



**Minutes**  
**Regular Meeting of the**  
**Parks and Recreation Board**  
108 W. Broadway St., Prosper, Texas  
Town of Prosper Municipal Chambers  
Thursday, August 13, 2015, 6:00 p.m.

**1. Call to Order / Roll Call.**

The meeting was called to order at 6:05pm by Mandy Goddard.

Roll call taken by Mandy Goddard. Board members present included: Craig Andres; Drake Dunn; Vice-Chair, Mandy Goddard; Jeffrey Hodges; and Jennifer Severance. Chair, Barbara Cottone; and Keith Yellin were absent.

Staff present: Paul Naughton, Landscape Architect; Julie Shivers, Recreation Coordinator; and Patty Kendzie, Sr. Administrative Assistant.

**2. Consider and act upon approval of the minutes from the July 9, 2015, Parks and Recreation Board meeting.**

Motioned by Hodges to approve, seconded by Andres. Approved 5-0.

**3. Comments by the Public.**

**4. Discuss and act on program refund policies.**

Shivers described the proposed program refund policy which included a flat \$10 refund fee schedule. Dunn stated the proposal is solid, yet recommended changing the flat fee to a percentage to make sure Town costs are covered, especially as registration increases. Andres agreed and said flexibility may lead to a cost at some point. Hodges recommended including a sliding scale where penalties increase as the start date nears. Shivers agreed and responded that the proposed policy would cover costs and did include time sensitive penalties. Severance said it's important to keep the policy simple. Staff time isn't figured into the cost, but she would be comfortable with a 20% percentage. Factor 6% for credit card. Hodges suggested having two policies: one for teams and another for individuals. Dunn requested a revised proposal be submitted to the Park & Recreation Board at the September 3, 2015, meeting.

Motion to table Item 4 by Dunn; second by Severance. Approved 5-0.

**5. Discuss and act on moving the Park and Recreation Board Meeting to September 3, 2015.**

With the October 1, 2015, grant application deadline quickly approaching, Naughton described the importance of having the Parks Master Plan in place prior to submitting the Town's application. Just a few loose ends remain, with the design of Frontier Park North being the final piece. The Master Plan is scheduled to be presented to Council for approval on September 8, 2015. Rescheduling the Parks and Recreation Board meeting to September 3, 2015, would give Board members a final review opportunity before the Master Plan goes to Council. The latest revision of the Master Plan will be emailed soon to Board members.

Motion by Severance to approve, seconded by Andres. Approved 5-0.

**6. Informational items.**

Naughton described a photo of Parks staff working on the medians in the heat and thanked Matt Furr and the entire department for their hard work on this special project, in addition to their normal workload. He spoke about the pond at Frontier, which is leaking again. Staff is working on a plan and have been hand watering, in addition to irrigation. Heavy rains, then drought, along with new construction, have caused the irrigation issues. Goddard asked about the gas line and if the gas company is responsible for restoring things to their original condition. Naughton answered yes, but monitoring and checking is in order. He also provided an update on the Star Trail Development: the preliminary plat has been approved; the zoning map and community parks have met Town requirements; there are no utilities for the Town to deal with; the trees will be cleared; and park improvement fees will not need to be used.

Shivers said the Wild in Prosper Photo Contest has been extended to August 23, 2015. She thanked Kendzie for helping to create and market the program. Rec programs continued to grow throughout the summer: Camp Gladiator has outgrown the Frontier parking lot; Bricks4Kids and Tennis Camps each have increased registrations; and the new Geocaching was well received. She also described Fall 2015 recreation programs, the Christmas in July campaign to solicit vendors and sponsors for the Prosper Christmas Festival, and plans for the Community Picnic.

**7. Possibly direct Town Staff to schedule topic(s) for discussion at a future meeting.**

Dunn suggested updates on all the parks, especially Frontier and Sexton. All agreed.

**8. Adjourn.**

Motioned by Dunn, seconded by Goddard to adjourn. Approved 5-0. Meeting was adjourned at 6:45 pm.

  
Jennifer Severance