



# CITY OF MANSFIELD

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

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

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Thursday, January 19, 2017

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 7:01 p.m.*

**Absent** 3 - Wayne Lee; Bob Kowalski and Dee Davey

**Present** 4 - Harold Bell; Wendy Collini; Sandra Hightower and Neal Shaw

#### 2. APPROVAL OF MINUTES

[17-2156](#)

Approval of Minutes - Regular Meeting - November 17, 2016

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

**Aye:** 4 - Harold Bell; Wendy Collini; Sandra Hightower and Neal Shaw

**Nay:** 0

**Absent:** 3 - Wayne Lee; Bob Kowalski and Dee Davey

**Abstain:** 0

#### 3. CASH FLOW STATEMENT

*Board members, Bob Kowalski and Dee Davey arrived at 7:04 p.m.*

**Absent** 1 - Wayne Lee

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

[17-2157](#)

Cash Flow Statement as of December 31, 2016

*Cash flow was distributed to Board members at the meeting (copy on file in the Parks & Recreation Director's office). A month to month sales tax comparison through December was also provided.*

*Matt Young, Parks and Recreation Director stated that sales tax has been higher than previous years starting off. Matt also mentioned there were a few year end expenditures that had posted for FieldhouseUSA. Future appropriations for the design bid for Walnut Creek Linear Park had been projected.*

*Neal Shaw asked what had been expended for \$150,000 for Skinner Sports Complex. Matt answered that this was a previous estimate that should have been*

*removed. The updated cash flow for February will reflect the correction.*

**4. CITIZENS COMMENTS**

*None.*

**5. DEPARTMENT UPDATES**

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

[16-2066](#)

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

*1) Matt introduced Ann Beck, the new Marketing and Communications Manager for Parks and Recreation. He stated many of the recent photos seen via social media and other marketing materials were taken by Ann. He stated many staff members have complimented the department regarding the quality.*

*2) Matt stated Lisandra Keller, the new Parks and Recreation Administrative Assistant has been hired, and is scheduled to begin February 1.*

*3) Matt provided the Board with a copy of the first quarter report provided to Council at the January 9 City Council meeting.*

*4) Matt also mentioned that the 2nd reading of an ordinance for the PCS site lease agreement is on the City Council agenda for January 23.*

*5) Matt stated that City Council will also be having their first Strategic Plan work session on January 31. With Council beginning this process, staff will begin to discuss the next steps for a Strategic Business Plan for Mansfield Park Facilities Development Corporation.*

*6) Matt let the Board know that the Texas Recreation and Park Society Annual Institute is local this year, taking place in Irving. A schedule with educational session details will be sent, should the Board like to attend.*

*7) Matt stated that a meeting regarding wayfinding in Historical Downtown would be taking place this month, but that staff would be looking at the whole city which could include future wayfinding for future park facilities.*

*8) Matt mentioned that more requests regarding memorials have been occurring and asked if the Board would be interested in forming a committee to look at formal adoption of a memorial policy. The Board was in agreement and Sandra Hightower, Wendy Collini, and Dee Davey volunteered. Staff will work to get additional information to the Board for a future meeting.*

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

[16-2067](#)

Monthly Update on Daily Maintenance of Current Park Facilities

*1) Sports Complex: Staff has hired a contractor to rebuild all seven pitcher's mounds for baseball in anticipation of the upcoming season. Staff is also cutting out baselines,*

*repairing minor items on the baseball fields, and topdressing sidelines for soccer.*

*2) McKnight: Staff has hired a painting contractor to repaint the concession stand, restrooms, and maintenance shop at McKnight Park East. The concrete wall near the pavilions has been repainted.*

*3) Chandler: Staff is performing the off-season changes to convert the facility from football to baseball.*

*4) Rose/Town/Allmon: Staff was busy this week cleaning up flood debris and silt from the linear trail to get ready for daily traffic and Winter Walk.*

*4) Oliver Nature Park: The purchase order has been issued to the contractor to install electricity from the front of the park to the back maintenance shop. Staff continues to add decomposed granite to the trail system and has been renting a roller to pack the trail. Staff is also making the transition to move from the property located at 1164 Matlock to the back maintenance shop.*

*5) Overall: Staff has been preparing for the upcoming Winter Walk this weekend as well as gearing up all facilities for upcoming athletic seasons.*

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

[16-2068](#)

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

#### **1) Athletics:**

- The All Sports Association Meeting was held at 6 p.m. January 11 at the MAC.*
- Agreements are being put together and signed for the Spring.*
- A pin by phone upgrade for the Skylogix light system is being implemented for the season.*

#### **2) Program Updates:**

- MAC Programming Update*
  - a) The volleyball league has 13 teams on Friday nights.*
  - b) Today's Pickleball Tournament had 18 teams and 30 participants.*
  - c) Kids' Night Out will take place Saturday, January 21 from 6-10 p.m.*
- Oliver Nature Park*
  - a) Stargazing with Astronomers will take place Saturday, January 21 from 7 - 9 p.m.*
  - b) There is a new part-time employee, Kimberly Shaw to assist with the busy schedule of programming.*
  - c) Upcoming field trips:*
    - Summit High School (FALS)*
    - Mary Jo Sheppard - 2nd Grade*
    - Alice Ponder - 1st Grade*
    - Cross Timbers - 5th Grade*
    - Willie Brown - 2nd Grade*
    - Primrose Walnut Creek - Kindergarten*
    - Goodman Elementary - 5th Grade*
    - Cora Spencer - 3rd Grade*

- Upcoming Special Events:
  - a) Winter Walk is January 21 and sponsored by Cook Children's and features a new Snowman Run 5k.
  - Over 100 people have registered as of today.
  - b) The Run with Heart 1/2 marathon is January 28 and sponsored by Methodist Mansfield.

