



# CITY OF MANSFIELD

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

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

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Thursday, July 21, 2016

7:00 PM

City Hall Council Chambers

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#### 1. CALL TO ORDER

*Harold Bell, President, called the Regular Meeting to order at 7:00 p.m.*

**Absent** 1 - Dan Sides

**Present** 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Dee Davey

#### 2. APPROVAL OF MINUTES

[16-1939](#)

Approval of Minutes - Regular Meeting - June 16, 2016

**A motion was made by Kowalski, seconded by Collini, that this matter be Approved. The motion carried by the following vote.**

**Aye:** 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Dee Davey

**Nay:** 0

**Absent:** 1 - Dan Sides

**Abstain:** 0

[16-1940](#)

Approval of Minutes - Work Session - June 22, 2016

**A motion was made by Collini, seconded by Davey, that this matter be Approved. The motion carried by the following vote.**

**Aye:** 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Dee Davey

**Nay:** 0

**Absent:** 1 - Dan Sides

**Abstain:** 0

#### 3. CASH FLOW STATEMENT

[16-1938](#)

Cash Flow Statement as of June 30, 2016

*Distributed to Board members in their agenda packet (copy on file in the Parks & Recreation Director's office). A month to month sales tax comparison through June was also provided in the agenda packet. No action was taken.*

*Matt Young, Parks and Recreation Director explained that this month's cash flow includes updated year-end projections as well as projected savings through September in order to provide the closest starting balance for FY2017. Projected numbers include savings from projects that will roll over into FY2017 due to current schedules. Matt mentioned that Administration expenses are primarily due to legal expenses.*

*Matt reiterated to the Board that projected savings were discussed during the June 2, 2016 Work Session and agreed to be used toward purchasing needed capital during FY2016. The seven pieces of equipment to be purchased during FY2016 include:*

- 1) Powerline Power Washer for \$11,640*
- 2) Toro Pro Force Debris Blower for \$7,039*
- 3) Zero Turn Mower for \$8,084*
- 4) Field Line Painter for \$11,469*
- 5) Kubota RTV-X 1100 CWH for \$19,208*
- 6) Kubota RTV-X 900H for \$13,342*
- 7) Chevy 2500 Extended Cab for \$29,000*
- Total \$99,782*

**4. CITIZENS COMMENTS**

*None.*

**5. DEPARTMENT UPDATES**

**DIRECTOR'S REPORT ON LISTED ITEMS (MATT YOUNG)**

**15-1462**

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

*1) Matt asked the Board if they had any questions regarding the Quarterly Report that had been provided in their agenda packets. There were no questions.*

*2) Matt told the Board that there are several Mansfield Park Facilities Development Corporation (MPFDC) items scheduled for the upcoming City Council Meeting on July 25, 2016.*

- a) The purchase of the seven flood properties that the Board approved June 16, 2016*
- b) The shade structure for Clayton Chandler Park if the Board takes action tonight in favor to proceed*
- c) The purchase of a portion of property located at 217 Sycamore Street if the Board takes action in favor to proceed*

*3) Matt mentioned that City Council has a Budget Work Session scheduled for Wednesday, July 27. However, dates for the FY2017 budget public hearings and ordinance readings have not yet been scheduled yet. Once a date is scheduled, Matt will notify the Board.*

*4) Matt stated that there are three Board members up for re-appointment this year: Harold Bell, Sandra Hightower, and Dan Sides.*

*5) After Matt finished giving his report, Harold Bell, President asked a follow up*

question regarding cash flow. Harold asked, "What happened to the planned restroom facility for the Sports Complex?" James Fish, Sr. Park Planner, answered by saying that this was one particular project that would be rolling forward into FY2017.

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

### 15-1463

#### **Monthly Update on Daily Maintenance of Current Park Facilities**

- 1) *Sports Complex: Staff recently helped host the USSSA Baseball World Series the week of July 8-12 and had participants from several states visiting Mansfield. Staff is busy aerating and fertilizing all baseball fields. Mansfield Youth Baseball Association (MYBA) will begin practices again starting July 30.*
- 2) *McKnight East: A new fence is being installed behind field #3. Staff is preparing fields for Mansfield Girls' Softball Association (MGSA).*
- 3) *Rose/Town/Allmon: The new aggregate water fountain with pet drinking station has been installed near the playground and is working well. Staff has been busy with daily maintenance activities including: sediment control along the trails, maintaining the horseshoe pits, re-filling volleyball court sand, and removing build up alongside the volleyball courts.*
- 4) *Chandler Park: Staff is working with Mansfield Pee Wee Football Association (MPWFA) to prepare for football season. Goal posts were recently re-installed and painted yellow. Football fields are being aerated and fertilized today. The old fence on the Colt Field has been removed and MPWFA will use this area for practice.*
- 5) *Oliver Nature Park: Staff has continued spraying, weeding, and trimming brush along the trails and entrance to the park. Decomposed granite has been added to washout areas throughout the park. Staff also continues to maintain 1164 Matlock Rd., also referred to as the Jay Property.*
- 6) *Overall: Staff continues to spray for crabgrass and dallisgrass throughout the city. Staff has also noticed increased traffic along the trails and in the parks due to the Pokemon Go craze.*

