

Wylie Parks and Recreation Board Regular Meeting

May 08, 2023 – 5:30 PM

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



CALL TO ORDER

REGULAR AGENDA

- [1.](#) Consider and act upon approval of the March 13, 2023, Regular Meeting Minutes.
- [2.](#) Consider and act upon approval of the Non-Profit Park Event Application from Wylie Independent School District (WISD) Council of PTAs representative Becky Welch, to hold the “Back the Future” event at Olde City Park on Saturday, September 23, 2023, from 5:00 pm to 7:00 pm.
- [3.](#) Consider and act upon approval of the Non-Profit Park Event Application from Connection Point Church, representative Megan Williams, to hold the “Run for the Fatherless 5K and Fun Run” event at Founders Park on Saturday, November 18, 2023, from 8:00 am to 12:00 pm.

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.

WORK SESSION

[WS1.](#) Ethiopian Soccer Tournament Discussion.

[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 May 5, 2023, 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.

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 Pieper

Account Code: _____

Subject

Item 1. Consider and act upon approval of the March 13, 2023, 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 Regular Meeting Minutes

March 13, 2023 – 5:30 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 5:30 pm. The following Parks and Recreation Board members were present: Board Member Brian Willeford, Board Member Nick Puente, and Board Member Randall Zaboinik. Board Member Craig Allen arrived at the meeting at 5:31 pm, and Board Chair Kim Mullis and Board Member Gerald Dyson were both absent.

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

CITIZEN COMMENTS ON NON-AGENDA ITEMS

No Citizens came forward.

REGULAR AGENDA

1. Consider and act upon approval of February 13, 2023, Regular Parks and Recreation Board Meeting Minutes.

Board Action

A motion was made by Board Member Willeford, seconded by Board Member Zaboinik, to approve the February 13, 2023, Regular Parks and Recreation Board Meeting Minutes. A vote was taken, and the motion passed 4-0, with Board Member Craig Allen arriving at the meeting at 5:31 pm and Board Chair Kim Mullis and Board Member Gerald Dyson both absent.

WORK SESSION

WS1. Project Updates.

Staff Comments

Assistant Director Brent Stowers updated the board on completed and ongoing departmental projects.

The Olde City Park playground resurfacing project is now complete, with approximately 8,000 square feet of multicolored Pour-in-Place surfacing installed by the vendor. The playground was reopened this week for public use.

Valentine Park was prepped for construction by staff, and the contractor plans to begin the installation of the new modular playground with freestanding components within the week, weather permitting.

Renovation of the Birmingham Farms playground is in process. Staff will soon prepare the area for contractors to install a new modular playground in mid-April.

The Municipal Complex Trail concrete connection to the Library Garden is complete and includes a 25 by 25-foot concrete pad for a future pavilion amenity.

In order to pass the final inspection, contractors redid the ADA ramp's concrete landing at the Welcome Center at the Brown House. The project will be complete and ready for final inspection after staff repairs the drainage in the landing area.

The contractor added concrete pads and irrigation to the planter boxes behind the Senior Recreation Center facility. Benches were also added to the area.

City Council reviewed the City of Sachse Maxwell Creek Landfill Trail Project during a work session. Out of the four potential options, they directed Staff to pursue pricing for routes C and D. Council prefers route D which will cost approximately \$70,000 to add the small piece of eight-foot trail on the Wylie Independent School District (WISD) property on Hensley Lane, connecting to the developer's existing and potential trail pieces located on Woodbridge Parkway. It has yet to be determined whether the construction costs will be the responsibility of WISD, the City of Wylie, or a shared cost. In the future, the City of Wylie intends to add street lights and crosswalks at the Woodbridge Parkway and Hensley Lane intersection.

The rip rap at the drainage areas on the west side of Founders Park is causing excessive maintenance issues and is therefore being removed and replaced with concrete flumes. Concrete flumes have already been added on the east side of Founders Park, and all but two concrete flumes will be added within this fiscal year's budget; the final two concrete flumes will be added in the 2023/2024 fiscal year's budget.

The dog park and splash pad bid specifications are under review by our Purchasing staff and are expected to be sent out for bid by the end of March. The process includes the bid opening, lasting up to four weeks, review of the submissions by staff, selection of the vendor by staff, then final approval of the selected vendor by the City Council. All bid packages will include the complete design plans with the option to split construction into different fiscal years. The dog park will be a separate bid from the two splash pads, which will be packaged together.

