



Mansfield Park Facilities Development Corporation - Regular Meeting Minutes
June 19, 2025 - 6:00 PM
Final

Multipurpose Room
1200 E. Broad St., Mansfield, TX 76063

1. CALL MEETING TO ORDER

Scot Bowman, President, called the meeting to order at 6:00 PM.

Present: Scot Bowman, Shelley Isbell, Malinda Knappenberger, Bob Kowalski, Raul Najera

Absent: Lindsay Cadenhead, Lance Hood, Jessica Ng-Hinojosa

2. CITIZEN COMMENTS

Citizens wishing to address the Board on non-public hearing agenda items and items not on the agenda may do so at this time. Once the business portion of the meeting begins, only comments related to public hearings will be heard. All comments are limited to 5 minutes. Due to regulations of the Texas Open Meetings Act, please do not expect a response from the Board as they are not able to do so. In order to be recognized during the citizens comments or during a public hearing (applicants included), please complete a comment card located at the entry to the city council chambers and present it to the Parks & Recreation Administrative Assistant prior to the start of the meeting.

None

3. RECESS INTO EXECUTIVE SESSION

Pursuant to Section 551.071, Texas Government Code, the Board reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item, to receive advice from its attorney as permitted by law.

Scot Bowman, President, recessed into Executive Session at 6:01 PM.

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

i. Seek Advice of City Attorney Regarding Public/Private Partnerships

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

i. LA #25-04

ii. Park Project #01-21-01

iii. Park Project #08-22-01

4. RECONVENE INTO REGULAR SESSION

Scot Bowman, President, reconvened the Regular Meeting at 6:49 PM.

5. TAKE ACTION NECESSARY PURSUANT TO EXECUTIVE SESSION

None

6. APPROVAL OF MINUTES

25-809 Approval of Regular Meeting Minutes - May 15, 2025

Presenters:

Attachments:

1. 5-15-2025

A motion was made by Board Member Kowalski to approve the item. Seconded by Board Member Najera. The motion PASSED by the following vote:

Aye: 5 Scot Bowman, Shelley Isbell, Malinda Knappenberger, Bob Kowalski, Raul Najera

Nay: 0 None

Abstain: 0 None

7. CASH FLOW STATEMENT

25-810 Cash Flow Statement May 31, 2025

Presenters:

Attachments:

1. MPFDC Sales Tax - June 2025

2. Cash Flow Report - June 2025

A Cash Flow report was reviewed during the meeting with revised numbers. A month-to-month sales tax comparison through May was reviewed. For the month of June, sales tax was up 11.65% over last year and up 9.58% for the year.

8. STAFF COMMENTS

A. Executive Director or Authorized Representative

i. Current/Future Agenda Items

ii. Executive Director Updates

iii. Departmental Updates

25-811 Monthly Report - June 2025

Presenters:

Attachments:

1. Monthly Report - June 2025

PARK PROJECTS

Oliver Nature Park

The re-decking of the overlook structure was completed on June 6, a full month before the contract date. The contractor is completing a few final punchlist items, most involving minor cleanup, but the structure has been opened back up to the public now that it has passed inspection. New benches will be added to replace the older benches that were removed, and the benches that were removed have been repurposed elsewhere in the park.

Geyer Commons

The site sub base preparation process and the underground utility work is complete. Splash pad and restroom construction has begun, but heavy rain continues to impact construction progress. The production of cottage market structures is 90% complete. The sub base preparation for the proposed new access road is also underway. New sanitary sewer line and water line installation is complete. The project is expected to be completed in September.

Mansfield Sports Park

Moisture conditioning work is nearing completion on all fields, with plastic liners installed on several fields. The old turf on the infields is now being removed in preparation for the new synthetic surface installation. Outfield wall painting will resume once the moisture conditioning process is complete. The new ballfield lighting system should be completed by the end of June. The indoor facility has been repainted and cleaned thoroughly, also getting ready for new synthetic turf installation. Lots of additional work is taking place on the roofing and HVAC systems as the final plans for the restaurant renovations is expected to be approved in mid-June. Kemper is targeting the re-opening for September 1st.

Mans Best Field Dog Park

Construction began on June 2, with the new irrigation system work taking place first. The contractor is only working in two paddocks at a time, leaving at least one small dog and one large dog paddock open to the public throughout construction. They are trenching and laying the irrigation lines before installing heads and testing the system as they move along, with paddocks #3 and #4 already completed and work moving into paddocks #1 and #2 now. Grading and demo for the new trail section should begin as soon as the irrigation is nearing completion.

