



# CITY OF MANSFIELD

1200 E. Broad St.  
Mansfield, TX 76063  
mansfieldtexas.gov

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

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Thursday, April 18, 2024

6:00 PM

City Hall Council Chambers

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#### 1. CALL TO ORDER

*Scot Bowman, President, called the Regular Meeting to order at 6:02 p.m.*

**Absent** 4 - Lindsay Cadenhead;Chris Osburn;Shelley Isbell and Malinda Knappenberger

**Present** 4 - Scot Bowman;Raul Najera;Jessica Hinojosa and Bob Kowalski

#### 2. RECESS INTO EXECUTIVE SESSION

*Scot Bowman, President, recessed into Executive Session at 6:02 p.m.*

##### A. Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071

Seek Advice of City Attorney Regarding Pending Litigation - Cause no. 348-270155-14

##### B. Discussion Regarding Possible Purchase, Exchange, Lease or Value of Real Property Pursuant to Section 551.072

Land Acquisition for Future Development  
Project #08-22-01

#### 3. RECONVENE INTO REGULAR SESSION

*Scot Bowman, President, reconvened into Regular Session at 6:25 p.m.*

#### 4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

*None*

#### 5. CITIZENS COMMENTS

*None*

#### 6. CASH FLOW STATEMENT

[24-5961](#) Cash Flow Statement - March 31, 2024

A Cash Flow report was distributed to board members at the meeting with revised numbers (copy on file in the Community Services Executive Director's Office). A month-to-month sales tax comparison through March was reviewed. For the month of April, sales tax is up 2.47% over last year and down 1.25% for the year.

## 7. APPROVAL OF MINUTES

[24-5962](#) Approval of Regular Meeting Minutes - March 21, 2024

**A motion was made by Kowalski. Seconded by Hinojosa. The motion CARRIED by the following vote:**

**Aye:** 4 - Scot Bowman; Raul Najera; Jessica Hinojosa and Bob Kowalski

**Nay:** 0

**Absent:** 4 - Lindsay Cadenhead; Chris Osburn; Shelley Isbell and Malinda Knappenberger

**Abstain:** 0

## 8. DEPARTMENT UPDATES

[24-5965](#) Monthly Report - April 2024

### A. PARK PLANNING DIVISION

#### *Walnut Creek Linear Trail*

*Construction documents have been fully reviewed by staff and passed into the permitting process. The project will advertise for bids once negotiations for right-of-way driveway encroachments and property acquisitions are completed. In an effort to save time, staff requested a proposal from consultants to assist with these negotiations. The consultant has engaged the various utilities and is preparing encroachment documents for adjacent property owners.*

#### *Katherine Rose Memorial Park*

*The contractor continues to work on grading and compacting the area of the new drive and parking lot to prepare it for concrete to be poured. The recent bout of rainy weather has not helped but the contractor has been working through it and doing all they are able to do to continue progress in the meantime, such as getting all electrical and water/irrigation lines into place. The contractor also had to establish more areas of storm water prevention at the direction of our environmental department, mostly in the areas around the new drainage swale that was completed. The final playground concept and the phase 1B construction documents continue to be refined with Parkhill as well, but staff anticipates this should not take too much longer before there is substantial completion to be able to present a final concept to the board.*

#### *Skinner Sports Complex*

*The new restroom and concession buildings are now complete and open for use. The entryway concrete has been poured and the contractor is now working on fencing, irrigation and landscaping. Both weather and guest interference have been disrupting factors throughout the last few months, but staff and contractors are working through the issues and hope to have all construction complete approximately three weeks after*

*the rain subsides.*

*McKnight Park West*

*City staff is coordinating site utilities while waiting on the TPWD grant agreement execution and further instructions from state officials. The consultant is developing preliminary site design concepts for the playground areas, trails, parking lot and entry/intersection. Staff and design consultants will begin planning disc golf engagement meetings soon. We have made initial contact with the adjacent site owner to discuss vehicular access easement options.*

*McClendon Park East*

*Staff and consultants are finalizing nature trail and playground concepts; construction documents will be prepared once a final design has been approved.*

*Mans Best Field Dog Park*

*Planning staff reviewed the 90% plans from Westwood and are waiting for final revisions to return. Most adjustments pertain to the trail leading to the pond and future Walnut Creek Linear Trail connection, due largely to the steep topography along the east side of the park. Design is prioritizing ADA compatibility and tree preservation, which will likely require a portion of the trail to be elevated. Design work on the pond and pavilion, lighting upgrades and water bowls/dog wash station additions is substantially completed at this point.*

