

# Wylie Parks and Recreation Board - Notice of Tour

October 23, 2021 – 9:00 AM

Parks Maintenance Building - 949 Hensley Lane, Building #200, Wylie, Texas 75098



A quorum of the Wylie Parks and Recreation Board Board may or may not be present for this Tour, and no action will be taken during this Tour. The Parks and Recreation Board will meet at the Wylie Parks Maintenance Facility, 949 Hensley Lane #200, Wylie, TX 75098 at 9:00 a.m. to tour the following locations: 1) Tour Parks Maintenance Facility, 949 Hensley Lane #200, 2) Founders Park, 851 Hensley Lane, 3) Municipal Complex trail and park, 300 Country Club Road, 4) Creekside Park North (Arbor Day Tree Dedication Site), 300 Nathan Drive, 5) Riverway Park, 1200 Riverway Lane, 6) Sage Creek Park, 2906 Ryan Drive. 7) Lakeside Park, 300 Lakehurst Drive, 8) Woodbridge Park (new park under construction), 230 Springwell Parkway, 9) Return to Parks Maintenance Building, 949 Hensley Lane #200.

The regular Parks and Recreation Board meeting will begin at 11:00 a.m. in the break room at the Wylie Parks Maintenance Facility, 949 Hensley Lane #200, Wylie, TX 75098.

## 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, approval of the Minutes from the September 13, 2021 regular meeting.
2. Consider, and act upon, approval of a Park Event Application for the Wylie Christian Care Center to hold a bake sale fundraiser event at Olde City Park on November 24, 2021.

## ADJOURNMENT

## CERTIFICATION

I certify that this Notice of Meeting was posted on October 20, 2021 at 9:00 a.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 Council Minutes

September 13, 2021 – 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 Brian Willeford, Board Member Craig Allen, and Board Member Kevin Stewart. Board Member Brett Swendig and Board Member Kim Mullis were both absent.

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

### CITIZEN COMMENTS ON NON-AGENDA ITEMS

No one came forward.

### REGULAR AGENDA

#### **A. Consider, and act upon, approval of the August 9, 2021 Regular Parks and Recreation Board minutes.**

##### **Board Action**

A motion was made by Board Member Stewart, seconded by Board Vice-Chair Suarez, to approve the August 9, 2021 Regular Parks and Recreation Board minutes. A vote was taken and motion passed 5-0 with Board Member Brett Swendig and Board Member Kim Mullis absent.

#### **B. Consider, and act upon, approval of a Park Event Application for the Wylie P.O.L.I.C.E. Club to hold a softball tournament fundraiser event at Founders Park on November 6, 2021.**

##### **Board Action**

A motion was made by Board Member Allen, seconded by Board Member Willeford, to approve the recommendation of a Park Event Application for the Wylie P.O.L.I.C.E. Club to hold a softball tournament fundraiser event at Founders Park on November 6, 2021. A vote was taken and motion passed 5-0 with Board Member Brett Swendig and Board Member Kim Mullis absent.

### WORK SESSION

WS1. Discuss Cemetery Advisory Board update.

Board Vice-Chair Suarez presented the Parks and Recreation Board on an update of the newly formed Cemetery Advisory Board, on which she also serves as a Board Member. This seven-person Board met for their first regular meeting on September 2, 2021 wherein Sandra Stone was nominated to serve as Board Chair, and Keith Stephens was nominated to serve as Board Vice-Chair for the 2021-2022 term. Both Cemetery Advisory Board Chair Stone and Board Vice-Chair Stephens have prior experience serving on similar boards. The Cemetery Advisory Board

members voted to approve the Meeting Rules and Procedures as well as the meeting calendars for 2021 and 2022, agreeing to meet on the first Thursday of each month at 6:00 p.m. in the Wylie City Council Chambers. Wylie Assistant City Manager Renae' Ollie serves as Staff Liaison for the Cemetery Advisory Board, and she expects the transition of cemetery ownership and its existing funds to be underway by January 2022. In October or November staff is planning a Cemetery Advisory Board tour of the potential cemeteries that the City expects to acquire.

