

Wylie Parks and Recreation Board Regular Meeting

February 14, 2022 – 6:30 PM

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



CALL TO ORDER

PRESENTATIONS

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 approving the minutes from January 10, 2022 regular meeting.
2. Consider and act upon approval of a Park Event Application for the 1LT Robert F. Welch fundraiser event in Olde City Park on Saturday, April 23, 2022.
3. Consider and act upon approval of a Park Event Application for the Wylie High School PTSA Fun Run fundraiser event in Founders Park on Saturday, April 9, 2022.

WORK SESSION

WS1. Discuss art projects on the Municipal Complex Trail.

WS2. Project updates.

WS3. Future agenda items.

RECONVENE INTO REGULAR SESSION

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on February 11, 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

January 10, 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 p.m. The following Parks and Recreation Board members were present: Board Vice-Chair Gloria Suarez, Board Member Craig Allen, and Board Member Kim Mullis. Board Member Brett Swendig, Board Member Brian Willeford, and Board Member Kevin Stewart were absent.

Staff present included: Parks and Recreation Director Robert Diaz, and Parks and Recreation Administrative Assistant II Janet Hawkes.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

No Citizens came forward.

REGULAR AGENDA

A. Consider, and act upon, approval of the December 13, 2021 Regular Parks and Recreation Board minutes.

Board Action

A motion was made by Board Member Allen, seconded by Board Member Mullis, to approve the December 13, 2021 Regular Parks and Recreation Board minutes. A vote was taken and motion passed 4-0 with Board Member Brett Swendig, Board Member Brian Willeford, and Board Member Kevin Stewart absent.

B. Consider, and act upon, approval of a Park Event Application for the Kids Can Help Too – Gelila Makonnen’s Chapter organization to hold a fundraiser event at Founders Park on Sunday, March 6, 2022.

Director Diaz advised the Parks and Recreation Board that due to unavailability at Founders Park on March 5, and by request of Mr. Makonnen to change the event location in order to hold the event on the preferred date of March 5, the proposed event location was changed to instead be held at Community Park on March 5. He explained that this is the first year for this event to be held at one of Wylie’s parks and staff intends to coordinate with local sports leagues on use of the park. Staff will also coordinate with the organization on the event logistics and set up. Wylie residents and representatives of the organization Mekonnen Hailemeskel and Marta Mesfin, attended the meeting to explain the event details and answer any questions about the requested event; also explained to the Parks and Recreation Board was how the non-profit organization was initiated. Mr. McKonnen explained that his late daughter initially started the organization to raise funds to provide school uniforms, supplies, and necessities for low income children living in Ethiopia. The organization’s primary focus is to bring awareness of the need to find annual sponsors for each child from one particular school of Ethiopia, with the goal to expand to other schools, possibly even locally, as the organization grows. The event will consist of games and a fun run as well as several vendors including a food truck, with the anticipation of 100-150 in attendance.

Board Action

A motion was made by Board Member Mullis, seconded by Board Member Allen to approve for recommendation the application for the Kids Can Help Too – Gelila Makonnen’s Chapter organization to hold a fundraiser event with the amended location to be at Community Park on Mr. Makonnen’s preferred date of Saturday, March 5, 2022. A vote was taken and motion passed 4-0 with Board Member Brett Swendig, Board Member Brian Willeford, and Board Member Kevin Stewart absent.

WORK SESSION

WS1. Project updates.

Director Diaz updated the board on the fiscal year 2021/2022 Projects. He advised that the poles for the parking lot lighting at Community Park and the Wylie Senior Recreation Center have been ordered by the vendor, with an expected spring installation date. The Twin Lakes Park playground vendor has received the amenity equipment and staff is in process of preparing the park for the vendor to begin installation, which is anticipated to take place within the next two weeks. Valentine Park playground has been ordered by the vendor but there is no estimated date for delivery or installation at this time.

