



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, November 16, 2017

6:00 PM

City Hall Council Chambers

1. CALL TO ORDER

Harold Bell, President, called the Regular Meeting to order at 6:05 p.m.

Absent 1 - Bob Kowalski

Present 6 - Harold Bell; Wendy Collini; Sandra Hightower; Dee Davey; Neal Shaw and Lindsay Cadenhead

2. RECESS INTO EXECUTIVE SESSION

Harold Bell, recessed into Executive Session at 6:06 p.m.

Present 7 - Harold Bell; Wendy Collini; Sandra Hightower; Bob Kowalski; Dee Davey; Neal Shaw and Lindsay Cadenhead

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

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
- c. Property #03-12-03

2. Future Park Use

- a. Property # 11-17-01

4. RECONVENE INTO REGULAR SESSION

Harold Bell, President, reconvened into Regular Session at 7:13 p.m.

3. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None.

5. APPROVAL OF MINUTES

Approved.

[17-2566](#)

Approval of Meeting Minutes - Regular Meeting - October 19, 2017

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

Aye: 7 - Harold Bell; Wendy Collini; Sandra Hightower; Bob Kowalski; Dee Davey; Neal Shaw and Lindsay Cadenhead

Nay: 0

Abstain: 0

6. CASH FLOW STATEMENT

17-2568

Cash Flow Statement - October 31, 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 October was also made available.

Matt Young, Parks and Recreation Director, informed the Board that there is a sales tax increase of 4.5% from last year. Matt also informed the Board that we are in the process of clearing out the remaining FY2017 expenses.

Matt also requested input from the Board regarding the type of financial report documentation they would like to see in the future. The Board was asked if they would like to continue receiving the current Cash Flow Statement or if they would prefer a different report format. Overall, the Board would like to keep the Cash Flow Statement but would also like additional expenditure information regarding ongoing projects. Matt informed the Board that he is in the process of updating capital project tracking documentation and proposed the possibility of providing monthly or quarterly dashboards for items such as park fee funded items.

7. DEPARTMENT UPDATES

DIRECTOR'S REPORT ON LISTED ITEMS (MATT YOUNG)

[16-2066](#)

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

Matt Young, Parks and Recreation Director, provided the Board with an update on upcoming City Council items. City Council items scheduled to be discussed on November 27th include the Hometown Holidays update, North Main Street Trail Contract Award, and the Pond Branch Change Order.

Matt also informed the Board that the City of Mansfield Parks and Recreation Department was the recipient of three (3) awards presented by the Texas Recreation and Parks Society at the North Region Conference. The awards include the Horizons Award for Outstanding Service which was awarded to Mary Jones, the Park Design Excellence Award for Chandler Park, and Excellence in Programming Award in

Recreation/Aquatics for our Kayaking at Britton Park Program.

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

[16-2067](#)

Monthly Update on Daily Maintenance of Current Park Facilities

- 1) *Sports Complex: Staff met with field representatives from MYBA and MSA walking the Sports Complex fields as a follow-up to our public input meetings. The objective was to obtain input for priorities in off-season field condition improvements. Staff has also met with MGSA for input at James McKnight Park East.*
- 2) *Oliver Nature Park: A new security system and HVAC unit has been installed at the back shop. Plans are underway to install additional fencing to provide additional equipment storage. Staff has also met with Ecovantage to explore a new wood product to replace the deteriorating Timbersil.*
- 3) *Chandler: Paul Foraker, the new Crew Leader, is now onboard and at the park daily. The new vehicle and ATV that were previously ordered for this position have also arrived.*
- 4) *Rose/Town/Allmons: Eight (8) benches have been replaced as well as a new grill replaced at Rose Park. Two (2) grills were also replaced at Town Park. The new grills are larger than the previous units and provide the option of open or closed grilling for patrons. Trail light repair is ongoing*
- 5) *Overall: Staff has begun installing holiday decorations at the municipal buildings and Downtown in preparations for our Hometown Holidays tree lighting and parade scheduled for December 1st and 2nd.*

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

[16-2068](#)

Monthly Update on Current Programs & Services

- 1) *Athletics:*
 - *MGSA has a tournament on December 2nd.*
- 2) *Programs and Events:*
 - *MAC Programming Update*
 - a) *Boo Bash was held on October 27th with 556 participants.*
 - b) *Senior Holiday breakfast is scheduled for December 12th.*
 - *Oliver Nature Park*
 - a) *The Nature at Night event is scheduled for November 11th with 39 participants.*
 - *Special Events:*
 - a) *Hometown Holidays will be held on December 1st and 2nd.*
Event information provided for the Board
- 3) *General:*
 - *The Winter Brochure was provided. Currently working on Spring Brochure.*

8. **CITIZENS COMMENTS**

None.

9. **OLD BUSINESS**

[17-2478](#)

Update; FY2017-2018 Existing Park Improvements

James Fish, Sr. Park Planner, provided the Board with an update on staff meeting with another company for board replacements at Oliver Nature Park. Staff is exploring options on the board replacements. Park signage for Walnut Creek Trail and replacement for Don Barg Park have been ordered. Other park naming signage has been designed (Chandler and Skinner) and is in review and waiting on approval. James also stated that replacement tables have been ordered, and electrical removal at Hardy Allmons has been completed for building demolition. MAC improvements are also ongoing.

