



Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, August 17, 2023

6:00 PM

City Hall Council Chambers

1. **CALL TO ORDER**

Scot Bowman, President, called the Regular Meeting to order at 6:02 p.m.

Absent 1 - Chris Osburn

Present 7 - Wendy Collini; Bob Kowalski; Lindsay Cadenhead; Scot Bowman; Raul Najera; James Tiller and Jessica Hinojosa

2. **CITIZENS COMMENTS**

Staci Cardenas of 1020 Masters Dr, Mansfield addressed the board regarding availability of soccer fields in Mansfield for FC Dallas Youth Soccer.

3. **CASH FLOW STATEMENT**

[23-5517](#)

Cash Flow Statement - July 31, 2023

A 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 July was reviewed. For the month of August, sales tax is down 3.82% over last year and up 9.09% for the year.

4. **APPROVAL OF MINUTES**

[23-5518](#)

Approval of Regular Meeting Minutes - July 20, 2023

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

Aye: 7 - Wendy Collini; Bob Kowalski; Lindsay Cadenhead; Scot Bowman; Raul Najera; James Tiller and Jessica Hinojosa

Nay: 0

Absent: 1 - Chris Osburn

Abstain: 0

5. **DEPARTMENT UPDATES**

[23-5519](#)

Monthly Report - August 2023

A. PARK PLANNING DIVISION (JAMES FISH)

Walnut Creek Linear Trail 3B

100% construction documents were received on July 21. Pending final review, permitting, and property acquisition, the project is tentatively scheduled to be advertised for bidding late summer with construction beginning in late fall/early winter. Negotiations for right-of-way acquisitions are ongoing.

Katherine Rose Memorial Park

Parkhill and staff continued with the design contract for Phase 1 improvements. Focus has been on developing construction plans for Phase 1A - Rose Drive and Parking (P1A). A development review meeting was held on August 9, confirming design of the drive and parking with city staff. Final review of site electric analysis is underway. 95% drawings will be submitted following input from the August 9th meeting. The next major milestone will be in late-summer, when a public meeting is expected to be held concerning playground improvements for Phase 1B - Rose/Allmon Park Amenities, and bidding is scheduled for P1A.

Skinner Sports Complex

Triple C Fencing is currently finishing up their final checklist with the foul line fencing realignment to reach a point of substantial completion. Parks maintenance crews are working to remove the concrete from the old mow strips and hitting pads. The concession renovation and restroom building addition project was awarded to AAA Time Saver Services, and their construction contract is currently being executed. Construction is scheduled to begin in September and be completed before the spring 2024 season. Staff is currently working on finishing the construction documents for the fencing, paving, and landscaping improvements to the baseball complex entryway.

Mansfield National Golf Club

The sewer and water line connections are complete. Electric service is being coordinated and should be complete by the end of August. Construction of the building is underway with the foundation, walk and partial walls up. The walls are expected to be complete the week of August 18 and the building is expected to be completed in early fall.

McKnight Park West

Studio 13 Design Group has begun design work for the planned improvements. An initial phase one concept is represented in the monthly report and is being enhanced from the consultant meeting held on August 7. Community engagement is expected to begin late summer. The execution of the agreement with TPWD has been pushed to the first quarter of 2024 pending the results of the cultural resources survey report.

B. PARK OPERATIONS DIVISION (BRIAN COATNEY AND TOBY FOJTIK)

The parks, trails and splash pads are full of summer fun. There have been approximately 500 pavilion rentals so far this year with May hosting the highest number of 101 rentals. The parks and aquatics team are onsite to ensure that each pavilion is ready as a welcoming space for all renters. Ongoing efforts are in place to keep the plants alive, trees trimmed and the splash pads safe for all users. The parking expansion has opened at Oliver Nature Park, providing 16 additional spaces for park visitors.

Ballfield staff have taken full advantage of the off season by completing turf

maintenance, fencing repairs, field prep, irrigation repairs and updating signage on the ballfields. New black fencing is ready for the fall baseball season at Skinner. Next on the agenda are repairs and additions to the pitching mounds and warm-up areas for soft toss. There have been approximately 500 field rentals so far this year with July hosting the highest number of 100 rentals despite some of the fields being closed for maintenance.

The public grounds team has been working hard during the hot summer months addressing dead trees and plant materials, and focusing on beautification of the medians, rights-of-way and city entry ways.

C. RECREATION DIVISION (AMANDA ALMS)

July was full speed ahead with MAC visits up from June by 2,391 visits. Program registrations fell slightly behind June's record number of 738 registrations. Kids Zone is headed toward a record-breaking year of over 1,000 annual participants for the program that keeps kids busy with games, field trips and adventures when school is out for the summer and school holidays. In addition, there were 88 program registrations for the month of July targeted toward the teen and tween populations, bringing the total to more than 500 offered through the MAC this year.

The Senior Lifestyles team is collaborating with local businesses interested in sponsoring upcoming senior programs and activities. July highlights included a 4th of July party, several BINGO and other card gaming activities.

