

Wylie Parks and Recreation Board Regular Meeting

August 08, 2022 – 6:30 PM

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



CALL TO ORDER

PRESENTATION

PR1. Division overview presentation by Parks and Recreation Department staff.

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address Board regarding an item that is not listed on the Agenda. Members of the public must fill out a form prior to the meeting in order to speak. Board requests that comments be limited to three minutes for an individual, six minutes for a group. In addition, Board is not allowed to converse, deliberate or take action on any matter presented during citizen participation.

REGULAR AGENDA

- [1.](#) Consider, and act upon, approval of the July 11 2022, Regular Parks and Recreation Board Meeting Minutes.
- [2.](#) Consider, and act upon, approval of the Park Event Application from Wylie High School PTSA, a non-profit organization, to hold the Pirate Dash-Fun Run and 5K at Founders Park on April 15, 2023.
- [3.](#) Consider, and act upon, approval of the Park Event Application from Fancyberriesco representative, Jazmine Garcia, to host the Fancy Mart Art Market event at Olde City Park on Saturday, October 15, 2022.
- [4.](#) Consider, and act upon, the approval of the Wylie Baseball Softball Association (WBSA's) donation to the City of Wylie in the amount of \$42,268.20, for the installation of artificial turf on home plate and pitching mound circles.

WORK SESSION

[WS1.](#) Project Updates.

[WS2.](#) Future Agenda Items.

RECONVENE INTO REGULAR SESSION

EXECUTIVE SESSION

RECONVENE INTO OPEN SESSION

Take any action as a result from Executive Session.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on August 5, 2022, at 5:00 p.m. on the outside bulletin board at Wylie City Hall, 300 Country Club Road, Building 100, Wylie, Texas, a place convenient and readily accessible to the public at all times.

Stephanie Storm, City Secretary

Date Notice Removed

The Wylie Municipal Complex is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Secretary's Office at 972.516.6020. Hearing impaired devices are available from the City Secretary prior to each meeting.

If during the course of the meeting covered by this notice, the Board should determine that a closed or executive meeting or session of the Board or a consultation with the attorney for the City should be held or is required, then such closed or executive meeting or session or consultation with attorney as authorized by the Texas Open Meetings Act, Texas Government Code § 551.001 et. seq., will be held by the Board at the date, hour and place given in this notice as the Board may conveniently meet in such closed or executive meeting or session or consult with the attorney for the City concerning any and all subjects and for any and all purposes permitted by the Act, including, but not limited to, the following sanctions and purposes:

Texas Government Code Section:

§ 551.071 – Private consultation with an attorney for the City.

§ 551.072 – Discussing purchase, exchange, lease or value of real property.

§ 551.073 – Discussing prospective gift or donation to the City.

§ 551.076 – Discussing deployment of security personnel or devices or security audit.



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Hawkes

Account Code: _____

Subject

Consider, and act upon, approval of the July 11, 2022 Regular Parks and Recreation Board Meeting Minutes.

Recommendation

Motion to approve Item as presented.

Discussion

The minutes are attached for your consideration.



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.

Gloria Suarez, Board Vice-Chair

ATTEST:

Janet Hawkes, Administrative Assistant II



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Hawkes

Account Code: _____

Subject

Consider, and act upon, approval of the Park Event Application from Wylie High School PTSA, a non-profit organization, to hold the Pirate Dash-Fun Run and 5K at Founders Park on April 15, 2023.

Recommendation

Motion to consider approval of Item as presented.

Discussion

This is the second annual Pirate Dash-Fun Run and 5K event, requested by applicant Kevin Stewart, to hold a 5k/walk at Founders Park, with the goal to raise money for the Wylie High School Senior Class and Wellness Activity Committee. The group plans to sell drinks, snow cones, food items, t-shirts, memberships, race registrations, and similar. It is anticipated that 15 vendors selling food and non-food will participate in the event, with an expected 250 event attendees.

Staff will work with the applicant on event support as needed if approved by PARB and City Council.



