



"A Place Where Everyone Matters"

MINUTES
Regular Meeting of the
Parks and Recreation Board
200 S. Main Street
Thursday, April 11, 2019
6:00 p.m.

1. Call to Order / Roll Call.

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

Board members present: Gina Kern, Secretary; Shannon Crawford; John Metcalf; and Cameron Reeves.

Rebekah Land, Vice Chair, entered the meeting at 6:02 pm.

Staff members present: Dudley Raymond, Director of Parks and Recreation; Paul Naughton, Landscape Architect; Trevor Helton, Recreation Services Coordinator; and Patty Kendzie, Senior Administrative Assistant; and Parviz Shakeri, Park Planner.

2. Consider and act upon approval of the Minutes from the March 7, 2019, Special Meeting of the Parks and Recreation Board.

Motion to approve the Minutes by Metcalf. Second by Crawford. Approved 5-0.

3. Comments by the Public.

There were no comments by the public.

4. Update on Prosper DownTown Live!

Raymond said downtown construction is nearing completion and event planning is in full swing for Prosper DownTown Live! on May 24. He presented the event map and described the layout and fenced areas. Promoter Line, an event planner, has been hired to assist. Attendance will be limited within the event footprint and Prosper Police and Fire will determine if/when capacity is reached. Parking downtown will be limited. Free shuttles will run from Reynolds Middle School and Prosper High School. Metcalf asked about the budget. Raymond said the event is free, with no revenue generation for the Town. Monies have been allocated. The event's purpose is to bring attention to downtown Prosper and thank downtown merchants for enduring the construction. Businesses within the boundaries of McKinley, Coleman and Broadway Streets have been offered free booth and banner spaces. Throughout the event, the emcee will announce and thank each merchant. Raymond is in regular communication with downtown business owners; most are appreciative and happy that the Town is producing such a large celebration to thank them. Watch for event marketing next week. Several volunteer slots remain open.

Raymond said a Prosper DownTown Live! Host Tent, with complimentary food and soft drinks, will be available to Town Council, Board members, special guests and downtown merchants with wristband access. Robyn Battle is responsible for organizing the tent. Raymond said the teamwork exhibited by Prosper staff is appreciated and well above that he has seen in other cities. Many departments have jumped in to help the Parks and Recreation Department, especially Police and Fire. Kern asked about street closures. Raymond described the plan. Event set up begins May 22, with the site being secured 24/7 from then on. Road closures begin at 6:00 am on May 24. On May 23 and May 24, the Town Hall parking lot will be closed and staff will be assigned remote parking.

Land suggested designating a place for Uber pick up and drop off at the event.

5. Review the final draft of the Financial Assistance application.

Helton said Cornerstone NCT will determine eligibility for financial assistance. Raymond said staff is in lock step with Cornerstone. Cornerstone's goal is to help those who need it and teach skills; their philosophy is that financial assistance should be temporary and their job is to move folks out of the system. Decisions are based on financial need.

Helton said the scholarship fund is comprised of \$1,500 from the 2018 IT'S TIME TEXAS award and online donations, \$5 each, given at the time of program registration at prosperparksandrec.org. Raymond said a sponsor is expected to fund a children's Christmas gift shop at the 2019 Prosper Christmas Festival where inexpensive gifts may be purchased. Money raised from the shop will go into the scholarship fund. The amount to be raised is unknown at this time and there may be a need to look for additional dollars.

Land volunteered to help locate sponsors, if needed. She asked staff to advise the Board if the scholarship fund gets low. Helton said costs are covered for now, yet he will continue to monitor and report on the balance. After the Financial Assistance application is approved by Cornerstone, it will be posted for download at prosper.tx.gov and announced on social media.

Metcalf said this is a great opportunity to learn the community's needs. He asked if there is an interest in active fundraising and if the Board can help in this area. Raymond said fundraising is a topic which needs to be in the forefront, as the tax cap may have an impact. A Sponsorship Policy is in place with guidelines and policy to ensure whatever publicity is received is equitable to the donation. Raymond will forward the policy to the Board when the topic is to be addressed.

6. Informational items.

a) Recreation Update

Helton said a flier will be inserted into resident utility bills in April to market summer camps and classes. Registration is now open. Early marketing gives exposure and creates the opportunity to increase class numbers.

Helton said the Financial Assistance program is expected to be in place for summer programs. The Board suggested holding spots for scholarship candidates, offering a limited registration period, and including a registration deadline for those seeking financial assistance.

Helton said a new weekly after-school class, B4K Mondays, has begun in the Community Room. This is exciting, as it's the first time a recreation class has been offered at Town Hall. "Little Yogis," a yoga class for young children, will be conducted in the Community Room this summer.

Helton thanked the Board volunteers who helped with the Prosper Community Clean Up on March 30. Reeves and Crawford offered suggestions for improvement, including informational fliers and spreading the effort around town. Helton said he would relay the Board comments during the 2020 Clean Up meeting. Metcalf complimented the Parks staff who worked that day.

b) Park Development Update

Naughton introduced Parviz Shakeri, who began work this week as Park Planner.

Naughton informed the Board that, counter to previously reported, Prosper was awarded the half million dollar grant for the trail project at Whitley Place.

Building modifications to 409 E. First Street have begun. Parks Operations crews have removed the carpet and painted. The contractor soon will begin wall demolition. The process of remodeling 407 E. First Street for recreational programming space will begin after that.

c) Park Operations Update

Raymond said the Food Truck Policy and DORBA have been placed on the back burner until the planning for Prosper DownTown Live! is complete. Park Operations will have a busy May, with Prosper DownTown Live, the building remodel, and the end of the youth sports seasons.

7. Discussion regarding any miscellaneous business or items to be placed on future Agendas.

Reeves requested an update on the schedule for Frontier Parkway and stadium construction.

Crawford requested that a trash pick up day by the Board be included on a future Agenda.

Reeves requested a Parks Tour be placed on a future Agenda.

Land requested an update on the number of children receiving financial assistance for recreational programs be presented to the Board at a future meeting.

8. Adjourn.

Motion by Metcalf. Second by Kern. Meeting adjourned at 7:05 pm. Approved 5-0.



Gina Kern, Secretary