



# CITY OF MANSFIELD

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

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

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Wednesday, May 19, 2021

6:00 PM

City Hall Council Chambers

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#### 1. CALL TO ORDER

*Wendy Collini, President, called the regular meeting to order at 6:01 p.m.*

**Absent** 1 - Chris Osburn

**Present** 7 - Wendy Collini; Bob Kowalski; Neal Shaw; Lindsay Cadenhead; Scot Bowman; Sean Turner and Jordan Adams

#### 2. RECESS INTO EXECUTIVE SESSION

*No Executive Session was held.*

##### 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

2. Future Park Use

#### 3. RECONVENE INTO REGULAR SESSION

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

#### 5. APPROVAL OF MINUTES

[21-4074](#)

Approval of Regular Meeting Minutes - April 15, 2021

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

**Aye:** 7 - Wendy Collini; Bob Kowalski; Neal Shaw; Lindsay Cadenhead; Scot Bowman; Sean Turner and Jordan Adams

**Nay:** 0

Absent: 1 - Chris Osburn

Abstain: 0

6. **CASH FLOW STATEMENT**

[21-4075](#)

Cash Flow Statement - April 30, 2021

*Cash Flow was distributed to board members at the meeting with revised numbers (copy on file in the Community Services Director's Office). A month-to-month sales tax comparison through May was reviewed.*

*For the month of May, sales tax is up 39.93% for the month over last year and up 13.75% year over year. Matt informed the board that revenue is up about \$556,000 for the year. Sales tax projections for the remainder of the fiscal year remain at 5%. Matt also informed the board that for the new budget, finance would like to project sales tax at 3%. An update on public-private partnerships was also provided to the board with all entities doing well. Operating expenditures continue to be below projections by about \$272,000 due to savings in legal fees, vacancies, and salary and benefit savings. Ending balance is \$5,002,089.*

7. **DEPARTMENT UPDATES**

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

[16-2067](#)

Monthly Update on Daily Maintenance of Current Park Facilities

*Skinner Sports Complex, Philip Thompson, McClendon's and McKnight East: General maintenance was performed at all the athletic facilities but staff is behind on mowing and some herbicide applications due to recent rainfall. Several of the restrooms at McClendon East, McKnight East and the Skinner Complex had restroom sensors installed to control the lights.*

*Chandler: The splash pad surfacing was repaired. A 14-inch lip of surfacing was cut out and re-poured. In preparation for the opening of the splash pad next weekend, the holding tank has been emptied and cleaned; the chlorine will be delivered this week. The well pump and pipe that supplies water to the pond was completely replaced and the cattails were treated. Graffiti continues to be a nuisance at this park and staff has had to clean up several areas repeatedly, especially at the skate plaza. A picnic table was also reinstalled at the skate plaza.*

*Rose/Town Parks: At Town Park the new restroom doors have been installed and staff is getting quotes to have the new doors and restrooms repainted. The poison ivy along the trails is very prevalent this spring and will require several treatments with all the rainfall. New chains have been ordered and some have been replaced on the swings. At Rose Park, the low water crossing was cleared twice of log jams and debris as well as the area under Walnut Creek Bridge as a result of flooding. Staff is also gathering quotes to have the Rose Park restrooms repainted.*

*Oliver Nature Park: About 50 boards were replaced on the boardwalk and tree overlook altogether. An additional 20 yards of crushed granite was added to the trail before the*

heavy rains began. Staff have been treating for ants and wasps in all the parks and cleaning up flood debris along with removing dead plant material. Staff is also gathering quotes to repaint the restrooms at McClendon West and Chandler in similarly to Rose and Town. Parks staff worked with water utility crews as well as storm water crews to try and divert the runoff and erosion at Fox Hollow. A drainage swale was dug, the soil was re-graded and an erosion mat was added to temporarily prevent the erosion issue.

Overall: Several crews continue to remove plant material that was damaged during the frost. It will be an ongoing process as we begin to replant. Also, the spring /summer rental season is upon us and when the rain subsides, staff will be busy catching up on mowing, spraying weeds and fighting fire ants. Additionally, the Chandler Park crew will be conducting test runs on the splash pad in anticipation for the annual re-opening of that facility next Friday, May 28th.

## **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 April 28th to discuss new Field Allocation Policy and Field Use Fees for 2022.
  - Field Allocation Request form has been designed for the associations to request use of the city owned athletic fields for their season.
  - Spring Seasons should wrap up by the end of this month.
  - Next All Sports Association is scheduled for July 14th.

