



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, October 18, 2018

6:00 PM

City Hall Council Chambers

1. CALL TO ORDER

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

Absent 1 - Dee Davey

Present 7 - Harold Bell; Wendy Collini; Bob Kowalski; Neal Shaw; Lindsay Cadenhead; Chris Osburn and Scot Bowman

2. RECESS INTO EXECUTIVE SESSION

Harold Bell, President, recessed into Executive Session at 6:09 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
2. Seek Advice of City Attorney Regarding Potential Sponsorship with Mansfield Methodist Medical Center
3. Seek Advice of City Attorney Regarding Potential Partnership with Mansfield Area Tennis Association

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

1. Land Acquisition for Future Development
2. Future Park Use
Property #09-18-01

3. RECONVENE INTO REGULAR SESSION

Harold Bell, President, reconvened into Regular Session at 7:48 p.m.

4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None.

5. **APPROVAL OF MINUTES**

[18-2922](#)

Approval of Meeting Minutes - September 20, 2018

Approved.

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

Aye: 7 - Harold Bell; Wendy Collini; Bob Kowalski; Neal Shaw; Lindsay Cadenhead; Chris Osburn and Scot Bowman

Nay: 0

Absent: 1 - Dee Davey

Abstain: 0

6. **CASH FLOW STATEMENT**

[18-2923](#)

Cash Flow Statement - September 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 September along with Sales Tax history over the last six years were also made available.

Matt Young, Parks and Recreation Director, informed the Board that sales tax is up 14.4% for the month over last year and up 7.4% year to year. Revenue continues to be above budget projections and expenditures continue below projections. The adjusted ending balance is \$9,300,753. Matt also informed the Board that the Cash Flow Statement, in conjunction with Finance, will be modified in order to make the presentation of financial information more efficient.

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 program and project updates. Matt informed the Board that there are no upcoming agenda items for City Council. Matt also asked the Board if they would like to consider the cancellation of the December meeting. The Board is interested in discussing the possible cancellation at the next meeting. Matt informed the Board that he is also working on Board notebooks that will include information regarding bylaws, financial documents, Board and staff contacts. Matt also informed the Board that the Parks tour is looking closer to January. The Board agrees that January would work best.

-Quarterly Update

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

[16-2067](#)

Monthly Update on Daily Maintenance of Current Park Facilities

- 1) *Sports Complex: In honor of Breast Cancer Awareness month, staff was asked to paint all the lines on the baseball and soccer fields pink and have done so. Staff has also scheduled a contractor to repair several lights that are out on both soccer and baseball fields.*
- 2) *Oliver Nature Park: The parking lot blocks on the upper parking lot were regraded and put deeper in the ground to try and help prevent the constant movement. Staff has performed regular maintenance and continuous cleanup from heavy rains and flooding. Staff will be ordering more decomposed granite to repair the normal washout and erosion areas.*
- 3) *Chandler: Football season is well underway but several games and practices have been rescheduled due to rain. The splash pad has been closed down and winterized until next season. Staff had some valves and sensors that were not working correctly replaced in the restrooms at the football fields. The windscreens at the tennis courts have had to be refastened several times because of the storms.*
- 4) *Rose/Town/Linear Trail: The restrooms have been repaired from last month's vandalism with the exception of the mirrors that have been ordered. Cleaning up silt, power washing the trail, picking up limbs and flood debris, and treating for fire ants has become a routine occurrence.*
- 5) *Overall: It will take several weeks to catch up on regular maintenance duties like mowing, treating for weeds, and treating for fire ants because of all the recent rains. Several special events in the parks have been rescheduled or cancelled because of rains. Fortunately, we haven't experienced any major damage to park structures or amenities due to flooding as we have in the past.*

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

[16-2068](#)

Monthly Update on Current Programs & Services

1. *Athletics:*
 - *All Sports meeting was held on October 10th.*
 - *The next All Sports Meeting is scheduled for January 9th, 2019.*
2. *Programs and Events:*
 - *MAC Programing Update:*
 - *MAC Halloween Party is scheduled for October 26th.*
 - *Fall Fest by the Mansfield Police Department is cancelled.*
 - *Oliver Nature Park:*
 - *Seniors Veterans Day Breakfast is scheduled for Monday, November 12th at 9am.*
 - *Veterans Day Parade will be held on November 10th at 10am*
 - *Hometown Holidays:*
 1. *Tree Lighting will be held on Friday, November 30th.*

2. Parade will be held on Saturday, December 1st.

3. General:

- The Winter brochure is at print and should be available within the next few weeks.

