



CITY OF MANSFIELD

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

Meeting Minutes

Mansfield Park Facilities Development Corporation

Thursday, January 21, 2021

6:00 PM

City Hall Council Chambers

1. CALL TO ORDER

Wendy Collini, President, called the Regular Meeting to order at 6:02 p.m.

Absent 1 - Sean Turner

Present 7 - Wendy Collini; Bob Kowalski; Neal Shaw; Lindsay Cadenhead; Chris Osburn; Scot Bowman and Jordan Adams

2. RECESS INTO EXECUTIVE SESSION

Wendy Collini, President, recessed into Executive Session at 6:04 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

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

1. Possible Linear Park Expansion
Property #: 01-21-01

2. Future Park Use
Property #: 01-21-02

3. RECONVENE INTO REGULAR SESSION

Wendy Collini, President, reconvened into Regular Session at 7:00 p.m.

4. TAKE ANY ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None.

5. APPROVAL OF MINUTES

[21-3924](#)

Approval of Regular Meeting Minutes - November 19, 2020

A motion was made by Cadenhead, seconded by Bowman, that this matter be

Approved . The motion CARRIED by the following vote:

Aye: 7 - Wendy Collini; Bob Kowalski; Neal Shaw; Lindsay Cadenhead; Chris Osburn; Scot Bowman and Jordan Adams

Nay: 0

Absent: 1 - Sean Turner

Abstain: 0

6. **CASH FLOW STATEMENT**

[21-3925](#)

Cash Flow Statement - December 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 December was reviewed.

Matt Young, Parks and Recreation Director, informed the board that sales tax is up 11.72% for the month over last year and up 11.70% for the year over last year. Due to this, revenue is reflected above projections at this time. Matt also informed the board that benefit figures have been updated to reflect the new rates as of January 2021. As part of the revenue portion of the cash flow, Matt reminded the board that program fees are below projections due to ongoing COVID-19 restrictions as well as a decline in demand because of COVID-19. A lack of fitness center at the MAC is also a factor. Outdoor programs and rentals are holding steady or showing a slight increase. Savings reflected in operating expenditures are due to vacancies, employee benefit selection savings, and merit-based compensation awards since the 5% allocation was not used in its entirety for all employees.

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 Kids Zone Standards of Care First and Final Public Hearing is on the City Council agenda for January 25th along with a Tarrant County Health Department COVID-19 vaccine update. City Council will also be hosting their Council Retreat February 25th-27th. Matt also informed the board of his new assignment to Director of Community Services which will now also include the Library and Historical Services.

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's and McKnight East: Staff has continued regular off season maintenance activities such as replacing bleachers, painting soccer goals, performing irrigation repairs, installing new grills and

doing fence repairs. In addition, we have noticed some winter weeds showing up on the athletic fields where we have historically over seeded with rye grass. Letting the fields rest this winter should help us resolve this issue. Staff is in the process of spraying them now.

2. Chandler: The football fields were sprayed for winter grassy weeds and broadleaf weeds. Staff has also replaced the disc swing on the playground, repaired the water fountain near the tennis courts and is getting quotes to repair the surfacing on the tennis courts. Also, the grinding rail is scheduled for install at the skate plaza and the contractor will also be patching the damaged area on the playground surfacing. Staff also added screened topsoil and granite to the parking lot median and will raise the irrigation heads in anticipation of replanting this bed in the future.

3. Rose/Town Parks: The cinder block wall partition in the men's restroom at Town Park was destroyed due to vandalism. Several LED light fixtures were replaced or repaired around the Rose Park trail and along the linear trail.

4. Oliver Nature Park: The gate on the front bridge across Walnut Creek was repaired. Staff continues to add granite to the flowerbeds, replace benches and replace boards on the wooden structures in the park. Select areas of the Fox Hollow area have also been lightly disked and seeded with a shade friendly mix of native grasses. In addition, staff planted 19 wax myrtles and 10 yaupon hollies in this area to provide privacy screening along homeowner's property lines.

5. Mans Best Field Dog Park/Man House: Staff seeded the bare soil sections of the paddocks with rye grass and fescue seed. Staff also installed the new historical marker sign in front of the Man House and seeded all of the bare soil areas around the Man house.

