



Meeting Minutes

Mansfield Park Facilities Development Corporation

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Thursday, May 18, 2017

6:00 PM

City Hall Council Chambers

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1. **CALL TO ORDER**

*Harold Bell, President, called the Regular Meeting to order at 6:00 p.m.*

**Absent** 1 - Dee Davey

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

2. **RECESS INTO EXECUTIVE SESSION**

*Harold Bell, 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

Seek Advice of City Attorney Regarding Encroachment Issue

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

1. Possible Linear Park Expansion  
Property #12-15-01  
Property #03-14-05

2. Future Park Use  
Property #11-16-05

3. **RECONVENE INTO REGULAR SESSION**

*Harold Bell, President, reconvened into Regular Session at 8:46 p.m.*

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

*None.*

5. **APPROVAL OF MINUTES**

*Approved.*

[17-2306](#)

Approval of Minutes - Regular Meeting - April 20, 2017

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

**Aye:** 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Neal Shaw

**Nay:** 0

**Absent:** 1 - Dee Davey

**Abstain:** 0

## 6. CASH FLOW STATEMENT

[17-2309](#)

Cash Flow Statement - April 30, 2017

*Cash Flow was distributed to Board members at the meeting with revised numbers (copy on file in the Parks and Recreation Director's office). A month-to-month sales tax comparison through March was also provided.*

*Matt Young, Parks and Recreation Director, informed the Board that there is a 4% sales tax increase over last year for this month, and a 3% increase for the year-to-date. Sales tax is up and mineral lease revenues are higher than projected. Year-end projection for expenditure numbers have been updated. Administration, even with considerable legal fee expenses, has been projected at \$20,000 per month for the rest of the year. Admin is only over by about \$5,000 but we have some savings in salary and other line items to stay within budget. Sports Complex Operations are close to budget but slightly over and the remaining budgets are projected to be under budget. Overall, revenues are above budget and expenses are below budget. Matt also informed the Board that Ridge Trace is the only land acquisition item on the horizon and has been included in the budget should the Board decide to purchase these lots. Year-end projected balance is \$7.8 million.*

*Wendy Collini asked if the \$6.1 million figure for the Fieldhouse is the expected final number. Matt responded that \$12.9 million was the total commitment for the project and \$7.7 million was the budget that was adopted in July. He also explained that there were \$2 million in expenses that hit before the year-end that was higher than the amount we had been informed when the budget was adopted. Matt also stated that the difference between \$7.7 million and \$6.1 million will not be savings on the project, just savings to our FY17 adopted budget. The \$6.1 million year-end projection would bring us to the \$12.9 million budgeted total for the Fieldhouse. They are expected to spend close to the full amount although there may be a chance that they are a bit under. Matt is working that out with Finance.*

## 7. CITIZENS COMMENTS

*None.*

## 8. DEPARTMENT UPDATES

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

[16-2066](#)

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

1) *Matt Young, Parks and Recreation Director, provided the Board with a monthly update. A corresponding staff report was also provided for Board members with updated project schedules.*

2) *Matt also informed the Board that the consultant agreement for the proposed Parks Administration building on tonight's agenda is scheduled to be on the May 22nd City Council agenda pending Board approval tonight along with the Memorial Plaza item. Matt also clarified that the Memorial Plaza item does not involve MPFDC funds.*

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

[16-2067](#)

Monthly Update on Daily Maintenance of Current Park Facilities

1) *Sports Complex: The Mansfield Youth Baseball Association (MYBA) has large events scheduled for this weekend. Staff is painting the soccer fields for their tournament this weekend. Soccer season will end this weekend providing there are no rainouts.*

2) *McKnight: The new foul ball netting has been installed on fields #3 and #4. Staff is getting estimates to replace the foul ball netting on fields #1 and #2. The Mansfield Girls Softball Association (MGSA) has a tournament this weekend.*

3) *Rose/Town/Allmon: Staff added 20 yards of new brick sand to the volleyball courts. Staff continues adding screened topsoil and fescue seed to the sides of the trails, instead of granite. Regular trail, lighting and plumbing issues have kept staff busy. School buses from Mansfield and other cities have been constant at both Rose and Town Parks.*

4) *Oliver Nature Park: The electrical conduit project is partially finished. Nema 3 Electric has finished their part of the install and staff is waiting on Oncor to complete the project. The gravel parking lot has been top dressed with decomposed granite to help stabilize the surface and has also been rolled. Staff continues regular mowing and trail maintenance.*

5) *Overall: School and athletic activities as well as 5K's have been heavy this month. Staff anticipates repainting several amenities as well as aerating and fertilizing all athletic fields as soon as the athletic seasons end.*

*Neal Shaw asked if United States Specialty Sports Association will be running its Baseball World Series again this year. Andy responded that as far as he knows they are. Neal also asked if we can get the trash coordinated this year. Matt stated that we do not have dates yet for this year but he will get with them to get ahead of it this year. Matt would like to have better communication with MYBA on their event schedule in order to coordinate services.*

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

[16-2068](#)

Monthly Update on Current Programs & Services

- 1) *Athletics:*
  - Association seasons will be wrapping up in the next few weeks.
  