Katherine Rose Memorial Park Phase 1B

The contractor is working on the installation of the plumbing and steel for the restroom building in phase 1B. The concrete slab was delayed due to rain. Vertical block construction is underway. The playground equipment is scheduled to begin shipping in late July and early August. Despite the heavy rains, project completion by the end of the year is still the goal. The parking lot and site grading for the west side soccer fields is nearing completion. Quotes have been solicited for the installation of the irrigation system and turfgrass.

Julian Feild Park

The contractor continues to work on site clearing and grade work through the heavy rain events. The restroom building foundation and plumbing work is complete, with vertical construction complete and roofing work beginning. Site electrical has been ongoing despite the delays due to rain and mud.

Cook Cabin at the Man House

The project was recently advertised for bid, with a pre-bid meeting taking place on June 5. The

bid opening is scheduled for June 22, after which staff will evaluate all bidders thoroughly to the qualifications stipulated in the bid documents specific to the unique aspects of this project.

Walnut Creek Linear Trail 3B

Construction of the sidepath on the west side of Matlock has been completed, with clean up and landscaping underway. Cannon Drive has been marked for demolition and panel replacements during the MISD summer break to complete the improvements in front of the school. The bridge work will begin in July and continue until the project is complete in December.

McClendon Park East

During the excavation of the playground site, an unmarked high voltage service line was uncovered running directly along the edge of the playground and retaining wall. The line belongs to Oncor and services the park, so it must be shifted or relocated before work along the playground retaining wall and base in that area can proceed. Staff has already met on-site with Oncor and is initiating the work that will need to be executed by them. If it can be worked into the project quickly, no delays are expected to the overall project schedule. In the meantime, the contractor has diverted other work to take place now, notably pouring the walking paths and drive crossing. They will continue to do all work that is possible until the electrical line issue is resolved.

Hardy Allmon Soccer Complex

Design work for phase 2 with Parkhill kicked off in early April. This phase will include adding tennis, pickleball, basketball and sand volleyball courts on the south side of Magnolia. The north side will include fitness amenities. Design work is expected to be completed this fall, with construction tentatively beginning in spring 2026. The consultant has completed the final draft of the conceptual master plan layout and will transition to developing construction documents.

McKnight Park West

Site visits with the prime consultant and disc golf consultant were completed this month. Conceptual routing design of the proposed disc golf course is now complete. Prime consultant will work closely with the City to begin development of the detailed park and trail design.

OPERATIONS

Playground inspections - 16

Pavilion rentals - 90

Field and court rentals - 55

Splash pad water tests - 63

RECREATION

MAC visitors - 12,640

Recreation participants - 884

Senior meals served - 704

Senior daily visits - 1,170

MAC memberships sold - 214

Nature education participants - 27

Field trip participants - 73

MARKETING & COMMUNICATIONS

Facebook followers - 16,385

Facebook views - 311,785
Instagram followers - 4,784
Instagram views - 27,800
Email subscribers - 6,971
Email open rate - 27%
Website visitors - 10,251

EXECUTIVE DIRECTOR'S REPORT

This July, we'll once again recognize National Parks and Recreation Month, and Mansfield has a full lineup of ways to celebrate our favorite parks and programs.

This year's theme, Build Together, Play Together, could not be more appropriate for Mansfield in 2025, as we're working hard to build so many new ways for families to gather, grow, preserve and PLAY together! The fun begins on Monday, June 23, when staff and Mansfield Park Facilities Development Corporation are invited to attend the official City Council proclamation designating the honor.

Throughout the month, we'll be sharing stories and data showcasing how our department serves the community, how we've grown and developed over the years, and what we're focused on for the future of Mansfield and its residents. We'll also be hosting a number of exciting free programs for all ages and interests; because everyone deserves the chance to play!

The full schedule will be released on Monday, June 23, but will include:

- Outdoor fitness classes
- Craft/nature classes
- Pop-up sprinkler days
- Family game night
- Tractor story time

The biggest events of the month will be Summer Freeze on Friday, July 11, when residents will be invited to a free open skate and play night at StarCenter Mansfield, and the Sunrise Sundae Sprint, an ice cream-themed fun run at James McKnight Park East on Saturday, July 19, one day before National Ice Cream Day!

