



# CITY OF MANSFIELD

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

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

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Thursday, January 16, 2020

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 6:01 p.m.*

2. **RECESS INTO EXECUTIVE SESSION**

*Harold Bell, President, recessed into Executive Session at 6:04 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 Methodist Mansfield Medical Center

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

1. Possible Linear Park Expansion  
Property #06-19-01  
Property #11-19-02
2. Future Park Use  
Property #02-18-01  
Property #01-20-01

3. **RECONVENE INTO REGULAR SESSION**

*Harold Bell, President, reconvened into Regular Session at 6:45 p.m.*

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

*None.*

5. **APPROVAL OF MINUTES**

[19-3387](#)

Approval of Meeting Minutes - November 21, 2019

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

**Aye:** 6 - Harold Bell; Wendy Collini; Bob Kowalski; Lindsay Cadenhead; Chris Osburn and Scot Bowman

**Nay:** 0

**Absent:** 2 - Neal Shaw and Sean Turner

**Abstain:** 0

## **6. CASH FLOW STATEMENT**

**Absent** 1 - Sean Turner

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

[20-3411](#)

### **Cash Flow Statement - December 31, 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 December.*

*Matt Young, Parks and Recreation Director, informed the Board that sales tax is up about 5.6% for the month over last year and up about 7% year to year. Revenue items are not yet finalized as we are awaiting a few revenue figures that have not been credited for the months of October through December. Appropriations for future months have been adjusted in order to capture that revenue from mineral proceeds.*

*Bob Kowalski asked why November is reflecting a double payment for the StarCenter. Matt informed the Board that since these payments are received via wire transfer and the first of December was a Sunday, the payment was received on the last business day of November as is customary.*

## **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, informed the Board that the First Reading of the Standards of Care will be covered during the City Council Meeting scheduled for January 27th. Matt also informed the Board that the new mowing contracts will also be presented for approval during the January 27th City Council meeting and that the Board's portion was below the \$50,000 threshold. Both the Second and Third Reading of the Standards of Care will be held in February. The Director's quarterly report was also presented and provided for the Board.*

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

[16-2067](#)

Monthly Update on Daily Maintenance of Current Park Facilities

1. *Skinner Sports Complex: Staff has been performing general off season maintenance, including treating for fire ants, irrigation repairs, replacing shade structures and trimming trees. During this time of year staff has also been renovating the infields at the baseball complex. These renovations include releveled the infields, adding infield conditioner and clay where needed. Additionally, the infields at McKnight East have been tilled and laser graded and new anchors, hardware and bases have been installed. Several trash cans and picnic tables have been replaced as well.*
2. *Chandler: Parking lot curb stops and graffiti have been removed from the skate park. Portable curb stops keep appearing inside the skating area so they can be skated on. Several wind screens are in the process of being replaced. Staff has been working on getting quotes to replace the broken drip irrigation system in the ornamental beds with pop up sprinklers. Several new trash cans have also been added and a new larger covered grill will be installed at large pavilion.*
3. *Rose/Town Parks: Staff installed a new zoom camera to the existing security system to help retrieve better quality images. Regular maintenance was performed such as replacing light fixtures, replacing broken grills and basketball nets, and fixing various restroom components. Playground slides were damaged at Town Park and Rose Park. The Rose Park slide will remain closed until a new one comes in while the Town Park slide has been replaced.*
4. *Oliver Nature Park: Staff used the lift to repair one of the owl houses by the amphitheater. Staff has also begun the task of restoring the decomposed granite trail to its original widths on some areas of the trail. The plan is to remove the wide edges and replace that area with topsoil so vegetation can grow in. In addition, several moss boulders will be added to the edges of the trail to better define where the edges should be. More boards were replaced on the front pond dock, boardwalk and tree overlook. Three benches have been replaced along the trail as well as repairing and replacing a memorial bench. Cedar split rail fencing will be installed at the wildflower area to replace the temporary seasonal fencing used in the past. Staff has also resumed removing non-native privets and nandinas along the existing and new portions of the trail.*
5. *Overall: The new section of trail is getting closer to completion. Staff had the opportunity to explore the entire length of the new trail with Sam Kieschnick and get a refresher course in archeology/geology. Additionally, several park operations employees will compete in the state maintenance rodeo in Galveston next month as well as attend the state conference.*

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

[16-2068](#)

Monthly Update on Current Programs & Services

1. *Athletics:*
  - *All Sports Association meeting was held on Wednesday, January 8, 2020.*
  - *Working with the Associations to finalize their Spring 2020 Agreements.*
2. *Programs and Events:*