In regards to the two splash pads and the dog park, review of the request for qualifications for a landscape architect has been reviewed by staff as well as the purchasing manager. Five vendors were prequalified and Dunaway and Associates was chosen, who the City has worked with in the past on several projects. For the splash pads design portion, Dunaway and Associates plans to use a sub-consultant specialized in aquatics engineering and design. Staff is considering packaging the design proposal with the two splash pads and the dog park together under one contract, as has been done in past projects. The anticipated design expense will exceed \$50,000 and therefore must have prior City Council approval, which is expected to take place at a future Council meeting. Design and location of the splash pads and dog park sites will have Parks and Recreation Board and City Council input prior to the final design. Dunaway and Associates will look at site locations for all three projects. After looking at logistics and infrastructure, staff believe that a location for one of the splash pads and the dog park would be more suitable if constructed near one another at the Brown Street trailhead. This area would allow the splash pad and the dog park to utilize the same utilities for water and electric, in addition to planned amenities such as a restroom, expanded parking lot, and possibly a pavilion. Community Park is still a likely location for the second splash park due to its existing infrastructure and amenities, including ample parking, restrooms, and a pavilion located in that area. Funding for these projects will come out of the general fund balance but if funding exceeds the amount needed, staff will likely request taking the remaining amount out of the 4B tax revenue funds. Site selection and project designs will likely be finalized this summer and brought before the Parks and Recreation Board and City Council for final review and approval. Dunaway and Associates’ construction documents will then subsequently be used to bid out the three projects, with it being very possible that all three will be packaged together in the bid, seeking out just one contractor who in particular has expertise with aquatics, due to the complexity of the splash pads

Different options on Senior Recreation Center facility improvements is being discussed during the January 11th City Council work session. The total cost of the project if all items were approved is approximately 1.3 million; however, City Council has only allotted \$750,000 for Senior Recreation Center improvements. Based off of the Feasibility Study done in 2018, along with staff and patron input, the highest priorities included in the list are modifications to the entrance such as a porta-cache, rest room upgrades for ADA compliancy, and interior cosmetic improvements such as painting. Items of lesser priority include an interior fire sprinkler system, the addition of an exterior meeting area such as a covered patio, new exterior windows and doors, and a dumpster enclosure. After receiving City Council’s recommendations, a proposal with BRW and Associates will be finalized and the final design phase will begin. The Parks and Recreation Board expressed concern on possible displacement of the Senior Recreation Center patrons, of which Director Diaz advised that the hope is for only half of the center to be shut down at a time. He added that the Recreation Center, Collin County Community College, and possibly the nearby Waterbook Bible Fellowship Church are all possible considerations if the relocation of Senior Recreation Center

programs and activities becomes necessary. The possible project timeline for construction includes a bid out as early as the fall of 2022, with construction starting year end.

In a work session during the January 25 or February 22 City Council meeting, staff plans to present the Wylie Recreation Center operation counterpoints to the YMCA presentation that took place during a Council meeting in 2021. Staff will also review various options for membership fees based on the recent Feasibility Study. Parks and Recreation Board members are invited to attend and give input during this work session; staff will communicate meeting details after the date has been confirmed.

WS2. Future agenda items.

The winter 2022 Activity Menu has been published and distributed. Included in the edition is an article on January Wellness Month, as well as related upcoming activities which can be found on page six. Also included on page 30 are stories featuring our City parks, wherein staff chooses different City parks to be highlighted in each quarterly Activity Menu.

The spring tour planned in April is fast approaching, and Director Diaz invited the Parks and Recreation Board to give input on locations they would like included.

The City Ordinance Chapter 78 Prohibited Acts, are still being updated and reviewed by the City Attorney. Items to be updated are primarily related to the carry of weapons in City parks based on state law changes. The final draft is expected in February and will be brought to the Parks and Recreation Board for review likely in the spring.

The new digital sign is complete and now in use at Olde City Park. Staff updates the information on the sign regularly, primarily including information on the Parks and Recreation Department and City events. Staff is removing the old banner sign board, which that was used prior to the installation of the new digital sign.

The Interlocal agreement with Wylie Independent School District (WISD) and the City has been finalized. The project includes light upgrades to the tennis courts, which is a shared facility adjacent to Founders Park. City Council is scheduled to review and approve the City's funding portion of the light replacement expense at a future meeting; WISD will pay \$180,000 and the City will pay \$140,000 of the improvements expense.