Staff is meeting with a vendor recently contracted for certain City of Wylie projects. Staff and the vendor will discuss building a scope of work for the Senior Recreation Center renovation project.

RECONVENE INTO REGULAR SESSION

ADJOURNMENT

A motion was made by Board Member Allen, seconded by Board Member Willeford, to adjourn the meeting at 6:16 pm. A vote was taken, and the motion passed 5-0, with Board Chair Kim Mullis and Board Member Gerald Dyson both absent.

Gloria Suarez, Board Vice-Chair

ATTEST:

Janet Pieper, Administrative Assistant II



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation

Prepared By: Janet Pieper

Account Code: _____

Subject

Item 2. Consider and act upon approval of the Non-Profit Park Event Application from Wylie Independent School District (WISD) Council of PTAs representative Becky Welch, to hold the “Back the Future” event at Olde City Park on Saturday, September 23, 2023, from 5:00 pm to 7:00 pm.

Recommendation

Motion to consider approval of Item as presented.

Discussion

This is a repeat event hosted by the WISD Council of PTAs at Olde City Park on September 23, 2023, from 5:00 pm to 7:00 pm. Representative Becky Welch noted on her application that the local PTAs plan to sell spirit wear and PTA memberships. Local vendor booths will sell items such as home-based products (Scentsy, Usborne, Thirty-One, etc.), soaps, jewelry, toys, apparel, handmade wooden items, wreaths, etc. Food items will be available from In and Out Burger truck, Lalos Tacos, Kona Ice, Dippin’ Dots, and possibly a popcorn vendor.

Becky Welch included on her application the following event details:

“This is the annual WISD Council of PTAs “Back the Future” event which celebrates the start of another great school year! We invite all our local Wylie ISD PTAs to set up a booth where they will have games, sell their spirit wear, etc. We also invite local businesses to come out and set up booths and help support our local community. It is a great way to kick off the new school year. We will have the drum lines, bands, football teams, and cheerleaders from both high schools at the event and host a School Mascot Dance Off Competition in the park. The In and Out Burger Truck will be on-site, giving away free meals while supplies last. It is open to all of our Wylie ISD families and Wylie community members. Our hope is that this event will help unite everyone in our community!”



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 twelve weeks in advance, and no sooner than 6 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;
 - 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 the Collin County Environmental 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 the Environmental Services Specialist at 972-548-5528 or 972-548-5585. The Collin County website is www.collincountytx.gov for further information.
 - b. If permit is required by Environmental 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 *

Wylie ISD Council of PTAs

Website**Are you a non profit? ***☒ Yes ☐ No**Please upload 501c3 Documents****Contact Information****Primary Contact Name ***

Becky Welch

Event Information**Event Name/Title ***

Back the Future Event

Event Type *

Other

If other, please explain *

Community

Purpose of event *

Increase community involvement in PTA and our school district and celebrate the start of a new school year.

Event Location *

Olde City Park

112 S Ballard Avenue

Proposed Event Date *

09/23/2023

Alternative Event Date *

09/23/2023

Start Time *

05:00:00 PM

Include Setup

End Time *

07:00:00 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**

Our local PTAs will sell spirit wear and pta memberships; local vendor booths will sell items such as home based products (Scentsy, Usborne, Thirty One, etc), soaps, jewelry, toys, apparel, handmade wooden items, wreaths, etc.

Will there be food items provided?☒ Yes ☐ No**Please specify the types of food items to be provided**

In and Out Burger Truck will give away free food, Lalos Tacos, Kona Ice, Dippin Dots, possible popcorn vendor

Who is providing the food?☐ Applicant☒ Food Vendor☐ Other

Anticipated number of Participating Vendors*

75

Anticipated Event Attendance*

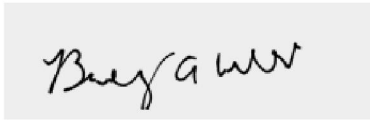
1,000

Event Target Audience*

Wylie ISD Community at large and local businesses

Event Details*

This is the annual Wylie ISD Council of PTAs "Back the Future" event which celebrates the start to another great school year! We invite all our local Wylie ISD PTAs to set up a booth where they will have games, sell their spirit wear, etc. We also invite local businesses to come out and set up booths and help support our local community. It is a great way to kick off the new school year. We have the drum lines, bands, football teams, and cheerleaders from both high schools at the event and host a School Mascot Dance Off Competition in the park. The In and Out Burger Truck will be on site giving away free meals while supplies last. It is open for all of our Wylie ISD families and Wylie community members. Our hope is that this event will help unite everyone in our community!

