



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, June 21, 2018

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 - Dee Davey

Present 6 - Harold Bell; Wendy Collini; Sandra Hightower; Bob Kowalski; 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: Saverio v. City of Mansfield

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

1. Land Acquisition for Linear Park Use
Property#: 12-15-01

3. RECONVENE INTO REGULAR SESSION

Harold Bell, President, reconvened into regular session at 6:37 p.m.

4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None.

5. APPROVAL OF MINUTES

[18-2763](#)

Approval of Meeting Minutes - May 17, 2018

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

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

Nay: 0

Absent: 1 - Dee Davey

Abstain: 0

[18-2764](#)

Approval of Minutes - Work Session - June 4, 2018

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; Sandra Hightower; Bob Kowalski; Neal Shaw and Lindsay Cadenhead

Nay: 0

Absent: 1 - Dee Davey

Abstain: 0

6. CASH FLOW STATEMENT

[18-2765](#)

Cash Flow Statement - Regular Meeting - May 31, 2018

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 May was also made available.

Matt Young, Parks and Recreation Director, informed the Board that sales tax is up almost 8% for the month over last year and up 7% year to year. Matt also informed the Board that we are ahead of budgeted projections for revenue and below projected expenditures based on adjustments to legal fees and vacancies. Matt also informed the Board that all projects to date are on target. Matt also informed the Board of a projected ending balance of \$7,603,140.

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 City Council items. Agenda items to be discussed at the City Council meeting on June 25th include a change order to the Muckleroy & Falls construction contract. City Council items to be discussed on the June 27th Work Session include FY2018-2019 Budget as well as presenting a draft of the MPFDC 10-year Strategic Plan.

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

[16-2067](#)

Monthly Update on Daily Maintenance of Current Park Facilities

1) *Sports Complex: Routine maintenance is ongoing. We will be hosting the USSSA World Series July 3rd through July 8th. Staff will begin preparing for this event next week. We will also host the Fireman Games the third week of July and they will be using the Sports Complex for the soccer event and Rose Park for horseshoes and washer competitions. The athletic crews also have completed the core tine aeration of the fields at the Allmons, Chandler football, McClendon East baseball and Philip Thompson with additional plans to fertilize and reseed Philip Thompson with Bermuda. Additionally, a new shade fabric was installed at McKnight East over the playground.*

2) *Oliver Nature Park: The front and back ponds were treated for algae growth. Staff has also been spraying for weeds in the flower beds and spraying along the trail for poison ivy. Staff has also continued replacing boards on the overlook and on the pier at the front ponds. Staff will move on to the boardwalk for the next phase. Construction is well underway at the new Parks Admin building. Staff will hire a company to treat the algae in this pond as well.*

3) *Chandler: The splash pad is open for business and new surfacing was added around the perimeter to help prevent slipping issues. Staff also added additional plants and mulched the landscape beds at the main parking lot area. New baby changing tables were added to the restrooms. A new solar powered security camera was added to the skate plaza due to vandalism.*

4) *Rose/Town/Allmons: The rubberized surfacing at the playground has been patched to help with the holes and tearing issues in the surface. Staff also cleaned out and mulched the rose garden which is not showing any signs of rose rosette at this time. Additionally, the volleyball courts were reworked for the increased summertime activity. At Town Park, 10 table tops and 12 benches at the large pavilion were replaced along with replacing five benches in the park.*

5) *Pond Branch: The new staff members working at Chandler and Pond Branch have been doing a great job adding new signage, pruning along the trail, working on the flower beds, and adding 10 new trash cans to the LOT.*

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

[16-2068](#)

Monthly Update on Current Programs & Services

1) *Athletics:*

- The next All Sports Association meeting is scheduled for July 11th.*
- The USSSA World Series is scheduled for July 3rd-8th at BLD and the Sports Complex.*

2) *Programs and Events:*

- MAC Programming Update*
 - a) Kids Zone is going strong. Erma Nash is working out well.*
 - b) The Golf Camp at Mansfield National is averaging 10-15 participants a week.*
- Oliver Nature Park*
 - a) Summer camps is averaging 5-10 participants a week.*

- Special Events:

- a) Rockin' 4th of July is scheduled for Tuesday, July 3rd. Tickets and parking passes were provided to the Board.

