

Wylie Parks and Recreation Board Regular Meeting

February 12, 2024 – 5:30 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 approval of the January 8, 2024, Parks and Recreation Board Regular Meeting Minutes.
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.
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.

WORK SESSION

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

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 February 9, 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.

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

AGENDA REPORT

Department: Parks and Recreation

Account Code: _____

Prepared By: Janet Pieper

Subject

Consider and act upon approval of the January 8, 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

January 08, 2024 – 5:30 pm

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



CALL TO ORDER

Board Chair 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 Craig Allen, and Board Member Kim Mullis. Board Member Nick Puente was absent, Board Member Brian Arnold arrived at 5:34 p.m., and Board Member Scott Hevel arrived at 6:00 p.m.

Staff present included Parks and Recreation Director Carmen Powlen, Parks and Recreation Assistant Director Brent Stowers, and Parks and Recreation Executive Administrative Assistant Janet Pieper.

PRESENTATIONS

No presentations.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

City of Wylie resident Eric Clowers addressed the Board regarding the current use and rental of the Founders Park soccer fields.

REGULAR AGENDA

1. Consider and act upon approval of the November 13, 2023, Regular Parks and Recreation Board Meeting Minutes.

Board Action

A motion was made by Board Member Allen, seconded by Board Member Mullis, to approve the November 13, 2023, Regular Parks and Recreation Board Meeting Minutes. A vote was taken, and the motion passed 5-0 with Board Member Puente absent and Board Member Hevel arriving to the meeting at 6:00 p.m.

WORK SESSION

WS1. Project Updates.

Staff Comments

Assistant Parks and Recreation Director Stowers reviewed and provided recent pictures of the Parks and Recreation Department's current and future project updates.

The contractor, LMC Corporation, continues renovating the interior and exterior of the Senior Recreation Center. The renovation project includes new ADA restrooms, a new fitness room, new flooring, office relocations, new lighting, new windows, exterior refinishing, and additional parking. Progress remains on schedule for the expected completion this spring.

The Founders Park field renovation project continues on three athletic fields located on the park's northwest side. The contractor is Grand Landscapes and Athletics, and Parks staff is assisting in installing new irrigation to the renovated fields. The three northern fields are being crowned, the front section will

be renovated for smaller fields, new irrigation will be added to the renovated areas, a new irrigation pump will be installed to service the west side of the complex, all fields and common areas will be upgraded to TifTuf Athletic Field grades sod, and all playing fields in that area will be brought up with two inches of premium topsoil and sand capped with two inches of sand for drainage.

Except for addressing a few punch list items, the contractor, RLM EarthCo Construction, completed the dog park construction. The park includes three dog park paddocks, bullpen fencing entries, dog wash stations, agility equipment, small pavilions, site furnishings, security lights, trail connections, irrigation, and landscaping. The grand opening for the new park, named “Prairie Tails,” is scheduled for this Thursday, January 11, at 3:30 p.m.; Parks and Recreation Board Members are encouraged to attend.

The splash pad projects at the Community Park and the East Meadow Trail areas are ongoing. The East Meadow splash pad will include prairie-style water features, stamped concrete, stone seating, a group shelter, an arrival plaza, a drop-off location, a gateway shade structure, a public restroom, a filtration building, and a connection to the existing trails. The Community Park splash pad will include futuristic-style water features, stamped concrete, seat walls, shade fabric, an arrival plaza, a drop-off location, new restrooms with a pump filtration room, and a connection to the existing trails. The completion date for the splash pad is anticipated to be in the summer of 2024.

Upcoming projects include the construction of a new Pirate Cove playground. It will be an all-inclusive playground located in a new area of Founders Park. It will remain pirate-themed, have a two to five-year-old play structure, a five to twelve-year-old play structure, a three-bay swing set, and rubber-based poured-in-place surfacing. The original Pirate Cove playground will remain intact at its location for public use until the new one is complete. The estimated start date for this project is April 2024.

Another upcoming project is the Community Park Playground Phase Two. This will include a Nexus Climber amenity, additional stand-alone playground components, an additional three-bay swing set with inclusive swings and a bird nest swing, and the rubber-based poured-in-place surfacing. This project's estimated start date is expected in the spring of 2024.

WS2. Program Updates.

Staff Comments

Parks and Recreation Director Carmen Powlen reviewed updates on departmental programs. January is Wellness Month, and many activities are planned during that time. Last week, the department co-hosted a Hooping with the Blues program where youth engaged in a friendly basketball challenge with Wylie Police and Wylie Fire Department staff. There will be an added bonus to the Recreation auto-renew passes. Staff have wrapped up the Spring Break and Summer Camp programming with the new Activity registration opening on March 1. Staff will be coordinating and participating in the Prairie Tails Dog Park grand opening event on Thursday, January 11.

