



# CITY OF MANSFIELD

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

## Meeting Minutes

### Mansfield Park Facilities Development Corporation

---

Thursday, October 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 - Bob Kowalski

**Present** 7 - Wendy Collini; Neal Shaw; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Jordan Adams and Raul Najera

#### 2. RECESS INTO EXECUTIVE SESSION

*No Executive Session held.*

#### 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. Land Acquisition for Future Development

2. Future Park Use

#### 3. RECONVENE INTO REGULAR SESSION

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

#### 5. APPROVAL OF MINUTES

[21-4352](#)

Approval of Regular Meeting Minutes - September 16, 2021

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

**Aye:** 7 - Wendy Collini; Neal Shaw; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Jordan Adams and Raul Najera

**Nay:** 0

**Absent:** 1 - Bob Kowalski

**Abstain:** 0

## 6. CASH FLOW STATEMENT

[21-4353](#)

### Cash Flow Statement - September 30, 2021

*Cash Flow was distributed to board members at the meeting with revised numbers (copy on file in the Community Services Director's Office). A month-to-month sales tax comparison through October was reviewed.*

*For the month of October, sales tax is up 21% for the month over last year and up 17% for the year. Matt informed the board that revenue is up about \$1,200,000 for the year. An update on public-private partnerships was also provided to the board. Operating expenditures continue to be below projections by about \$600,000 due to savings in legal fees, vacancies, and salary and benefit savings. Ending balance is \$6,637,712.*

## 7. DEPARTMENT UPDATES

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

[16-2067](#)

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

*Sports Complex: Baseball and Soccer seasons are still underway. The parking lot construction project is complete. This project definitely improved parking and mobility at the complex. The disturbed areas were sprayed with ryegrass and Bermuda mix. We also had some issues with the lights at the complex, but Skylogics and Nema 3 got it repaired. The water dept. repaired a section of the main line, plumbing and electrical repairs were made at the concession and restroom facilities, and some trees were trimmed along neighboring homeowner's fence lines.*

*Chandler: This past weekend was the last weekend for Mansfield Pee Wee football regular home season games. Staff will continue regular field maintenance and apply a second application of herbicide for weeds. The splash pad has been shut down for the season. The LED lights were replaced in Pavilions 1, 2, large and playground pavilions. The drinking fountain by the tennis courts was removed, a new slab was poured, and a new fountain was installed. Sport Surface Pros will be resurfacing the tennis courts by November 30th. The wind screens were replaced on the east side and new wind screens ordered for the west side.*

*Rose/Town: The wildflower area has been mowed again and sprayed with a selective grassy weed killer in preparation for seeding. At Rose Park, the drinking fountain was replaced with a barrel drain system. The flusher sensors were replaced in the restrooms that were vandalized. On the playground, several play feature panels were replaced as well as replacing the rope climber and ordering replacement parts for the swing. Additional rental clarification signs were added to all of the pavilions. Five additional LED fixtures were removed and have been ordered. At Town Park, staff is in*

*the process of replacing the ADA toilet in the women's restroom. The quotes have come in but there is a 4-to-12-week delay on the order.*

*Oliver Nature Park: Similarly, the wildflower area was mowed, and selected areas treated with a selective grassy weed killer. These areas will not be over seeded so we can keep this area as native and natural as possible. Ragweed and dead branches were removed along the trail. Ants, bagworms and bees continue to be an issue as they are every year in the fall. The light fixtures in the restroom have been converted to LED fixtures.*

*Overall: Facilities did experience a little uptick in vandalism we think from the Tic Tok trends. Town Park and Chandler Park restrooms both received damage to toilet paper dispensers and hand dryers. Graffiti has also been an issue. Staff is still working on getting the sediment removed from the Pond Branch low water area near downtown. Staff anticipates a lot of time removing leaves from the trails, playgrounds and parks during the upcoming weeks.*

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

[16-2068](#)

##### **Monthly Update on Current Programs & Services**

*Andrew Binz, Recreation Superintendent, provided the board with an update on current projects, programs, participation, and upcoming events. MAC, Seniors, and Nature Education upcoming program information and event flyers were provided for the board.*

#### **MARKETING & COMMUNICATIONS UPDATE (ANN BECK)**

[21-3932](#)

##### **Marketing & Communications Update**

*Ann Beck, Marketing & Communications Manager, provided the board with an update on current projects, programs, awards, and events. Internal campaigns as well as social media metrics were also discussed. Ann also provided the board with information on the formation of the Mansfield Parks Project, an independent non-profit entity formed by a group of Mansfield residents to support the Mansfield Park and Recreation Department. A copy of the report was provided to the board.*

#### **DIRECTOR'S REPORT ON LISTED ITEMS (MATT YOUNG)**

[16-2066](#)

