

BURLESON PARKS ADVISORY BOARD  
June 13, 2024  
MINUTES

Call to Order – 6:00 P.M.

Roll Call

Board Members Present

Shannan Sutter  
Michael Massey  
Sherry Scott  
Tyler Knox  
Ashli Logan  
Christian Schott

Board Members Absent

Nathan Nakamura  
Lindsey Cobb  
Matthew Quinn

Staff Present

Jen Basham, Director  
Daniel Shafer, Parks Superintendent  
Jessica Martinez, Recreation Manager / Interim Deputy Director of Parks  
Allison Smith, Recreation Manager, BRiCk Operations  
Bailey Campbell, Senior Administrative Specialist/Recording Secretary)

Guests

Consultant names & company name

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

**2. Citizen Appearances**

None

**3. General**

A. Consider approval of the minutes from the February 8, 2024 Park Board meeting.

Ashli Logan made a motion to deny the agenda item and Michael Massey seconded the motion.

Motion passed 6-0. Absent Lindsey Cobb, Matthew Quinn, Nathan Nakamura

**4. Reports and Presentations**

A. Receive a report, hold a discussion, and provide staff feedback regarding the seven principles of inclusive design. (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)

Jen Basham introduced the Parks and Recreation park design team members Jessica Martinez, Allison Smith, Mary Ann Spaun, Daniel Shafer, London Pulfer, CV Black, Hannah Pazos and then turned the meeting over to consultants Bruce Thompson and Hunter Barron with GameTime & PlayCore who gave a presentation on the seven principles of inclusive playground/park design.

**The Seven Principles:**

1. Be Fair: accessible routes & safety surfaces, inclusive music
2. Be included: dramatic play elements, opportunities for experiences & receptive language
3. Be Smart: looping patterns, jump-in points, defined activity settings
4. Be Independent: ramp access to meaningful play activities, slides, sensory features, adaptive switch technology, nature integration, motion movement features
5. Be Safe: meet safety standards, cozy spots, seating & areas for adult supervision, shade areas
6. Be Active: address develop mentally appropriate graduated levels of challenge, adaptive climber, accessible upper body events, cooperative play
7. Be Comfortable: design as a destination point, half activity/balcony panels, shade, increase usability and comfort.

A discussion followed.

Citizen Bill Janusch stepped forward with specific questions for the consultant Bruce Thompson and Hunter Barron, exchanging contact information.

It was concluded that design of our parks should consider the Seven Principles of Inclusive Design, and the community should be educated on providing design feedback regarding these principles.

**B. Receive a report, hold a discussion, and provide staff feedback regarding the public engagement process for parks and recreation. (*Staff Presenter: Jen Basham, Director of Parks and Recreation*)**

Jen Basham gave a report of the current public engagement policy for park design authorized by Council on June 21, 2021. The process includes seven steps taken to create a project and gather feedback from the community on the various design elements. Staff requested feedback from board members. A discussion followed.

It was concluded that the process is fine. We should consider incorporating the seven principles of inclusive park design and including relevant language in the scope for playground bids. Additionally, we should improve the clarity of our surveys and published content to ensure that the community has a better understanding of the principles and the inclusivity that we provide.

**C. Receive the February-May 2024 Department Update Presentation.**

Staff reviewed departmental programs, events and revenues for months February-May 2024. A discussion followed.

**D. Parks and Recreation Programming Calendar.**

A copy will be forwarded to the board. A copy was also included in the PowerPoint presentation in the agenda packet that was published on the website.

**5. General****A. Consider recommending approval for the design of Meadowcrest Park.  
(Staff Contact: Daniel Shafer, Parks Superintendent)**

Daniel Shafer presented two design options for Meadowcrest Park.

- Option 1 – reduction of 3 Pickleball courts to 2 with lighting, reallocate savings to additional shade and inclusive features, reallocated budget \$65,180.77. Budget \$400,000 (\$398,894.77). Inclusive Features incorporate all the seven principles of inclusive park design elements.
- Option 2 – eliminate Pickle ball courts, create fully accessible playground in addition to ground inclusive features. Budget \$400,000 (\$365,084.73), with option 2, staff will seek feedback from the board on additional park improvements for the remaining budget A discussion followed.

Tyler Knox made a motion to recommend approval of Option 1 as presented and Shannon Sutter seconded the motion.

Motion passed 6 – 0. Absent Lindsey Cobb, Matthew Quinn, Nathan Nakamura

**6. Requests and Future Agenda Items and Reports**

None

**7. Adjourn.**

Vice Chairperson Sherry Scott adjourned the meeting.  
Time – 8:25 p.m.

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Bailey Campbell, Recording Secretary