



# CITY OF MANSFIELD

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

## Meeting Minutes - Final

### Mansfield Park Facilities Development Corporation

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Thursday, November 21, 2024

6:00 PM

City Hall Council Chambers

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#### 1. CALL TO ORDER

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

**Absent** 1 - Shelley Isbell

**Present** 7 - Lindsay Cadenhead; Scot Bowman; Raul Najera; Jessica Hinojosa; Malinda Knappenberger; Bob Kowalski and Lance Hood

#### 2. CITIZENS COMMENTS

*None*

#### 3. CASH FLOW STATEMENT

[24-6292](#)

*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 October was reviewed. For the month of November, sales tax is up 6.07% over last year and up 6.49% for the year.*

#### 4. APPROVAL OF MINUTES

[24-6291](#)

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

**Aye:** 7 - Lindsay Cadenhead; Scot Bowman; Raul Najera; Jessica Hinojosa; Malinda Knappenberger; Bob Kowalski and Lance Hood

**Nay:** 0

**Absent:** 1 - Shelley Isbell

**Abstain:** 0

#### 5. DEPARTMENT UPDATES

[24-6293](#)

**A. PARK PLANNING DIVISION**

*Walnut Creek Linear Trail 3B*

*Plans and bid documents have been updated with a few minor revisions and construction documents are complete. We are still awaiting right-of-way clearance on one property. The project advertised for construction bids, opened and will be rejected due to bid clarity. The project is to be readvertised at the end of November.*

*Katherine Rose Memorial Park*

*The phase 1A improvements (new parking lot and driveway) were substantially completed at the end of September, and the contractor has now completed all items on the final punchlist as well. The old parking lot was demolished and the contractor has had temporary irrigation in place to help establish grass in the disturbed areas, but with that and recent weather the grass has grown in and the temporary irrigation will be removed. Closeout documents are being prepared with Home Run Construction and staff was very pleased with their work and cooperation throughout the project. The phase 1B plans were advertised at the end of October, a pre-bid meeting was held on November 5, and the bid opening is scheduled to take place on November 21.*

*McKnight Park West*

*The submissions and response to the Disc Golf Request For Qualifications (RFQ) was received on October 17. Staff has completed the review of the submissions. Studio 13 Design Group will engage a disc golf design consultant over the next few days.*

*McClendon Park East*

*Staff has received the completed construction documents from the consultant and has been reviewing and clearing up any minor details. The consultant will continue to work on supplemental material for the bidding process as they work with staff to prepare to bid the project in December. The project will advertise through December, with a bid opening scheduled for early January.*

*Mans Best Field Dog Park*

*Staff recently received the completed set of construction documents from the consultant and is reviewing them before submitting them through the city's permitting process. While that is underway the consultant will remain working on any supplemental material for the bid process while also correcting or adjusting any minor details caught in the review and permitting process. The project will advertise through December, with a bid opening scheduled for early January.*

*Julian Feild Park*

*Staff and consultants have prepared Phase 1 construction documents and advertised for bids. The project is on schedule with the additional design for the channel improvements included through Environmental Management. Work kicked off with a groundbreaking ceremony on Monday, Nov. 4 at 11 a.m. Bids are due to be received November 26 at 2 pm.*

*Geyer Commons*

*Bids were received for construction of Phase 1A on October 16. City Council awarded the construction contract for Phase 1A to Millis Development and Construction- Dallas, LLC on Oct 28. City is in the process of executing the construction contract and all necessary documents prior to releasing the notice to proceed. Construction is anticipated to begin in December.*

**B. PARK OPERATIONS DIVISION**

*Playground inspections - 16*  
*Pavilion rentals - 59*  
*Field and court rentals - 75*  
*Splash pad water tests - 0*

**C. RECREATION DIVISION**

*MAC visitors - 13,859*  
*Recreation participants - 562*  
*Senior meals served - 736*  
*Senior daily visits - 1,100*  
*MAC memberships sold - 112*  
*Nature education participants - 119*  
*Field trip participants - 258*

**D. MARKETING & COMMUNICATIONS**

*Facebook followers - 14,966*  
*Facebook reach - 32,172*  
*Instagram followers - 4,495*  
*Instagram impressions - 23,832*  
*Email subscribers - 6,613*  
*Email open rate - 32%*  
*Website visitors - 5,329*

**E. EXECUTIVE DIRECTOR'S REPORT**

*Mayor Michael Evans and the Mansfield City Council were joined earlier this month by State Representative David Cook and Rep. Jake Ellzey for an official ceremony marking the start of one of this year's exciting projects, adding a veterans memorial and other improvements to Julian Feild Park.*