#### 2. Programs and Events:

- MAC
  - Programs
    - 1. Kids Zone
      - a. Held at Willie Brown with up to 36 participants.
      - b. Starts June 1st.
    - 2. MATA Tennis Camps
      - a. 7 weeks with 17 plus registrations
    - 3. Pickleball Tournaments
      - a. June 30th – July 2nd
        - i. 4th of July Pickleball Classic
        - ii. Andy Miller is the Tournament Director/Dallas PB Assoc.
        - iii. Proceeds go toward Alzheimer's Research
        - iv. Anticipate 75 participants.
      - b. July 30th – August 1st
        - i. Summer Slam at Fieldhouse USA
        - ii. Expect 300 plus participants (150 so far)
        - iii. Registration Ends June 30th.
        - iv. Community Night on Friday July 30th
      - c. MAC and Pavilion rentals continue to be strong.
- Seniors
  - Programs
    - 1. Craft programs, Bridge, Line Dance programs are going on.

2. Soft opening for socializing on Tuesdays and Thursdays started yesterday. We had 15 or so show up and participate.
3. Increase of promotion and participation as we go along.
4. Hoping to add transportation in late June and eventually re-starting the lunch program in the Fall.

• Oliver Nature Park:

- Programs

1. Kayaking and Archery continue to be popular.
  2. 5 Summer Camps are full with 10 or more kids.
- Monarch Festival on May 8th had a really good turnout (100 – 150).

3. General:

• 5K's on Linear Trail

- June 2nd Run United
- June 12th Police 5k

**DIRECTOR'S REPORT ON LISTED ITEMS (MATT YOUNG)**

[16-2066](#)

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

Matt Young, Director of Community Services, informed the board that the City Council authorized certificates of obligation in July in the amount of \$3,000,000 at their meeting on May 10th for Rose Park Playground Improvements as well as Gertie Barrett Park. Matt also informed the board that there will be a Capital Project update at the city council meeting on May 24th. This meeting will also include event information for Mansfield Rocks which is the re-developed Rockin' 4th of July event. Additional event information will be provided as it comes available.

8. **CITIZENS COMMENTS**

None.

9. **OLD BUSINESS**

[19-3011](#)

Update; Walnut Creek Linear Park Trail System - 3A/3B

Chris Ray, Park Planner, informed the board that the trail has been poured up to the section behind At Home. Rain has delayed the general work schedule although most clearing and grading have been completed. Staff met internally to discuss a small section for re-alignment. This project is a 120-calendar day contract and is expected to be completed this summer.

There is no update for the phase 3B trail section (Carlin Road to Oliver Nature Park) this month.

[19-3014](#)

Update: Julian Feild Park

James Fish, Sr. Park Planner, informed the board that staff provided an update to the Public Memorials Committee on May 17th and received direction based on the models/concepts that the graduate students from UT-Arlington created in 2018. The

*master plan project is expected to be completed in August 2021.*

*Wendy Collini, President, applauded staff for taking the lead on this project.*

[21-3933](#)

Update; McClendon Park Improvements

*Chris Ray, Park Planner, informed the board that staff has internally evaluated the consultant's opinion of cost at 30% design completion on May 7th. The consultant was directed to refine the three main amenity specifications by exploring all design opportunities before moving forward with construction documents. A follow-up meeting with the consultant will be scheduled in the coming week to discuss the final design and project timeline.*

*Scot Bowman asked if staff has seen much construction cost increase. Chris stated that most costs are locked in but staff is seeing an increase in concrete costs.*

[21-3927](#)

Discuss and Consider Adopting an Athletic Field Use and Allocation Policy

*Initial motion made by Bob Kowalski, seconded by Sean Turner to adopt the Athletic Field Use and Allocation Policy as presented. An amendment to the motion was proposed by Neal Shaw, seconded by Scot Bowman to require audits on a bi-annual basis rather than annually.*

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

**Aye:** 7 - Wendy Collini; Bob Kowalski; Neal Shaw; Lindsay Cadenhead; Scot Bowman; Sean Turner and Jordan Adams

**Nay:** 0

**Absent:** 1 - Chris Osburn

**Abstain:** 0

[21-4034](#)

Update; Recreation Center and Library Feasibility Study

*Matt Young, Community Services Director, informed the board that a kick-off meeting with the consultant team is scheduled for May 19th to discuss the project scope and schedule. The first steering committee meeting and public meeting are tentatively scheduled for June 8th with a second round about three weeks later. Matt also informed the board that staff is putting together a Steering Committee that will be comprised of staff, members of the public, and one board member. Matt is hoping to have pro-forma costs by the end of July with design plans by mid-September if possible.*

**10. NEW BUSINESS**

[21-4076](#)

Discussion; MPFDC FY2021-2022 Proposed Budget

*Matt Young, Community Services Director, provided the board with a high-level overview of the FY2021-2022 proposed budget. Areas discussed included proposed revenue, operating expenditures, capital equipment, and proposed MPFDC projects. Appropriation changes were also discussed with the board. The board has chosen*

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*Thursday, June 3rd for the Budget Workshop.*

**11. BOARD COMMENTS**

*None.*

**12. INFORMATIONAL ITEMS**

*None.*

**13. ADJOURNMENT**

*Wendy Collini, President, adjourned the Regular Meeting at 7:26 p.m.*

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Wendy Collini, President

ATTEST:

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Lisandra Keller, Administrative Assistant II  
Parks and Recreation