

**BURLESON CITY COUNCIL REGULAR MEETING**  
**MARCH 23, 2026**  
**DRAFT MINUTES**

**ROLL CALL**

**COUNCIL PRESENT:**

Victoria Johnson  
Phil Anderson  
Alexa Boedeker  
Chris Fletcher  
Larry Scott  
Dan McClendon  
Adam Russell

**COUNCIL ABSENT:**

**Staff present**

Tommy Ludwig, City Manager  
Harlan Jefferson, Deputy City Manager  
Eric Oscarson, Deputy City Manager  
Amanda Campos, City Secretary  
Monica Solko, Deputy City Secretary  
Matt Ribitzki, Deputy City Attorney

**1. CALL TO ORDER - Time 5:30 p.m.**

Mayor Fletcher called the meeting to order. **Time: 5:30 p.m.**

Invocation – Ron Williams, Pastor at Faith to Faith Ministries

Pledge of Allegiance to the US Flag

**2. PUBLIC PRESENTATIONS**

**A. Proclamations**

- **A proclamation recognizing "Procurement Professionals' Month" March 2026. (Recipient: Purchasing Division; Lauren Seay, Andrea Anderson and Jennifer Swim)**

**B. Presentations**

- **Recognize the City of Burleson for earning the Government Finance Officers Association Distinguished Budget Presentation Award for its annual budget, including special recognition for Strategic Goals and Strategies. (Presenter: Mark Davies, Director of Finance)**

**C. Community Interest Items**

- Thank you to all that were involved with the Vietnam Veterans Celebration.
- Join us for BTX Off Road Rally at Russell Farm on March 30 at 5:30 p.m.
- Join us for the Farmers Market on Saturdays in the Mayor Vera Calvin Plaza, starting at 8 a.m.
- Join us for Bunny Daze on March 28 from 9 a.m. to 12 p.m., at Chisenhall Fields.

- Join us for an Aqua Egg Hunt on April 4 from 9 a.m. to 12 p.m., at the Brick.

### 3. **CHANGES TO POSTED AGENDA**

- **Items to be continued or withdrawn**
  - Note dollar amount change to item 5J in the amount of \$1,245,538.92.
  - Add item 7A to consent agenda
  - Add item 7F to consent agenda subject to City Attorney approval of the contract
- **Items to be withdrawn from Consent Agenda for separate discussion or items to be added to the Consent Agenda.**
  - None.

### 4. **CITIZEN APPEARANCES**

- Tina Michael, 1285 Wysteria Lane, came forward to advocate for proactive inclusion in event planning and a designated low sensory time for children with disabilities to participate in the Aqua Egg Hunt.
- Bill Janush, 117 NE Clinton Street, came forward and urged the city to make accessibility for children with disabilities a mandatory priority in all city events.

### 10. **RECESS INTO EXECUTIVE SESSION - MOVED**

In accordance with Chapter 551 of the Texas Government Code, the City Council may convene in Executive Session in the City Council Workroom in City Hall to conduct a closed meeting to discuss any item listed on this Agenda. The City Council may reconvene into open session and take action on posted items.

#### **A. Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071, Texas Government Code**

- Receive a report and hold a discussion regarding a facility management agreement with Sports Facilities Management, LLC
- Receive a report and hold a discussion regarding the contract with the Burleson Independent Soccer Association for the operation of soccer leagues and tournaments at Bartlett Park
- Receive a report and hold a discussion regarding Hidden Creek Sports Complex
- Receive a report and hold a discussion regarding City Hall flooding

#### **E. Deliberation regarding security devices or security audits relating to information resources technology, certain network security information, or the deployment of security personnel, critical infrastructure, or security devices pursuant to Section 551.089, Texas Government Code**

- Receive a report and hold a discussion regarding a security assessment and deployments relating to information resources technology.

Mayor Fletcher announced that the Council would convene into Executive Session.  
**Time: 5:50 p.m.**

Mayor Fletcher announced that the Council would reconvene into open session. **Time: 6:13 p.m.**

