



**MINUTES**  
**Regular Meeting of the**  
**Parks and Recreation Board**  
200 S. Main Street, Prosper, Texas  
Prosper Town Hall  
Council Chambers  
Thursday, January 10, 2019  
6:00 p.m.

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

The meeting was called to order By Rick McGrath, Chair, at 6:00 p.m.

Board members present: Rick McGrath, Chair; Rebekah Land, Vice Chair; Gina Kern, Secretary; Shannon Crawford; John Metcalf; Cameron Reeves; and Stephen Thomas.

Staff members present: Dudley Raymond, Director of Parks and Recreation; Matt Furr, Parks Superintendent; Trevor Helton, Recreation Services Coordinator; and Patty Kendzie, Senior Administrative Assistant.

**2. Consider and act upon approval of the Minutes from the November 8, 2018, Regular Meeting of the Parks and Recreation Board.**

Motion to approve the Minutes as amended by Thomas. Second by Crawford. Approved 7-0.

The Minutes will be amended to correct the name of the school choir at the Town Tree Lighting from Reynolds to Rogers Middle School.

**3. Comments by the Public.**

There were no comments by the public.

**4. Discuss draft of Food Truck Policy.**

Raymond said the January 2019 draft of the Food Truck Policy amends the Town's current policy and will involve review and approval by several entities, including the Town Council, Health/Code Compliance, and the Parks and Recreation Board. The actual requirements for food trucks are overseen by the Health/Code Compliance division. This draft adds requirements which protect the park, as well as items non-typical to food vendors, including requiring background checks and restrictions on messaging on trucks (no tobacco, firearms, etc.). These elements were added to facilitate a family oriented structure.

The draft outlines the procedure for vendors, which will be through a Privilege License program. Unless determined otherwise by the Parks and Recreation Board, it's anticipated the Youth Sport Leagues will determine revenue splits, as there must be "give back" for scholarships and to replace lost concession revenue. Currently, there are three concession stands in operation, each built at significant expense.

Raymond said items for consideration are how and who will deal with unauthorized vehicles and behavior, with ultimate enforcement coming from the Prosper PD. Thomas said the Parks and Recreation Board should retain oversight and governance of the Food Truck Policy.

McGrath asked about ownership of the background check and risk. Raymond said most likely the leagues will be responsible, as they are already background check coaches. Typically, the Parks and Recreation Department does not get involved in league business, yet would request copies of the background checks.

Questions for the Board are: how much should the Parks and Recreation Department be facilitating? Are we simply providing a park location? Or will we work on the leagues behalf? McGrath cautioned the Board not to accelerate oversight to the level of arbitrator and suggested the leagues should own the policy and also police it. Crawford asked about penalties. Raymond said, optimally, the Parks and Recreation Department will not be involved with issuing or collecting fines. The policy should be fairly straightforward: no trucks will be allowed without a special permit. If they have no permit, they will receive a citation. If needed, licenses can be revoked. Reeves said it is a privilege for food trucks to be allowed and if they don't comply, the leagues can inform the Parks and Recreation Department about taking action. The Board agreed that profit splits should be policed by the leagues, as well.

Raymond said the next step is to solicit feedback from the Town Council, Health/Code, Fire and PD, and then draft #2 will be presented to the Parks and Recreation Board.

Raymond showed the aerial of Frontier Park said asked for input on where trucks will be allowed (on concrete or in parking spots) and the number of trucks to be allowed. Thomas asked if ADA is a guideline or mandate. Raymond said there must be an accessible route for everyone and showed ramps and potential parking places on the map. The Board determined that, as a start, one truck will be allowed per youth sport area, then interest will be gauged, and additional trucks can be added, if warranted.

The Board also discussed the sizes of trucks, foul balls, foot traffic, safety and the potential of adding concrete pads in the future.

Thomas said the leagues should be asked to clearly spell out their requirements and parking maps should be included for vendors in the revised policy. Raymond recommended signage be posted onsite to indicate designated parking areas for food trucks, as well.

Raymond said the size of the food truck should not be an issue because Frontier Park is set up to accommodate large emergency vehicles. Most important issues to consider are: who will be allowed in the park and how the park grounds will be treated. For example, one concern is oil spots on the concrete. Thomas said it's best to err on the side of caution regarding these type things. McGrath noted there is a removable pad available which can be laid down to protect the concrete, and then rolled up.

