



# CITY OF MANSFIELD

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

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

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Thursday, February 16, 2017

7:00 PM

City Hall Council Chambers

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#### 1. CALL TO ORDER

*Harold Bell, President, called the Regular Meeting to order at 7:00 p.m.*

**Absent** 2 - Sandra Hightower and Dee Davey

**Present** 5 - Harold Bell; Wendy Collini; Wayne Lee; Bob Kowalski and Neal Shaw

#### 2. APPROVAL OF MINUTES

[17-2188](#)

Approval of Minutes - Regular Meeting- January 19, 2017

**A motion was made by Kowalski, seconded by Collini, that this matter be Approved . The motion carried by the following vote.**

**Aye:** 5 - Harold Bell; Wendy Collini; Wayne Lee; Bob Kowalski and Neal Shaw

**Nay:** 0

**Absent:** 2 - Sandra Hightower and Dee Davey

**Abstain:** 0

#### 3. CASH FLOW STATEMENT

[17-2189](#)

Cash Flow Statement as of January 31, 2017

*Cash flow was distributed to Board members at the meeting (copy on file in the Parks and Recreation Director's office). A month-to-month sales tax comparison through January was also provided*

*Matt Young, Parks and Recreation Director, mentioned that there will be some additional close out expenses from Fieldhouse over the next couple of months that should be posting soon. Matt also reported there are no StarCenter expenditures that have posted yet.*

*Harold Bell, President, asked if these were actuals.*

*Matt responded that they are actuals through January 31, 2017.*

#### 4. CITIZENS COMMENTS

*None.*

**5. DEPARTMENT UPDATES**

**Absent** 1 - Dee Davey

**Present** 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Neal Shaw

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

[16-2066](#)

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

1) *Matt introduced Lisandra Keller, the new Parks and Recreation Administrative Assistant.*

2) *Matt informed the Board of the StarCenter groundbreaking scheduled for Tuesday, March 21 at 11am.*

3) *Memorial Plaza update was provided with a target completion of this summer.*

4) *Matt informed the Board that there will be a need for a Special Meeting regarding the Pond Branch construction bid award approval. There will be no Executive Session or staff updates. February 28-March 2 are the available dates. March 2 was chosen as the meeting date. An email will be sent to Dee Davey to inform her of the meeting.*

4) *The Board was informed that the second reading of the Standards of Care will take place at the February 27th City Council meeting.*

5) *Matt stated that his March 16 meeting presentation will include the Budget Process meeting, 10-year Strategic (Master) Plan, and the Memorial Donations Policy Draft.*

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

[16-2067](#)

Monthly Update on Daily Maintenance of Current Park Facilities

1) *Sports Complex: Staff recently regraded fields #2 and #6 at the baseball fields, added infield clay mix, had the pitchers mounds rebuilt, built 2 new goals for Mansfield Soccer Association (MSA), and applied pre and post emergent herbicides.*

2) *McKnight: Mansfield Independent School District (MISD) is hosting a softball tournament starting today. The #3 scoreboard was repaired this week and staff is getting estimates to repair the foul ball netting.*

3) *Rose/Town/Allmon: Staff has been busy completing routine maintenance including replacement of all basketball nets, power washing pavilion roofs, replacement of lights along the trail and in the parking lots, replacement of the volleyball nets, and replacement of the guardrail on the Town Park playground.*

4) *Oliver Nature Park: Staff added road base and decomposed granite to the service trail. The Oliver Nature Park staff has completely moved out of 1164 Matlock Rd. The Timbersill boards on the tree overlook are gradually being replaced with cedar. A new fenced dumpster enclosure has been added. Today staff brushed and*

rolled the trail.

5) Overall: We received almost 2 inches of rain recently. I visited both wildflower areas today and this year's crop of bluebonnets and wildflowers looks very promising. The selective grassy herbicide seemed to work well on the wildflower area between Rose and Town Park.

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

[16-2068](#)

### Monthly Update on Current Programs & Services

1) Athletics:

- Spring Seasons are starting for MYBA, MGSA and MSA.
- MISD has a tournament this weekend at McKnight East.

