



Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, July 20, 2017

6:00 PM

City Hall Council Chambers

1. **CALL TO ORDER**

Harold Bell, President, called the Regular Meeting to order at 6:00 p.m.

Absent 1 - Neal Shaw

Present 6 - Harold Bell;Wendy Collini;Sandra Hightower;Wayne Lee;Bob Kowalski and Dee Davey

2. **RECESS INTO EXECUTIVE SESSION**

Harold Bell, President, recessed into Executive Session at 6:01 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 the Development Agreement for Mansfield StarCenter Sports Facility

3. **RECONVENE INTO REGULAR SESSION**

Harold Bell, President, reconvened into Regular Session at 7:04 p.m.

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

None.

5. **APPROVAL OF MINUTES**

Absent 1 - Neal Shaw

Present 6 - Harold Bell;Wendy Collini;Sandra Hightower;Wayne Lee;Bob Kowalski and Dee Davey

[17-2372](#)

Approval of Minutes - Regular Meeting - June 15, 2017

A motion was made by Sandra Hightower, seconded by Wayne Lee that this matter be Approved . The motion carried by the following vote.

Aye: 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Dee Davey

Nay: 0

Absent: 1 - Neal Shaw

Abstain: 0

6. CASH FLOW STATEMENT

[17-2373](#)

Cash Flow Statement - June 30, 2017

Cash Flow was distributed to Board members at the meeting with revised numbers (copy on file in the Parks and Recreation Director's office). A month-to-month sales tax comparison through June was also provided.

Matt Young, Parks and Recreation Director, informed the Board that there is a 7% increase in sales tax revenue over last year for this month and about a 4% increase for the year. Matt also informed the Board of upcoming changes in revenue projection figures in order to provide figures that more accurately reflect actual receipts based on historical data. Matt also provided updated project figures for the Fieldhouse reflecting close to \$300,000 in project savings. Matt informed the board that these savings will be used to finish up replacing sod areas, grading the property and trails, as well as building a retaining wall around the lights at McKnight Park East. Any project savings remaining will be rolled into the FY2017-2018 budget as will be the case for design costs for the Downtown Restroom project, Philip Thompson Soccer Complex, Walnut Ridge Park, and the Dog Park. Matt also informed the Board that under Capital Expenditures, capital purchases are listed as per our discussion to purchase seven (7) pieces of capital equipment from FY2016-2017 funds in the amount of 139,245 during our Special Meeting on July 17, 2017. This expenditure will be well within our budget due to savings from projects and operating costs.

7. PUBLIC HEARINGS

[17-2377](#)

Mansfield Park Facilities Development Corporation Proposed FY2017-2018 Budget Including Purchase of Land, Improvements to Existing Park Land, Construction of New Parks and Facilities, Paying Maintenance and Operating Costs of Such Projects, and Associated Fees

Harold Bell, President, opened the Public Hearing at 7:08 p.m. and read the proposed FY 2017-2018 budget into the record as follows:

<i>Beginning Balance</i>	<i>\$7,691,817</i>
<i>Revenues:</i>	
<i>Sales Tax</i>	<i>\$5,639,944</i>
<i>Interest</i>	<i>24,000</i>
<i>Mineral Lease</i>	<i>180,000</i>
<i>PARD Programs:</i>	
<i>Mansfield Activities Center Fees</i>	<i>404,026</i>
<i>Outdoor Recreation Program Fees</i>	<i>18,000</i>
<i>Athletic Field Fees</i>	<i>130,000</i>