Metcalf said the draft policy is a good start, yet legal will want to write in insurance requirements.

McGrath said next step is to further review the draft policy and provide feedback to Raymond. In turn, Raymond will meet with Fire, Legal and Health/Code Compliance for input and to determine if the draft will become policy or ordinance.

**5. Informational items.**

a) Recreation Update

Helton said Tennis and Soccer Sparks, popular Winter 2019 recreational programs, are now registering. Archery will come on board in the Spring when the weather is warmer. Due to its popularity, Spring Tennis will be expanded one day, with play being on the Rogers Middle School courts.

Reeves commented that he has heard great things about the Tennis program.

Helton is exploring options for expanding recreational programming and is in talks with various instructors about new programs and Summer 2019. It's fortunate that area churches graciously allow us to use their facilities.

The 10<sup>th</sup> Annual Prosper Fishing Derby is scheduled for February 23, from 9:00 am – 11:00 am, at the pond at Frontier Park. The event is free of charge and no registration is required. Sponsors are currently being solicited. The pond will be stocked with trout in advance by the Texas Parks and Wildlife Department. At the end of the event, prizes will be awarded in age categories for children 14 and under. Helton encouraged the Board to contact him if interested in volunteering. Those who have already completed the background check paperwork need not submit it again.

Land asked if the Recreation Scholarship Account remains active. Helton said yes and revenue totals will be brought to the February Parks and Recreation meeting.

Metcalf asked to see a longer term plan for recreation -- plans for the future. He asked the topic be placed on a future Agenda with the goal of seeing where recreation is going in the community. Helton said planning is underway, with the critical first steps being: to determine the demographics of who we will serve, to decide what space is available for programming and to conduct a needs assessment. Data is being kept on all calls and emails indicating interest in various programs.

Raymond said staff will bring a roadmap/strategic plan to a future Board meeting. He expects progress to be made by Spring 2019 on programming in the Community Room at Town Hall and also converting the First Street office space for future activities.

Raymond said there is a need to provide recreational programming for the senior population. The Master Plan contains data about community interests and benchmarking through the national organizations can help determine best fits.

b) Park Development Update

Raymond gave the update. Additional trail has been constructed at Prairie Parkway and Legacy Drive. He and Naughton are in the early stage of working on methodologies to present to Town Council, which include when to build sports fields, rec center and senior center. Discussions center on devising an approach on planning for the future, because if you plan, you usually get there. Long-range planning is going on and will be presented to the Town Council, and then shared with the Parks and Recreation Board.

Raymond said that, unfortunately, there has been little interest in the Parks Planner position, which has been vacant since October. There have been only two qualified candidates out of 700 applications and one applicant withdrew. Contractors have been hired to help in the interim.

a) Park Operations Update

Furr said the last two pieces of equipment on order have been received. With the weather wet and chilly, the crew is ready for Spring. Lacrosse practice has begun and Soccer will start early this year. After a report of no problems with the registration fee increase, Soccer has reported a loss of about 500 participants from Light Farms. Baseball registrations remain high, with no issues. Furr noted that Frisco's registration fees are higher than those in Prosper. Youth sports registration is currently underway. The Board expressed interest in seeing final registration numbers.

Furr said recent rains actually have helped crews to see holes that needed to be filled. Current work focuses on chipping Christmas trees and related clean up and also picking up debris and trash at lakes and ponds. The dock at Town Lake is broken again and has been blocked off for safety. In contrast, the Greenspoint dock has concrete and rollers; the Town Lake dock does not. Talks are ongoing with engineers as to the best way to address the problems with the Town Lake dock, which also has no wind block. Also, crews have been working with Public Works to continue to take care of the sink hole problem at the pavilion caused from drainage and construction.

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

McGrath said the DORBA engineer (who also works with Frisco and McKinney) would like to meet with staff and look at opportunity sites and identify parks which may be candidates for hiking, biking and mountain bike trails. Raymond said DORBA typically handles most of the site management. McGrath said he is passionate about building trails so kids can ride bikes safely.

Crawford asked if the Town has designated wildflower areas or programs or a community garden. Board members suggested a good contact would be Patty Felan of the Master Gardeners. The Town currently does not have programs in those areas. Crawford said she would be interested in helping in those areas.

**7. Adjourn.**

Motion by Thomas. Second by Kern. Meeting adjourned at 7:10 pm. Approved 7-0.



Gina Kern, Secretary