## **RECREATION SUPERINTENDENT'S REPORT ON LISTED ITEMS (ANDREW BINZ)**

### 15-1464

#### **Monthly Update on Current Programs & Services**

- 1) *Quarterly Report: A copy of the third quarter Recreation Quarterly Report was provided to the Board.*
- 2) *Athletics: An All Sports Association Meeting was held Wednesday, July 13 at 7 p.m.*
  - *Doyle Spurgin is stepping down as the MGSA President after 10 plus years volunteering for MGSA.*
  - *Tremez Hall is the new President of MPWFA.*
- 3) *MAC Programming Update:*
  - *We are partnering with Mansfield National to offer a Mansfield Open City Championship and Footgolf League in September.*

4) *Oliver Nature Park:*

*Tiffany and Cindy have been doing a great job. Tiffany has implemented several new programs since her start to include:*

- Mini day camps*
- Outreach program*
- Kayaking program*

5) *Upcoming Special Events:*

- a) Splash Dash at Rose Park will take place this Saturday, July 23.*
- b) Back to School Bash at the MAC will take place Tuesday, August 2.*
- c) Wursthfest is scheduled for Saturday, September 10.*

6) *General:*

- a) Red, White and Rockin' Tri Kids' Triathlon at Hawaiian Falls and Big League Dreams was held July 2 and went well with 102 participants. Participants and parents had great feedback.*
- b) Rockin' 4th of July was a success with an estimated attendance of 10,000 people.*
- c) The Fall brochure is scheduled to be out next week.*

**6. RECESS INTO EXECUTIVE SESSION**

*Harold Bell, President, recessed the Regular Meeting into Executive Session at 7:20 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: Saverin v. City of Mansfield
2. Seek Advice of City Attorney Regarding the Development Agreement for Mansfield StarCenter Sports Facility

**B. Discussion Regarding Possible Purchase, Exchange, Lease or Value of Real Property Pursuant to Section 551.072**

1. Possible Linear Park Expansion
  - a. Property #12-15-01
  - b. Property #03-14-05
  - c. Property #09-13-07
  - d. Property #05-16-03
2. Possible Land Acquisition for Future Park Use
  - a. Property #08-15-01

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

- D. **Deliberation Regarding Commercial or Financial Information Received From or the Offer of a Financial or Other Incentive Made to a Business Prospect Seeking to Locate, Stay or Expand in or Near the Territory of the City and with which the City is Conducting Economic Development Negotiations Pursuant to Section 551.087.**

7. **RECONVENE INTO REGULAR SESSION**

*Harold Bell, President, reconvened the Regular Meeting at 8:32 p.m.*

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

1) *Wayne Lee moved to purchase a portion of property located at 208 E. Broad Street in the amount of \$4,238 per Executive Session item #12-15-01.*

*a) Wendy Collini seconded the motion.*

*b) The motion carried by the following vote:*

*Aye: 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski; and Dee Davey*

*Nay: 0*

*Abstain: 0*

*Absent: 1 - Dan Sides*

2) *Wayne Lee moved to purchase a portion of property located at 115 Depot Street in the amount of \$30,000 per Executive Session item #12-15-01.*

*a) Dee Davey seconded the motion.*

*b) The motion carried by the following vote:*

*Aye: 5 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; and Dee Davey*

*Nay: 0*

*Abstain: 1 - Bob Kowalski*

*Absent: 1 - Dan Sides*

9. **PUBLIC HEARINGS**

[16-1944](#)

Mansfield Park Facilities Development Corporation Proposed FY2016-2017 Budget Including Purchase of Land, Improvements to Existing Park Land, and Paying Maintenance and Operating Costs of Such Projects, and Associated Fees, Including but not Limited to Chandler Park Phase II, Walnut Creek Linear Park Phase II, FieldhouseUSA, Pond Branch Linear Park, and Mansfield StarCenter Sports Facility

*Harold Bell, President, opened the Public Hearing at 8:38 p.m. and read the proposed FY 2016-2017 budget into the record as follows:*

