



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, May 17, 2018

6:00 PM

City Hall Council Chambers

1. CALL TO ORDER

Harold Bell, President, called the Regular Meeting to order at 6:02 p.m.

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

2. RECESS INTO EXECUTIVE SESSION

Harold Bell, President, recessed into Executive Session at 6:03 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**

1. Possible Linear Park Expansion

- a. Property # 03-14-05
- b. Property # 01-14-03

2. Future Park Use

- a. Property # 08-15-01
- b. Property # 02-18-01
- c. Property # 05-16-04

3. RECONVENE INTO REGULAR SESSION

Harold Bell, President, reconvened into Regular Session at 7:06 p.m.

4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None.

5. APPROVAL OF MINUTES

[18-2740](#)

Approval of Meeting Minutes - April 19, 2018

A motion was made by Dee Davey, seconded by Wendy 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

6. CASH FLOW STATEMENT

[18-2739](#)

Cash Flow Statement - April 30, 2018

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 April was also made available.

Matt Young, Parks and Recreation Director, informed the Board that sales tax is up almost 7% for the month over last year and up almost 11% year to year. Matt informed the board that expenditure projections were modified based on adjustments to legal fees and projected salary savings. Matt also informed the Board that we are ahead of budgeted projections for revenue and below projected expenditures. Matt also informed the Board that all projects to date are on target.

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 City Council items. Currently, there are no items to be discussed at the City Council meeting on May 29th. City Council items to be discussed on the June 6th Work Session include a new council member orientation and FY2018-2019 Budget.

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 been performing regular seasonal field maintenance.

2) Oliver Nature Park: Staff recently had the wooden structure that houses the aerator and electrical service moved to the top of the bank at the back pond. This will allow the water level to be raised in the pond. Staff also built a new wooden pump house that also holds the aerator. The Timbersil with cedar on the wooden structures is ongoing. Staff has begun removing the string algae from the ponds to help with the fishing classes.

3) Chandler: The lower field scoreboard has been moved to a new location to improve visibility and a new scoreboard has been placed on the upper field. The shade fabric

has been replaced over the bleachers. Erick Uplegger, the new Chandler Crew Leader is now on board and is prepping the splash pad for opening weekend. Staff continues to remove rocks from the pond and hopes to place them along creek in concrete as soon as possible.

4) Rose/Town/Allmons: Staff continues regular maintenance of dragging the volleyball courts, trimming trees, power washing pavilions, replacing lights, and repairing workout stations. The parks have been extremely busy this week because of STAAR testing and end of the year field trips. The fire lanes at Town Park and the parking lot lines and fire lanes have been repainted at Rose Park. Staff is getting quotes for repainting the restrooms. New staff member, Anthony Steban has also come on board as part of the Rose/Town crew.

5) Pond Branch: Additionally, new staff member, Aaron Berlanga came on board this week. His primary duties will be Pond Branch, Downtown, and assisting the Chandler Park Crew Leader. Staff also added additional signs along the bridge as well as mutt mitt stations along the trail.

6) Overall: Staff will restock both ponds at Oliver Nature Park and at Chandler Park with catfish, crappie, and bluegill. Staff also anticipates park traffic to increase with pavilion rentals and schools being out over the next several months. Also the Chandler crew plans to have the Splash Pad up and running on the Friday before Memorial Day weekend.

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

[16-2068](#)

Monthly Update on Current Programs & Services

1) Athletics:

- The next All Sports Association meeting is scheduled for July 11th.
- The Spring Seasons are wrapping up and Summer tournaments and camps are scheduled.

