

Wylie Parks and Recreation Board Regular Meeting

October 29, 2022 – 11:00 AM

Wylie Recreation Center Meeting Room - 300 Country Club Road, Building #200, Wylie, Texas 75098



The Wylie Parks and Recreation Board Tour is scheduled for Saturday, October 29, 2022, at 9:00 a.m. An Agenda will be posted in accordance with the Open Meetings Act.

A quorum of the Wylie Parks and Recreation Board may or may not be present for this Tour, and no action will be taken during this Tour.

On Saturday, October 29, 2022, The Parks and Recreation Board will meet at the Wylie Recreation Center parking lot, 300 Country Club Road, Building #200, Wylie, TX 75098, leaving at 9:00 a.m., to tour the following locations: 1) Wylie Municipal Complex to view the future dog park location, future trail art location, and future splash pad location, address is 300 Country Club Road, Wylie, TX 75098 2) The Brown House Welcome Center, address is 301 N. Ballard Avenue, Wylie, TX 75098, 3) Valentine Park, address is 1202 Birmingham Street, Wylie, TX 75098, 4) Wylie Senior Recreation Center, 800 Thomas Street, Building #100, Wylie, TX 75098, 5) Community Park to view the second future splash pad location and the ball fields, address is 800 Thomas Street, Wylie, TX 75098, 6) Return to the Wylie Recreation Center parking lot, 300 Country Club Road, Building #200, Wylie, TX 75098.

Following the Tour, the regular Parks and Recreation Board meeting will begin at 11:00 a.m. in the Wylie Recreation Center classroom, 300 Country Club Road, Building #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 September 12, 2022, Parks and Recreation Board Regular Meeting Minutes.
2. Consider and act upon, approval of the Park Event Application from the Wylie Community Christian Care Center, a non-profit organization, for their annual bake sale fundraiser at the Olde City Park Pavilion on November 23, 2022.
3. Consider and act upon, approval of the Park Event Application from Wally W. Watkins PTA, a non-profit organization, for their annual Jingle Bell Jog 5K and Fun Run/Walk at Founders Park on December 3, 2022.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on October 21, 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

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Pieper

Account Code: _____

Subject

Consider and act upon, approval of the September 12, 2022, 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

September 12, 2022 – 6:30 pm

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



PRESENTATION

Parks and Recreation Supervisor Katy Burton gave an overview of the Wylie Senior Recreation Center.

CALL TO ORDER

Board Chair Kim Mullis called the regular meeting to order at 6:30 pm. The following Parks and Recreation Board members were present: Board Vice-Chair Gloria Suarez, Board Member Craig Allen, Board Member Brian Willeford, and Board Member Gerald Dyson. Board Member Brett Swendig and Board Member Nicholas Puente were absent.

Staff present included: Parks and Recreation Director Carmen Powlen, Parks and Recreation Assistant Director Brent Stowers, Parks and Recreation Administrative Assistant II Janet Pieper, and Parks and Recreation Supervisor Katy Burton.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

No Citizens came forward.

REGULAR AGENDA

1. **Consider and act upon, approval of the August 8, 2022, Regular Parks and Recreation Board Meeting Minutes.**

Board Action

A motion was made by Board Member Dyson, seconded by Board Vice-Chair Suarez, to approve the August 8, 2022, Regular Parks and Recreation Board Meeting Minutes. A vote was taken, and the motion passed 5-0, with Board Member Swendig and Board Member Puente absent.

1. **Consider and act upon, approval of a Park Event Application from the Wylie P.O.L.I.C.E. Club, a non-profit organization, to hold their annual Wylie P.O.L.I.C.E. Club Co-Ed Softball Tournament fundraiser event in Founders Park on November 5, 2022.**

Board Action

A motion was made by Board Vice-Chair Suarez, seconded by Board Member Willeford, to approve the Park Event Application from the Wylie P.O.L.I.C.E. Club, a non-profit organization, to hold their annual Wylie P.O.L.I.C.E. Club Co-Ed Softball Tournament fundraiser event in Founders Park on November 5, 2022. A vote was taken, and the motion passed 5-0, with Board Member Swendig and Board Member Puente absent.

2. **Consider and act upon, approval of changing the Parks and Recreation Board meeting to an earlier specified time.**

Board Action

A motion was made by Board Vice-Chair Suarez, seconded by Board Member Allen, to approve changing the Parks and Recreation Board meeting to the earlier time of 5:30 pm. A vote was taken, and the motion passed 5-0, with Board Member Swendig and Board Member Puente absent.

