

Wylie Parks and Recreation Board Regular Meeting

March 09, 2026 – 5:30 PM

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



CALL TO ORDER

PRESENTATIONS

PR1. Introduction of new Parks and Recreation Board Member, Valerie Warrior.

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 January 12, 2026, Parks and Recreation Board Regular Meeting Minutes.
2. Consider and act upon approval of the 1Lt Robert F. Welch III Charity non-profit group, to hold their annual 1LT Robert F. Welch III Run for our Heroes 5K/Walk Event at Olde City Park on April 25, 2026.
3. Consider and act upon approval of the Juneteenth of Wylie Organization non-profit group, to hold their annual Juneteenth Festival of Wylie Event at Olde City Park on June 13, 2026.
4. Consider and act upon approving the Amended and Restated Bylaws of the Parks and Recreation Board; approving new qualifications for membership on the Parks and Recreation Board, including residency, voter registration, and employment restrictions, and other updates.

WORK SESSION

WS1. Program and Event Updates.

WS2. Project Updates.

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 March 3, 2026, 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

Account Code: _____

Prepared By: Janet Pieper

Subject

Consider and act upon approval of the January 12, 2026, Parks and Recreation Board Regular Meeting Minutes.

Recommendation

Motion to approve Item as presented.

Discussion

The minutes are attached for your consideration.

Wylie Parks and Recreation Board

Regular Meeting Minutes

January 12, 2026 – 5:30 pm

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



CALL TO ORDER

Board Chair Nick Puente called the regular meeting to order at 5:36 p.m. The following Parks and Recreation Board members were present: Board Vice-Chair Scott Hevel, Board Member Tarah Harrison, and Board Member C'Ne Turner. Board Member Brian Arnold, Board Member Elizabeth Troncoso, and Board Member Matthew Busick were absent.

Parks and Recreation Department staff present included: Director Carmen Powlen, Assistant Director Brent Stowers, Programmer Jeni Lambert, and Administrative Assistant Janet Pieper.

PRESENTATIONS

No presentations.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

No citizens came forward.

REGULAR AGENDA

- 1. Consider and act upon approval of the November 10, 2025, Parks and Recreation Board Regular Meeting Minutes.**

Board Action

A motion was made by Board Vice-Chair Hevel and seconded by Board Member Harrison to approve the November 10, 2025, Parks and Recreation Board Regular Meeting Minutes. A vote was taken, and the motion passed 4-0, with Board Member Arnold, Board Member Troncoso, and Board Member Busick absent.

- 2. Consider and act upon approval of the Wylie Youth Soccer Association's Wylie Cup Tournament event at Founders Park on May 2, 2026.**

Board Action

A motion was made by Board Member Harrison and seconded by Board Member Turner to approve the Wylie Youth Soccer Association's Wylie Cup Tournament event at Founders Park on May 2, 2026. A vote was taken, and the motion passed 4-0, with Board Member Arnold, Board Member Troncoso, and Board Member Busick absent.

WORK SESSION

WS1. Project Updates

Assistant Director Brent Stowers gave updates on ongoing departmental projects.

WS2. Program and Event Updates

Programmer Jeni Lambert gave the Board updates on recent and upcoming departmental programs and events.

ADJOURNMENT

A motion was made by Board Member Turner and seconded by Board Vice-Chair Hevel to adjourn the meeting at 6:11 pm. A vote was taken, and the motion passed 4-0, with Board Member Arnold, Board Member Troncoso, and Board Member Busick absent.

Nick Puente, Board Chair

ATTEST:

Janet Pieper, Administrative Assistant



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation

Account Code: _____

Prepared By: Janet Pieper

Subject

Consider and act upon approval of the 1Lt Robert F. Welch III Charity non-profit group, to hold their annual 1LT Robert F. Welch III Run for our Heroes 5K/Walk Event at Olde City Park on April 25, 2026.

Recommendation

Motion to approve the item as presented.

Discussion

This is the 15th year of the organization's annual fundraising event, supported by the Parks and Recreation Department and other City of Wylie departments. The event honors our military and first responders through community outreach while preserving the memories of our fallen heroes. Planned activities include a 5K walk, children's activities, live music, event t-shirt sales, a silent auction, multiple community vendor booths, and food sales from the Wylie High School AFJROTC Booster Club, local vendors, and food trucks.