<i>Pavilion Fees</i>	48,000
<i>Lease Revenue:</i>	
<i>Other Fees (cell tower lease)</i>	33,000
<i>Hawaiian Falls</i>	200,000
<i>Mansfield National Golf Club</i>	50,000
<i>Big League Dreams (BLD) Lease Payment</i>	190,000
<i>BLD Turf Payment</i>	129,000
<i>FieldhouseUSA Mansfield Lease Payment</i>	300,000
<i>Fieldhouse (transfer from general fund)</i>	222,496
<i>Bond Proceeds:</i>	
<i>StarCenter (change order/alternate #1)</i>	3,800,000
<i>Parks Administration Building</i>	2,000,000
<i>General Park Improvements</i>	200,000
<i>Park Development Fees</i>	1,075,000
<i>Total Revenues</i>	14,643,466
<i>Operating Expenditures:</i>	
<i>Administration</i>	1,740,908
<i>Field Maintenance Operations</i>	608,253
<i>Community Park Operations</i>	1,093,362
<i>Neighborhood Park Operations</i>	211,288
<i>Nature Education Programs</i>	171,154
<i>Mansfield Activities Center Operations</i>	756,284
<i>Non-Departmental</i>	203,504
<i>Debt Service</i>	2,487,721
<i>Total Operating Expenditures</i>	7,272,833
<i>Projects:</i>	
<i>Annual-Capital Purchases</i>	200,000
<i>Annual-Land Acquisition</i>	300,000
<i>Annual-On-Street Bike Plan Implementation</i>	100,000
<i>McKnight Park East Improvements (construction)</i>	50,000
<i>Downtown Restroom - The Lot</i>	200,000
<i>Killian Park (Woodland Estates)</i>	110,000
<i>Walnut Creek Linear Park, Phase II (construction)</i>	2,500,000
<i>Pond Branch Linear Park Phase II (design/construction)</i>	800,000
<i>Dog Park (design/construction)</i>	800,000
<i>StarCenter (change order/alternate #1)</i>	3,800,000
<i>Parks Administration Building (construction)</i>	2,000,000
<i>General Park Improvements (construction)</i>	200,000
<i>Philip Thompson Improvements</i>	300,000
<i>Walnut Ridge Park (design/construction)</i>	200,000
<i>Walnut Creek Linear Park Phase 3A (design)</i>	75,000
<i>Clayton W.Chandler Park (construction)</i>	300,000
<i>Skinner Sports Complex Improvements</i>	300,000
<i>Total Projects</i>	12,485,000

Ending Balance \$2,577,450

The Parks and Recreation fee schedule will remain the same as it was for FY2016-2017 with the following exceptions:

Field Maintenance Fees:

Field Dragging:

- a. Sponsored Associations: \$300/occurrence (regardless of number of fields)
- b. Non-Sponsored Associations: \$300/occurrence (regardless of number of fields)
 - Tournaments only
 - Two-week notice required
 - Light use fees apply

Additional Services:

- a. Staging: \$300 per event
- b. PA system: \$100 per event

Pavilion and Amphitheater Rental Fees:

Small Pavilion:

- a. Resident: \$10/hour (min. of 2 hours) or \$80 for 8+ hours
- b. Non-Resident: \$15/hour (min. of 2 hours) or \$120 for 8+ hours

Large Pavilion:

- a. Resident: \$25/hour (min. of 2 hours) or \$200 for 8+ hours
- b. Non-Resident: \$35/hour (min. of 2 hours) or \$280 for 8+ hours

Amphitheater:

- a. Resident: \$40/hour (min. of 2 hours) or \$320 for 8+ hours
- b. Non-Resident: \$50/hour (min. of 2 hours) or \$400 for 8+ hours

Race Event Fees:

(effective October 1, 2017)

Race Event:

- a. Resident: \$325 for up to 5 hours; \$75 per additional hour
- b. Non-Resident: \$500 for up to 5 hours; \$125 per additional hour

Mansfield Activity Center - Annual Membership Fees

- a. Replacement cards: \$5

Nature Education Field Trips:

Effective Date: October 1, 2017

- a. MISD Schools: \$5 per student
- b. Other Schools: \$7 per student

Parks and Recreation Annual Sponsorship:

Effective Date: October 1, 2017

- a. Bronze: \$500
- b. Silver: \$1,000
- c. Gold: \$2,500
- d. Platinum: \$5,000 or above
- e. Athletic Field: 2,000

Ms. Tamera Bounds, Woodland Estates Homeowners Association President, asks for the Board's consideration and approval to include Killian Park in to the proposed

FY2017-2018 budget for park improvements. Ms. Bounds stated that the residents of Woodland Estates would like to reinvest their homeowner association savings into their neighborhood park in conjunction with the City of Mansfield Parks and Recreation Department.

Harold Bell, President, closed the Public Hearing at 7:22 p.m.

8. **CITIZENS COMMENTS**

None.

9. **OLD BUSINESS**

[17-2233](#)

Discussion; MPFDC 10-Year Strategic Business Plan

10. **NEW BUSINESS**

[17-2378](#)

Consider Adopting the MPFDC FY2017-2018 Budget Including Purchase of Land, Improvements to Existing Park Land, Construction of New Parks and Facilities, Paying Maintenance and Operating Costs of Such Projects, and Associated Fees

The complete FY2017-2018 budget including fee schedule is below.