ADJOURNMENT

A motion was made by Board Member Mullis, seconded by Board Member Allen, to adjourn the meeting at 6:17 p.m. A vote was taken, and the motion passed 6-0 with Board Member Puente absent from the meeting.

Beaux Dyson, Board Chair

ATTEST:

Janet Pieper, Executive Administrative Assistant



Wylie City Council

AGENDA REPORT

Department: Parks and Recreation

Account Code: _____

Prepared By: Janet Pieper

Subject

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.

Recommendation

Discuss and consider making a motion to approve the item for recommendation to City Council.

Discussion

This is a new fundraising fun run/5K event with the goals to raise funds to support the TxTRC, continue serving children and adults with special needs, and educate the community about the services they provide. The applicant plans to take donations and sell t-shirts and food items; they know they must contact the Collin County Health Department regarding food items they intend to sell during their event.



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 *

Texas Therapeutic Riding Center

Website

https://txtrc.org/

Are you a non profit? *☒ Yes ☐ No**Please upload 501c3 Documents**

Tax Document.pdf

648.68KB

Contact Information**Primary Contact Name ***

Shelby Nicoletti

Event Information**Event Name/Title ***

Texas Therapeutic Riding Center 1st Annual Coco Trot Fun Run/5K

Event Type *

Other

If other, please explain *

Fun Run Fundraiser

Purpose of event *

Fundraising opportunity for charity & raise awareness of charity's services & volunteer opportunities

Event Location *

Founders Park

851 Hensley Lane

Proposed Event Date *

05/11/2024

Alternative Event Date *

05/11/2024

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**

TxTRC t-shirts, Accepting donations to charity

Will there be food items provided?☒ Yes ☐ No**Please specify the types of food items to be provided**

Hot Chocolate, Coffee, Bottled water, Marshmallows, Whipped Cream, Donuts

Who is providing the food?☒ Applicant☐ Food Vendor☐ Other

Anticipated number of Participating Vendors *

0

Anticipated Event Attendance *

100

Event Target Audience *

Community of Wylie

Event Details *

This fun run/5K will be a fundraising opportunity to raise funds to support TxTRC and our mission to continue to serve our children and adults with special needs as well as educate the community on the services we provide. We are also looking to use this event as a platform to educate members of the community with what our charity does as well as encourage their participation as a potential volunteer. We will have a fun run and 5K option for participants followed by offering participants coffee, hot chocolate, water, and donuts. We will be selling TxTRC shirts and accepting donations to TxTRC. Participants will be encouraged to register & pay online.

Event Announcement and/or Flyers

Signature

Shelby Nicoletti

Date *

02/01/2024



Wylie City Council

AGENDA REPORT

Department: Parks and Recreation

Account Code: _____

Prepared By: Janet Pieper

Subject

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.

Recommendation

Discuss and consider making a motion to approve the item for recommendation to City Council.

Discussion

This is an event in Wylie with the goal of engaging youth ages 5-18 in the sport of flag football. The applicant plans to charge an entry fee and sell food items from a food truck during their event; they know they will need to contact the Collin County Health Department regarding food items they intend to sell during their event.



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 *

Heat Elite Sports Club

Website**Are you a non profit? ***☐ Yes ☒ No

Contact Information

Primary Contact Name *

Anthony Wesley

Event Information

Event Name/Title *

Bring the Heat /Flag football tournament

Event Type *

Other

If other, please explain *

Flag football

Purpose of event *

Football Tournament

Event Location *

Community Park

800 Thomas Street

Proposed Event Date *

04/14/2024

Alternative Event Date *

04/14/2024

Start Time *

07:00:00 AM

Include Setup

End Time *

08:00:00 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**

Drinks for the athletes

Will there be food items provided?☒ Yes ☐ No**Please specify the types of food items to be provided**

Hot dogs, Hamburgers

Who is providing the food?☐ Applicant☒ Food Vendor☐ Other

Anticipated number of Participating Vendors *

3

Anticipated Event Attendance *

300

Event Target Audience *

Football parents

Event Details *

Annual flag football tournament for girls and boys age 5-18

Event Announcement and/or Flyers

Signature

A handwritten signature in black ink on a light gray rectangular background. The signature appears to be a stylized 'A' followed by a series of loops and a final upward stroke.

Date *

02/07/2024



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation

Prepared By: Janet Pieper

Account Code: _____

Subject

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

Recommendation

N/A

Discussion

We are working on defining Welcome Center at Brown House Mission, Vision, and Values. To do this, we have been gathering data from our Stakeholders, including Wylie Historical Society, staff, Parks and Recreation Board, and City Council.



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Pieper

Account Code: _____

Subject

Project Updates.

Recommendation

N/A

Discussion

Discuss ongoing Parks and Recreation Department projects.



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation Account Code: _____

Prepared By: Janet Pieper

Subject

Program Updates.

Recommendation

N/A

Discussion

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