



# CITY OF MANSFIELD

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

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

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Thursday, June 20, 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 6:01 p.m.*

**Present** 8 - Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera; Jessica Hinojosa; Shelley Isbell; Malinda Knappenberger and Bob Kowalski

#### 2. CITIZENS COMMENTS

*Phyllis Looney, 220 Juniper St, addressed the board regarding the James McKnight Park West improvements. She expressed she does not want pickleball courts, restroom facilities, or bright lights incorporated into the park improvements.*

#### 3. RECESS INTO EXECUTIVE SESSION

*Scot Bowman, President, recessed into Executive Session at 6:08 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**

Future Park Use

#### 4. RECONVENE INTO REGULAR SESSION

*Scot Bowman, President, reconvened into Regular Session at 7:48 p.m.*

#### 5. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

*None*

#### 6. APPROVAL OF MINUTES

[24-6061](#)

Approval of Regular Meeting Minutes - May 16, 2024

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

**Aye:** 8 - Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera; Jessica  
Hinojosa; Shelley Isbell; Malinda Knappenberger and Bob Kowalski

**Nay:** 0

**Abstain:** 0

**7. CASH FLOW STATEMENT**

[24-6062](#)

Cash Flow Statement - May 31, 2024

*A month-to-month sales tax comparison through May was reviewed. For the month of  
August sales tax is up 6.84% for the month over last year and up .26% for the year.*

**8. DEPARTMENT UPDATES**

[24-6063](#)

Monthly Report - June 2024

**A. PARK PLANNING DIVISION**

*Walnut Creek Linear Trail 3B*

*Construction documents have been fully reviewed by staff and are awaiting right-of-way clearance. The project will advertise for bids once negotiations for right-of-way driveway encroachments and property acquisitions are completed, which is expected to wrap up in Summer 2024. In an effort to save time, staff enlisted the consultant to assist with negotiations between the City and the various utilities and/or property owners for encroachment permissions. Plans and bid documents are being reviewed.*

*Katherine Rose Memorial Park*

*The contractor has made significant progress on pouring the new parking lot and drive despite recent flooding and rain delays. Work is now focused on the park entry, followed by sidewalks and path connections. Phase 1B plans are nearing completion and will be presented for review and consideration in executive session this month.*

*Skinner Sports Complex*

*The final stage of this renovation is finally nearing completion after significant weather delays. The contractor has made substantial progress with the fence work and should be able to wrap up that work once the irrigation and landscaping is finished. Some areas require additional minor grading changes that cannot be done until the ground dries. Landscaping and fencework will be finished once all grading is complete. The entire project should be done by the end of June after final cleaning, touch-ups and the installation of a custom pole wrap.*

*McKnight Park West*

*Staff is seeking approval to execute the agreement with Texas Parks and Wildlife, as well as an agreement with Oncor to relocate existing electrical utilities. Staff is working with designers on playground design concepts and improvements to the street intersection, parking area and vehicular access. Staff and consultants will begin planning a citywide disc golf engagement and neighborhood meeting soon. Staff is*

*continuing to assess the existing park infrastructure.*

*McClendon Park East*

*Staff approved the final trail design and is currently reviewing the playground and cost estimates. Barring any major setbacks, staff anticipates drafting construction documents and preparing for the bid process within the next month, aiming for contracts in Fall 2024 and construction beginning by Winter 2024-25.*

*Mans Best Field Dog Park*

*Staff approved the trail and paddock design and currently awaits the final round of design concepts for review and approval before moving into construction documents and bidding.*

*Julian Field Park*

*Staff and consultants are preparing the construction documents for phase one development of the original design concept, which they expect to be ready for bidding by Fall 2024.*

*Geyer Commons*

*Staff has submitted a revised plat for approval that reflects the completed property exchange between MISD and the City. 75% construction documents 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 for Phase I improvements.*

**B. PARK OPERATIONS DIVISION**

*Playground inspections - 16*

*Pavilion rentals - 87*

*Field and court rentals - 32*

*Splash pad water tests - 224*

*Spring Flooding*

*The spring storms continued through the end of May, with some of the most significant flooding we've seen in a while causing multiple park closures. As to be expected, park crews rallied and restored the parks to safe, working condition in record time, and still had time to plant 15,000 new flowers for some gorgeous summer color!*

**C. RECREATION DIVISION**

*MAC visitors - 12,255*

*Recreation participants - 1,001*

*Senior meals served - 608*

*Senior daily visits - 960*

*MAC memberships sold - 219*

*Nature education participants - 105*

*Field trip participants - 70*

*Kids Zone*

*It's not summer without Kids Zone! The popular day camp program sold out in less than an hour when registration opened in March, and 48 lucky campers will be playing with our 12 counselors (hired seasonally) each week at Annette Perry Elementary, the camp home base. Each week includes themed activities, crafts, playground time,*

