



*"A Place Where Everyone Matters"*

## MINUTES

### Regular Meeting of the Parks and Recreation Board

Prosper Town Hall Council Chambers  
250 W. First Street, Prosper, TX  
Thursday, March 12, 2020, 6:00 p.m.

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

The meeting was called to order by John Metcalf, Vice Chair, at 6:00 p.m.

Board members present: John Metcalf, Vice Chair; Gina Kern, Secretary; Matthew Cely; Henry Coleman; Shannon Crawford; and Cameron Reeves.

Rebekah Land, Chair, was absent.

Staff members present: Dudley Raymond, Director of Parks and Recreation; Paul Naughton, Senior Parks Planner; Trevor Helton, Recreation Supervisor; and Patty Kendzie, Marketing Coordinator.

Also in attendance: Robyn Battle, Executive Director of Community Services, Town of Prosper; and Spencer Freeman, Landscape Architect, Parkhill, Smith & Cooper (formerly Schrickel Rollins).

#### **2. Consider and act upon approval of the Minutes from the February 13, 2020, Regular Meeting of the Parks and Recreation Board.**

Motion to approve the Minutes by Crawford. Second by Coleman. Approved 6-0.

#### **3. Comments by the Public.**

There were no comments by the public.

#### **4. Consider and act upon approval of the Hays Park Master Plan.**

Naughton showed the Master Plan for Hays Park. Freeman said the final plan merges the two original plans and incorporates resident input from the Hays Park Public Input Meeting in October 2019, including the deletion of the parking lot.

Kern asked if pet waste disposal units were available throughout town. Raymond said units are not installed in parks due to the difficulty and expense of keeping them stocked. In most cases, HOAs install the units.

Residents in attendance expressed their appreciation for the updated plan.

Motion to approve by Reeves. Second by Kern. Approved 6-0.

#### **5. Discussion with the Board regarding procedure for renting athletic fields.**

Raymond said the Town and the sports leagues work together on field schedules and rentals. Fields are divided based on the needs of the recreational sports leagues, determined by negotiations amongst the different league leaders. The process is fairly smooth and everyone works together. The leagues set up practice, which may be affected by rain, and a few extra time slots may remain for rentals. Rental rates

are set by the Town Council. Upon receiving a rental request, Helton checks residency and for league changes to published schedules. Rentals are not allowed more than two weeks in advance, by policy.

Coleman asked about dynamic pricing, lowering the rental rate after the season. Raymond said the fields need to rest and leagues are discussing additional tournaments. The Board may request the Town Council to look at the rental rate. Raymond said the current process is for staff to speak directly to all persons who request a field rental. Personal interaction is important to understand who is calling and to determine residency. Town software may be adjusted to an online rental system in the future, which Raymond agrees would be optimal. Coleman requested that the rates be revisited and compared to those of other cities.

Crawford asked about tournaments. Raymond said there are now some economic drivers in favor of tournaments, which do generate some fees. There is pride in hosting large tournaments and the topic is being explored internally. Many large tournaments are typically run by the sports leagues.

#### **6. Discussion with the Board about possible dates for a Parks Tour.**

Raymond said it is typical for the Board to spend a couple hours touring park properties each year and asked for Board input on scheduling a 2020 tour. It was determined April is preferred, with May serving as back up. The Board meeting will be conducted after the tour.

#### **7. Informational items.**

Raymond said there is a new organizational structure. He introduced Battle as the Executive Director of Community Services, whom oversees the Parks and Recreation Department.

To prevent the spread of the coronavirus, Spring 2020 recreational classes and all Town events have been suspended through March 27, 2020. Staff has visited with instructors to push back the end date for classes classes for two weeks. Raymond said The 407 Rec Center is cleaned regularly and efforts have been extra diligent throughout this virus season.