WORK SESSION**WS1. Project Updates.****Staff Comments on Splash Pads and Dog Park**

Parks and Recreation Assistant Director Brent Stowers went over the project updates ledger with the Board. He reviewed with them the discussion during the August 9 Parks and Recreation Board's joint work session with City Council, wherein staff reviewed the architect Dunaway and Associates' dog park and splash pad schematic designs. During the work session, City Council requested a few changes to the schematic design for the East Meadow Trail splash pad; requested changes include additional parking and repositioning the splash pad more to the west of the park. Council also requested a change to the size of the dog park paddocks. Staff will direct Dunaway and Associates to make the requested design changes, and then staff will present these changes to City Council for further direction in September. Mr. Stowers noted that City Council agrees additional funding will be necessary for the completion of these projects. Funding sources will derive from excess General Fund Balance, 4B Fund Balance, and Acquisition and Improvement Funds. The tentative completion date for the two splash pad projects is the summer of 2023, and the tentative completion date for the dog park project is the fall of 2023.

Board Comments on Splash Pads and Dog Park

Board Member Dyson inquired why the City Council's direction included a reduction in the size of the dog park paddocks. Mr. Stowers responded that City Council requested a decrease in the size of the dog park paddocks to allow for more of the project's designated funds to go toward some of the dog park's aesthetic needs, such as sod, irrigation, fencing, and concrete mow strip.

Staff Comments on Wylie Senior Recreation Center Renovations

Parks and Recreation Director Carmen Powlen advised the Board that regarding the Wylie Senior Recreation Center renovations, City Council instructed staff to direct the architect in providing a complete big-picture plan phasing in the facility's projected needs. Staff is awaiting a proposal for this plan from the architect.

Staff Comments on Brown House Welcome Center

Ms. Powlen stated that the Brown House Welcome Center is now open to the public and has been well received by citizens thus far. Staff is working with Collin County and the Wylie Historical Society to line up several exhibits at the facility for public view in the fall. The ADA ramp at the facility passed inspection; however, the adjacent parking lot needs minor changes before final inspection approval.

Staff Comments on Valentine Park

Mr. Stowers updated the Board that the Valentine Park playground equipment delivery had been delayed again and is now scheduled to arrive in November 2022.

Board Comments on the Wylie Art Advisory Board

During their September 15 meeting, Board Vice-Chair Suarez, who also serves as a Wylie Art Advisory Board Member, stated they would meet with the three selected artist finalists. Selected artists will provide a model of their proposed art during this meeting, of which the Art Selection Panel will choose one. During a Council meeting, the Wylie Art Advisory Board will present the final selected art model to the City Council.

Staff Comments on the Parks and Rec Foundation

Because Board Member Swendig was absent from the meeting, Mr. Stowers updated the Board that Board Member Swendig continues searching for his wife and his replacements to take over the Parks and Rec Foundation. Board Vice-Chair Suarez inquired about the City assisting in advertising the foundation's search. Ms. Powlen responded that the City could not publicize or post any direct information on social media about the foundation's search. The City is permitted to re-post on social media any related information published by the Parks and Rec Foundation or Board Member Swendig.

WS2. Future Agenda Items.

Staff Comments

Parks and Recreation Assistant Director Brent Stowers reminded the Board about the scheduled Parks and Recreation Board Tour and stated that staff is in the process of putting together the Tour schedule. During the Tour, a tree planted in honor of Texas Arbor Day will be recognized and include a Board Member photo opportunity. Lunch will be provided after the Tour, and possibly a short meeting depending on any received consent items. Parks and Recreation Administrative Assistant II Janet Pieper requested confirmation from the Board Members of their ability to attend the scheduled Tour. Because some could not participate, the Board consensus was to postpone the Tour and reschedule for Saturday, October 29, 2022, at 9:00 am.

Mr. Stowers advised that upcoming city events include National Night Out on Tuesday, October 4, Boo on Ballard on Thursday, October 27, and recognition of Texas Arbor Day on Friday, November 4. With these planned City events, volunteer opportunities will be available for Board Members who would like to participate. Staff will recognize Texas Arbor Day in the Recreation Center and Smith Public Library breezeway, with staff handing out free trees and providing various activities for citizens.

Parks and Recreation Director Carmen Powlen stated that staff would add details regarding the upcoming office changes for the Parks and Recreation Department to a future Parks and Recreation Board meeting agenda

RECONVENE INTO REGULAR SESSION

ADJOURNMENT

A motion was made by Board Member Willeford, seconded by Board Member Allen, to adjourn the meeting at 7:26 pm. A vote was taken, and the motion passed 5-0, with Board Member Swendig and Board Member Puente absent.

Kim Mullis, Board Chair

ATTEST:

Janet Pieper, Administrative Assistant II



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Pieper

Account Code: _____

Subject

Consider and act upon, approval of the Park Event Application from the Wylie Community Christian Care Center, a non-profit organization, for their annual bake sale fundraiser at the Olde City Park Pavilion on November 23, 2022.

Recommendation

Motion to consider approval of Item as presented.

Discussion

This is an annual event for Wylie Community Christian Care Center, a non-profit organization, requested by Mary Warkentine, to hold a bake sale fundraiser at the Olde City Park Pavilion on Wednesday, November 23, 2022. The organization plans to sell donated, wrapped homemade food items. Ms. Warkentine forwarded an email to staff from Collin County Environmental Services which stated the event does not require an event food service/health permit.

