

BURLESON PARKS ADVISORY BOARD  
October 17, 2024  
MINUTES

Call to Order – 6:00 P.M.

Roll Call

Board Members Present

Sherry Scott  
Tyler Knox  
Lindsey Cobb  
Christian Schott  
Ashli Logan—exited at 7:28 PM  
Shannan Sutter

Board Members Absent

Matthew Quinn

Staff Present

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

**Guests**

None

**1. Call to Order: 6:00 PM—Sherry Scott called the meeting to order at 6:00 PM**

**2. Citizen Appearances**

None

**3. General**

A. Consider approval of the minutes from the September 12, 2024, meeting. (Staff Contact: Bailey Campbell, Senior Administrative Specialist)

Ashli Logan made a motion to approve the item. Shannan Sutter seconded the motion. Motion passed 6-0. Absent Matthew Quinn.

B. Consider recommending approval of a project with Sky Elements for the Holiday Drone Show with three optional one-year renewals at the total price of \$78,497. (Staff Contact: Allison Smith, Deputy Director of Recreation)

Allison Smith gave a presentation recommending approval of a project with Sky Elements for the Holiday Drone Show. The presentation included background, bid information, and budget. A discussion followed.

Christian Schott made a motion to approve the item. Shannan Sutter seconded the motion. Motion passed 6-0. Absent Matthew Quinn.

- C. Consider recommending approval of a project with C1S for an interior renovation and pool resurfacing package for the Burleson Recreation Center at the guaranteed max price of \$1,364,408. (Staff Contact: Allison Smith, Deputy Director of Recreation)

Allison Smith gave a presentation recommending approval of a project with C1S for an interior renovation and pool resurfacing package for the Burleson Recreation Center. The presentation included background, package breakdown, additional elements, budget and funding, and project timeline. A discussion followed.

Ashli Logan made a motion to approve the item. Tyler Knox seconded the motion. Motion passed 6-0. Absent Matthew Quinn.

- D. Consider recommending the proposed design for improvements at Centennial Park with a contract to Gametime in the amount of \$466,026.80, with a project contingency of \$58,973.20, for a total project amount of \$525,000 for additional park improvements, as needed. (Staff Contact: Jessica Martinez, Deputy Director of Parks)

Daniel Shafer gave a presentation recommending the proposed design for improvements at Centennial Park with a contract to Gametime. The presentation included the project's background, what a National Demonstration site is, the 7 Principles of Inclusive Design, public engagement, community selected park improvements, project timeline, and options. A discussion followed.

Speaker Bill Janusch—117 NE Clinton St. Burleson TX—came forward and expressed concerns about wheelchair accessibility and more options from vendors.

Ashli Logan made a motion to approve the item with recommendations to add more swings and shade. Christian Schott seconded the motion. Motion passed 6-0. Absent Matthew Quinn.

- E. Consider recommending a schematic design project with Land Design in the amount of \$124,800 with a project contingency of \$12,480 for a total project of \$137,280. (Staff Contact: Jen Basham, Director of Parks and Recreation)

Jen Basham gave a presentation recommending a schematic design project with Land Design. The presentation included background of the project, next steps, capital projects plan, and project timeline. A discussion followed.

Ashli Logan made a motion to approve the item. Tyler Knox seconded the motion. Motion passed 6-0. Absent Matthew Quinn.

**4. Reports and Presentations**

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

Allison Smith, Jen Basham, and Jessica Martinez reviewed departmental programs, events and revenues for the month of September 2024. A discussion followed.

- B. October Community Calendar Attached

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 – 7:49 P.M.

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Bailey Campbell, Recording Secretary