Event Announcement and/or Flyers**Signature****Date***

03/24/2023



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation

Prepared By: Janet Pieper

Account Code: _____

Subject

Item 3. Consider and act upon approval of the Non-Profit Park Event Application from Connection Point Church, representative Megan Williams, to hold the “Run for the Fatherless 5K and Fun Run” event at Founders Park on Saturday, November 18, 2023, from 8:00 am to 12:00 pm.

Recommendation

Motion to consider approval of Item as presented.

Discussion

This is the second annual event hosted by the Connection Point Church to host the Run for the Fatherless 5K and Fun Run event. Their intent is to raise money to help support the “Hope for the Fatherless” ministry in Ethiopia; this ministry helps find homes for orphans and educates Ethiopians on Fostering and Adoption. Connection Point Church plans to have approved food and coffee vendor trucks during their event and provide water and snacks for those participating in the 5K/fun run.

Megan Williams included on her application the following event details:

“This is our second annual 5k & Fun Run. We had over 100 participants last year and believe it will grow this year. It was a timed race with a DJ and bounce houses, and we raised over \$8,500 for Hope for the Fatherless. We partnered with local sponsors to cover the cost of the race, and so all participant fees and donations were sent to Hope for the Fatherless. We are excited to do it again this year!!”



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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 twelve weeks in advance, and no sooner than 6 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;
 - 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 the Collin County Environmental 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 the Environmental Services Specialist at 972-548-5528 or 972-548-5585. The Collin County website is www.collincountytx.gov for further information.
 - b. If permit is required by Environmental 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 *

Connection Point Church

Website

www.connectionpoint.church

Are you a non profit? *☒ Yes ☐ No**Please upload 501c3 Documents****Contact Information****Primary Contact Name ***

Megan Williams

Event Information**Event Name/Title ***

Run For the Fatherless 5K & Fun Run

Event Type *

5k/Walk

Purpose of event *

Raising funds to help support a ministry in Ethiopia called Hope for the Fatherless that helps find homes for orphans and educates Ethiopians on fostering and adoption.

Event Location *

Founders Park

851 Hensley Lane

Proposed Event Date *

11/18/2023

Alternative Event Date *

11/04/2023

Start Time *

08:00:00 AM

☐ Include Setup**End Time ***

12:00:00 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**

Approved food trucks and coffee trucks.

Will there be food items provided?☒ Yes ☐ No**Please specify the types of food items to be provided**

water, granola bars, & bananas for the runners.

Who is providing the food?☐ Applicant☐ Food Vendor☒ Other Hopefully this will be food sponsored by a local grocery store.

Anticipated number of Participating Vendors *

8

Anticipated Event Attendance *

200

Event Target Audience *

Runners, wylie residents and people who care about orphan care.

Event Details *

This is our second annual 5k & Fun Run. We had over 100 participants last year and believe it will grow this year. It was a timed race with a DJ, bounce houses and we raised over \$8500 for Hope for the Fatherless. We partnered with local sponsors to cover the cost of the race and so all participant fees and donations were sent to Hope for the Fatherless. We are excited to do it again this year!!

Event Announcement and/or Flyers**Signature****Date ***

05/01/2023



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation

Account Code: _____

Prepared By: Janet Pieper

Subject

WS1. Ethiopian Soccer Tournament Discussion.

Recommendation

N/A

Discussion

Discuss the upcoming Ethiopian Soccer Tournament scheduled in July of 2023.



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation

Account Code: _____

Prepared By: Janet Pieper

Subject

WS2. Project Updates/Mid-year Adjustments.

Recommendation

N/A

Discussion

Review of project updates and mid-year adjustments within the Parks and Recreation Department:

1. Dog Park
2. Splash Pads
3. Founders Park Field Renovations
4. Community Park Restrooms
5. Welcome Center at the Brown House Outdoor Restrooms
6. Community Park Pickleball Courts