

Wylie Parks and Recreation Board Minutes

March 14, 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 p.m. The following Parks and Recreation Board members were present: Board Member Brett Swendig, Board Member Craig Allen, Board Member Brian Willeford, Board Member Kim Mullis, and Board Member Kevin Stewart. Board Chair Joni Robinson was absent.

Staff present included: Parks and Recreation Director Robert Diaz, and Parks and Recreation Administrative Assistant II Janet Hawkes.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

No Citizens came forward.

REGULAR AGENDA

A. Consider, and act upon, approval of the February 14, 2022 Regular Parks and Recreation Board minutes.

Board Action

A motion was made by Board Member Willeford, seconded by Board Member Stewart, to approve the February 14, 2022 Regular Parks and Recreation Board minutes. A vote was taken and motion passed 6-0 with Board Chair Robinson absent.

WORK SESSION:

WS1. Project updates.

Director Diaz reviewed the Project Updates spreadsheet which lists current project updates, anticipated project completion dates, park zone location for each project, and the budget of which each project is funded out of. He noted that in addition to the spreadsheet, staff continues to add current updates to the Weekly Report which is emailed to the Parks and Recreation Board and City Council.

The contract with Dunaway and Associates for the dog park and splash pad designs has been approved by the Wylie City Council, and a kick off meeting with staff will soon follow. The project design and construction documents are anticipated to be complete by this summer, with the call out for construction bids to take place thereafter. Project construction is expected to begin by early 2023 with an anticipated completion date of summer 2023. Design funding will be paid out of the 4B Tax Revenue Account, leaving a total of \$2 million in the General Fund Account for the construction of the dog park and splash pad projects. Director Diaz advised that even after funding the design contracts, an ample amount of money will remain in the 4B Tax Revenue Account that could also be considered for project utilization if needed. He also said staff intend to apply for a county grant for both projects, which could provide a fund match of up to \$500,000 to be put toward the projects. The project location sites will be determined at the onset of the design study, with concept design plans to be reviewed during future Parks and Recreation Board meetings, as well as joint work sessions with the Wylie City Council.

Staff continue to work with BRW Architects on a Wylie Senior Recreation Center design contract, which is expected to be complete and ready to go before the Wylie City Council for approval on April 12th. The Wylie Senior Recreation Center's design contract will be funded out of the 4B Tax Revenue Account, and its renovations will be funded out of the General Fund Account. The Wylie Senior Recreation Center project includes installation of a porta-cache, interior improvements, and restroom modifications to meet ADA requirements. After Wylie City Council approval is received, a kick off meeting with staff will follow.

The Thomas and Maddie Brown House ADA accessible ramp, located at the north end of the house, is still under construction with only minor cosmetic detailing remaining to be done. The vendor will soon pour concrete to reinstall the brick paver walking path that is adjacent to the ADA accessible ramp. The property's fencing will remain down in order to make the house more accessible and inviting to the public. Staff intend to work around the area of the Birmingham statues at the south side of the house, and new sod will be planted in the spring. Staff continue working on the plans to convert the Thomas and Maddie Brown House into a welcome center facility.

The parking lot lighting project at the Community Park and Wylie Senior Recreation Center is still in process. All prep work by the contractor and electrician is complete, and they are waiting on the arrival of the light poles and light fixtures for installation. The anticipated completion date of the project is expected to be sometime in March but is subject to the delivery of the light poles and fixtures.

New playground equipment is on order for Valentine Park, with an estimated installation to be sometime this spring.

The Public Information Office and GIS Office is currently working on a new City Dashboard to be added in April to the City of Wylie website's main page. This dashboard will focus on City project updates, highlighting the roads, the downtown area, the dog park, the splash pads, the Wylie Senior Recreation Center renovation, and other similar City endeavors. The Parks and Recreation Department staff are looking into integrating a Special Projects tab linking the Parks Division web page to the new City Dashboard.

The Wylie Historical Society has been in contact with Assistant City Manager Renae' Ollie to proceed in contracting with the City to lease the Stonehaven House. The Wylie Historical Society plans to utilize the Stonehaven House as their primary office, and would take on the responsibility of hosting fundraising events with the goal to raise money to pay for added improvements at the Stonehaven House.

Interim City Manager Brent Parker approached staff with the idea of incorporating new sponsorship efforts to help fund the new facilities being added to City parkland. Sponsorship efforts discussed include donations for memorial pavers, plaques, or similar, which could be positioned accordingly within the new dog park and splash pad locations. Sponsorship plans will be pursued by staff once the dog park and splash pad design process is further along.

Board Vice-Chair Suarez requested staff to provide a link for the Senior Recreation Center's Daily Activity Menu on the City of Wylie website, as well as hard copies of the menu at other City locations, such as the Wylie Recreation Center. She also asked staff to provide statistics on the current Wylie Senior Center enrollment and usage (post the COVID-19 epidemic) at an upcoming Parks and Recreation Board meeting.

