



Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, May 18, 2023

6:00 PM

City Hall Council Chambers

Amended Agenda

1. **CALL TO ORDER**

Scot Bowman, President, called the regular meeting to order at 6:00 p.m.

Absent 1 - James Tiller

Present 7 - Wendy Collini; Bob Kowalski; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

2. **RECESS INTO EXECUTIVE SESSION**

No Executive Session was held.

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

Land Acquisition for Future Development
Project #08-22-01
Project #11-22-01
Project #04-23-01

3. **RECONVENE INTO REGULAR SESSION**

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

None.

5. **CITIZENS COMMENTS**

None.

6. **CASH FLOW STATEMENT**

[23-5348](#)

Cash Flow Statement - April 30, 2023

A 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 April was reviewed. For the month of May, sales tax is up 4.83% over last year and up 12.74% for the year.

7. **APPROVAL OF MINUTES**

[23-5349](#)

Approval of Regular Meeting Minutes - April 20, 2023

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

Aye: 7 - Wendy Collini; Bob Kowalski; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

Nay: 0

Absent: 1 - James Tiller

Abstain: 0

8. **DEPARTMENT UPDATES**

[23-5347](#)

Monthly Report

PARK PLANNING DIVISION (James Fish)

Walnut Creek Linear Trail 3B

Staff is currently reviewing the consultant's 90% construction plans submittal. Staff is beginning discussions with the five private property owners where right-of-way acquisition or easements are needed.

Pending reviews, permitting, and property acquisition, the project is tentatively scheduled to be advertised for bidding this summer with construction beginning in late fall/early winter.

Katherine Rose Memorial Park

On April 25, the City Council approved a professional services agreement with Parkhill to design and create construction documents for the first phase of master planned improvements. On May 9, Parkhill submitted signed contracts, and that contract is being routed through the appropriate channels for final signatures. Phase 1 improvements in Katherine Rose Memorial will include a realigned park drive and parking areas, a large inclusive playground, a new restroom and pavilion, and improved pedestrian trails including a story walk.

Phase 1 improvements within Hardy Allmon Soccer Complex will include tennis courts, pickleball courts, basketball courts, sand volleyball courts, and a restroom/pavilion structure. The work approved for within this agreement is slated to begin in early June.

Skinner Sports Complex

Baseball Fields - The contractor has completed painting all of the baseball fields at the complex. The foul line fencing work has been rescheduled to avoid conflict with the MYBA field use schedule. Construction is scheduled to begin early July and be completed before the fall season.

Concession/Restrooms - Staff is reviewing 85% construction documents for the renovation of the existing concession stand and installation of a new restroom building. The schedule has been updated to complete these plans in May, with a bid period in June. A construction contract is expected to be presented to the MPFDC and City Council for approval in July, with the project planned to begin in late August and be completed in early 2024 before the spring season.

Entryway Improvements - Park planning staff is nearing completion of the construction documents for the fencing, landscaping and paving improvements to the baseball complex entryway. All proposed improvements are being planned for installation during MYBA's off season(s) to provide as little as possible disruption to schedule field usage.

Mansfield National Golf Club

The sewer and water lines are being coordinated by in-house Water Utilities crews. The sewer line connection has been completed. The water service line will be bored from the Skinner Sports Complex in late May, with access through the Skinner maintenance facility. Electric service will be run from the golf course pump house along the eastern edge of hole 16. Staff is working with Oncor to execute an agreement to cross their easement for the project.

Construction contracts for the restroom building will be executed by mid-May, with the general contractor beginning work by the end of the month. Construction is expected to be completed by the end of 2023.

PARK OPERATIONS DIVISION (Brian Coatney & Toby Fojtik)

Three new parks with two new splash pads have been added to the park operations maintenance plan. The parks team pulled out all of the stops to get the parks ready for opening day. The fun continues every day after the opening celebration with the parks filled with guests enjoying the new amenities. With the addition of new parks, new staff have been added to the team to make sure all of the neighborhood and community parks and trails are welcoming for all users.

With the Texas bluebonnets and other wildflowers in full bloom this last month, park operations staff were able to participate in a joint effort with animal control to photograph parks staff and shelter dogs in the wildflower areas that allowed several dogs to be adopted. The increase in activity in all the parks has required the team to make every effort toward the goal of being fully staffed in time for the busy summer months. An increased focus on preventative maintenance throughout all of park operations is the plan. Public grounds crews are busy with spring weed control and washout cleanup after heavy rains and headed right into summer annual planting efforts. Athletic field maintenance keeps the turf and fields looking good for the end of season games and tournaments for baseball, softball, soccer and flag football.

Along with regular spring maintenance and preparing for summer, there is an increase of events during the spring months that park operations is involved in. Community wide events such as the Planting Day and Monarch Fest at Oliver Nature Park, as well as Earth Day and Music Alley downtown require the parks team's expertise.