Parks & Recreation Department
 949 Hensley Lane, Building 200
 972-516-6340 | Parks@wylietexas.gov

Park Event Application

This application must be submitted a minimum of eight weeks prior to your event date. Special events, meetings, and gatherings (other than typical parties or picnics) will require submission of a Park Event Application prior to reservation approval. Please call the Parks Administration at 972-516-6340 if you have any questions pertaining to the Park Event Application.

Applicant Information

Name of Organization *

Wylie High School PTSA

Website

Are you a non profit? *

☒ Yes ☐ No

Please upload 501c3 Documents

Contact Information

Primary Contact Name *

Kevin Stewart

Event Information

Event Name/Title *

Pirate Dash - Fun Run and 5K

Event Type *

5k/Walk

Purpose of event *

Raise money for the Wylie High School Senior Class and Wellness Activity Committee

Event Location *

Founders Park

851 Hensley Lane

Proposed Event Date *

04/15/2023

Alternative Event Date *

04/15/2023

Start Time *

07:00:00 AM

Include Setup

End Time *

12:00:00 PM

Include Cleanup

Do you plan to sell items of any kind?

example: drinks, food items, t-shirts, snow cones, memberships, registrations etc.

☒ Yes ☐ No

Please specify all items you plan to sell

T-shirts and registrations. Vendors selling food and non-food items.

Will there be food items provided?

☒ Yes ☐ No

Please specify the types of food items to be provided

Bottled Water

Who is providing the food?

☐ Applicant

☒ Food Vendor

☐ Other

Anticipated number of Participating Vendors *

15

Anticipated Event Attendance *

250

Event Target Audience *

Residents of Wylie, Sachse, Murphy and surrounding areas.

Event Details *

This is the second annual fun run and 5K for the Wylie High School PTSA Senior Committee and Wellness Committee. It will consist of a 1 mile fun run for kids and families followed by a 5K run/walk that is timed by a timing vendor, such as Delta View Timing which was used previously. Proceeds will go toward the Senior Celebration as well as to the Wellness Committee fund to improve that program at Wylie High School

Event Announcement and/or Flyers**NOTE:**

If food is prepared on site or off-site and brought to the event location to be offered to the public, free or at cost, the vendor applicant must contact the Collin County Environmental Services Office in McKinney in order to inquire whether a Temporary/Short-Term Event Food Service/Health permit is required prior to the event. It is possible that a health inspector must examine food preparation and storage equipment to assure the health and safety of customers. Please contact the Environmental Services Specialist at 972-548-5528 or 972-548-5585. The Collin County website is www.collincountytx.gov.

Sec. 78-105 of the City Code of Ordinances states: It shall be unlawful for any person to solicit for sale, vend, peddle, sell or offer to sell any cold drinks, cigars, tobacco, cigarettes, fruits, candies, goods, wares or merchandise of any kind or nature whatsoever within the municipal parks or recreation or community center facility; provided, however, that this section shall not apply to any person, organization, firms or corporations, or the agents of any person, or organization, firm or corporation, or employee of any person who are recommended by the Parks and Recreation Board and approved by the City Council to operate a concession or concessions for the sale of specified goods, wares, and merchandise within the municipal parks or recreation or community center facilities of the city.

Signature

Kevin Stewart

Date *

06/20/2022



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Hawkes

Account Code: _____

Subject

Consider, and act upon, approval of the Park Event Application from Fancyberriesco representative, Jazmine Garcia, to host the Fancy Mart Art Market event at Olde City Park on Saturday, October 15, 2022

Recommendation

Motion to consider approval of Item as presented.

Discussion

This is the second Fancy Mart Art Market event hosted by Fancyberriesco representative Jazmine Garcia, at Olde City Park, with her first event having taken place at Olde City Park on July 16, 2022. Ms. Garcia's purpose for the event is to host an art/craft fair featuring local, emerging, and new artists in the City of Wylie. She expects 30 participating vendors with the intention to sell handmade items, original artwork, prints, stickers, ceramics, jewelry, and other similar items to a targeted audience of students, parents, and members of the community. Ms. Garcia does not intend to sell food items using vendors or otherwise during this event. The applicant is not a non-profit organization.