## 5. CONSENT AGENDA

- A. Minutes from the February 23-24, 2026 special council meeting and March 2, 2026 regular council meeting. (Staff Contact: Monica Solko, Deputy City Secretary)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- B. CSO#6074-03-2026, minute order ratifying the actions on the Burleson 4A Corporation Board on March 23, 2026, regarding a resolution authorizing a Performance Agreement between American Completion Tools, Inc., and the Burleson 4A Economic Development Corporation for the business expansion located at 3084 S. Burleson Boulevard. (Staff Contact: Alex Philips, Economic Development Director)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- C. CSO#6077-03-2026, minute order ratifying the Burleson 4A Economic Development Corporation amendment to Resolution 4A102025AmendAnnualBudget by amending the Capital Improvement Plan. (Staff Contact: Randy Morrison, P.E., Director of Capital Engineering)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- D. CSO#6078-03-2026, minute order ratifying the Burleson Community Service Development Corporation amendment to Resolution 4B102025AmendAnnualBudget by amending the Capital Improvement Plan. (Staff Contact: Randy Morrison, P.E., Director of Capital Engineering)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- E. CSO#6079-03-2026, minute order ratifying a Community Service Development Corporation (Type B) resolution amending the corporation's operating budget (Resolution 4B081825AnnualBudget) for Fiscal year 2025-2026 by increasing appropriations in the amount of \$28,000, and by increasing anticipated revenues in the amount of \$28,000. (Staff Contact: Kevin Hennessey, Deputy Director of Finance)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- F. CSO#6080-03-2026, resolution for an advanced funding agreement with TxDot for Green Ribbon Improvements along John Jones Dr. from Greenridge Dr to S.Towne Dr in the amount of \$803,358. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- G. CSO#6081-03-2026, minute order authorizing street closures for the upcoming Honey Tour City Carnival Community Event. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- H. CSO#6082-03-2026, resolution amending CSO#6017-01-2026 Exhibit A by adding Vineyard Vines hosts by Harvest House to the list of public events. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- I. CSO#6083-03-2026, resolution amending CSO#6017-01-2026 Exhibit B, by adding Hope Fellowship Co-Op to the list of rental waivers. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- J. CSO#6084-03-2026, Cooperative Purchase Customer Agreement with GTS Inc. (Government Technology Solutions, Inc.) for the purchase of Dell Infrastructure Hardware, Commvault Backup & Recovery Solution, and VMWare Software (DIR-CPO-5687, DIR-CPO-5371, DIR-CPO-5175) in the amount of \$1,169,469.88 (Staff Contact: James Grommersch, Chief Technology Officer)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- K. CSO#6085-03-2026, addendum to the amended and restated tax abatement agreement (CSO#1146-10-2019 & CSO#1774-06-2021) by and between the City of Burleson, VCS Burleson Property I, LP, and BGO-SRE Burleson II, LP to acknowledge the subdivision and conveyance of their property at HighPoint Business Park. (Staff Contact: Alex Philips, Economic Development Director)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- L. CSO#6086-03-2026, ordinance amending the city's fee schedule ordinance for Fiscal Year 2025-26 (CSO#5907-09-2025) by amending fees associated with emergency medical and ambulance services. (Final Reading) (Staff Contact: Casey Davis, Fire Chief)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- M. Ordinance amending Section 10-104, "Contractor Registration Procedures," of Division 4, "Electrical Licensing and Contractor Registration," of Article II, "Administration," of Chapter 10, "Buildings and Building Regulations," of the Code of Ordinances. (First Reading) (Staff Contact: Tony D. McIlwain, Development Services Director)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- N. CSO#6087-03-2026, professional services agreement with Pape-Dawson Consulting Engineers, LLC for the design of the FM 917 and I-35W Lift Station and Force Main Project in the amount of \$617,300 (Project WW2602). (Staff Contact: Randy Morrison, PE, Director of Capital Engineering)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- O. CSO#6088-03-2026, professional services agreement with Lockwood, Andrews & Newnam, Inc. (LAN) for the design and real estate acquisition services of the Wicker Hill Road and Greenridge Drive Reconstruction Project in the amount of \$848,745.00 (Project ST2603). (Staff Contact: Christina Turner-Noteware, PE, Deputy Director of Capital Engineering)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

## **7. GENERAL – ITEMS ADDED TO CONSENT AGENDA**

- A. CSO#6090-03-2026, resolution approving the fiscal year 2024-2025 Annual Comprehensive Financial Report (ACFR), Single Audit Report, and the Annual Audit, and directing staff to file the approved documents in the City Secretary's Office and post them on the City's website. (Staff Contact: Mark Davies, Director of Finance)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

- F. CSO#6092-03-2026, contract with Donelson Construction Co., LLC. for the installation of Pressure Pave - modified aggregate quick set system to various**

**city streets in the amount of \$1,049,475 (sole source) (Staff Contact: Justin Scharnhorst, Deputy Director of Public Works)**

Motion made by Larry Scott and seconded by Dan McClendon to approve the consent agenda, noting the dollar amount change to Item 5J in the amount of \$1,245,538.92, and adding Items 7A and 7F, with Item 7F subject to City Attorney approval of the contract.

Motion passed 7-0.

## **6. DEVELOPMENT APPLICATIONS**

- A. CSO#6089-03-2026, resolution for variances to Chapter 63; Sign Regulations, relating to required minimum sign setbacks and maximum height of a pylon sign for QuikTrip located at 2220 W FM 917 (VAR26-002). (Staff Contact: Tony McIlwain, Development Services Director) (No Planning and Zoning Commission action was required for this item.)**

Tony McIlwain, Development Services Director, presented a resolution to the city council.