*Beginning Balance* *\$18,430,012*

*Revenues:*

*Sales Tax* *\$5,204,979*

*Interest* *3,000*

*Mansfield Activities Center Fees* *350,000*

*Outdoor Recreation Program Fees* *7,000*

<i>Athletic Field Fees</i>	<i>128,000</i>
<i>Pavilion Fees</i>	<i>25,000</i>
<i>Other Fees</i>	<i>26,688</i>
<i>Hawaiian Falls</i>	<i>240,000</i>
<i>Mansfield National Golf Club</i>	<i>50,000</i>
<i>Big League Dreams (BLD) Lease Payment</i>	<i>190,000</i>
<i>BLD Turf Payment</i>	<i>129,904</i>
<i>FieldhouseUSA Mansfield Lease Payment</i>	<i>150,000</i>
<i>Transfer from Other Funds</i>	<i>372,496</i>
<i>Mineral Lease</i>	<i>150,000</i>
<i>Bond Proceeds</i>	<i>8,500,000</i>

*Total Revenues* *15,527,067*

*Expenditures:*

<i>Administration</i>	<i>1,389,913</i>
<i>Sports Complex Operations</i>	<i>383,418</i>
<i>Rose/Town Park Operations</i>	<i>398,420</i>
<i>Oliver Nature Park Operations</i>	<i>610,883</i>
<i>Mansfield Activities Center Operations</i>	<i>759,460</i>
<i>Debt Service</i>	<i>1,941,171</i>
<i>Transfers</i>	<i>17,511</i>

*Projects:*

<i>Land Acquisition</i>	<i>350,000</i>
<i>Existing Park Improvements</i>	<i>250,000</i>
<i>On-Street Bike Plan Implementation</i>	<i>100,000</i>
<i>Chandler Park, Phase II</i>	<i>2,750,000</i>
<i>Walnut Creek Linear Park, Phase II</i>	<i>1,590,900</i>
<i>Skinner Sports Complex Improvements</i>	<i>337,500</i>
<i>Pond Branch Linear Park</i>	<i>3,000,000</i>
<i>FieldhouseUSA Mansfield</i>	<i>7,736,502</i>
<i>McKnight Park West Improvements</i>	<i>50,000</i>
<i>Philip Thompson Improvements</i>	<i>50,000</i>
<i>Parks Administration Offices</i>	<i>1,000,000</i>
<i>Downtown Restroom - The Lot</i>	<i>125,000</i>
<i>StarCenter</i>	<i>8,500,000</i>
<i>Dog Park</i>	<i>100,000</i>
<i>Walnut Ridge Park</i>	<i>100,000</i>

*Total Expenditures* *31,540,678*

*Ending Balance* *\$2,416,401*

*The Parks and Recreation fee schedule will remain the same as it was for FY2015-2016.*

*As no one requested to speak regarding the FY2016-2017 budget, Harold Bell, President, closed the Public Hearing at 8:38 p.m.*

## 10. OLD BUSINESS

[15-1468](#)

Update; Mansfield Fieldhouse

*James Fish, Sr. Park Planner, reported that cranes are now on-site and walls have*

*gone vertical. Site work through the park has resumed with target completion by the third week in August. Fencing for the ballfields has been re-quoted and direction has been given to get the fences reinstalled before the start of the Mansfield Girls' Softball Association's fall season.*

*Matt Young, Parks and Recreation Director, also stated that the existing entrance of McKnight Park East may be impacted soon as the contractor gets ready to install permanent improvements. Patrons of McKnight Park East may have to access the park via Fieldhouse Drive.*

[14-0911](#)

Update; Walnut Creek Linear Park Phase II Design

*James Fish, Sr. Park Planner, reported discussions are ongoing with the consultant about findings with the U.S. Army Corps of Engineers. The consultant is compiling information gathered and will prepare the preliminary design based upon the information available. A design team meeting is scheduled for August 3rd. Preliminary design is scheduled to be complete by the end of August with design development 35% complete by the end of September. The property acquisitions for the trail corridor are wrapping up and closings will be scheduled soon.*

[15-1636](#)

Update; Existing Park Improvements for FY2015/2016 Previously Approved

*James Fish, Sr. Park Planner, reported that the majority of the FY2015/2016 items have been completed. Of the remaining items, the fabric shade structures quote for bleacher covers at Chandler Park has been received and is listed as a new business item on tonight's agenda. The concrete quotes are underway for the Sports Complex entrance to baseball storage. The batting cage concrete for McKnight Park East will be postponed until fall of 2016. Staff feels any additional construction in this area will further disrupt the MGSA schedule.*

[14-1139](#)

Update; Pond Branch Linear Park

*James Fish, Sr. Park Planner, reported that property acquisition negotiations are ongoing. Construction plans are 100% complete and under review. Staff is preparing to advertise the project in the next few weeks. The project is expected to have a construction time of approximately 9 to 12 months.*

