

# BURLESON PARKS ADVISORY BOARD

January 5, 2023

**DRAFT**

## MINUTES

Call to Order – 6:03 PM

Roll Call

### Board Members Present

Shannan Sutter

Lindsey Cobb

Sherry Scott

Nathan Nakamura (arrived at 6:16 PM)

Michael Massey

### Board Members Absent

Matthew Quinn

### Staff in Attendance:

Jen Basham (Director of Parks and Recreation)

David Lopez (Deputy Director, Parks)

Jessica Martinez (Recreation Manager)

Allison Smith (Recreation Manager)

Kerry Montgomery (Senior Administrative Secretary)

### Guests

None

## **1. Call to order: 6:03 PM**

## **2. General**

### **A. Consider approval of the December 8, 2022 meeting minutes. (*Staff presenter: Kerry Montgomery, Senior Administrative Secretary*)**

A motion was made by Michael Massey to accept the minutes as presented. Shannan Sutter seconded the motion. The motion passed 4-0, with Matthew Quinn being absent and Nathan Nakamura arriving after the vote.

### **B. Recommend approval of a construction contract with G Rod Construction for the renovation of the Bartlett Park soccer fields in the amount not to exceed \$1,102,968.46. *Staff presenter: Jen Basham, Director of Parks and Recreation***

The amount originally posted in the agenda was \$1,002,968.46. The revised amount includes contingency funding. Staff presented the new layout of the fields, which will be regraded. The new layout will work out well for parents of children in different age groups. Citizen requests for shade structures and lighting will be explored in a future project. The

Bartlett Park soccer fields were built in 2016 to include 16 fields. Each field was designed be individually crowned in an attempt to optimize surface drainage. Over time, the grades on most of the fields have failed and adversely impacted play. Additionally, crowning to individual fields limited ability to shift play as needed or provide flexibility in programming. The renovation of the soccer fields includes regrading to maximize programming and quality of play. In addition, the irrigation with be updated and new sport-grade turf will be installed. A discussion followed.

Michael Massey made a motion to recommend approval of the construction contract, as presented. Lindsey Cobb seconded the motion. The motion passed 5-0, with Matthew Quinn being absent.

**C. Consider recommending approval of the outdoor pool shade structure project.**  
***(Staff presenter: Allison Smith, Recreation Manager)***

The Outdoor Pool does not currently have any permanent shade structures for members and guests. Over the last 12 years staff implemented multiple temporary umbrella shades without success due to the umbrellas becoming airborne in wind. This caused concern for patron safety and the umbrellas were removed. By reallocating funds, we are seeking to correct this issue by installing three permanent shade structures and furniture. We are proposing the shade structures be purchased by the same company that designed and installed the splash pad to ensure synchronicity in the design of both shades. These structures will provide highly requested shade and seating for those enjoying the Outdoor Pool this summer.

Shannan Sutter made a motion to recommend approval of the project, as presented. Lindsey Cobb seconded the motion. The motion passed 5-0, with Matthew Quinn being absent.

**3. Citizen Appearances**

None

**4. Reports and discussion items:**

**A. Receive a report, hold a discussion, and consider recommending approval regarding the design and construction of park monument signage. *(Staff presenter: Jessica Martinez, Recreation Manager)***

This item was moved up in the agenda to be presented after the minutes to accommodate staff scheduling. Park monument signage has been approved as a FY 2023 through FY 2027 project in the Parks Capital Improvement Program to acquire/update park signage. This project has been budgeted with \$65,000 annually over the next 5 years. This year's project includes design and construction of two neighborhood park signs. Shannan Sutter made a

motion to approve as presented. Lindsey Cobb seconded the motion. The motion passed 4-0, with Matthew Quinn being absent, and Nathan Nakamura arriving after the vote.

**B. 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 January recreation activities.

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

None

**Adjourn:**

There being no further business, Vice Chairperson, Sherry Scott adjourned the meeting.  
Time – 6:47 PM

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Kerry Montgomery, Senior Administrative Secretary