index wrap-up
  - 7 KBB volunteers evaluated litter conditions of target areas around the city. On the established rating scale of 1 to 4 (1 being virtually litter-free to 4 being inundated with litter, the total average score was **1.7** which is a better rating than previous years.
- Community 4H Adopt-A-Spot application update
  - Community 4H has finalized their adoption of Warren Park
- 2024 T-Shirt Design Competition – suggested themes so far include recycling and pollinators. Please continue to submit ideas!
  - Will vote on 2024 theme at the December meeting
- City of Burleson Fall Recycling Event wrap-up (November 4, 2023)
  - 105 households participated
  - 44 used tires collected
- Pocket Prairie Maintenance Day wrap-up (November 5, 2023)
  - 5 KBB members and 3 Master Naturalists removed weeds and put down additional wildflower seeds for a cleaner look and strong start next spring
  - Parks Department staff assisted by picking up the bagged biomass for disposal
  - The KBB Planting Committee will discuss having an additional maintenance day at this location over the Thanksgiving break
- Ann Heberle Beautification Award
  - Presented to Burleson Honda on November 3, 2023
  - Burleson Honda also surprised us with a \$500 donation to KBB
  - Please keep an eye out for other local businesses with outstanding beautification efforts

- HEB “Our Texas, Our Future” Film Screening:
  - Date set for 6:00 p.m. – 7:30 p.m. on Wednesday, Dec 6 at the Burleson Library
  - Kristen Tanz will coordinate KBB social media posts for the event and submit information about the planned screening to qualify for an HEB gift card donation to KBB
  - Aiming for 15+ attendees
- President Vacancy
  - Katelyn Reeves submitted her resignation on 10/11/2023
  - Currently seeking nominations
  - Hope to have proposed candidates for December 13 meeting

### ➤ **Upcoming events**

- HEB “Our Texas, Our Future” Film Screening
  - 6:00 p.m. – 7:30 p.m. on December 6, 2023 at the Burleson Library

### ➤ **Upcoming Meetings**

- December 13, 2023
- January 10, 2024
- February 14, 2024

### ➤ **Open the floor to Board/members/Close Meeting**

- KBB Litter pick-up kits are available to check out from the Burleson library. One of the kits was recently checked out by a group of 4 children who used the kit to clean up the playground area at Mountain Valley.
  - The group, who calls themselves “Trash Kids,” filled out a Brag Sheet which noted they had “a lot fun” collecting 3 bags of trash in 3 hours.
- The question was raised to see if Parks and Recreation would be interested in taking over the Bailey Lake Pocket Prairie as part of their No Mow program.
  - David Lopez stated they would discuss with staff and be prepared to provide feedback during the next scheduled meeting on December 13
- TxDOT reached out to Kristen Tanz on 11/7/2023 to see if KBB was interested in renewing their Adopt-A-Highway location on Hwy 174.
  - At this time, KBB does not have the volunteer capacity to regularly maintain an Adopt-A-Highway spot, so the decision was made not to renew for 2024.
- A question was raised about how planning for the TxDOT GCAA grant would be affected by the city reorganization:
  - No significant change. KBB members who would like to serve on the GCAA committee will still be included. Kristen Tanz will continue to assist with coordinating the committee, and both the Parks Department and Public Works Department will still have a member represented on the committee, as originally planned. Members of the GCAA committee will decide together on the location and details of the landscaping project.



## Park Board Meeting Summary

Thursday, November 9, 2023  
6:00 PM

City Hall 141 W Renfro  
Burleson, TX 76028

1. **CALL TO ORDER: 6:01 PM** All present, except Michael Massey and Ashli Logan.

2. **GENERAL**

**Consider approval of the minutes from the September 14, 2023 meeting.  
(Staff presenter: Kerry Montgomery, Senior Administrative Secretary)**

- **Approved unanimously, except for absent members.**

3. **CITIZEN APPEARANCES: None**

4. **REPORTS AND DISCUSSION ITEMS**

A. **Receive a report, hold a discussion, and provide staff feedback regarding a financial overview of the Parks Performance Fund. (Staff presenter: Jen Basham, Director of Parks and Recreation)**

The Parks Performance Fund allocates revenues and expenditures for the Burleson Recreation Center, Russell Farm, and Athletics. These areas generate revenue and the remaining balance to cover expenditures is subsidized by 4B funds. Staff presented an overview of revenue and expenditures over the past few years and recommended fee updates for the upcoming budget year. Most members were supportive of 10% increase across the board in fees. Some recommended 15% increase. Begin with 10% this year and 5% the following year. Two members thought we should increase by 15% now, so we do not have to increase again the next year or beyond, but were willing to compromise at 10%. One member would only like to introduce a minimal increase of 5% but understood the need to increase by 10%.

