



WEEKLY REPORT

DECEMBER 20, 2024

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, JANUARY 6

CITY COUNCIL REGULAR MEETING, 5:30 P.M.

REPORTS AND PRESENTATIONS

- Receive a report, hold a discussion, and provide staff direction regarding proposed fees and service changes associated with the solid waste program. (*Staff Contact: Richard Abernethy, Administrative Services Director*)

All meetings will be held at Burleson 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. MERITORIOUS AWARD RECIPIENTS

Please help us congratulate three of our most recent meritorious award recipients, Brad Russell, Christina Brinkman and Wendy Lastovica-Alvey. Read excerpts from their meritorious service letters below.

Brad Russell – Public Works Interim Streets/Drainage Operations Manager

Brad was commended for his prompt and professional response to a recent citizen issue. The citizen was impressed by how quickly the problem was resolved and expressed their gratitude for the outstanding service. His swift action not only met their needs but also left a lasting positive impression on the public for the service he provided.



Christina Brinkman - Marketing and Communications Manager

Christina was recognized for her exceptional flexibility and dedication in rearranging her schedule to provide last-minute photography coverage during the Thanksgiving holiday. Her professionalism, teamwork, and willingness to adjust personal plans made a significant impact, benefiting both colleagues and the community. Her high-quality work under pressure reflects her commitment to excellence and is deeply appreciated.



Wendy Lastovica-Alvey - Youth Services Librarian

Wendy was recognized for her kindness and dedication in assisting a citizen who locked her keys in her car. Despite the library being closed and the parking lot empty, she stayed with the individual until help arrived, demonstrating compassion and professionalism. Her actions reflect the core values of the organization and showcase her integrity and empathy in ensuring others' safety and comfort.



B. CITY CHRISTMAS & NEW YEAR CLOSURES

Many city of Burlison facilities will be closed on Tuesday, Dec. 24, Wednesday, Dec. 25, and Wednesday, Jan. 1, in observance of Christmas and New Year's Day.

Trash & Recycling

Regular trash and curbside recycling collections will not be affected by the holidays, as collections do not occur on Wednesdays. Ensure trash is set out by 7 a.m. on your scheduled day. Due to increased holiday volume, collections may be delayed but will be completed, even if it's the following day.

Holiday Hours

Christmas Eve:

- **Closed:** City Hall, Library, Senior Activity Center, Animal Shelter, Russell Farm Art Center, Hidden Creek Golf Course
- **Open:** Burleson Recreation Center (BRiCk) (8 a.m.–5 p.m.), Public Safety (24/7)

Christmas Day:

- **Closed:** All City Facilities
- **Open:** Public Safety (24/7)

New Year's Eve:

- **Open:** City Hall (8 a.m. - 5 p.m.), Hidden Creek Golf Course (7 a.m.–5:30 p.m.), Public Safety (24/7)
- **Open with limited hours:**
 - BRiCk: 8 a.m.–5 p.m.
 - Library: 9 a.m.–5 p.m.

New Year's Day:

- **Closed:** City Hall, Library, Senior Activity Center, Animal Shelter, Russell Farm Art Center, BRiCk
- **Open:** Hidden Creek Golf Course (7 a.m.–5:30 p.m.), Public Safety (24/7)

C. NBC 5 HIGHLIGHTS BURLESON POLICE EFFORTS AGAINST GIFT CARD FRAUD

Earlier this year, NBC 5 Responds investigated consumer complaints about stolen gift card balances. In June, Burleson Police arrested two individuals accused of tampering with gift cards on store shelves in North Texas.



Recently, NBC 5 revisited Burleson for a feature where police officers demonstrated how to spot signs of tampered gift cards to help shoppers avoid fraud this holiday season. [Watch the entire video](#)

D. LIBRARY PROGRAMMING

Teen DIY Christmas Crackers

Saturday, December 21, 11:30 a.m.

Christmas crackers are fun table decorations that snap when you open them and reveal surprises inside. Teens ages 10 and up are invited to create their own DIY crackers to share with family or friends just in time for the holidays. Don't miss this fun and creative way to add some sparkle to your celebrations.

Gift Wrapping Party

Saturday, December 21, 3-5 p.m.

Need to do some last-minute gift wrapping? Wrap your presents away from home, share supplies, and socialize with other "Santas." We'll provide refreshments and all the wrapping supplies you need, but feel free to bring your own as well.

E. SENIOR CENTER PROGRAMMING

The Burleson Senior Activity Center invites everyone to its annual New Year's Eve Celebration on Tuesday, December 31. Attendees will enjoy black-eyed peas, cornbread, and sparkling cider while bidding farewell to 2024 and ringing in 2025!

