



# CITY OF MANSFIELD

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

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

Thursday, October 17, 2024

6:00 PM

City Hall Council Chambers

#### 1. CALL TO ORDER

**Absent** 2 - Shelley Isbell and Bob Kowalski

**Present** 6 - Lance Hood; Scot Bowman; Lindsay Cadenhead; Jessica Hinojosa; Malinda Knappenberger and Raul Najera

#### 2. CITIZENS COMMENTS

*None*

#### 3. APPROVAL OF MINUTES

[24-6246](#)

Approval of Regular Meeting Minutes - August 15, 2024

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

**Aye:** 5 - Scot Bowman; Lindsay Cadenhead; Jessica Hinojosa; Malinda Knappenberger and Raul Najera

**Nay:** 0

**Absent:** 2 - Shelley Isbell and Bob Kowalski

**Abstain:** 1 - Lance Hood

#### 4. CASH FLOW STATEMENT

[24-6245](#)

Cash Flow Statement - September 30, 2024

*A month-to-month sales tax comparison through September was reviewed. For the month of October, sales tax is up 6.97% for the month over last year.*

#### 5. DEPARTMENT UPDATES

[24-6247](#)

Monthly Report - October 2024

#### A. PARK PLANNING DIVISION

*Walnut Creek Linear Trail 3B*

*The plans and bid documents have been prepared for the project and it will go out for*

advertisement on October 9. The bid opening is scheduled for Thursday, October 31, with construction scheduled to begin in January.

*Katherine Rose Memorial Park*

The new drive and parking lot was opened to the public for use on September 27. Demolition of the old parking lot began on October 7 and should be completed within two weeks. With the completion of that and a few small items to address from the punch list, phase 1A construction will be complete. Staff is coordinating the installation of some of the parking lot lighting to take place between phases 1A and 1B as well. Parkhill has completed the full phase 1B construction plan set, which is currently under permitting review among the city departments, after which it will be prepared to be advertised at the end of the month.

*McKnight Park West*

Request for Qualifications (RFQ) for Disc Golf course development for McKnight Park West was released by staff in September. The submissions and response to RFQ is expected by October 17. An informational meeting was held to answer any questions related to the project and RFQ.

*McClendon Park East*

Staff met with the consultant to review 95% construction documents recently, and the consultant is now working on making a few minor adjustments before having the final construction documents complete. Once these are received, they will be processed through the city's permitting process and be prepared to take to bid.

*Mans Best Field Dog Park*

Staff met with the consultant to review 95% construction documents recently, and the consultant is now working to make some adjustments to the trail and pond to address staff comments. The final set of construction documents is expected soon, after which they will be reviewed through the city's permitting process and be prepared to bid afterwards.

*Julian Feild Park*

The Phase 1 construction documents have been received and are currently undergoing review among staff. The project is on schedule to advertise in November, with a groundbreaking scheduled for Monday, November 4th at 11am.

*Geyer Commons*

Phase 1 of the project is currently bidding for construction, with the bid opening scheduled on October 16. The construction contract is anticipated to be awarded in October and construction to begin in December. An agreement with AT&T to bury overhead utility lines at E. Broad St. was executed on October 9.

**B. PARK OPERATIONS DIVISION**

Playground inspections - 16  
Pavilion rentals - 54  
Field and court rentals - 73  
Splash pad water tests - 337

**C. RECREATION DIVISION**

MAC visitors - 12,179  
Recreation participants - 1,124

Senior meals served - 552  
Senior daily visits - 959  
MAC memberships sold - 133  
Nature education participants - 106  
Field trip participants - 50

#### D. **MARKETING & COMMUNICATIONS**

Facebook followers - 14,807  
Facebook reach - 68,369  
Instagram followers - 4,463  
Instagram impressions - 6,203  
Email subscribers - 6,605  
Email open rate - 32%  
Website visitors - 5,069

#### E. **EXECUTIVE DIRECTOR'S REPORT**

*Mansfield Park Facilities Development Corporation, the entity that manages the half-cent sales tax approved by voters in 1992 to fund park development, has been upgraded by Moody's to AA1 classification. Moody's is an independent auditor used globally to evaluate the fiscal health and credit worthiness of corporations, bonds, and financial institutions.*