***\*The following questions and answers are paraphrased and not direct quotes.***

- **Q:** Do we expect expenses to decrease when the A/C and Desert Aire are replaced? **A:** Yes. They are covered under warranty, if any maintenance repairs are needed.
- **Q:** Is membership responsible for the majority of the revenue. **A:** Primarily.
- **Q:** What caused the gymnastics revenue to be down? **A:** The person who ran the program for many years, retired. It took a while to replace her and continue with the program.

- **Q:** Is there a cost recovery goal? **A:** Cost recovery as an industry standard used to be between 70-80%. Multiple municipalities are re-evaluating at this time due to increase in operational cost and decrease in revenue. Even as revenue has recovered the operational cost are still higher than when we were existing at 70% cost recovery.
- **Comment:** Perhaps we should increase the amount of non-resident membership more than resident rates.
- **Q:** Do you think memberships will go down if prices go up? **A:** There is always a chance that increases to fees will see a direct decline in memberships during the initial implementation. Since an increase has not been completed in several years a projected % of membership lost is not known.
- **Q:** How do rentals of the facility work? **A:** The director explained the BRiCk rentals policy.
- **Q:** If we do not make any changes to the fees, do we subsidize anyway? **A:** Yes.
- **Q:** How do soccer fields contribute to revenue at the BRiCk? **A:** Revenue generated by Bartlett is under the athletics division and does not contribute to the BRiCk.
- **Comment:** Perhaps to increase revenue at Russell Farm, we charge more for weddings, parties, etc., but leave the educational program rates as they are.
- **Q.** Why does rental revenue from the pavilion rentals go to the General Fund? **A:** This revenue has always been part of the general fund. It does not generate a substantial amount of revenue that would assist in decreasing subsidy needs.
- **Q:** Is the splash pad still free to attendees? **A:** Yes, and parties are first come, first served.
- **Q:** Have we ever offered sponsorships to sponsor a child for camps? **A: No, but** that is a great suggestion. (This question was not pertaining to current scholarship opportunities, but more to discuss the option of allowing members or sponsors to pay an extra amount on their membership or pay for a child who wanted to attend but due to economic hardship would not be able to participate)
- **Comment:** Could we offer an added benefit to account for the cost increase? **A:** We could look into that. (The discussion around this question was regarding to providing additional day passes for friends, extended exclusive hours for residents, etc...)
- **Q.** Do we offer a welcome package for new members or any incentives? **A:** In January, we have a membership drive with discounts and swag.
- **Q.** Do you think we will need a second recreation center in the near future? **A:** The industry standard for a recreation facility, such as the BRiCk, is 1 facility per 50,000 residents. As we work through the master plan the needs inventory and facility feasibility will identify timing and potential cost for any future facility needs. It will be considered with the projected population increase in the next 5-10 years.

## B. Receive October 2023 Monthly Report

**Comment:** Due to flooding, I have noticed a lot more trash has accumulated in Oak Valley Park near Evandale. **A:** We will have staff clean that up.

**Q:** What is the status of repositioning the lights at Oak Valley? **A:** TXU has a work order, and has received the funding for the project. We are currently in the cue for getting this project completed.

**Q:** Have you received responses to the parks surveys? **A:** Requests for more shade. Inclusivity for special needs.

**Q:** How do I respond to inquiries about test results at the Bark Park? **A:** Because the situation is environmental related, it is now under the purview of Public Works. They will advise the citizens of test results and mitigation going forward.

C. **Community Announcements:** November programming Calendar Attached

**BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

- **Second dog park proposal.**

**ADJOURN: 8:10 PM**

Jen Basham  
Director of Parks and Recreation  
jbasham@burlesontx.com  
817-426-9201



## Planning and Zoning Commission Meeting Summary

Tuesday, November 14, 2023  
6:00 PM

City Hall - 141 W Renfro  
Burleson, TX 76028

On Tuesday November 14, 2023, the Planning and Zoning Commission met for its regularly scheduled meeting at 6 p.m. The Commission had eight members in attendance and the following items were discussed and acted on:

- Consent Agenda items:
  - Approval of the minutes from the October 10, 2023, meeting.
  - Approval of a replat for McDonald Subdivision (Case 23-269).
  - Approval of a replat for Mabe Addition (Case 23-023).
  - A motion and a second were made to approve all consent items and there was no discussion; the motion to approve passed by a unanimous vote of 8-0.
- Public Hearings:
  - Consider a resolution for a variance request to Chapter 36, fencing and screening regulations, allowing for an alternative transitional screening material (Case 23-252).
    - Staff presented the variance request and Vice Chairman Taylor opened the public hearing.
    - Commissioner Janusch inquired about the property pin location and if the current fences were within the property. Staff informed him that the fences are within the property lines. Commissioner Brookman inquired about the access points for the site. Staff stated that there are access easements on the site that would allow access from Summercrest as well as Wilshire. Commissioner Hadley inquired about the utilities in the easement. Staff informed the Commission that there are above ground and underground utilities in the easement. Commissioner Janusch inquired about the site having curb and gutter. Staff informed him that the site will have curb and gutters and the flow of the drainage would not be toward the residence. Commissioner Hulsey stated that he would like to see an alternative option presented where the developer has reached an agreement with the surrounding property owners and tenants on the type and location of the fence. The applicant, Tony Filley with Retail Partners, and Anna Carrillo with Carrillo Engineering, addressed the Commission and stated that an extensive drainage analysis for the project was completed and that improvements to the existing drainage patterns will be improved. Commissioner Brookman inquired about the drive thru lanes and how the adjacent bank customers may be impacted. Ms. Carrillo stated that the design has curbs to keep the vehicles separated so there should be no adverse impact to the bank customers. Commissioner Tittle stated that there was a letter included in the packet from a resident concerned with the noise. Commissioner Hulsey made a motion to close the public hearing and a second was made and the public hearing was closed.