ADJOURNMENT

A motion was made by Board Member Mullis, seconded by Board Vice-Chair Suarez, to adjourn the meeting at 8:07 p.m. A vote was taken and motion passed 4-0 with Board Member Brett Swendig, Board Member Brian Willeford, and Board Member Kevin Stewart absent.

Joni Robinson, Board Chair

ATTEST:

Janet Hawkes, Administrative Assistant II



Parks and Recreation Board

AGENDA REPORT

Meeting Date:	February 14, 2022	Item Number:	_____
Department:	Parks and Recreation		_____ <i>(City Secretary's Use Only)</i>
Prepared By:	Robert Diaz	Account Code:	_____
Date Prepared:	February 8, 2022	Exhibits:	1

Subject

Consider and act upon approval of a Park Event Application for the 1LT Robert F. Welch fundraiser event in Olde City Park on Saturday, April 23, 2022.

Recommendation

Motion to recommend approval as presented.

Discussion

The proposed 1LT Robert F. Welch fundraiser event will be held on Saturday, April 23, 2022 at Olde City Park. This was held in Olde City Park for many years, but was not able to be held there the past few years due to the COVID-19 pandemic. The event will consist of memorial ceremonies, luncheon, vendor fair, and fun run in the downtown area. Parks and recreation staff will also 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 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 *

1LT Robert F. Welch III Charity

Website

www.1ltwelchrunforourheroes.org

Are you a non profit? *

☒ Yes ☐ No

Please upload 501c3 Documents

501c3 tax exempt letter 001.jpg 735KB

Contact Information

Primary Contact Name *

Becky Welch

Event Information

Event Name/Title *

1LT Robert F. Welch III Run for our Heroes

Event Type *

Fundraiser

Purpose of event *

To honor and remember our fallen heroes and celebrate all our military veterans and first responders

Event Location *

Olde City Park

112 S Ballard Avenue

Proposed Event Date *

04/23/2022

Alternative Event Date *

04/30/2022

Start Time *

06:00:00 AM

Include Setup

End Time *

04:00:00 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

Event T-shirts, food items; vendor booths will sell various handmade items, Scentsy, CBD oil, Thirty-one, tshirts , purses, Usborne books, prepackaged food items, etc.

Will there be food items provided?

☒ Yes ☐ No

Please specify the types of food items to be provided

Free Lunch for Military Veterans, First Responders, and their families- Barnhill Brothers BBQ (food is prepared off site and lunch is served as a come and go in containers; bagged chips, cookies,etc)

LaLos Street Tacos

WHS ROTC Booster Club (burgers, hot dogs)

Dippin' Dots

SMOs Donuts

Who is providing the food?

☐ Applicant

☒ Food Vendor

☐ Other

Anticipated number of Participating Vendors *

60

Anticipated Event Attendance *

1,000

Event Target Audience *

Military, first responders, general public

Event Details *

Event is comprised of a 5k run starting at 9am (opening ceremonies at 8:30am), vendor fair (9-2pm), and free Heroes Lunch for all military veterans and first responders and their families (11-12:30pm). We will have a mix of paid vendors and nonprofit organizations set up along with a special military/first responder Heroes Tribute display. We will also have inflatables and activities for families. A special wreath presentation will be done at our Wylie Veterans Memorial.

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*

01/25/2022



Parks and Recreation Board

AGENDA REPORT

Meeting Date:	February 14, 2022	Item Number:	_____
Department:	Parks and Recreation		_____ <i>(City Secretary's Use Only)</i>
Prepared By:	Robert Diaz	Account Code:	_____
Date Prepared:	February 8, 2022	Exhibits:	1

Subject

Consider and act upon approval of a Park Event Application for the Wylie High School PTSA Fun Run fundraiser event in Founders Park on Saturday, April 9, 2022.

Recommendation

Motion to recommend approval as presented.

Discussion

The proposed Wylie High School Fun Run fundraiser event will be held on Saturday, April 9, 2022 at Founders Park. This is the first year for this event and staff will coordinate with local sports leagues on use of the park for this event. Parks and recreation staff will also 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 eight weeks prior to your event date. Special events, meetings, and gatherings (other than typical parties or picnics) will require submission of a Park Event Application prior to reservation approval. Please call the Parks Administration at 972-516-6340 if you have any questions pertaining to the Park Event Application.

