

Wylie Parks and Recreation Board Regular Meeting

June 13, 2022 – 6:30 PM

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



CALL TO ORDER

COMMENTS ON NON-AGENDA ITEMS

Any member of the public may address the 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. The Board requests that comments be limited to three minutes for an individual, and six minutes for a group. In addition, the 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 May 9, 2022, Parks and Recreation Board regular meeting minutes.
2. Consider and act upon approval of a Park Event Application for the Connection Point Church to hold a 5K/walk for the Fatherless and Fun Run event at Founders Park on November 19, 2022.
3. Consider, and act upon, approval of a Park Event Application for the Wylie Independent School Council of PTAs to hold the Back to the Future Back to School fundraiser event at Olde City Park on September 17, 2022.

WORK SESSION

WS1. Project Updates.

WS2. Future Agenda Items.

RECONVENE INTO REGULAR SESSION

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on June 10, 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 Minutes

May 9, 2022 – 6:30 pm

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

CALL TO ORDER

Board Chair Joni Robinson called the regular meeting to order at 6:30 pm. The following Parks and Recreation Board members were present: Board Co-Chair Gloria Suarez, Board Member Brian Willeford, Board Member Craig Allen, and Board Member Kim Mullis. Board Member Brett Swendig and Board Member Kevin Stewart were absent.

Staff present included: Parks Manager Brent Stowers, Recreation Manager Carmen Powlen, 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 approval of the April 13, 2022, regular Parks and Recreation Board minutes.

Board Action

A motion was made by Board Co-Chair Suarez, seconded by Board Member Mullis, to approve the April 13, 2022, regular Parks and Recreation Board minutes. A vote was taken, and the motion passed 5-0 with Board Member Swendig and Board Member Stewart absent.

WORK SESSION

WS1. Project Updates.

Staff Comments on Parks and Recreation Management Changes:

Parks Manager Brent Stowers addressed the Board with updates on the recent management changes following the retirement of Parks and Recreation Director Robert Diaz; a decision has not been made on the replacement for the open position, nor has direction been given on changes, if any, to the organizational structure of the Parks and Recreation Department. Mr. Stowers stated that he would continue to oversee the Parks Division, and Recreation Manager Carmen Powlen would continue to oversee the Recreation Division. Mr. Stowers advised he is assuming the role of the departmental staff liaison for the Parks and Recreation Board and the Cemetery Advisory Board.

Staff Comments on the Dog Park and Splash Pad Site Locations:

Mr. Stowers reviewed the project update spreadsheet with the Board. He noted that a joint work session with the Parks and Recreation Board and City Council took place on April 26 regarding location selections for the dog park

Page 1 of 3

and two splash pad projects; in attendance was Board Co-Chair Suarez. During the joint work session, a decision was made for the dog park to be constructed within the four-and-a-half acre Blackland Prairie Restoration area, east of the Municipal Complex parking lot. One splash pad location will be off Brown Street in the East Meadow Trail area, near the Prairie Crossing art piece. The second splash pad location will be at the Community Park, between the multipurpose fields and the existing playground. Mr. Stowers informed the Board that another joint work session with the Parks and Recreation Board and City Council would take place in mid to late summer to review schematic designs for the dog park and splash pads. Both splash pads are expected to open for public use summer of 2023.

Mr. Stowers addressed Board Member Mullis's concern over possible parking lot limitations at the Community Park splash pad, advising that staff is in the process of reviewing the park's current parking lot utilization and has had discussions with the Wylie Youth Baseball Association on the subject. He stated that both splash pads are projected to be open for public use from Memorial Day through Labor Day and will not conflict with the majority of seasonal league play. Mr. Stowers addressed Board Co-Chair Suarez's inquiry about the ability for citizens to park in the grass or along the streets of Community Park, advising that neither were feasible due to cable barriers in place and the narrowness of the road.

