



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, October 19, 2017

6:00 PM

City Hall Council Chambers

1. CALL TO ORDER

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

Absent 1 - Bob Kowalski

Present 6 - Harold Bell; Wendy Collini; Sandra Hightower; Dee Davey; Neal Shaw and Lindsay Cadenhead

2. RECESS INTO EXECUTIVE SESSION

Harold Bell, President, recessed into Executive Session at 6:01 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
 - a. Property #12-15-01
 - b. Property #03-14-05
2. Future Park Use
 - a. Property # 09-17-01

3. RECONVENE INTO REGULAR SESSION

Harold Bell, President, reconvened into Regular Session at 6:37 p.m.

Present 7 - Harold Bell; Wendy Collini; Sandra Hightower; Bob Kowalski; Dee Davey; Neal Shaw and Lindsay Cadenhead

4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None.

5. **APPROVAL OF MINUTES**

Approved.

[17-2533](#)

Approval of Meeting Minutes - Regular Meeting - September 21, 2017

Approved.

A motion was made by Bob Kowalski, seconded by Dee Davey, that this matter be Approved With Corrections. The motion CARRIED by the following vote:

Aye: 7 - Harold Bell; Wendy Collini; Sandra Hightower; Bob Kowalski; Dee Davey; Neal Shaw and Lindsay Cadenhead

Nay: 0

Abstain: 0

6. **CASH FLOW STATEMENT**

[17-2534](#)

Cash Flow Statement - September 30, 2017

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 September was also made available.

Matt Young, Parks and Recreation Director, informed the Board that sales tax is up month-to-month from last year and up 5% for the year. Matt also informed the Board that the sales tax 5-year summary of progress was 5% higher than prior years. Matt also stated that expenses are close projected figures at year end. Year end balance is \$7,856,300.

Neal Shaw asked what happens to the variance that is reflected on the Cash Flow statement at year end.

Matt replied that, for project purposes, unused funds expected to be spent are rolled over into new fiscal year projections. In operations, however, the variances are not rolled over.

Bob Kowalski asked how close we are on Big League Dreams turf payments. Matt stated that we just received the annual turf payment, with two additional payments remaining in FY18 and FY19.

Harold Bell asked how Hawaiian Falls payments are going. Matt responded that FY 2018 revenue projections were decreased based on FY 2017 performance. Matt is working on a meeting with Shelly to discuss the matter with Hawaiian Falls representatives.

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 updated Board Rosters which will also be emailed later. Any necessary changes should be forwarded to Lisandra for editing. Matt also informed the Board of the need to establish a formal Memorial Donation policy. Matt proposed forming a subcommittee to draft the policy for Board consideration and asked for volunteers. Wendy Collini, Dee Davey, and Sandra Hightower have agreed to participate in the subcommittee. Matt will provide sample policy documents for review and input. Matt also informed the Board that we have no City Council items for the upcoming meeting. A dog park and LOT restroom update is scheduled for November 13th City Council meeting. Matt provided the Board with information regarding the upcoming Athletic Field Master Plan Public Meetings to be held on October 25th and 26th. Separate meetings with the sports associations will also be held after public meetings. Matt also provided the Quarterly Report including MPFDC Work Program information for 2017. Matt also informed the Board of items to be discussed at the next MPFDC meeting such as a Memorial Policy Draft, TRAPS award report, and purchase of the 15-passenger van for the Kids Zone program.

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

16-2067

Monthly Update on Daily Maintenance of Current Park Facilities

- 1) Sports Complex: With the dry fall season, baseball and soccer have had very few rainouts and the seasons should end on schedule. Staff has not heard as many complaints about exiting traffic jams on Saturdays since the additional turning lanes were installed.*
- 2) Philip Thompson: Staff was able to over seed and fertilize the practice soccer fields with ryegrass for the fall. Staff will continue to water and monitor turf conditions.*
- 3) Chandler: The new crew leader and Certified Pool Operator for Chandler Park will start employment next Wednesday. Paul Foraker has many years of park maintenance experience most recently with the City of Waco. Staff plans to do a walk through next week and make a list of some additional amenities to the park such as grills, water fountains, and trash cans.*
- 4) Rose/Town/Allmons: Rye grass has also been added along the linear trail and portions of Rose Park. Staff has also treated for numerous fire ant mounds.*
- 5) Overall: Several staff members participated in the TRAPS rodeo in Grapevine. Once again we have three teams heading to the state competition in Waco. We placed 5th in irrigation assembly, 4th in backhoe competition and 2nd in plant and weed identification.*

In addition to the new crew leader for Chandler Park, we recently have been able to hire two full time positions to fill existing vacancies in the Parks Department. Steven Gill will be part of the Rose/Town Park

crew and Philip Legros will be part of the irrigation crew.

