

Wylie Parks and Recreation Board Regular Meeting

May 13, 2024 – 5:30 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 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 February 12, 2024, Parks and Recreation Board Regular Meeting Minutes.
2. Consider and act upon approval of the Hope Under the Stars fundraiser event at Olde City Park on October 5, 2024.

WORK SESSION

WS1. Parks and Recreation Board Tour and Meeting date amendments.

WS2. Project Updates.

WS3. Program 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 10, 2024, 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 City Council

AGENDA REPORT

Department: Parks and Recreation

Account Code: _____

Prepared By: Janet Pieper

Subject

Consider and act upon approval of the February 12, 2024, Parks and Recreation Board Regular 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

February 12, 2024 – 5:30 pm

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



CALL TO ORDER

Board Chair Beaux Dyson called the regular meeting to order at 5:32 p.m. The following Parks and Recreation Board members were present: Board Vice Chair Gloria Suarez, Board Member Kim Mullis, Board Member Nick Puente, and Board Member Scott Hevel. Board Member Craig Allen and Board Member Brian Arnold were absent from the meeting.

Staff present included Parks and Recreation Assistant Director Brent Stowers, Parks and Recreation Administrative Assistant Janet Pieper, and Parks and Recreation Supervisor Annika Sacco.

PRESENTATIONS

No presentations.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

No citizens came forward.

REGULAR AGENDA

1. **Consider and act upon approval of the January 8, 2024, Regular Parks and Recreation Board Meeting Minutes.**

Board Action

A motion was made by Board Member Mullis, seconded by Board Member Hevel, to approve the January 8, 2024, Regular Parks and Recreation Board Meeting Minutes. A vote was taken, and the motion passed 5-0 with Board Member Allen and Board Member Arnold absent from the meeting.

2. **Consider and act upon approval of the Texas Therapeutic Riding Center's 1st Annual Coco Trot Fun Run/5K at Founders Park from 6:00 a.m. to 12:00 p.m. on May 11, 2024.**

Board Action

A motion was made by Board Vice Chair Suarez, seconded by Board Member Puente, to approve the Texas Therapeutic Riding Center's 1st Annual Coco Trot Fun Run/5K at Founders Park from 6:00 a.m. to 12:00 p.m. on May 11, 2024. A vote was taken, and the motion passed 5-0 with Board Member Allen and Board Member Arnold absent from the meeting.

3. **Consider and act upon approval of the Heat Elite Sports Club "Bring the Heat Flag Football Tournament" at Community Park from 7:00 a.m. to 8:00 p.m. on April 14, 2024.**

Board Action

A motion was made by Board Member Puente, seconded by Board Member Mullis, to approve the Heat Elite Sports Club "Bring the Heat Flag Football Tournament" at Community Park from 7:00 a.m. to 8:00 p.m. on April 14, 2024, contingent upon receipt of the organization's 501c3 document. A vote was taken, and the motion passed 5-0 with Board Member Allen and Board Member Arnold absent from the meeting.

WORK SESSION

WS1. Welcome Center at the Brown House Mission, Vision, Values.

Parks and Recreation Supervisor Annika Sacco advised that the Welcome Center at the Brown House currently consists of a merchandise shop, ongoing rotations of Victorian and historical exhibits, occasional programming, and information brochure offerings of local interests. The house also serves as a hub for several city-sponsored and co-sponsored events that take place in downtown Wylie. Challenges include poor visibility of the house from the main downtown area, limited parking areas, no firm identity for the location, excessive traffic due to a busy four-way intersection nearby, a closed floorplan with only 1,500 square feet on the main floor, and ongoing maintenance complications due to the historical age and requirements of the house. Ms. Sacco added that an ongoing and incomplete study on a potential change to the downtown infrastructure as a whole has also hindered plans for the house.