RECREATION DIVISION (Amanda Alms)

Spring recreation programs and activities are plentiful at the MAC and Oliver Nature

Park. Taking advantage of the beautiful weather, nature education school field trip opportunities for all ages and abilities are in full force. Events such as the Community Planting Day and the upcoming Monarch Fest are allowing guests to take notice of the beautiful natural resource we have in the City of Mansfield, that is the Oliver Nature Park. Senior Lifestyles program events are trying to get outside for fun filled adventures. Family gatherings for Nerf Night and Bunny Brunch event excitement have been providing fun for everyone. Kids Zone hiring and training is underway for 10 weeks of summer day camp. Recreation staff worked diligently on the Recreation Programming Plan for CAPRA and presented the information well during the CAPRA visit.

MARKETING & COMMUNICATIONS (Ann Beck)

April did NOT make fools out of Mansfield Parks & Recreation! A lighthearted post claiming to rename Oliver Nature Park after Taylor Swift turned into our most popular post of all time, reaching nearly 600,000 people. That was followed up by the park opening announcement, which reached 235,000. Well beyond our typical audience, but a great boost for all content and the department profile overall. Key promotions this month included the previously mentioned park openings and Summer Discount Day, which was our second-best DD ever, more than double the revenue from the average.

The 2023 marketing campaign, 365 Ways to Gather, Grow, Preserve and Play also continues. April and May are focused on events and education that highlights the department's commitment to preserving natural resources while also improving awareness and appreciation. Of course, fun and play is never far from the conversation, so the month included a free rock painting and hiding pop up, a photography contest at the Monarch Festival, and more. As this winds to a close with the Monarch Festival on May 13, all focus is now on the 100 Hours of PLAY campaign, which is returning this year bigger and better than before! The campaign will include the challenge, prizes and nine weeks of free family events throughout the city. Get ready to PLAY!

EXECUTIVE DIRECTOR'S REPORT (Matt Young)

The past month has been extremely busy for our department. Staff completed FY 2023-2024 personnel, equipment, capital and operating budget requests ahead of meetings with the finance department, city council and MPFDC to begin in late May.

At the DFW Area Directors Association meeting on April 13, Shelly Lanners received the Distinguished Professional Award during their annual awards program. The award recognizes a parks and recreation professional who has made outstanding contributions to the field through their leadership, research, advocacy, community outreach, and program development.

Following 18 months of hard work, the department submitted an application to the National Recreation and Park Association (NRPA) in February with the goal of becoming an accredited agency. The Commission for Accreditation of Park and Recreation Agencies (CAPRA) is the only national accreditation body for park and recreation organizations and the accreditation is a valuable measure of an organization's overall quality of operation, management, and service to the community. It serves as the foundation for a comprehensive management system of operational best practices. Achieving CAPRA accreditation is the best way to demonstrate that your organization and your staff provide your community with the highest level of service.

During the first week of May, we hosted CAPRA visitors who reviewed our agency's information. NRPA will continue their review of our application over the next couple of months, with newly accredited agencies announced at the annual conference in Dallas in October.

9. OLD BUSINESS

[22-4984](#)

ADA Transition Plan Update

Matt Young, Executive Director of Community Services, provided the board with an update on the ADA transition plan.

[23-5139](#)

Discussion; MPFDC FY2023-2024 Budget

Matt Young, Executive Director of Community Services, provided the board with an overview of the budget process. A budget work session will be held at the next regular meeting, June 15th.

10. NEW BUSINESS

[23-5354](#)

Discuss and Consider the Approval of a Professional Services Agreement with Studio 13, PLLC, in the Amount of \$214,455 for Design, Engineering, and Construction Documents Related to James McKnight Park West Improvements

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

Aye: 7 - Wendy Collini; Bob Kowalski; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

Nay: 0

Absent: 1 - James Tiller

Abstain: 0

[23-5381](#)

Resolution - A Resolution of the Mansfield Park Facilities Development Corporation Designating Susana Marin As Its Registered Agent (Amendment to Agenda)

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

Aye: 7 - Wendy Collini; Bob Kowalski; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Raul Najera and Jessica Hinojosa

Nay: 0

Absent: 1 - James Tiller

Abstain: 0

11. **BOARD COMMENTS**

The board congratulated staff on the park openings and park rededication and thanked staff for their hard work.

Scot Bowman updated the board on upcoming future land use plan committee meetings and where to find more information.

12. **INFORMATIONAL ITEMS**

13. **ADJOURNMENT**

Scot Bowman, President, adjourned the meeting at 7:42 p.m.

Scot Bowman, President

ATTEST

Sarah Speer, Administrative Assistant II
Parks and Recreation