Parks & Recreation Department
 300 Country Club Rd, Building 100
 Wylie, TX 75098
 972-516-6340 | Parks@wylietexas.gov

Non-Profit Park Event Application

Please note that this application is NOT required in order to reserve a pavilion or gazebo for typical private group parties, meetings, reunions, or family events. It is also NOT required to reserve an athletic field for practices or pick up games; instead click on the following link to make a reservation: <https://anc.apm.activecommunities.com/wylie>

Submission of this Non-Profit Park Event Application is required for special public non-profit events, 5K/fun runs, fundraisers, events with food and/or merchandise vendors, and all events wherein items will be sold. This form is reviewed by staff for approval prior to the requested event and must be submitted a minimum of four months in advance, and no sooner than six months prior to the event date being requested.

After City staff reviews the application, a Non-Profit Park Event Application may be considered for recommendation of approval by the Wylie Parks and Recreation Board, with the final review for approval completed by Wylie City Council if staff finds that:

- Priority use is given to City Events and private rentals;
- All fees have been paid;
- The event does not:
 - a. Conflict or compete with another approved non-City event, in consideration of event size, location, expected attendance, etc., as determined by staff;
 - b. Conflict or compete with City events and programs, as determined by staff (no car shows permitted 30 days prior to or 14 days after the City-sponsored Bluegrass on Ballard event);
 - c. Present an unreasonable danger to health or safety;
 - d. Cause loss or damage to City property;
 - e. Interfere with or place a burden on Public Safety services;
 - f. Interrupt the safe and orderly movement of pedestrians and vehicles.
- For events including food items, applicant provides documentation from Collin County Development Services indicating whether or not a Food Service/Health permit is required for the event. This includes all food items: sold, free, food trucks, catering, homemade, prepackaged, etc.;
 - a. Please contact Development Services by phone at 972-548-5585 or email developmentservices@collincountytx.gov. The Collin County website is www.collincountytx.gov/Services/Engineering/Development-Services/food-service-and-health for further information.
 - b. If permit is required by Development Services, provide staff with a list of all planned food vendors and a copy of their current Collin County Food Service/Health permit, or intent to receive a Temporary/Short-Term Event Food Service/Health Permit.
- There will be adequate sanitation available in or adjacent to the event, in addition to the City facilities as deemed necessary, such as port-a-lets, wash stations, and other required health facilities.
- The event is not being conducted for unlawful or discriminatory purposes. The event is in adherence to all Parks and Recreation rules and City Ordinances.

Please call the Parks and Recreation Department at 972-516-6340, prompt 1, if you have any questions pertaining to the Park Event Application.

Applicant Information

Name of Organization *

1LT Robert F. Welch III Charity

Website

www.1ltwelchrunforourheroes.org

Please upload 501c3 Documents *

501c3 tax exempt letter 001.pdf 301.83KB

Contact Information

Primary Contact Name *

Becky Welch

Event Information

Event Name/Title *

15th Annual 1LT Robert F. Welch III Run for our Heroes

Event Type *

5k/Walk

Purpose of event *

Honor our military and first responders through community outreach while preserving the memories of our fallen

Event Location *

Olde City Park

112 S Ballard Avenue

Proposed Event Date *

04/25/2026

Alternative Event Date *

04/25/2026

Start Time *

06:00:00 AM

Include Setup

End Time *

03:00:00 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

The charity itself will sell event t- shirts and run a silent auction. We will have vendor booths from the community that will be selling various homemade items, jewelry, clothing, candles, books, tumblers, and more.

Will there be food items provided?

Yes No

Please specify the types of food items to be provided

WHS AFJROTC Booster Club (breakfast tacos and burgers), The Fluffy Duo (mini pancakes), Kona Ice, Smo's, Frio's, Jeff's BBQ, lemonade truck, taco truck

Who is providing the food?

- Applicant
- Food Vendor
- Other

Anticipated number of Participating Vendors *

60

Anticipated Event Attendance *

1,000

Event Target Audience *

Military Veterans, First Responders, Community members in Wylie and surrounding areas

Event Details *

The 1 LT Robert F. Welch III Run for our Heroes event is held in honor of our fallen heroes as well as a way to thank all our military veterans and first responders. The event consists of a 5k run and 1 miler run, a vendor fair in Olde City Park with live music, food trucks, and kids' activities (8-2pm). We will also host a Free LUNCH for military veterans, first responders, and their families from 11-12:30pm under the pavilion. The run will take place along Jackson Street and hang a left on Brown Street to continue westbound to just a little bit past Sanden where the route will loop around and runners will head back east on Brown to Jackson.

