



*"A Place Where Everyone Matters"*

**MINUTES**  
**Regular Meeting of the**  
**Parks and Recreation Board**  
Thursday, August 13, 2020  
6:00 p.m.

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

The meeting was called to order by Rebekah Land at 6:00 p.m.

Board members present: Rebekah Land, Chair; John Metcalf, Vice Chair; Cameron Reeves; and Matt Cely.

Shannon Crawford and Gina Kern, Secretary, were absent.

Staff members present: Robyn Battle, Executive Director of Community Services; Paul Naughton, Senior Parks Planner; Trevor Helton, Recreation Supervisor; Matt Furr, Parks Supervisor; and Patty Kendzie, Marketing Coordinator.

**2. Consider and act upon approval of the Minutes from the June 11, 2020, Regular Meeting of the Parks and Recreation Board.**

Motion to approve the Minutes by Cely. Second by Metcalf. Approved 4-0.

**3. Comments by the Public.**

There were no comments by the public.

**4. Discussion of joint meeting of the Planning and Zoning Board and the Parks and Recreation Board on September 1, 2020.**

Naughton said a developer is looking to develop the property on the southside of Town Lake, which includes a request for a portion of the lake to become private. They have asked for a joint meeting on September 1 between the Planning and Zoning Commission and the Parks and Recreation Board to discuss the request. The Board agreed to a joint meeting and also agreed to hold the September Parks and Recreation Board meeting directly following. The joint meeting with Planning and Zoning will be held in Council Chambers. The Board meeting will be held in the Community Room. Information related to the development will be sent to the Board prior to the joint meeting.

**5. Informational items.**

a) Recreation Services Update

Helton said summer camps and classes began July 13 and finished August 13. All went smoothly. Prosper offered 15 programs that were attended by 232 participants. Athletic camps were held at Frontier Park; STEM classes held at The 407 Rec Center; Magic Camp held at St. Paul's Episcopal Church; and basketball and dodgeball camps held at Rhea's Mill Baptist Church.

Helton said staff members Jonathan Weeks and Barbara Cottone worked hard to clean and sanitize the class and camp areas, before and after children arrived, with specific cleaners for the virus. Programs were held in controlled environments and temperature checks were performed. Parents were kind and understanding.

In transparency, Helton shared with the Board that an instructor tested positive with COVID-19 the week after he led a camp. All parents with children in the class were immediately notified. One parent responded by removing a child from a future class. Fall programming begins the week of September 14.

Metcalf asked if recreation departments were sharing collective/best practices regarding in light of Covid-19. Helton said the National Parks and Recreation Association gave good guidance and also he contacted several surrounding cities to discuss what they are doing.

Men's Softball is currently underway. Players follow strictly the Governor's regulations for health and safety. A staff member attends the games.

Virtual games continue to be hosted for seniors: Texas Forty-Two, Trivia Time! and Bingo. Staff enjoys keeping engaged with the seniors and the opportunity to keep them informed about programs and support.

Helton also spoke about recreational scholarships. Three applications were received and all were approved. One applicant took advantage of the assistance. Staff received an email of appreciation from this parent. Land asked about the turnaround time for approval and response. Helton said approvals were made within 24 to 48 hours and the applicants were contacted, via phone and email, the same day or the next. Scholarships will remain available for fall programs and beyond and he will follow up with the approved applicants from the summer to ask if they are interested in attending a fall program.

Land indicted her Town emails still go to spam. Helton said he will notify the IT Director.

#### b) Parks Development Update

Naughton announced that Board member Henry Coleman has taken a job in Austin and has stepped down from the Board. A new member has been appointed.

Regarding park development, Tanner's Mill, south of Prosper High School, should be complete in August with hike and bike trail, open area for practice and irrigation system. If funds become available, amenities will be added. Work continues around the Gateway Monument on Preston Road. The US 289 Green Ribbon project is installing irrigation on Preston Road and US 380. The Gates of Prosper Phase 2 hike and bike trail is being constructed and it will grow the Prosper trail system.

The Hike and Bike Trail Master Plan continues to refined and is currently under review by the Prosper Economic Development Council. Once feedback is complete, the plan will be sent back to the Steering Committee, and then presented to the Planning and Zoning Commission, Parks and Recreation Board, and Town Council. This project is nearing the home stretch.

Metcalf asked about irrigation around the Gateway Monument sign. Naughton said the landscaping will be installed this fall.

On Tuesday, the Town Council approved the design contract for work on the Downtown Monument sign, which will be located at the corner of Broadway and Preston Road. The sign will not be a duplicate of the the Gateway Monument, yet it will have a similar look.

Cely asked about the cell tower at Frontier Park. Naughton said the new tower will replace an existing light pole.

Land asked about progress on Hays Park. Naughton said Prosper Public Works is getting bids to remove the tanks, then the survey will be conducted. A grant has been applied for and it should be known by October if funding assistance will be awarded for the project.

c. Parks Operations Update

Furr said soccer practice is underway and 22 fields have been painted. Twelve fields will be readied for games on September 2. Due to Covid-19 guidelines, there will be 80 feet between game fields, benches have been removed and coaches boxes have been added to keep everyone distanced on the fields.

Football begins August 29. There will be no benches. Baseball practice begins August 15. Parks crews are working to get all the sports fields up and going. The Town is down four batting cages, one baseball field and one softball field until UIL opens them up.

The new Prosper Police Station about to open. The grounds and landscaping look great. In about two weeks, Parks will take over the maintenance.

United States and Texas flags are now installed on the downtown light poles.

Cely asked about bagworms in Ash trees. Furr said they have been taken care of, yet spraying is ongoing,

Reeves asked what determines which department manages the roadways. Furr said Parks Operations is responsible for mowing and managing contracts. Public Works is responsible for right of way easements and Streets also mows. During Covid-19, sports maintenance hours have been down so Parks Operations has stepped up to help Public Works with mowing.

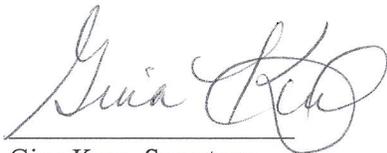
Land commented the medians are looking really nice. Furr said all medians should look as good as those on Prosper Trail. Soil samples are being analyzed to determine what is the issue on others and there may be a remedy. Time will tell when things are replanted late this summer.

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

Land requested an update on the amount of funds in the Scholarship Fund.

**7. Adjourn.**

Motion by Metcalf. Second by Reeves. Meeting adjourned at 6:50pm. Approved 4-0.



Gina Kern, Secretary