

BURLESON PARKS ADVISORY BOARD  
February 15, 2024  
MINUTES  
**DRAFT**

Call to Order – 6:00 PM

Roll Call

Board Members Present

Christian Schott  
Michael Massey  
Tyler Knox  
Sherry Scott  
Nathan Nakamura  
Matthew Quinn  
Lindsey Cobb (6:04)  
Ashli Logan (6:11)

Board Members Absent

Shannan Sutter

Staff in Attendance:

Jen Basham, Director  
Allison Smith, Recreation Manager  
Jessica Martinez, Recreation Manager  
Daniel Shafer, Parks Superintendent  
Kerry Montgomery, Senior Administrative Secretary  
Jay Davis, Burluson Police Department  
Collin Gregory, Burluson Police Department

Guests

None

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

**A. Consider approval of the January 11, 2024 meeting minutes. (Staff Presenter: Kerry Montgomery, Senior Administrative Secretary)**

Christian Schott made a motion to accept the minutes as presented. Sherry Scott seconded the motion. The motion passed 6-0, with two members arriving after the vote and one absent.

**B. Receive a report, hold a discussion, and give staff feedback on security locations in Burluson parks. (Staff Contact: Daniel Shafer, Parks Superintendent)**

Staff provided updates on parks safety using security walkthroughs with the Burleson Police Department staff regarding recommendations of security camera locations in parks. A discussion followed.

Ashli Logan made a motion to approve. Tyler Knox seconded the motion. The motion passed 8-0, with Shannan Sutter being absent.

**C. Consider approval of a contract with Dunaway Associates, LLC for design, engineering, and survey services for the parking lot addition and trailhead improvement at Oak Valley South Scott trailhead in the amount of \$67,400. (Staff contact: Jessica Martinez, Recreation Manager - Parks and Recreation)**

Trailhead improvements at Oak Valley South Scott Street have been approved as a FY 2024 project in the Parks Capital Improvement Program. Improvement considerations include a parking lot addition, lighting, landscaping, and additional amenities such as a bike repair station and water fountain. Dunaway Associates, LLC engineering firm is prequalified from on our current preferred vendor list and completed the initial project review for the parking lot addition of this project. In their initial review, Dunaway Associates, LLC identified that a minimum of 21 parking spaces can be produced from the existing area. A discussion followed.

Ashli Logan made a motion to recommend approval. Tyler Knox seconded the motion. The motion passed 8-0, with Shannan Sutter being absent.

**D. Recommend approval of a contract with We Build Fun, Inc. as a sole source provider of Miracle products for improvement to Cedar Ridge Park in the amount of \$278,314. (Staff Contact: Jessica Martinez, Recreation Manager)**

Cedar Ridge Park has been identified as a priority for development through the parks master plan. \$280,000 has been identified in the capital improvement plan to develop the park. The site is situated in a residential area. An initial review of the park has determined that based on the size and location of the park, Cedar Ridge Park is considered a neighborhood park. The park currently includes a playground, benches, and picnic area. Two surveys were sent out to the community to get feedback on specific elements and final design options. 207 respondents provided feedback on the concepts submitted. Six design firms created concepts for the park including: Kompan, Burke, Miracle, Wisdom, Playwell, and Playground Etc. Miracle's conceptual design was the overall supported winner with 57 of votes. A discussion followed.

Michael Massey made a motion to recommend approval. Ashli Logan seconded the motion. The motion passed 8-0, with Shannan Sutter being absent.

**E. Consider recommending approval of a contract with TGS Sports LLC in the amount of \$1,741,400 for the conversion of Clydesdale, Shire, Paint, Appaloosa, Roan, Pasofina and Quarter fields at Chisenhall Fields to synthetic turf. (Staff Contact: Daniel Shafer, Parks Superintendent)**

Staff provided details regarding conversion of the existing infield of Clydesdale, Shire, Paint, Appaloosa, Roan and Quarter fields at Chisenhall Fields to synthetic turf. This conversion improves playability after rain events and enhances accessibility with even playing surfaces to maximize field usage. A discussion followed.

Ashli Logan made a motion to recommend approval. Michael Massey seconded the motion. The motion passed 8-0, with Shannan Sutter being absent.

**F. Consider recommending approval of a contract with PlayWorks Inc. a sole source provider of Playwell products for playground improvements to Meadowcrest Park in the amount of \$220,000. (Staff Contact: Daniel Shafer, Parks Superintendent)**

Staff provided details regarding replacement of existing playground equipment with synthetic turf surfacing for accessibility at Meadowcrest Park. A lengthy discussion followed with the board collectively asking staff to return with a concept with more special needs inclusive features.

Sherry Scott made a motion to table the agenda item. Lindsey Cobb seconded the motion to table. The motion passed 8-0 with Shannan Sutter being absent.

**G. Consider recommending approval of a contract with Dobbs Tennis Courts LLC for Pickleball court installation at Meadowcrest Park in the amount of \$144,470.00. (Staff Presenter: Daniel Shafer, Parks Superintendent)**

Since these courts are included in the same design as Item F, it was tabled, as well.

**4. Reports and Presentation**

**A. Receive the November 2023 Monthly Report**

Staff reviewed departmental programs, events and revenues for January. A discussion followed.

**5. Board requests for future agenda items and reports.**

Consider reaching out to more organizations for surveys for special needs parks features, and weighing votes from those groups heavier. Research best practices in other cities in regards to policy regarding special needs features. In future budget, include the cost of special features.

**Adjourn:**

There being no further business, Chairperson, Matthew Quinn adjourned the meeting.  
Time – 8:31 PM

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Kerry Montgomery, Senior Administrative Secretary