However you choose to mark the occasion, there's plenty to celebrate in Mansfield!

9. NEW BUSINESS

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| 25-812 | <p>Resolution – A Resolution of the Mansfield Park Facilities Development Corporation of the City of Mansfield, Texas, Awarding a Construction Contract to Vitriturf in an Amount Not to Exceed \$430,031.50 for Installation of Playground Safety Surfacing at Katherine Rose Memorial Park; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date. (MPFDC Fund)</p> <p>Presenters: James Fish</p> <p>Attachments:</p> <ol style="list-style-type: none">1. Resolution2. Proposal |
|--------|---|

A motion was made by Board Member Najera to approve the item. Seconded by Board Member Isbell. The motion PASSED by the following vote:

Aye: 5 Scot Bowman, Shelley Isbell, Malinda Knappenberger, Bob Kowalski, Raul Najera
Nay: 0 None
Abstain: 0 None

25-813 Resolution – A Resolution of the Mansfield Park Facilities Development Corporation of the City of Mansfield, Texas, Awarding a Construction Contract to Whirlix Design Inc. in an Amount Not to Exceed \$81,528 for Installation of Playground Shade Structures at Katherine Rose Memorial Park; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date. (MPFDC Fund)

Presenters: James Fish

Attachments:

1. Resolution
2. Proposal

A motion was made by Board Member Kowalski to approve the item. Seconded by Board Member Knappenberger. The motion PASSED by the following vote:

Aye: 5 Scot Bowman, Shelley Isbell, Malinda Knappenberger, Bob Kowalski, Raul Najera
Nay: 0 None
Abstain: 0 None

25-814 Resolution – A Resolution of the Mansfield Park Facilities Development Corporation of the City of Mansfield, Texas, Awarding a Construction Contract to Shade Structures, Inc. in an Amount Not to Exceed \$360,629.20 for Installation of Shade Structures at Four Neighborhood Parks; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date. (Park Development Fees)

Presenters: Billy Couch

Attachments:

1. Resolution
2. Proposal

A motion was made by Board Member Najera to approve the item. Seconded by Board Member Isbell. The motion PASSED by the following vote:

Aye: 5 Scot Bowman, Shelley Isbell, Malinda Knappenberger, Bob Kowalski, Raul Najera
Nay: 0 None

Abstain: 0 None

25-815 Resolution – A Resolution of the Mansfield Park Facilities Development Corporation of the City of Mansfield, Texas, Awarding a Construction Contract to Tri-Tex Grass in an Amount Not to Exceed \$135,628.45 for Installation of Irrigation and Turf at 320 Smith Street as Part of the Rose Park Re-Development Plan; Finding That the Meeting at Which This Resolution is Passed is Open to the Public as Required by Law; And Declaring an Effective Date. (MPFDC Fund)

Presenters: Toby Fojtik

Attachments:

1. Resolution
2. Proposal

A motion was made by Board Member Kowalski to approve the item. Seconded by Board Member Knappenberger. The motion PASSED by the following vote:

Aye: 5 Scot Bowman, Shelley Isbell, Malinda Knappenberger, Bob Kowalski, Raul Najera

Nay: 0 None

Abstain: 0 None

10. WORK SESSION

FY2025-2026 Budget Update

Matt Young, Executive Director of Community Services, provided the board with an update on the FY25-FY26 budget.

11. BOARD MEMBER COMMENTS AND ANNOUNCEMENTS

- Raul Najera thanked staff for working so hard
- Bob Kowalski commented on the amount of work being done and thanked staff
- Malinda Knappenberger said she loves that the department is working on projects throughout the city and not just in one area

12. INFORMATIONAL ITEMS

Ann Beck, Marketing & Communication Manager, announced the Community Experiences calendar would be revealed at the June 23rd City Council meeting during the Parks and Recreation Month proclamation segment of the meeting.

13. ADJOURN

A motion was made by Board Member Knappenberger to adjourn the meeting at 8:27 PM. Seconded by Board Member Kowalski. The motion PASSED by the following vote:

Aye: 5 Scot Bowman, Shelley Isbell, Malinda Knappenberger, Bob Kowalski, Raul Najera

Nay: 0 None
Abstain: 0 None

_____ Scot Bowman, President

ATTEST:

_____ Sarah Speer, Administrative Assistant II