- There was a motion and a second made to table the zoning change request and continue the public hearing until the December 19, 2023 meeting, motion passed with a unanimous vote of 8-0.
- Consider an ordinance for a zoning change request from “SF7”, Single-family dwelling district 7, to “CC”, Central Commercial district (Case 23-270).
  - Staff presented the zoning change request and Vice Chairman Taylor opened the public hearing.
  - Commissioner Janusch inquired about parking. Staff stated that the parking meets the minimum required parking for the zoning district.
  - There was a motion and a second made to recommend approval of the zoning change request and the motion passed with a unanimous vote of 8-0.
- Consider an ordinance for a zoning change request from “A”, Agriculture district to “C” Commercial district (Case 23-091)
  - Staff presented the zoning change request and Vice Chairman Taylor opened the public hearing.
  - The applicant, Shawn Hill, addressed the Commission to give them an overview of the proposed project and scope of the operation.
  - There was a motion and a second made to recommend approval of the zoning change request and the motion passed with a unanimous vote of 8-0.
- Consider an ordinance for a zoning change request from “SP” Site Plan district D-091-08, to “PD” Planned Development district (Case 23-254).
  - Staff presented the zoning change request and Vice Chairman Taylor opened the public hearing.
  - There was a motion and a second made to recommend approval of the zoning change request and the motion passed with a unanimous vote of 8-0.
- Reports and Presentations:
  - None
- Community Interest Items:
  - None
- Adjournment
  - With no further business items, Vice Chairman Taylor adjourned the meeting at 6:55 p.m.



## Animal Shelter Advisory Committee Meeting Summary

Wednesday, November 8, 2023  
5:30 PM

725 SE John Jones Drive  
Burleson, TX 76028

1. **CALL TO ORDER: 5:41 PM** All present, except Steven Janssen, Syriana Smith, Dr. Susan Andrews and Lisa Chick.
2. **GENERAL**
  - A. Consider approval of the minutes from the March 8, 2023 Animal Shelter Advisory Committee meeting.
    - Minutes approved unanimously
  - B. Consider approval of the minutes from the September 20, 2023 Animal Shelter Advisory Committee meeting.
    - Minutes approved unanimously
3. **CITIZEN APPEARANCES: None**
4. **REPORTS AND DISCUSSION ITEMS**
  - A. **Receive a report and discuss Animal Services' annual report on FY 22-23 shelter operations. (Staff Presenter: Kim Peckler, Animal Services Manager)**

Staff presented the annual shelter report. The committee had no questions or comments on the report.
  - B. **Summary of the Migratory Bird Prevention Efforts (Staff Presenter: Kim Peckler, Manager of Animal Services.)**

Shelter manager discussed migratory bird law and which birds are part of the act. Staff discussed the efforts they have done to work with local businesses to deter migratory grackles from landing on their buildings.
  - C. **Summary of the fundraiser held at the Senior Center. (Staff Presenter: Kim Peckler, Manager of Animal Services)**

Staff discussed the fundraiser and that the shelter received over \$400 in donations from the event.
  - D. **Summary of Community Outreach events and activities. (Staff Presenter: Kim Peckler, Manager of Animal Services)**

Reviewed recent and future offsite events. Staff also discussed the weekly newsletter and how to stay in touch with all aspects of the city for anyone who does

not use social media. Staff asked the board members if they would be open to assisting with off-site adoption events, all staff present were open to the idea. Staff will supply committee members with upcoming dates of events for them to sign up for.

**Q.** How do you choose the animals to take to offsite adoption events? **A.** There are several factors we take into account, one is that they have all their shots, if they are friendly with other dogs and what type of event and where the event will be held.

#### **BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS**

- Reviewed the offsite adoption trailer and how we can raise the money for the trailer. The committee is willing to help with fundraisers for the trailer.
- The next meeting will be in March.

#### **ADJOURN: 6:27 PM**

DeAnna Phillips  
Director of Community Services  
817-426-9622  
[dphillips@burlson.tx.com](mailto:dphillips@burlson.tx.com)