Applicant Information

Name of Organization *

Wylie High School PTSA

Website

Are you a non profit? *

☒ Yes ☐ No

Please upload 501c3 Documents

Wyliehs_tax_exempt_form[1]... 16.59KB

Contact Information

Primary Contact Name *

Janie Emmert

Event Information

Event Name/Title *

Wylie High PTSA Fun Run

Event Type *

5k/Walk

Purpose of event *

Fundraiser for the Wylie High School PTSA Senior Celebration and for the PTSA Wellness Activity Committee

Event Location *

Founders Park

851 Hensley Lane

Proposed Event Date *

04/09/2022

Alternative Event Date *

04/16/2022

Start Time *

07:00:00 AM

Include Setup

End Time *

12:00:00 PM

Include Cleanup

Do you plan to sell items of any kind?

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

☒ Yes ☐ No

Please specify all items you plan to sell

T-shirts and registrations, potentially allow vendors to purchase a spot to sell non food items also and potentially allow the WYSA concession vendor to sell concessions

Will there be food items provided?

☒ Yes ☐ No

Please specify the types of food items to be provided

Bottled water / concession stand items at the WYSA concession stand

Who is providing the food?

☐ Applicant
☒ Food Vendor
☐ Other

Anticipated number of Participating Vendors *

10

Anticipated Event Attendance *

500

Event Target Audience *

residents of Wylie, Murphy, Sachse and surrounding areas

Event Details *

We are wanting to host a fun run to raise money for the Wylie High Senior Student Celebration to cover the cost of tickets and door prizes and to also fund wellness activities that are put on at Wylie High School for the community and school. The run will consist of a 1 mile walk/run for families and then a 5K run/walk that is timed by a timing vendor such as Delta View Timing who has been used previously by other schools within the district for a run/walk and has already mapped founders for the appropriate route.

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

Janie Emmert

Date*

01/25/2022



Parks and Recreation Board

AGENDA REPORT

Meeting Date:	February 14, 2022	Item Number:	_____
Department:	Parks and Recreation		_____
Prepared By:	Robert Diaz	Account Code:	_____
Date Prepared:	February 3, 2022	Exhibits:	_____

Subject

Discuss art projects at the Municipal Complex Trail.

Recommendation

N/A

Discussion

The Wylie Public Art Advisory Board would like to discuss future art projects along the Municipal Complex Trail. Carole Ehrlich, Public Art Coordinator, will discuss with the Board the process for selecting art projects and role of the Parks and Recreation Board.



Parks and Recreation Board

AGENDA REPORT

Meeting Date:	February 14, 2022	Item Number:	_____
Department:	Parks and Recreation		_____
Prepared By:	Robert Diaz	Account Code:	_____
Date Prepared:	February 3, 2022	Exhibits:	_____

Subject

Project updates.

Recommendation

N/A

Discussion

Updates to the Board:

- FY22 Projects-Parking lot lighting in Community Park/Senior Center, Twin Lakes Park Playground, and Valentine Park Playground
- Splash pads/Dog park
- Facility improvements to the Senior Center
- Wylie Recreation Center
- Wylie Parks and Recreation Foundation



Parks and Recreation Board

AGENDA REPORT

Meeting Date:	February 14, 2022	Item Number:	_____
Department:	Parks and Recreation		_____
Prepared By:	Robert Diaz	Account Code:	_____
Date Prepared:	February 3, 2022	Exhibits:	_____

Subject
Future Agenda Items.

Recommendation
N/A

Discussion
<p>The items listed below are items that can be discussed to comply with the Open Meetings Act requirements.</p> <p>For this meeting, items to be discussed are as follows:</p> <ul style="list-style-type: none"> • Wylie Recreation Center work session and video on February 22, 2022. • Joint PARB and Council meeting on March 8, 2022 for Meadowview Easement. • PARD upcoming events: 1Lt. Robert Welch Event on 4/23 and PARB Tour. • Review of the PARD Prohibited Acts in early 2022. • Project updates for this FY-Updated tennis court lighting at Founders Park.