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, October 11th at the MAC.*

2) *Programs and Events:*

- *MAC Programming Update*
 - a) *The Senior Health and Wellness Expo was held on October 13th.*
 - b) *25 vendors and 83 participants were in attendance.*
 - c) *Boo Bash is scheduled for Friday, October 27th.*
- *Oliver Nature Park*
 - a) *The Family Campout was held on September 30th with seven families participating.*
- *Special Events:*
 - a) *The MPD Fall Fest is scheduled for October 28th at Rose Park.*
 - b) *The Veteran's Day Parade will be held on November 11th.*
 - c) *Hometown Holidays will be held on December 1st and 2nd.*

3) *General:*

- *The Winter Brochure is currently at the printers.*
- *4th Quarter Report was discussed and provided for Board review.*

-4th Quarter Report

8. CITIZENS COMMENTS

None.

9. OLD BUSINESS

[17-2478](#)

Update; FY2017-2018 Existing Park Improvements

*James Fish, Sr. Park Planner, provided the Board with an update on
The proposed project list includes:*

- *Oliver Nature Park - Replacement of Timberseal board panels on various items.*
- *Chandler Park - Replace pedestrian benches around football fields and skate plaza*
- *Mansfield Activities Center - Restroom improvements and storage*
- *Hardy Allmon -Demolish park maintenance building*
- *Playground Improvements - Various playground improvements - PIP*
- *Park Signage - Namesake, educational signage*
- *General park amenities - Replace grills, benches, picnic tables and bleachers*

Approved

[14-1139](#)

Update; Pond Branch Linear Park

James Fish, Sr. Park Planner, informed the board that the area south of Broad Street is 95% complete, with electrical work in progress for the pedestrian lighting. Trail work and retaining walls in the area between Broad and Elm Street is progressively smoothly. The project is on schedule to be completed in January 2018.

Sandra Hightower asked when the businesses would be opening.

Matt responded that Twisted Root and Hypnotic Emporium are scheduled to open in January and Tacos and Avocados and the micro brewery scheduled to open in June.

[14-0911](#)

Update; Walnut Creek Linear Park Phase II Design

James Fish, Sr. Park Planner, informed the board that the project is awaiting approval by the Corps of Engineers. Staff will be finalizing the schedule for bidding the project and doing internal city reviews for comments.

[17-2412](#)

Update; Dog Park

Matt Young, Parks and Recreation Director, provided the Board with location proposals including a tentative schedule as well as site consideration information for review and input. The Board discussed the pros and cons of each location and concluded the 604 W. Broad Street property is the best option.

[17-2270](#)

Update; Athletic Field Master Plan

Matt Young, Parks and Recreation Director, provided the Board with an update on the Athletic Field Master Plan. Matt also informed the Board that the first round of Public Meetings is scheduled for Wednesday, October 25th and Thursday, October 26th at the Chris Burkett Service Center.

10. NEW BUSINESS

[17-2536](#)

Consideration and Possible Action Regarding Park Development Fee Credit for MR Development in the proposed Julian at South Pointe Development.

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

Aye: 6 - Harold Bell; Sandra Hightower; Bob Kowalski; Dee Davey; Neal Shaw and Lindsay Cadenhead

Nay: 0

Abstain: 1 - Wendy Collini

[17-2535](#)

Mansfield Park Facilities Development Corporation (MPFDC) Officer Elections

A motion was made by Dee Davey, seconded by Sandra Hightower to elect the new

board members as described.

Harold Bell, President

Wendy Collini, Vice President

Sandra Hightower Treasurer

The motion passed 7-0

Approved

Aye: 7 - Harold Bell; Wendy Collini; Sandra Hightower; Bob Kowalski; Dee Davey;
Neal Shaw and Lindsay Cadenhead

Nay: 0

Abstain: 0

11. BOARD ANNOUNCEMENTS

Neal Shaw informed the Board of the passing of Brenden Ward.

12. INFORMATIONAL ITEMS

Matt Young provided the Board with Barks and Rec event information.

13. ADJOURNMENT

Harold Bell, President, adjourned the Regular Meeting at 8:54 p.m.

Harold Bell, President

ATTEST:

Lisandra Keller, Administrative Assistant II
Parks and Recreation