*Julian Feild Park*

*Kimley-Horn has been retained to provide construction documents for the phase one development of the original design plan. They are beginning initial work as their contracts are executed.*

*Geyer Commons*

*City staff is executing a design and engineering contract with Dunaway Associates, with the goal of completing the design later this summer. A detailed sign plan, 50% design, phasing plan and OPCC are expected by the end of May.*

## **B. PARK OPERATIONS DIVISION**

*Playground inspections - 16*

*Pavilion rentals - 47*

*Field and court rentals - 43*

*Splash pad water tests - 0*

## **C. RECREATION DIVISION**

*MAC visitors - 10,940*

*Recreation participants - 831*

*Senior meals served - 427*

*Senior daily visits - 811*

*MAC memberships sold - 226*

*Nature education participants - 115*

*Field trip participants - 306*

*Special Events*

*New event supervisor is in the process of onboarding and adding her thoughts and vision to the proposed department-wide standards. Planning and logistical procedures*

*are being fine tuned and should be finalized in the next few months.*

*Spring Events*

*Spring break is always time for play, and this year included nature programs, a chalk art day in the sunshine, and an always-exciting family nerf night at the MAC. Later in the month, nearly a hundred fluffy tails hopped into the MAC for the sold-out Bunny Brunch event, complete with pancakes, crafts, face painting and, of course, some extra-special one-on-one time with the bunny himself!*

#### **D. MARKETING & COMMUNICATIONS**

*Facebook followers - 13,569*

*Facebook reach - 104,660*

*Instagram followers - 4,169*

*Instagram impressions - 16,889*

*Email subscribers - 5,878*

*Email open rate - 47%*

*Website visitors - 7,092*

*Website update*

*The new city website is live, with an updated color scheme and layout intended to be more mobile- and user-friendly. The Parks and Recreation section retained its own menus and different color palette, though slightly changed from the previous design. Staff is working on updates to pages now necessary to work with the site changes.*

#### **E. EXECUTIVE DIRECTOR'S REPORT**

*This month, we treated our staff with a special appreciation luncheon to recognize their incredible hard work over the last year that resulted in five state awards, our fifth Texas Recreation and Park Society Gold Medal and National Recreation and Park Association's CAPRA accreditation. We were honored to have a special appearance by State Representative David Cook, who gave a heartfelt thank you to our team and presented an official state proclamation of congratulations. Later that same day, the parks and recreation team headed to Mansfield City Council for another well-deserved pat on the back by city leaders.*

*CAPRA rollout*

*The team luncheon was a great success, and focus has already shifted to re-accreditation. Staff is working on the annual report, due in June, in small teams based on the topic. CAPRA standards have inspired a renewed effort to streamline functions across divisions, and representatives from both operations and recreation have been hard at work to align reporting, tracking, and training to be cohesive and consistent throughout the department.*

#### **9. NEW BUSINESS**

**24-5968**

Discuss and Consider Purchasing Property Located at 1024 Wilson Drive

**A motion was made by Kowalski. Seconded by Board Member Najera. The motion CARRIED by the following vote:**

**Aye:** 4 - Scot Bowman; Raul Najera; Jessica Hinojosa and Bob Kowalski

**Nay:** 0

**Absent:** 4 - Lindsay Cadenhead; Chris Osburn; Shelley Isbell and Malinda Knappenberger

**Abstain:** 0

## **10. BOARD COMMENTS**

*Raul Najera said it was good to be back and see everyone.*

*Scot Bowman reminded the board about the McClendon Park East picnic on April 23rd.*

## **11. INFORMATIONAL ITEMS**

*Brian Coatney informed the board that he anticipates the New Business item that the board took action on this evening to be listed on the May 13, 2024 city council agenda along with the Hawaiian Falls amendment 6. Brian also told the board that during the May 13, 2024 council meeting a work session will be held where the department will update council on the cost recovery project.*

*On May 9th, 2024 from 5:30-7:30 the city is hosting a volunteer appreciation event, an email with events details will be sent to the board by Sarah Speer.*

## **12. ADJOURNMENT**

*Scot Bowman, President, adjourned the meeting at 6:41 p.m.*

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Scot Bowman, President

ATTEST

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Sarah Speer, Administrative Assistant II  
Parks and Recreation