Staff Comments on the Wylie Senior Recreation Center Improvements:

Mr. Stowers stated that on April 12, the City Council approved funding for Wylie Senior Recreation Center improvements; \$150,000 from the 4B Fund for project design and \$750,000 from the General Fund for project construction. The project's primary focus is to upgrade, in accordance with ADA guidelines, the facility's restrooms. When questioned by Board Co-Chair Suarez if the installation of an interior safety sprinkler system remained in consideration, Mr. Stowers advised that it was unlikely because this system is required only if the facility's square footage increased. Mr. Stowers noted that staff is currently in the vendor selection process. Recreation Manager Carmen Powlen advised the Board that the initial facility study was a feasibility study and not a design study. She stated that the project's next phase would be a design study that will involve more citizen input gained with a combination of citizen surveys and focus groups.

Board Comments on the Wylie Senior Recreation Center Improvements:

Board Co-Chair Suarez recommended the opinions of the Wylie Senior Recreation Center staff and patrons both be sought after for input on project ideas and priorities. Board Co-Chair Suarez felt the porta-cache project consideration would not be a practical project selection primarily because it would reduce the number of parking spots at the facility.

Staff Comments on the Brown House Welcome Center:

Mr. Stowers stated that the ADA ramp installation is complete, and the addition of handrails is in process at the Brown House Welcome Center. He noted that Parks Division staff will soon begin upgrading the facility's landscaping. The center's open house took place on April 30, but hours of operation remain limited due to issues with staffing.

Staff Comments on the Valentine Park Playground Upgrade:

Mr. Stowers commented that the Valentine park playground renovation is delayed because the materials remain on backorder. He noted that late September is the expected delivery date for the materials.

Board Comments on the Wylie Parks and Rec Foundation:

Due to the meeting's absence of Brett Swendig, no updates were given regarding the Parks and Rec Foundation.

Board Comments on the Cemetery Advisory Board:

Board Co-Chair Suarez, a Cemetery Advisory Board Member, reviewed the May 5 meeting with the Parks and Recreation Board. She advised that the City Attorney would soon review the final draft of the cemetery rules and regulations. Ms. Suarez stated City staff continues to work on details for the final transition in taking over the two cemeteries, expected in October 2022. She noted City staff has allotted funds in the fiscal year 2022/2023 budget

to go toward the cemetery operations. Ms. Suarez advised the Cemetery Advisory Board agreed to create a fundraising committee to raise cemetery enhancement funds.

Board Comments on the Envision Wylie Comprehensive Plan Advisory Committee:

Board Member Mullis addressed the Board on updated information regarding the Envision Wylie Comprehensive Plan Advisory Committee, on which she serves. She stated that the committee held a final open house event where Wylie residents were invited to review and offer plan input. Ms. Mullis advised that the final template is complete and will next go before the Planning and Zoning Board for review, then to City Council for final approval.

WS2. Future Agenda Items

Staff Comments:

Mr. Stowers reviewed several upcoming events: BBQ on Ballard on May 14, Memorial Day event on May 30, Juneteenth on June 18, and Bluegrass on Ballard on June 25. He advised the Board that Julie Pannell, Recreation Supervisor, would soon email the Board with volunteer opportunities. Mr. Stowers noted that the American Legion would be conducting their live-fire practice in Olde City Park from 6:00 pm to 8:00 pm on the three Wednesday evenings before the Memorial Day event. Board Co-Chair Suarez expressed her appreciation to staff for their assistance and volunteer efforts during the recent Taste of Wylie event.

Mr. Stowers stated that Parks and Recreation staff's 2022/2023 fiscal year budget recommendations include specific equipment and one upgraded Parks Maintenance position to an Irrigation Technician. He explained the upgrade is needed due to the addition of the two splash pads. The 2022/2023 fiscal year budget begins October 1, 2022.

Mr. Stowers advised that the 4B Fund budget has funds to update the following: amenities at Avalon Park, located in the east zone; accessibility and shade improvements to the Municipal Complex Community Garden, located in the west zone; and playground replacement and improvements at Birmingham Farms Park, also located in the west zone.

RECONVENE INTO REGULAR SESSION

ADJOURNMENT

A motion was made by Board Member Mullis, seconded by Board Member Willeford, to adjourn the meeting at 7:06 pm. A vote was taken, and the motion passed 5-0 with Board Member Swendig and Board Member Stewart absent.