Staff will work with the applicant on event support as needed if approved by PARB and City Council.



Parks & Recreation Department
 949 Hensley Lane, Building 200
 972-516-6340 | Parks@wylietexas.gov

Park Event Application

Submission of this Park Event Application is required for special public non-profit and for-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 is recommended a minimum of twelve weeks in advance. 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. Please call the Parks Administration at 972-516-6340, prompt 1, if you have any questions pertaining to the Park Event Application.

Applicant Information

Name of Organization *

WYLIE COMUNITY CHRISTIAN CARE CE

Website

wyliecommunitycarecenter.org

Are you a non profit? *

☒ Yes ☐ No

Please upload 501c3 Documents

Contact Information

Primary Contact Name *

Mary Warkentine

Event Information

Event Name/Title *

Wylie Community Christian Care Annual Bake Sale

Event Type *

Fundraiser

Purpose of event *

Raise funds for the Christian Care Center

Event Location *

Olde City Park

Proposed Event Date *

11/23/2022

Alternative Event Date *

11/23/2022

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**

wrapped baked donated goods

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

Baked desserts

Who is providing the food?☐ Applicant☐ Food Vendor☒ Other members of the community**Anticipated number of Participating Vendors***

1

Anticipated Event Attendance*

200

Event Target Audience*

Wylie area people

Event Details*

Annual bake sale with items provided by area people. All items will be pre-packaged, ready for sale. Items are cakes, pies, other baked dessert items.

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

Mary Warkentine

Date*
10/05/2022



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Pieper

Account Code: _____

Subject

Consider and act upon, approval of the Park Event Application from Wally W. Watkins PTA, a non-profit organization, for their annual Jingle Bell Jog 5K and Fun Run/Walk at Founders Park on December 3, 2022.

Recommendation

Motion to consider approval of Item as presented.

Discussion

This is an annual event for the Wally W. Watkins PTA, a non-profit organization, requested by Brittney Williamson, to hold a 5K/Walk Event at Founders Park on Saturday, December 3, 2022. The organization plans to sell 5K registrations, spirit sticks, food, and beverages such as cookies, pastries, hot chocolate, and coffee. Three participating vendors are expected to attend the event. Staff has requested the applicant to provide documentation and/or food service/health permits from Collin County Environmental Services.

Staff will work with the applicant on event support as needed if approved by PARB and City Council.



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Applicant Information

Name of Organization *

Wally W Watkins PTA

Website

Are you a non profit? *

☒ Yes ☐ No

Please upload 501c3 Documents

TaxExemptionCertificate_2021- 89.71KB
 2022.pdf

Contact Information

Primary Contact Name *

Brittney Williamson

Event Information

Event Name/Title *

Jingle Bell Jog 5K & Fun Run/ Walk

Event Type *

5k/Walk

Purpose of event *

5k & Fun Run/ Walk

Event Location *

Founders Park

851 Hensley Lane

Proposed Event Date *

12/03/2022

Alternative Event Date *

12/03/2022

Start Time*

05:00:00 AM

Include Setup

End Time*

01:00:00 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**

Day of Registration; Spirit Sticks; Food and Beverages

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

Cookies; Hot Chocolate; Coffee; Breakfast Pastries

Who is providing the food?☐ Applicant☐ Food Vendor☒ Other Both Applicant & Food Vendor**Anticipated number of Participating Vendors***

3

Anticipated Event Attendance*

600

Event Target Audience*

Wylie Community

Event Details*

Wally Watkins Annual 5k & Fun Run/ Walk to kick off the holiday season and promote healthy lifestyles for our students and families.

Event Announcement and/or Flyers

JINGLE BELL JOG FLYER - Preliminary.pdf

70.72KB

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.

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Signature

BRITTNEY WILLIAMSON

Date*

09/17/2022



COME JOIN US FOR THE 2022

JINGLE BELL JOG

WALLY WATKINS 5K & FUN RUN/WALK Fundraiser

Sponsored By Wally Watkins PTA

DECEMBER 03

CHECK IN BEGINS - 7AM

FUN RUN/WALK BEGINS - 8AM

5K BEGINS - 8:30AM

Founders Park

851 Hensley Dr. - Wylie, TX 75098

Fun Run/Walk Adult Registration: \$20

5K Adult Registration: \$25

Adult is anyone 13+ Kids are FREE with Registered Adult (Kids must be registered)

T-Shirt included with Adult Registration until Nov. 17th- Registered Kids will receive a FREE Cape!

Register online by November 17th at

www.getmeregistered.com/wallywatkinsjinglebell

ENJOY HOT COCOA & BOUNCE HOUSES AFTER THE RACE!

Come dressed as Santa or one of his elves to be entered to win a prize for best dressed!!