Motion made by Alexa Boedeker and seconded by Victoria Johnson to approve.

Motion passed 7-0.

## **7. GENERAL**

- A. CSO#6090-03-2026, resolution approving the fiscal year 2024-2025 Annual Comprehensive Financial Report (ACFR), Single Audit Report, and the Annual Audit, and directing staff to file the approved documents in the City Secretary's Office and post them on the City's website. (Staff Contact: Mark Davies, Director of Finance) – ADDED TO CONSENT AGENDA.**

Item 7A was added and voted on with the consent agenda above.

*Phil Anderson and Adam Russell left the Council Meeting at 6:23 p.m.*

- B. Ordinance authorizing a real estate contract for the sale of city-owned property located at 112 SE Gardens Boulevard, Burleson, Texas in response to the bid acceptance to RFP 2025-006 in the amount of \$500,000 (First Reading). (Staff Contact: Alex Philips, Director of Economic Development)**

Alex Philips, Director of Economic Development, presented items 7B and 7C as one presentation to the city council.

Motion made by Dan McClendon and seconded by Larry Scott to approve.

Motion passed 5-0, with Phil Anderson and Adam Russell abstaining.

- C. Ordinance on a Performance Agreement between the City of Burleson and BTX Flex, LLC., Inc. for a commercial flex development located 112 SE Gardens**

**Boulevard in Burleson, Texas. (First Reading) (Staff Contact: Alex Philips, Director of Economic Development)**

Motion made by Dan McClendon and seconded by Victoria Johnson to approve.

Motion passed 5-0, with Phil Anderson and Adam Russell abstaining.

*Phil Anderson and Adam Russell returned to the Council Meeting at 6:27 p.m.*

**D. Ordinance amending the five-year Capital Improvement Plan (CIP) for Fiscal Year 2026-2030. (First Reading) (Staff Contact: Randy Morrison, P.E., Director of Capital Engineering)**

Randy Morrison, Director of Capital Engineering, presented an ordinance to the city council.

Motion made by Victoria Johnson and seconded by Alexa Boedeker to approve.

Motion passed 7-0.

**E. CSO#6091-03-2026, ordinance amending the City operating budget (CSO#5910-09-2025) for Fiscal Year 2025-2026 by increasing appropriations in the General Fund in the amount of \$156,500, by increasing appropriations in the Other Special Revenue Fund in the amount of \$66,000, by increasing appropriations in the 4B Fund in the amount of \$28,000, by increasing appropriations in the Support Services Fund in the amount of \$271,085, by increasing anticipated revenues in the General Fund by \$39,850, and by increasing anticipated revenues in the 4B Fund by \$28,000; and finding time is of the essence. (First and Final Reading) (Staff Contact: Kevin Hennessey, Deputy Director of Finance)**

Kevin Hennessey, Deputy Director of Finance, presented an ordinance to the city council.

Motion made by Adam Russell and seconded by Victoria Johnson to approve.

Motion passed 7-0.

**F. CSO#6092-03-2026, contract with Donelson Construction Co., LLC. for the installation of Pressure Pave - modified aggregate quick set system to various city streets in the amount of \$1,049,475 (sole source) (Staff Contact: Justin Scharnhorst, Deputy Director of Public Works)– ADDED TO CONSENT AGENDA.**

Item 7F was added and voted on with the consent agenda above.

**G. CSO#6093-03-2026, resolution adopting the hotel/motel tax grant policy. (Staff Contact: Alex Philips, Economic Development Director)**

Alex Philips, Director of Economic Development, presented a resolution to the city council.

Motion made by Victoria Johnson and seconded by Alexa Boedeker to approve.

Motion passed 7-0.

**H. CSO#6094-03-2026, resolution naming the community park the “Burleson Legacy Park.” (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Jen Basham, Director of Parks and Recreation, presented a resolution to the city council.

Motion made by Alexa Boedeker and seconded by Adam Russell to approve.

Motion passed 7-0.

**8. REPORTS AND PRESENTATIONS**

**A. Receive a report, hold a discussion and provide staff direction regarding the scope for Phase I of the Burleson Legacy Park. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Jen Basham, Parks and Recreation Director, presented an overview of the newly named Community Park, identified as a priority in the 2019 and 2025 Master Plans. The City acquired the property in February 2023 and conducted extensive public engagement, including open houses, stakeholder meetings, and surveys, to guide the park’s design. The proposed full build-out includes athletic fields, courts, trails, a dog park, event spaces, a nature playground, and lake amenities. Phase One will focus on core infrastructure, including roadways, parking, softball fields, trails, and pond improvements. The project is funded through bond funds and potential grants, with construction anticipated to begin in 2025 and completion targeted for August 2027. Park Board feedback supported the project, with requests to include field lighting and explore traffic calming measures in lieu of speed bumps.