##### **Monthly Calendar Updates on City Council Agenda Items, City Meetings & Activities**

*Matt Young, Community Services Director, provided the board with an update on recent and upcoming City Council items and city events including the preparation for the Library expansion project presentation and quarterly reports on October 25th and an upcoming Joint Meeting with City Council, MPFDC, P&Z, and MEDC that will be held on October 26th at Living Church on Matlock Road at 6 p.m. Board photos will also be taken at the joint meeting at 5:15 p.m. The Park Land Dedication Ordinance as well as the First Year Accountability Report of the Park Master Plan are also scheduled for*

*presentation on November 8th. Matt informed the board that no additional updates will be available for the Veterans Memorial project until funding has been identified. A memorandum of understanding with the Veterans Foundation is in the works and will be discussed at the next Public Memorial subcommittee meeting. A Citizens Bond Steering Committee update was also provided to the board. Matt also informed the board that the Assistant Director position application was also posted this week.*

**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 construction is 95% complete. Crews are working on irrigation and landscaping with small site work to finish. Due to construction-related activities on Carlin Road, some additional engineering work is being required. Several meetings have been and staff is working through their issues with the contractor. Once these have been resolved, staff will conduct a final walk through.*

[21-3933](#)

Update; McClendon Park Improvements

*Chris Ray, Park Planner, informed the board that staff has been in contact with the design consultant (Pacheco Koch) to help bring The Fain Group on board as the Construction Manager-At-Risk (CMAR) for the parking lot and park amenity improvements. The CMAR scope was finalized and a site visit was conducted. Construction documents are at 60%. An official kick off meeting has been scheduled.*

*Staff has also contracted with Fain Cuppett Landscape Architecture to design the relocation of the existing basketball court to the back section of the park. The scope includes the redesign of a larger court with additional half courts, shaded seating, additional back parking, and lighting. Completing these improvements as a separate project will enable the project to stay on schedule. Currently, the plans are going through permit review and waiting for public bid advertisement.*

[21-4292](#)

Update; Gertie Barrett Park

*James Fish, Senior Park Planner, informed the board that staff has been in contact with the design consultant (Dunaway Associates) to help bring The Fain Group on board as the Construction Manager-At-Risk (CMAR) for the park improvements. The CMAR scope was finalized, and a site visit was conducted. An official kick off meeting has been scheduled.*

[21-4034](#)

Update; Recreation Center and Library Feasibility Study

*Matt Young, Community Services Director, informed the board that staff made the phase one presentation to the Citizen Bond Committee on October 19th for consideration of a May 2022 bond election. The consultant team is working on phase two of the project that will create a building layout, three facility renderings and an operational pro-forma. The final two steering committee workshops have been*

*scheduled for October 19th and November 9th. The final report is due to the City by November 19th.*

[21-4171](#)

Discuss and Consider Changes to the Park Land Dedication and Development Fee Ordinance

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

**Aye:** 7 - Wendy Collini; Neal Shaw; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Jordan Adams and Raul Najera

**Nay:** 0

**Absent:** 1 - Bob Kowalski

**Abstain:** 0

10. **NEW BUSINESS**

[21-4283](#)

Resolution - A Resolution of the Mansfield Park Facilities Development Corporation to Consider Amending the Corporation's Bylaws to Provide for the Appointment of the City Manager or his/her Designee as a Non-Voting Ex-Officio Member of the Board

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

**Aye:** 7 - Wendy Collini; Neal Shaw; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Jordan Adams and Raul Najera

**Nay:** 0

**Absent:** 1 - Bob Kowalski

**Abstain:** 0

[21-4355](#)

Discuss and Consider Nominations for MPFDC Election of Officers for FY2021-2022

*Board member, Neal Shaw, made a motion to re-nominate the incumbent officers for the current term as follows:*

*Wendy Collini - President*

*Bob Kowalski - Vice President*

*Lisandra Keller - Secretary (ex-officio)*

*Troy Lestina - Treasurer (ex-officio)*

**Approved**

**Aye:** 7 - Wendy Collini; Neal Shaw; Lindsay Cadenhead; Chris Osburn; Scot Bowman; Jordan Adams and Raul Najera

**Nay:** 0

**Absent:** 1 - Bob Kowalski

Abstain: 0

11. **BOARD COMMENTS**

*The board welcomes Raul Najera as its newest member.*

12. **INFORMATIONAL ITEMS**

*None.*

13. **ADJOURNMENT**

*Wendy Collini, President, adjourned the Regular Meeting at 7:22 p.m.*

---

Wendy Collini, President

ATTEST:

---

Lisandra Keller, Administrative Assistant II  
Parks and Recreation