



MINUTES
Regular Meeting of the
Parks and Recreation Board
200 S. Main Street, Prosper, Texas
Prosper Town Hall
Council Chambers
Thursday, December 13, 2018
6:00 p.m.

1. Call to Order / Roll Call.

The meeting was called to order by Rick McGrath, Chair, 6:00 pm.

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

Shannon Crawford entered the meeting at 6:09 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.

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 Land. Approved 6-0.

The November 9, 2018, Minutes will be amended to reflect Metcalf's absence.

3. Comments by the Public.

4. Recap of the 2018 Prosper Christmas Festival and Town Tree Lighting.

Raymond described the successful aspects of the 2018 Christmas Festival at Frontier Park and also identified areas targeted for improvement, including the stage, lighting and allocation of staff. Helton estimated attendance near 4,000, determined by parking spaces utilized and the bus counts. The event was a team effort involving staff from many Town departments. He showed the Facebook videos produced for the festival, including one featuring Land and McGrath. Videos and posts on the Parks and Recreation Department Facebook page focused on the festival throughout November and included thank you posts for Title and Star Sponsors. Helton thanked Land, Kern, McGrath and Metcalf for volunteering.

Helton said the official Town Tree Lighting was conducted on December 3 at Town Hall. The event featured carols sung by the Rogers Middle School choir, a reading by Leslie Scott, and the traditional countdown and tree lighting by Mayor Smith. This event was another example of teamwork from many Town departments. Attendance was larger than expected at about 350.

The 2019 Prosper Christmas Festival location will be Town Hall. Expect space to be tighter and road closures. Broadway Street will be closed for the parade only. Raymond said parking will be an issue, especially as the event grows, and use of the shuttle will be strongly encouraged. He said the Prosper Christmas Festival is unique in that it is a true community event, from planning to hands-on the day of the event. Everyone works together; the system works very well.

Metcalf commented that communication during the event could be improved for future events. Helton said using a system which allocates staff in zones will improve staff availability and communications for future events.

Land said it's disappointing that many people leave the festival before the fireworks begin. Raymond said communications in this area will be expanded to include signage at the event and adding a fireworks note to the event banners. Land said an idea is to adjust the time of the event back an hour, to 3-7pm, and schedule the larger stage performances after the fireworks.

5. Informational items.

a) Recreation Update

Helton said Soccer Sparks and Tennis are finishing their seasons. Staff is working with instructors to plan Spring and Summer 2019 programs. A Recreation Coordinator is scheduled to be hired to help with additional programming.

a) Park Development Update

Naughton said the trail connection from Glenbrooke Drive to Fishtrap Road has been built. The West Prosper Road Project will be a road bridge spanning Doe Creek and a 10 foot trail connecting to Windsong Ranch. Crawford said there is an issue on the Glenbrooke side, as developers didn't clean up well. Naughton said this has been addressed. The developer has been notified that homes cannot be built until the area is cleaned up.

Naughton said staff will be updating the Town Council regarding Park Development Fees. For five years, Town policy has stated that developers will maintain the parks until 70% of the lots are built. After that, the maintenance responsibility shifts to the Town. Some older parks, such as Whitley Place and LaCima, have different stipulations; in other neighborhoods, public areas are maintained by the HOAs. Town Council requested a review of the older agreements in an effort to align them more closely with current policy. Staff will be meeting with three HOA communities to discuss potential changes (those highlighted in salmon at the bottom of the attached Park Facilities Agreement Summary).

Thomas asked what was the catalyst for the review. Raymond responded that some HOAs have asked why they maintain their public park when others do not. This does not involve private HOA lots. The discussion is about agreements negotiated between a developer and the Town where the developer is now gone. The Town is looking to instill some level of equality and make it as fair as possible.

Naughton described his recent presentation to 3rd grade students in the Prosper ISD Gifted and Talented program to teach about planning and Town development.

b) Park Operations Update

Raymond said all sports are over for the year and the fields are closed. Rye was applied later this year due to rain and hopefully the results will be good for spring. There will be a PYSC meeting on Sunday December 16, 4:30–6:30pm, at the First Street offices. PYSC is an umbrella organization made up of members from each of the youth sport associations, staff and a member from the Prosper ISD. Usual meeting topics include field allocation and determining the start and end of the youth sports seasons. Kern, Metcalf and Thomas expressed interest in attending.

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

Crawford reported a floating dock at Town Lake appears dangerous. Raymond said staff will investigate.

McGrath said a draft of the Food Truck Policy will be ready to review at the next meeting and asked the topic to be placed on the January 2019 Agenda.

McGrath requested DORBA remain under miscellaneous business on the Agenda.

Board absences were addressed.

Adjourn.

Motion by Thomas, second by Kern. Meeting adjourned at 7:18 pm. Approved 6-0.



Gina Kern, Secretary