

BURLESON PARKS ADVISORY BOARD  
April 13, 2023  
MINUTES

Call to Order – 6:00 PM

Roll Call

Board Members Present

Shannan Sutter  
Lindsey Cobb  
Sherry Scott  
Matthew Quinn  
Michael Massey  
Chris Schott  
Tyler Knox

Board Members Absent

Nathan Nakamura  
Ashli Logan

Staff in Attendance:

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

Guests

None

**1. Call to order: 6:00 PM**

**2. General**

**A. Consider approval of the February 9, 2023 meeting minutes. (Staff presenter: Kerry Montgomery, Senior Administrative Secretary)**

A motion was made by Michael Massey to accept the minutes as presented. Sherry Scott seconded the motion. The motion passed 7-0, with Nathan Nakamura and Ashli Logan being absent.

**B. Consider recommending approval of a construction contract with Northstar Construction, LLC for the construction of additional parking areas for Bailey Lake and Chisenhall Fields in the amount not to exceed \$1,792,594.23. (Staff presenter: David Lopez, Deputy Director of Parks)**

For the construction of a parking lot expansion for Bailey Lake Park for an additional 52 parking spaces and Chisenhall Fields for an additional 100 parking spaces. Both parking expansions will include required ADA spaces and landscape improvements. Chisenhall Fields parking expansion will include a new access drive to Hidden Creek Pkwy. A discussion followed.

Shannan Sutter made a motion to recommend approval of the construction contract, as presented. Sherry Scott seconded the motion. The motion passed 7-0, with Nathan Nakamura and Ashli Logan being absent.

**C. Consider recommending approval of a contract with MHSC Energy Management for the purchase of LED lighting and fixtures for the interior of the Burleson Recreation Center in the amount of \$64,105.99. (Staff Presenter: Jen Basham, Director of Parks and Recreation)**

Installing LED Lighting inside the Burleson Recreation Center will provide consistent lighting throughout the facility, less frequent light bulb outages, and a more energy-efficient lighting option. We are making this request in replace of the money allocated for transitioning the exterior lights at the BRiCk to LEDs. Our proposal is to move forward with the interior lighting this year and request the exterior LED lighting in FY 23-24. A discussion followed.

Michael Massey made a motion to recommend approval of the contract, as presented. Shannan Sutter seconded the motion. The motion passed 7-0, with Nathan Nakamura and Ashli Logan being absent.

**3. Citizen Appearances**

Erica Beck of 1280 High Crest Drive requested the board consider installing security cameras at Burleson Bark Park.

**4. Reports and discussion items:**

**A. 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 April recreation activities.

**6. Board requests for future agenda items or reports.**

Shannan Sutter requested the dog park security lighting be added to a future agenda, along with consideration of another dog park project.

**Adjourn:**

There being no further business, Chairperson, Matthew Quinn adjourned the meeting.  
Time – 6:37 PM

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Kerry Montgomery, Senior Administrative Secretary