Ms. Sacco explained that departmental staff is working to define the Mission, Vision, and Values for the Welcome Center at the Brown House facility. To do this, staff are gathering data from stakeholders, including the Wylie Historical Society, Parks and Recreation Board Members, City Council Members, and City staff. Ms. Sacco addressed the Board with three questions requesting input from each attending member:

Staff Comments

Question 1: What problems does the Welcome Center at the Brown House solve for the city, and what needs are met by having this facility?

Board Comments

Board Vice Chair Suarez liked what the house currently offers citizens. She noted that improvements need to be made to the current infrastructure and roads in the downtown area to add more amenities that could potentially draw in the community.

Board Member Puente stated that the downtown area needs better traffic flow.

Board Member Hevel commented that we have a unique downtown area centrally located with visual and historical appeal.

Board Member Mullis said that the Welcome Center at the Brown House is beneficial to new residents and visitors of Wylie but that it needed to be better promoted.

Board Member Dyson called the Welcome Center at the Brown House an anchor for citizens to find local history and opportunities.

Staff Comments

Question 2: What do you want Brown House to be known for?

Board Comments

Board Vice Chair Suarez referred to the facility as a landmark and said it should continue to operate as is.

Board Member Puente agreed with Board Vice Chair Gloria Suarez that it should continue as is.

Board Member Hevel stated the house should continue to be the central hub for downtown events.

Board Member Mullis commented that it should continue to be a historical landmark for visitors and residents.

Board Member Dyson wants to see the facility continue as is representing as a main hub to the city.

Staff Comments

Question 3: What do customers say we are best known for?

Board Comments

Board Vice Chair Suarez stated that the center is best known as a historically preserved landmark for City-sponsored events.

Board Member Nick Puente best remembered the facility wherein Wylie High School students, himself included, attended the traditional senior student tea party. He added that he would like to see this tradition renewed along with the addition of area class field trips.

Board Member Hevel said that the house is simply a fun place to be due to all of the activities hosted at that location.

Board Member Mullis believes that it is best known as a location for hosting great community events that bring people together.

Board Member Dyson commented that the facility participates as a permanent fixture during seasonal events making itself a presence in all of them.

WS2. Project Updates.

Assistant Parks and Recreation Director Brent Stowers provided updates on the department's current and future projects.

The dog park construction is complete except for a few punch list items remaining for the contractor to address and the standard accessibility inspection for ADA compliance. The Prairie Tails Dog Park had a successful grand opening event on January 11 with several citizens, Board Members, Council Members, and staff in attendance.

The Senior Recreation Center renovation project is nearing completion with punch list items to address, carpet reinstallation in some of the areas, and the certificate of occupancy inspection. The facility's dining area will be opened for the late February, March, and April elections. The reopening date of the Senior Recreation Center has not yet been determined.

The Welcome Center at the Brown House foundation work is complete. Staff is in process of obtaining contractor quotes for some exterior repairs and whole-house repainting. The selection of paint color must be approved by the Wylie Historical Society, with final approval from the City Council.

The Founders Park field renovation project continues on the three athletic fields located on the park's northwest side. Staff are working with FEC to get power to the new irrigation pump. Most of the irrigation piping has been run and zoned, and the fields are being laser-graded with new topsoil.

The splash pad projects at Community Park and the East Meadow areas are ongoing. The splash pads have been formed up for concrete, and the recirculating tanks are being installed underground this week at

both sites. Electrical work began last month and will be ready for inspection by Encore by the end of the week.

The upcoming phase two playground project at Community Park is estimated to begin on March 18, and construction of the new Pirate Cove playground at Founders Park is to begin on April 1, weather permitting. Both playground projects will include the installation of rubber-based poured-in-place surfacing.

WS2. Program Updates.

Parks and Recreation Administrative Assistant Janet Pieper reviewed updates on departmental programs.

The Praire Tails Dog Park grand opening was on January 11th and was well attended by citizens, Parks and Recreation Board Members, City Council Members, and staff. Nearly 200 novelty items were passed out to attendees during the event.

