



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, May 16, 2024

6:00 PM

City Hall Council Chambers

1. CALL TO ORDER

Scot Bowman, President, called the Regular Meeting to order at 6:01 p.m.

Absent 1 - Jessica Hinojosa

Present 7 - Lindsay Cadenhead;Chris Osburn;Scot Bowman;Raul Najera;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 6:15 p.m.

4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None

5. CITIZENS COMMENTS

None

6. CASH FLOW STATEMENT

[24-6010](#)

Cash Flow Statement - April 30, 2024

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 April was reviewed. For the month of May, sales tax is up 4.68% over last year and down 0.44% for the year.

7. APPROVAL OF MINUTES

[24-6011](#)

Approval of Regular Meeting Minutes - April 18, 2024

A motion was made by Osburn. Seconded by Board Member Najera. The motion CARRIED by the following vote:

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

Nay: 0

Absent: 1 - Jessica Hinojosa

Abstain: 0

8. DEPARTMENT UPDATES

[24-6012](#)

Monthly Report - May 2024

Ann Beck, Marketing & Communications Manager, provided the board with an overview of the resident satisfaction survey results and gave a preview of summer events.

A. PARK PLANNING DIVISION

Walnut Creek Linear Trail 3B

Construction documents have been fully reviewed by staff and are awaiting right of way. The project will advertise for bids once negotiations for right-of-way driveway encroachments and property acquisitions are completed. In an effort to save time, staff requested a proposal from consultants to assist with these negotiations. The consultant has engaged the various utilities and is engaging property owners for encroachment permissions now.

Katherine Rose Memorial Park

Thanks to a brief break in recent rains, the contractor was able to pour the first 350 yards of concrete, which covered the circle at the end of the drive through the area formerly occupied by sand volleyball. The second pour is pending weather, which has caused park closure and significant flooding, and thus construction delays. The contractor continues to work diligently throughout the inclement conditions and has been very conscious of community impact, such as scheduling the concrete pours in the early morning hours to avoid traffic disruption on Walnut Creek Drive. Staff met with the consultant and playground supplier this month to finalize playground design, which will be presented to MPFDC when complete.

Skinner Sports Complex

Crews have begun hanging the new iron fencing and entryway arch, and hope to complete the landscaping and other final touches as soon as weather allows.

McKnight Park West

The project is still waiting for TPWD grant agreement execution and further instructions from state officials. In the meantime, staff have reached out to Oncor and other entities to coordinate site utility needs. Staff is working with designers on playground concepts and improvements to the entry and vehicular access options. Staff will begin planning disc golf engagement meetings soon.

McClendon Park East

Staff continues to review the playground options and will meet with consultants in the coming weeks to finalize the trail design. Once approved, designers will proceed preparing construction documents and cost projections.

Mans Best Field Dog Park

The trail design has been finalized, allowing the consultant to move forward on construction documents and cost projections. Once received, staff will complete a final review and seek approval before opening the project to bidding and construction.

Julian Feild Park

Staff and consultants are continuing to work on construction documents for phase one development of the original design concept.

Geyer Commons

A detailed site plan, phasing plan and OPC were received from the design consultant based on the initial feedback provided by staff. The city's DRC (Development Review Committee) met to review the proposed site plan and gather additional feedback for consultants. 75% plans are anticipated by June 21. In the meantime, staff will continue coordinating site infrastructure, platting, and design of the maker spaces, splash pad and restrooms.

B. PARK OPERATIONS DIVISION

Playground inspections - 16

Pavilion rentals - 40

Field and court rentals - 26

Splash pad water tests - 6

C. RECREATION DIVISION

MAC visitors - 13,627

Recreation participants - 686

Senior meals served - 585

Senior daily visits - 884

MAC memberships sold - 252

Nature education participants - 69

Field trip participants - 278

Summer Discount Day

Three times a year, residents can register for programs and events in the upcoming semester and save 15% on the designated 'Discount Day' for that term. Not only does it keep costs affordable, it helps programmers plan by encouraging most of the registrations to happen early, as opposed to trickling in throughout the months. Discount Day results are tracked as a key Recreation metric and compared year-to-year to gauge growth and overall sales.

Summer 2024 Discount Day, held on Thursday, April 18, saw 618 registrations and a total of \$20,446 in revenue, the second highest total of all time (just \$5 shy of first place!) This is not only a reflection of our recreation staff's great work planning programs and events that the community is excited to participate in, but also a sign of an incredible summer to come!

D. MARKETING & COMMUNICATIONS

*Facebook followers - 13,762
Facebook reach - 94,760
Instagram followers - 4,220
Instagram impressions - 29,809
Email subscribers - 6,209
Email open rate - 36%
Website visitors - 7,075*

Summer Events

This summer we're bringing back the 100 Hours of PLAY program with an expanded approach and travel theme designed to get even more kids participating through the self-directed activities as well as the weekly events. We're also working on a special family night on Saturday, July 13, as part of Mansfield's All Star Weekend celebration and National Parks & Recreation month. The event will include music, an outdoor movie, lawn games, and (friendly) sports competitions like the classic Pitch, Hit & Run skills test. More details to come!

E. EXECUTIVE DIRECTOR'S REPORT

Spring storms rolled in and our team got to work! Dallas-Fort Worth has collected over 16 inches of rain since March, well above average and causing flooding and other disruption throughout our parks, especially those along Walnut Creek and other flood-prone areas. Crews have been working long hours to clear debris, clean off muddy trails, and repair damage left by the storms. The plants certainly appreciate the extra irrigation, but our team is ready for the ground to dry out! Mansfield was also struck by two earthquakes this month, though thankfully no damage or injuries were sustained from those, aside from a few spilled pickle jars. The spring feedback survey wrapped up this month, and staff is reviewing the data to be included in the five-year update to the 2020 Master Plan, which will begin later this fall.

Primarily, this month has everyone gearing up for a busy summer season, looking forward to all the fun on its way!

CAPRA

Staff is working hard on the CAPRA annual report due June 1, which includes a selection of the 150+ standards required on the initial accreditation, as well as a recap of the last year's efforts to maintain and/or improve compliance. Overall, the program has had a tremendously positive effect on operations, which are increasingly streamlined and cohesive across divisions, following more data-based decision making processes, and in line with overall strategic goals.

Financial Sustainability

The Financial Sustainability study has been completed, with the final report being

prepared for review by City Council for final approval. Staff is excited to begin implementing a series of changes, big and small, to operate more efficiently and with maximum fiscal responsibility.

9. BOARD COMMENTS

Malinda Knappenberger commented on the department's performance, stating everyone is doing a great job.

10. INFORMATIONAL ITEMS

Brian Coatney, interim assistant director, informed the board about the May 20 city council agenda items, gave a general budget process timeline and told the board an email would be sent regarding the upcoming Common Table event.

11. ADJOURNMENT

Scot Bowman, President, adjourned the meeting at 6:46 p.m.

Scot Bowman, President

ATTEST

Sarah Speer, Administrative Assistant II
Parks and Recreation