Event Announcement and/or Flyers

2026 Run for our Heroes Race Flyer (2).jpg

393.77KB

Signature



Date

01/11/2026

1LT ROBERT F. WELCH III



RUN FOR OUR HEROES

APRIL 25, 2026 **OLDE CITY PARK-
WYLIE, TX**

OPENING CEREMONIES 8:30AM
5K/1 MILE FUN RUN 9AM
VENDOR FAIR W/ LIVE MUSIC & ACTIVITIES 8-2PM
FREE MEAL FOR VETERANS, FIRST RESPONDERS & FAMILIES 11-12:30 PM



\$10

**BASIC
REGISTRATION**

\$25

**REGISTRATION
W/ SHIRT**

SPONSORSHIP OPPORTUNITIES:
BWELCH@1LTWELCHRUNFOROURHEROES.ORG

VENDOR FAIR INQUIRIES:
BRENDA@1LTWELCHRUNFOROURHEROES.ORG

FOR MORE INFORMATION OR TO REGISTER:
WWW.1LTWELCHRUNFOROURHEROES.ORG



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation

Account Code: _____

Prepared By: Janet Pieper

Subject

Consider and act upon approval of the Juneteenth of Wylie Organization non-profit group, to hold their annual Juneteenth Festival of Wylie Event at Olde City Park on June 13, 2026.

Recommendation

Motion to approve the item as presented.

Discussion

This marks the organization's sixth year of hosting its annual fundraising event, with staff support from the Parks and Recreation Department and other City of Wylie departments. The organization's mission is to educate the public about the history of Juneteenth, fostering community through fellowship, music, entertainment, and more. This year, the group will offer memberships and t-shirts for sale, alongside various vendor booths featuring crafts and food items.



Parks & Recreation Department
 300 Country Club Rd, Building 100
 Wylie, TX 75098
 972-516-6340 | Parks@wylietexas.gov

Non-Profit Park Event Application

Please note that this application is NOT required in order to reserve a pavilion or gazebo for typical private group parties, meetings, reunions, or family events. It is also NOT required to reserve an athletic field for practices or pick up games; instead click on the following link to make a reservation: <https://anc.apm.activecommunities.com/wylie>

Submission of this Non-Profit Park Event Application is required for special public non-profit events, 5K/fun runs, fundraisers, events with food and/or merchandise vendors, and all events wherein items will be sold. This form is reviewed by staff for approval prior to the requested event and must be submitted a minimum of four months in advance, and no sooner than six months prior to the event date being requested.

After City staff reviews the application, a Non-Profit Park Event Application may be considered for recommendation of approval by the Wylie Parks and Recreation Board, with the final review for approval completed by Wylie City Council if staff finds that:

- Priority use is given to City Events and private rentals;
- All fees have been paid;
- The event does not:
 - a. Conflict or compete with another approved non-City event, in consideration of event size, location, expected attendance, etc., as determined by staff;
 - b. Conflict or compete with City events and programs, as determined by staff (no car shows permitted 30 days prior to or 14 days after the City-sponsored Bluegrass on Ballard event);
 - c. Present an unreasonable danger to health or safety;
 - d. Cause loss or damage to City property;
 - e. Interfere with or place a burden on Public Safety services;
 - f. Interrupt the safe and orderly movement of pedestrians and vehicles.
- For events including food items, applicant provides documentation from Collin County Development Services indicating whether or not a Food Service/Health permit is required for the event. This includes all food items: sold, free, food trucks, catering, homemade, prepackaged, etc.;
 - a. Please contact Development Services by phone at 972-548-5585 or email developmentservices@collincountytx.gov. The Collin County website is www.collincountytx.gov/Services/Engineering/Development-Services/food-service-and-health for further information.
 - b. If permit is required by Development Services, provide staff with a list of all planned food vendors and a copy of their current Collin County Food Service/Health permit, or intent to receive a Temporary/Short-Term Event Food Service/Health Permit.
- There will be adequate sanitation available in or adjacent to the event, in addition to the City facilities as deemed necessary, such as port-a-lets, wash stations, and other required health facilities.
- The event is not being conducted for unlawful or discriminatory purposes. The event is in adherence to all Parks and Recreation rules and City Ordinances.

Please call the Parks and Recreation Department at 972-516-6340, prompt 1, if you have any questions pertaining to the Park Event Application.

