



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, August 16, 2018

6:00 PM

City Hall Council Chambers

1. CALL TO ORDER

Harold Bell, President, called the Regular Meeting to order at 6:04 p.m.

Absent 1 - Wendy Collini

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

2. RECESS INTO EXECUTIVE SESSION

No Executive Session held.

A. Land Acquisition for Future Development

3. RECONVENE INTO REGULAR SESSION

No Executive Session held.

4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None.

5. APPROVAL OF MINUTES

[18-2830](#)

Approval of Minutes - July 19, 2018

A motion was made by Kowalski, seconded by 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

Absent: 1 - Wendy Collini

Abstain: 0

6. **CASH FLOW STATEMENT**

[18-2831](#)

Cash Flow Statement - Regular Meeting - July 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 6.4% for the month over last year and up 7% year to year. Revenue continues to be above budget projections and expenditures continue below budget projections. The adjusted projected ending balance is \$7,843,097.

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 August 13th included the first reading of the FY2019 Budget. Matt also provided the Board with information regarding the City Council proposed Capital Improvement Program (CIP) which provides a 5-year look for project funding prioritization. At this time, the CIP shows the possibility of funding for park projects in 2022 in the amounts of \$1,500,000 for Land Acquisition and \$3,000,000 for Walnut Creek Linear Park Phase 3B. Matt also informed the Board of additional upcoming City Council items on August 27th for the Kimball property purchase as well as September 10th, 11th, and 12th for the first, second and third readings of the FY 2019 Budget. Matt also informed the Board of the following awards the Parks and Recreation Department has received in various categories:

*City & County Communications & Marketing Association Awards:
FIRST PLACE Social Media - Best Campaign Use (Barks & Rec)
FIRST PLACE Special Events - Recurring Event (Barks & Rec)
SECOND PLACE Photography - Multi-Image Use (Barks & Rec)*

*Texas Festivals & Events Association Awards:
BRONZE - Best Event Video Promotion (Music Alley)
BRONZE - Best Other Merchandise (Barks & Rec)
BRONZE - Best New Merchandise (Barks & Rec)
SILVER - Best Miscellaneous Clothing (Snowman Run)
SILVER - Best T-Shirt Design (Music Alley)
GOLD - Best Sponsor Gift (Barks & Rec)
GOLD - Best Miscellaneous Multimedia (Music Alley)
GOLD - Best Give-Away Item (Barks & Rec)*

The Board was also informed that invitations for the StarCenter opening scheduled for August 30th have been mailed out.

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

[16-2067](#)

Monthly Update on Daily Maintenance of Current Park Facilities

1) *Sports Complex: Staff has been preparing the course to host Timberview High School's annual Cross Country event at the Skinner Sports Complex on August 18th. We will also be hosting the Dallas Baptist University Cross Country meet on September 1st as well as the annual Kyle Lewis baseball tournament on September 8th. Staff has also been providing regular scheduled maintenance and re-cutting base lines at baseball. Renovations to the restroom building are still underway.*

2) *Oliver Nature Park: An additional pond aerator was purchased and installed at the back pond. A new solar powered security camera was installed at the entrance of the park. Staff has mowed the wildflower area in preparation for fall. Staff has also straightened up the Mansfield Methodist rocks that were knocked over by vandals.*

3) *Chandler: An additional hours of operation sign was mounted on the front of the building at the splash pad. Staff is planning on aerating, fertilizing, and striping the football fields in preparation for the fall season.*

4) *Rose/Town/Linear Trail: A new pond fountain was purchased and installed to replace the old unit. New hand dryers were installed in the restrooms in addition to the repainting renovations. Staff continues to replace the existing lights with LED lights . The basketball courts are in the process of being resurfaced and a new handicap swing was also installed. A new solar powered camera was also installed in the Town Park parking lot.*

5) *Overall: Staff will continue preparing the athletic facilities for the upcoming fall season.*