Staff will work with the applicant on event support as needed if approved by PARB and City Council.



Parks & Recreation Department
949 Hensley Lane, Building 200
972-516-6340 | Parks@wylietexas.gov

Park Event Application

This application must be submitted a minimum of eight weeks prior to your event date. Special events, meetings, and gatherings (other than typical parties or picnics) will require submission of a Park Event Application prior to reservation approval. Please call the Parks Administration at 972-516-6340 if you have any questions pertaining to the Park Event Application.

Applicant Information

Name of Organization *

Fancyberriesco

Website

Are you a non profit? *

☐ Yes ☒ No

Contact Information

Primary Contact Name *

Jazmine Garcia

Event Information

Event Name/Title *

Fancy Mart Art Market

Event Type *

Other

If other, please explain *

Art/craft fair featuring local, emerging and new artists in the area.

Purpose of event *

Create an environment and platform for young and emerging artists in the City of Wylie.

Event Location *

Olde City Park

112 S Ballard Avenue

Proposed Event Date *

10/15/2022

Alternative Event Date *

11/05/2022

Start Time *

01:00:00 PM

Include Setup

End Time *

05:00:00 PM

Include Cleanup

Do you plan to sell items of any kind?

example: drinks, food items, t-shirts, snow cones, memberships, registrations etc.

☒ Yes ☐ No

Please specify all items you plan to sell

Handmade items, original artwork, prints, stickers, ceramics, jewelry and more.

Will there be food items provided?

☐ Yes ☒ No

Anticipated number of Participating Vendors *

30

Anticipated Event Attendance *

150

Event Target Audience *

Students, parents, members of the community

Event Details *

Hello! The art market this month went well. We had 10 students in the middle schools and high schools participate and they got to connect with local and established artists in the area. The majority of the vendors were local artists who were new to selling in person and/or just started sharing their work. Additionally, students who participated got to learn what it takes to create and sell their art, whether they plan to turn art into a career or enjoy it as a hobby. Transitioning to hosting a market in the fall instead of summer would encourage the community to do their holiday shopping locally with better weather conditions.

Event Announcement and/or Flyers**NOTE:**

If food is prepared on site or off-site and brought to the event location to be offered to the public, free or at cost, the vendor applicant must contact the Collin County Environmental Services Office in McKinney in order to inquire whether a Temporary/Short-Term Event Food Service/Health permit is required prior to the event. It is possible that a health inspector must examine food preparation and storage equipment to assure the health and safety of customers. Please contact the Environmental Services Specialist at 972-548-5528 or 972-548-5585. The Collin County website is www.collincountytx.gov.

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Signature

Date *

07/27/2022



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Hawkes

Account Code: _____

Subject

Consider, and act upon, the approval of the Wylie Baseball Softball Association (WBSA's) donation to the City of Wylie in the amount of \$42,268.20, for the installation of artificial turf on home plate and pitching mound circles.

Recommendation

Motion to consider approval of Item as presented.

Discussion

WBSA President, Lance Wallace, will present a slideshow to the Parks and Recreation Board regarding the WBSA's intent to donate funds to the City of Wylie, for the installation of artificial turf on home plate and pitching mound circles. The work will be done at Community Park Baseball Complex at the four baseball game fields.



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Hawkes

Account Code: _____

Subject

Project Updates.

Recommendation

N/A

Discussion

Review of Project Updates Ledger.
Comprehensive Plan update.
Cemetery Advisory Board update.
Public Art Advisory Board update.
Wylie Parks and Rec Foundation update



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation

Account Code: _____

Prepared By: Janet Hawkes

Subject

Future Agenda Items.

Recommendation

N/A

Discussion

October PARB Tour and Arbor Day Picture.

Upcoming City Events: National Night Out (October 4, 2022), Boo on Ballard (October 27, 2022), and Texas Arbor Day (November 4, 2022)