- 2) *Programs and Events:*
  - MAC Programming Update
    - a) Wisteria Street Market this Saturday with Police Meet and Greet.
    - b) Kids Zone is full with waiting list on several weeks starting June 5th.
  
  - Oliver Nature Park
    - Finishing up Field Trip Season.
  
  - Special Events:
    - a) The Kids Triathlon will be held on July 2nd.
    - b) The Rock'n 4th of July event will be held on July 3rd.
  
- 3) *General:*
  - The Summer Brochure is now available online and in print.  
A copy of the Summer Brochure has been provided to the Board.
  - Summer Intern, Ryan Lay from Texas A&M has arrived and will be here through the summer.
  - Discount Day is today.

9. **OLD BUSINESS**

[16-2070](#)

Update; FY2016-2017 Existing Park Improvements

*James Fish, Sr. Park Planner, informed the Board that construction has started on the additional swing set bays for Donald Barg Park and Katherine Rose Memorial Park and should be completed in mid-June. Construction has started on the new entryway sign for McKnight Park East and should be completed by the end of June. Nema 3 Electric was contracted to provide electric service to the back maintenance shop and pond at Oliver Nature Park. The bores, conduits and pad for the transformer are complete. Oncor will provide wire and power to the remote transformer. The power for the transformer has been sized to accommodate the future Nature Education Center and Learning Lab. The electric service coordination with Oncor is underway.*

[14-1139](#)

Update; Pond Branch Linear Park

*James Fish, Sr. Park Planner, informed the Board that construction of phase one of the trail from Kimball Street to Sycamore Street in historic downtown Mansfield is underway. The consultant is still attempting to get information from Mott McDonald for estimates on the railroad underpass work in order to make the connection to Rose Park from Sycamore Street for phase two. No delays in the schedule are foreseen at this time.*

*Matt informed the Board that cost estimates for phase two are expected by next week.*

[14-0911](#)

Update; Walnut Creek Linear Park Phase II Design

*James Fish, Sr. Park Planner, informed the Board that the 60% construction review comments have been returned to the consultant. The consultant has received the plan for the SH-360 overpass and is beginning the work on that section. Staff has met with and gained agreement for the section of trail along the Walnut Ridge Baptist Church property. Construction document preparation continues, with an anticipated late fall bid for the second phase of the trail.*

[16-2040](#)

Update; Chandler Park Phase II Construction

*Chris Ray, Park Planner, informed the Board that the skate spot construction has begun. Concentration has focused on the main pavilion and restroom building construction. The new lights for the tennis courts have been set in place and construction is moving along. Staff continues bi-weekly meetings with the contractor and design consultant to discuss scheduling, construction implementation, and park amenities. Chris also stated that Quikcrete is scheduled for next week weather permitting. Anticipated completion has been moved to early August 2017 due to continued issues with restroom building construction.*

*Sandra Hightower asked if we were anticipating a July 1st opening. Chris responded that he was anticipating a July 4th opening but due to unforeseen site issues and continued delays with the building contractor the opening has been moved to early August.*

[17-2227](#)

Update; StarCenter

*No update provided.*

10. **NEW BUSINESS**

[17-2307](#)

Consider Executing a Consultant Agreement with TRC Architects in the amount of \$97,700 for Design Development, Construction Documents and Construction Administration Services for the Parks Administration Building

*Matt Young, Parks and Recreation Director, presented the Board with the proposed consultant agreement which includes design development, construction documents, and construction administration services. The agreement has been negotiated with TRC Architects of Arlington, Texas in the amount of \$97,700. The design is expected to be completed this summer, with construction of the new building beginning this fall. A breakdown of services provided by this agreement was included.*

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

**Aye:** 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Neal Shaw

**Nay:** 0

**Absent:** 1 - Dee Davey

**Abstain:** 0

11. **WORK SESSION**

**A. Discussion; MPFDC FY2017-2018 Budget**

*Budget Workshop was tabled in favor of moving this item to a Special Meeting in June. A Doodle Poll will be sent out to gauge availability.*

*Neil Shaw informed the Board he will be out of town for our next scheuled Regular Meeting on June 15th.*

**B. Discussion; MPFDC 10-Year Strategic Business Plan**

*Item was tabled in favor of including this item in a Special Meeting in June. A Doodle Poll will be sent out to gauge availability.*

**12. BOARD ANNOUNCEMENTS**

*None.*

**13. INFORMATIONAL ITEMS**

*None.*

**14. ADJOURNMENT**

*Harold Bell, President, adjourned the Regular Meeting at 9:26 p.m.*

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Harold Bell, President

ATTEST:

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Lisandra Keller, Administrative Assistant II  
Parks and Recreation