



# CITY OF MANSFIELD

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

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

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Thursday, May 21, 2020

6:00 PM

City Hall Multipurpose Room

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#### 1. CALL TO ORDER

*Harold Bell, President, called the Regular Meeting to order at 6:00 pm.*

**Absent** 1 - Sean Turner

**Present** 7 - Harold Bell; Wendy Collini; Bob Kowalski; Neal Shaw; Lindsay Cadenhead; Chris Osburn and Scot Bowman

#### 2. RECESS INTO EXECUTIVE SESSION

*Harold Bell, President, recessed into Executive Session at 6:01 pm.*

##### 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  
Property #: 06-19-01

#### 3. RECONVENE INTO REGULAR SESSION

*Harold Bell, President, reconvened into Regular Session at 6:31 pm.*

#### 4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

*None.*

#### 5. APPROVAL OF MINUTES

**Absent** 2 - Chris Osburn and Sean Turner

**Present** 6 - Harold Bell; Wendy Collini; Bob Kowalski; Neal Shaw; Lindsay Cadenhead and Scot Bowman

[20-3485](#)

Approval of Meeting Minutes - February 20, 2020

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

**Aye:** 6 - Harold Bell; Wendy Collini; Bob Kowalski; Neal Shaw; Lindsay Cadenhead and Scot Bowman

**Nay:** 0

**Absent:** 2 - Chris Osburn and Sean Turner

**Abstain:** 0

## 6. CASH FLOW STATEMENT

[20-3486](#)

Cash Flow Statement - April 30, 2020

*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.*

*Matt Young, Parks and Recreation Director, informed the Board that sales tax is down about .51% for the month over last year and up about 9.15% year to year. As part of the revenue portion of the cash flow, Matt discussed MAC refunds for programs, rentals, and athletics. Matt also provided the Board with an update on the status of public-private partnership entities. At this time, our overall revenue is around \$1,000,000 under budget projections. Matt also informed the Board of cost saving measures in operating expenditures that staff has established during the shutdown. Through these measures, staff has been able to create savings of approximately \$930,000 in operating expenditures. Capital expenditures have also been deferred with the exception of the Walnut Creek Linear Park Phase 4 acquisition since it is bond funded. Matt also provided the Board with scenario projections as part of the departmental reopening plan for June 1, August 1, and October 1 openings. The estimated ending balance is \$4,138,981.*

## 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 updates regarding COVID-19 cancellations, closures, and reopening timelines including various reopening scenarios. Matt also provided information on the effects each reopening phase will have on Parks and Recreation and MAC facilities including staffing and facility changes such as occupancy limits, social distancing, etc. Matt also informed the Board that Mans Best Field is ready. The Board was also informed that due to the continued closure of MISD facilities, the Kids Zone program will not be held at Erma Nash Elementary and will be limited to 24 participants this year. Youth sports updates were also provided. Matt also discussed various community engagement opportunities.*

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

### **16-2067**

#### **Monthly Update on Daily Maintenance of Current Park Facilities**

1. *Skinner Sports Complex, Philip Thompson, McClendons and McKnight East: The athletic fields were opened for practice after the first wave of state openings. Staff has continued to perform general maintenance while the facilities have been closed such as treating for fire ants, performing irrigation repairs, spraying for seasonal weeds on the playing surfaces and expansion joints and fertilizing both the soccer and baseball field turf areas. Staff also performed a light check on all the fields and is waiting on a contractor to repair several ballfield lights. Phillip Thompson soccer fields were also aerated, fertilized and treated for fire ants. Similarly, McClendon East was opened for practice, aerated, fertilized and treated for ants.*

2. *Chandler: The splash pad holding tank was emptied, cleaned and refilled and the splash pad valves for the backwash system were replaced. Also, the cleaning chemicals have been refilled and the splash pad is ready to be opened when we receive clearance to do so. In addition, the splash pad filter was changed from sand to glass media. The football fields have also been aerated, fertilized and treated for fire ants.*

