



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, March 21, 2024

6:00 PM

Shelly Lanners Administration Building
Community Room

1. **CALL TO ORDER**

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

Absent 2 - Raul Najera and Jessica Hinojosa

Present 6 - Lindsay Cadenhead;Chris Osburn;Scot Bowman;Shelley Isbell;Malinda Knappenberger and Bob Kowalski

2. **RECESS INTO EXECUTIVE SESSION**

Scot Bowman, 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 Possible Amendment to the Ground Lease and Operating Agreement with STORE Master Funding VIII, LLC

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 6:33 p.m.

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

None

5. **CITIZENS COMMENTS**

None

6. **CASH FLOW STATEMENT**

[24-5916](#)

Cash Flow Statement - February 29, 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 February was reviewed. For the month of March, sales tax is up 4.81% over last year and down 1.76% for the year.

7. APPROVAL OF MINUTES

[24-5907](#)

Approval of Regular Meeting Minutes - February 15, 2024

Approved

Aye: 6 - Lindsay Cadenhead; Chris Osburn; Scot Bowman; Shelley Isbell; Malinda Knappenberger and Bob Kowalski

Nay: 0

Absent: 2 - Raul Najera and Jessica Hinojosa

Abstain: 0

8. DEPARTMENT UPDATES

[24-5920](#)

Monthly Report - March 2024

A. PARK PLANNING DIVISION

Walnut Creek Linear Trail 3B

Negotiations for right-of-way driveway encroachments and property acquisitions continue. Once these are completed, the project will be able to advertise for bids. The construction documents have been fully reviewed by staff and passed into the permitting process. Staff has recently reached out to the consultant for a proposal for them to help to coordinate and complete these negotiations, which should significantly aid staff to be able to complete this process quicker than the typical timeframe.

Katherine Rose Memorial Park

Construction for Phase 1A continues, as half of the existing parking lot has been removed along with the basketball and volleyball courts. The contractor also carefully removed any light poles that were marked to come out, as these will be stored for future use in Phase 2. The contractor has staked out the new roadway/parking lot and has started to grade those areas. They are still laying new lines for electrical and irrigation and once these are in place they will be able to start working towards the final grading of the roadway. They have also completed the initial grading and tree/underbrush removal for the drainage swale past the end of the roadway. The weather has led to some delays lately, but the contractor has done what they can to work through and around these setbacks. Parkhill continues with their development of the Phase 1B plans, as staff direction was given for a final concept of the playground and site layout including the new restroom building. Staff expects to have the proposed layout ready for board review very soon.

Skinner Sports Complex

Construction of the new restroom building and the renovation of the existing concession building is nearly complete, as some setbacks continue due to the

weather. Both buildings have most exterior work completed, with only minor steps left to finish the interiors as well (mostly painting/cosmetic touch-ups). Plumbing and electrical work has been completed so both buildings are nearly operational pending some clean up and minor finishing touches. The entryway had the new concrete poured from the parking lot up to the concession and restroom buildings, and the contractor will move forward working on the fencing and irrigation/landscaping. Staff directed the contractor to focus on finishing the buildings so that they will be ready for opening day (which was also delayed due to weather), and they are on track to do so. The construction zone will shift to the entryway while they finish the fencing and landscaping. The weather continues to be a determining factor to a lot of the work taking place, but the contractor has been working through the rain and mud where able and will continue to do so.

McKnight Park West

Texas Parks and Wildlife Grant process of Federal Pre-agreement Compliance requires City to acquire concurrence from several jurisdictional agencies, including the United States Army Corps of Engineers (USACE) prior to grant agreement execution. City staff submitted plans and documents to USACE in February 2024 in order to initiate the Preliminary Jurisdictional Determination (PJD) review process. USACE completed the PJD review on March 7, 2024 and issued an NPR letter (No Permit Required Letter) to the City. Through this review it was determined that the scope of work involving two pedestrian creek crossings will not require a permit. This information has been forwarded to Texas Parks and Wildlife Department (TPWD) which will be submitted to the National Parks Service Regional Program Officer for next steps. City is anticipating a response from TPWD to advise on next steps on agreement execution. City staff has begun coordination with the design consultant for preliminary design work and data collection. Staff and the design consultant continue to plan for community engagement meetings to take place soon, as many interested disc golf course designers continue to reach out and express interest in the project.

McClendon Park West

Westwood presented their updated design concept to staff that included the new trail alignment between the McClendon parks as well as a mocked new playground area with equipment. Staff reviewed these concepts and made some minor changes and we now await the final adjustments to bring us to a final concept review.

Mans Best Field Dog Park

Westwood presented their 90% plans to staff which were reviewed and returned to them for further adjustments. Most of these adjustments pertain to the trail leading to the pond and future connection to the Walnut Creek Linear Trail, as the topography in that area along the east side of the park is very steep in some parts. Staff wants to ensure ADA compatibility as well as avoiding any tree removal, which will likely require a portion of the trail to be elevated. Otherwise the pond design, pavilion design, and other upgrades to the lighting and additional water bowls and dog wash stations have all been substantially completed at this point.

B. PARK OPERATIONS DIVISION

Playground inspections - 32
Pavilion rentals - 6
Field and court rentals - 28
Splash pad water tests - 0

Security Cameras

Staff are re-evaluating early bids and taking a fresh look at the camera placement and vendor options with hopes of a more concrete update soon.