The Nature Education team is working hard to fill the specialist role before fall programming begins. A special thanks to the part-time staff, instructors, intern, and volunteers that worked hard during the very hot summer days keeping the community hiking, kayaking, fishing, experimenting and more. The Nature Education programming and field trip offerings are on the way to serve almost 5,000 participants this fiscal year.

D. MARKETING & COMMUNICATIONS (ANN BECK)

Best summer ever? Maybe! The 100 Hours of PLAY challenge wrapped up on July 27 with a big celebration at the MAC that included bounce houses, games, multiple city departments and, of course, the prizes for our winners. After a blockbuster nine-week event, the campaign designed to encourage outdoor play and screen-free fun was, by all accounts, a success.

Final stats include:

805 kids registered (up from 198 last year)

28,048 total hours logged (4,986 last year!)

153 families met or exceeded the 100-hour goal (up from 51 last year!)

2,250 people attended the eight weekly events (1,200 last year, which had nine events because one was canceled for heat this year!)

All the kiddos who met the goal were rewarded with a prize pack and ticket to Hawaiian Falls, with our top 13 PLAYmakers (who each logged over 300 hours!) earning a 2024 season pass. This truly was a department-wide effort, with staff from all divisions and levels participating in huge ways throughout the summer, as well as incredible contributions of time, talent and supplies from other city departments.

E. EXECUTIVE DIRECTOR'S REPORT (MATT YOUNG)

Staff has been working with Accessology, Too LLC since November on the development of an ADA Transition Plan for the parks and recreation system. The consultant has completed the site evaluations and provided a final draft plan to the department for review. The plan is scheduled to be presented to the MPFDC and City Council for adoption in September.

The financial sustainability project (aka cost recovery) is moving into the final phase. After service categories were developed and beneficiaries of service were identified, the consultant completed a full analysis of our cost of services. Staff is now reviewing this work and will be drafting cost recovery goals for the service categories. Recommended fees and charges are currently being reviewed, with policy recommendations completing the project by the end of August. A joint meeting between the MPFDC and City Council will be scheduled to review the final draft and recommendations.

Staff is also working on a new park signage program. The manual will provide graphic design and installation specifications for all sign types (entryway, rules, wayfinding, educational/interpretive and regulatory). The manual is expected to be completed this summer and will be helpful for departmental staff, design consultants, contractors and developers.

6. PUBLIC HEARINGS

[23-5522](#)

Mansfield Park Facilities Development Corporation Proposed FY2023-2024 Budget Including Purchase of Land, Improvements to Existing Park Land, Construction of New Parks and Facilities, Paying Maintenance and Operating Costs of Such Projects, and Associated Fees

Scot Bowman, President, opened the Public Hearing at 6:19 p.m. and read the proposed FY2023-2024 budget into the record. Matt Young, Executive Director of Community Services, read the proposed changes to the FY2023-2024 fee schedule into the record. With no one wishing to speak, Scot Bowman closed the Public Hearing at 6:27 p.m.

7. OLD BUSINESS

[22-4984](#)

ADA Transition Plan Update

Matt Young, Executive Director of Community Services, provided the board with an update on the ADA transition plan.

[22-4897](#)

Financial Sustainability Project Update

Matt Young, Executive Director of Community Services, provided the board with an update on the financial sustainability project.

8. NEW BUSINESS

[23-5139](#)

Mansfield Park Facilities Development Corporation Proposed FY2023-2024 Budget Including Purchase of Land, Improvements to Existing Park Land, Construction of New Parks and Facilities, Paying Maintenance and Operating Costs of Such Projects, and Associated Fees

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

Aye: 7 - Wendy Collini; Bob Kowalski; Lindsay Cadenhead; Scot Bowman; Raul Najera; James Tiller and Jessica Hinojosa

Nay: 0

Absent: 1 - Chris Osburn

Abstain: 0

[23-5521](#)

Park Signage Program

Matt Young, Executive Director of Community Services, provided the board with an overview of the park signage program.

[23-5520](#)

Board Packet Delivery Method(s)

Matt Young, Executive Director of Community Services, discussed with the board potentially moving to a digital only delivery of the agenda packet each month. Matt also demonstrated using a shared drive where staff would upload files for board members to review and reference. The board discussed trying out the shared drive for a few months and coming to a long-term decision regarding agenda packet delivery by the end of the year.

9. BOARD COMMENTS

- Bob Kowalski said he enjoys hearing about the ADA transition plan and financial sustainability project updates.
- Wendy Collini is looking forward to the completion of the ADA transition plan and financial sustainability projects.
- Lindsay Cadenhead expressed thanks and gratitude to the parks and recreation employees who work outside, she appreciates their hard work in this heat.

10. INFORMATIONAL ITEMS

11. ADJOURNMENT

Scot Bowman, President, adjourned the Regular Meeting at 7:30 p.m.

Scot Bowman, President

ATTEST

Sarah Speer, Administrative Assistant II
Parks and Recreation