6. Overall: The Texas Parks and Wildlife Department has completed their winter rainbow trout stocking. Several hundred trout were released at the ponds at Oliver Nature Park, Chris Burkett Service Center, Rose Park and Chandler Park. The recent rains will help with all the turf and landscape material going into spring. Staff will start our seasonal pre-emergent application next month to help prevent warm season weeds. Two teams will participate in the TRAPS state maintenance rodeo in Frisco on February 11th.

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

[16-2068](#)

Monthly Update on Current Programs & Services

1. Athletics:
 - All Sports Association meeting was held January 13, 2021.
 - Participants were informed on the following topic:
 - Upcoming construction projects
 - WiFi in the parks
 - Athletic Field Allocation Policy
 - Fees for 2022
2. Programs and Events:
 - MAC
 - Projects

1. Relocating the washer and dryer. - Done
2. Taking wallpaper down and re-painting. - Done
3. Adding handicapped door functions on restroom doors.
4. Upgrading the security system.
- Pickleball continues to be popular
 1. Winter = demand for indoor courts and wait lists
 2. Summer Slam Tournament = July 30th – August 1st at

FieldhouseUSA

- Seniors
 - Christmas Gifts was a success.
 1. December 15th – 21st
 2. Deliveries to 80 seniors from our program.
 3. Puzzles, crafts, crosswords, word searches, etc...
- Oliver Nature Park:
 - Backyard Bird Count
 1. February 8th – Goose Chase Game
 2. February 13th - Festival
- 3. General:
 - Spring Brochure is out. Copy provided to the board.
 - GreenCity GIS – finalizing Asset Predictor then training will begin.
 - Ty Behringer Internship is completed.

MARKETING & COMMUNICATIONS UPDATE (ANN BECK)

[21-3932](#)

Update on Marketing & Communications Programs and Projects

Ann Beck, Marketing and Communications Manager, informed the board of current marketing projects including the new 2021 campaign as well as the MAC 20th anniversary. Ann also discussed social media promotions, e-news, internal campaigns (such as Park Tank), "word on the street", and social metrics which gauge engagement on the departmental social media platforms. A board was also provided a copy of Ann's report.

8. CITIZENS COMMENTS

None.

9. OLD BUSINESS

[19-3011](#)

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

Chris Ray, Park Planner, informed the board that staff is finalizing some permitting review issues prior to the start of construction of phase 3A in February. A pre-construction meeting was held on January 20th with the general contractor. This project includes a 120-calendar day contract with an estimated start date of February 2nd and is expected to be completed this summer.

There is no update for the phase 3B trail section (Carlin Road to Oliver Nature Park) this month.

[21-3933](#)

Update; McClendon Park Improvements

Chris Ray, Park Planner, informed the board that staff accepted a professional services proposal for park design and redevelopment from Pacheco Koch in the amount of \$49,600. An initial design meeting was held in December between staff and two members of their firm to discuss design concepts and scheduling. Currently, staff is reviewing the updated site plan that was received in mid-January. As we move forward with construction documents, the project schedule will be evaluated and refined to provide the best plan for construction activities.

[21-3926](#)

Master Plan Project Priorities

The board worked to refine the Master Plan Project Priorities List to identify what projects the MPFDC budget can accommodate and what projects will require alternate funding. Matt will have the live 10-year priority project list at the next meeting which can show multiple scenarios for review.

10. NEW BUSINESS

[21-3927](#)

Discuss and Consider Adopting an Athletic Field Allocation Policy

This item has been tabled for discussion at a future meeting. Subcommittee volunteers were requested for vetting a new field allocation policy. Subcommittee members are Neal Shaw, Bob Kowalski, and Chris Osburn. An email will be sent to subcommittee members for availability dates.

11. BOARD COMMENTS

None.

12. INFORMATIONAL ITEMS

None.

13. ADJOURNMENT

Wendy Collini, President, adjourned the Regular Meeting at 8:47 p.m.

Wendy Collini, President

ATTEST:

Lisandra Keller, Administrative Assistant II
Parks and Recreation