Service Center Expansion

Planning and design meetings continue for the service center expansion, expected to have final plans by the end of this year.

C. RECREATION DIVISION

MAC visitors - 12,300

Recreation participants - 709

Senior meals served - 517

Senior daily visits - 884

MAC memberships sold - 158

Nature education participants - 60

Field trip participants - 75

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.

D. MARKETING & COMMUNICATIONS

Facebook followers - 13,413

Facebook reach - 45,428

Instagram followers - 4,128

Instagram impressions - 19,502

Email subscribers - 5,883

Email open rate - 43%

Website visitors - 5,391

Website update

Website edits are still underway, working to ensure the new style merges with our department brand while staying cohesive with the city as a whole.

E. EXECUTIVE DIRECTOR'S REPORT

Mansfield Parks and Recreation was named the 2024 Texas Recreation and Park Society Gold Medal winner at the state conference in February. This is the most prestigious award given by the state agency, recognizing overall excellence and growth. We were also honored to receive two additional state awards at the March ceremony: the Promotions and Marketing Excellence Award for the three-ring ribbon cutting ceremony and the Arts and Humanities Award for the Read & Grow Book Reading event. Also in Galveston, the operations team placed 3rd overall in the State Maintenance Rodeo. The Irrigation and Truck/Trailer teams both placed second in their events, with six employees qualifying for the competition.

Casey Morga is the newest face on the Parks & Rec team, joining as Recreation Supervisor for Events & Kids Zone. Mary Jones has shifted to Recreation Supervisor for Programs & Services, and will oversee the front desk staff and programs.

CAPRA Rollout

The staff luncheon scheduled for this month will also serve as a launch pad for new strategic task teams, an effort to pair staff across the department on various initiatives for a better mix of input and more collaborative communication as we work to maintain CAPRA-required policies and procedures as well as implement master plan goals.

Sign Master Plan

Staff has been developing a standard format for all park signage since late 2022. The designs are 60% complete, and can be found in use at some parks already. Work is now focused on trail signs and entryway monuments. The full master plan with all specs and artwork details will be complete by this summer.

10. NEW BUSINESS

[24-5921](#)

Discuss and Consider Awarding an Annual Contract to Yellowstone Landscape in the Amount of \$34,762.00 for Grounds Maintenance of City Properties and Sites

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

Aye: 6 - Lindsay Cadenhead; Chris Osburn; Scot Bowman; Shelley Isbell; Malinda Knappenberger and Bob Kowalski

Nay: 0

Absent: 2 - Raul Najera and Jessica Hinojosa

Abstain: 0

[24-5922](#)

Discuss and Consider Awarding an Annual Contract to Lawn Patrol Service, Inc. in the Amount of \$71,900.00 for Grounds Maintenance of Athletic Complexes and Sites

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

Aye: 6 - Lindsay Cadenhead; Chris Osburn; Scot Bowman; Shelley Isbell; Malinda Knappenberger and Bob Kowalski

Nay: 0

Absent: 2 - Raul Najera and Jessica Hinojosa

Abstain: 0

[24-5923](#)

Discuss and Consider Awarding an Annual Contract to Yellowstone Landscape in the Amount of \$102,634.80 for Grounds Maintenance of Parks and Trails

A motion was made by Cadenhead. Seconded by Isbell.. The motion CARRIED by the following vote:

Aye: 6 - Lindsay Cadenhead; Chris Osburn; Scot Bowman; Shelley Isbell; Malinda Knappenberger and Bob Kowalski

Nay: 0

Absent: 2 - Raul Najera and Jessica Hinojosa

Abstain: 0

[24-5924](#)

Discuss and Consider Awarding an Annual Contract to Yellowstone Landscape in the Amount of \$68,193.85 for Grounds Maintenance of Parks

A motion was made by Osburn. Seconded by Isbell.. The motion CARRIED by the following vote:

Aye: 6 - Lindsay Cadenhead; Chris Osburn; Scot Bowman; Shelley Isbell; Malinda Knappenberger and Bob Kowalski

Nay: 0

Absent: 2 - Raul Najera and Jessica Hinojosa

Abstain: 0

[24-5925](#)

Discuss and Consider Approval of Amendment Number Six to the Water Park Ground Lease and Operating Agreement Between STORE Master Funding VIII, LLC, and the City of Mansfield to Allow for New Capital Improvements and Expenditures of the Hawaiian Falls Water Park Mansfield

A motion was made by Cadenhead. Seconded by Osburn.. The motion CARRIED by the following vote:

Aye: 6 - Lindsay Cadenhead; Chris Osburn; Scot Bowman; Shelley Isbell; Malinda Knappenberger and Bob Kowalski

Nay: 0

Absent: 2 - Raul Najera and Jessica Hinojosa

Abstain: 0

11. BOARD COMMENTS

*Chris Osburn wished Matt Young well.
Bob Kowalski gave Matt Young his best wishes and complimented the operations staff for their work at the Pickle Parade.*

12. INFORMATIONAL ITEMS

None

13. ADJOURNMENT

Scot Bowman, President, adjourned the meeting at 6:51 p.m.

Scot Bowman, President

ATTEST

Sarah Speer, Administrative Assistant II
Parks and Recreation