

# Wylie Parks and Recreation Board Minutes

July 11, 2022 – 6:30 pm

Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098



## CALL TO ORDER

Board Vice-Chair Gloria Suarez called the regular meeting to order at 6:30 pm. The following Parks and Recreation Board members were present: Board Member Brett Swendig, Board Member Brian Willeford, Board Member Gerald Dyson, and Board Member Nicholas Puente. Board Member Craig Allen and Board Member Kim Mullis were absent.

Staff present included: Parks and Recreation Director Carmen Powlen, Parks Manager Brent Stowers, and Parks and Recreation Administrative Assistant II Janet Hawkes.

## CITIZEN COMMENTS ON NON-AGENDA ITEMS

No Citizens came forward.

## REGULAR AGENDA

1. **Consider, and act upon, the election of the Parks and Recreation Board Chair for the 2022-2023 term.**

### **Board Action**

A motion was made by Board Member Swendig, seconded by Board Member Willeford, to nominate Board Member Kim Mullis to serve as Board Chair for the 2022-2023 Term. A vote was taken and passed 5-0 with Board Member Allen and Board Chair Mullis absent.

2. **Consider, and act upon, the election of the Parks and Recreation Board Vice-Chair for the 2022-2023 term.**

### **Board Action**

A motion was made by Board Member Swendig, seconded by Board Member Willeford, to nominate Board Vice-Chair Suarez to serve again as Board Vice-Chair for the 2022-2023 Term. A vote was taken and passed 5-0 with Board Member Craig Allen and Board Chair Kim Mullis absent.

3. **Consider, and act upon, approval of the June 9, 2022, Regular Parks and Recreation Board Meeting Minutes.**

### **Board Action**

A motion was made by Board Member Swendig, seconded by Board Member Willeford, to approve the June 9, 2022 Regular Parks and Recreation Board Meeting Minutes. A vote was taken, and the motion passed 5-0 with Board Member Craig Allen and Board Chair Kim Mullis absent.

**4. Consider, and act upon, approval of a Park Event Application from North Star Dance Project to hold a Fall Dance Fest event at Olde City Park on October 9, 2022.**

Representative of North Star Dance Project, Alexa Guarjardo, addressed the Board explaining the event details and goals. Board Member Swendig recommended going forward, that the Parks and Recreation Department require Park Event Applicants to provide proof of liability insurance for future permitted events at Park facilities, particularly when youth are the targeted audience.

**Board Action**

A motion was made by Board Member Willeford, seconded by Board Member Puente, to approve the Park Event Application for the North Star Dance Project to hold a Fall Dance Fest event at Olde City Park on October 9, 2022. A vote was taken, and the motion passed 5-0 with Board Member Craig Allen and Board Chair Mullis absent.

**WORK SESSION**

**WS1. Board Member Orientation.**

Parks and Recreation Director, Carmen Powlen, led a presentation to the Board that summarized an overview of the Parks and Recreation Department. She advised that a more detailed presentation by staff will follow during the August 8, 2022 Parks and Recreation Board meeting.

**WS2. Project Updates.**

**Staff Comments**

Parks Manager Stowers, welcomed the two incoming Parks and Recreation Board Members, Gerald Dyson and Nicholas Puente, who gave a brief introduction of themselves.

Mr. Stowers noted the Agenda Packet inclusion of the Review of Robert's Rules, Parks and Recreation Board Bylaws, and Chapter 78 Parks and Recreation Ordinances. He explained that the included documents detail an in-depth look at the rules, codes, and guidelines for Parks and Recreation Board Members. Mr. Stowers recommended all Parks and Recreation Board Members review the documents at their convenience.

Mr. Stowers reviewed the Project Update Spreadsheet with the Board. He stated that Dunaway and Associates completed the splash pads and dog park surveys and are currently working on the project schematic designs. Mr. Stowers said that a Parks and Recreation Board joint work session with City Council is tentatively scheduled for August 9, 2022. Parks and Recreation Board members are encouraged to attend and will have the opportunity to address City Council on the splash pads and dog park projects during the joint work session.

Parks Manager Stowers advised that staff would soon meet with the Wylie Senior Recreation Center renovation's architect to discuss the project priority list. Parks and Recreation Director Powlen advised that the prior month's focus group meetings assisted staff in the development of project priorities; these included ADA-compliant restrooms, reorganization of staff office space, and HVAC updates. Lower on the priority list included exterior facility improvements and the addition of a porta cache. Ms. Powlen noted that adding a porta cache would require the installation of fire sprinklers to the entire Wylie Senior Recreation Center, which would be over the project's budgeted amount.

Ms. Powlen stated that the Brown House Welcome Center's ADA ramp installation is complete, and staff is now awaiting its final inspection. She said that the ordered museum displays had arrived and were in the process of being installed. Ms. Powlen noted that the hiring of a complete part-time staff remains an issue but is still underway.

The Valentine Park playground project is still in process due to the ordered playground equipment remaining on back order. Expected delivery is expected in the fall of 2022, with an install date soon after receipt.

#### **Board Comments**

Board Member Swendig advised that the search continues for the replacement of his and his wife's seats on the Parks and Rec Foundation.

Board Vice-Chair Suarez advised that the Cemetery Advisory Board had met on July 7, 2022. To update the new Parks and Recreation Board Members, she reviewed the purpose of the Cemetery Advisory Board and the City's acquisition of two cemetery properties. Board Vice-Chair Suarez advised that the transition includes record management software and operational funds for cemetery maintenance, such as mowing contracts. She stated that the Wylie Volunteer Program would be formed instead of a cemetery committee because it better fit the cemetery's needs. Board Vice-Chair Suarez advised the finalization of legal documents for the cemetery transition was in process and expected to finalize on or after October 1, 2022, fiscal year 2022/2023.

Board Vice-Chair Suarez updated the Board on the Public Art Advisory Committee's last meeting, stating that over 60 artists had submitted proposals. She said the Committee had narrowed the proposal submissions down to only four and invited the four artists to tour the city of Wylie area, view the intended artwork site, and show samples of proposed artwork.

#### **WS3. Future Agenda Items.**

#### **Staff Comments**

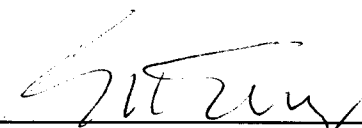
Parks Manager Stowers advised that July is Parks and Recreation Month, and the Wylie Recreation Center has planned several activities to celebrate the event.

Parks Manager Stowers reviewed the Parks and Recreation Board calendar, pointing out the two tours listed in April and October. He explained the next tour is scheduled for October 22, 2022, and will consist of the Board and staff looking at various Parks and Recreation Department facilities, current projects, and upcoming project sites. Parks Manager Stowers stated that the annual Arbor Day tree planting ceremony would take place during the October 22, 2022 tour. He noted a brief regular Parks and Recreation Board meeting might be included at the end of the tour.

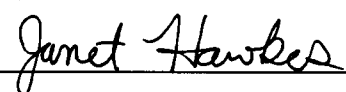
#### **RECONVENE INTO REGULAR SESSION**

#### **ADJOURNMENT**

A motion was made by Board Member Swendig, seconded by Board Member Dyson, to adjourn the meeting at 7:58 pm. A vote was taken, and the motion passed 5-0 with Board Member Allen and Board Chair Mullis absent.

  
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Gloria Suarez, Board Vice-Chair

ATTEST:

  
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Janet Hawkes, Administrative Assistant II