



# CITY OF MANSFIELD

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

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

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Thursday, November 19, 2020

6:00 PM

City Hall Council Chambers

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#### 1. CALL TO ORDER

*Wendy Collini, President, called the Regular Meeting to order at 6:00 p.m.*

**Absent** 2 - Bob Kowalski and Sean Turner

**Present** 6 - Wendy Collini; Neal Shaw; Lindsay Cadenhead; Chris Osburn; Scot Bowman and Jordan Adams

#### 2. RECESS INTO EXECUTIVE SESSION

*Wendy Collini, 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
2. Seek Advice of City Attorney Regarding City Owned Public/Private Partnership Agreements
3. Seek Advice of City Attorney Regarding Facility Use Agreements for Youth Sports Associations

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

1. Possible Linear Park Expansion
2. Future Park Use  
Property #: 02-13-01  
Property #: 10-20-01

#### 3. RECONVENE INTO REGULAR SESSION

*Wendy Collini, President, reconvened into Regular Session at 6:55 p.m.*

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

*None.*

5. **APPROVAL OF MINUTES**

[20-3854](#)

Approval of Regular Meeting Minutes - October 15, 2020

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

**Aye:** 6 - Wendy Collini; Neal Shaw; Lindsay Cadenhead; Chris Osburn; Scot Bowman and Jordan Adams

**Nay:** 0

**Absent:** 2 - Bob Kowalski and Sean Turner

**Abstain:** 0

6. **CASH FLOW STATEMENT**

[20-3855](#)

Cash Flow Statement - October 31, 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 October was reviewed.*

*Matt Young, Parks and Recreation Director, informed the board that sales tax is up 15.65% for the beginning of the new fiscal year. As part of the revenue portion of the cash flow, Matt reminded the board that MAC fees are below projections due to continuing COVID-19 restrictions. Matt also provided the board with an update on the status of public-private partnership entities. At this time, all public-private partner entities are in compliance as per their respective agreements. An increase in sales tax projections was also discussed with the board. Matt informed the board that the benefit projections are based on current rates through December with updated benefit projections beginning in January based on employee elections. The merit-based compensation projection of up to 5% for the new fiscal year was also discussed with the board. The proposed compensation consists of a 2.5% cost-of-living increase as well as the possibility of up to a 2.5% merit-based one time payment. The estimated ending balance is \$2,872,367.*

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, informed the Board that the Park Chapter Ordinance revision feedback will be discussed during a work session at the November 23rd City Council meeting with a possible final reading on December 14th. The Board was also informed that the Walnut Creek Linear Park Phase 3A construction contract will be on the consent agenda for the November 23rd meeting. Matt also informed the board that staff is currently working on alternate plans for Hometown Holiday events*

due to COVID-19.

### **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, McClendon Parks and McKnight Park East: Staff has performed routine maintenance at all facilities. Staff has also finished a second application of pre-emergent. Soccer and baseball league play have concluded at the sports complex. Baseball league play has also ended at McClendon East. At McKnight East, a softball tournament was held and softball league play has concluded.*

2. *Chandler: The splash pad is closed for the season. General maintenance on the football field was performed. Peewee football hosted playoff games and has concluded football league play.*

3. *Rose/Town Parks: The playground repainting project was being finalized yesterday and the resurfacing repairs on the rubber poured in place material started today. The pond fountain power supply cable was damaged again by beavers so staff is currently getting quotes to run braided cable to the fountain. The lift station for the restroom has been repaired. Several malfunctioning L.E.D. lights were removed and are on order. At Town Park, graffiti under the main street bridge was painted over again. Several lights on the basketball courts and around the trail system have also been replaced.*

4. *Oliver Nature Park: The faded tail section of the windmill has been taken down and will be repainted. Several boards have been replaced on the bridge, tree overlook and boardwalk. Staff has replaced the split rail fencing that was damaged by a vehicle in front of the park. One memorial bench by the back pond was refinished and the memorial bench by the front pond is also currently being refinished.*

5. *Mans Best Field Dog Park: The front turf areas have been over seeded with a rye/fescue grass seed mix. Park staff helped clear brush and get the Man House Museum ready for the ribbon cutting and helped prepare the area for that event. Staff also over seeded all of the bare areas in the yard around the Man House with the rye/fescue grass seed mix.*