*Serenity Gardens, added in 2002 as a quiet, peaceful area to remember lost loved ones, will be realigned, with new landscaping, sidewalks, and all existing memorial bricks repaved into one open reflection space. A large, octagonal-shaped pavilion is being added, with a design referencing Mansfield's historic Memorial Hall, the building constructed in 1918 to honor WWI veterans. An open plaza in the rear of the park will have granite pylons representing the military branches, creating a second space within the park for remembrance and reflection designed especially for veterans and their families. This was designed in a partnership with the Mansfield Veterans Memorial and Tribute Foundation. The creek will become a reflecting pond, not only creating a new space to gather, but also alleviating some ongoing drainage issues. Bridges across the pond will allow for easier access to the west side of the park from the Magnolia St. parking lot. The playground will be removed and donated, with that area becoming a large open event plaza with tiered seating built into the natural topography. In addition to the sidewalks connecting all of these new features, the park is also getting restrooms.*

*This remarkable reimagining of our oldest park is completely fitting its namesake, Julian Feild, who was himself a military veteran. As we focus on the future of our city,*

*including its parks, we are always looking for ways to honor our history, and this is planned as an excellent blend of both.*

## 6. WORK SESSION

### 2020 Master Plan Project Update

*Matt Young, Executive Director of Community Services, gave the board a progress report on the 2020 Master Plan Project. This progress report included updates on the following items:*

*Capital Project Status; Re-Prioritization  
Survey Results  
Demographics & Growth Projections  
Park Inventory  
Park & Facility Standards  
Level of Service Analysis  
Review Goals & Strategies  
Trail Master Plan*

## 7. NEW BUSINESS

**Absent** 2 - Shelley Isbell and Bob Kowalski

**Present** 6 - Lindsay Cadenhead; Scot Bowman; Raul Najera; Jessica Hinojosa; Malinda Knappenberger and Lance Hood

### 24-6289

Discuss and Consider the Approval of a Professional Services Agreement with Brittain & Crawford, LLC in the Amount of \$94,500 for Survey and Platting Services for Various Park Properties

**A motion was made by Cadenhead. Seconded by Hinojosa. The motion CARRIED by the following vote:**

**Aye:** 6 - Lindsay Cadenhead; Scot Bowman; Raul Najera; Jessica Hinojosa; Malinda Knappenberger and Lance Hood

**Nay:** 0

**Absent:** 2 - Shelley Isbell and Bob Kowalski

**Abstain:** 0

### 24-6290

**A motion was made by Cadenhead. Seconded by Hinojosa. The motion CARRIED by the following vote:**

**Aye:** 6 - Lindsay Cadenhead; Scot Bowman; Raul Najera; Jessica Hinojosa; Malinda Knappenberger and Lance Hood

**Nay:** 0

**Absent:** 2 - Shelley Isbell and Bob Kowalski

**Abstain:** 0

[24-6298](#)

**A motion was made by Cadenhead. Seconded by Hinojosa. The motion CARRIED by the following vote:**

**Aye:** 6 - Lindsay Cadenhead; Scot Bowman; Raul Najera; Jessica Hinojosa; Malinda Knappenberger and Lance Hood

**Nay:** 0

**Absent:** 2 - Shelley Isbell and Bob Kowalski

**Abstain:** 0

## **8. BOARD COMMENTS**

*-Malinda Knappenberger thanked staff for the information and commented on the great job the department is doing with the projects and programs.*

*-Raul Najera said it was good to see everyone and wished the board and staff happy holidays.*

*-Lindsay Cadenhead thanked staff for all of their work and what they give to the community and wished all a happy holiday season.*

*-Jessica Hinojosa wished everyone happy holidays and thanked staff for the information at this meeting.*

*-Scot Bowman appreciated being invited to the department luncheon.*

## **9. INFORMATIONAL ITEMS**

Joint meeting with City Council

*Matt Young, Executive Director of Community Services, invited the board to the Geyer Commons groundbreaking on December 2nd and informed the board of the joint meeting with the other boards and City Council on February 6th.*

## **10. ADJOURNMENT**

**A motion was made by Knappenberger to adjourn the meeting at 7:18pm. Seconded by Najera. The motion CARRIED by the following vote:**

**Aye:** 6 - Lindsay Cadenhead; Scot Bowman; Raul Najera; Jessica Hinojosa; Malinda Knappenberger and Lance Hood

**Nay:** 0

**Absent:** 2 - Shelley Isbell and Bob Kowalski

**Abstain:** 0

\_\_\_\_\_  
Scot Bowman, President

ATTEST

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Sarah Speer, Administrative Assistant II  
Parks and Recreation  
CITY OF MANSFIELD