

Wylie Parks and Recreation Board - August 2021

August 09, 2021 – 6:30 PM

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



Prior to the beginning of the meeting photos will be taken by staff of the Parks and Recreation Board Members for marketing purposes.

CALL TO ORDER

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 the election of the Board Chair for the 2021-2022 Term.
2. Consider and act upon the election of the Board Vice-Chair for the 2021-2022 Term.
3. Consider and act upon the approval of the meeting Minutes from the July 12, 2021 meeting.
4. Consider and act upon a park event application for Wylie ISD Council of PTA's Family Movie Night in the Park fundraiser on October 15, 2021 at Olde City Park.

WORK SESSION

WS1. Project Updates.

WS2. Development of a Capital Improvement Plan for future project development.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on August 6, 2021 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.

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

Section 1. The regular meeting of the Parks and Recreation Board shall be held monthly at the Municipal Complex council conference room unless the Board determines otherwise.

Section 2. Special meetings may be called by the Chair or at the call of any two members of the Board, provided that notice thereof be given to all Board members.

Section 3. A majority of the members shall constitute a quorum at all meetings of the Board.

Section 4. All questions 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 Chair.

Section 5. 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.

Section 6. Robert's Rules of Order (current edition) shall govern the parliamentary procedure of the Board, in cases to which they are applicable and in which they are not inconsistent with these by-laws.

ARTICLE III

Officers

Section 1. The officers of the Board shall be a Chairperson, a Vice-Chairperson and a Secretary (City Staff member will be serving as Secretary).

Section 2. Officers shall be elected and take office at the first regular meeting after new Board members have been appointed and sworn in.

Section 3. Vacancies in office shall be handled as follows:

- (a) In the event of resignation or incapacity of the Chair, the Vice-Chair shall become the Chair for the unexpired portion of the term.
- (b) Vacancies in officers other than the Chair shall be filled for the unexpired term by election from the remaining Parks and Recreation Board Members.

Section 4. Duties of the officers shall be as follows:

- (a) Chair:
 - (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. Agenda items can be requested by the Chair at least one week prior to the scheduled meeting. Agenda items requested by any single Board Member will need to be submitted and approved by the Chair first prior to being submitted to the staff liaison. Any two Board Members (not including the Chair) can submit an item to the staff liaison to be placed on the Board Agenda at least one week prior to the scheduled meeting. Agenda items submitted must be made in writing to the staff liaison.
- (b) Vice-Chair:
 - (i) Assist the Chair in directing the affairs of the Board and act in the Chair's absence.

(c) Secretary:

- (i) The City Secretary's office will be responsible for recording and maintaining the minutes. This "Secretary position" will be occupied by a City Staff member and not be 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. . A yearly calendar of monthly meetings will be approved by the Board at the regular December meeting prior to the next calendar year on an annual basis.

ARTICLE IV

Committees

Section 1. Committees may be appointed for special purposes by the Chair 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 assignment.

Section 2. Progress reports will be given at each Board Meeting and a final report on completion of assignments.

ARTICLE V

Powers and Duties of Board Members

Section 1. Board Members shall:

- (a) Be appointed by the City Council.
- (b) Abide by applicable ordinances of the City of Wylie.
- (c) Act in an advisory capacity to the City Council, City Manager and Parks and Recreation Staff.

- (d) Recommend policies to govern the operation and program of the Parks and Recreation Department.
- (e) Assist in planning and give guidance for expansion of parks and recreation facilities.
- (f) Assist in interpreting the policies and functions of the Parks and Recreation Department to the public. Encourage in every possible way the development and advancement of the Parks and Recreation Department.

ARTICLE VI

Amendments

Section 1. These by-laws may be amended by a majority vote at any regular meeting, provided all members have been notified of the proposed amendments at least three days prior to such meeting. Such amendment would then be subject to approval by City Council.

Section 2. Per Chapter 78 Section 78-23, 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 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 member is eligible to serve another three consecutive terms or six consecutive years, whichever is less. Such member is eligible, however, for appointment to a different board or commission without waiting.



Parks and Recreation Board

Meeting Minutes

Monday, July 12, 2021 – 6:30 p.m.

Wylie Municipal Complex
300 Country Club Road #100
Wylie, Texas 75098

CALL TO ORDER

Board Co-chair Suarez called the meeting to order at 6:30 p.m. with Board Member Swendig, Board Member Allen, Board Member Mullis, and Board Member Stewart in attendance. Board Chairperson Robinson and Board Member Willeford were both absent from the meeting.

Staff members present were Parks and Recreation Director Robert Diaz, and Parks and Recreation Board Secretary Janet Hawkes.

CITIZENS PARTICIPATION

No citizens came forward.

REGULAR AGENDA ITEMS

1. **Consider and act upon the approval of the Minutes from the June 14, 2021 meeting.**

Board Action:

Board Member Mullis made a motion to approve the Minutes from the June 14, 2021 meeting. Board Member Allen seconded the motion, and a vote was taken and passed 5-0.

2. **Consider and act upon a vendor application for the Wylie ISD Council of PTA's "Back to the Future" back to school event at Olde City Park on September 25, 2021.**

Board Action:

Board Member Mullis made a motion to approve the Wylie ISD Council of PTA's "Back to the Future" back to school event at Olde City Park on September 25, 2021. Board Member Stewart seconded the motion, and a vote was taken and passed 5-0.

