

BURLESON PARKS ADVISORY BOARD  
January 11, 2024  
MINUTES

Call to Order – 6:08 PM

Roll Call

Board Members Present

Christian Schott  
Ashli Logan  
Shannan Sutter  
Sherry Scott  
Nathan Nakamura  
Christian Schott  
Matthew Quinn (arrived at 6:10 PM)

Board Members Absent

Tyler Knox  
Michael Massey

Staff in Attendance:

Jen Basham, Director

Guests

None

**1. Call to order: 6:08 PM**

**2. General**

**A. Consider approval of the December 14, 2023 meeting minutes. (Staff Presenter: Kerry Montgomery, Senior Administrative Secretary)**

Shannan Sutter made a motion to accept the minutes as presented. Christian Schott asked that the minutes be amended with his name Christian, not Christopher. Christian seconded the motion notating the amendment. The motion passed 6-0, with two members being absent and Matthew Quinn arriving after the vote.

**B. Consider recommending approval of a minute order for the purchase of dredging services by American Underwater Services LLC for Bailey Lake Park via an interlocal agreement with the City of Southlake for the amount not to exceed \$72,450.00. (Staff presenter: Jen Basham, Parks and Recreation Director)**

The director explained that this issue was noticed last year during our severe drought; we recognized that Bailey Lake had not been dredged in quite a while. It was a struggle to get Chisenhall Fields irrigated (which is one of the purposes of Bailey Lake). The director presented an overview of what the plan is to correct that. A discussion followed. Christian Schott made a motion to approve. Shannan Sutter seconded the motion. The motion passed 7-0, with Tyler Knox and Michael Massey being absent.

**C. Consider approval of a contract with CorWorth Restroom Facilities for a restroom facility at Oak Valley North Park in the amount of \$94,989. (Staff Presenter: Daniel Shafer, Parks Superintendent)**

Staff reviewed the origin, scope, design, location and cost of the project for restroom facilities at Oak Valley North. A discussion followed. Ashli Logan made a motion to approve the project as presented. Shannan Sutter seconded the motion. The motion passed 7-0, with two members being absent.

**3. Reports and Presentations**

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

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

**B. Parks and Recreation Programming Calendar Attached.**

The board was provided a schedule of January events and programs.

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

Update on Bark Park.

**Adjourn:**

There being no further business, Chairperson, Matthew Quinn adjourned the meeting.  
Time – 6:56 PM

  
Kerry Montgomery, Senior Administrative Secretary