2) Programs and Events:

- MAC Programming Update
  - a) Sweetheart Dance had 78 attendees.
  - b) Kids Zone will be offered over Spring Break.
  - c) MAC Gym will be closed March 1-4 for air vent cleaning and installation of new side goals.
- Oliver Nature Park
  - a) A new part-time employee, Sheila Johnson, has been hired to help with busy ONP programming.
  - b) Upcoming field trips:
    - Summit High School (FALS)
    - Mary Jo Sheppard - 2nd Grade
  - c) Kayaking starts March 11th.
- Special Events:
  - a) Winter Walk, sponsored by Cook Children's is January 2, 2017. 121 people registered for this event.
  - b) The Run with Heart 1/2 marathon, sponsored by Methodist Mansfield, is January 28, 2017. 1,020 people registered for this event with 201 people registered for the 1/2 marathon.

3) General:

- The spring brochure is printed and mailed.
- The MAC Open House and Discount Day is today. As of 3:00 p.m. we had 351 participants generating over \$5,000 in revenue. 54% of the participation was via online registrations.

## **6. OLD BUSINESS**

[14-0911](#)

### Update; Walnut Creek Linear Park Phase II Design

James Fish, Sr. Park Planner, reported that with the alignment adjustments made to the corridor, additional survey information was required and now completed. Due to constraints, the project has been divided into three phases. Phase 2A includes the section into Oliver Nature Park. Phase 2B includes the section from Oliver Nature Park to Philip Thompson Soccer Complex. Phase 2C includes the section from Philip

*Thompson to the Joe Pool Recreation Area. The Phase 2B section has been prioritized to move forward under the current schedule and is actively in design development. Phase 2C is actively being designed as well, but due to USACE and TXDOT consideration and challenges, this section will most likely be bid separately after all items are worked out with the USACE and TxDOT. The project in general is still on track to advertise, bid and begin construction in the Fall of 2017 however more information should be available after USACE has reviewed for 404 permit.*

*Wayne Lee asked if USACE's recommendation remains that there be no concrete trails.*

*James responded that staff is still working through this. After a Tuesday meeting with Mr. Murphy of USACE, discussion of a decomposed granite geo textile material may be an option but likely, no concrete.*

#### 16-2070

#### Update; Existing Park Improvements for FY2016-2017 Previously Approved

*James Fish, Sr. Park Planner, reported that design is nearing completion for additional swing set bays at Donald Barg Park and Katherine Rose Memorial Park. Anticipated construction will be in late March. Playgrounds at Barg and Rose are in design with an estimated completion date of May. Design work on the playground replacement at Killian Park (Woodland Estates) is also nearing completion. Budgeting for improvements to Killian Park will occur in FY2018 budget. The Woodland Estates HOA has confirmed a contribution to assist with Killian improvements. The construction of the new entryway sign at the Michael L. Skinner Sports Complex is installed with planting scheduled to be complete in late February. Design of the new James McKnight Park East entryway sign is nearing completion, with construction anticipated to start in March. Nema III Electric has been contracted to provide electric service to the back maintenance shop and pond at Oliver Nature Park and is scheduled to begin the conduit installation the week of February 13. Oncor will provide wire and power to the remote transformer. The power has been sized to accommodate the future Nature Education Center and Learning Lab. The restroom bids for the Skinner Sports Complex at baseball were rejected and the current plan will be to re-master plan the facility and include McKnight Park East as both facilities' infrastructure is beginning to age. Proposals for Skinner Master Plan are in the works. Staff is working to coordinate MAC kitchen updates and countertop replacement in the office.*

*Sandra Hightower asked if Killian was the playground that was needing equipment for younger children to which James responded yes.*

*Harold Bell, President, asked if the lights were working at the Skinner Sports Complex. James responded that they are waiting on Oncor.*

#### 14-1139

#### Update; Pond Branch Linear Park

*James Fish, Sr. Park Planner, reported that the project has been advertised and the City will accept bids on February 23, 2017. A special meeting of the MPFDC Board to accept the bids will be requested in order to meet the March 6th City Council agenda for contract approval. This phase of the trail development will terminate at Sycamore Street. Pending further discussions with Union Pacific Railroad (UPRR) on crossing under the rail road into Rose Park, phase two of the project could continue if agreements with UPRR can be reached.*

