



# CITY OF MANSFIELD

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

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

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Thursday, September 19, 2019

6:00 PM

City Hall Council Chambers

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#### 1. CALL TO ORDER

*Harold Bell, President, called the Regular Meeting to order at 6:10 p.m.*

**Present** 8 - Harold Bell; Wendy Collini; Bob Kowalski; Dee Davey; Neal Shaw; Lindsay Cadenhead; Chris Osburn and Scot Bowman

#### 2. WORK SESSION

[18-2633](#)

Discuss and Consider Executing a Consultant Agreement With Geographic Technologies Group, Inc. in the amount of \$48,500 for Professional Services Related to Database Design/Creation, Onsite Inventory and Application (Software) Development for Parks and Recreation Asset Management System

*James Kelp from Green City GIS provided the Board with a software demonstration for an Asset Management module that would work in conjunction with existing City GIS software.*

*-Chris Osburne asked who gathers the data. James informed Chris that Green City would gather the data.*

*-Dee Davey asked how the public could provide feedback using this software. James stated that a link on the City website would be provided for feedback.*

*-Bob Kowalski asked how area check-ins would work with this system. James replied that ActiveNet already captures that information and will be integrated with different levels of permission to ensure the correct departments will have the appropriate levels of access to the information being shared.*

*-Neal Shaw asked what is included in the pricing. James informed the Board that a detailed breakdown of the services selected will be included with the proposal.*

*Matt Young, Parks and Recreation Director, informed the Board that the proposal, scope, and fees will be discussed at the next meeting.*

#### 3. RECESS INTO EXECUTIVE SESSION

##### 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 Water Park Ground Lease and Operating Agreement with PPW Mansfield, LLC

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

1. Possible Linear Park Expansion  
Property #06-19-01

**4. RECONVENE INTO REGULAR SESSION**

**5. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION**

**6. APPROVAL OF MINUTES**

[19-3230](#)

Approval of Meeting Minutes - July 18, 2019

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

**Aye:** 7 - Harold Bell; Wendy Collini; Bob Kowalski; Dee Davey; Neal Shaw; Lindsay Cadenhead and Chris Osburn

**Nay:** 0

**Abstain:** 0

**Non-Voting:** 1 - Scot Bowman

**7. CASH FLOW STATEMENT**

[19-3231](#)

Cash Flow Statement - August 31, 2019

*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 August.*

*Matt Young, Parks and Recreation Director, informed the Board that sales tax is up about 14.7% for the month over last year and up about 8.2% year to year. Revenue continues to be above budget projections and operating expenditures continue below appropriations. Matt stated that the Cash Flow Statement will reflect some operating expenditure savings due to vacant positions. The projected ending balance is \$5,022,038.*

**8. 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. Matt informed the Board that a City website update as well as Board appointments will be on the agenda for City Council at their October 14th meeting. The Board was also informed that the Office of the City Manager announced a salary increase of \$4,500 per employee for the new fiscal year. Matt also informed the Board that since the proposed increase exceeds that which was included in the proposed MPFDC budget, staff will need to employ savings strategies in order to remain within budget. The Board was also informed that the replacement of an irrigation truck will also be funded by the General Fund in the new fiscal year.*

*Lindsay Cadenhead stated that Administration looks to be significantly well and asked if that could offset the new increases. Matt informed her that the savings reflected in Administration are due to a vacant mechanic position that has been converted to the Parks Services Specialist position that is currently open for which the department is taking applications.*

### **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 performing regular athletic season maintenance and will begin applying pre-emergent herbicide for winter weeds in the next coming weeks. Also, we will host the Mansfield Cross Country meet at the complex on Friday, October 11th as well as regular soccer and baseball games and tournaments.*

*2) Philip Thompson: Staff has completed the releveling with our laser grader and re-sodding project on half of the soccer facility. In addition, all new irrigation heads were added.*

*3) McClendon East: The athletic crews did some field renovations to the skinned area, repaired bleachers, performed an irrigation audit/repair, cleaned up the concession stand area, and performed some tree trimming near the picnic area and the entrance to the park.*

*4) Rose Park: A new fountain pump was installed at the pond. A new IP security camera system was installed to replace the old system. Two new tables were installed at the pond pavilion to replace broken ones. Staff also performed regular monthly tasks such as repairing fountains, light and tree maintenance along the trail, power washing of restroom and pavilion roofs, and placing additional trash receptacles along the trail.*

*5) Oliver Nature Park: Fall webworms continue to be an issue on the pecan trees throughout the park. Staff members have been removing some of them manually. A new memorial bench was added to the back pond and a broken bench was removed on the back side of the trail. Staff continues to replace the Timbersill boards with cedar as needed. Staff performed regular maintenance duties such as treating the ponds for algae, lighting repair, and tree trimming.*

*6) Chandler: Six additional trash receptacles were added to the trail area around the grass field. At the splash pad, staff replaced a pressure gauge, replaced a changing table in the women's restroom, power washed the splash pad and all of the pavilions. The splash pad was also inspected by the Tarrant County Health Inspector with passing results. Regular monthly maintenance included trimming back landscape*

plants, treating the pond for algae, repairing irrigation heads, and pulling security video for the police department.