[14-0914](#)

Update; Chandler Park, Phase II Design

*Chris Ray, Park Planner, reported staff has been working with the design consultant, la terra studio, on adjusting final construction drawings to meet City Planning review comments. This project first advertised on July 20 and a bid opening is scheduled for August 9 at 2 p.m. Construction is anticipated to begin in the fall of 2016.*

[15-1235](#)

Update; On-Street Bicycle Master Plan

*Chris Ray, Park Planner, reported that staff has been working with the Streets/Traffic Operations Department to collect quotes to implement the second year bike plan. Public notification has begun. Total installation of all new signs is anticipated to be complete by late summer. A proposed map was provided to the Board.*

[16-1815](#)

Update; Elmer W. Oliver Nature Park Erosion Control Improvements

*Chris Ray, Park Planner, reported a final walk-through took place July 11, 2016. The*

*contractor is in the final stages of cleaning up this project. Temporary irrigation will be run during the morning hours for the next few weeks until the new vegetation has been established. A meeting is scheduled with the contractor for July 22 to go over the maintenance transition.*

[16-1688](#)

Consider a Modification to the Development Agreement for Mansfield StarCenter Sports Facility between the City of Mansfield, the Mansfield Park Facilities Development Corporation and DSE Hockey Centers, L.P.

**A motion was made by Kowalski, seconded by Lee, that this matter be Postponed. The motion carried by the following vote.**

**Aye:** 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Dee Davey

**Nay:** 0

**Absent:** 1 - Dan Sides

**Abstain:** 0

[16-1952](#)

Consider Approval of an Assignment of Economic Development and Performance Agreement with Back Yard Come As You Are, LP to Mansfield Community Bank

**A motion was made by Hightower, seconded by Collini, that this matter be Approved. The motion carried by the following vote.**

**Aye:** 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Dee Davey

**Nay:** 0

**Absent:** 1 - Dan Sides

**Abstain:** 0

**11. NEW BUSINESS**

[16-1942](#)

Consider Adopting the MPFDC FY2016-2017 Budget Including Purchase of Land, Improvements to Existing Park Land, and Paying Maintenance and Operating Costs of Such Projects, and Associated Fees, Including but not Limited to Chandler Park Phase II, Walnut Creek Linear Park Phase II, FieldhouseUSA, Pond Branch Linear Park, and Mansfield StarCenter Sports Facility

*The complete FY2016-2017 budget is below.*

*Beginning Balance* *\$18,430,012*

*Revenues:*

<i>Sales Tax</i>	<i>\$5,204,979</i>
<i>Interest</i>	<i>3,000</i>
<i>Mansfield Activities Center Fees</i>	<i>350,000</i>
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<i>Total Revenues</i>	<i>15,527,067</i>
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*Expenditures:*

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*Projects:*

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<i>Total Expenditures</i>	<i>31,540,678</i>
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<i>Ending Balance</i>	<i>\$2,416,401</i>
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*The Parks and Recreation fee schedule will remain the same as it was for FY2015-2016.*

**A motion was made by Davey, seconded by Hightower, that this matter be Approved. The motion carried by the following vote.**

**Aye:** 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Dee Davey

**Nay:** 0

**Absent:** 1 - Dan Sides

**Abstain:** 0

16-1947

Consider Awarding a Purchase Order to Shade Structures, Inc. (USASHADE) in the Amount of \$67,825 for the Purchase and Installation of Ten (10) New Fabric Shade Structures for the Football Area Bleachers at Clayton Chandler Park. (BUY BOARD #423-13)

**A motion was made by Hightower, seconded by Collini, that this matter be Approved. The motion carried by the following vote.**

**Aye:** 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Dee Davey

**Nay:** 0

**Absent:** 1 - Dan Sides

**Abstain:** 0

16-1948

Consider Purchasing Property Located at 217 Sycamore Street in the Amount of \$60,000

**A motion was made by Collini, seconded by Davey, that this matter be Approved. The motion carried by the following vote.**

**Aye:** 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Dee Davey

**Nay:** 0

**Absent:** 1 - Dan Sides

**Abstain:** 0

**12. INFORMATIONAL ITEMS**

*None.*

**13. BOARD ANNOUNCEMENTS**

*Harold Bell said, " I went to Rockin' 4th. Fireworks were very good. Can I make a suggestion that the flow of traffic and buses be looked at?"*

**14. ADJOURNMENT**

*With no further business, Harold Bell, President, adjourned the Regular Meeting at 8:56 p.m.*

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Harold Bell, President

ATTEST:

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Bernadette McCranie, Administrative Assistant  
Parks and Recreation