

BURLESON PARKS ADVISORY BOARD

July 11, 2024

MINUTES

DRAFT

Call to Order – 6:00 P.M.

Roll Call

Board Members Present

Shannan Sutter
Nathan Nakamura
Sherry Scott
Tyler Knox
Christian Schott

Board Members Absent

Lindsey Cobb
Matthew Quinn
Michael Massey
Ashli Logan

Staff Present

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

Guests

None

1. **Call to Order: 6:00 PM Sherry Scott called 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)*

Sherry Scott made a motion to table until next time due to not having a quorum to approve that. Corrections also need to be made to items 2C, D, and E. Shannan Sutter seconded the motion.

Motion passed 5-0. Absent Lindsey Cobb, Matthew Quinn, Michael Massey, Ashli Logan.

- B. Consider approval of the minutes from the June 13, 2024 Park Board meeting. *(Staff Contact: Bailey Campbell, Senior Administrative Specialist)*

Shannan Sutter made a motion to approve the item. Tyler Knox seconded the motion. Motion passed 5-0. Absent Lindsey Cobb, Matthew Quinn, Michael Massey, Ashli Logan

- C. Consider recommending approval of a contract with Kimley-Horn for the design of Green Ribbon improvements along Northwest Wilshire Blvd in the amount of \$90,000. (Staff Contact: Jen Basham, Director of Parks and Recreation)

Jen Basham gave a report recommending the approval of the contract with Kimley-Horn for the design of Green Ribbon improvements along Northwest Wilshire Blvd. The amount is for \$90,000. A discussion followed.

Tyler Knox motioned to approve the recommendation. Shannan Sutter seconded the motion.

Motion passed 5-0. Absent Lindsey Cobb, Matthew Quinn, Michael Massey, Ashli Logan.

4. Reports and Presentations

- A. **Receive a report, hold a discussion and provide staff feedback regarding the 2025-2029 Capital Improvement Plan (Staff Contact: Jen Basham, Director of Parks and Recreation)**

Jen Basham gave a report regarding the 2025-2029 Capital Improvement Plan for Parks, the Burleson Recreation Center and Golf. The plan encompassed a blend of maintenance, refurbishment, and new construction. A discussion followed.

It was concluded that the Capital Improvement Plan holds significant importance and warrants considerable attention.

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

Jen Basham introduced Jessica Martinez as the new Deputy Director of Parks, and Allison Smith as the new Deputy Director of Recreation. Jen Basham reviewed departmental programs, events and revenues for the month of June 2024. A discussion followed.

- C. **Parks and Recreation Programming 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.

Vice Chairperson Sherry Scott adjourned the meeting.
Time – 6:48 P.M.

Bailey Campbell, Recording Secretary