



Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, July 20, 2023

6:00 PM

City Hall Multipurpose Room

1. **CALL TO ORDER**

Scot Bowman, President, called the regular meeting to order at 6:00 p.m.

Absent 2 - Lindsay Cadenhead and James Tiller

Present 6 - Wendy Collini; Bob Kowalski; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

2. **RECOGNITION**

Mayor Michael Evans and City Council member Brent Newsom presented the board with the bronze Presidential Volunteer Service Award for their services in 2022.

3. **CITIZENS COMMENTS**

None.

4. **RECESS INTO EXECUTIVE SESSION**

No Executive Session was held.

A. **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
Project #04-23-01

5. **RECONVENE INTO REGULAR SESSION**

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

None.

7. **CASH FLOW STATEMENT**

[23-5460](#)

Cash Flow Statement - June 30, 2023

A Cash Flow 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 June was reviewed. For the month of July, sales tax is up 4.42% over last year and up 10.76% for the year.

8. APPROVAL OF MINUTES

[23-5461](#)

Approval of Regular Meeting Minutes - June 15, 2023

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

Aye: 6 - Wendy Collini; Bob Kowalski; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

Nay: 0

Absent: 2 - Lindsay Cadenhead and James Tiller

Abstain: 0

9. DEPARTMENT UPDATES

[23-5462](#)

Monthly Report

PARK PLANNING DIVISION (James Fish)

Walnut Creek Linear Trail 3B

Consultant is finalizing 100% bidding documents for submittal on July 21, 2023. Pending final review, permitting, and property acquisition, the project is tentatively scheduled to be advertised for bidding late summer with construction beginning in late fall/early winter. ROW and property negotiations/acquisitions are underway.

Katherine Rose Memorial Park

Parkhill and park staff continued with the design contract for Phase 1 improvements. Focus has been on developing construction plans for Phase 1A - Rose Drive and Parking (P1A). A development review was held on June 14 confirming design of the drive and parking with city departments. 50% documents have been submitted and reviewed. The next major milestone will be in mid to late-summer, when a public meeting is expected to be held concerning playground improvements for Phase 1B - Rose/Allmon Park Amenities, and bidding is scheduled for Phase 1A.

Skinner Sports Complex

The foul line fencing realignment construction is underway with completion scheduled for early August. The concession renovation and restroom addition project is currently advertised for bid with the opening on July 18th. It is expected to be presented for consideration for a contract award on July 20th pending bid evaluations. A construction contract is expected to be presented to the City Council for approval on July 24, with the project planned to begin in late August and be completed in early 2024 before the opening of the spring baseball season. Baseball entryway improvements - Park planning staff is nearing completion of the construction documents for the fencing, paving and landscaping improvements to the baseball complex entryway. All proposed improvements are being planned for installation during MYBA's off season(s) to provide as little as possible disruption to schedule field usage.

Mansfield National Golf Club

The sewer and water lines are being coordinated by in-house Water Utilities crews. The sewer line connection has been completed. The water service line is underway with a bore from the Skinner Sports Complex. Staff is obtaining quotes for the electric service line that will run from the golf course pump house along the eastern edge of hole 16. Construction of the building is underway and expected to be completed this fall.

McKnight Park West

Studio 13 Design Group, PLLC has begun design work for the planned improvements. Community engagement is expected to begin in mid to late summer.

PARK OPERATIONS DIVISION (Brian Coatney & Toby Fojtik)

The parks, trails and splash pads are full. Ongoing efforts are being made to keep the pond fountains working to avoid weed overgrowth; irrigation functioning to keep the plants alive; trees trimmed and poison ivy sprayed for safe trail use; and repeated removal of graffiti in the parks. The water tank for the Rose Park restroom was replaced. Oliver Nature Park is focusing on long-term solutions for the parking lot landscape beds that continually wash out due to heavy rains. The parks team welded 10 frames for new park rules signage for the new parks. Efforts have been made to streamline the Memorial Bench Program that is offered to community members.

Splash pad fun for all is the goal for the summer. The aquatics team is working hard to troubleshoot any issues ahead of time to keep the water flowing for the community to beat the summertime heat. The splash pad safety standard is to test the water chemistry three times a day at all three splash pads. This time spent at the splash pads allows for staff to engage with park goers to provide remarkable service. Pavilion rentals are up for the summer months. Efforts are being made to ensure that each pavilion is ready as the welcoming space that renters are expecting.

Ballfields finished up season games and tournaments for the spring season. No time was wasted to fill the down time with turf maintenance, fencing repairs, field prep, and signage to be added to the ballfields. Training, onboarding, and park standards have been reviewed with a number of new ballfield staff members that have been added to the team. Beatification of the medians, right-of-ways, and public grounds is the focus of the irrigation team. They have been hard at work locating and repairing irrigation challenges, as well as troubleshooting wiring and program issues to ensure the seasonal summer plants stay alive in the hot Texas heat.

