THE CITY OF BURLESON TEXAS

Department Memo

## Community Services Committee

**DEPARTMENT:** **Parks and Recreation**

**FROM:** **Allison Smith, Deputy Director of Recreation**

**MEETING:** **November 18, 2026**

**SUBJECT:**

Receive a report, hold a discussion, and provide recommendations to the City Council regarding a resident request to install a community trinket exchange box at Bailey Lake Park. *(Staff Contact: Allison Smith, Deputy Director of Recreation)*

**STRATEGIC PRIORITY AND GOAL(S):**

| Strategic Priority | Strategic Goal |
|---|---|
| Beautiful, Safe, & Vibrant Community | 3.1 Encourage a clean and healthy community |

**SUMMARY:**

The Parks and Recreation Department received a request from a Burleson resident seeking permission to install a community trinket exchange box at Bailey Lake Park. Similar in concept to a Little Free Library, the box would allow park visitors to exchange small trinkets by taking an item and leaving another in its place.

The resident repurposed an existing newspaper stand by refurbishing and painting it to create the exchange box. The proposed location is near the park pavilions or adjacent to the existing Little Free Library, subject to City approval.

The resident has volunteered to oversee the box, including regularly checking its condition, removing trash or unwanted items, and maintaining the surrounding area. The resident has also indicated a willingness to remove the box if requested by the City.

If supported, staff would coordinate with the resident to finalize the proposed location, installation method, and maintenance expectations. An agreement would be developed to

establish the resident's responsibilities for ongoing maintenance and removal of the box if necessary.

**RECOMMENDATION:**

Staff recommends that the Committee provide further direction on the proposed donation box.

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

In October 2025, City Council adopted Ordinance No. 5937-10-2025, establishing regulations for donation boxes. Section 34-330 outlines requirements related to property owner authorization, maintenance, placement, and pedestrian and vehicle circulation.

**REFERENCE:**

N/A

**FISCAL IMPACT:**

N/A

**STAFF CONTACT:**

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