



*"A Place Where Everyone Matters"*

**MINUTES**  
**Regular Meeting of the**  
**Parks and Recreation Board**  
108 W. Broadway Street, Prosper, Texas  
Prosper Town Hall, Engineering Conference Room  
Thursday, August 9, 2018, 6:00 p.m.

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

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

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

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

**2. Consider and act upon approval of the Minutes from the June 14, 2018, Special Meeting and the Minutes from the July 12, 2018, Regular Meeting of the Parks and Recreation Board.**

Motion to approve the Minutes from the June 14, 2018, Special Meeting and the Minutes from the July 12, 2018, Regular Meeting by Land, second by Kern. Approved 7-0.

**3. Comments by the Public.**

There were no comments by the public.

**4. Consider and act upon a recommendation to Town Council regarding Field User Fees.**

Raymond said the proposed fee schedules were taken to the PYSC meeting on July 25, 2018, as an update and the PYSC provided a recommendation in an effort to have the fee adjustment determined prior to their recommendations prior to Spring 2018 registration. In response to a question from Thomas regarding how fees are devised, Raymond said although the budget does not specify the breakdown of individual spending items, about half goes to field maintenance. A fee increase would not count as revenue back to the Parks and Recreation Department budget. Revenue would be placed into the General Fund, the fund that currently funds field maintenance.

Thomas said he created an algorithm to help quantify the new rates by analyzing the data. The algorithm suggests the current \$50 fee is not too high. Smith asked what other cities charge for youth sports registration. Raymond said the leagues each set their fees and pay their expenses. Raymond said there are variables for each group. The cost to maintain the sports fields could be tracked in more detail in the future if needed, said Raymond.

Thomas questioned the special tier for Prosper ISD (PISD) students. Metcalf said placing children who attend school together makes it easier to form teams. Thomas suggested, at the end of the day, fees should be resident and non-resident and not involve PISD because those who do not pay Prosper taxes don't contribute. He said historical convention shows it will be reasonable to look at reducing fees to two tiers (resident and non-resident) in the future. Metcalf agreed. Land said she is ready to look at two tiers now, as fees have not been raised for ten years. The Board discussed, in depth, the two- and three-tier fee structures and agreed fees should cover true costs, including man hours. The Board agreed that the true cost of the fee should be passed on to those who live outside of the Town boundary. No matter what is decided, the understanding is there will be no change before Spring 2019 registration.

Thomas and Land indicated they are proponents of a two-tier fee schedule; Smith indicated he is a proponent of the three-tier structure. Thomas said a two-tier proposal could be an objective for 2021. Raymond said Thomas' 2021 proposal could be something to work toward in the future, if desired. Metcalf said a three-tier structure will provide more data.

Motion to approve the \$10-\$30-\$50 three-tier fee schedule by Land, second by Kern. Approved 7-0.

This fee schedule will be placed on a future Town Council Agenda.

**5. Consider and act upon the naming of Star Trail Neighborhood Park #1.**

Land said the ad hoc committee visited the neighborhood and learned that streets are named after Ivy League colleges. The resulting name suggestions from the committee are Ivy League Park at Star Trail and Star Trace Park. Raymond said the developer indicated a desire to be a part of the naming process. They have asked the Board to wait to vote on an official name.

Metcalf noted the good work by the committee. The Board agreed they felt positively about the names presented.

Motion by Thomas to table the discussion for 30 days, with a request that the Naming of Star Trail Neighborhood Park #1 be placed on the September 2018 Parks and Recreation Board Agenda, second by Smith. Approved 7-0.

**6. Discuss and act upon Board attendance and explanation of absences.**

The Board excused Metcalf for absences in June 2018 and July 2018. The Board excused Reeves for absences in April 2018 and July 2018. The Attendance Record incorrectly indicated Reeves as absent from the June 2018 meeting and will be corrected. The Board excused Smith for absences in February 2018 and June 2018. The Board excused Land for absences in August 2017 and September 2017.

## **7. Discussion regarding Food Truck Policy.**

Raymond said there is a history between food trucks and the youth sports leagues. He said the question for the Board is to determine whether or not a policy is needed; should trucks be allowed on a first-come, first-served basis or should guidelines be created? Raymond told the Board he had asked each league (PASO, PYSA and PBSA) for their thoughts about food trucks. There was no strong opinion from two leagues, neither cared whether or not food trucks were there; yet, PBSA indicated that concession stand revenue is used for scholarships. PASO indicated they have a good relationship with Kona Ice, yet have had experiences in the past with others that were not positive. All leagues indicated a preference for the Town to set up the umbrella, and then for each league to determine which trucks will be allowed, and to manage the finances and details. They ask the Town to be responsible for the policy, as the fields are Town property. Land said trucks should contribute back to the Town. Kern said Kona Ice is a good example and should set the standard. The Board agreed that, regardless of the vendor, gum and sunflower seeds will not be sold.

Land suggested that the details should be left up to the leagues. Reeves agreed, yet added the Town should retain the right to expel trucks from the park. McGrath said it's important to set a policy that is approved by Furr, to make sure the parks perspective is addressed. Land said the amount of parking is also something to watch.

Reeves suggested the leagues could bring the matter to the Board, if action needs to be taken. Raymond suggested staff could put together an outline, if that would be helpful. McGrath suggested the formation of a sub-committee and asked staff to bring a draft outline to the Parks and Recreation Board by October 2018.

## **8. Update on Champion Tree Program**

Raymond announced that Prosper's 2018 Arbor Day celebration will be Saturday, November 3. Last year, Boy Scouts came out to the park and planted a tree. This year's program will be similar.

Raymond also described the 2018 Champion Tree Program, designed to help build interest in urban forestry in Prosper. The program is a contest for residents to find the largest tree of a certain species in Prosper. The tree selected for the 2018 program is the Bur Oak. The Prosper Garden Club will help to promote the program. A suggested schedule for the program has been formulated.

## **8. Informational items.**

### **a) Recreation Update**

Raymond gave the Recreation Update. Numerous summer camps and classes continue, with many programs being at capacity. The plan is to expand recreational options and begin offering day-time classes in the Town Hall Community Room this year, as well.

Raymond announced that Trevor Helton has been hired as Recreation Services Coordinator. His first day of work with the Town is scheduled for August 20, 2018.

Raymond said that, up to this point, many recreational camps and classes had to be held outside. The Community Room offers the opportunity to offer indoor options, programs in addition to sports. This year will be an exciting one for the department!

**a) Park Development Update**

Raymond displayed the ad from National Park and Recreation Magazine, which highlighted the new Frontier Park facility. He also discussed current trail projects under development.

**b) Park Operations Update**

Furr solicited input from the Board as to what topics they would like to hear about from a parks standpoint. He welcomed the Board to let him know of any future topics of interest to them. McGrath said the Parks crew does a wonderful job. Smith asked about staffing and turnover. Furr said there are currently 17 staff members in Parks Operations, with very little turnover, as this group of people loves the work they do. Furr also described challenges of the intense heat and the resulting Frontier Park irrigation issues. He presented the Fall 2018 athletic schedules.

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

There was no discussion. Land asked staff to inform the Board as to when the Field User Fees proposal was scheduled for the Town Council.

**c) Adjourn.**

Motion by Metcalf. Second by Land. Meeting adjourned at 7:07 pm. Approved 7-0.

A handwritten signature in blue ink that reads "Gina Kern". The signature is written in a cursive style and is positioned above a horizontal line.

Gina Kern, Secretary