



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, January 18, 2018

6:00 PM

City Hall Council Chambers

1. CALL TO ORDER

Harold Bell, President, called the Regular Meeting to order at 6:03 p.m.

Absent 1 - Sandra Hightower

Present 6 - Harold Bell; Wendy Collini; Bob Kowalski; Dee Davey; Neal Shaw and Lindsay Cadenhead

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

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
- c. Property #03-12-03

2. Future Park Use

- a. Property # 11-17-01
- b. Property # 01-18-01
- c. Property # 08-15-01

3. RECONVENE INTO REGULAR SESSION

Harold Bell, President, reconvened into Regular Session at 7:34 p.m.

4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None.

5. APPROVAL OF MINUTES

Approved.

[17-2599](#)

Approval of Meeting Minutes - Regular Meeting - November 16, 2017

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

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

Nay: 0

Absent: 1 - Sandra Hightower

Abstain: 0

6. CASH FLOW STATEMENT

[17-2600](#)

Cash Flow Statement - December 31, 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 December was also made available.

Matt Young, Parks and Recreation Director, informed the Board that sales tax is up 4.5% for the year and up 8% year to year. Matt also informed the Board that we are on target for projections this year. Matt also informed the Board of new information included in this month's Cash Flow statement reflecting Park Development Fee projections as well as project information funded through these fees. Matt stated that legal expenditures are also on budget. The Board was also informed that legal fees are reflected in the Administration portion of the Cash Flow Statement.

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 an update on upcoming City Council items. City Council items scheduled for discussion on January 22nd include Wayfinding Master Plan, Standards of Care First Reading, Change Order #2 for North Main Street Trail, Pond Branch Change Order #2, and Pond Branch Change Order #3 which is Engineering funded through the Drainage Fund to stabilize the creek and the Heritage Church parking lot through retaining wall installation. The award of the Parks Administration Building construction contract will also be presented at that time.

Matt also presented the Board with information on the quarterly report, projects, recreation programs, and special events including upcoming events. Matt informed the Board of the Pond Branch Dedication event which will be held on Monday, February 12th at 4:00 p.m. at the trailhead near The Backyard. Matt also informed the Board

that Bond issuance will take place on January 22nd at the scheduled MPFDC Special Meeting. The Special Meeting will be held in the Second Floor Conference Room at City Hall. Bond Council and Finance staff will be available to answer any questions.

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

16-2067

Monthly Update on Daily Maintenance of Current Park Facilities

- 1) Sports Complex: Baseball fields # 1, 2, 3, and 5 are in the process of being regraded. New ballfield clay and infield conditioner will be added. Fence repairs are also scheduled on Field # 4. Staff will continue to meet with MYBA before season begins.*
- 2) Oliver Nature Park: The front gate has been repaired through the installation of two new gate operators and remote controls. A new rustic bench has also been installed by the wildflower area and additional bird feeders have been added to the bird blinds.*
- 3) Chandler: The new Crew Leader is working out well. New additional grills and permanent trash cans have been added around the park. A new security camera system has also been installed. Staff will be taking down the football goals in preparation of baseball season.*
- 4) Rose/Town/Allmons: Restroom repairs have been made. Fitness workout stations are in the process of being installed along the trail. Numerous signs have been replaced along with light repairs.*
- 5) Overall: Hometown Holidays and Parade were a success with a very large crowd attending. Staff also met with all of the athletic associations last week and will schedule follow up meetings. Billy Couch, who has been a long time Crew Leader with the Parks and Recreation Department, was recently promoted to Crew Supervisor over Rose/Town, Chandler, and Oliver Nature Park.*

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 January 10th.*
 - a) Spring Agreements are being signed.*
 - b) Next meeting is scheduled for April 11th.*
- 2) Programs and Events:*
 - MAC Programming Update*
 - a) Kids Zone had 118 registrations over Winter Break.*
 - b) Seniors Western Day and Chili Cookoff is tomorrow.*
 - c) Pickleball Tournament will be February 24th with 47 participants registered.*
 - d) Barks and Rec program starts on February 6th.*
 - Event/Race will be held on March 24th at Rose Park.*
 - Oliver Nature Park*
 - a) The Stargazing with Astronomers event will be held on January 20th from*

7:00 to 9:00 p.m.

- Special Events:

- a) The Snowman Run is scheduled for January 20th with more than 110 participants registered.
- b) The Run with Heart Half Marathon is scheduled for January 27th.

3) General:

- A Spring Brochure update was also provided.
- 1st Quarter Report was presented to the Board with copies provided.