*Hawaiian Falls visits and unique field trips from a Frisco Roughriders ballgame to the National Videogame Museum and more. Recreation Supervisor Casey Morga took over the program this spring and came full of new ideas to make it even more remarkable than before!*

*Special Events*

*The 2024 Monarch Festival on May 11 was another incredible event, with 554 attendees enjoying the crafts, games, education and, of course, the immersive butterfly tent! Two dozen little heroes ran, wheeled and splashed through the Super Awesome Tiny Tri on June 8 for another fun, uniquely Mansfield event.*

**D. MARKETING & COMMUNICATIONS**

*Facebook followers - 13,915*

*Facebook reach - 59,227*

*Instagram followers - 4,273*

*Instagram impressions - 34,682*

*Email subscribers - 6,238*

*Email open rate - 32%*

*Website visitors - 6,876*

**E. EXECUTIVE DIRECTOR'S REPORT**

*Summer is officially here, and we've got the packed parks to prove it! Splash Pads opened May 4 and 25 (Chandler Park on a delayed schedule due to the adjacent school), Kids Zone began May 28, and the 100 Hours of PLAY challenge kicked off June 6. Add in over three dozen summer camps, athletic tournaments, citywide special events and the usual seasonal crowds and you've got one busy parks and recreation department! Fortunately, both the Operations and Recreation divisions are fully staffed heading into the busy season and excited to take on the challenge.*

*In other news, Coco Garcia presented the final Cost Recovery Study analysis to Mansfield City Council during the May 20 work session to an overwhelmingly positive response. Council appreciated the attention to detail and thorough analysis of all service costs and benefits, and supported staff implementation recommendations across the board. Council also approved a review of the athletic field rates and sports association contracts as requested by staff.*

*Initiatives & Updates*

*CAPRA*

*The annual report recapping the past year's work maintaining the 150+ standards for CAPRA accreditation was submitted last month, thanks to hard work from the entire team. Focus now shifts to our new processes and making the data-driven methods part of daily operations.*

**9. NEW BUSINESS**

[24-6057](#)

Discussion; MPFDC FY2024-2025 Budget

*Brian Coatney, interim Assistant Director, presented the board with information regarding the following areas of the proposed FY2024-2025 MPFDC Budget:*

*-Public Private Partnerships  
-Park Land Dedication and Development Fees  
-Master Plan Projects  
-Status of Current Projects  
-Future Projects*

[24-6059](#)

Discuss and Consider the Approval of an Agreement with Oncor in the Amount of \$52,686.33 to Relocate the Overhead Electric Service Lines From East to West to an Underground Service for the Future Improvements to James McKnight Park West

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

**Aye:** 8 - Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera; Jessica Hinojosa; Shelley Isbell; Malinda Knappenberger and Bob Kowalski

**Nay:** 0

**Abstain:** 0

[24-6064](#)

Discuss and Consider the Approval of the Use of the Buy Board Purchasing Avenue to Order the Long Lead Time Playground Equipment as Presented Through Whirlix Design Inc. and Landscape Structures Inc in the Amount Not to Exceed \$3,000,000 for the Equipment, Delivery and Installation Related to the Phase 1B Improvements at Katherine Rose Memorial Park

**A motion was made by Caddenhead. Seconded by Hinojosa that this item be removed from New Business. The motion CARRIED by the following vote:**

**Aye:** 8 - Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera; Jessica Hinojosa; Shelley Isbell; Malinda Knappenberger and Bob Kowalski

**Nay:** 0

**Abstain:** 0

**10. BOARD COMMENTS**

*Shelley Isbell said she is excited for the new playground equipment at Rose Park.*

*Jessica Hinojosa said she is excited for the Rose Park improvements and would like to see some sort of containment around the younger playground area.*

*Lindsay Cadenhead thanked staff for their hard work and welcomed Jakari, the summer intern.*

*Malinda Knappenberger appreciated the graphics and visuals the board received.*

*Raul Najera thanked the department for their hard work.*

*Chris Osburn is excited about all the park improvements at Rose Park.*

*Scot Bowman thanked Brian Coatney, interim Assistant Director, for stepping into the leadership role and leading the board through this year's budget season.*

**11. INFORMATIONAL ITEMS**

*Brian Coatney, interim Assistant Director, informed the board of items that will be on the City Council agenda this coming Monday and reminded the board of the Parks and Recreation Month proclamation at the same council meeting.*

**12. ADJOURNMENT**

*Scot Bowman, President, adjourned the meeting at 8:49 p.m.*

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Scot Bowman, President

ATTEST

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Sarah Speer, Administrative Assistant II  
Parks and Recreation