



# CITY OF MANSFIELD

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

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

---

Thursday, October 20, 2022

6:00 PM

City Hall Council Chambers

---

#### 1. CALL TO ORDER

*Wendy Collini, President, called the Regular Meeting to order at 6:03 p.m.*

**Absent** 2 - Bob Kowalski and James Tiller

**Present** 6 - Wendy Collini; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

#### 2. RECESS INTO EXECUTIVE SESSION

*Wendy Collini, President, recessed into Executive Session at 6:05 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. 348-280155-14

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

Land Acquisition for Future Development  
Project #08-22-01

#### 3. RECONVENE INTO REGULAR SESSION

*Wendy Collini, President, reconvened into regular session at 7:30 p.m.*

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

*None*

#### 5. CITIZENS COMMENTS

*None*

#### 6. APPROVAL OF MINUTES

[22-4978](#)

Approval of Regular Meeting Minutes - September 15, 2022

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

**Aye:** 6 - Wendy Collini; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

**Nay:** 0

**Absent:** 2 - Bob Kowalski and James Tiller

**Abstain:** 0

[22-4992](#)

Approval of the Joint Work Session Minutes - September 29, 2022

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

**Aye:** 6 - Wendy Collini; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

**Nay:** 0

**Absent:** 2 - Bob Kowalski and James Tiller

**Abstain:** 0

## **7. CASH FLOW STATEMENT**

*For the month of October, sales tax is up 13.24% for the month over last year. Matt Young, Executive Director, informed the board the ending cash balance for FY2022 is a little over eight million. Matt also informed the board the City is switching to a new financial system soon, and a Cash Flow report might not be available until the new system is live. A month-to-month sales tax comparison through September was reviewed.*

[22-4985](#)

Cash Flow Statement - September 30, 2022

## **8. DEPARTMENT UPDATES**

[22-4979](#)

Monthly Report

### **PARK PLANNING DIVISION (James Fish)**

#### *McClendon Park West*

*Construction continues with developments on the splash pad area and the basketball construction sections of the park. On the splash pad, work has completed with all utility connections to Broad Street installed. Crews continue with grading the full site in preparation of the installation of the retaining walls. The subsurface piping for water and sewer is in place and the splash pad holding tank has been installed. The splash pad layout and site equipment is scheduled to begin installation the week of October 10th. Work continues on the parking areas and retaining walls as well. The basketball and parking concrete has been completed. Striping of the parking and the courts along with amenity installation is underway. Staff is working with both onsite contractors to*

*keep the area organized and the schedule moving forward. It is anticipated that the basketball (back) section will be completed in November and the remainder of the park (front section) will be completed this winter.*

*Gertie Barrett Park*

*The park earthwork is complete with hardscape construction approximately 90% complete with the drive, parking areas, restroom foundation, and pavilion slabs placed. The playground equipment installation is 100% complete. We are waiting on the concrete subbase and then safety surfacing. The subsurface installation of all utilities are in place along with all the subsurface splash pad piping and holding tank. The splash pad along with the features in the deck have been installed. Discussions with the adjacent property owner have concluded on the use of the private drive and improvements will be allowed. Construction of the park is on schedule for completion this winter.*

*Walnut Creek Linear Trail Phase 3B*

*Staff is currently working with the design consultant to amend the scope of work to fit the new alignment utilizing the grade separated crossing under the Matlock Road bridge at Walnut Creek. The additional scope of work will be discussed with the board at their October meeting. Staff is also moving forward with construction documents of the original scope to keep the project on schedule. Final deliverables of the plans are expected to be completed in February 2023. Staff is now evaluating the right-of-way and beginning to proceed with acquisition negotiations where needed to provide for the additional trail corridor.*

*Katherine Rose Memorial Park*

*Staff is currently evaluating the consultant's draft concept plan to determine a scope of the first phase of construction. Staff has also been working with the city's Engineering group to see how to best coordinate park construction in conjunction with the upcoming Walnut Creek Drive vehicular bridge replacement through TxDOT. The project team is working on the refinement of the schedule with the new information received on the bridge. The updated master plan concept was presented at the September MPFDC board meeting and appeared to be received well. The consultant will refine the plan based upon input to deliver a final master plan in order to determine the phase one development program. We hope to have this finalized by the November meeting.*

## **PARK OPERATIONS DIVISION (Toby Fojtik)**

*New benches have been added at Oliver Nature Park. Fall planting has started. The Park Operations team is looking at areas that need improvements, seeding for wildflower areas, and turf building. There were 245 new grasses that were planted on East Broad Street alone. Updated plant materials, decomposed granite, and moss boulders have been added to the South Main Street planter beds. The team will begin work on the next portion of Main Street.*

*Park Operations added four new landscape technicians to the team to help finish spraying pre-emergent herbicide on medians, municipal buildings and athletic fields. Irrigation and mowing contracts are being evaluated and updated for the new annual budget. Athletic field staff are working with all of the sports associations to make sure our sports complexes are game ready.*

## **RECREATION DIVISION (Amanda Alms)**

*Nature Education has had several participants who have been able to take advantage of the cooler weather with scenic tours of Mountain Creek learning about plants and animals that were spotted along the way; classes to learn about toads, the difference between wild animals and pets, and hands-on crafts that help little ones learn about nature. The 20th Annual Senior Lifestyles Picnic allowed 85 seniors to tour the Walnut Creek linear trail on golf carts while discovering plant and animal life in the park. Afterward, the Seniors Lifestyles program was able to enjoy a complimentary lunch sponsored by Spring Creek BBQ and live music from Larry Light & Pure Country.*

