



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, May 16, 2019

6:00 PM

City Hall Council Chambers

1. CALL TO ORDER

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

Present 8 - Harold Bell; Wendy Collini; Bob Kowalski; Dee Davey; Neal Shaw; Lindsay Cadenhead; Chris Osburn and Scot Bowman

2. RECESS INTO EXECUTIVE SESSION

Harold Bell, President, recessed into Executive Session at 6:01 pm.

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
Property # 02-19-01
Property # 05-19-01
2. Future Park Use
Property # 09-18-01

3. RECONVENE INTO REGULAR SESSION

Harold Bell, President, reconvened into Regular Session at 6:47 pm.

Absent 1 - Neal Shaw

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

4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None.

5. APPROVAL OF MINUTES

[19-3122](#)

Approval of Meeting Minutes - April 18, 2019

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

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

Nay: 0

Absent: 1 - Neal Shaw

Abstain: 0

6. CASH FLOW STATEMENT

[19-3123](#)

Cash Flow Statement - April 30, 2019

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.

Matt Young, Parks and Recreation Director, informed the Board that sales tax is up about 1.5% for the month over last year and up about 7.6% year to year. Revenue continues to be above budget projections and operating expenditures continue below appropriations. Matt stated that the Cash Flow Statement will reflect some operating expenditure savings due to vacant positions. Matt also stated that the expense for the purchase of the Southwest Community Park is expected to be reflected in May expenditures as well. Matt also informed the Board that we have received payment from Big League Dreams in April for the last quarter of 2018 and the payment in May will reflect the first quarter payment for 2019. Matt informed the Board that the projected ending balance is \$2,023,338.

Wendy Collini asked if there was any interest revenue for April. Matt stated that interest revenue has not posted as it is reflected later in the reporting period.

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 the Dog Park Construction contract will be on the agenda for City Council at their May 28th meeting. The Board was also informed that we have closed on the Southwest Community Park property and an announcement will be going out to the public tomorrow. Matt also stated that the closing on the 18012 Fox Hollow Drive property will be next Monday, May 20th.

Matt also requested availability feedback from the Naming Committee members before the next regular Board meeting. The members of the Naming Committee are Wendy Collini (Chair), Dee Davey, and Lindsay Cadenhead. Matt will be setting up the Naming Committee meeting once available dates have been received.

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

[16-2067](#)

Monthly Update on Daily Maintenance of Current Park Facilities

1) Sports Complex: Staff is playing catch-up on maintenance duties due to all of the recent rains. They are continuing work on straightening up base lines and will start adding material to the infields, aerating, and fertilizing as soon as the seasons end. This week dollar spot and leaf spot were found on the soccer fields so we hope to apply a fungicide tomorrow. This development will delay applying fertilizer for several weeks.

2) Oliver Nature Park: The new automated entrance gate has been installed at the Oliver Nature Park as well as the Parks Administration Building. With the warmer weather, the algae in all of the ponds continues to be an ongoing maintenance issue. Staff has also been working on improvements to the composting restroom at the back of the park. The front access lids to the compost storage bins have been repaired as well as purchasing new fans and batteries that were disabled because of flooding issues. Staff has continued with regular maintenance on the trail such as trimming low limbs and repairing wash out areas.

3) Rose/Town/Linear Trail/Pond Branch: The low water crossing and trail have been cleared several times due to flooding between Rose and Town Park as well as along Pond Branch. The pond fountain was also damaged by the floods and is scheduled to be put back in place as soon as possible. Staff is also slightly behind on fire ant treatment and keeping the beds weed free due to the focus on cleaning the trails of silt and downed limbs caused by recent rains.

4) Chandler: Opening weekend for the splash pad is rapidly approaching. The new tanks are installed and working. Staff continues to perform pre-season checks, tests, and preventive maintenance before the season begins. Staff has also been working on the landscape beds and grounds. This park has also seen a large number of school bus field trips as well, which takes staff time in the afternoons to get the parks

back in shape.

5) Overall: The above average rainfall is appreciated but has caused us to fall slightly behind on landscape maintenance. The school bus loads are also at their peak with the end of school year activities and testing. Weeds, fire ants, downed tree limbs, downed tree limbs, and keeping up with the mowing and edging of all of the parks and medians has kept the park operations staff busy.

