



**MINUTES**  
**Parks and Recreation Board Meeting**  
Prosper Town Hall, Council Chambers  
250 W. First Street, Prosper, Texas  
Thursday, February 8, 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  
Robert Benson  
Kimberly Shamsy  
Kari Castro

**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  
Angela Lewis, Administrative Assistant

**2. Consider and act upon the minutes from the January 11, 2024 Parks & Recreation Board meeting.**

Motion to approve by Benson, seconded by Shamsy. Motion approved 6-0.

**3. Comments from the public.**

There were no comments from the public.

**4. Consider and act upon changing the name of Windsong Park #3 to Etheridge Park.**

Benson asked if the department checks with Prosper Historical Society before the consideration of naming a park after a specific family or person. Baker responded that is not typically an entity we work with, but stated he will reach out to discuss this park and any future parks with similar circumstances.

Motion to approve by Little, seconded by Brandon. Motion approved 7-0.

**5. Consider and act upon the Parks and Recreation Open Space Master Plan Advisory Committee.**

With open space master plans, there is a lot of correspondence with the public such as surveys, meetings, etc.

The proposed members of Parks and Recreation Open Space Master Plan Advisory Committee are:

- Linda Baker – Prosper Active Adults, Prosper Historical Society, Christmas Festival Volunteer, Sr. Progs
- Kari Castro – Prosper Parks and Recreation Board Member, Frisco Parks and Recreation Department employee
- Brent Kirby – CEC Chair, HOA Board Member, Youth Sports Coach
- Robert Patrick – PYSC Board, PASO President
- Valerie Little – Prosper Parks and Recreation Board Member, Prosper ISD Athletics Director
- Mel Pugh – Prestonwood Baptist Church
- Trina Lopez – DTBA, PWH Owner, Participates in Town Events
- William He – MYAC Chair
- Satya Bommaraju – Active Member of Prosper Cricket Community
- Colleen Kugler – Prosper ISD Special Needs Educator, Prosper Wonder Squad Member
- Jeff Robinson – HOA Board Member, Citizen's Academy Alumni

Motion to approve by Knox, seconded by Benson. Motion approved 7-0.

**6. Consider and act upon Windsong Community Park Master Plan consultant.**

Motion to approve by Little, seconded by Brandon. Motion approved 7-0.

**7. Discuss the addition of Bingo as a new Recreation Program.**

Discussion

**8. Discuss the pending Recreation Program Instructor Contracts going before Town Council at the February 13<sup>th</sup> meeting.**

Discussion

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

Recreation:

The next upcoming event is the Mayor's Coffee on Wednesday, March 20<sup>th</sup> from 9:00 a.m. to 11:00 a.m. at Prosper Fire Station #2 – 1140 South Teel Parkway Prosper, TX 75078. There will be a presentation by Mayor Bristol and complimentary refreshments will be available. If you would like to attend, please register online at [prospertx.gov/mayorscoffee](http://prospertx.gov/mayorscoffee). For questions, please email [programs@prospertx.gov](mailto:programs@prospertx.gov) or call (972) 569-1139.

Park Development:

**Windsong Park Number Three –**

This will be the last of the neighborhood parks within the Windsong development. It is a heavily wooded site and we plan to keep all trees. Amenities will include a loop trail and pavilion, but no playground with the first phase. Construction started last week and the trail alignment has been staked. Tree protection is also in place. The proposed name for this park is Etheridge Park, which honors the Etheridge family who originally owned the land.

### **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, parking lot, pavilion, restroom facilities, pickleball and tennis courts, a loop trail, and a playground that will include accessibility elements to allow for anyone with a disability to enjoy it. 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 1 project for design/construction cost savings, as well as reduced staff time.

Staff will take this to the CIP Subcommittee on February 12<sup>th</sup> for approval. If approved, staff would like to work with the firm Parkhill as our consultant.

### **Erosion Control Projects –**

CIP Funding of \$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<sup>th</sup>, seeking approval to split the funds.

### **Downtown Park Phase I –**

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 provide a more passive recreation experience.

No playground, pickleball court or fishing piers will be installed. Recommended elements are a loop trail with several benches and picnic tables. The reduced scope will cut the original estimated cost for park development by 50%, down to approximately \$500,000.

If approved to move forward, the design phase is scheduled to begin in late 2024.

### **Lakewood Park Development –**

The water and sanitary sewer line work is still underway. Concrete pours for the parking lot are underway and will continue for several more weeks. Contractor is preparing sub-grade for the fire land and turn lane.

### **Raymond Community Park –**

The official groundbreaking will be February 22<sup>nd</sup> at 10:00 a.m. with the entrance on First Street. Parking will be at St. Paul's Episcopal Church, located across the street.

Grading work is underway and will be ongoing for months. The next big step will be grading for the parking lots.

The second GMP Package is scheduled to go out to bid in late February.

## **Parks, Recreation, and Open Space Master Plan –**

Dunaway has a fully executed contract and a kick-off meeting happened on January 30<sup>th</sup>. Staff conducted a system-wide tour of all park facilities earlier today.

Staff is seeking the Board's approval to finalize the Advisory Committee and focus group member selection.

### Park Operations:

Robotic mowers are designed for professional fleet use and the Town recently got to view an extensive demonstration. The Husquarna Automower 550 EPOS is a fully equipped model featuring EPOS guidance with transport paths, AppDrive, and precise area management. With virtual boundaries, crews would be able to define work areas as well as set temporary stay-out zones. This mower handles all types of lawns, navigates narrow passages, and manages slopes up to 45% even in rainy conditions.

Staff has been working on prepping all athletic fields for the upcoming seasons at Frontier Park, Tucker Park, and Folsom Park.

Staff also continues to prep medians with the new design, which includes new plants, rock, and mulch.

### Director:

Chris Squadra Contact – Raymond Community Park: Assists with CMAR Management, Procurement Specialist


The next Parks and Recreation Board meeting will be held on April 11, 2024.

## **10. Request for future agenda items.**

There were no requests for future agenda items.

## **11. Adjourn.**

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

  
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John Metcalf

4.11.24  
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Date