



**MINUTES**  
**Parks and Recreation Board Meeting**  
Prosper Town Hall, Council Chambers  
250 W. First Street, Prosper, Texas  
Thursday, August 10, 2023  
**6:00 PM**

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

The meeting was called to order at 5:58 p.m.

**Board Members Present:**

John Metcalf, Chair  
Megan Brandon, Secretary  
Valerie Little  
Bob Benson  
Kimberly Shamsy

**Board Members Not Present:**

Daniel Knox, Vice Chair  
Ty Bledsoe

**Staff Members Present:**

Dan Baker, Director of Parks and Recreation  
Kurt Beilharz, Assistant Director of Parks and Recreation  
Trevor Helton, Recreation Manager  
Kaylynn Stone, Special Events Coordinator  
Angela Lewis, Administrative Assistant

**2. Consider and act upon the minutes of the July 13, 2023 Parks and Recreation Board meeting.**

Metcalf noted an amendment for the Official Minutes from the Parks and Recreation Board meeting on July 13, 2023. In section 2, the vote to approve Minutes from Parks and Recreation Board meeting on June 8, 2023 should be changed to 6-0 for the appointment of the Parks and Recreation Vice Chair. Shamsy motion to approve as amended. Seconded by Benson. Approved 5-0.

**3. Comments from the public.**

There were no comments from the public.

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

Recreation:

**Discover Downtown: Coffee & Chrome** was held on July 22, 2023 at Prosper Town Hall. The event had ninety registered vehicles and 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place trophies were available to win. Food and refreshments were available from local vendors, 1418 Coffee, Prosper Wine House, and The Gin restaurant. 1<sup>st</sup> Place/Best in Show was awarded to Kenzie Kingston, who brought out her 1972 Ford F100 Ranger XLT. 2<sup>nd</sup> place went to Randy Jackson and his 1967 Chevrolet C-10 Truck. 3<sup>rd</sup> place was given to Betty Hughes and her 1972 Chevrolet truck. Overall, the event was very successful.

**Discover Downtown: Moonlight Movie** was rescheduled from the March 31<sup>st</sup> cancellation and the event is set to take place Friday, August 11, 2023 from 7:00 p.m. to 11:00 p.m. in the South lawn of Prosper Town Hall. The featured film will be Sonic the Hedgehog 2. Refreshments, fun and games will be available for all event attendees.

**Discover Downtown: Paws on Broadway** is scheduled for Saturday, September 9<sup>th</sup>, 2023 from 11:00 a.m. to 2:00 p.m. on Broadway Street in downtown Prosper. Community and canine fun, treats, and games will be available. Exhibitor applications are now open for vendors offering pet-related products or services.

The Mayor's Fitness Challenge summer session will end on August 31, 2023, with roughly 82 participants for the summer session. We partnered with local businesses including Sweat60 Infrared, Spenga, and Orange Theory Fitness.

A complimentary health and nutrition class was held on July 10, 2023 and was taught by Certified Nutritionist, Lynne Lenhart. The class was able to host roughly 30 attendees and took place in council chambers. This course was made available to all residents as an addition to the seasonal Mayor's Fitness Challenge.

The Mayor's Fitness Challenge fall session will begin soon and the tracking sheets will return to a 75 minutes per week goal for each participant. This will lead up to the end of the campaign, where there will be a 'Grand Prize Winner', who will get recognized at the Council Meeting. Mayor Bristoll will also award the winner with his Mayor's Fitness Challenge Coin. In our first drawing, Zoe Phillips won a pair of 'Beats Studio Buds' wireless bluetooth earbuds to use while she enjoys her workouts. Congratulations, Zoe!

Last week was the conclusion of all summer recreation programs. There was a total of 987 participants who partook in 20 different programs, with 62 total classes offered. Thank you to our local community partners, including Rhea's Mill Church and St. Paul's Episcopal, who help provide indoor athletic facility access for our teachers and program participants.

Benson inquired about what the attendance goal is for summer programs in the future, versus what our current attendance rate has been. Helton stated we are always striving to expand class offerings and improve programs to entice more residents to participate.

Metcalf asked if the summer programs are only open to Prosper residents and Prosper ISD students, or if it is open for public enrollment. Helton stated enrollment is currently open to any resident or non-resident, with no difference in registration prices. At this time, there ultimately is not enough demand to justify closing off our programs to non-resident registration.

Benson asked if there are any grants and/or additional funds available that have not been previously accessed, that might help grow the recreation programs. Baker stated it is a possibility and we are always looking for opportunities for additional grants and/or funding. However, before accepting additional funds, it is important to consider management of the resources purchased with said funds. Baker stated we acquired a \$150,000 grant to improve the underpass on First Street. Baker also stated the next bond program will reveal further information and will hopefully allow the Town to begin the planning and construction of a recreation center.

We have a new staff addition to the team – Alyssa Boyd, Recreation Specialist will begin work with the Town of Prosper on August 28, 2023.

#### Park Development:

##### **Pecan Grove Park –**

The contractor is at approximately 60% completion of repairs to the retaining wall at the North end of the pond. The replacement pump has been installed and is fully functional. The contractor is currently making repairs to the irrigation line breaks that occurred during construction. It is anticipated that sod will be installed in early September.

##### **Lakewood Preserve Park –**

Five bids were received on July 18, 2023. Ratliffe Heartscape, who worked on Pecan Grove Park, won the bid. Even the lowest base bid was over budget, so staff is currently working to bring the project cost down to meet budget expectations. There is a meeting scheduled for August 15, 2023 to review the bid and current budget. Our next step is for the Hines team to execute a construction contract with the General Contractor. Hines manages construction with Prosper staff included as a partner. This is anticipated to be an approximate 12 month construction phase.

Brandon asked for explanation on who Hines is. A previous arrangement was made due to the fact that Hines owes the town \$599,000 in fees. In lieu of the debt owed to the town, Hines is managing this project for us.

**Raymond Community Park –**

The consultant is moving forward with design development. The CMAR provided an updated cost estimate and the project is currently within budget.

**Hays Park –**

The stormwater drainage improvements project is 100% complete. Overall, the total costs were roughly 50% of the projected budget.

Parks Operations:

At Frontier Park, our crews are currently working on dethatching and verti-cutting sports fields. Thatch is a layer of dead grass, roots, and other organic matter that accumulates between the soil surface and the actively growing grass blades. These are both techniques used in lawn and field maintenance to improve the health and appearance of the turf.

Field maintenance crews have also begun pulling cores, or the core aeration process. This is a common practice in turf management and athletic field maintenance that improves fertilizer and soil water uptake. This process is followed by topdressing, also known as fertilizing, which improves the playing surface of the turf by addressing issues such as soil compaction and nutrient deficiencies.

Director:

The new fiscal year begins October 1, 2023 and new budget adoption is set for September 12, 2023.

Freedom Fest 2023 – To date, 920 general admission tickets have been claimed by residents. We will allow up to 1,500 general admission tickets total. VIP tickets are on sale for \$200 per ticket. So far, 80 out of 200 available VIP tickets have been sold.

Our next Parks and Recreation Board Meeting will be on September 14, 2023 in Council Chambers.

**5. Request for future agenda items.**

No requests for future agenda items.

**6. Adjourn.**

Motion to adjourn by Benson, Seconded by Brandon. Approved 5-0. The meeting was adjourned at 6:41 p.m.

  
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John Metcalf

11-9-23  
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Date