*This upgrade is a strong vote of confidence recognizing MPFDC's responsible money management, decreased debt, and the overall stability of sales tax growth in the Mansfield area. Just like with your own credit score, a better rating means better terms for future debt, meaning we can continue saving money while we \*grow\* our parks!*

*This rating is also a great accomplishment for our leadership, including this board of directors, who have worked hard over the last few years to steer the department towards fiscally responsible growth while still reaching some exciting benchmarks.*

*The announcement was an excellent way to end what turned out to be a more tumultuous than usual fiscal year, but is a great example of how well our team operates. Through a series of changes, curveballs, and unexpected pivots, they kept the ship upright and on track towards our True North; achieving the goals set forth by MPFDC and residents in the 2020 Master Plan to grow a stronger and healthier Mansfield.*

*We are all focused on the year ahead with a renewed sense of purpose and drive, and I remain incredibly optimistic about all of the projects and strategies to come over the next few months. It won't be quiet and it won't be easy, but it will certainly be remarkable!*

#### 6. **WORK SESSION**

*Matt Young, Executive Director of Community Services, gave the board an update on the following items:*

West Community Park Update

Mansfield Sports Park Update

2020 Master Plan Update

FY24-25 Departmental Workplan

Capital Projects Update

7. **NEW BUSINESS**

[24-6253](#)

Discuss and Consider Nominations for MPFDC Election of Officers for FY2024-2025

*A motion was made by Jessica Hinojosa, seconded by Raul Najera to elect the new board members as described.*

*Scot Bowman- President*

*Lindsay Cadenhead- Vice President*

*Sarah Speer- Secretary (ex-officio)*

*Troy Lestina- Treasurer (ex-officio)*

**A motion was made by Hinojosa. Seconded by Board Member Najera. The motion CARRIED by the following vote:**

**Aye:** 6 - Lance Hood; Scot Bowman; Lindsay Cadenhead; Jessica Hinojosa; Malinda Knappenberger and Raul Najera

**Nay:** 0

**Absent:** 2 - Shelley Isbell and Bob Kowalski

**Abstain:** 0

8. **BOARD COMMENTS**

*Jessica Hinojosa - Congratulated Scot Bowman on being re-elected as board President and Lindsay Cadenhead on being elected as board Vice President and welcomed Lance Hood to the board. She thanked staff for their work and the content provided at the meeting tonight.*

*Lindsay Cadenhead - Thanked everyone for their support in her new role as the board's Vice President and welcomed Lance Hood to the board.*

*Raul Najera - Thanked staff for their work and welcomed Matt Young back.*

*Malinda Knappenberger - Loves the park projects and improvements we have planned and is glad to see a full October calendar of events.*

*Lance Hood - Thanked everyone for a warm welcome and looks forward to working with the board.*

*Scot Bowman - Said the Google Drive is very helpful because he did not get his*

*agenda packet until Wednesday. Scot congratulated Coco Garcia on her promotion as well as Chris and Anthony for their placement in the TRAPS Rodeo. He thanked Chris Osburn for his six years of service on the board and congratulated Malinda Knappenberger on moving from an alternate board member to a regular board member. Scot welcomed Lance Hood to the board and said he is looking forward to the TRAPS North Region Conference.*

**9. INFORMATIONAL ITEMS**

*Matt Young, Executive Director of Community Services, spoke to the board about having a park tour in the coming months and also invited the board to the employee luncheon on November 20th.*

**10. ADJOURNMENT**

**A motion was made by Cadenhead to adjourn the meeting at 7:36pm.  
Seconded by Hinojosa. The motion CARRIED by the following vote:**

**Aye:** 6 - Lance Hood; Scot Bowman; Lindsay Cadenhead; Jessica Hinojosa;  
Malinda Knappenberger and Raul Najera

**Nay:** 0

**Absent:** 2 - Shelley Isbell and Bob Kowalski

**Abstain:** 0

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Scot Bowman, President

ATTEST

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Sarah Speer, Administrative Assistant II  
Parks and Recreation  
CITY OF MANSFIELD