Beginning Balance	\$7,691,817
Revenues:	
Sales Tax	\$5,639,944
Interest	24,000
Mineral Lease	180,000
PARD Programs:	
Mansfield Activities Center Fees	404,026
Outdoor Recreation Program Fees	18,000
Athletic Field Fees	130,000
Pavilion Fees	48,000
Lease Revenue:	
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Walnut Creek Linear Park, Phase II (construction)	2,500,000
Pond Branch Linear Park Phase II (design/construction)	800,000
Dog Park (design/construction)	800,000
StarCenter (change order/alternate #1)	3,800,000
Parks Administration Building (construction)	2,000,000
General Park Improvements (construction)	200,000
Philip Thompson Improvements	300,000
Walnut Ridge Park (design/construction)	200,000
Walnut Creek Linear Park Phase 3A (design)	75,000
Clayton W.Chandler Park (construction)	300,000
Skinner Sports Complex Improvements	300,000
Total Projects	12,485,000
Ending Balance	\$2,577,450

Fee Schedule (2017-2018 Fiscal Year)

Athletic Field Use Fees:

Sponsored Associations:

- a. \$5/registered resident participant - 76063 zip code
- b. \$8/registered non-resident participant

Non-Sponsored Associations:

- a. \$15/hour for resident - 76063 zip code
- b. \$20/hour for non-resident

Effective December 1, 2013

Light Use Fees:

Sponsored Associations:

- \$20/hour

Effective January 1, 2014

Non-Sponsored Associations:

a. \$25/hour for resident

b. \$35/hour for non-resident

Effective December 1, 2013

Concession Stand and Vending Fees:

Sponsored Associations:

- 5% of Net Sales or \$100, whichever is greater.

Only those expenses directly related to the operation of the concession stand should be applied to reach the net sales.

Subject to audit by the city.

Effective date: January 1, 2014.

Non-Sponsored Associations:

a. Resident: \$100/day

b. Non-resident: \$150/day

Field Maintenance Fees:

Field Marking:

Sponsored Associations:

a. Baseball and Softball - \$50/field

b. Soccer and Football - \$75/field

Non-Sponsored Associations:

a. Resident - \$100/field

b. Non-resident - \$150/field

Field Dragging:

a. Sponsored Associations: \$300/occurrence (regardless of # of fields)

b. Non-Sponsored Associations: \$300/occurrence (regardless of # of fields)

-Tournaments only.

- Two week notice required

- Light use fees may apply

Tournaments, Camps, Clinic Fees:

Sponsored Associations:

a. Tournaments: \$10/game or \$80/field/day for 8 games or more.

b. Camps and Clinics: \$10/field/hour or \$80/field/day for 8 hours or more.

c. Plus applicable light use fee.

Effective Date: January 1, 2014

Non-Sponsored Associations:

a. \$200 deposit

- b. \$300/field/day for resident
 - c. \$400/field/day for non-resident
 - d. Plus applicable light use fee.
- Effective Date: December 1, 2013

Additional Services:

- a. Staging: \$300 per event
- b. PA system: \$100 per event
- c. Miscellaneous Services (lighting, equipment, electrical, etc.):
Fees to be determined by the City.

Pavilion and Amphitheater Rental Fees:

Effective Date: December 1, 2013

Small Pavilion:

- a. Resident: \$10/hour (min. of 2 hours) or \$80 for 8 or more hours
- b. Non-Resident: \$15/hour (min. of 2 hours) or \$120 for 8 or more hours

Large Pavilion:

- a. Resident: \$25/hour (min. of 2 hours) or \$200 for 8 or more hours
- b. Non-Resident: \$35/hour (min. of 2 hours) or \$280 for 8 or more hours

Amphitheater:

- a. Resident: \$40/hour (min. of 2 hours) or \$320 for 8 or more hours
- b. Non-Resident: \$50/hour (min. of 2 hours) or \$400 for 8 or more hours

Race Event Fees:

Effective Date: October 1, 2017

Race Event:

- a. Resident: \$325 for up to 5 hours; \$75 per additional hour
- b. Non-Resident: \$500 for up to 5 hours; \$125 per additional hour

Mansfield Activities Center Rental Fees:

Resident:

- a. Pecan/Cypress Room = \$50/hour
- b. Cypress Room = \$40/hour
- c. Pecan Room = \$30/hour
- d. Magnolia Room = \$30/hour
- e. Oak Room = \$30/hour
- f. Kitchen = \$15/hour
- g. Full Gym = \$60/hour
- h. Half Gym = \$30/hour

Non-Resident:

- a. Pecan/Cypress Room = \$55/hour
- b. Cypress Room = \$45/hour
- c. Pecan Room = \$35/hour
- d. Magnolia Room = \$35/hour
- e. Oak Room = \$35/hour
- f. Kitchen = \$20/hour
- g. Full Gym = \$70/hour
- h. Half Gym = \$35/hour

Additional Rental Fees:

- a. If additional services or equipment are provided by the city, fees will be applicable.