The Easter Bunny Hop is scheduled for March 23rd from 10:30 am to 11:30 am with registration being nearly full. Summer Camp registration opens on March 1st, and early registration discounts will be available as advertised. Parents Night has been a successful offering with two more scheduled dates upcoming. January Wellness Month wrapped up with over 200 people who participated. The Welcome Center at the Brown House has put up new displays for patrons, and staff will participate during the City-sponsored Pedal Car Race on May 5th by offering a bounce house for the kids as well as home tours.

The Parks and Recreation Board Tour is scheduled for March 23rd from 9:00 am to 12:00 pm. Board Members are encouraged to contact Ms. Pieper with their intent to attend.

ADJOURNMENT

A motion was made by Board Member Mullis, seconded by Board Member Hevel, to adjourn the meeting at 7:05 p.m. A vote was taken, and the motion passed 5-0 with Board Member Allen and Board Member Arnold absent from the meeting.

Beaux Dyson, Board Chair

ATTEST:

Janet Pieper, Administrative Assistant



Wylie City Council

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Pieper

Account Code: _____

Subject

Consider and act upon approval of the Hope Under the Stars fundraiser event at Olde City Park on October 5, 2024.

Recommendation

Motion to approve the Item as presented.

Discussion

The non-profit group Hope’s Gate successfully hosted the Hope Under the Stars fundraiser event in October of 2023 at Olde City Park. The event is a five-course dinner with wine pairings. Live music and other entertainment are also planned during the event.

Representative Kendra Medina is requesting permission to provide alcohol to ticketholders during their event, which must go through the following process:

- 1) Submit a Non-Profit Park Event Application, which is included in this Agenda Packet.
- 2) Receive Wylie Parks and Recreation Board approval for recommendation to Council.
- 3) Receive Wylie City Council’s final approval.
- 4) Receive written permission from the City Manager or his designee, for the allowance of possession and consumption of alcoholic beverages during the requested event. See Ordinance No. 2021-25, Chapter 10, Article II, Section 10-21.



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 (no car shows permitted 30 days prior to or 14 days after the City-sponsored Bluegrass on Ballard event);
 - 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 *

Hope's Gate

Website

www.hopesgate.org

Are you a non profit? *

Yes No

Please upload 501c3 Documents

HG 501(c)(3) form (2).pdf 681.32KB

Contact Information

Primary Contact Name *

Kendra Medina

Event Information

Event Name/Title *

Hope Under the Stars

Event Type *

Fundraiser

Purpose of event *

Fundraiser 5 course dinner and entertainment to raise funds for Hope's Gate and their education fund

Event Location *

Olde City Park

112 S Ballard Avenue

Proposed Event Date *

10/05/2024

Alternative Event Date *

10/05/2024

Start Time *

09:00:00 AM

Include Setup

End Time *

11:00:00 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

Anticipated number of Participating Vendors *

0

Anticipated Event Attendance *

130

Event Target Audience *

Wylie and surrounding communities and supporters of Hope's Gate

Event Details *

This will be a 5 course dinner plus reception hour with live music and other entertainment. Wine tastings will also accompany each course. Attendees will come from approximately 5:30 pm to 9 pm, and the rest of the day will be used for set up and tear down.

Event Announcement and/or Flyers

Signature

Kendra Lynn Medina

Date*

04/16/2024



Wylie City Council

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Pieper

Account Code: _____

Subject

PARB Tour and Meeting date amendments.

Recommendation

N/A

Discussion

Discuss the Parks and Recreation Board Tour date and September Regular Meeting date.



Wylie City Council

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Pieper

Account Code: _____

Subject
Project updates.

Recommendation
N/A

Discussion
Discuss the Parks and Recreation Department's recent and upcoming projects.



Wylie City Council

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Pieper

Account Code: _____

Subject
Program updates.

Recommendation
N/A

Discussion
Discuss the Parks and Recreation Department's recent and upcoming programs and events.