



MINUTES
Parks and Recreation Board Meeting
Prosper Town Hall, Executive
Conference Room
250 W. First Street, Prosper, Texas
Thursday, May 9, 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
Valerie Little
Kimberly Shamsy
Kari Castro

Staff Members Present:

Dan Baker, Director of Parks and Recreation
Matt Furr, Parks Superintendent
Trevor Helton, Recreation Manager
Kaylynn Stone, Special Events Manager
Cecilee Fannon, Recreation Coordinator
Angela Lewis, Administrative Assistant

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

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

3. Comments from the public.

There were no comments from the public.

4. Consider and act upon approving the proposed Heat Protocol for Recreation Programs.

Heat Policy Guidelines are very important for the Recreation Programs that take place during the summer months due to the hot temperatures and high humidity. Prosper promotes healthy camps and has specific heat guidelines that take into account the temperature, as well as the humidity, and ultimately a decision is made based on the heat index for the day.

The policy includes items such as mandatory water breaks every 30 minutes, unlimited access to drinking water at all times, monitoring program participants carefully for signs of over-heating and/or dehydration. If the heat index reaches or exceeds 111 degrees Fahrenheit, all outdoor activities will be stopped for the day or during the hours in which this heat index is in effect.

Metcalf suggested having local doctors review the heat protocol for safety and recommendations. Baker responded that this will be a loose protocol and precautions will be taken at all times during the summer months. Helton stated that the Recreation team will confer with other Town entities throughout the summer to make sure everyone is aware prior to a high heat index, so that the team is able to anticipate a precautionary response.

Helton stated that this Heat Protocol would be used strictly for Recreation Programs, and would be applicable to all program participants of any age. Staff conferred with Bill Bonnie from Prosper Fire Rescue to prepare this policy and ensure it is up to preferred safety standards.

Motion by Shamsy to approve the Heat Protocol for Recreation Programs, seconded by Castro. Motion approved 7-0.

5. Discuss field usage among Prosper Youth Sports Commission (PYSC).

Prosper Youth Sports Commission (PYSC) field usage tracking began in 2015.

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

Recreation:

The Wonders of Weatherford trip for Active Adults took place on Friday, May 3rd and left from Prosper Town Hall. There were 17 total day trippers in attendance and they were taken by Heritage Bus Tours. Attendees got to view several museums as well as the historic courthouse, Victorian homes, and Greenwood Cemetery.

The first annual Active Adult Fair was hosted at Prosper United Methodist Church on Wednesday, April 10th, 2024. 20+ vendors were on site with booths informing over 100 event attendees on local businesses and Town services. Refreshments were available and several raffles took place, awarding winners with gift baskets and gift cards to local businesses.

Special Events:

Memorial Day Ceremony is the next upcoming Special Event for the Town of Prosper. The ceremony will take place at the pavilion at Frontier Park on Monday, May 27th, 2024 beginning at 10:00 a.m.

Following Memorial Day, Chrome & Coffee will be hosted in the Town Hall parking lot on Saturday, June 1st, 2024 from 8:00 a.m. to 10:00 a.m. Chrome & Coffee is an event that welcomes local residents to come out and view all different kinds of cool cars while also enjoying complimentary coffee and voting on their favorite vehicles. Trophies will be awarded for 1st Place 'Best in Show', 2nd Place, and 3rd place. Attendees are encouraged to visit local Downtown Prosper businesses following the event for a late breakfast or early lunch.

Park Development:

Lakewood Park Development –

The parking lot is fully completed and the sports courts have been poured. The contractor is preparing sub-grade and form work for various sections of walkway and trail. This project is currently on schedule.

Raymond Community Park –

GMP Number 2 package is scheduled to go to Council for consideration on May 14th, 2024. The baseball fields have been graded and the multi-purpose fields are taking shape. A storm drainpipe and water lines will be installed next. Once the parking lot is completed, Park Planning would like to schedule a tour for Parks & Recreation Board Members.

Frontier Park –

Town Staff recently installed new directional signage at five locations within the park. These signs will help visitors find their way around the facility.

Parks, Recreation, and Open Space Master Plan Project Update –

The survey is out and we have had 1,233 completed responses as of this morning. 8% of all total households have participated, and the typical is 3-5% so we believe this is a great turn out so far. The survey will be open for residents through May 19th, 2024 and the benchmarking outreach is currently underway. The next Advisory Committee meeting is set to be scheduled for a date in June.

Parks Operations:

Seasonal blooms have been added to the planters in Downtown Prosper. Playground resurfacing has recently been added to several parks and improvements are made continually. Parks Operations recently entered Frontier Park into a contest for 'Best Fields of Texas 2024' with aerial shots of the facility. New plants for median replacements are being prepped and will be implemented soon. Town Staff recently utilized infield clay for use at the Raymond Park fields, enhancing the clay depth. This adjustment aims to improve playing surface control on the new fields, particularly from a maintenance standpoint.

Director:

Raymond Community Park GMP Number Two is going to be presented to Town Council on May 28th, 2024. This project will be carrying forward a \$1.2 million Owner's Contingency. The bid process utilized a Bid Alternate philosophy allowing the Town to award additional items as the need for contingency funding lessens. Town Council will select from a list of unfunded items to spend available contingency dollars, which is approximately \$2.5 million.

In the event that we have better than expected unforeseen cost impacts, the project team has value added scope items ready to add to the project. Staff recommendations include pedestrian lighting (\$200,000), tennis courts (\$500,000), restrooms at the tennis/pickleball courts (\$250,000), or a shade structure at the tennis/pickleball courts (\$250,000).

Possible use of alternative funds with good ROI include a well system for irrigation (\$1.2M) and anticipated annual cost for municipal water (\$250,000-\$300,000). A well system should pay for itself in 4-5 years through water expense savings. Well water has little to no restrictions during times of water conservation.

Congratulations to Kaylynn Stone for her new reclassification. Her official title is now 'Special Events Manager', a step up from her previous position as Special Events Coordinator.

Reminder that the Parks, Recreation and Open Space Master Plan Survey opened on April 17th and will be open to the public until May 19th.

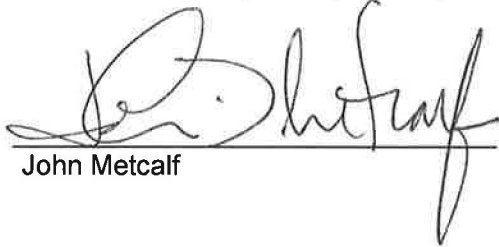
The next Parks & Recreation Board Meeting will take place on June 13th, 2024 at 6:00 p.m. in Council Chambers.

7. Request for future agenda items.

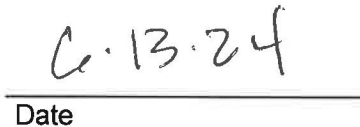
Castro requested updated numbers from the Parks, Recreation and Open Space Master Plan Survey.

8. Adjourn.

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



John Metcalf



Date