Council discussed the inclusion of lighting for the softball fields and expressed general support for adding it if feasible. Concerns were raised regarding traffic safety on the park roadway, with some members suggesting speed bumps; however, staff noted that speed bumps are not supported due to potential impacts on emergency response times. Alternative traffic calming measures, such as elevated crosswalks, were suggested for further consideration. Council also inquired about the project timeline in relation to nearby roadway improvements and discussed field surface options, including the potential use of artificial turf depending on cost.

**B. Receive a report, hold a discussion and provide staff direction regarding an indoor sports facility. (Staff Contact: Alex Philips, Director of Economic Development)**

Alex Philips, Director of Economic Development, presented an overview of sports tourism and the potential development of an indoor sports facility at Hidden Creek. He highlighted the significant economic impact of youth sports tourism, the positive findings from recent feasibility studies, and the proposed facility’s amenities, estimated cost, and regional draw. The project could generate substantial economic activity,

increase tournaments, and support additional commercial development, while also enhancing community amenities. Staff noted challenges, including parkland designation, funding limitations, and the need for a public-private partnership.

Council expressed general support for exploring the concept further and supported moving forward with discussions and identifying potential partners.

**C. Receive a report, hold a discussion, and provide staff direction on proposed amendments to the 2020 Midpoint Update of the Comprehensive Plan and the zoning code, and a possible joint meeting with the Planning and Zoning Commission. (Staff Contact: Tony D. McIlwain, Development Services Director)**

Tony McIlwain, Director of Development Services, presented proposed amendments to the 2020 Midpoint Update of the Comprehensive Plan and Zoning Code, including updates to the future land use map to allow for higher-density residential, mixed-use, and high-energy uses. Proposed zoning changes include regulations for accessory dwelling units (ADUs), parking, stacking and queuing, and the creation of a heavy/high-energy industrial district with performance standards. The Planning and Zoning Commission expressed concerns regarding traffic impacts and ADU size limits and requested a joint meeting with City Council to align on the proposed updates. Staff outlined a multi-month schedule for review, public hearings, and adoption, and will seek community and development stakeholder input.

Council expressed support for a joint workshop-style meeting with the Planning and Zoning Commission, along with additional Council discussion, and provided general direction to proceed.

**9. CITY COUNCIL REQUEST FOR FUTURE AGENDA ITEMS AND REPORTS**

- None.

**10. RECESS INTO EXECUTIVE SESSION**

In accordance with Chapter 551 of the Texas Government Code, the City Council may convene in Executive Session in the City Council Workroom in City Hall to conduct a closed meeting to discuss any item listed on this Agenda. The City Council may reconvene into open session and take action on posted items.

**A. Pending or contemplated litigation or to seek the advice of the City Attorney pursuant to Section 551.071, Texas Government Code**

- Receive a report and hold a discussion regarding a facility management agreement with Sports Facilities Management, LLC
- Receive a report and hold a discussion regarding the contract with the Burleson Independent Soccer Association for the operation of soccer leagues and tournaments at Bartlett Park
- Receive a report and hold a discussion regarding Hidden Creek Sports Complex
- Receive a report and hold a discussion regarding City Hall flooding

**B. Discussion regarding possible purchase, exchange, lease, or value of real property pursuant to Section 551.072, Texas Government Code**

- Receive a report and hold a discussion regarding real property commonly known as 225 W Renfro St in Burleson, Johnson County, Texas

**C. Deliberation regarding commercial or financial information received from or the offer of a financial or other incentive made to a business prospect seeking to locate, stay or expand in or near the territory of the City and with which the City is conducting economic development negotiations pursuant to Section 551.087, Texas Government Code**

- Project Alazar

**D. Deliberation regarding a cybersecurity measure, policy, or contract solely intended to protect a critical infrastructure facility located in the city pursuant to Section 551.0761, Texas Government Code**

**E. Deliberation regarding security devices or security audits relating to information resources technology, certain network security information, or the deployment of security personnel, critical infrastructure, or security devices pursuant to Section 551.089, Texas Government Code**

- Receive a report and hold a discussion regarding a security assessment and deployments relating to information resources technology.

Mayor Fletcher announced that the Council would convene into Executive Session.  
**Time: 7:28 p.m.**

*Phil Anderson left the Council Meeting at 8:08 p.m.*

*Victoria Johnson left the Council Meeting at 8:17 p.m.*

Mayor Fletcher announced that the Council would reconvene into open session. **Time: 8:20 p.m.**

## **11. ADJOURNMENT**

Motion made by Adam Russell and seconded by Alexa Boedeker to adjourn.

Motion passed 5-0, with Victoria Johnson and Phil Anderson absent.

Mayor Chris Fletcher adjourned the meeting.

**Time: 8:20 p.m.**

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Monica Solko  
Deputy City Secretary