For those interested in learning more about the center's offerings, tours are available. The Senior Activity Center, located at 216 SW Johnson Avenue, is open to individuals aged 50 and up.



F. PET OF THE WEEK

Diva is a ten-month-old Great Pyrenees mix who is ready for her forever home. The shelter environment can be overwhelming for her, but with patience and understanding, she can blossom into a confident and loving companion.

Diva is looking for a calm and patient family who can provide her with a safe and loving home. She'll need time to adjust to her new surroundings, but with consistent love and care, she'll become a cherished member of your family.

Her adoption fee is waived and includes shots, microchipping, heartworm testing, and spay.

The shelter is currently at capacity for dogs. View all adoptable animals at burlesontx.com/adopt



G. FEEL GOOD FRIDAY

A small act of kindness brought big smiles this week in Burleson, and just in time for Christmas. A Target shopper noticed a well-loved stuffed animal, "Bun Bun," left behind on a shelf. Wanting to help, they turned it in to the service desk and shared a post on the Burleson Residents Talking Facebook group, hoping to find its owner.

The post reached the family through a friend, and the relief was immediate. Bun Bun belonged to a 3-year-old girl, and her family had spent over an hour searching for it the day before. Knowing it couldn't be replaced, they feared it was gone forever. Thanks to this thoughtful stranger's quick action, Bun Bun was returned safely, restoring a little girl's world just in time for the holidays.

Here's to the power of community, kindness, and a happy ending!



III. UPCOMING ROAD CONSTRUCTION/CLOSURES

[\(click to view map\)](#)



PUBLIC WORKS ROAD IMPROVEMENT PROGRESS

Work on SW Alsbury Boulevard has been delayed by two days due to recent weather conditions. The northbound lane, initially expected to reopen on December 23, is now scheduled to reopen on December 27, pending successful test results confirming proper curing of the section.

Phase 2 remains on track to begin in early January, focusing on the inside northbound lane. During this phase, traffic will again be reduced to one lane as work continues to improve the rideability of this section. All timelines are weather-dependent.



IV. PARKS CAPITAL PROJECTS

PROJECT	STATUS	TIMELINE
Oak Valley South – Scott Street Trailhead Improvement	Construction in progress	Anticipated completion: December 2024
Chisenhall Turf Conversion (7 fields)	Construction in progress	Anticipated completion: March 2025
Centennial Park	In production to be delivered – January 2025	Anticipated completion: March 2025
Parks Master Plan	Engagement	Anticipated completion: April 2025
Shannon Creek	Design / Bidding Goal	January 2025
Green Ribbon	Finalizing design in coordination with TxDOT	Ongoing
Community Park	Design	Ongoing
BRiCk Renovation	Equipment package approved on September 9, 2024. Interior Renovation & Pool Resurface approved on October 21, 2024.	November 2024 – Lobby Renovation construction started August 2025 – Pool Renovation construction start September 2025 - HVAC construction start

V. EVENTS

Event information can be found at www.burlesontx.com/events

VI. ATTACHMENTS

- Keep Burleson Beautiful December 11 Meeting Summary.....page 8-10
- Parks Board December 12 Meeting Summary.....page 11-12
- Planning and Zoning Commission December 17 Meeting Summary...page 13



Keep Burleson Beautiful

Wednesday December 11, 2024
4:45 PM

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

➤ Welcome: 4:48 PM

Committee Members Present:

Kristen Tanz
Donna Confessore
Heidi Garbe
Mary Ann Matthews
Dagmar Higgins

➤ Administrative Items:

- Treasurer's report: **October - \$2,591.85; November - \$2,579.85; December - **\$2,651.89****
- Bank transition to American National – Update
- We will continue banking with Independent Bank. The service code has been updated so that we are no longer being charged a monthly service fee. Additionally, Jessica K. Reeves is no longer associated with KBB. The new authorized individual to be added to the bank account is Mary Goldsberry.
- Congrats to Kristen Tanz – City of Burleson Employee of the Year

➤ Ongoing/New Business

- Committee Chair Reports – responsible for specific areas, projects, and report outs
 - Adopt-a-Spot Committee – Update
 - Willis Hustlers—4 clean ups since our last meeting
 - Burleson Collegiate—clean up on November 15 with 38 volunteers
 - Community 4H—clean up on November 23 with 10 volunteers
 - Suburban Wild—clean up scheduled for December 21
 - Ann Heberle Business Beautification Award Committee – Update
 - *Selected "Spears Team" at 125 N Wilson St as winners for November 1.*
 - Kristen picked up the sign from American National Bank.
 - Donna will take the award with her.