-Neal Shaw asked if online or phone reservations for athletic field rentals will be available anytime soon and if anyone would be able to make them. Andy replied that we are hoping to have online reservations available in the next six months for pavilions and ballfields. Those wanting to make reservations online would be required to set up an online account in our system prior to the reservation.

8. **CITIZENS COMMENTS**

9. **OLD BUSINESS**

[17-2478](#)

Update; FY2017-2018 Existing Park Improvements

James Fish, Sr. Park Planner, informed the Board that park replacement signage is being installed along the trail and at Barg Park. Meetings on the MAC improvements have been ongoing with quotes requested for the restroom upgrades. Exercise equipment is being installed at Katherine Rose Memorial Park as part of the playground improvements line item. Staff is currently obtaining quotes to repair the subsurface material under the rubber at James McKnight Park East. Replacement of the decking at Oliver Nature Park is being evaluated and quotes for board replacements are in progress.

[14-1139](#)

Update; Pond Branch Linear Park

James Fish, Sr. Park Planner, informed the Board that the anticipated completion of the project is scheduled for the end of January 2018. All concrete flatwork has been installed, rail fencing and trail lighting is being installed, and turf is being established. A dedication event is being planned for Monday, February 12th at 4:00pm before the regular City Council meeting. Staff has not received any additional information from UPRR at this time regarding the connection under the railroad for Phase II.

[14-0911](#)

Update; Walnut Creek Linear Park Phase II Design

James Fish, Sr. Park Planner, informed the Board that the Consultant has received the response from the United States Army Corps of Engineers (USACE) in regards to mitigation and permitting. We will have to plant trees on USACE property along the trail as a required part of the mitigation. The project has now moved to the USACE real estate division for final review. The project should be ready for advertisement and bidding in March.

[17-2412](#)

Update; Dog Park

Matt Young, Parks and Recreation Director, informed the Board that through the evaluation process, the 604 W. Broad Street location was selected. At their November 27th regular meeting, City Council provided direction to staff to proceed with master planning and design development at this location. Staff has received a design proposal for a site master plan and initial park design from Pacheco Koch and it is under review. A public meeting is expected to be held in February. Discussions of the project's timeline will follow once the proposal is accepted.

[17-2270](#)

Update; Athletic Field Master Plan

Matt Young, Parks and Recreation Director, informed the Board that the first round of public meetings was held on October 25-26, 2017 at the Chris Burkett Service Center with a total of 18 citizens in attendance. The first meeting was also broadcast live on Facebook, so citizens can watch the meeting at their convenience. Each meeting included an overview presentation from staff, as well as an open house forum before and after the meetings to take input and feedback that will help shape our goals, priorities and future plans. An online survey was launched in November with 521 respondents. Staff is currently analyzing the feedback from the survey, and the consultant is working on preliminary concepts for each complex.

[15-1235](#)

Update; On-Street Bicycle Master Plan

Chris Ray, Park Planner, informed the Board that the North Main Street sidepath, Genesis Drive, and Lowes Farm are still under construction. Staff will implement the signage and payback methods as street construction nears completion. Staff will begin review of Phase 4 projects in February for implementation later this year.

[17-2564](#)

Update; Killian Park Renovation in Woodland Estates

Chris Ray, Park Planner, informed the Board that the new playground equipment pieces have been installed except for an incorrect slide connection that has been re-ordered. The slide piece and poured-in-place surfacing will be installed this month and the park will reopen in February pending good weather. Staff has been providing regular project updates to the neighborhood homeowners association.

10. NEW BUSINESS

[18-2603](#)

Consider Approving Change Order #2 to the Construction Contract With Klütz Construction, Inc. in the Amount of \$186,458.10 for Additional Construction Items Related to Phase I of the Pond Branch Linear Park

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

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

Nay: 0

Absent: 1 - Sandra Hightower

Abstain: 0

[17-2597](#)

Consider Approving a Construction Contract with Muckleroy & Falls of Fort Worth, Texas in the amount of \$2,485,161 for Site Development and Construction of the Parks and Recreation Administration Building

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

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

Nay: 0

Absent: 1 - Sandra Hightower

Abstain: 0

11. BOARD ANNOUNCEMENTS

-Lindsay Cadenhead is looking forward to the Snowman Run 5K this Saturday.

12. INFORMATIONAL ITEMS

None.

13. ADJOURNMENT

Harold Bell, President, adjourned the Regular Meeting at 8:37 p.m.

Harold Bell, President

ATTEST:

Lisandra Keller, Administrative Assistant II
Parks and Recreation