

# **Boren Property Advisory Council**

## **Special Called Meeting Minutes**

**August 30, 2024**

**11:30 AM**

### **Roll Call**

#### **Board Members**

In attendance:

Charlsa Boren Bentley, Chair  
Barbara Black  
Pete McCaskill  
Karen Kaiser

Absent:

WL Sanders

#### **Others in Attendance**

Mary Ann Spaun, Russell Farm Supervisor  
Allison Smith, Deputy Director of Burleson Parks and Rec  
Jen Basham, Director of Burleson Parks and Rec  
Nancy Hogg, Russell Farm Attendant/Recording Secretary  
Tom Sale  
Cassie Havas

#### **1. Call to Order: 11:34 AM**

2. **Minutes Approval:** Not addressed at this meeting due to being a special called meeting.

#### **3. Reports and Discussion Items:**

- A. Receive a report, hold a discussion, and consider remodeling Chesapeake Building at Russell Farm to install and upgrade electrical service and HVAC: add insulation and new French doors; add restroom access; add storage and workplace areas.

Mary Ann Spaun, Russell Farm Supervisor presented a summary of adding electrical service, upgrading the HVAC with necessary addition of insulation to the building, and the closure of the large south sliding door opening with French doors, possibly opening out to a deck area. She explained the addition of a second door into the restroom to allow access from either half of the building, built-in storage cabinets w/ countertops on the west side of the building for art supplies.

Karen Kaiser moved to remodel Chesapeake Building at Russell Farm to install and upgrade electrical service and HVAC: add insulation and new French doors; add restroom access; add cabinet storage and countertops for workplace areas. Pete McCaskill seconded. Motion PASSED unanimously.

- B. Receive a report, hold a discussion, and consider roof and flooring repair at Russell-Boren historical house.

Mary Ann Spaun, Russell Farm Supervisor reported that the AC had a plugged drain and the AC drip pan ran over w/ water causing damage to the laundry room subflooring; a roof leak was caused by missing screws, 'boots' needing repair which caused mold in the master bedroom closet. Estimates for repair are ongoing. A float in the drain pan or a wifi sensor for moisture were suggested by the board.

Barbara Black moved to approve roof and flooring repairs at the Russell-Boren historical house. Pete McCaskill second. PASSED unanimously.

- C. Receive a report, hold a discussion, and consider Sensory Garden improvement at Russell Farm.

Mary Ann Spaun, Russell Farm Supervisor explained the function and value of a sensory garden including plants, fountains, windchimes, birdhouses and other sensory items.

Karen Kaiser moved to approve a Sensory Garden improvement to Russell Farm. Pete McCaskill second. PASSED unanimously.

- D. Receive a report, hold a discussion, and consider repair of Dairy Barn toilet and bathroom floors.

Mary Ann Spaun, Russell Farm Supervisor explained that the indoor/outdoor carpeting was the flooring in the Dairy Barn bathroom. It was bad and was pulled up some time ago. There is only rubber matting and cement floor showing now. It is recommended to repair the toilet and put down new flooring.

Barbara Black moved to repair the toilet and repair the bathroom flooring in the Dairy Barn. Pete McCaskill second. PASSED unanimously.

- E. Receive a report, hold a discussion, and consider upgrading office restroom fixtures and paint walls.

Mary Ann Spaun, Russell Farm Supervisor explained a donation of two ADA toilets and bathroom vanity cabinets has been offered to the farm. The ADA toilets would benefit staff and volunteers in the office bathroom. Pete McCaskill second. PASSED unanimously.

- F. Receive a report, hold a discussion, and consider replacing toilet and sink in Hay Baran restroom.

Mary Ann Spaun, Russell Farm Supervisor explained that the second toilet and vanity mentioned in 3E would replace the short toilet and the stand alone sink in the Hay Barn to provide storage of cleaning supplies.

Karen Kaiser moved to replace toilet and sink in Hay Barn with ADA toilet and vanity. Pete McCaskill second. PASSED unanimously.

- G. Receive a report, hold a discussion, and consider repairs and improvements to the Community Garden.

Mary Ann Spaun, Russell Farm Supervisor explained that many of the garden plots have rotting wood/sides on them and other repairs are needed.

Barbara Black moved to make repairs and improvements to Community Garden. Pete McCaskill second. PASSED unanimously.

H. Receive a report, hold a discussion, and consider establishing approval thresholds to allow automatic approval of certain actions regarding necessary (1) repairs and (2) remodels.

(1) Barbara Black moved to establish an approval threshold in line with the city's purchasing policy for necessary repairs, the cost of which are in line with the city's purchasing policy, which would be automatically approved without further BPAC action. This applies only to actions allowable under the Russell Farm Use Agreement and does not apply to new structures or new improvements. Any actions taken pursuant to this provision must be reported to the BPAC chairperson within 7 calendar days. Pete McCaskill second. PASSED unanimously.

(2) Karen Kaiser moved to table the motion to establish an approval threshold in line with the city's purchasing policy for remodels, the cost of which are in line with the city's purchasing policy, which would be automatically approved without further BPAC action. This applies only to actions allowable under the Russell Farm Use Agreement and does not apply to new structures or new improvements. Any actions taken pursuant to this provision must be reported to the BPAC chairperson within 7 calendar days. Pete McCaskill second. PASSED unanimously.

4. **Community Announcements:** None.

5. **Board requests for Future Agenda Items or Reports:**

- A. Upgrade main gate security panel
- B. Add worm farm to Community Garden.

6. **Adjourn: 12:44** Karen Kaiser moved, Pete McCaskill Second to adjourn.

Respectfully Submitted,

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Nancy Hogg, Recording Secretary