#### WS2. Discuss future projects.

Director Diaz advised that discussion between management staff and the City Council will take place at the September 14, 2021 City Council meeting to discuss potential projects throughout the City utilizing General Fund fund balance. City Manager Holstead is recommending a total of \$5,320,000 be funded out of the General Fund balance during fiscal year 2021/2022 to go towards the expense of these potential projects. Based on the Parks and Recreation Master Plan findings as well as the recent bond discussions, City Manager Holstead is recommending consideration of pursuing projects for a splash pad, a dog park, and Senior Center facility improvements, all to be funded out of the General Fund. Director Diaz added that the 4B Fund balance could possibly be a funding source that would assist the aforementioned projects being considered.

As noted in the recent Feasibility Study, the potential Senior Center remodel would likely include updated ADA compliant restrooms and a porte cochère at the front entrance of the building. A potential dog park could possibly be constructed north of the library, as indicated on the Municipal Complex Master Plan. A possible splash pad could be located at the Municipal Complex, behind the Library and Recreation Center (as shown on the Parks, Recreation, and Open Space Master Plan). A second splash pad is being considered to be located at Community Park due to its existing infrastructure, of which includes restrooms and parking.

#### WS3. Discuss future Agenda items.

Director Diaz listed some items staff recommended as potential items for discussion at future Parks and Recreation Board meetings. Board Chair Robinson advised that Board Members could email her individually with any ideas for topics of discussion, which she would forward on to Director Diaz.

The fall Parks and Recreation Board Tour is scheduled for October 23, 2021 from 9:00 a.m. to 12:00 p.m., which will begin at the Parks Maintenance Building, then onto the west side of town, primarily west of Country Club Road. It is possible the Board will have a brief meeting on Regular Agenda items needing Board approval. Any items of interest the Board would like to see during the Tour can be sent to Board Chair Robinson or Director Diaz individually.

Staff is waiting on a response from the Assistant City Manager Renae' Ollie in regards to the suggestion by Board Robinson for City Council Members to join with Parks and Recreation Board Members for a team building retreat.

The Parks and Recreation Department fall events will include National Night Out (October 5<sup>th</sup>), Arbor Day (November 5<sup>th</sup>), Boo on Ballard (October 28<sup>th</sup>), the Wylie Arts Festival (December 4<sup>th</sup>), and Tree Lighting Ceremony (potentially on December 5<sup>th</sup>). Board Members are invited to participate or assist in any of these events. Staff will send information on each as it comes available.

PROS Consulting continues to work on the Parks and Recreation fee study. This will be added as an item of discussion on future agendas to review updates as well as the full study upon its completion.

Board Chair Robinson requested staff to provide monthly updates during the regular Parks and Recreation Board meetings, advising of the progress and financial expenditures of the aforementioned future projects including splash pad(s), a dog park, and the Senior Center facility improvements.

**ADJOURNMENT**

A motion was made by Board Member Allen, seconded by Board Member Willeford, to adjourn the meeting at 7:15 p.m. A vote was taken and motion passed 5-0 with Board Member Brett Swendig and Board Member Kim Mullis absent.

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**Joni Robinson, Board Chair****ATTEST:**

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**Janet Hawkes, Administrative Assistant II**



# Parks and Recreation Board

## AGENDA REPORT

<b>Meeting Date:</b>	October 23, 2021	<b>Item Number:</b>	_____
<b>Department:</b>	Parks and Recreation		_____ <i>(City Secretary's Use Only)</i>
<b>Prepared By:</b>	Robert Diaz	<b>Account Code:</b>	_____
<b>Date Prepared:</b>	October 11, 2021	<b>Exhibits:</b>	1 _____

### Subject

Consider and act upon approval of a Park Event Application for the Wylie Christian Care Center to hold a bake sale fundraiser event at Olde City Park on November 24, 2021.

### Recommendation

Motion to recommend approval as presented.

### Discussion

The proposed Wylie Christian Care Center fundraiser event will be held on Saturday, November 24, 2021 at Olde City Park. This event has typically been held at other locations in years past, but due to COVID-19 concerns and the central location in the City, the group is requesting to use the Olde City Park pavilion for the bake sale. Parks and recreation staff will coordinate with the group on event logistics and set up. Staff has confirmed that a health permit from the Collin County will not be required for this event.



