



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, January 19, 2023

6:00 PM

City Hall Council Chambers

1. **CALL TO ORDER**

Scot Bowman, President, called the Regular Meeting to order at 6:00 p.m.

Present 8 - Wendy Collini; Bob Kowalski; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera; James Tiller and Jessica Hinojosa

2. **RECESS INTO EXECUTIVE SESSION**

Scot Bowman, President, recessed into Executive Session at 6:00 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

Seek Advice of City Attorney Regarding Fall 2023 Athletic Field Applications

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
Project #11-22-01

3. **RECONVENE INTO REGULAR SESSION**

Scot Bowman, President, reconvened into regular session at 6:29 p.m.

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

None

5. **CITIZENS COMMENTS**

None

6. **CASH FLOW STATEMENT**

[23-5143](#)

Cash Flow Statement - December 31, 2022

A month-to-month sales tax comparison through December was reviewed. For the month of December sales tax is up 7.23% for the month over last year and up 13.33% for the year. A Cash Flow report is still pending while the city continues to transition to a new financial management software.

7. **APPROVAL OF MINUTES**

[23-5133](#)

Approval of Regular Meeting Minutes - October 20 , 2022

A motion was made by Cadenhead, seconded by Collini, that this matter be Approved . The motion CARRIED by the following vote:

Aye: 7 - Wendy Collini; Bob Kowalski; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

Nay: 0

Abstain: 0

Non-Voting: 1 - James Tiller

[23-5132](#)

Approval of Regular Meeting Minutes - November 17, 2022

A motion was made by Kowalski, seconded by Collini, that this matter be Approved . The motion CARRIED by the following vote:

Aye: 7 - Wendy Collini; Bob Kowalski; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

Nay: 0

Abstain: 0

Non-Voting: 1 - James Tiller

8. **DEPARTMENT UPDATES**

[23-5134](#)

Monthly Report

PARK PLANNING DIVISION (James Fish)

McClendon Park West

Construction continues with developments on the splash pad area, parking lots and restroom pump house. Concrete has been placed for the parking and splash pad areas with work on the rock walls and building underway. The basketball project is 95% complete with final electrical service and turf establishment remaining. The month of December posed some challenges with weather delays due to rain, mud and freezing temperatures. Staff is working with both general contractors to keep the area organized and the schedule moving forward on both projects with a target time for completion at the end of February 2023.

Gertie Barrett Park

The park earthwork, utilities, hardscape construction of the drive, parking areas, restroom foundation, and pavilion slabs have been completed. The playground equipment installation is 100% complete and the poured-in-place safety surface material has been installed. Work continues on the roofing of the two pavilions, with column wrapping and seat walls completed. The site restroom/pump house is now vertical with installation of the walls underway. Site amenities have been ordered and expected delivery is mid-February. Discussions with the adjacent property owner have concluded and the use of the private drive is approved with a signed agreement now in place. Construction of the park experienced some delays in December due to weather and is now scheduled for completion at the end of February 2023.

Walnut Creek Linear Trail 3B

The scope of the project has been modified to include the grade separated crossing at the Walnut Creek bridge under Matlock Road. This removes the traffic signal and associated trail work on the west side of Matlock north of the creek. A modified project schedule has been received and is being reviewed to better match the contract amendment. Staff anticipates that discussions regarding right-of-way acquisition will begin in January. EDC will assist with the negotiations for those five properties. Advertisement and bidding is anticipated for early summer with construction beginning in the fall of 2023.

Katherine Rose Memorial Park

The final draft of the master plan concept has been received, including a proposed phase one development plan. Staff is evaluating the phase one plan to look at the included elements for moving forward with construction documents and overlay the project schedule with the upcoming Walnut Creek Drive vehicular bridge replacement project scheduled to begin this spring.

Skinner Sports Complex

Staff anticipates this to be a project that lasts through 2023 and potentially into 2024 depending on budget allocations. All of the improvements are being planned to be completed during MYBA's off season as much as possible to provide as little disruption to their seasons as possible. Fencing and painting contracts were approved by City Council in December.

Work is scheduled to begin in January and be completed in February. Staff has decided to proceed with a standard design-build process for the restroom/storage expansion project in lieu of a prefabricated building to expedite the project. Staff has contracted with TRC Architects to design the restroom expansion, interior remodeling and improvements to shade structures. Staff has begun to look at the entry plaza and will add the entry walk features (trees, benches and lighting) after some of the other features are in place.

