



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, March 21, 2019

6:00 PM

City Hall Council Chambers

1. CALL TO ORDER

Harold Bell, President, called the Regular Meeting to order at 6:03 p.m.

Absent 2 - Bob Kowalski and Dee Davey

Present 7 - Harold Bell; Wendy Collini; Sandra Hightower; Neal Shaw; Lindsay Cadenhead; Chris Osburn and Scot Bowman

2. RECESS INTO EXECUTIVE SESSION

Harold Bell, President, recessed into Executive Session at 6:04 p.m.

A. **Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071**

1. 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**

1. Possible Linear Park Expansion
Property # 02-19-01

2. Future Park Use
Property # 10-18-01

C. **Personnel Matters Pursuant to Section 551.074**

1. Discuss and Consider Board Appointments for the Master Plan Advisory Committee

3. RECONVENE INTO REGULAR SESSION

Harold Bell, President, reconvened into Regular Session at 7:43 p.m.

4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None.

5. **APPROVAL OF MINUTES**

[19-3066](#)

Approval of Meeting Minutes - February 28, 2019

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

Aye: 7 - Harold Bell; Wendy Collini; Sandra Hightower; Neal Shaw; Lindsay Cadenhead; Chris Osburn and Scot Bowman

Nay: 0

Absent: 2 - Bob Kowalski and Dee Davey

Abstain: 0

6. **CASH FLOW STATEMENT**

[19-3067](#)

Cash Flow Statement - February 28, 2019

Cash Flow was distributed to Board members at the meeting with revised numbers (copy on file in the Parks and Recreation Director's Office). A month-to-month sales tax comparison through February.

Matt Young, Parks and Recreation Director, informed the Board that sales tax is up about 8% for the month over last year and up about 10% year to year. Revenue continues to be above budget projections and expenditures continue below projections.

7. **DEPARTMENT UPDATES**

DIRECTOR'S REPORT ON LISTED ITEMS (MATT YOUNG)

[16-2066](#)

Monthly Calendar Updates on City Council Agenda Items, City Meetings & Activities

Matt Young, Parks and Recreation Director, provided the Board with program and project updates. Matt informed the Board that there will be an update on Parks and Rec on the March 25th City Council agenda as well as a reminder of the Master Plan Public Meetings. The Council will also be informed that we have officially moved into the Parks Administration Building. Matt also informed the Board that the awards received at the Texas Recreation and Parks Society Annual Conference in El Paso, TX will be recognized by the Council. Matt informed the Board that Theresa Cohagen, Director of Tourism will be hosting an Open House at the new Parks Administration Building on Thursday, April 25th from 3:30 p.m. to 5:30 p.m. The Parks and Recreation Department would also like to recognize James Fish, Sr. Park Planner, for his great work on the Parks Administration Building project.

PARKS SUPERINTENDENT'S REPORT ON LISTED ITEMS (TOBY FOJTIK)

[16-2067](#)

Monthly Update on Daily Maintenance of Current Park Facilities

1) *Sports Complex: At the Skinner Sports Complex, and other athletic facilities, staff has been conducting regular maintenance such as painting field lines and mowing, edging, and blowing turf areas and working infields. Weed control has been applied on some of the fields and it is getting warm enough for some herbicides to work.*

2) *Oliver Nature Park: A Boy Scout group installed a water drip system using plastic barrels to keep the water level in the bird baths at a constant level as an Eagle Scout project. Additionally, a group working with our Nature Education Supervisor added mulch to all of the flower beds. Staff has installed the fence to help protect the wildflower areas that we put up annually. Also, 50 more yards of decomposed granite was added to the trail system through the park.*

3) *Rose/Town/Linear Trail: Staff cleaned up flood debris on the Rose Park and Pond Branch low water crossing areas as well as numerous branches due to the strong winds and rain storm. The protective fence was also installed at the wildflower area along the linear trail between Rose and Town Park. Staff continues to convert the restroom and trail lights to LED lights.*

4) *Overall: Because of prolonged cool air and soil temperatures, our herbicide treatments have not been as successful as we had hoped for. Some fields will need to be re-treated and all of the medians are on schedule to be treated for rescue grass and annual bluegrass as soon as possible. Also, several park operation crews have been assisting with getting the new Parks Administration Building on Matlock set up. Crews have installed erosion fabric on the slopes, mulched and placed decomposed granite in the landscape beds, assisted with installing irrigation, installed Zeon Zoysia in the front and back. Crews are also in the process of power washing sidewalks. Additionally, contractors have installed all of the landscape plants and installed split rail and wooden privacy fencing along south and west sides of the property.*

RECREATION SUPERINTENDENT'S REPORT ON LISTED ITEMS (COCO GARCIA)

[16-2068](#)

Monthly Update on Current Programs & Services

1. Athletics:

- Next All Sports Meeting is Wednesday, April 10, 2019.

2. Programs and Events:

- MAC Programing Update:
 - Gym improvements are completed and the gym is open.
 - Spring Break Activities:
 - 1) Kids Zone had 36 participants.
 - 2) Nerf Night had 86 participants between 2 sessions.
 - Spring Slam Pickleball Tournament will be March 15th-17th at FieldhouseUSA
 - 1) 308 participants, 10 states, 471 games played, 91 hotel nights

- Oliver Nature Park:

- Puppies and Paddles on March 23rd – Looks like rain.
- Spring field trips are underway.
 1. Willie Brown 2nd grade is at ONP on March 26th – 27th.
 2. Thelma Jones Kindergarten on April 5th.
 3. Springtown ISD 5th grade on April 23rd – 25th.
- Special Events:
 - 2nd Annual Barks and Rec 5K is on Saturday, April 6th at Rose Park.
 - Bunny Brunch is Saturday, April 13th at the MAC. (5th year)
 - Super Awesome Amazing Tiny Tri is on Saturday, April 27th at Chandler Park (1-10 years).

8. CITIZENS COMMENTS

None.

9. OLD BUSINESS

[19-3011](#)

Update: Walnut Creek Linear Park Trail System

Chris Ray, Park Planner, informed the Board that staff and the contractor have moved forward with securing the general permit. A meeting was held on site at Walnut Ridge Baptist Church with the Facilities Manager and the Sports and Events Director to discuss the location, construction, and church events. A second on site meeting was held with a representative from Summit Midstream to talk about trail alignment. Staff has been in contact with the design consultant about any alignment discussions. Ratliff has started submitting cut sheets for trail amenities and the bridges for review. Solid weeks of rain have held up some scheduled understory removal, but the project is still on schedule for completion by the end of 2019.

[17-2412](#)

Update: Dog Park

Matt Young, Parks and Recreation Director, informed the Board that the project will be re-advertised in April. After reviewing the bid submittals and contractor references, the construction contract award is expected to be ready for MPFDC and City Council action in May. Staff is anticipating starting construction in July with a 6-month completion schedule.

[18-2924](#)

Update: Parks, Recreation, Open Space and Trails Master Plan

Matt Young, Parks and Recreation Director, informed the Board that approximately 250 survey responses have been received to date, with a closing date of April 15. The first round of public meetings is scheduled for March 28th and April 2nd, with a virtual meeting to be broadcast on April 10th. Advisory committee meetings will begin in April.

10. BOARD ANNOUNCEMENTS

None.

11. INFORMATIONAL ITEMS

None.

12. ADJOURNMENT

Harold Bell, President, adjourned the Regular Meeting at 8:04 p.m.

Harold Bell, President

ATTEST:

Lisandra Keller, Administrative Assistant II
Parks and Recreation