WORK SESSION

- **WSI. Bond update.**

Director Diaz reviewed the Bond Committee's recommended priority list as well as the estimated yearly tax increase to homeowners shown on the spreadsheet included in the Board packet. He also discussed the outcome of the June 22nd work session between the Bond Committee and City

Council. During this work session the Bond Committee discussed their recommendations with the City Council for prioritized items they felt should be included in the upcoming bond election.

Director Diaz explained to the Board that even though Lavon Lake park development was a high priority, the City Council consensus was that there were currently too many challenges in coordinating an agreement with the United States Army Corp of Engineers (who own and operate Lavon Lake parks), to be able to include adding any Lavon Lake park development as part of the bond package. It was also noted that the City Council also preferred the Lavon Lake study be complete and presented to the Council prior to considering adding this project to a bond election. City Council decided that the culvert/bridge repair and downtown improvements should not be included in the bond election because they felt they were small enough projects to be funded out of the general fund. Possible improvements suggested in the Founders Park Master Plan were not discussed. The Senior Center expansion project presented included data from the 2018 study, but the City Council did not support the idea of including it in the bond election. Director Diaz advised the Board that there are improvement options for the Senior Center that could possibly be funded out of 4B funds, 4B revenue bonds and/or the General Fund. City Council Members were still considering a possible aquatic feature of some kind (indoor or outdoor pool, spray park, etc.) in the bond election.

City Council will finalize their decision as to what will be included in the upcoming bond election during their next regular meeting scheduled for July 13th at 6:00 p.m. Parks and Recreation Board Members are encouraged to attend the meeting.

- **WS2. Project updates.**

Due to receiving the grant reimbursement from Collin County, a mid-year budget adjustment was completed allowing for the funding of the new playground at Twin Lakes Park. The new playground is estimated to be completed by September of 2021.

Ice storm 2021 repairs and the ADA ramp install has begun at the Brown House, with an expected completion date by summer's end. Staff has chosen one vendor to install the ADA ramp and repair the interior damage. Any future plans to expand the parking lot behind the Brown House will likely fall into the 2021/2022 fiscal year budget. By January 2022 staff plans to open the Brown House as a visitor's center. The primary function of the visitor center will be community awareness of historical structures and promotion of the Parks and Recreation Department and the City. As part of the visitor center a store will be included and staffed by part-time employees Tuesday through Saturday, maintaining a similar schedule to other downtown businesses.

ADJOURNMENT

There being no further business, a motion to adjourn was made by Board Member Allen. Board Member Mullis seconded the motion, and a vote was taken and passed 5-0. The meeting was adjourned at 7:09 p.m.

ATTEST

Janet Hawkes, Parks Board Secretary

Joni Robinson, Parks Board Chairperson



Parks and Recreation Board

AGENDA REPORT

Meeting Date:	August 9, 2021	Item Number:	_____
Department:	Parks and Recreation		_____ <i>(City Secretary's Use Only)</i>
Prepared By:	Robert Diaz	Account Code:	_____
Date Prepared:	August 3, 2021	Exhibits:	1 _____

Subject

Consider and act upon a park event application for Wylie ISD Council of PTA's Family Movie Night in the Park fundraiser on October 15, 2021 at Olde City Park.

Recommendation

Motion to recommend approval as presented.

Discussion

The proposed Family Movie Night Back event will be held on Friday, October 15, 2021 at Olde City Park. The Wylie ISD Council of PTA's is sponsoring the event as an outreach event to increase community involvement in PTA. The event will be free to the public, concession sales revenue will support local PTA events and services. This is the first year for this event, so parks and recreation staff will coordinate with the group on event logistics and set up.



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 six 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

<http://ptawyliecouncil.com/>

Are you a non profit? *

☒ Yes ☐ No

Please upload 501c3 Documents

Tax Exempt Forms.pdf 70.19KB

Contact Information

Primary Contact Name *

Becky Welch

Event Information

Event Name/Title *

Wylie ISD PTA's Family Movie Night in the Park

Event Type *

Other

If other, please explain *

Family Program/ Outreach Event

Purpose of event *

We would like to invite the students and families in Wylie ISD ou7t to enjoy a free movie night in the park as an outreach event. Purpose is to bring our students and families together.

Event Location *

Olde City Park

112 S Ballard Avenue

Proposed Event Date *

10/15/2021

Alternative Event Date *

10/15/2021

Start Time*

06:00:00 PM

Include Setup

End Time*

11:00:00 PM

Include Cleanup

Anticipated number of Participating Vendors*

2

Anticipated Event Attendance*

300

Event Target Audience*

Wylie ISD Students and their Families

Event Details*

This would be a free family movie night in the park for our Wylie ISD students and their families. We would have a large inflatable screen set up and families would bring out their own chairs and blankets to watch from. PTA would have a small concession stand set up to sell snacks to those in attendance (all snacks would be prepackaged). Kona Ice will also be in attendance to sell snow cones.

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

Date*

07/22/2021

Project	Update	Completion Date	Park Zone	Budget	Funded From
Twin Lakes/Southbrook Trail Connection	Playground installation late summer 2021.	Fall 2021	Central	\$62,000	A/I
Brown House Improvements	Staff is working on quotes for ice storm and for some Phase 1 improvements.	Fall 2021		\$ 175,000.00	Hotel/Motel

All project funding will be carried over to the next FY22.