

BURLESON PARKS ADVISORY BOARD  
December 14, 2023  
MINUTES

Call to Order – 6:00 PM

Roll Call

Board Members Present

Matthew Quinn  
Ashli Logan  
Shannan Sutter  
Sherry Scott  
Nathan Nakamura  
Michael Massey

Board Members Absent

Tyler Knox  
Christopher Schott  
Lindsey Cobb

Staff in Attendance:

Tommy Ludwig (City Manager)  
Eric Oscarson (Deputy City Manager)  
Jen Basham (Director of Parks and Recreation)  
David Lopez (Deputy Director, Parks)  
Daniel Shafer (Parks Superintendent)  
Kerry Montgomery (Senior Administrative Secretary)

Guests

None

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

**2. General**

**A. Consider approval of the November 9, 2023 meeting minutes. (Staff Presenter: Kerry Montgomery, Senior Administrative Secretary)**

Sherry Scott made a motion to accept the minutes as presented. Shannan Sutter seconded the motion. The motion passed 6-0, with three members being absent.

**B. Consider recommending approval of a contract with Don Smith Concrete for ITB 2024-001 Oak Valley South Trail in the amount of \$114,708. (Staff Presenter: Daniel Shafer, Parks Superintendent.)**

Project for the construction of a 6-foot concrete trail with flume extension, headwall, and ramp connecting Oak Valley Estates Phases 6 and 7 to the Oak Valley Trail at Hidden Creek Parkway via Oak Valley South Park. The total amount will be allocated from 4B Bond funds. Staff explained the details of the project and the bids received. Michael Massey made a motion to recommend the contract with Don Smith Concrete. Ashli Logan seconded the motion. The motion passed 6-0 with three members being absent.

**C. Recommend amending the fee schedules within the Parks Performance Fund. Staff Presenter: Jen Basham, Director of Parks and Recreation)**

The Parks Performance Fund allocates revenues and expenditures for the Burleson Recreation Center, Russell Farm, and Athletics. These areas generate revenue and the remaining balance to cover expenditures is subsidized by 4B funds. Staff has prepared membership, rental, and program fee updates for the current year to support the PPF. Membership Fees: Increase 10% Day Passes: Add Non-Resident Rate BRiCk General Program Fees: Increase 25% Camp Fees: Increase 5% BRiCk Rental Fees: Increase 10% Russell Farm Rentals: Increase 10% Russell Farm Educational Field Trip: \$5/child Park Pavilion Rentals: Increase \$5/hour.

Staff shared a presentation that included the actual costs of the increase in fees. These increase are estimated to decrease subsidies 5%. A discussion followed. Staff benchmarked fees with comparable size cities in North Texas to arrive at the fees suggested. Sherry Scott made a motion to approve the fee schedule as presented. Ashli Logon seconded the motion. The motion passed 6-0, with three members being absent.

**D. December Programming Calendar attached.**

The board received a calendar of events for December 2023.

**3. Citizen Appearances**

None

**4. Reports and discussion items:**

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

Staff reviewed departmental programs, events and revenues for November. A discussion followed. Eric Oscarson, Deputy City Manager provided an update on the Dog Park in regards to contamination discovery and testing that is occurring.

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

A request was made to live stream the Park Board meetings to the public going forward. Staff will look into the possibility.

**Adjourn:**

There being no further business, Chairperson, Matthew Quinn adjourned the meeting.  
Time – 6:46 PM

  
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Kerry Montgomery, Senior Administrative Secretary