3) General:

- The spring brochure is at the printer.
- The MAC open house will take place February 16.
- A copy of Recreation's first quarter report was distributed to the Board.

6. **OLD BUSINESS**

14-0911

Update; Walnut Creek Linear Park Phase II Design

*James Fish, Sr. Park Planner, reported staff met with SH 360 consultants and the city's consultant to discuss alignment adjustments requested by the U.S. Army Corps of Engineers (USACE). A new survey is being completed for the revised alignment of the corridor. Development plans are underway for the section from Oliver Nature Park to Philip Thompson Soccer Complex. The consultant should be ready to submit plans for USACE review in early spring for this section with construction anticipated to begin in the fall of 2017.*

16-2070

Update; Existing Park Improvements for FY2016-2017 Previously Approved

*James Fish, Sr. Park Planner, reported design is underway for additional swing set bays at Donald Barg Park and Katherine Rose Memorial Park with construction anticipated to begin in late March. James also stated that design is underway for the new James McKnight Park East entryway sign and that the new entryway sign to the Michael L. Skinner Sports Complex is under construction now. James stated Nema 3 Electric has been contracted to provide electric service to the back maintenance shop and pond at Oliver Nature Park.*

*Sandra Hightower asked what the plans for 1164 Matlock Rd. (formerly known as the Jay Property) are. James stated that this is to be the site for the new Park Administration facility. He stated a design charette is scheduled for January 18, and plans are to possibly have plans for bid in June. Matt said that the goal is to have construction begin in August.*

*Matt also mentioned that he met the family of Maggie Fortner, the kindergartner that wrote to the Board about Donald Barg Park, at the FieldhouseUSA grandopening. Matt said the family is excited about the addition of swings.*

*Matt reported that the status of the proposed restroom building at the Skinner Sports Complex were discussed at the All Sports meeting on January 11. Matt asked if the Board would entertain hiring a consultant to complete a master plan for both Skinner Sports Complex and McKnight Park East to evaluate future plans and growth, since the restroom item was tabled by Council. The plan would be to use Existing Park Improvement funds earmarked for the restroom to complete this study.*

*The Board discussed why the restroom facility failed to receive approval from City Council and what other options could be done to address the need. Neal Shaw mentioned that the restroom needs are a priority so as to not risk fewer games being*

*played at the facility.*

*The Board agreed that a new Master Plan would be helpful, but that a temporary solution needed to be worked on during the meantime. The use of a portable toilet trailer for large tournaments could be a temporary option until a new Master Plan can be completed.*

*Neal Shaw also asked what was being done about traffic exiting the facility. James and Matt both stated that staff are working on an option that could use the nearby gas well exit as an emergency exit. The new traffic signal at the Holland Road intersection has been installed and should be operational before the start of the spring season.*

[14-1139](#)

**Update; Pond Branch Linear Park**

*James Fish, Sr. Park Planner, reported construction bids were rejected by City Council at their November 28, 2016 meeting. The construction plans are being revised to re-advertise the project in February. James stated the first phase of trail construction will terminate at Sycamore Street and discussions will continue with UPRR to facilitate utilization of the culvert to connect to Katherine Rose Memorial Park. The project is scheduled to be bid and be brought to the Board for consideration in March.*

[16-2040](#)

**Update; Chandler Park Phase II Construction**

*Chris Ray, Park Planner, reported construction is underway and on schedule. Staff has continued bi-weekly meetings with the contractor and design consultant.*

*Harold Bell asked what the estimated completion was to which Chris replied mid-summer.*

**7. NEW BUSINESS**

[17-2158](#)

**Possible Action Regarding Heritage Baptist Church Parking Lot Lease**

**Approved**

[17-2159](#)

**Update; 2009 Parks, Recreation, Open Space and Trails Master Plan**

*Matt Young, Parks and Recreation Director, provided a handout to the Board outlining the process for updating the 10-year Parks, Recreation, Open Space and Trails Master Plan. Matt stated that the process would begin this spring, with the intention of having the new master plan adopted by the end of 2018.*

*No action was taken.*

**8. RECESS INTO EXECUTIVE SESSION**

*Harold Bell, President, recessed the Regular Meeting into Executive Session at 8:09 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: Savering v. City of Mansfield

**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
2. Possible Land Acquisition for Future Park Use
  - a. Property #11-16-05
  - b. Property #11-16-06
  - c. Property #08-15-01
3. Lease of a Parking Lot to Serve Mansfield's Historic Downtown
4. Woodland Estates Park Playground

**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.**

**9. RECONVENE INTO REGULAR SESSION**

*Harold Bell, President, reconvened the Regular Meeting at 9:11 p.m.*

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

*None.*

**11. INFORMATIONAL ITEMS**

*Matt stated that there is a resolution on the City Council's agenda for January 23 supporting legislation that provides a fair and equitable distribution of funding in the Texas Recreation and Parks Account which helps fund grants for local municipalities.*

**12. BOARD ANNOUNCEMENTS**

*Dee Davey, "Happy New Year."*

**13. ADJOURNMENT**

*Harold Bell, President, adjourned the Regular Meeting at 9:16 p.m.*

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Harold Bell, President

ATTEST:

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Bernadette McCranie, Executive Secretary  
Community Services