



*Prosper is a Place Where Everyone Matters.*

## MINUTES

### Regular Meeting of the Parks and Recreation Board

108 W. Broadway St., Prosper, Texas  
Town of Prosper Municipal Chambers  
Thursday, October 12, 2017, 6:00 pm

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

The meeting was called to order at 6:00 pm by Dudley Raymond.

Board members present: Gina Kern; Rebekah Land; Rick McGrath; John Metcalf; and Stephen Thomas.

Staff members present: Dudley Raymond, Director of Parks and Recreation; Paul Naughton, Landscape Architect; Julie Shivers, Recreation Services Coordinator; and Patty Kendzie, Senior Administrative Assistant.

#### 2. Consider and act upon the appointments of the Parks and Recreation Board Chair, Vice Chair, and Secretary.

No action was taken. Board members agreed to wait until all Board members are present.

#### 3. Consider and act upon approval of the Minutes from the September 14, 2017, Parks and Recreation Board meeting.

Motion to approve by Land, second by Thomas. Approved 5-0.

#### 4. Comments by the Public.

There were no comments by the public.

#### 5. Consider and act upon general layout of Trails, Parks and the items included within the park in the Star Trail development.

Naughton described park fees and requirements, including park dedication and park improvement fees. He said trails are a good example of how funds are used. As developers come in, efforts will be made to ensure trails connect internally and externally.

Raymond invited the newly appointed members to come in to the office, talk with staff and learn about the projects underway in the Parks and Recreation Department. Naughton said the Master Plan is a guide that helps staff identify community needs and it is posted on the Town website, along with the survey and subdivision ordinance.

Naughton showed the conceptual plan for allocation of the land for the three neighborhood parks in Star Trail. He said plans and fees may be finalized in time for the November Parks and Recreation Board meeting, in which case the parks facility agreement will be brought to the Board for approval. The agreement will be signed by the Town Manager and indicates approval of fees and elements of the park, allocating the funds for the park improvements. This agreement most likely will show the developer's intent to maintain the parks in perpetuity, so there is no burden for the town.

Raymond said the park facility agreement will list the items typically contained in public parks. The allocation of funds is based on a prototype of neighborhood parks that have been seen to work over the years. He said these agreements are made in order to leverage the developer's buying power which benefits the Town. After approval of the agreement, the developer will know how fees have been allocated for specific items, and then the developer will bring in construction drawings.

Naughton said Gates of Prosper has removed several trees and a tree mitigation policy is in place that will transfer the replacement requirements and additional trees will be planted elsewhere on the parks to meet the requirement.

Kern asked about accessibility in community parks. Naughton said as parks are designed they go through a TDLR inspection, ensuring all are ADA compliant. Recently, staff conducted research on playground areas and is looking to provide 25% of public parks with higher capacity play features and onsite parking to meet the needs of those with disabilities. Naughton said Town parks are accessible to all, including those with disabilities.

Raymond said no action is necessary on this item tonight.

**6. Informational items.**

**a. Recreation Update**

Shivers described recreational activities, event planning and field rentals. She said the Mayors Luncheon was held yesterday for residents ages 50 and over, with 70 people in attendance. She said the Active Adult programs and the Community Picnic are Town funded activities; the Christmas Festival and the Fishing Derby are sponsored events.

She said the number of participants in Town summer recreational activities grew in 2017, resulting in increased revenue. Spring 2018 programming is now underway. Currently, the classroom is the pavilion at Frontier Park, yet she expects some programming will be conducted at the new Town Hall.

The next big event is the Prosper Christmas Festival on December 2, moving to Frontier Park for 2017 due to planned construction in downtown Prosper. She said the IT'S TIME TEXAS Community Challenge will begin in January 2018 and she asked for Board support in helping Prosper to win for the third consecutive year. Volunteer opportunities are available to the Board for all events.

Metcalf asked about long-term planning and the budget process. Shivers said the budget process begins mid-March to April, with the fiscal year ending September 30. Population numbers are provided by the Planning Department and the budget is planned in accordance.

Raymond said Shivers is working on a chart to determine recreational needs, including what's being offered elsewhere and what the Town will need to offer to be competitive.

Kern asked about the possibility of hosting a 5K run. Raymond said runs usually aren't revenue generators for a town. Current resources are such that the department, most likely, will not host a run any time soon.

**b. Park Development Update**

Naughton said some synthetic turf has been installed at Frontier Park. The pedestrian bridge has been installed. The concession stand is going up and framing is happening now; masonry work is complete.

Thomas asked who keeps an eye out for grants. Naughton said staff is aware of many grant opportunities and also the Town has hired a Grant Coordinator. Recently, the Parks and Recreation Department applied for a grant to connect Whitley Place Park to Cockrell Elementary School and add a few amenities to finish out the park. The grant recipient will be announced in March 2018.

The hike and bike trail has been poured at the Gates of Prosper, along Lovers Lane. The trail will be more than 40 miles long when completed and, as growth continues, some connections may need to be built. Metcalf suggested signage is important for cohesion. Naughton agreed and said signage is addressed in the Master Plan.

**c. Park Operations Update**

Raymond gave the update in Matt Furr's absence. It is the middle of the sport seasons and leagues are running strong. Crews are taking care of the fields and also getting ready for winter. McGrath asked about drainage issues on the south side of the soccer field. Raymond said the issues are set to be addressed in Spring 2018.

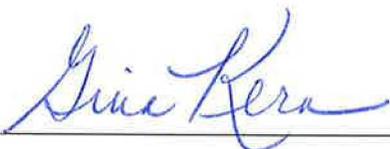
**7. Discussion regarding any miscellaneous business or items to be placed on future Agendas.**

There was no discussion.

Newly appointed Board members were introduced.

**8. Adjourn**

Motion to adjourn by McGrath, second by Kern. Meeting adjourned at 6:49pm. Approved 5-0.

  
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