The Recreational Scholarship Fund stands at \$4,280, with \$2,100 brought in by the Kids Christmas Shoppe. In 2019, staff worked with Cornerstone to get the scholarship program up and running. Town social media has been used to bring attention to the fund, bilingual flyers have been dropped off at Bethlehem Place, and also personally distributed. In 2019, one resident took advantage of the program. Raymond asked for Board help to inform and find applicants. Metcalf volunteered to lead a committee and noted that the second part of the conversation will be to think about future, potential needs. Crawford also volunteered to serve on the committee. Kern said there has been a change in Cornerstone personnel and she will reach out to the new contact. Crawford suggested the Board could discuss the scholarship fund during the parks tour. Raymond said a general discussion item will be posted during the parks tour and also as an Agenda item for May 2020.

##### **a) Recreation**

Helton said the annual Prosper Fishing Derby held February 28 drew about 500 people to the pond at Frontier Park, making the event the most well-attended in history. Prizes were donated by Title Sponsors PondMedics and Academy Sports and Outdoors Prosper. PondMedics also supplied six volunteers as fish counters.

Helton said the Prosper High School Fishing Team had a schedule conflict this year, yet he will coordinate with the team for 2021 to discuss working together to add an educational aspect to the derby, such as a How-To clinic. The next Fishing Derby is planned for Saturday, February 27, 2021.

Crawford asked how the suspension of programs will impact the budget. Raymond said impact will be determined by the length of the suspension. Crawford requested an update at the next Board meeting.

Helton said satisfaction surveys now are sent at the end of each class. Data will be analyzed after the heaviest programming time, most likely, after the summer. He will provide survey data to the Board at that time. Helton also described the quarterly e-newsletter, "The Landscape." Coleman and Reeves asked to be added to the subscription list. Helton presented the registration numbers from the 2019 Archery classes and said staff will continue to analyze the trends as the population continues to grow.

#### **b) Parks Development Update**

Naughton displayed the park elements suggested for the Sexton property at First Street and Coit Road. Phase One is currently slated for 2021/2022. Staff will present to the Town Council a request to escalate Phase One into the 2020/2021 budget. There is potential at this property for Tennis and Pickleball courts. Raymond and Naughton will bring an update on Pickleball to a future Board meeting. The Sexton property is 70 acres, close to the acreage at Frontier Park. Metcalf asked about private funding for the park, as in the instance of Windmill Playground, which was a community build. Naughton indicated there may be opportunities for sponsorship. Crawford asked if the park will include youth or adult baseball fields. Naughton said the outfield is 250 feet which brings potential for adult leagues. As plans move forward, staff will continue to gather input. Lakewood Preserve, a property close to the size of Pecan Grove Park, also will include lit practice areas. Staff will bring the plans to a future Board meeting.

The Hike and Bike Trail Master Plan online survey garnered 935 resident responses. Next, the Steering Committee will meet. The meeting date will be sent to the Board members who serve on the Committee.

#### **c) Parks Operations Update**

Raymond said parks crews have worked hard to kick off the spring seasons. The number of sports teams using the fields has grown since last year, with more participants than ever. The focus this time of year is on irrigation, fertilizer, and maintenance. Crawford asked about bug control. Raymond said the Town does not conduct mosquito control for nuisance mosquitoes. Staff does monitor the ponds for stagnant water. As far as general insects, parks crews handle wasp and hornet control.

Coleman asked about crosswalk hashes for pedestrians heading to the batting cages. Raymond said it will be looked into. Coleman asked about labeling the fields, as there are only small identifiers on the larger fields, no signs pointing to field locations, and no identifiers outside the fences. Raymond said labeling was on hold until the last fields were built. Coleman asked a grant for enhanced security to minimize car break-ins. Raymond said the number of cameras required for such a large area make them not feasible, not cost effective, in relation to the number of crimes. Crawford asked about signage. Raymond said there are legal consequences if you do not monitor. There can be no fake cameras. Cameras are in place near the concession stands to protect Town assets. Raymond has met with Prosper PD to discuss this issue.

#### **8. Miscellaneous business or items to place on a future Agenda.**

#### **9. Adjourn.**

Motion by Reeves. Second by Kern. Meeting adjourned at 7:29 pm. Approved 6-0.

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Gina Kern, Secretary