PARK OPERATIONS DIVISION (Toby Fojtik)

The park operations team is undergoing a reorganization. Brian Coatney was promoted to Park Operations Manager. Matt Dowd and Anthony Ford were both promoted to Park Supervisors. There will be four new internal staff members that will be promoted to the vacant Crew Leader positions. And, seven landscape technicians will be hired to fill vacancies and get the park operations team ready to tackle the summer with two additional splash pads.

RECREATION DIVISION (Amanda Alms)

Hometown Holidays got the entire recreation team out to create a PLAY LAND experience during the event. There were games and activities for the kids and information on Mansfield Parks and Recreation for the parents. Everyone enjoyed a little trout fishing provided by our skilled Nature Education staff. A continuation of holiday cheer was had during the SUPERkids Santa Visits where families enjoyed a sensory friendly visit and photo with Santa and Mrs. Claus. During winter break KidsZone had 107 participants from the eight weekdays that school was out. Caroling, several holiday celebrations, and Noon-Year's Eve were multi-generational festivities at the Mansfield Activities Center.

MARKETING & COMMUNICATIONS (Ann Beck)

2022 ended with two fun new outreach events: the Jane Austen Day Tea Party (because she literally wrote the book on Mansfield Park!) and Candy Cane Hunt. Both saw great crowds and incredible feedback and were a positive way to celebrate the season with our residents.

This year, we're focusing on all the ways we serve our community by offering unique opportunities to GATHER together with friends, neighbors and each other, GROW their minds and bodies, PRESERVE the precious natural resources in this world we call home, and, of course, PLAY together! The rollout of this department branding campaign began January 1 with the GROW For It Challenge, which awards prizes for logging workout activity and includes a free fitness event each Saturday. In February, we're focusing on gathering together for quality time with Family Friday events at the MAC. The fun continues all year long with in-person and online activities themed within the tagline; Gather, Grow, Preserve and Play.

EXECUTIVE DIRECTOR'S REPORT (Matt Young)

Congratulations are in order for many Parks and Recreation employees for well-earned promotions. Brian Coatney, Park Services Supervisor, was promoted to Park Operations Manager alongside Toby Fotjik. Brian and Toby now jointly oversee the division, with four Park Supervisors reporting directly to them. Crew Leaders Anthony Ford and Matt Dowd were promoted to the two open Park Supervisor positions to help lead the team.

The planning division is excited to welcome two new employees to help manage and oversee park projects. Park Services Specialist Garrett Smith and new hire Bryan Lyness were named as the new Park Project Managers.

Caprice Gollaway, with Mansfield since 2012, has replaced retiring Suzanne Newman as the Supervisor of the Senior Lifestyles Program. Yvonne Barton, previously the Senior Nutrition Specialist, will replace Caprice as a full-time senior coordinator.

Staff is diligently working towards collecting/creating all materials for the 154 standards necessary to achieve accreditation status with the National Recreation and Park Association; Deadline for submittal is currently mid-February, with NRPA visitation occurring in May; Official announcements will be made at the NRPA conference in Dallas in October 2023.

A consultant was hired in November to begin creating an ADA transition plan for the city, with phase one focused on parks and recreation facilities. Data collection in the field began during the week of November 21st. The final report, which will include assessments, recommendations and cost estimates, is scheduled to be delivered in May 2023.

MPFDC and City Council's joint meeting in January will focus on a proposed financial sustainability project. The consultant will facilitate a 75-minute discussion on the purpose of the study, and solicit feedback from the boards on cost recovery goals and strategies for parks and recreation facilities, programs, events.

Matt Young, Executive Director of Community Services, provided the board with updates on youth sports, TxDOT construction on the Walnut Creek bridge, the May 2023 bond election and the Texas Parks and Wildlife grant application submitted last summer.

9. NEW BUSINESS

[23-5139](#)

Discussion; MPFDC FY2023-2024 Budget

Matt Young, Executive Director of Community Services, provided the board with an update on the budget process for 2023-2024.

10. BOARD COMMENTS

The board welcomed new staff and congratulated those who recently received promotions within the department.

11. INFORMATIONAL ITEMS

Scot Bowman, President, proposed forming sub committees in the near future.

12. ADJOURNMENT

Scot Bowman, President, adjourned the Regular Meeting at 7:52 p.m.

Scot Bowman, President

ATTEST

Sarah Speer, Administrative Assistant II
Parks and Recreation