

BURLESON PARKS ADVISORY BOARD
December 8, 2022
DRAFT
MINUTES

Call to Order – 6:00 PM

Roll Call

Board Members Present

Shannan Sutter
Lindsey Cobb
Sherry Scott
Matthew Quinn
Nathan Nakamura
Michael Massey
Jessie Farris

Board Members Absent

Staff in Attendance:

Jen Basham (Director of Parks and Recreation)
David Lopez (Deputy Director, Parks)
Allison Smith (Recreation Manager)
Kerry Montgomery (Senior Administrative Secretary)

Guests

None

1. Call to order: 6:00 PM

2. General

A. Consider approval of the November 10, 2022 meeting minutes. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)

A motion was made by Michael Massey to accept the minutes as presented. Jessie Farris seconded the motion. The motion passed 7-0.

3. Citizen Appearances

None

4. Reports and discussion items:

A. Consider recommending approval of a contract with Progressive Commercial Aquatics, Inc. through a cooperative purchasing agreement with BuyBoard in the amount of \$99,667.50 for the purchase of replacement Outdoor Pool sand filters for the Burleson Recreation Center. (*Staff presenter, Allison Smith, Recreation Manager*)

One of the two Outdoor Pool sand filters has a crack and is slowly leaking water. Due to a repair or patch not being a long-term solution and the filter with the crack being the bottom filter, both filters need to be completely replaced to resolve the issue. This project was approved as a supplemental in the FY 22-23 budget. Staff is seeking to correct this issue by replacing both sand filters for the Outdoor Pool. The sand filters take six to eight weeks to produce and the installation would be complete by March 2023. A discussion followed. A motion was made by Sherry Scott to approve the contract as presented. Jessie Farris seconded the motion. The motion passed 7-0.

B. Recommend approval of a contract with the Brandt Companies, LLC through a cooperative purchasing agreement with BuyBoard in the amount of \$160,255 for the purchase of new AC control software and computer boards for the Burleson Recreation Center. (Staff presenter: Jen Basham, Director of Parks and Recreation)

The current AC control software and computer boards at the BRiCk have been failing for over a year. The issues have caused inconsistent temperatures and have made it very difficult to regulate and correct temperature issues in a timely manner. The main issue is due to the software not properly communicating with the computer boards in the units. In order to maintain comfortable temperatures, most of the units require staff to manually open and close the valves. Staff met with multiple contractors to discuss solutions and ultimately determined that Brandt Companies provided the most cost effective viable solution. This project was approved as an FY 22-23 capital improvement project for \$500,000, the final cost came in under budget at \$160,255. Staff is seeking to correct this issue by installing the new software Niagara 4 along with new computer boards for each unit. This software will give us the capability to make adjustments to individual preset zones all through the online system. It will also have a notification system that will alert staff when there is a malfunction. During this installation, all AC units, valves, dampers, sensors, etc. will be checked and recommended for replacement as needed. A discussion followed. A motion was made by Lindsey Cobb to approve as presented. Michael Massey seconded the motion. The motion passed 7-0.

C. Consider recommending approval of a contract with Simplot Turf and Horticulture for the purchase of fertilizer and chemicals used for maintaining the golf course greens, tees and fairways of Hidden Creek Golf Course in the amount not to exceed \$90,000. (Staff presenter: Jen Basham, Director of Parks and Recreation)

The golf course uses fertilizers, fungicides, and herbicides to promote healthy turf grass and to control unwanted weeds and fungus growth on the greens. Purchases will be a combination of Sole Source (Simplot is the only company that makes that mix), Agency pricing (manufacturer sets the price regardless of distributor) and BuyBoard contract #611-20. The golf course has an annual budget of \$90,000 and is able to lock in pricing by early ordering fertilizers and chemicals. Additionally, manufacturers offer rebates of 3% to 10% for early ordering. Shannan Sutter made a motion to approve as presented. Sherry Scott seconded the motion. The motion passed 7-0.

- D. Recommend approval of an ordinance amending the City Budget for fiscal year 2022-2023 by increasing appropriations of funds in the amount of \$600,900 for various projects at Hidden Creek Golf Course. (Staff presenter: Jen Basham, Director of Parks and Recreation)**

Hidden Creek Golf Course has been working to repair deferred maintenance items along the course. Many improvements have occurred over the past year. Staff has developed a five year capital improvement plan to address long term capital needs at the course. A request has been made to staff to bring forward an item for council consideration to advance funds for various deferred maintenance items in the capital plan. Projects include: Consolidating the 5 year bunker replacement plan to 1 Add projects to repair drainage issues throughout the course Add additional funds to the operating budget for repairs to the cart path Add a blade aerator to break up compacted soil along fairways and greens to ensure that nutrients can be absorbed into soil The total request for the amendment is \$600,900 and will be funded through 4B. A discussion followed. Burleson resident, Bill Janusch spoke to the board expressing his concerns regarding drainage issues at the golf course. Shannan Sutter made a motion to approve the amending of the ordinance as presented. Lindsey Cobb seconded the motion. The motion passed 7-0.

- ~~E. Recommend a resolution approving the acquisition of real property at 2410 SW Hulen St. Burleson, TX from Marilyn Bleeker in the name of the City of Burleson and authorizing the expenditure of funds. (Staff presenter: Jen Basham, Director of Parks and Recreation)~~**

Jen Basham, Director of Parks and Recreation requested item 4E be removed from the agenda. This item will be presented to the Burleson City Council for consideration at the (December 12, 2022) regular city council meeting.

- F. Parks and Recreation Department Updates. (Staff presenter: Jen Basham, Director of Parks and Recreation)**

The board was briefed with a presentation in regards to special events, programming, revenue and capital improvement projects for the BRiCK, Golf, Russell Farm, and Parks.

5. Community Announcements

The board was provided a calendar of December recreation activities.

6. Board requests for future agenda items or reports.

None

Adjourn:

There being no further business, Chairperson Matthew Quinn adjourned the meeting.
Time – 6:47 PM

Kerry Montgomery, Senior Administrative Secretary