



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, September 20, 2018

6:00 PM

City Hall Council Chambers

1. CALL TO ORDER

Harold Bell, President, called the Regular Meeting to order at 6:01 p.m.

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

2. RECESS INTO EXECUTIVE SESSION

Harold Bell, President, recessed into Executive Session at 6:02 p.m.

A. Land Acquisition for Future Development

3. RECONVENE INTO REGULAR SESSION

Harold Bell, President, reconvened into Regular Session at 6:38 p.m.

4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

5. APPROVAL OF MINUTES

[18-2884](#)

Approval of Minutes - August 16, 2018

A motion was made by Davey, seconded by Shaw, that this matter be Approved. 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

[18-2885](#)

Cash Flow Statement - August 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 was also made available.

Matt Young, Parks and Recreation Director, informed the Board that sales tax is up 4.5% for the month over last year and up 7% year to year. Revenue continues to be above budget projections and expenditures continue below projections. The adjusted projected ending balance is \$7,990,533.

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 program and project updates. An update on City Council items for September 24th and October 8th include the New Business items that are listed on this agenda which will go forth to City Council after action is taken tonight by the Board. Matt also informed the Board that the recent awards received by the Parks and Recreation Department will be presented to City Council at the September 24th meeting.

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

16-2067

Monthly Update on Daily Maintenance of Current Park Facilities

1) Sports Complex: The Dallas Baptist Cross Country meet held on September 1st was a success. Due to rain, the Kyle Lewis Tournament was moved to Big League Dreams. Staff is preparing to apply pre-emergent to the soccer and baseball fields. We are also hosting the Mansfield ISD Cross Country meet tomorrow at the Sports Complex.

2) Oliver Nature Park: Rain cleanup is ongoing after numerous rains including trails and crushed granite replacement in erosion areas. Staff has sanded and refinished natural log benches and also continue to build new benches for the memorial plaque program. We have had three requests so far. A lot of tree debris and fallen branches have also been cleaned up after recent storms. Regular flower bed maintenance is ongoing.

3) Chandler: Regular flower bed and pond maintenance is ongoing. The splash pad is still operational from 10 a.m.- 2 p.m. until October 1st. New software has been installed to control the splash pad remotely.

4) Rose/Town/Linear Trail: Basketball courts at Rose and Town have been resurfaced. Five new park benches have been installed. Regular flower bed weed maintenance is also ongoing due to the recent rain.

5) Overall: Staff continues to work on storm cleanup along with army worms, fire ants, and King Ranch bluestems. Routine maintenance at all locations along with addressing of citizen concerns is ongoing.

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

[16-2068](#)

Monthly Update on Current Programs & Services

1. Athletics:

- Fall seasons are underway. We are now dealing with make up games due to rain.
- The next All Sports Meeting is scheduled for October 10th.
- Mansfield High School is hosting their annual Cross Country meet at the Sports Complex tomorrow morning.

2. Programs and Events:

- MAC Programing Update:
 - 5K's every weekend at Rose Park through October.
 - Senior Picnic is scheduled for tomorrow at the MAC.
 - Senior Day and Health Fair was held on August 17th.
 - 1. Over 300 attendees with many from the surrounding nursing homes and senior centers.
 - Mansfield Summer Slam Pickleball Tournament is scheduled for September 8th and 9th at FieldhouseUSA.
 - 1. Over 264 registrations from four different states
 - 2. 31 Hotel stays
 - 3. Average age= 61
 - 4. Revenue= \$8,412
 - MAC Halloween Party is scheduled for October 26th.
 - Fall Fest by the Mansfield Police Department is scheduled for October 27th at Rose Park.
- Oliver Nature Park:
 - We are beginning to get more field trips in the Fall.
 - We are also looking at kayaking excursions to different lakes in the metroplex.
 - A new archery program will be starting this winter.
- Special Events:
 - Tiny Tri is scheduled for September 29th at Rose Park.

8. **CITIZENS COMMENTS**

None.

9. **OLD BUSINESS**

[17-2478](#)

Update; FY2017-2018 Existing Park Improvements

James Fish, Sr. Park Planner, informed the board that all additional items have been ordered or installed as part of the 2018 Existing Parks improvement budget. The Mansfield Activities Center storage and cabinets will be carried forward on the 2019 Existing Parks improvement list.

[18-2703](#)

Update; Parks Administration Building

James Fish, Sr. Park Planner, informed the Board that metal roofing is well underway along with all interior mechanical. Drywall is underway and expected to be complete by September 21st. The fiber optic purchase order has been issued and work is being scheduled to bring high speed fiber from Fire Station #2 to both Oliver Nature Park and the Parks Administration Building. The Oncor Pole Distribution Agreement was approved by City Council on September 10th to allow the cable to be installed on Oncor-owned poles. Construction is on schedule for completion in December 2018 and occupancy in January 2019.

[14-0911](#)

Update; Walnut Creek Linear Park Phase II Design

Chris Ray, Park Planner, informed the Board that on August 24th, staff received the USACE's easement consent and agreement contract however, there was a clerical error in Section 23 of the contract. The USACE has been notified of the error and is working with the design consultant to correct the matter. Staff is anticipating this matter to be resolved within a month. Additionally, final reviews and adjustment to construction documents and specifications are being made while the contract is being corrected. Chris also informed the Board that erosion caused some minor trail alignment issues requiring the relocation of the overlook and a few trail adjustments. Bid advertisement is scheduled for October 3rd.

[17-2412](#)

Update; Dog Park

Chris Ray, Park Planner, informed the Board that the MPFDC land at 604 W. Broad Street (Man homestead) was approved and Council has directed staff to move forward with construction documents for the dog park in congruency with the restoration of the Man House homestead. Staff is projecting to have final CD reviews in November with bid advertising in January.

Neal Shaw asked how long construction would take. Chris informed the Board that construction would take about six months.

10. NEW BUSINESS

[18-2881](#)

Consider Request by Atlas Resource Partners, L.P. to Assign that Certain Gas Lease By and Between Atlas Resource Partners, L.P. and the Mansfield Park Facilities Development Corporation (MPFDC) to Sage Natural Resources, LLC for MPFDC-owned Property Located at: 665 W. Broad Street.

A motion was made by Kowalski, seconded by Collini, that this matter be Approved . 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

[18-2883](#)

Resolution - A Resolution to Consider Amending the Corporation's Bylaws to Provide For Appointment and Removal of Alternate Board Members, Appointment of Board Secretary, and Amend Time For Budget Approval

A motion was made by Shaw, seconded by Cadenhead, that this matter be Approved . 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

[18-2894](#)

Resolution - A Resolution to Consider Amending the Corporation's Certificate of Formation to Provide For Appointment of Alternate Board Members

A motion was made by Davey, seconded by Collini, that this matter be Approved . 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

11. BOARD ANNOUNCEMENTS

- Matt Young, Parks and Recreation Director, would like to thank Sandra Hightower for her loyal service on behalf of City staff.
- The Mansfield Park Facilities Development Corporation Board would like to thank Sandra Hightower for her 12 years of dedicated service.

12. INFORMATIONAL ITEMS

- Matt would like to schedule a park facilities tour for the Board and will be sending out an email for availability.

13. ADJOURNMENT

Harold Bell, President, adjourned the Regular Meeting at 7:10 p.m.

Harold Bell, President

ATTEST:

Lisandra Keller, Administrative Assistant II
Parks and Recreation