The presentation that staff presented during the February 22nd Wylie City Council meeting, was created to bring awareness of the many quality services that the Wylie Recreation Center provides, and how these services effectively impact the community. The Wylie City Council has since requested staff to provide additional fee structure options for facility use passes, as well as unique user statistics. These unique user statistics include such items as follows: 1) what percentage of the Wylie Senior Recreation Center budget is utilized by the 4B Sales Tax Revenue account, 2) who is using the recreation center (demographics, age, sex, etc.), 3) what programs and passes these patrons are purchasing, and 4) how can the 4B Tax Revenue Account be utilized more efficiently and effectively in order to gain potential savings to put toward other future Wylie Parks and Recreation projects.

Board Member Swendig addressed the Parks and Recreation Board to give an update on the Wylie Parks and Rec Foundation. He advised that the newly created website and Facebook page for the foundation has gone live, and

includes information on its first event for a community clean-up at the Wylie Municipal Trail on April 9th from 2:00 p.m. to 4:00 p.m. Board Member Stewart suggested that Board Member Swendig reach out to local non-profit groups such as the Boy Scouts, Girl Scouts, Eagles Scouts, etc., to pursue assistance with the foundation clean-up events. Board Member Swendig noted that an Instagram page is in the works, and that a foundation logo is in process of design. Director Diaz advised that similar to the City of Wylie “Friends of the Library” page, on the City website, the Wylie Parks and Recreation Department plan to eventually include the Wylie Parks and Rec Foundation links and information on its web page.

Board Vice-Chair Suarez addressed the Parks and Recreation Board with the Wylie Cemetery Advisory Board updates from the March 3rd regular meeting. She advised that the meeting mainly consisted of review and confirmation on the Wylie Cemetery Advisory Board Member’s suggestions on amending the Cemetery Rules and Regulations initial draft. Board Vice-Chair Suarez noted that existing cemetery records will be a challenge for staff, and that the formation of cemetery sub-committees, as well as possibly using outside vendors for specific operations, will likely be considered.

Board Member Mullis updated the Parks and Recreation Board Members on the Envision Wylie Comprehensive Plan Advisory Committee, of which she serves on. The purpose of this committee is to gain input from Wylie residents and Wylie City Council on a 20 to 30 year plan in regards to residential and business enhancements. Future residential capacity, land use, as well as road infrastructure appear the primary concern to the Wylie City Council at this point. The next Envision Wylie Comprehensive Plan Open House event for citizen input is scheduled for Thursday, March 31st from 6:00 p.m. to 8:00 p.m., in the Smith Public Library. In addition, the Envision Wylie Comprehensive Plan Virtual Open House is available through April 4th at following link: <https://freese.mysocialpinpoint.com/wylieplan>. This meeting and virtual meeting is being advertised on Facebook, the City of Wylie website, email distribution, as well as City of Wylie utility bill inserts. It is expected for the Wylie City Council to finalize the Envision Wylie Comprehensive Plan in July of 2022.

WS2. Future agenda items.

On December 13, 2021 representative, John Arnold of Skorburg Development, attended the Parks and Recreation Board meeting to propose meeting parkland dedication requirements for the Monroe property, by the dedication of parkland and improvements. The Parks and Recreation Board approved this dedication, but the item was later tabled by the Wylie City Council due to their requirement of Skorburg Development reducing the number of home sites to be developed on the Monroe property. Representatives of Skorburg Development will bring the Parks and Recreation Board an updated plan for review during the April 11th meeting.

Upcoming board meetings and city sponsored/co-sponsored events include the Parks and Recreation Board meeting on April 11th, the 1Lt Robert F. Welch Run for our Heroes fundraising event on April 23rd, the Parks and Recreation Board Tour on April 23rd, the Wylie 500 Pedal Car Race on May 1st, the Taste of Wylie event on May 2nd, and the BBQ on Ballard event on May 14th. Many of these events are included in the City of Wylie utility bill insert, with additional information posted on the City of Wylie website.

Staff is still awaiting the final amended document for the “Prohibited Acts” portion of the City of Wylie Ordinances. Upon completion, Director Diaz will present it to the Parks and Recreation Board for their final review and recommendation to the Wylie City Council.

Wylie Parks and Recreation staff has begun the fiscal year 2022/2023 budget process. Staff is looking into the projected financial operational and staffing needs that will result from the addition of the dog park and two splash pad facilities. Staff will also look at the Wylie Parks and Recreation Department strategic planning, encompassing the next three to five years. The goal is to integrate Master Plan items, from a budgeting standpoint, into this three to five year strategic plan. Specifically, improvements are needed at Founders Park for the Pirate Cove playground replacement, parking lot improvements, and field improvements primarily located on the west side of the park.

RECONVENE INTO REGULAR SESSION

ADJOURNMENT

A motion was made by Board Member Stewart, seconded by Board Member Swendig, to adjourn the meeting at 7:34 p.m. A vote was taken and motion passed 6-0 with Board Chair Robinson absent.



Gloria Suarez, Board Vice-Chair

ATTEST:



Janet Hawkes, Administrative Assistant II