

## BURLESON PARKS ADVISORY BOARD

August 24, 2023

## MINUTES

Call to Order – 6:00 PM

Roll Call

Board Members Present

Matthew Quinn  
Chris Schott  
Lindsey Cobb (arrived 6:02 PM)  
Sherry Scott  
Nathan Nakamura  
Tyler Knox

Board Members Absent

Ashli Logan  
Shannan Sutter  
Michael Massey

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. Approve the minutes from the previous meeting.**

**A. Consider approval of the July 13, 2023 meeting minutes. (Staff presenter: Kerry Montgomery, Senior Administrative Secretary)**

A motion was made by Christian Schott to accept the minutes as presented. Sherry Scott seconded the motion. The motion passed 6-0, with Michael Massey, Shannan Sutter and Ashli Logan being absent, and Lindsey Cobb arriving after the vote.

**3. Citizen Appearances**

None

**4. Reports and discussion items:**

**A. Receive a report regarding recent updates to the Parks and Recreation Capital Improvement Plan for FY2024 . (Staff presenter: Jen Basham, Director of Parks and Recreation)**

Recent Council budget discussions have prompted a realignment of projects for the upcoming fiscal year. Staff provided a presentation to update the board on the changes requested. A discussion followed.

**B. Receive a report, hold a discussion, and provide staff feedback regarding the addition of restrooms in parks. (Staff presenter: Jen Basham, Director of Parks and Recreation)**

A request was recently received to add a portable restroom to Oak Valley Park North. Due to recent discussions with Park Board and Council that received mixed feedback on the addition of restrooms at parks, staff is requesting feedback on the addition of temporary and permanent restrooms at existing parks. The overall opinion of the board was to support the installation of bathrooms in all parks, whether portable or permanent.

**C. 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. General**

**A. Consider recommending approval of a 3-year contract with Yellowstone Landscape LLC for mowing of Tier 2 properties for monthly mowing cycles for an amount not to exceed \$395,279.23. (Staff Presenter: David Lopez, Deputy Director of Parks)**

The current mowing contract for Tier 2 right-of-way properties began in November 2021. Due to challenges in accommodating demands of mowing schedules, the decision was made to issue a new request for proposals for mowing services for these properties. Submissions were evaluated based on best overall value for services offered. BST Mowing. Staff presented their recommendation.

Sherry Scott made a motion to recommend to accept the proposal made for Tier 2 right-of-way mowing. Christian Schott seconded the motion. The motion passed 6-0, with Shannan Sutter and Ashli Logan being absent.

**B. Consider recommending approval of a 3-year contract with BST Mowing for mowing of Tier 3 West properties for monthly mowing cycles for an amount not to exceed \$235,019.61. (Staff Presenter: David Lopez, Deputy Director of Parks)**

The current mowing contract for Tier 3 West right-of-way properties began in November 2021. Due to challenges in accommodating demands of mowing schedules, the decision was made to issue a new request for proposals for mowing services for these properties. Submissions were evaluated based on best overall value for services offered. BST Mowing is being recommended for mowing services.

Lindsey Cobb made a motion to accept the proposal for Tier 3 mowing services, as recommended by staff. Sherry Scott seconded the motion. The motion passed 6-0, with Michael Massey, Shannan Sutter and Ashli Logan being absent.

**6. Community Announcements**

The board was provided a calendar of events for August 2023.

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

None.

**Adjourn:**

There being no further business, Chairperson, Matthew Quinn adjourned the meeting.  
Time – 7:08 PM

  
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Kerry Montgomery, Senior Administrative Secretary