*The Mansfield Activities Center Senior Lifestyles program will be hosting a Veterans Day Breakfast on November 10th at 10:00 a.m. Nature Education will be hosting An Evening by Campfire at Rose Park on November 19th at 5:30 p.m. Sign-up quickly for the family fun that is happening during Nerf Night at the MAC on November 22nd at 5:30 p.m.*

## **MARKETING & COMMUNICATIONS (Ann Beck)**

*Yee haw! The Parks Maintenance Rodeo on September 23rd was a great success, with over 175 families on hand to watch the crews show off their skills. The most popular activity was collecting autographs from our stars-for-the-day, who seemed to enjoy it as much as the kids. We will continue to focus engagement efforts on unique and fun outreach events that provide entertainment options for families as well as educational and otherwise interesting content that gets great responses from the public and help establish the department as experts in the field.*

*This month wrapped weeks of conference presentations, but now all gears are shifting towards fall and holiday events, launching the department brand campaign, and planning ahead for next year.*

## **EXECUTIVE DIRECTOR'S REPORT (Matt Young)**

*A Joint Work Session between the City Council and the MEDC, MPFDC, and P&Z was held on September 29th at City Hall where new MPFDC members Jessica Ng-Hinojosa and James Tiller joined the board. The discussion centered around the city's vision for the future with the theme of Go Forth With Fortitude!*

*Parks and Recreation staff attended multiple conferences this summer, including the City and County Communications and Marketing Association (3CMA), National Parks and Recreation Association (NRPA) and Texas Municipal League (TML). Marketing and Communications Manager Ann Beck represented the department at each of these conferences by presenting educational sessions on marketing, social media, and community engagement.*

*In September, Mansfield sent a team to the DFW Director's Association annual Six-Pack event, where parks and recreation professionals face off in a series of team-building events ranging from archery and sand volleyball to kayaking and tug-of-war. Several staff members will be attending the Texas Recreation and Park Society (TRAPS) North Region conference in Irving this November, which includes the annual Maintenance Rodeo, where our state champion irrigation team will be going for a third title.*

*Mansfield Parks and Recreation took home an Award of Excellence at the 3CMA conference for the 2.22.22 Tutu 2.2 Run in the Best Marketing Event category. Judges' comments included: "Congrats on a fun event that recognized the work your staff did*

*to improve your trails system. Even more impressive was the limited budget and creative use of existing resources!" and "Great way to get the community out to actually utilize the new trail and make an exciting event out of the day. Loved the idea of skipping the ribbon cutting and going with a more creative option."*

## 9. **NEW BUSINESS**

### **22-4980**

Discuss and Consider Nominations for MPFDC Election of Officers for FY2022-2023

*A motion was made by Scot Bowman, seconded by Lindsay Cadenhead to elect the new board members as described.*

*Scot Bowman- President  
Bob Kowalski- Vice President  
Sarah Speer- Secretary (ex-officio)  
Troy Lestina- Treasurer (ex-officio)*

#### **Approve**

**Aye:** 6 - Wendy Collini; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

**Nay:** 0

**Absent:** 2 - Bob Kowalski and James Tiller

**Abstain:** 0

### **22-4981**

Discuss and Consider Recommendations from the MPFDC Naming Committee

*The Naming Committee presented their suggestion to the board for the board's approval: The Shelly Lanners Administration Building*

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

**Aye:** 6 - Wendy Collini; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

**Nay:** 0

**Absent:** 2 - Bob Kowalski and James Tiller

**Abstain:** 0

### **22-4982**

Discuss and Consider Purchasing Property Located at 508 W. Broad Street

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

**Aye:** 6 - Wendy Collini; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

**Nay:** 0

**Absent:** 2 - Bob Kowalski and James Tiller

**Abstain:** 0

[22-4983](#)

Discuss and Consider Amending the Consultant Agreement with Kimley-Horn and Associates, Inc. in the amount of \$140,000 for Additional Design, Engineering and Construction Documents Related to Phase 3B of the Walnut Creek Linear Park Trail System

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

**Aye:** 6 - Wendy Collini; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

**Nay:** 0

**Absent:** 2 - Bob Kowalski and James Tiller

**Abstain:** 0

[22-4984](#)

Discuss and Consider Executing a Consultant Agreement with Accessology Too, LLC in the Amount of \$104,500 for Professional Services Related to the Creation of an ADA Transition Plan for Parks and Recreation Facilities

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

**Aye:** 6 - Wendy Collini; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

**Nay:** 0

**Absent:** 2 - Bob Kowalski and James Tiller

**Abstain:** 0

## 10. BOARD COMMENTS

- Jessica Hinojosa thanked the board and staff for welcoming her on the board of directors.

- Lindsay Cadenhead congratulated Scot Bowman on becoming president of the board and thanked Wendy Collini for her service.

- Scot Bowman thanked Wendy Collini for her service and welcomed new board member Jessica Hinojosa.

- Chris Osburn welcomes Jessica Hinojosa to the board and congratulated Scot Bowman and Bob Kowalski for being elected President and Vice President, respectively.

## 11. INFORMATIONAL ITEMS

*Matt Young, Executive Director of Community Services, informed the board the TRAPS schedule for the November 3rd conference would be emailed to them.*

**12. ADJOURNMENT**

*Wendy Collini, President, adjourned the Regular Meeting at 8:27 p.m.*

---

Wendy Collini, President

ATTEST

---

Sarah Speer, Administrative Assistant II  
Parks and Recreation