**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 Community Christian Care Center

**Website**

wyliecommunitychristiancare.org

**Are you a non profit? \***

☒ Yes ☐ No

**Please upload 501c3 Documents**

### Contact Information

**Primary Contact Name \***

Mary Warkentine

### Event Information

**Event Name/Title \***

34th Annual Wylie Christian Care Thanksgiving Bake Sale

**Event Type \***

Fundraiser

**Purpose of event \***

Raise funds for the Wylie Community Christian Care Center

**Event Location \***

Olde City Park

112 S Ballard Avenue

**Proposed Event Date \***

11/24/2021

**Alternative Event Date \***

11/24/2021

**Start Time\***

07:30:00 AM

Include Setup

**End Time\***

03:00:00 PM

Include Cleanup

**Anticipated number of Participating Vendors\***

1

**Anticipated Event Attendance\***

75

**Event Target Audience\***

Wylie community area

**Event Details\***

Baked goods from Wylie area people are solicited for the sale. They are dropped off at the Wylie Christian Care Center on the day before the sale. Volunteers package, decorate, and price the items. They are delivered to the bake sale location early morning of the sale.

I have uploaded last years flyers.

**Event Announcement and/or Flyers**

WCCC - 33rd Annual Bake Sale.pdf

596.04KB

Bake Sale Flyer.pdf

126.08KB

**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](http://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\***

09/21/2021



**33rd Annual  
Wylie Christian Care Center  
Thanksgiving Bake Sale  
(Home Baked Treats!)**

**Benefiting  
The Wylie Christian Care Center**

**WEDNESDAY,  
NOVEMBER 25th, 2020**

**9:00am - 2:00pm**

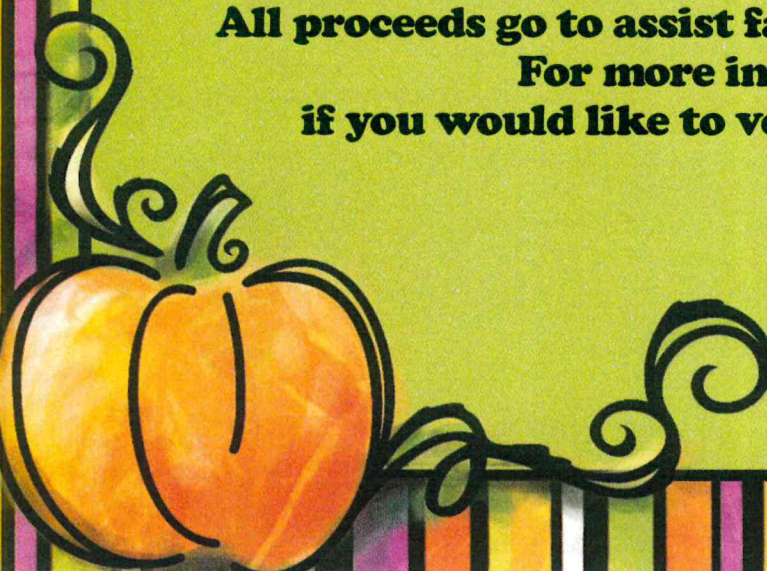
**NEW LOCATION**

**105 N. Jackson  
(Corner of Oak & Jackson)**

**All proceeds go to assist families in our community.  
For more information or  
if you would like to volunteer, please contact**

**Gloria Suarez  
(281) 714-5523**

**or Betty Lutz-Black  
(469) 767-9089**





**PIES, CAKES, COOKIES,  
ETC. NEEDED FOR THE  
WYLIE CHRISTIAN CARE  
ANNUAL BAKE SALE!**

**DROP OFF ITEMS ON  
TUESDAY NOV 24<sup>TH</sup> AT THE  
CHRISTIAN CARE CENTER**

**1310 W. Brown St. at Side Door**

**7 AM - 5 PM**

**NEW LOCATION FOR THE SALE**

**105 N JACKSON corner of OAK & JACKSON**

**9AM - 2PM**

**More info: Betty Lutz-Black 469-767-9089 [lutz.gma@gmail.com](mailto:lutz.gma@gmail.com)  
Gloria Suarez 281-714-5523 [suarezg@live.com](mailto:suarezg@live.com)**