



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, March 16, 2023

6:00 PM

City Hall Council Chambers

1. CALL TO ORDER

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

Absent 4 - Bob Kowalski; Chris Osburn; James Tiller and Jessica Hinojosa

Present 4 - Wendy Collini; Lindsay Cadenhead; Scot Bowman and Raul Najera

2. RECESS INTO EXECUTIVE SESSION

Scot Bowman, President, recessed into Executive Session at 6:08 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
Project #08-22-01
Project #11-22-01

3. RECONVENE INTO REGULAR SESSION

Scot Bowman, President, reconvened into Regular Session at 6:40 p.m.

4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None.

5. CITIZENS COMMENTS

None.

6. CASH FLOW STATEMENT

[23-5245](#)

Cash Flow Statement - February 28, 2023

A month-to-month sales tax comparison through March was reviewed. For the month of March, sales tax is up 12.59% for the month over last year and up 13.06% year over year. A Cash Flow report is still pending while the city continues to transition to a new financial management software.

7. APPROVAL OF MINUTES

[23-5244](#)

Approval of Regular Meeting Minutes - February 16, 2023

Approved

Aye: 4 - Wendy Collini; Lindsay Cadenhead; Scot Bowman and Raul Najera

Nay: 0

Absent: 4 - Bob Kowalski; Chris Osburn; James Tiller and Jessica Hinojosa

Abstain: 0

8. DEPARTMENT UPDATES

[23-5134](#)

Monthly Report

PARK PLANNING DIVISION (James Fish)

McClendon Park West

Construction continues to work towards the project closeout. The basketball project is 98% complete with final electrical service remaining. Mechanical, electrical and plumbing work inside the restroom pump house building is 90% complete and is expected to finish in the next week. All concrete has been placed and site clean up is underway along with installation of the site landscaping. Staff is working towards a park opening and ribbon cutting on April 15, 2023.

Gertie Barrett Park

Final construction activities continue to work towards the project closeout. Mechanical, electrical and plumbing work inside the restroom pump house building is 98% complete and is expected to finish in the next week. 95% of all concrete has been placed with only the trail connection pieces remaining. Overall site clean up is underway along with site landscaping being installed. Staff is working towards a park opening and ribbon cutting on April 15, 2023.

Walnut Creek Linear Trail 3B

Staff has completed the review and comments for the consultant's 30% construction plans. Economic development staff are helping coordinate discussions with the five private property owners where right-of-way (ROW) acquisition or easements are needed. The project is tentatively scheduled to be advertised for bidding this summer and construction beginning in the fall of 2023 pending ROW acquisitions.

Katherine Rose Memorial Park

The first phase was planned to provide a larger, inclusive playground with a realigned roadway and parking lot. On March 6, the City Council passed a resolution authorizing the use of \$4m of American Rescue Plan Act funding towards the project. This

additional funding will allow for the construction of new restrooms, pavilions, tennis courts, pickleball courts, basketball courts, sand volleyball courts and a story walk trail. With this revised scope of work, the consultant is developing a proposal for construction documents that will be presented to the MPFDC and City Council for approval in April.

Skinner Sports Complex

Staff anticipates this to be a project that potentially runs into 2024 depending on budget allocations. The improvements are being planned to be completed during MYBA's off season as much as possible to provide as little disruption to their seasons as possible. Fencing and painting contractors were scheduled to begin on February 1, but winter weather delayed the work until the week of February 13 for the painting contractor. The painting contractor is scheduled to have the work completed by the middle of April pending weather.

The fencing contractor has been delayed until summer due to MYBA scheduling tournaments and the weather. Staff has contracted with TRC Architects to design the restroom expansion, interior remodeling and improvements for shade structures with initial design concepts received and in review. Staff has started the design work internally for the entry plaza, walks and landscaping (trees, benches and lighting). The current plan is to begin these improvements in June as soon as the spring season of MYBA concludes. Some of these improvements will most likely will run into the fall season of baseball in order for them to be complete.

PARK OPERATIONS DIVISION (Toby Fojtik)

Over 1,200 pansies were installed on Main Street. Oliver Nature Park has a new security camera system at the front of the park and four new benches that have replaced the benches that were rotting and did not meet ADA standards. Town Park received sidewalk repairs for the uneven and cracked areas, as well as swings that needed upgrading. Chandler Park landscape beds and splash pad are being assessed and focused on in preparation of the upcoming summer splash pad season. Chandler athletic field concessions and announcers building are being prepped for new windows to replace those that are weathered and broken. Skinner Sports Complex is finishing up field preparations for the spring season along with baseball fencing being painted black. Public private partnership parking lot clean up and beautification has begun with plant materials on order. Three new landscape technicians have been hired with more interviews taking place with the goal of being fully staffed by summer.

RECREATION DIVISION (Amanda Alms)

The Stargazing with Astronomers program was a huge success with approximately 200 people in attendance. Guests explored the night skies with astronomers from the Fort Worth Astronomical Society, examining constellations and planets with high-powered telescopes. AARP provided free tax preparation service for seniors by appointment at the MAC. Seniors celebrated by dressing up in their best cowpoke duds, listened to the tunes of Devon Dawson and feasted on a remarkable chili lunch. The MAC offered \$5 Family Fun Fridays in February with themes designed to bring families together: scrabble tournament, rock/paper/scissors tournament, puzzle competition and chess/checkers tournament. Rocket League e-sports tournament was held when school was out for the presidents day holiday engaging teens in a fun filled activity.

