

BURLESON PARKS AND RECREATION BOARD
AUGUST 20, 2026
MINUTES
DRAFT

ROLL CALL

BOARD MEMBERS PRESENT

Matt Quinn, Chair
Tyler Knox, Vice Chair
Shannan Sutter
Addison Oscarson
Miguel Angel Sanchez
Christian Schott
Sherry Scott

BOARD MEMBERS ABSENT

Ashli Logan

Staff Present

Eric Oscarson, Deputy City Manager
Jessica Martinez, Deputy Director of Parks
Allison Smith, Deputy Director of Recreation
Sarah Heath, Senior Administrative Specialist/Recording Secretary

1. **CALL TO ORDER** - Time 6:00 p.m.

Matt Quinn, Chair, called the meeting to order. **Time: 6:05 p.m.**

2. **CITIZEN APPEARANCES**

None.

3. **GENERAL**

A. **Consider and take possible action on the minutes from the June 18, 2026 meeting. (Staff Contact: Sarah Heath, Senior Administrative Specialist)**

Motion made by Tyler Knox and seconded by Shannan Sutter to approve the minutes as presented.

Motion passed 7-0, with Ashli Logan absent.

B. **Nominate a Chair and Vice Chair for the Parks and Recreation Board for the fiscal year 2026-2027. (Staff Contact: Eric Oscarson, Deputy City Manager)**

Matt Quinn nominated himself for consideration as Chair.

Motion made by Sherry Scott and seconded by Miguel Angel Sanchez in favor of nominating Matt Quinn as Chair.

Motion passed 7-0 in favor of Matt Quinn as Chair, with Ashli Logan absent.

Shannan Sutter nominated herself for consideration as Vice Chair.

Motion was made by Sherry Scott and seconded by Miguel Angel Sanchez in favor of nominating Shannan Sutter as Vice Chair.

Motion passed 7-0 in favor of Shannan Sutter as Vice Chair, with Ashli Logan absent.

C. Consider and establish a tentative meeting cadence for fiscal year 2026-2027. (Staff Contact: Eric Oscarson, Deputy City Manager)

The Board confirmed to continue meeting on the third Thursday of each month at 6:00 p.m. in the Burleson University conference room in the City Hall Annex unless otherwise coordinated and communicated.

4. REPORTS AND PRESENTATIONS

A. Receive a departmental update. (Staff Contact: Eric Oscarson, Deputy City Manager)

Allison Smith, Eric Oscarson, and Jessica Martinez presented a departmental update to the Board. The presentation included:

- Attendance at recent special events and upcoming special events
- Attendance at July programs and athletics and upcoming September programs and athletics
- Attendance at July activities at Russell Farm Art Center and upcoming September activities at Russell Farm Art Center
- An update to social media engagement in June and July
- Upcoming volunteer opportunities: Woodcarving Showcase at Russell Farm Art Center, Fall Fest at the Farm at Russell Farm Art Center, Far Out Family Camp Out at Russell Farm Art Center
- A comparison of the Burleson Recreation Center (The BRiCK) memberships and day passes and program participation in July across fiscal years
- A comparison of Hidden Creek Golf Course metrics for July and year-to-date as compared to previous years
- An update to capital projects: Shannon Creek, Warren Park Master Plan, Green Ribbon, and Legacy Park
- An update to Parks operations: Burleson Nature Discovery, BTX Bike Ride Along, staff highlight and team outing, end of year budget close out, 5-year services renewal, winter project pre-planning, park metrics

The Board expressed support for the format that Allison Smith, Deputy Director of Recreation, provided regarding membership and day pass data trends at the Burleson Recreation Center (The BRiCK).

The Board expressed support for the potential for adding a short course in the upcoming Hidden Creek Golf Course Master Plan as a future development at Hidden Creek Golf Course.

The Board expressed an ongoing concern regarding e-bikes, noting a presence at Oak Valley Park North. Staff informed the Board that the Police Department will be providing a future update to City Council. The Board expressed appreciation for ongoing efforts to address e-bikes.

The Board expressed appreciation for the service of Jessica Martinez, departing Deputy Director of Parks.

B. Receive the August and September 2026 programming calendars and the Fall/Winter 2026-2027 Community Guide. (Staff Contact: Eric Oscarson, Deputy City Manager)

A paper copy of the August and September 2026 programming calendars and the Fall and Winter 2026-2027 Community Guide were given to the Board.

5. REQUESTS FOR FUTURE AGENDA ITEMS AND REPORTS

- Update on the Parks and Recreation Department's annual budget.

6. ADJOURN

Motion made by Sherry Scott and seconded by Miguel Angel Sanchez to adjourn the meeting.

Matt Quinn, Chair, adjourned the meeting. **Time: 6:41 p.m.**

Sarah Heath
Recording Secretary