Joni Robinson, Board Chair

ATTEST:

Janet Hawkes, Administrative Assistant II



Parks and Recreation Board

AGENDA REPORT

Meeting Date:	June 13, 2022	Item Number:	_____
Department:	Parks and Recreation		_____
Prepared By:	Janet Hawkes	Account Code:	_____
Date Prepared:	May 24, 2022	Exhibits:	_____

Subject

Consider and act upon approval of a Park Event Application for the Connection Point Church to hold a 5K/walk for the Fatherless and Fun Run event at Founders Park on November 19, 2022.

Recommendation

Motion to recommend approval as presented.

Discussion

The proposed Park Event Application is for a 5K Run for the Fatherless and Fun Run at Founders Park on November 19, 2022. This is a new event to Wylie, proposed by Megan Williams, representative of the Connection Point Church, with the goal to raise funds for Hope for the Fatherless, a non-profit organization that builds homes and provides care for orphans in Ethiopia. The chosen date falls in November which is National Adoption Month.

The applicant intends to charge participants a race fee, sell drinks and snacks during the event, as well as invite approximately 10 participating vendors with booths set up who will serve as race sponsors. She also plans to hire a tracking vendor to track the participating runners.

Ms. Williams is expected to attend the Parks and Recreation Board meeting to answer any questions from Board Members regarding the event.

Parks and Recreation staff will coordinate with the group on event logistics and setup.



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 *

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 *

5K Run for the Fatherless & Fun Run

Event Type *

5k/Walk

Purpose of event *

To raise funds for the organization Hope for the Fatherless that builds homes and provides care for orphans in Ethiopia

Event Location *

Founders Park

851 Hensley Lane

Proposed Event Date *

11/19/2022

Alternative Event Date *

11/19/2022

Start Time *

06:00:00 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

Nothing is set in place yet but we hope to have sponsors for the race that are able to set up booths at the event. People will also be paying to run the race.

Will there be food items provided?

☒ Yes ☐ No

Please specify the types of food items to be provided

Water, Gatorade & snacks for the runners

Who is providing the food?

☒ Applicant
☐ Food Vendor
☐ Other

Anticipated number of Participating Vendors *

10

Anticipated Event Attendance *

150

Event Target Audience *

Runners in and around Wylie TX with a heart to raise money for orphans

Event Details *

No real details are in place yet. The hope is to do the event in November (national adoption month) and to encourage the community to help run and raise funds for the needed help for orphan care in Ethiopia. We will have sponsors and will be connected with a tracking company to track the runners.

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

Megan Williams

Date *

03/29/2022



Parks and Recreation Board

AGENDA REPORT

Meeting Date:	June 13, 2022	Item Number:	_____
Department:	Parks and Recreation		_____
Prepared By:	Janet Hawkes	Account Code:	_____
Date Prepared:	May 24, 2022	Exhibits:	_____

Subject

Consider, and act upon, approval of a Park Event Application for the Wylie Independent School Council of PTAs to hold the Back to the Future Back to School fundraiser event at Olde City Park on September 17, 2022.

Recommendation

Motion to recommend approval as presented.

Discussion

The proposed Park Event Application is for an annual fundraiser event hosted by the Wylie Independent School Council of PTAs at the Olde City Park, with the purpose of bringing together Wylie Independent School District families, students, and staff for a night of fun and entertainment with the local PTAs. The original event date shown on the Park Event Application was changed by the applicant after submission from September 24 to September 17.

The applicant intends to sell PTA memberships, spirit wear, and food items provided by local vendors such as Kona Ice, Grumpy's Popcorn, Lalo's Tacos, Dippin' Dots, and SMOs Donuts. They also plan to have bounce houses, a kid zone play area, game tables from local PTAs, entertainment from local school groups, and local business and home business vendor booths.

The anticipated number of participating vendors is approximately 50, with an anticipated event attendance of approximately 1,000 people.

Parks and Recreation staff will coordinate with the group on event logistics and setup.



