



# CITY OF MANSFIELD

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

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

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Thursday, September 15, 2022

6:00 PM

City Hall Council Chambers

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1. **CALL TO ORDER**

*Wendy Collini, President, called the Regular Meeting to order at 6:00 p.m.*

2. **RECESS INTO EXECUTIVE SESSION**

*No Executive Session was held.*

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**

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

*None*

5. **CITIZENS COMMENTS**

*None*

6. **APPROVAL OF MINUTES**

[22-4895](#)

Approval of Regular Meeting Minutes - August 18, 2022

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

**Aye:** 6 - Wendy Collini; Bob Kowalski; Lindsay Cadenhead; Chris Osburn; Scot Bowman and Raul Najera

Nay: 0

Abstain: 0

7. **CASH FLOW STATEMENT**

[22-4896](#)

Cash Flow Statement - August 31, 2022

*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 August was reviewed.*

*For the month of August, sales tax is up 9.73% for the month over last year and up 14.22% for the year. Matt informed the board that revenue is above projections for the year. An update on public-private partnerships, revenues, and programs was provided. Operating expenditures are below budget appropriations. Matt also updated the board on Capital Expenditure projects. The projected ending balance is \$7,788,882.*

8. **DEPARTMENT UPDATES**

[22-4835](#)

Monthly Report

**PARK PLANNING DIVISION (James Fish)**

*McClendon Park West*

*Construction is ongoing with major developments on the splash pad improvement and the basketball construction sections of the park. On the splash pad, work has started on the sewer line connection and will be in the right-of-way of Broad Street with one street lane closed as they work. This work is anticipated to take 15 days to complete. Crews will continue with grading on the full site. The basketball section has begun amending the soil at the parking lot and setting up for concrete pours. The bases for the new lighting has arrived and the electricians are finalizing their conduit installation. Staff is working with both onsite contractors to keep the area organized and the schedule moving forward. It is anticipated that the basketball section will be completed in October or early November and the splash pad area will be completed this winter.*

*Gertie Barrett Park*

*The park is still in the earthwork and layout phase with hardscape construction scheduled for the middle of September. We have had some discussions with the adjacent property owners and are proceeding with discussions on the private drive improvements. We hope to have a conclusion on the use of the drive by the end of September. Construction of the park is on pace for completion this winter.*

*Walnut Creek Linear Trail Phase 3B*

*Staff is currently working with the design consultant to amend the scope of work to fit the new alignment utilizing the grade separated crossing under the Matlock Road bridge at Walnut Creek. Staff is also moving forward with construction documents of the original scope to keep the project on schedule. Final deliverables of the plans are still on schedule for the late Fall/ early Winter 2022.*

*Katherine Rose Memorial Park*

*Staff received a couple of master plan layouts in August based upon the input received and has reviewed and sent back to the consultant for refinement of the concept. The project team is working on the refinement of the schedule and awaiting the plan updates. An updated master plan concept will be presented at the September board meeting.*

**PARK OPERATIONS DIVISION (Toby Fojtik)**

*New Irrigation and Landscape Technicians are in the pre-employment process with HR to fill the open positions on the irrigation and botanical crews. The main efforts this August have been centered around catching up on heat-related issues such as several broken water lines, irrigation wires, and malfunctioning controllers. In addition, crews have focused on replacing aging plant materials, cleaning up flood debris, and treating fire ants due to all the late August rain. August and September is the time for applications of pre-emergent herbicide to control the weeds. Concrete pads along the trail near McKnight Park East are complete and new benches were installed.*

*Mansfield sports associations begin weekly practices, games, and tournaments. Park maintenance is focused on playground surface repairs. Ponds are being assessed for algae treatment, fountain repairs, and debris cleanup that is needed.*

**RECREATION DIVISION (Amanda Alms)**

*Slide Outta Summer offered MAC members an end of the summer wet and wild day of waterslides, lawn games, and other activities for the 70+ participants who registered. Senior Citizens Day was celebrated at the MAC with vendors, BINGO, lunch, and live music for the 100+ participants who registered.*

*The MAC will be hosting a Ben Barber Innovation Academy intern this school year. Davis Martin, a senior at Mansfield High School, will join us in September. Kids Zone continues this September with activities planned when the kids are out of school. In addition, Kids Zone After Dark allows parents to enjoy an evening on their own. Nature Education home school programs will return, as well as Kayaking 101 out of Britton Park.*

**EXECUTIVE DIRECTOR'S REPORT (Matt Young)**

*Matt Young, Executive Director of Community Services, informed the board of Park Planner Chris Ray's resignation. Matt updated the board on the FY 2022-2023 budget adoption by City Council and board appointments. Matt informed the board of the various vacancies the department is hiring for.*

*The third class of the My Mansfield Muni-Versity civic academy started on August 24th with 25 residents participating in the weekly sessions with city departments. The program allows residents the opportunity to get to know the City better and find out what services and programs are available to the community. The Parks and Recreation Department's session will be held on September 14th at the administration building. In addition to the departmental overview and staff introduction, participants will be asked to put on their park planning hats and engage in a park design exercise.*

*As we did last fall, the Management Team has been working on scheduling a Joint Work Session between the City Council and the MEDC, MPFDC, and P&Z to discuss*

vision, projects and other initiatives. In an attempt to avoid meeting on a regularly scheduled board meeting night, they have selected Thursday, September 29th at 6:00pm for this year's meeting. It will be held in the multi-purpose room at City Hall. In addition, the City Council will be scheduling joint meetings with the individual boards on a rotating, quarterly basis. Tentatively, the joint meeting with the MPFDC has been scheduled for January 9, 2023.

Several staff will be attending the National Recreation and Park Association conference in Phoenix during the third week in September. The Texas Recreation and Park Society's North Region conference will be held on Thursday, November 3rd in Irving. The session schedule has not been released, but if Board members would like to attend the TRAPS North conference, please notify Sarah Speer by September 30th.

**9. NEW BUSINESS**

[22-4897](#)

Discuss and Consider Executing a Consultant Agreement with 110% Inc. in the Amount of \$33,965 for Professional Services Related to the Creation of a Financial Management Philosophy and Cost Recovery Model for Parks and Recreation Services

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

**Aye:** 6 - Wendy Collini; Bob Kowalski; Lindsay Cadenhead; Chris Osburn; Scot Bowman and Raul Najera

**Nay:** 0

**Abstain:** 0

**10. BOARD COMMENTS**

*The board thanked Chris Ray for his work in Mansfield and wished him luck in the future.*

**11. INFORMATIONAL ITEMS**

*Matt Young informed the board there will be future park naming opportunities and asked for volunteers to form a naming committee. The committee includes Scot Bowman, Lindsay Cadenhead, and Raul Najera.*

**12. ADJOURNMENT**

*Wendy Collini, President, adjourned the Regular Meeting at 7:29 p.m.*

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Wendy Collini, President

ATTEST

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Sarah Speer, Administrative Assistant II  
Parks and Recreation