6. *Overall: Staff is becoming more familiar with the workforce GIS system and is using it more frequently. Staff is also working on installing the holiday lights around city facilities. Staff will also install the Christmas tree inside City Hall this weekend and finalize the outside tree next week.*

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

[16-2068](#)

#### Monthly Update on Current Programs & Services

1. *Athletics:*
  - *Associations completed their fall seasons.*
  - *Next All Sports Association meeting is scheduled for January 13, 2021.*

2. *Programs and Events:*
  - *MAC*
    - *Boo Bash had 337 participants and 17 vendors.*
    - *Floors waxed over the Thanksgiving weekend.*
    - *Projects*
      1. *Relocating the washer and dryer.*
      2. *Taking wallpaper down and re-painting.*
      3. *Adding handicapped door functions on restroom doors.*
      4. *Upgrading the security system.*
  - *Seniors*
    - *Assisted with the delivery of signs to Mansfield veterans*
    - *Crafters Workshop, Zoom Bingo are some of the programs.*
    - *Special deliveries on Veterans Day to the 15 veterans that participate in our senior lifestyles program.*
    - *Thanksgiving Meals*
      1. *Drive Through was Wednesday – 43 participants picked up a meal.*
      2. *Deliveries are Friday – 37 participants*
    - 3. *Partners*
      - a. *Mansfield HS Student Council*
      - b. *Highlands Village Senior Living*
      - c. *Legend Assisted Living*
    - *Christmas Gifts*
      1. *December 15th – 21st*
      2. *Deliveries to 80 seniors from our program.*
      3. *Puzzles, crafts, crosswords, word searches, etc.*
  - *Oliver Nature Park:*
    - *Campfire Cookout on November 21st at Rose Park – 30 participants.*

8. **CITIZENS COMMENTS**

*None.*

9. **OLD BUSINESS**

[18-2924](#)

**Parks, Recreation, Open Space and Trails Master Plan**

*The Master Plan Project Priorities exercise was provided to the board for input on future master plan capital projects. This exercise will be used to aid in the ranking of future capital projects listed as part of the 2020 Parks, Recreation, Open Space and Trails Master Plan. The board has been asked to have any feedback they would like to provide to Matt by the first week of January for compilation. Project priority input will be discussed at the January regular meeting. Matt will also provide the board with an electronic copy. A copy of this completed exercise will also be provided to City Council during their annual retreat to aid in capital project selections as well as the identification of alternate funding sources as needed for project completion.*

[19-3011](#)

**Update; Walnut Creek Linear Park Trail System - 3A/3B**

*Chris Ray, Park Planner, informed the board that on November 5, 2020, nine bids were received and publicly opened for the Walnut Creek Linear Park Phase 3A. L.J. Design*

*& Construction, LLC was the lowest qualified and responsive bidder with a base bid in the amount of \$1,042,147.63. Staff has analyzed the bids, contacted the apparent low bidder and checked references. The construction contract award is scheduled for City Council action at their November 23rd regular meeting. Funding is being provided through repurposed general obligation bond funding allocated by the City Council during the FY2020-2021 capital budget discussion. Construction is scheduled to begin in January with completion in the summer of 2021.*

*The analysis of the trail section for phase 3B (Carlin Road to Oliver Nature Park) was completed in October. The review process was also completed with a clear recommendation while we await direction for the next phase.*

[20-3858](#)

#### GreenCity GIS Update

*Andrew Binz provided a software demonstration to the board of the working modules already in place.*

### 10. **NEW BUSINESS**

[20-3856](#)

Discuss and Consider Cancellation of December Regular MPFDC Meeting

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

**Aye:** 6 - Wendy Collini; Neal Shaw; Lindsay Cadenhead; Chris Osburn; Scot Bowman and Jordan Adams

**Nay:** 0

**Absent:** 2 - Bob Kowalski and Sean Turner

**Abstain:** 0

### 11. **BOARD COMMENTS**

*The board wished staff happy holidays and thanked them for their hard work and dedication to the completion of the 2020 Parks, Recreation, Open Space and Trails Master Plan.*

### 12. **INFORMATIONAL ITEMS**

*None.*

### 13. **ADJOURNMENT**

*Wendy Collini, President, adjourned the Regular Meeting at 8:07 p.m.*

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Wendy Collini, President

ATTEST:

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Lisandra Keller, Administrative Assistant II  
Parks and Recreation