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 ISD Council of PTAs

Website

Are you a non profit? *

☒ Yes ☐ No

Please upload 501c3 Documents

Copy of Tax Exempt Forms.pdf 70.19KB

Contact Information

Primary Contact Name *

Becky Welch

Event Information

Event Name/Title *

Wylie ISD Council of PTA's Back the Future Event

Event Type *

Fundraiser

Purpose of event *

To bring together all of our Wylie ISD Families, Students, and Staff for a night of fun and entertainment with our local PTAs

Event Location *

Olde City Park

112 S Ballard Avenue

Proposed Event Date *

09/24/2022

Alternative Event Date *

09/24/2022

Start Time *

02:00:00 PM

Include Setup

End Time *

09:00:00 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

PTA Memberships and spirit wear and various food and local business vendors

Will there be food items provided?

☒ Yes ☐ No

Please specify the types of food items to be provided

Kona Ice, Grumpy's Popcorn, Lalo's Tacos, Dippin' Dots, SMOs Donuts

Who is providing the food?

☐ Applicant
☒ Food Vendor
☐ Other

Anticipated number of Participating Vendors *

50

Anticipated Event Attendance *

1,000

Event Target Audience *

Wylie ISD Families and Local Wylie Community

Event Details *

The Wylie ISD Council of PTAs is proud to host its annual Back the Future event for all our local Wylie ISD local PTAS and all Wylie ISD students and their families. This event is meant to unite us all as we kick off another great school year! We will have bounce houses, a kid zone, local businesses and home business vendors, food for sale, tables and games from all our local ptas, and entertainment from our local school groups.

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

Becky Welch

Date *

05/12/2022



Parks and Recreation Board

AGENDA REPORT

Meeting Date:	June 13, 2022	Item Number:	_____
Department:	Parks and Recreation		_____
Prepared By:	Janet Hawkes	Account Code:	_____
Date Prepared:	May 24, 2022	Exhibits:	_____

Subject

Project updates.

Recommendation

N/A

Discussion

Updates to the Board:

- Parks and Recreation management and reorganization updates.
- Review project update spreadsheet.
- Wylie Parks and Rec Foundation update.
- Cemetery Advisory Board update.
- Comprehensive Plan update.
- Recognition of outgoing Parks and Recreation Board Chair Joni Robinson and Board Member Kevin Stewart.

Project	Update	Completion Date	Park Zone	Budget	Funded From
Splash pads and dog park	Dunaway Associates have finished surveying for the splash pads and dog park. Currently working on schematic design.	Summer 2023		\$ 2,000,000.00	General Fund/4B
Design				\$ 300,000.00	4B
Wylie Senior Recreation Center Renovations	Focus group meetings.	TBA	Central	\$ 750,000.00	General Fund/4B
Design				\$ 150,000.00	4B
Brown House Welcome Center	ADA handrail complete. Waiting on inspection. Museum displays are arriving and being installed.	Spring 2022		\$ 70,000.00	Hotel/Motel
Valentine Park playground	In progress. Possible delivery will be September of 2022	Fall 2022	Central	\$ 70,000.00	4B

Notes:

City Dashboard for City project updates will highlight roads, downtown, dog park, splash pads, Wylie Senior Recreation Center

Project updates for PARD specific projects on PARD website: http://cms2.revize.com/revize/wylienew/parks/special_projects_and_plans.php



Parks and Recreation Board

AGENDA REPORT

Meeting Date:	June 13, 2022	Item Number:	_____
Department:	Parks and Recreation		(City Secretary's Use Only)
Prepared By:	Janet Hawkes	Account Code:	_____
Date Prepared:	May 24, 2022	Exhibits:	_____

Subject

Future Agenda Items.

Recommendation

N/A

Discussion

The listed items below can be discussed to comply with the Open Meetings Act requirements.

For this meeting, the items to be discussed are as follows:

- PARD upcoming events: Summer Kick-Off, Juneteenth, and Blue Grass on Ballard.
- Parks and Recreation Month July 2022.
- Reception for outgoing and incoming board members is scheduled for Tuesday, June 28 at 5:30 PM, prior to the City Council meeting.