- MAC
    - Had a very good Kids Zone program over Winter Break  
185 registrations over 11 days.
    - Spring Slam Pickleball Tournament is  
February 21 – 23rd at the MAC
      - 1. We are full with over 80 participants.
    - After School program starting in August 2020.
  - Seniors
    - Successful Veterans and Christmas breakfasts.
    - Held their New Years Eve Party on December 31st.
    - Western Day is tomorrow.
  - Oliver Nature Park:
    - Stargazing with Astronomers is Saturday, January 25th 7 – 9 pm
    - Great Backyard Bird Count is Saturday, February 15th 9 am – Noon
    - Spring Field Trips, scout programs and birthday parties are starting to book up.
  - Special Events:
    - Snowman Run was Saturday, January 11th at Rose Park  
with 130 participants
    - Run with Heart is Saturday, January 25th at Mansfield Methodist.
3. General:
- New Brochures were handed out.
  - Staff is in the process of preparing for Spring Break.
  - GreenCity GIS Update – staff is in the process of creating the database to capture all our assets within our Parks system.

## 8. CITIZENS COMMENTS

None.

## 9. OLD BUSINESS

### 19-3011

Update: Walnut Creek Linear Park Trail System

*Chris Ray, Park Planner, informed the Board that all of the boardwalks have been installed and the railings are being completed. The trailhead areas have been installed and are currently being planted. With this, the trail is at 90% completed with staff expecting a final walk through sometime at the end of January and a final completion of project in February.*

### 17-2412

Update; Dog Park

*Chris Ray, Park Planner, informed the Board that the fencing is being finalized along with the landscape amenities. Staff has contacted Oncor in efforts to coordinate electrical services and removal of a median street light. Staff has also collected quotes for the construction of the park entryway sign and is reviewing them. The park construction is at 80% completion and we are anticipating a final walk through at the end of January with a finalization in February.*

[18-2924](#)

## Parks, Recreation, Open Space and Trails Master Plan

*Matt Young, Parks and Recreation Director, informed the Board that the Master Plan Advisory Committee (MPAC) met on December 5th. Agenda items included an update of the overall project schedule. The second half of the meeting time allowed the two sub-committees to meet separately and continue their discussions on project priorities and strategies. The next MPAC meeting is scheduled for February 6th. Staff is working on the first draft of the master plan for review in February. The next round of public meetings will be held in late February/early March. Matt also informed the Board that staff would like to conduct four meetings, one for each quadrant with an open house format. Each meeting will present information that is quadrant-specific and will also include pre-recorded presentations and project boards. Facebook live presentations will also be available for those unable to attend. An update will be provided for the Board and City Council after the public meetings are held with another round of surveys to follow. A draft plan will then be developed and presented for approval. A final draft by May for summer adoption is the target for staff.*

## 10. NEW BUSINESS

[20-3414](#)

### Discuss and Consider Sponsorship Agreement with Methodist Mansfield Medical Center for Trail Identification in Walnut Creek Linear Park and Elmer W. Oliver Nature Park

*The Board would like to remove the section addressing additional rocks as well as the renewal clause from the agreement.*

**A motion was made by Cadenhead, seconded by Bowman, that this matter be Approved with Corrections. 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 - Sean Turner

**Abstain:** 0

[20-3415](#)

### Changes to the Code of Ordinances Chapter 96: Parks and Recreation and Chapter 156: Park Land Dedication and Development Fee

*Matt Young, Parks and Recreation Director, informed the Board of the need for the review of current Parks and Recreation Chapter ordinances and the Park Land Dedication and Development Fee ordinance. Staff would like to have updates as recommendations in the new master plan. Lindsay Cadenhead, Wendy Collini, Chris Osburn, and Neal Shaw volunteered to participate in an Ordinance Review Sub-Committee.*

## 11. BOARD COMMENTS

*The Board congratulated staff on another successful year for Hometown Holidays event and parade.*

*Bob Kowalski also provided staff with positive feedback regarding the Snowman Run*

*event.*

*Scot Bowman is pleased with the Dog Park progress.*

*Chris Osburn is excited for the new section of the Walnut Creek Linear Park coming online.*

**12. INFORMATIONAL ITEMS**

*None.*

**13. ADJOURNMENT**

*Harold Bell, President, adjourned the Regular Meeting at 7:22 p.m.*

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Harold Bell, President

ATTEST:

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Lisandra Keller, Administrative Assistant II  
Parks and Recreation