[14-1139](#)

Update; Pond Branch Linear Park

James Fish, Sr. Park Planner, informed the Board that the project south of Broad Street to Kimball and Pond Street is scheduled to be complete by December 1st. Trail flatwork will begin north of Broad Street as the rock work is completed along the walls. Heavy construction has started north of Elm Street with culverts and walls being installed to accommodate the trail flatwork to Sycamore Street. Anticipated project completion is January 2018. Staff has not received any additional information from UPRR at this time regarding the connection under the Railroad for Phase II.

Harold Bell, President, asked how we are doing on the railroad. James stated that there has been no update on the commitment request.

[14-0911](#)

Update; Walnut Creek Linear Park Phase II Design

James Fish, Sr. Park Planner, informed the Board that the Consultant has received the response from the United States Army Corps of Engineers (USACE) in regards to mitigation and permitting. We have discussed the options and have asked Dunaway to reach back out for clarification so that a final decision can be reached. The project is in final stage for advertisement and bidding as soon as approvals are granted from the USACE. James also informed the Board that plans are complete and currently awaiting final DRC. Any agreements with USACE will come to the Board for review and approval.

[17-2412](#)

Update; Dog Park

Matt Young, Parks and Recreation Director, informed the Board that this project is on the City Council agenda scheduled for November 27th. Matt stated that he is hoping to have the first public meeting in January if the project is discussed at the proposed meeting.

[17-2270](#)

Update; Athletic Field Master Plan

Matt Young, Parks and Recreation Director, informed the Board that we have received

feedback from 510 survey participants. Matt also informed the Board that staff is meeting with Schrickel Rollins tomorrow to discuss the feedback that has been received to date. Follow up meetings with sports associations will also be scheduled to discuss the feedback that has been received.

[15-1235](#)

Update; On-Street Bicycle Master Plan

Chris Ray, Park Planner, informed the Board that all Phase 3 signage has been installed other than the N. Main St. sidepath, Genesis, and Lowes Farm due to construction hold ups. Staff will implement the signage and payback methods as street construction is completed. Phase 4 review will begin early Spring 2018.

The Board asked where the North Main sidepath goes. James stated that it goes from Oak Street to Town Park with bike lanes on the right side in front of the Post Office and on the left side in front of The Lofts project. A map will be provided with the next Staff Report.

[17-2564](#)

Update; Killian Park Playground

Chris Ray, Park Planner, informed the Board that staff collected quotes and Buy Board costs. Cole Construction was the low bid and best value for the construction site work. They have excavated the wood fiber area and compacted it with select fill allowing for the concrete slab to be poured. Several playground equipment pieces were to remain while a new center activity piece replaced outdated elements. It has been ordered and is scheduled for installation in January, weather pending. The poured-in-place surfacing has also been procured and will be installed after the new playground equipment is in.

10. NEW BUSINESS

[17-2537](#)

Consider Sponsorship Agreement with Methodist Mansfield Medical Center for Trails and Parks.

Upon review of the proposed agreement, the Board took no action.

[17-2265](#)

Discuss and Consider Parks and Recreation Department Memorial Donation Program

Matt Young, Parks and Recreation Director, presented a draft of the proposed Memorial (donation) Program developed by a subcommittee for Board adoption.

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

Aye: 7 - Harold Bell; Wendy Collini; Sandra Hightower; Bob Kowalski; Dee Davey; Neal Shaw and Lindsay Cadenhead

Nay: 0

Abstain: 0

[17-2565](#)

Consider Buy Board Purchase of a 15-Passenger Van for the Kids Zone Program from Caldwell Country.

Matt Young, Parks and Recreation Director, asked the Board to consider the Buy

Board purchase of a 15-passenger van for the Kids Zone Program from Caldwell Country in the amount of \$29,485. The van will be used for the expansion of the Kids Zone program at Erma Nash Elementary School.

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

Aye: 7 - Harold Bell; Wendy Collini; Sandra Hightower; Bob Kowalski; Dee Davey; Neal Shaw and Lindsay Cadenhead

Nay: 0

Abstain: 0

Discuss and Consider Cancellation of December Regular Board Meeting.

A motion was made by Davey, seconded by Kowalski, that this matter be Approved on the Consent Agenda. The motion CARRIED by the following vote:

Aye: 7 - Harold Bell; Wendy Collini; Sandra Hightower; Bob Kowalski; Dee Davey; Neal Shaw and Lindsay Cadenhead

Nay: 0

Abstain: 0

11. BOARD ANNOUNCEMENTS

*-Dee Davey stated that Julian Field Park was beautiful. Great job.
-Bob Kowalski stated that the Veteran's Day Parade was great.
-Harold Bell, President, was impressed by the Veteran's Day program at Erma Nash Elementary.*

12. INFORMATIONAL ITEMS

None.

13. ADJOURNMENT

Harold Bell, President, adjourned the Regular Meeting at 8:25 p.m.