Deposit:

- a. \$100 deposit is required for all rentals
Effective Date: December 1, 2013

Mansfield Activities Center Yearly Membership Fees:

Resident:

- a. Youth (ages 2 -17) = \$10
- b. Adult (ages 18 – 54) = \$15
- c. Senior (ages 55 & up) = \$10
- d. Family = \$35 (an additional \$2 will be charged for each additional family member beyond six.)

Non Resident:

- a. Youth (ages 2 -17) = \$17
- b. Adult (ages 18 – 54) = \$22
- c. Senior (ages 55 & up) = \$17
- d. Family = \$50 (an additional \$2 will be charged for each additional family member beyond six.)

Day Pass:

- a. Resident = \$3
- b. Non-Resident = \$6

Replacement Cards:

- a. Replacement cards: \$5
Effective Date: December 1, 2013

Tennis Court Rental Fees:

Practice/Games:

- a. Resident = \$10 per court per 90 minutes
- b. Non-Resident = \$20 per court per 90 minutes
- c. Non-Profit = \$5 per court per 90 minutes

Tournaments/Camps/Clinics:

- a. Same fees as above
- b. \$200 Deposit

Regularly Scheduled Bootcamp and Fitness Fees:

Fees are set up to be paid monthly but it is based on how many days during the week that the camp is at the park/location.

- 7 days per week = \$525 per month*
- 6 days per week = \$450 per month*
- 5 days per week = \$375 per month*
- 4 days per week = \$300 per month*
- 3 days per week = \$225 per month*
- 2 days per week = \$150 per month*
- 1 day per week = \$75 per month*

Nature Education Field Trips:

Effective Date: October 1, 2017

- a. MISD Schools: \$5 per student
- b. Other Schools: \$7 per student

Parks and Recreation Annual Sponsorship:

Effective Date: October 1, 2017

- a. Bronze: \$500

- b. Silver: \$1,000
- c. Gold: \$2,500
- d. Platinum: \$5,000 or above
- e. Athletic Field: 2,000

Matt Young, Parks and Recreation Director, also asked the Board to consider approval of Capital Purchases with FY2016-2017 funds in the amount of \$139,245.

FY 2016-2017 Capital:

<i>Chevrolet 3500 Truck</i>	<i>\$32,000</i>
<i>Utility Vehicle (2)</i>	<i>27,252</i>
<i>Sport Utility Vehicle</i>	<i>27,965</i>
<i>Kubota M6060 Tractor</i>	<i>33,243</i>
<i>Toro Sand Pro</i>	<i>11,545</i>
<i>Toro Pro Force Debris Blower</i>	<i>7,240</i>

Total *\$139,245*

Sandra Hightower moved to approve capital purchase, seconded by Bob Kowalski. Motion carries 6-0.

A motion was made by Sandra Hightower, seconded by Bob Kowalski, to Approve the MPFDC FY2017-2018 Budget. The motion carried by the following vote.

Aye: 5 - Harold Bell; Wendy Collini; Sandra Hightower; Bob Kowalski and Dee Davey

Nay: 1 - Wayne Lee

Absent: 1 - Neal Shaw

Abstain: 0

[17-2379](#)

Consider Approval of an Amendment to the Development Agreement for Mansfield StarCenter Sports Facility Between the City of Mansfield, the Mansfield Park Facilities Development Corporation, and DSE Hockey Centers, L.P.

Shelly Lanners, Deputy City Manager, provided the Board with additional information and clarification on the Development Agreement Amendment for Mansfield StarCenter Sports Facility.

A motion was made by Sandra Hightower, seconded by Dee Davey, that this matter be Approved . The motion carried by the following vote.

Aye: 5 - Harold Bell; Wendy Collini; Sandra Hightower; Bob Kowalski and Dee Davey

Nay: 1 - Wayne Lee

Absent: 1 - Neal Shaw

Abstain: 0

11. BOARD ANNOUNCEMENTS

None.

12. INFORMATIONAL ITEMS

Matt Young, Parks and Recreation Director, informed the Board that The City of Mansfield Recreation Guide has been named a City-County Communications & Marketing Association (3CMA) Savvy Finalist in the printed publication category.

13. ADJOURNMENT

Harold Bell, President, adjourned the Regular Meeting at 7:33 p.m.

Harold Bell, President

ATTEST:

Lisandra Keller, Administrative Assistant II
Parks and Recreation