7) Overall: Staff will begin the fall pre-emergent herbicide applications and over seed selected areas with ryegrass and fescue seed as soon as the weather begins to cool.

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

[16-2068](#)

### Monthly Update on Current Programs & Services

1. Athletics:

- All Sports Association meeting will be held October 9th.
- Mansfield High School Cross Country meet is Friday, October 11th at Skinner Sports Complex.

2. Programs and Events:

- MAC
  - Pickleball Tournament in September 7th and 8th
    - 1. 369 Players (23 from 7 states; 7 from Mansfield)
    - 2. \$6,000 - \$7,000 in revenue
    - 3. Online Streaming views = 251
  - Alcove storage area has a new wooden roll down door in the hallway to hide some of the chairs and tables.
  - The MAC received the new Traverse.
- Special Events:
  - Senior Picnic at Town Park on Friday, Sept. 27th. (Band, Cart Rides on Trail)
    - 1. Thank you to Spring Creek for providing the lunch.
  - We are participating in the Downtown Haunted Weekend
    - 1. Saturday, October 19th is specifically for teens.
  - Boo Bash is Friday October 25th at the MAC.
  - Veterans Day Parade is on Saturday, November 9th
  - Hometown Holidays is on Friday, December 6th for Tree Lighting and Saturday, December 7th for Parade.

## **9. CITIZENS COMMENTS**

None.

## **10. OLD BUSINESS**

[19-3011](#)

### Update: Walnut Creek Linear Park Trail System

Chris Ray, Park Planner, informed the Board that the grading work on the embankments is underway to support the Flexamat erosion control. Once the Flexamats are in place, the contractor will move forward with installing the bridges and boardwalks. Once the bridges and boardwalks are installed, the connecting portion of trail can be poured and installed. Bi-weekly meetings are still taking place and the project is on schedule to hit its target completion date at the end of 2019.

*Chris Osburn asked if all of the boardwalks will be concrete. Chris Ray informed the Board that all boardwalks will be concrete in order for water to flow through.*

[17-2412](#)

Update: Dog Park

*Chris Ray, Park Planner, informed the Board that the front portion of the project has been cleared and graded. The back section is being cleared and grading has started. Once grading is completed, the contractor will move forward with locating utilities and begin forming the entry drive and parking lot for concrete. This project is anticipated to be completed in late December 2019.*

[18-2924](#)

Update: Parks, Recreation, Open Space and Trails Master Plan

*Matt Young, Parks and Recreation Director, informed the Board that the Master Plan Advisory Committee (MPAC) met on September 5th. Agenda items included a progress report on the 2010 master plan, MPFDC history report, facility infrastructure report, cost recovery policies, park and facility standards, strategies, and sub-committee assignments. Four focus group meetings will be held in September, and the two sub-committees will schedule meetings in the next few weeks. The next MPAC meeting is scheduled for October 3rd.*

**NEW BUSINESS**

[19-3270](#)

Consider Executing a Consultant Agreement with Kimley-Horn and Associates, Inc. in the amount of \$126,500 for Professional Services Related to the Design and Feasibility Options for Phase 3A and Phase 3B of the Walnut Creek Linear Park Trail System

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

**Aye:** 7 - Harold Bell; Wendy Collini; Bob Kowalski; Dee Davey; Neal Shaw; Lindsay Cadenhead and Chris Osburn

**Nay:** 0

**Abstain:** 0

**Non-Voting:** 1 - Scot Bowman

[19-3271](#)

Katherine Rose Memorial Park Playground Project Update

*James Fish, Sr. Park Planner, presented the Board with various renderings of all-inclusive recreation elements that are available for use in the existing playground areas of Rose Park. Shade options for each element were also discussed.*

*Chris Osburn asked if the elevation can be raised. James informed the Board that elevation of Rose Park is not an option as it would impede the flow of Walnut Creek. Concrete subsurface and proper drainage are the best options . James also informed the Board that drainage improvements are included in the strategic plan.*

*Overall, the Board is excited for the inclusion of musical elements and the ability for parents to engage with their children that were highlighted in this presentation.*

11. **BOARD ANNOUNCEMENTS**

*-The Board expressed its gratitude to outgoing Board member Dee Davey for her years of service.*

*-Lindsay Cadenhead thanked staff for keeping the Chandler Park splash pad open through September.*

12. **INFORMATIONAL ITEMS**

13. **ADJOURNMENT**

*Harold Bell, President, adjourned the Regular Meeting at 9:08 p.m.*

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Harold Bell, President

ATTEST:

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Lisandra Keller, Administrative Assistant II  
Parks and Recreation