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

[16-2068](#)

Monthly Update on Current Programs & Services

1. Athletics:

- MYBA Tournament the weekend of June 1st at Skinner Sports Complex.
- Next All Sports Association Meeting is Wednesday, July 10th.

2. Programs and Events:

- MAC Programing Update:
 - Kids Zone starts May 24th at the MAC, Erma Nash on May 28th.
 - Floor waxing starts Saturday, May 25th at 4:00 pm through Tuesday, May 28th at 9am.
- Oliver Nature Park:
 - MISD Teacher Training is May 30th and 31st.
 - Summer Camps start June 3rd.
 - Family Camp Out at Cedar Hill State Park is on June 15th and 16th.
- Special Events:
 - Barks and Rec 5K has been re-scheduled for June 8th at Katherine Rose Park.
 - Sugar Rush 5k is on Saturday, June 8th
 - Rock'n Kids Tri is Tuesday, July 2nd at BLD and Hawaiian Falls.
 - Rock'n 4th of July is Wednesday, July 3rd at BLD.

3. General:

- Summer brochure is out.
- Today is the Discount Day at the MAC.

8. CITIZENS COMMENTS

None.

9. OLD BUSINESS

[19-3011](#)

Update: Walnut Creek Linear Park Trail System

Chris Ray, Park Planner, informed the Board that clearing of underbrush, selected tree removal, and grading has continued in the Philip Thompson area and the Army Corps property. The Fox Hollow area has been surveyed and is scheduled for underbrush clearing next month. The contractor will also be meeting with the Permatrack to discuss setting piers for the concrete boardwalks. Staff has sent additional information to Summit Midstream Gas Company and has reached out about their review process with no answer. Bi-weekly meetings are still taking place and the project is on schedule to hit its target completion date at the end of 2019.

[17-2412](#)

Update: Dog Park

Chris Ray, Park Planner, informed the Board that the project was re-advertised in April and bids were opened on May 9th. After reviewing the bid submittals and contractor references, the construction contract award is expected to be ready for MPFDC and City Council action in May. Staff is anticipating starting construction in July with a 6-month completion schedule.

[18-2924](#)

Update: Parks, Recreation, Open Space and Trails Master Plan

Matt Young, Parks and Recreation Director, informed the Board that the Master Plan process is ramping up. The online survey closed on April 15th with 734 responses. Staff is currently analyzing the data in preparation for the advisory committee kick-off meeting to be held in May. A tour of the parks system has been scheduled for June 1st. Matt also informed the Board that he will be sending out an email to determine availability for a kickoff meeting for the Master Plan Advisory Committee.

10. NEW BUSINESS

[19-3104](#)

Consider Approving a Construction Contract With Ratliff Hardscape of Lewisville, Texas in the Amount of \$817,627.69 for Construction of the Dog Park

- Bob Kowalski asked if it is still the plan to build the Dog Park in conjunction with the Man House. Matt replied that it is still the plan to do both projects in conjunction. Matt also stated that the third RFQ was just sent out for the Man House for a Construction Manager who has experience with historic preservation renovation.

- Scot Bowman asked if Staff is worried about resources with the contractor. Matt informed the Board that Staff is not worried about resources since the contractor will be concluding other projects in time to dedicate the appropriate resources to this project.

- Dee Davey asked if the Naming Committee will be naming the Dog Park. Matt replied that it is something that he would like to discuss with the committee.

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

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

Nay: 0

Absent: 1 - Neal Shaw

Abstain: 0

11. WORK SESSION

19-3151 Discussion; MPFDC FY2019-2020 Budget

Matt Young, Parks and Recreation Director, presented and provided the Board with the MPFDC FY2019-2020 Proposed Budget Overview. Matt also presented the Board with Budget Work Session agenda, Tentative Budget Calendar, and Draft MPFDC FY2019-2020 information. Matt also discussed the Kids Zone program expansion and After School Program.

Matt also informed the Board that he will be sending out an email to determine availability for an MPFDC Budget Work Session before the next regular meeting.

12. BOARD ANNOUNCEMENTS

- Scot Bowman stated that he was very impressed with the Open House event. He also announced that he has a team for the Sugar Rush 5k and would love to have more join.

13. INFORMATIONAL ITEMS

None.

14. ADJOURNMENT

Harold Bell, President, adjourned the Regular Meeting at 7:52 pm.

Harold Bell, President

ATTEST:

**Lisandra Keller, Administrative Assistant II
Parks and Recreation**