-4th Quarter Report

8. **CITIZENS COMMENTS**

Roger Greenwood, Mansfield Area Tennis Association Advisory Board Member, requests a commitment from the City of Mansfield to build the additional tennis courts at Chandler Park if the Mansfield Area Tennis Association can raise \$150,000 to help with the construction.

9. **OLD BUSINESS**

[18-2703](#)

Update; Parks Administration Building

James Fish, Sr. Park Planner, informed the Board that the building construction continues at a fast pace with roofing complete, all interior dry wall installed and being painted, and interior windows and doors being installed. Mechanical work is wrapping up, and electrical wiring and controls are being installed. Contractor is waiting on Oncor to finish pulling wire for primary electrical service. Administrative staff has been working with the furniture consultant to obtain the FFE pricing. Construction is still on schedule for completion in December 2018 and occupancy in January 2019.

[14-0911](#)

Update; Walnut Creek Linear Park Phase II Design

Chris Ray, Park Planner, informed the Board that the project has officially been advertised for public bid beginning October 3rd. The bid opening is scheduled for October 25th. After reviewing the bid submittals and contractor references, the construction contract award is expected to be ready for MPFDC and City Council action in November. Staff is anticipating starting construction in January 2019 with a full 365-calendar day completion schedule.

[17-2412](#)

Update; Dog Park

Chris Ray, Park Planner, informed the Board that Staff is moving forward with the construction designs and is currently reviewing the 75% completed plans. Staff and the design consultant met with other city departments on October 5th for an internal plan review. Staff is projecting to have final CD reviews in late November and will be working in conjunction with the Man House restoration project timeline for a bid and construction date.

10. **NEW BUSINESS**

[18-2919](#)

Discuss and Consider Nominations for MPFDC Election of Officers for FY 2018-2019

Nominations were made and approved for the following for MPFDC officers:

*Harold Bell-President
Wendy Collini-Vice-President
Peter Phyllis-Treasurer (ex-officio)
Lisandra Keller-Secretary (ex-officio)*

A motion was made to nominate officers and that this matter be Approved .

The motion CARRIED by the following vote:

Aye: 7 - Harold Bell; Wendy Collini; Bob Kowalski; Neal Shaw; Lindsay Cadenhead;
Chris Osburn and Scot Bowman

Nay: 0

Absent: 1 - Dee Davey

Abstain: 0

[18-2920](#)

Department Marketing and Communications Update

Ann Beck, Marketing and Communications Manager, presented the Board with a Mansfield Parks and Recreation overview reference guide including program highlight information as well as contact information for the Parks and Recreation department along with other main City contacts. Ann also discussed the importance of being a digital ambassador as well as the importance of social media's role in Parks and Recreation exposure and connection with the public.

[18-2921](#)

FY2019 Department Workplan

Matt Young, Parks and Recreation Director, informed the Board that he will begin providing the Board with a detailed workplan and milestones on a quarterly basis beginning next month.

[18-2924](#)

Parks, Recreation, Open Space and Trails Master Plan

Matt Young, Parks and Recreation Director, informed the Board that currently, planning for parks and recreation facilities relies heavily on the PROST Master Plan adopted in 2010. The purpose of this plan was to provide direction and set priorities for growth of the park system based upon the growth of the community. Since the adoption of the master plan in 2010, the Mansfield Park Facilities Development Corporation (MPFDC) has completed numerous priority projects. At the same time, the community has continued to grow at a steady pace with new and changing priorities.

Staff would like to start the update process of the current plan this fall, with the goal of adopting a new 10-year PROST Master Plan in early 2020.

PROST Master Plan project charts were provided to the Board.

11. BOARD ANNOUNCEMENTS

The Board would like to welcome our new Board members:

*-Chris Osburn
-Scot Bowman*

12. INFORMATIONAL ITEMS

Matt Young, Parks and Recreation Director, informed the Board of the recent TRAPS awards received by the Parks and Recreation Department.

- Park Board Tour

13. ADJOURNMENT

CERTIFICATION

I, the undersigned authority do hereby certify that the above agenda was posted on the bulletin board next to the main entrance of the City Hall, 1200 East Broad Street, of the City of Mansfield, Texas, in a place convenient and readily accessible to the general public at all times and said Agenda was posted on the following date and time Friday, October 12, 2018 by 5:00 p.m., and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting in accordance with Chapter 551 of the Texas Government Code.

Lisandra Keller, Administrative Assistant II
Parks and Recreation

Approved as to Form by Allen Taylor, Attorney

This building is wheelchair accessible. Parking spaces for disabled citizens are available. Requests for sign interpreter services must be made forty-eight (48) hours prior to the meeting. To make arrangements, call (817) 473-0211 or (TDD) 1-800-RELAY TX, 1-800-735-2989.