3. *Rose/Town Parks: A section of the front concrete fence along Walnut Creek was damaged by a trailer that became unhooked. Staff has ordered replacement parts from Superior Concrete. Staff has been pruning and limbing up trees, and cleaning up log jams and flood debris. Also the volleyball courts and horseshoe pits were tilled and the grass removed. A small section of the wildflower area that was primarily weeds has been mowed. The new trail extension from O.N.P. to Philip Thompson continues to receive heavy use. Staff has been removing dead branches and fallen trees near the trail.*

4. *Man's Best Field Dog Park: The new turf that was installed has grown in nicely. Staff has installed 6 mutt mitt stations and will be installing 3 more within the next week as well as installing trash cans. They are also in the process of installing security cameras this week. With the exception of some minor cleanup the park is in good shape.*

5. *Oliver Nature Park: This park has been extremely busy since the pandemic started. Additional split rail fencing was added around the circle drive in the parking lot to help protect the grass and post oak trees as well as some signage. Staff has also added 10 yards of decomposed granite to wash out areas and replaced 60 more Timbersil boards with cedar on the boardwalk and tree overlook.*

*Overall: The frequent rains have all of the parks and athletic fields in relatively good shape. Staff has been making use of the time that some of the amenities have been closed and athletic seasons have not been in session to prepare the parks and athletic facilities for when we are given clearance to reopen.*

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

[16-2068](#) Monthly Update on Current Programs & Services

*Updates included in Director's Report.*

**8. CITIZENS COMMENTS**

*None.*

**9. OLD BUSINESS**

[19-3011](#) Update; Walnut Creek Linear Park Trail System - 3A/3B

*James Fish, Sr. Park Planner, informed the Board that secondary design direction was given to the contractor involving the trail alignment and amenities of section 3A. A tentative estimate of cost was presented by the contractor at 60% design for review. Additional design is needed. Internal discussions continue about addressing ROW on Carlin and a letter of agreement for screening walls. Currently, this project is still scheduled for summer/fall 2020 completion of 3A.*

[18-2924](#) Parks, Recreation, Open Space and Trails Master Plan

*Matt Young, Parks and Recreation Director, informed the Board that no progress has occurred since the beginning of March due to the pandemic response.*

[20-3415](#) Changes to the Code of Ordinances Chapter 96: Parks and Recreation and Chapter 156: Park Land Dedication and Development Fee to Accommodate New Facilities or Programs

*Matt Young, Parks and Recreation Director, informed the Board that the sub-committee met on February 5th to review staff's recommendations for changes and additions to the Parks Chapter.*

*The City Council is addressing the section regarding fishing activity. The second and third readings of the ordinance are scheduled for May 26th and June 11th. Staff is now working with the City Attorney's Office on the language for the proposed changes. The final draft of the proposed changes should be ready for MPFDC review and approval at the May 21st regular meeting.*

**10. NEW BUSINESS**

[20-3564](#) Discuss and Consider Agreement of Lease Estoppel Certificate With CF Mansfield National Arcis LLC

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

**Aye:** 6 - Harold Bell; Wendy Collini; Bob Kowalski; Neal Shaw; Lindsay Cadenhead and Scot Bowman

**Nay:** 0

**Absent:** 2 - Chris Osburn and Sean Turner

**Abstain:** 0

[20-3563](#)

Discussion; MPFDC FY2020-2021 Proposed Budget

*Matt Young, Parks and Recreation Director, presented the Board with a high level overview of the FY2020-2021 Proposed Budget. A work session has been scheduled for the next regular meeting on Thursday, June 18, 2020.*

**11. BOARD COMMENTS**

*The Board thanked staff for their efforts during this challenging time and praised their great work maintaining community engagement.*

**12. INFORMATIONAL ITEMS**

*None.*

**13. ADJOURNMENT**

*Harold Bell, President, adjourned the Regular Meeting at 8:36 pm.*

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Harold Bell, President

ATTEST:

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Lisandra Keller, Administrative Assistant II  
Parks and Recreation