



## **MINUTES**

**Parks and Recreation Board Meeting**  
Prosper Town Hall, Council Chambers  
250 W. First Street, Prosper, Texas  
Thursday, November 14, 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  
Robert Benson  
Valerie Little  
Kimberly Shamsy  
Kari Castro  
Kyle LaFerney

#### **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  
Talia Stevenson, Senior Administrative Assistant

### **2. Consider and act upon the minutes of the October 7, 2024 Parks and Recreation Board meeting.**

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

### **3. Election of Board Officers.**

Nominations for new Chair were opened by Metcalf. Benson nominated Knox with a second by Little. Knox accepted the nomination. Approved 7-0. Little nominated Benson for Vice Chair with a second by Shamsy. Benson accepted the nomination. Approved 7-0. Shamsy nominated Castro for Secretary with a second by Benson. Castro accepted the nomination. Approved 7-0.

#### **New Board Officers:**

Daniel Knox, Chair  
Bob Benson, Vice Chair  
Kari Castro, Secretary

### **4. Comments from the public.**

No comments from the public.

**5. Consider and act upon approval of the Raymond Community Park Dam Assessment and Plan.**

Beilharz presented on long term structural integrity to keep the dam safe and presented three options to the board.

Motion to approve the staff recommendation to move forward with design and repairs of the Raymond Community Park pond dam made by Benson, seconded by Knox. Motion approved 7-0.

**6. Consider and act upon Lakewood Park Cricket Pitch Field Reservation Process**

Helton presented on cricket field reservation process.

Discussion was held on the process.

Motion to approve the staff recommendation made by Castro, seconded by Little.

**7. Consider and act upon allowing PBSA to incorporate baseball and softball teams from Celina.**

Baker presented on PBSA incorporating baseball and softball teams from Celina.

Discussion was held on the incorporation of Celina teams.

Motion to approve incorporating baseball and softball teams from Celina into PBSA made by Little, seconded by Benson. Approved 7-0.

**8. Consider and act upon approval of the Windsong Community Park Master Plan**

Assistant Director Beilharz presented on Windsong Community Park Master Plan.

Discussion was held.

Item tabled until staff reaches out to Windsong HOA.

**9. Consider and act upon approval of the proposed 2025 Special Events Calendar**

Baker presented the recommendations provided by the Community Engagement Committee.

Discussion was held on the recommendations and presented calendar.

Motion to approve the staff recommendations for the 2025 Special Events Calendar made by Little, seconded by Knox. Approved by 7-0.

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

**Special Events:**

Helton provided special events updates:

**Prosper Veterans Day Honor Run**

An estimated 600 participants, including 428 runners and walkers, along with Sponsors, vendors, volunteers and spectators enjoyed a picture-perfect patriotic morning on November 9 at Frontier Park! The 5k, 10k, and Fun Run event opened with remarks by Mayor Bristol and closed with the medal ceremony recognizing top finishers.

**Prosper Christmas Festival**

December 7 | 3-7 PM | Prosper Town Hall

**Park Operations:**

Furr presented on park operations updates:

**Prosper Arbor Day Celebration****November 1 | 5PM | Frontier Park**

Record turnout! Thank you to Daystar Landscapes (Title Sponsor) and the volunteers who assisted in planting trees: Girl Scout Troops #4679, #8415, #1617 and #3378; and Boy Scout Troop #365.

Park Operations is working on replanting in the medians throughout the Town of Prosper.

**Recreation:**

Fannon recapped the recreation program numbers.

**Parks Planning:**

Beilharz provided updates regarding the Parks, Recreation, and Open Space Master Plan, Doe Branch Community Park Master Plan, Raymond Community Park, Lakewood Park, Gates of Prosper Park, and Parvin Park.

**Director:**

Baker provided details on the Lakewood Park Ribbon Cutting, Boards and Comissions Reception. December 12<sup>th</sup>, 2024 meeting is cancelled in lieu of Boards and Comissions Reception. Next meeting will be January 9, 2025.

**9. Request for future agenda items.**

No requests for future agenda items.

10. **Adjourn.**

Motion by Castro, seconded by Benson.

Meeting adjourned.

  
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Daniel Knox, Chair

11/23/2025  
\_\_\_\_\_  
Date