

BURLESON PARKS ADVISORY BOARD

August 15, 2024

MINUTES

DRAFT

Call to Order – 6:00 P.M.

Roll Call

Board Members Present

Matthew Quinn  
Sherry Scott  
Tyler Knox  
Lindsey Cobb  
Shannan Sutter

Board Members Absent

Ashli Logan  
Michael Massey  
Christian Schott

Staff Present

Jen Basham, Director  
Jessica Martinez, Deputy Director of Parks  
Daniel Shafer, Parks Superintendent  
Allison Smith, Deputy Director of Recreation  
Bailey Campbell, Senior Administrative Specialist/Recording Secretary

Guests

Land Design

1. **Call to Order: 6:00 PM—Matthew Quinn called the meeting to order at 6:02 PM**

2. **Citizen Appearances**

None

3. **General**

A. Consider approval of the minutes from the February 15, 2024 Park Board meeting. *(Staff Contact: Bailey Campbell, Senior Administrative Specialist)*

Shannan Sutter made a motion to approve the item. Sherry Scott seconded the motion. Motion passed 5-0. Absent Ashli Logan, Michael Massey, and Christian Schott.

B. Consider approval of the minutes from the July 11, 2024 Park Board meeting. *(Staff Contact: Bailey Campbell, Senior Administrative Specialist)*

Shannan Sutter made a motion to approve the item. Sherry Scott seconded the motion. Motion passed 5-0. Absent Ashli Logan, Michael Massey, and Christian Schott.

- C. Consider recommending approval of a project with C1S for a mechanical equipment package for the Burleson Recreation Center at the guaranteed max price of \$4,079,342. (Staff Contact: Jen Basham, Director of Parks and Recreation)

Allison Smith gave a presentation recommending the approval of a project with C1S for a mechanical equipment package for the Burleson Recreation Center. The presentation included equipment breakdown, budget and funding, and projected timeline.

Sherry Scott made a motion to approve the item. Matthew Quinn seconded the motion. Motion passed 5-0. Absent Michael Massey, Ashli Logan, and Christian Schott.

- D. Consider recommending approval of a project with Jasco Construction LLC for the construction for the parking lot addition and trailhead improvement at Oak Valley South Scott trailhead in the amount of \$442,734.98 with project contingency of \$28,600.54 for a total amount of \$471,335.52. (Staff Contact: Jessica Martinez, Deputy Director of Parks)

Jessica Martinez gave a presentation recommending the approval of a project with Jasco Construction LLC for the construction for the parking lot addition and trailhead improvement at Oak Valley South Scott trailhead in the amount of \$442,734.98 with project contingency of \$28,600.54 for a total amount of \$471,335.52. The presentation included background, project scope, bid summary, and timeline.

Lindsey Cobb made a motion to approve the item. Tyler Knox seconded the motion. Motion passed 5-0. Absent Ashli Logan, Michael Massey, and Christian Schott.

- E. Consider recommending approval to name the fields at Bartlett Sports Complex, Mayfield Soccer Fields. (Staff Contact: Jen Basham, Director of Parks and Recreation)

No action was needed or taken on this item. The naming policy for renaming or naming of parks is City Council decision.

#### **4. Reports and Presentations**

- A. Receive a report, hold a discussion and provide staff feedback regarding the development of property for a community park. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Jen Basham introduced Land Design to give a report regarding the development of property for a community park. The report included the public engagement for public feedback that has been done to date. Potential program of amenities were discussed.

A discussion followed. The Board expressed great interest in the community park. Speaker Bill Janusch—117 NE Clinton St. Burleson TX—came forward and expressed concerns about parking.

**B. Receive a report, hold a discussion and provide staff direction regarding the accreditation process for parks and recreation. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Jen Basham gave a report regarding the accreditation process for parks and recreation. The report included benefits of accreditation, process for accreditation, standards, timeline, and cost. A discussion followed. The Board concluded that this will be beneficial in formalizing the rule book.

**C. Receive a report, hold a discussion and provide staff feedback regarding grant funding potential for the FY25 Centennial Park renovation. (Staff Contact: Daniel Shafer, Parks Superintendent)**

Daniel Shafer gave a report regarding grant funding potential for the FY25 Centennial Park renovation. The report included background, 7 Principles of Inclusive Design, national demonstration site, grant information, and timelines. A discussion followed. The Board expressed excitement and pride regarding the grant funding allocated for the renovation of Centennial Park.

**D. Receive a report, hold a discussion and provide staff feedback regarding updates to the capital improvement plan for 2025-2029. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Jen Basham gave a report regarding updates to the capital improvement plan for 2025-2029. The report included an updated plan. A discussion followed. The Board concluded that accreditation could also potentially help with some of these updates and point us in the right direction.

**E. Receive the July 2024 Department Update Presentation. (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Allison Smith, Jen Basham, and Jessica Martinez reviewed departmental programs, events and revenues for the month of June 2024. A discussion followed. The Board expressed interesting in learning specifics about graffiti, playground repairs, volunteer opportunities, how the volunteer program can be advocated for, and strategies used to increase social media following.

**F. Community Calendar**

A paper copy of the programming calendar was given to the board members.

**5. Requests and Future Agenda Items and Reports**

None.

**6. Adjourn.**

Chairperson, Matthew Quinn adjourned the meeting.  
Time – 8:13 P.M.

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Bailey Campbell, Recording Secretary