*A pre-bid meeting was held on February 16, 2017 with nine contractors present at the*

*meeting and 21 contractors currently holding plans.*

*Harold Bell, President, asked if the culvert option is dead.*

*James responded that staff is waiting on the design to evaluate cost estimates.*

*Wayne Lee asked if there were any alternatives involving stabilizing the track.*

*James stated yes, that a new option in lieu of the shoe-fly was mentioned.*

*Matt stated that UPRR has used this option frequently and staff is happy about the possible alternative.*

#### 16-2040

#### Update; Chandler Park Phase II Construction

*Chris Ray, Park Planner, reported that construction of the parking lot is nearing completion and the retaining walls for the pond are up all around. Staff has continued bi-weekly meetings with the contractor and design consultant to discuss scheduling, construction implementation, and park amenities. Construction is currently on schedule. The parking lot has been poured with stormwater utilities up and running. Structure should begin going vertical in late March or April. Aerial photos will be taken for the website.*

#### 17-2159

#### Update; 2009 Parks, Recreation, Open Space and Trails Master Plan

*Matt Young, Parks and Recreation Director, presented a possible game plan for how he sees "us" going into a future Master Plan. Matt discussed being more realistic with priority projects and plans as well as addressing areas that would lead to grant refusals. Matt also discussed the future evolution of Parks and Recreation responsibilities and roles.*

*Wayne Lee asked how facilities like BLD are treated in inventory. Matt responded that they are different but the standards need to be better defined in order to avoid "double counting" as is the case with neighborhood parks built by housing additions.*

*Sandra Hightower asked "How do you foresee changing the level of involvement of the community?"*

*Matt responded that by using our Marketing & Communications Department, meeting with HOA's, conducting social media campaigns, and by implementing other creative ways for the public to participate. Having additional meetings on days when citizens can participate (e.g. evenings, Saturdays, etc.) and capitalizing with social media videos that tell a story which we hope to have as a new budget item.*

*Sandra also stated that we need to get the word out about our parks systems because not enough residents are aware of our parks program. She agrees that the marketing videos that play at Cinemark are great and garnering feedback. She also agrees that interlocal agreements with the schools are the most important ones we need to develop.*

*Matt also stated that we need to formalize the agreements we have with MISD. This is a huge opportunity to provide amenities and MISD is open to the idea.*

*Harold Bell, President, agrees that we need to build on that opportunity.*

7. **NEW BUSINESS**

[17-2191](#)

Consideration and Possible Action Regarding a Land Donation from Jabezz Development of approximately 11.3 acres in the proposed Mill Valley Development.

*Harold Bell, President, asked if this park would be public.*

*James Fish, Sr. Park Planner, responded yes.*

*Harold asked to clarify location.*

*James stated it is future Matlock Road.*

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

**Aye:** 6 - Harold Bell; Wendy Collini; Sandra Hightower; Wayne Lee; Bob Kowalski and Neal Shaw

**Nay:** 0

**Absent:** 1 - Dee Davey

**Abstain:** 0

[17-2193](#)

Consideration and Possible Action Regarding a Proposed Change to the MPFDC Board Meeting Start Time

*Matt Young, Director of Parks and Recreation, proposed a change to the MPFDC Board Meeting start time to 6:00 pm. Matt also proposed going directly into Executive Session at the start of the meeting, followed by citizen comments. This proposal could also be adjusted should any times require a change in the order of presentation.*

*Harold Bell, President, agrees to put the new time proposal on a trial basis beginning with the March 16, 2017 Regular Meeting.*

8. **RECESS INTO EXECUTIVE SESSION**

*No Executive Session was held.*

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

*None.*

10. **INFORMATIONAL ITEMS**

*None.*

11. **BOARD ANNOUNCEMENTS**

*Sandra Hightower informed the board that she attended Third Thursday in downtown*

*prior to the meeting and tried the donut food truck which was great.*

**12. ADJOURNMENT**

*Harold Bell, President, adjourned the Regular Meeting at 8:21 p.m.*

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Harold Bell, President

ATTEST:

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Lisandra Keller, Administrative Assistant II  
Parks and Recreation