RECREATION DIVISION (Amanda Alms)

The MAC is offering a wide variety of specialty camps, clinics, and programs for the community. The recreation attendants gathered for a staff training on Friday, June 9 and were introduced to the new W.E. A.R.E. Customer Service standards in a fun and informative way. The training aims to set the staff on the correct path to providing not only a welcoming space, but remarkable experiences for those who attend the Mansfield Activities Center. In addition to the training, a new educational ACTIVENet self-paced training video was created to improve the onboarding process.

Summer programs and activities are in full swing. Kids Zone summer program is keeping 48 kids busy with games, field trips, adventures at the park, and so much more. This year's 12 young adult Kids Zone counselors are doing all they can to make

sure the campers ages 5 to 11 years old are well entertained at Mary Orr Intermediate School. On Friday, July 14, the MAC hosted a live book reading by children's book author Lenzy Pipkins. Lenzy was a longtime member of the MAC who wrote the book *Heir of Hair*. The activities included Q&A, author autographs, gym games and crafts. The new Senior Lifestyles management team is working hard to update vehicle maintenance logs and train the bus driver staff to provide outstanding services for our local seniors. Additional partners, Mansfield Nursing & Rehab and Phoenix One have been added to help entertain and keep seniors aware of the options that are available to them. Every month is a celebration with the Senior Lifestyles program, with June hosting a Father's Day Celebration, Juneteenth Party and art exhibit.

Nature Education has a wide variety of programs and activities for all ages and abilities throughout the summer. The Nature Education Specialist resigned in June to begin a career in teaching, but applications for her replacement are already being reviewed. Our hard-working Nature Education Supervisor, part-time staff, contract services and volunteers are doing all they can to keep the summer rolling along.

MARKETING & COMMUNICATIONS (Ann Beck)

The 100 Hours of PLAY campaign is rolling through summer with consistently high participation and a few dozen kids already past the goal! The campaign wraps up this month with an end-of-summer party at the MAC, another joint event held in conjunction with the library's summer reading program. Instagram engagement is tracking much higher this month thanks to an increased focus on Reels, specifically new editing and audio options to expand reach. A video on heat safety reached 3200 non-followers and was shared 72 times, great results to help grow that audience. Looking ahead, the next month includes wrapping up the summer campaign, preparing the Fall Recreation Guide and planning fall promotions.

EXECUTIVE DIRECTOR'S REPORT (Matt Young)

Since 1985, people in the United States have celebrated Park and Recreation Month in July to promote building strong, vibrant and resilient communities through the power of parks and recreation and to recognize the more than 160,000 full-time park and recreation professionals — along with hundreds of thousands of part-time and seasonal workers and volunteers — that maintain our country's local, state and community parks.

This year's theme — "Where Community Grows" — celebrates the vital role park and recreation professionals play in bringing people together, providing essential services and fostering the growth of our communities. As part of Park and Recreation Month, we are celebrating Park and Recreation Professionals Day on Friday, July 21. This is a day to celebrate all the dedicated professionals who build strong, vibrant and resilient communities through the power of parks and recreation.

At their June 12 meeting, the Mayor and City Council acknowledged the importance of parks and recreation and the benefits it provides those we serve by proclaiming July as Parks and Recreation Month in Mansfield and encouraged residents and visitors of the city to take advantage of its excellent parks and facilities.

10. OLD BUSINESS

[22-4984](#)

ADA Transition Plan Update

Matt Young, Executive Director of Community Services, provided the board with an update on the ADA transition plan.

11. NEW BUSINESS

[23-5136](#)

Discuss and Consider a Development Agreement with M3 Ranch Development, Inc. for Dedication of Park Land in M3 Ranch Phase 2

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

Aye: 6 - Wendy Collini; Bob Kowalski; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

Nay: 0

Absent: 2 - Lindsay Cadenhead and James Tiller

Abstain: 0

[23-5463](#)

Discuss and Consider Awarding a Construction Contract for Restroom Additions and Concession Building Renovations at the Michael L. Skinner Sports Complex

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

Aye: 6 - Wendy Collini; Bob Kowalski; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

Nay: 0

Absent: 2 - Lindsay Cadenhead and James Tiller

Abstain: 0

12. WORK SESSION

[23-5139](#)

Discussion; MPFDC FY2023-2024 Budget

Matt Young, Executive Director of Community Services, provided the board with an overview on the FY2023-FY2024 budget. Matt also provided an updated 10-Year Strategic Plan and informed the board of the proposed allocation changes for FY 2024. Proposed changes to the department's Fee Schedule for FY were presented to the board. Park Land Dedication and Development Fee information was provided. Collection history for development fees and cash in lieu of land was also presented to the Board broken down by quadrant. Park land dedication and development fee purpose, applicability, and methodology were also discussed with the board. Sales tax projections and the available additional sources of revenue were discussed with the board. Departmental operating expenditures were also presented and discussed with the board.

13. BOARD COMMENTS

Bob Kowalski mentioned that he plays in a softball league at Big League Dreams and the recent improvements to the fields look nice.

14. INFORMATIONAL ITEMS

None

15. ADJOURNMENT

Scot Bowman, President, adjourned the meeting at 8:50 p.m.

Scot Bowman, President

ATTEST

Sarah Speer, Administrative Assistant II
Parks and Recreation