Applicant Information

Name of Organization *

Juneteenth Organization of Wylie

Website

www.wyliejuneteenth.org

Please upload 501c3 Documents *

501c3 Determination Letter.pdf 314.4KB

Contact Information

Primary Contact Name *

Damian Johnson

Event Information

Event Name/Title *

Juneteenth Festival of Wylie

Event Type *

Other

If other, please explain *

Festival

Purpose of event *

Provide history, education, family fun, music, and pay homage to our Texas history that ended slavery

Event Location *

Olde City Park

112 S Ballard Avenue

Proposed Event Date *

06/13/2026

Alternative Event Date *

06/13/2026

Start Time *

10:00:00 AM

Include Setup

End Time *

03:00:00 AM

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

JOW will only sell memberships to our organization. We will have vendors that will sell a variety of things including both sealed food and cooked on premise food, art, hair/skin care products, and more.

Will there be food items provided?

Yes No

Please specify the types of food items to be provided

both food brought sealed and food cooked on site

Who is providing the food?

- Applicant
- Food Vendor
- Other

Anticipated number of Participating Vendors*

85

Anticipated Event Attendance*

5,000

Event Target Audience*

City of Wylie Residents. ALL!!!

Event Details*

To create Art, Culture, Health, and Literacy events to educate residents and celebrate the Juneteenth National Holiday and its unique Texas history; and to offer other year round cultural events celebrating the diversity in the Wylie community. We seek to educate, support, and partner with the City of Wylie and its residents to bring more events focusing on diversity and inclusion of underrepresented groups within the City of Wylie.

Event Announcement and/or Flyers

Signature



Date

02/11/2026

★ WYLIE'S 7TH ANNUAL ★

JUNETEENTH FEST

Celebrating 161 Years of Legacy



SAT • JUNE 13TH • 10AM TO 3PM

★ **Olde City Park** ★

★ REMEMBER • EDUCATE • CELEBRATE ★



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation

Account Code: _____

Prepared By: Janet Pieper

Subject

Consider and act upon approving the Amended and Restated Bylaws of the Parks and Recreation Board; approving new qualifications for membership on the Parks and Recreation Board, including residency, voter registration, and employment restrictions, and other updates.

Recommendation

Motion to approve the Item as presented.

Discussion

Staff held a work session with the City Council on August 26, 2025, to discuss eligibility requirements for board and commission members. During the session, the Council provided direction to proceed with streamlining residency, voter registration, and employment restriction qualifications. While reviewing the Parks and Recreation Board Bylaws, staff and the City Attorney identified additional provisions that should be updated to ensure compliance with current state law and to improve consistency throughout the document. Staff has prepared proposed revisions in track-changes format, along with a clean, updated version of the Bylaws for the Board's review. Council did consider and approved Resolution No. 2026-02(R) approving the amended Bylaws on January 27th. For the Bylaws to be effective, they must be considered and adopted by the Parks and Recreation Facilities Board.

Included in this packet is a track changes format of the Parks and Recreation Board Bylaws.



City of Wylie

Parks and Recreation Board Bylaws

ARTICLE I. Name

As authorized by the City Charter, City of Wylie, and City Ordinance No. 78-18. This body shall be known as the Parks and Recreation Board.

ARTICLE II. Meetings

- A. The regular meeting of the Parks and Recreation Board shall be held monthly in the Municipal Complex Council Chambers unless staff determines otherwise.
- B. All notices of meetings shall be posted in accordance with applicable rules and provisions of the state law.
- C. Special meetings may be called by the Chairperson or at the call of any two members of the Board, provided that notice thereof be given to all Board Members.
- D. A majority of the members shall constitute a quorum at all meetings of the Board.
- E. All agenda items presented for a vote of the Parks and Recreation Board shall be decided by a simple majority of the quorum, including the vote of the Chairperson.
- F. Any member of the Board who misses three consecutive meetings without good cause shall be deemed to have resigned, and the Board will recommend to City Council that a replacement be appointed for the balance of the unexpired term.
- G. Qualifications include that each board member shall:
 - a. Be a resident of the City of Wylie for not less than twelve consecutive months immediately preceding appointment;
 - b. Be a qualified voter of the City of Wylie;
 - c. Not be an employee of the City of Wylie; and
 - d. Not be the spouse or domestic partner of an employee of the City of Wylie.
 - e. Each board member shall have any other qualification as the City Council deems necessary and appropriate.
- H. The most current edition of Robert's Rules of Order will guide the parliamentary procedure of the Board. The Board is not strictly bound to comply with Robert's Rules of Order.

