



CITY OF MANSFIELD

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

Meeting Minutes - Final

Mansfield Park Facilities Development Corporation

Monday, July 15, 2024

6:00 PM

Shelly Lanners Administrative Offices

1. **CALL TO ORDER**

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

Present 7 - Lindsay Cadenhead; Scot Bowman; Raul Najera; Jessica Hinojosa; 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 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

3. **RECONVENE INTO REGULAR SESSION**

Scot Bowman, President, reconvened into Regular Session at 6:08 p.m.

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

None

5. **CITIZENS COMMENTS**

None

6. **CASH FLOW STATEMENT**

[24-6099](#)

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 June was reviewed. For the month of July, sales tax is up 2.14% over last year and up .44% for the year.

7. **APPROVAL OF MINUTES**

[24-6098](#)

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

Aye: 7 - Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera; Jessica Hinojosa; Shelley Isbell and Bob Kowalski

Nay: 0

Abstain: 0

Non-Voting: 1 - Malinda Knappenberger

8. **DEPARTMENT UPDATES**

[24-6100](#)

A. **PARK PLANNING DIVISION**

Walnut Creek Linear Trail 3B

Construction documents have been fully reviewed by staff and are awaiting right-of-way clearance. The project will advertise for bids once negotiations for right-of-way driveway encroachments and property acquisitions are completed, which is expected to wrap up in Summer 2024. In an effort to save time, staff enlisted the consultant to assist with negotiations between the City and the various utilities and/or property owners for encroachment permissions. Plans and bid documents are being updated with minor revisions and presently we are waiting on the final two property owner permissions for driveway rebuilds.

Katherine Rose Memorial Park

Entry and parking area flatwork is complete, with the new driveway now open to the existing lot to give user access while paths and sidewalks are finished. The contractor will install new split rail fencing and irrigation, landscaping, and lot striping before opening the new parking to the public. We are working with the contractor to demolish the old parking lot once the new lot is complete. Phase 1B discussions continue with Parkhill to finalize construction documents following approval of all playground equipment purchase last month.

Skinner Sports Complex

The irrigation and landscaping is in the last stages, which will allow contractors to complete the finishing touches on the fencing/gates, install the final amenities, and clean up the project site. The custom pole wrap and baseball sculpture has been installed on the first light pole which, when combined with the new archway, creates a truly remarkable entry experience. Despite multiple setbacks due to weather, tournaments and deteriorating water lines, the project is finally nearing completion and will be ready for the fall season.

McKnight Park West

Staff has directed Oncor to commence work on burying the overhead electrical lines, which is expected to begin in approximately 8-10 weeks. Staff is seeking approval to execute the agreement with Texas Parks and Wildlife while continuing work on site assessments as well as developing playground, parking, and access designs. Staff and consultants will begin planning a citywide disc golf engagement and neighborhood meeting soon.

McClendon Park East

The consultant is continuing to finish the preliminary construction documents for the final design of the park, while staff continues to provide direction and is reviewing preliminary OPCCs. We continue to remain on schedule to have a construction contract in Fall 2024 and begin construction in Winter 2024-25.

Mans Best Field Dog Park

The consultant continues to work on the initial set of construction documents for review, which are expected very soon. In the meantime, staff is reviewing design plans and preliminary OPCC estimates.

Julian Field Park

Staff and consultants are preparing construction documents for phase one development of the original design concept for advertisement and bidding by Fall 2024. The project is on schedule with the additional design for the channel improvements included through Environmental Management.

Geyer Commons

City staff is reviewing 75% construction documents received on June 21. Staff comments were received for the first submittal of the plat. Staff will continue coordinating site infrastructure, platting, and design of the maker spaces, splash pad and restrooms for Phase I improvements.

B. PARK OPERATIONS DIVISION

Playground inspections - 16

Pavilion rentals - 69

Field and court rentals - 127

Splash pad water tests - 289

C. RECREATION DIVISION

MAC visitors - 16,084

Recreation participants - 1,013

Senior meals served - 557

Senior daily visits - 860

MAC memberships sold - 225

Nature education participants - 23

Field trip participants - 60

D. MARKETING & COMMUNICATIONS

Facebook followers - 14,087

Facebook reach - 66,316

Instagram followers - 4,382

*Instagram impressions - 34,389
Email subscribers - 6,507
Email open rate - 33%
Website visitors - 7,121*

E. EXECUTIVE DIRECTOR'S REPORT

Happy Parks and Recreation Month!

Mansfield City Council issued a proclamation on Monday, June 24, in honor of the national designation recognizing the impact of parks and recreation agencies on their communities. Mansfield is celebrating the holiday with a special All Star Family Night event for residents at McKnight Park East on Saturday, July 13, with lawn games, an outdoor movie, food trucks, and tons of friendly sports competitions. Staff are receiving new department t-shirts and other fun surprises, and planning a few bonus events for the community as well, capped off by the 100 Hours of PLAY: End of Summer Party on Friday, July 26 at the MAC.

This month has certainly been full of celebrations, with an overwhelmingly positive response to the reveal of the new playground design for Katherine Rose Memorial Park. The Facebook post sneak peek has reached over 130k people, about 40 times higher engagement than usual. The excitement is certainly building and likely to intensify as the project proceeds!

9. WORK SESSION

[24-6057](#)

Brian Coatney, Interim Assistant Director, presented the board with information regarding the following areas of the proposed FY2024-2025 MPFDC Budget:

- Public Private Partnerships*
- Park Land Dedication and Development Fees*
- Master Plan Projects*
- Status of Current Projects*
- Future Projects*

10. BOARD COMMENTS

Bob Kowalski - Complimented staff on the high quality and manageable budget they've maintained.

Lindsay Cadenhead - Thanked staff for the amount of work they've put into the projects.

Jessica Hinojosa - Proud of staff for making the best parks.

Chris Osburn - Complimented staff on their work in Matt Young's absence.

11. INFORMATIONAL ITEMS

Brian Coatney, Interim Assistant Director, informed the board of the upcoming Muniversity date, Wednesday, September 11 and also briefly recapped Family All Star Night from the previous weekend.

12. ADJOURNMENT

Scot Bowman, President, adjourned the meeting at 8:02 p.m.

Scot Bowman, President

ATTEST

Sarah Speer, Administrative Assistant II
Parks and Recreation