



MINUTES
Parks and Recreation Board Meeting
Prosper Town Hall, Council Chambers
250 W. First Street, Prosper, Texas
Thursday, April 11, 2024
6:00 PM

1. Call to Order / Roll Call.

The meeting was called to order at 6:00 p.m.

Board Members Present:

John Metcalf, Chair
Daniel Knox, Vice Chair
Megan Brandon, Secretary
Valerie Little
Kari Castro

Board Members Not Present:

Robert Benson
Kimberly Shamsy

Staff Members Present:

Dan Baker, Director of Parks and Recreation
Kurt Beilharz, Assistant Director of Parks and Recreation
Matt Furr, Parks Superintendent
Trevor Helton, Recreation Manager
Cecilee Fannon, Recreation Coordinator

2. Consider and act upon the minutes from the February 8, 2024 Parks & Recreation Board meeting.

Motion to approve by Little, seconded by Castro. Motion approved 5-0.

3. Comments from the public.

There were no comments from the public.

4. Consider and act upon the naming of the downtown park located at the corner of Broadway and North Parvin Street.

The suggestions for park names were "Broadway Park", "Downtown Lake Park", or "Parvin Park".

Motion by Knox to approve the name "Parvin Park", seconded by Brandon. Motion approved 5-0.

5. Receive staff updates: Recreation, Park Development, Parks Operations, and Director.

Recreation:

The P-Town Throwdown Pickleball Tournament was held on March 23, 2024. There were 34 registered teams for 4 separate divisions and over 100 event attendees.

Recreation Staff hosted a solar eclipse viewing party, named 'This Totality Rocks', to encourage community members to celebrate the landmark event. Refreshments and eclipse glasses were provided to the 100+ event attendees. A big thank you to the weather for clear skies, which made for a perfect viewing experience!

The next upcoming special event is Paws on Broadway, which is scheduled to take place on April 27, 2024 from 9:00 a.m. to 12:00 p.m. We anticipate many exciting dog activities as well as lots of local vendors. Please stop by the event with your furry friend if you can!

Christmas Display Services for 2024 went out to bid and the contract was awarded to the Christmas Lights Company. Display services include the exterior of Town Hall, a 30 foot Christmas Tree, and decorated trees and light poles along Main Street and Broadway. The trees along Main Street and Broadway will be displayed annually. The contract is being presented to Town Council at the April 16, 2024 meeting.

Park Development:

Gates of Prosper Park Development –

Plans are under final Town Engineering Staff review. Construction should start within the next several months. This first phase will have a loop trail and benches, For now, no pavilion or other more developed amenities, but these should come later. This is the first phase of what may be a larger park space.

Windsong Community Park Master Plan –

The Tellus Group, Windsong Ranch Developer, has offered to pay for the master plan of the 51.4 acre property. Planned elements will include a full-sized cricket field, a parking lot, pavilion, restroom facilities, an inclusive playground, pickleball and tennis courts, and a loop trail. The planning project should be completed before the end of the year.

Doe Branch Property Trail Connections –

Trail Connections are needed along Fishtrap Road and between neighborhoods at the south end of the property. These two projects had been funded separately, but it makes sense to combine them into one project for design and construction cost savings and reduced staff time.

Staff will take this to the CIP Subcommittee for approval on April 16, 2024. If approved, staff would like to work with the firm Parkhill as our consultant.

Erosion Control Projects –

CIP funding (\$473,000) was approved for erosion control improvements to the pond edge at Frontier Park. A more serious erosion problem exists at the Doe Branch Property at the creek.

Staff recommends splitting the funding and addressing the worst part at Frontier Park pond and fixing the problem at Doe Branch Creek. Future funds can be identified to complete the pond edge.

Staff will be presenting this to the CIP Subcommittee on February 12, 2024, seeking approval to split the funds.

Downtown Park Phase I Development –

Funding has been identified and approved for Phase I design. Due to resident input from the

survey, staff recommends the park have fewer programmed elements and provides a more passive recreation experience.

There will be no pickleball courts or fishing piers. Recommended elements are a loop trail, several benches, picnic tables, and a small playground. The reduced scope will lower the original estimated cost for the park development. The current construction budget is \$750,000.

The design phase is scheduled to begin in 2024.

Lakewood Park Development –

The parking lot is fully complete. Work on the electrical trenching and piers for the lighting is underway. The contractor is preparing sub-grade and form work for various sections of walkway and trail.

Raymond Community Park –

Bids for the second GMP package were opened on April 10, 2024. An official pre-construction meeting happened on April 9, 2024. Grading work is ongoing and we have ballfields taking shape.

Parks, Recreation, and Open Space Master Plan –

The Advisory Committee and Focus Group meetings have been completed. The Survey document is finalized and will go live on April 17, 2024 and will be open through May 19, 2024. Please help us get the word out! Benchmarking is the next step and it is currently underway.

Park Operations:

It has almost been one full year since we started allowing the youth sports leagues to use our fields more. Staff will evaluate this relationship after the end of four full seasons in order to gather a range of data. This season has been a bit different as we have had more rainfall than in past years or seasons.

All athletic fields are looking great and are ready for community use. Staff recently took ariel photos to submit for the Best Field contest. Starting next week, Park Operations will be fully staffed. The majority of staff are young men that can be trained from the ground up. We look forward to helping them learn and grow in their career.

Director:

ZapStand is a 'smart' Automated External Defibrillator delivery system. We are proposing the installation of four units: Frontier Park (2), Raymond Community Park, and Lakewood Park. The units are leased for a one time cost of \$2,500 per unit. After initial installation, there is an annual maintenance fee of \$2,500 per unit, per year. Parks & Recreation Board approved taking this forward to Town Council, so staff will submit this to the CIP Subcommittee on April 29, 2024.

Staff is currently working on budget and it is due to Council by Friday, May 3, 2024.

The next Parks and Recreation Board Meeting will be held Thursday, May 9, 2024 at 6:00 p.m.

6. Request for future agenda items.

There were no requests for future agenda items.

7. Adjourn.

Motion to adjourn by Knox, seconded by Castro. Meeting adjourned.



John Metcalf

5.9.24
Date