- I. The Chairperson may request agenda items at least ~~one-week~~ **two weeks** before the meeting. Agenda items requested by any member must be submitted and approved by the Chairperson before being submitted to the staff liaison. Any two Board Members (not including the Chairperson) may submit an item to the staff liaison to be placed on the Board Agenda at least ~~one-week~~ **two weeks** before the meeting. Agenda items submitted must be made in writing to the staff liaison.

ARTICLE III. Officers

- A. The officers of the Board shall be a Chairperson, Vice-Chairperson, and Secretary (a City Staff member will serve as Secretary).
- B. Officers shall be elected and take office at the first regular meeting after the new Board Members have been appointed and sworn in.
- C. Vacancies shall be handled as follows:
 - a. In the event of the resignation or incapacity of the Chairperson, the Vice-Chairperson shall become the Chairperson for the unexpired portion of the term.
 - b. Vacancies in officers other than the Chairperson shall be filled for the unexpired term by election from the remaining Parks and Recreation Board Members.
- D. The duties of the officers shall be as follows:
 - a. Chairperson:
 - i. Preside at all meetings.
 - ii. Represent the Parks and Recreation Board at public functions.
 - iii. Appoint special committees.
 - iv. Assist Parks and Recreation staff in establishing the agenda for each meeting, as needed.
 - b. Vice-Chairperson:
 - i. Assist the Chairperson in directing the affairs of the Board and act in the Chairperson's absence.
 - c. Secretary:
 - i. The City Secretary's office will record and maintain the minutes. This "Secretary position" will be occupied by a City Staff member, not an official Board position.
 - ii. The Staff Liaison will be responsible for producing the agenda and distributing the agenda and minutes to the Parks and Recreation Board and City Manager. An official record of attendance will be kept in the minutes.

ARTICLE IV. Board Members

- A. The City Council appoints Board Members.
- B. No member shall serve on the board for more than three consecutive, two-year terms or six consecutive years, whichever is less, unless extended by the affirmative vote of at least three-fourths of the full membership of the City Council. Except for a board member whose tenure has been extended by the City Council as provided in subsection (b) of this section, a board member who has served three consecutive, two-year terms or six consecutive years, whichever is less, on the board may be reappointed to serve on the board after being off the board for at least one year, and upon reappointment, the board member is eligible to serve another three consecutive terms or six consecutive years, whichever is less. Such board members are eligible, however, for appointment to a different board or commission without waiting. (Per Chapter 78 Section 78-23)

ARTICLE V. Committees

- A. Committees may be appointed for particular purposes by the Chairperson and with the consent of the majority of the Board. All committees will have at least one Parks and Recreation Board member serving on them. These committees are automatically dissolved upon completion of the assignment.
- B. Progress reports and a final report on completion of assignments will be given at each Board Meeting.

ARTICLE VI. Powers and Duties of Board Members

- A. Abide by applicable ordinances of the City of Wylie.
- B. Act in an advisory capacity to the City Council, City Manager, and Parks and Recreation Staff.
- C. Make ordinance and bylaw recommendations.
- D. Assist in planning and guiding the improvement of parks and recreation facilities.
- E. Assist in interpreting the ordinances and functions of the Parks and Recreation Department to the public. Encourage the development and advancement of the Parks and Recreation Department in every possible way.
- F. Provide an opinion on dedications and donations.
- G. Recommend ordinance variance regarding fundraising events.
- H. Advocate the benefits of Parks and Recreation by:
 - a. volunteering assistance at Parks and Recreation Department events.
 - b. participating in public education and information engagements as needed.
- I. **If the board member chooses to abstain from voting, where no declared conflict of interest exists, the vote shall be recorded as a negative vote in the official minutes.**

ARTICLE VII. Amendments

- A. These by-laws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments **in accordance with applicable rules and provisions of the state law**. Such an amendment would then be subject to approval by the City Council.



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Pieper

Account Code: _____

Subject

Program and Event Updates.

Recommendation

N/A

Discussion

Discuss the Parks and Recreation Department's recent and upcoming programs and events.



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Pieper

Account Code: _____

Subject

Project Updates.

Recommendation

N/A

Discussion

Discuss the ongoing and upcoming projects of the Parks and Recreation Department.