- Communications Committee
 - Concepts: Quarterly newsletter content, Event metrics, Program wrap ups, Volunteer Outreach
 - Burleson Now to display a trash bash photo in upcoming mag
 - Future: spring article on KBB
 - Action item / goal for next month –Trash bash metrics; Provide key metrics/newsletter for sponsorship use
 - Heidi will assist with updating the agenda. We are still pursuing an opportunity to be featured in the spring issue of *Burleson Now*. Heidi will follow up on this in January.
 - The goal is to go paperless (with sign-ups and volunteer waivers) for 2025 Spring Trash Bash to make the process more efficient and help with metrics.

- Finance Committee – Financials and sponsorship opportunities
 - *Action item / goal for next month – Begin identifying a community contact list for sponsorships*
 - Scholarship Update
 - Kristen needed formal approval for the scholarship application that was sent out, which received general agreement. Two scholarships of \$1,000 each will be awarded. Discussion included scaling back scholarships or t-shirts in order to stay on budget. Going forward, Trash Bash t-shirts will require registration, with the possibility of attendees contributing toward their cost.
 - After the brochure is updated, Donna will send brochures to potential sponsors and follow up with them in January.
 - Heidi will forward updated scholarship information to Bailey, who will share it with Carrie Chavez for updates to the KBB website.

- Planting Committee –
 - *BISD Partnerships (No Mow Areas expansion) – Jessica and Mary Ann to meet with BISD (December 18 – 2 pm at Norwood Elementary)*
 - The Planting Committee focused on the pollinator garden and collaborated with two Parks staff members to designate specific areas for mowing.

- Event Committee
 - Spring Trash Bash 2025 – Date discussion (April 5 – Date change)
 - T-Shirt Contest (Theme Discussion)
 - The Spring Trash Bash is scheduled for April 5th.
 - The chosen t-shirt theme was Dragonflies.

- A \$250 prize was considered to be awarded to the winner of the T-Shirt Contest—Heidi will brainstorm ways to lower the cost of the t-shirts.

- Bylaws review request – In progress

- GCAA funding roll in to Parks Green Ribbon project – In progress

- Upcoming Events Opportunities:
 - Kids Around the World – Centennial Playground removal
 - Date: December 17, 2024
 - Time: 9am
 - The Great Giveback (Kristen will RSVP for KBB to have a table.)
 - January 25, 2024
 - Time: 9am-11am

- **Open the floor to Board/Members/Close Meeting**
Discuss with Jessica about doing a year in the making. Bailey will distribute the finalized minutes to KBB members each month.

- **Upcoming Meetings**
 - January 8, 2024
 - February 12, 2024

Meeting was adjourned at 5:37 PM

Bailey Campbell, Recording Secretary



Park Board Meeting Summary

Thursday, December 12, 2024
6:00 PM

City Hall 141 W Renfro
Burleson, TX 76028

1. **CALL TO ORDER: 6:00 PM**—Matthew Quinn called meeting to order at 6:00 PM

All present, except Tyler Knox, and Lindsey Cobb (Lindsey Cobb arrived at 6:02 PM)

2. **GENERAL**

A. Consider approval of the minutes from the November 14, 2024, meeting. (Staff Contact: Bailey Campbell, Senior Administrative Specialist)

- Shannan Sutter made a motion to approve the item. Ashli Logan seconded the motion.
- Motion passed 5-0. Absent Lindsey Cobb, Tyler Knox.

B. Consider approving excused absences for Park Board member, Sherry Scott's, absence from the December 12, 2024, January 9, 2025, and February 13, 2025 Park Board meetings. (Staff Contact: Jen Basham, Director of Parks and Recreation)

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

- Shannan Sutter made a motion to approve the item. Christian Schott seconded the motion.
- Motion passed 6-0. Absent Tyler Knox.

3. **REPORTS AND PRESENTATIONS**

A. Receive the November 2024 Department Update Presentation (Staff Contact: Jen Basham, Director of Parks and Recreation)

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

- No follow up questions were asked.

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

5. **ADJOURN: 6:11 P.M.**

Jen Basham
Director of Parks and Recreation
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817-426-9201



Planning and Zoning Commission Meeting Summary

Tuesday, December 17, 2024
6:00 PM

City Hall - 141 W Renfro
Burleson, TX 76028

On Tuesday December 17, 2024, 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 December 3, 2024, meeting.
 - Approval of a Final Plat for HCCA Addition.
 - 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:
 - None
- Reports and Presentations:
 - None
- General:
 - None
- Community Interest Items:
 - None
- Adjournment
 - With no further business items, Chairman Tune adjourned the meeting at 6:01p.m.