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

[16-2068](#)

Monthly Update on Current Programs & Services

1. Athletics:

- *Fall seasons are underway.*
- *The next All Sports Meeting is scheduled for October 10th.*

2. Programs and Events:

- *A MAC Programing Update:*
 - *Kids Zone had a successful summer with more than 400 registrations in 11 weeks and over \$40,000 in revenue.*
- *Special Events:*
 - *Senior Day and Health Fair is scheduled for Friday, August 17th at the MAC.*
 - *Coffee and Crayons is scheduled for Thursday, August 30th at the MAC.*
 - *Mansfield Summer Slam Pickleball Tournament is scheduled for Saturday, September 8th at FieldhouseUSA.*
 - *Music Alley is scheduled for Saturday, September 8th in Downtown Mansfield.*

3. General:

- Cross Country Meets at Skinner Sports Complex
 - Timberview High School - August 18th
 - Heartland Meet - September 1st
 - Mansfield High School - September 21st
- The Fall Brochure was provided to the Board.

8. **CITIZENS COMMENTS**

None.

9. **OLD BUSINESS**

[17-2478](#)

Update; FY2017-2018 Existing Park Improvements

James Fish, Sr. Park Planner, informed the Board that namesake signage approval has not been released by the City Manager's office. The Hardy Allmon shop demolition is complete. Staff has submitted additional items for park amenities and improvements to implement during this fiscal year due to savings on some of the original projects in the FY18 budget, including additional signage, picnic tables, benches, park lighting upgrades, bleachers, grill replacements, baseball hardware, pond fountain aerator, and mutt mitt stations. The bike fix-it station will be rolled over to FY2019.

[18-2703](#)

Update; Parks Administration Building

James Fish, Sr. Park Planner, informed the Board that construction continues at a rapid pace with the drive entry approach and fire lane installed and parking in place. Framing is nearing completion with all walls, roofing structure, decking with ice and water shield in place. Exterior windows have been installed and the expectation is that the building will be dried in by mid-August. 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. Construction is on schedule for completion for occupancy in January 2019.

[14-0911](#)

Update; Walnut Creek Linear Park Phase II Design

Chris Ray, Park Planner, informed the Board that staff contacted USACE on August 1st about the progress on the easement agreement involving a portion of the trail. They notified staff that the agreement is in review with the second last person in the Real Estate Office to sign off. Additional construction document information was also requested and has been submitted. Staff is anticipating final signatures in four to six weeks. Bid advertisement will follow.

[17-2412](#)

Update; Dog Park

Matt Young, Parks and Recreation Director, informed the Board that we have received direction from City Council to move forward with construction documents for the Dog Park. Project documents will be reviewed again tomorrow before the project proceeds. An updated project completion timeline will be requested from the consultant. Council's desire is to have the dog park development and Man House restoration occur at the same time.

[17-2270](#)

Update; Athletic Field Master Plan

Matt Young, Parks and Recreation Director, informed the Board that the consultant is finalizing the conceptual plans and cost estimates that address the impacts to each facility during a proposed, phased construction process. Draft documents were provided to the Board illustrating the conceptual plan, phasing plan, and cost estimates by phase. The goal is to have a final draft prepared for adoption by MPFDC and City Council late this summer. Matt would like to begin the 10-Year Master Plan this fall.

10. NEW BUSINESS

[18-2832](#)

Discuss and Consider Purchasing a Portion of Property Located at 200 E. Kimball Street in the Amount of \$10,000

A motion was made by Cadenhead, seconded by Kowalski, 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

Absent: 1 - Wendy Collini

Abstain: 0

11. BOARD ANNOUNCEMENTS

None.

12. INFORMATIONAL ITEMS

None.

13. ADJOURNMENT

Harold Bell, President, adjourned the Regular Meeting at 6:45 p.m.

Harold Bell, President

ATTEST:

Lisandra Keller, Administrative Assistant II
Parks and Recreation