2) Programs and Events:

- MAC Programming Update
 - a) Today is Discount Day at the MAC.
 - b) Wisteria Street Market is scheduled for Saturday, May 19th.
 - c) The TAAF Track and Field Team has started. The program has 44 participants.
 - d) Kids Zone will start on May 24th. All weeks are full with 36 participants.
- Oliver Nature Park
 - a) Senior Day was held on May 10th.
 - b) MISD Teacher Training was held on May 30th and 31st.
 - c) Staff is currently preparing for summer camps.
 - d) We recently hired a PT Outdoor Nature Education Specialist, Yvette Durval.
- Special Events:

a) *Rockin' 4th of July is scheduled for Tuesday, July 3rd.*

3) *General:*

a) *MAC Gym lights have been replaced by LED lights.*

b) *Summer brochure is out.*

8. **CITIZENS COMMENTS**

9. **OLD BUSINESS**

[17-2478](#)

Update; FY2017-2018 Existing Park Improvements

James Fish, Sr. Park Planner, informed the Board that restroom upgrades at the Mansfield Activities Center are underway with new sinks, mirrors, hand dryers and flush valves installed. Partitions will be installed by the end of May. Replacement decking for Oliver Nature Park is procured through Fort Worth Lumber. Installation will be on an as-needed basis by the staff at Oliver Nature Park. Playground surface repairs at Katherine Rose Memorial Park are contracted and will be complete in May. The two additional namesake signs for the Chandler and Skinner facilities have been designed and are being reviewed by the City Manager's Office.

[18-2703](#)

Update; Parks Administration Building

James Fish, Sr. Park Planner, informed the Board that earth work and foundation preparation is 90% complete. Pier drilling is underway. The street turn lane will be complete by the end of May, with the drive approach following in June. The overall project is on schedule with construction expected to be completed in January 2019.

[17-2564](#)

Update; Killian Park

Chris Ray, Park Planner, informed the Board that the pavilion pad has cured and the foundations and sidewalk have been poured. The pavilion has been delivered and is being assembled. This project will be completed in late May.

[14-0911](#)

Update; Walnut Creek Linear Park Phase II Design

Chris Ray, Park Planner, informed the Board that staff is waiting on USACE to finalize the additional survey information regarding the USACE property use. Construction and design documents and specifications are under a final review in the meantime. Bid advertisement is anticipated in late May.

[17-2412](#)

Update; Dog Park

Matt Young, Parks and Recreation Director, informed the Board that the project is on hold until the newly elected members of City Council have taken office. The construction document phase will begin following City Council's review and direction. Matt also briefed the Board on a request from City Council to consider a Veterans Memorial at the Man Homestead. Matt informed the Board that we cannot proceed with construction documents until the Memorials Committee agenda is set and they meet.

[17-2270](#)

Update; Athletic Field Master Plan

Matt Young, Parks and Recreation Director, informed the Board that the draft concepts were presented to the youth sports associations and MPFDC in April. Following a final discussion by the MPFDC Board in May, feedback will be incorporated into the concepts and staff will begin working on the draft report for the master plan. The goal is to have the final draft prepared for MPFDC Board and City Council adoption later this summer.

Matt also discussed the possibility of acquiring a tract of land from MEDC. Future plans for 10-year plan and redevelopment were also discussed. Staff recommends finalizing plans for redevelopment of existing facilities. The Board agrees to move forward with staff recommendation of finalizing design plans.

10. WORK SESSION

A. Discussion; MPFDC FY2018-2019 Budget

Matt Young, Parks and Recreation Director, provided the Board with an overview of the budget submission documents for FY 2018-2019. Matt also informed the Board that there is an upward trend in revenue as well as in outdoor recreation fees. Proposed expenditure projections were also discussed. Matt also provided personnel request information including a Receptionist position which will be split with the Convention and Visitors Bureau. Matt also informed the Board that Kids Zone expansion accounts for any MAC expenditure increases. Legal expense and salary savings provided about \$500,000 in Administrative savings and debt service accounts for the majority of expenditure increases. Capital requests as well as proposed capital projects were also presented to the Board for discussion.

Matt also asked the Board for their availability in order to schedule a work session before the next Regular Meeting. The Board agrees to meet for the work session on Monday, June 4th.

B. Discussion; MPFDC 10-Year Strategic Business Plan

11. BOARD ANNOUNCEMENTS

None.

12. INFORMATIONAL ITEMS

None.

13. **ADJOURNMENT**

Harold Bell, President, adjourned the Regular Meeting at 8:33 p.m.

Harold Bell, President

ATTEST:

Lisandra Keller, Administrative Assistant II
Parks and Recreation