3) General:

- a) The Fall brochure is in process at this time.

8. CITIZENS COMMENTS

None.

9. OLD BUSINESS

[17-2478](#)

Update; FY2017-2018 Existing Park Improvements

James Fish, Sr. Park Planner, informed the Board that restroom upgrades at the Mansfield Activities Center were completed in May. Playground surfacing repairs were completed at Katherine Rose Memorial Park during the first week in June. Replacement decking at Oliver Nature Park will be installed on an as-needed basis by the City staff. The two additional namesake signs for the Chandler and Skinner facilities have been designed and are being reviewed by the City Manager's Office. James also informed the Board that he is looking at adding amenities with savings.

Lindsay Cadenhead asked about cracks in the Chandler playground surfacing. James stated that Chris is in touch with the contractor and they are planning a design with the repair in order to make it look seamless. They are awaiting cooler temperatures for installation.

[18-2703](#)

Update; Parks Administration Building

James Fish, Sr. Park Planner, informed the Board that earth work and foundation preparation is 99% complete. Pier drilling is complete with all piers having to be cased due to sub-surface water. Additional subsurface drainage (french drains) had to be installed as well to get the spring water from the south drained through the property. The street turn lane is complete. The drive approach will be completed next in conjunction with the onsite paving. The building foundation beams are complete along with water service, sewer and onsite drainage. The overall project is on schedule with construction expected to be completed in January 2019.

[14-0911](#)

Update; Walnut Creek Linear Park Phase II Design

Chris Ray, Park Planner, informed the Board that staff has been contacted by the USACE with their final review comments. The agreement has been adjusted and was sent back for signatures. Staff has given final comments on plans and specifications with anticipation of a final 100% package on June 15th for the design consultant. Bid advertisement is anticipated in late June based on the USACE property agreement.

[17-2270](#)

Update; Athletic Field Master Plan

Matt Young, Parks and Recreation Director, informed the Board that the consultant is developing final drafts of the site master plans for James McKnight Park East and Michael L. Skinner Sports Complex. Cost estimates are also being developed for each complex, including options for phasing in the improvements. The goal is to have the final draft prepared for MPFDC Board and City Council adoption later this summer.

[18-2766](#)

Discussion; Mansfield Park Facilities Development Corporation
Proposed FY2018-2019 Budget

Matt Young, Parks and Recreation Director, provided the Board with another overview of the budget submission documents for FY 2018-2019. Matt also discussed the possibility of using Park Development Fees for some future projects as well as proposing different funding options for other future projects.

Matt also discussed the purchase of the following items with this year's capital savings:

- Outdoor Warning System*
- Fertilizer Spreader*
- Bobcat*
- Toro Rake-o-Vac*

[17-2233](#)

Discussion; MPFDC 10-Year Strategic Business Plan

Matt Young, Parks and Recreation Director, presented the Board with multiple scenarios illustrating both the short and long-term impact of issuing additional debt in the next fiscal year. Future project possibilities and time table adjustments were also discussed with the Board. The possibility of using about \$450,000 in Park Development Fees for the Dog Park project was also discussed. Considering current projections in the 10-year strategic plan, the Board was not in favor of issuing additional debt in FY19.

Sandra Hightower would like to see a list of projects the Board would like to accomplish also with today's estimated costs as well as the amount of acreage that would be required for each project as part of this plan. Sandra also stated that this would make it a more comprehensive snapshot of what the project needs are for Parks in order to present them to City Council.

NEW BUSINESS

[18-2773](#)

Consider Approving Change Order #1 to the Construction Contract With
Muckleroy & Falls in the Amount of \$81,635 for Additional Construction
Items Related to the Parks and Recreation Administration Building

James Fish, Sr. Park Planner, informed the Board that this change order is necessary due to water in piers and sub-surface drainage issues. This change order will be covered out of cost savings.

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

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

Nay: 0

Absent: 1 - Dee Davey

Abstain: 0

11. BOARD ANNOUNCEMENTS

None.

12. INFORMATIONAL ITEMS

None.

13. ADJOURNMENT

Harold Bell, President, adjourned the Regular Meeting at 8:14 p.m.

Harold Bell, President

ATTEST:

Lisandra Keller, Administrative Assistant II
Parks and Recreation