MARKETING & COMMUNICATIONS (Ann Beck)

Decrease in email subscribers this month because we cleaned up our list to clear out inactive users. We also worked with nature education staff to create targeted email newsletters for preschool and home school students, their two biggest user groups. By focusing the audience and creating more valuable, targeted content, the two new emails sent this month had an average 72% open rate and 10% click rate, compared with the previous mass nature education newsletter, which was averaging at 35% open and 1% click rates. A smaller audience can be more effective if it's the right audience!

Also of note, we received the following two reviews on Katherine Rose Memorial Park this month: "Great place to take the kids, they love the playground and playing basketball. You can also walk or ride your bike on the trail. Always kids and families and people enjoying the park." and "I wish they had bigger stuff for older kids with special needs to play," both of which help affirm the Rose renovations are on the right track and will serve needs that people value and/or want to see! Keeping a strong connection to the pulse of the community helps our entire organization be more effective in all our efforts.

The city website will be getting a refresh soon, which means staff is currently undergoing an audit of our department pages and would love any feedback from the board regarding information you would like to see, navigation issues or other recommendations. Other initiatives this month include preparing the summer recreation guide, spring campaign events and planning for summer.

EXECUTIVE DIRECTOR'S REPORT (Matt Young)

The City Council's Visioning Workshop included a shark tank program where departments presented options for the remaining funds the City of Mansfield received from the American Rescue Plan Act (ARPA). Having considered the City and Council's goals and initiatives, the council passed a resolution on March 6 authorizing the appropriation and allocation of these funds to specific projects. We are thrilled to announce that this resolution included an additional \$4m for improvements to Katherine Rose Memorial Park following the new master redevelopment plan!

Several staff members and MPFDC board members attended the Texas Recreation and Park Society's annual conference in Frisco on March 1-2, 2023. In addition to the great educational sessions, Anthony Ford and Chris Adolph competed in the irrigation assembly competition during the maintenance rodeo and won the title for the third straight year!

In a special surprise, Executive Director Matt Young announced the department has created the Heath Woodard Remarkable Service Award, which will be given annually to the employee who best exemplifies our organizational goal of exceeding expectations and leading as a team with uncompromising integrity. Heath is retiring this month after 29 (and a half!) years serving Mansfield residents, and has a reputation that precedes him for hard work and leadership, never hesitating to step up when needed and doing it with a smile. Two years ago, Heath was honored by City Council for his part in saving the life of a park guest having a medical emergency, but it's the day-to-day dedication and positive attitude that will be missed the most. While his contributions will be hard to replace, the Heath Woodard Remarkable Service Award will serve as a lasting reminder of the legacy our entire team has to live up to.

Staff met on site with representatives from Texas Parks and Wildlife regarding the recently awarded \$750K grant for development of James McKnight Park West. Funding for this grant is being provided by the National Park Service, so a few

additional steps are required before the grant agreement can be executed. We expect the agreement to be executed in September, but plan on hiring a consultant for the park design in the coming months. We also expect to begin the public engagement for the project this summer prior to the agreement being finalized.

Staff are working diligently with numerous contractors to complete construction improvements at McClendon Park West, Gertie Barrett Park and Watson Branch Park. Barring any major delays, staff is tentatively working on the coordination of the three ribbon cutting ceremonies on Saturday, April 15. More details will be provided as we get closer to that date. In addition to the big construction projects, we are also getting ready to bid the parking lot expansion project at Elmer W. Oliver Nature Park, adding 16 spaces to the popular park without impacting the native trees.

9. OLD BUSINESS

[23-5139](#)

Discussion; MPFDC FY2023-2024 Budget

Matt Young, Community Services Executive Director, provided an overview of the budget process for FY 2023-2024.

10. NEW BUSINESS

[23-5243](#)

Discuss and Consider Awarding a Contract for Construction of an On-Course Restroom Building at Mansfield National Golf Club

A contract was awarded to AAA Time Saver Services in the amount of \$341,923 for construction of an on-course restroom building at Mansfield National Golf Club.

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

Aye: 4 - Wendy Collini; Lindsay Cadenhead; Scot Bowman and Raul Najera

Nay: 0

Absent: 4 - Bob Kowalski; Chris Osburn; James Tiller and Jessica Hinojosa

Abstain: 0

11. BOARD COMMENTS

Raul Najera- Reminded the board and staff of the upcoming run at Rose Park.

Lindsay Cadenhead- Thanked staff for their hard work.

Wendy Collini- Congratulated staff on winning \$4 million of ARPA funds from city council.

Scot Bowman- Thanked the city for investing in the board by allowing them to attend the TRAPS conference.

12. INFORMATIONAL ITEMS

Matt Young, Executive Director of Community Services, updated the board on the

TxDOT Walnut Creek bridge project timeline.

13. ADJOURNMENT

Scot Bowman, President, adjourned the Regular Meeting at 7:04 p.m.

Scot Bowman, President

ATTEST

**Sarah Speer, Administrative Assistant II
Parks and Recreation
CITY**