

Wylie Parks and Recreation Board Regular Meeting

November 14, 2022 – 5:30 PM

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



CALL TO ORDER

PRESENTATIONS

PR1. Introduce new Parks and Recreation Board Member, Randall Zabojnik.

PR2. Introduce new Parks and Recreation Supervisor, Ron Thompson, who is over the Athletics Division.

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 October 29, 2022, Regular Parks and Recreation Board Meeting Minutes.
2. Consider and act upon approval of the Parks and Recreation Board Meeting and Tour Calendar.

WORK SESSION

WS1. Update on the organizational chart and office relocation for Parks and Recreation personnel.

WS2. Dog park and splash pad designs update.

WS3. Municipal Trail art update.

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 November 10, 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 October 29, 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

October 29, 2022 – 11:00 am

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

TOUR

Wylie Parks and Recreation Board Chair Mullis, Board Vice-Chair Gloria Suarez, Board Member Craig Allen, Board Member Brian Willeford, Board Member Gerald Dyson, and Board Member Nicholas Puente met with staff members City of Wylie Assistant City Manager Leti Yanez, Parks and Recreation Assistant Director Brent Stowers, Recreation Supervisor Julie Pannell, and Administrative Assistant II Janet Pieper. New Board Member Randall Zabojnik, appointed by Wylie City Council on October 25, was unable to attend the Tour. The attendees met for the Tour at 9:00 a.m. in the Wylie Recreation Center parking lot located at 300 Country Club Road, Building #200, Wylie, TX 75098. The following locations were included in the Tour: 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) returned to the Wylie Recreation Center parking lot, 300 Country Club Road, Building #200, Wylie, TX 75098. Following the Tour, the Parks and Recreation Board met for the regular meeting at 11:00 a.m. in the Wylie Recreation Center classroom, located at 300 Country Club Road, Building #200, Wylie, TX 75098.

CALL TO ORDER

Board Chair Kim Mullis called the regular meeting to order at 11:07 a.m. The following Parks and Recreation Board members were present: Board Vice-Chair Gloria Suarez, Board Member Craig Allen, Board Member Brian Willeford, Board Member Gerald Dyson, and Board Member Nicholas Puente. New Board Member Randall Zabojnik, appointed by the Wylie City Council on October 25, was unable to attend the meeting.

Staff present included: Assistant City Manager Lety Yanez, Parks and Recreation Assistant Director Brent Stowers, Recreation Supervisor Julie Pannell, and Parks and Recreation Administrative Assistant II Janet Pieper.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

No Citizens came forward.

REGULAR AGENDA

- 1. Consider and act upon, approval of the September 12, 2022, Regular Parks and Recreation Board Meeting Minutes.**

Board Action

A motion was made by Board Vice-Chair Suarez, seconded by Board Member Allen, to approve the September 29, 2022, Regular Parks and Recreation Board Meeting Minutes. A vote was taken, and the motion passed 6-0, with Board Member Zabojnik absent.

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.**

Board Action

A motion was made by Board Member Allen, seconded by Board Member Puente, to approve 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. A vote was taken, and the motion passed 5-0, with Board Vice-Chair Suarez abstaining from her vote, and Board Member Zaboinik absent.

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.**

Board Action

A motion was made by Board Member Willeford, seconded by Board Vice-Chair Suarez, to approve 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. A vote was taken, and the motion passed 6-0, with Board Member Saboinik absent.

RECONVENE INTO REGULAR SESSION

ADJOURNMENT

A motion was made by Board Vice-Chair Suarez, seconded by Board Member Allen, to adjourn the meeting at 11:16 a.m. A vote was taken, and the motion passed 6-0, with Board Member Saboinik absent.

ATTEST:

Kim Mullis, Board Chair

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 Parks and Recreation Board Meeting and Tour calendar.

Recommendation

Motion to consider approval of Item as presented.

Discussion

Discuss meeting and tour dates for approval.

MEETING CALENDAR

2023

January						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
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29	30	31				

November						
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19	20	21	22	23	24	25
26	27	28	29			

December						
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2						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

CITY HOLIDAYS:

January 2 – New Year's Day (observed)
 January 16 – Martin Luther King Jr Day
 April 7 – Good Friday
 May 29 – Memorial Day
 July 4 - Independence Day
 September 4 - Labor Day
 November 10 – Veterans Day
 November 23 & 24 - Thanksgiving Holiday
 December 22 & 25 - Christmas Holiday



Parks & Recreation Board Meeting

5:30 pm, 2nd Monday of each month
 Board 2-year terms end June 13
 Board 2-year terms begin July 11

Parks & Recreation Board Tour

9:00 am, twice annually

PARB Agenda Submission Deadline

Arbor Day

Cemetery Advisory Board Meeting

6:00 pm, 1st Thursday of each month

City Council Meeting

6:00 pm, 2nd & 4th Tuesday of each month



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Pieper

Account Code: _____

Subject

Discuss the new organizational chart and office relocation for Parks and Recreation personnel.

Recommendation

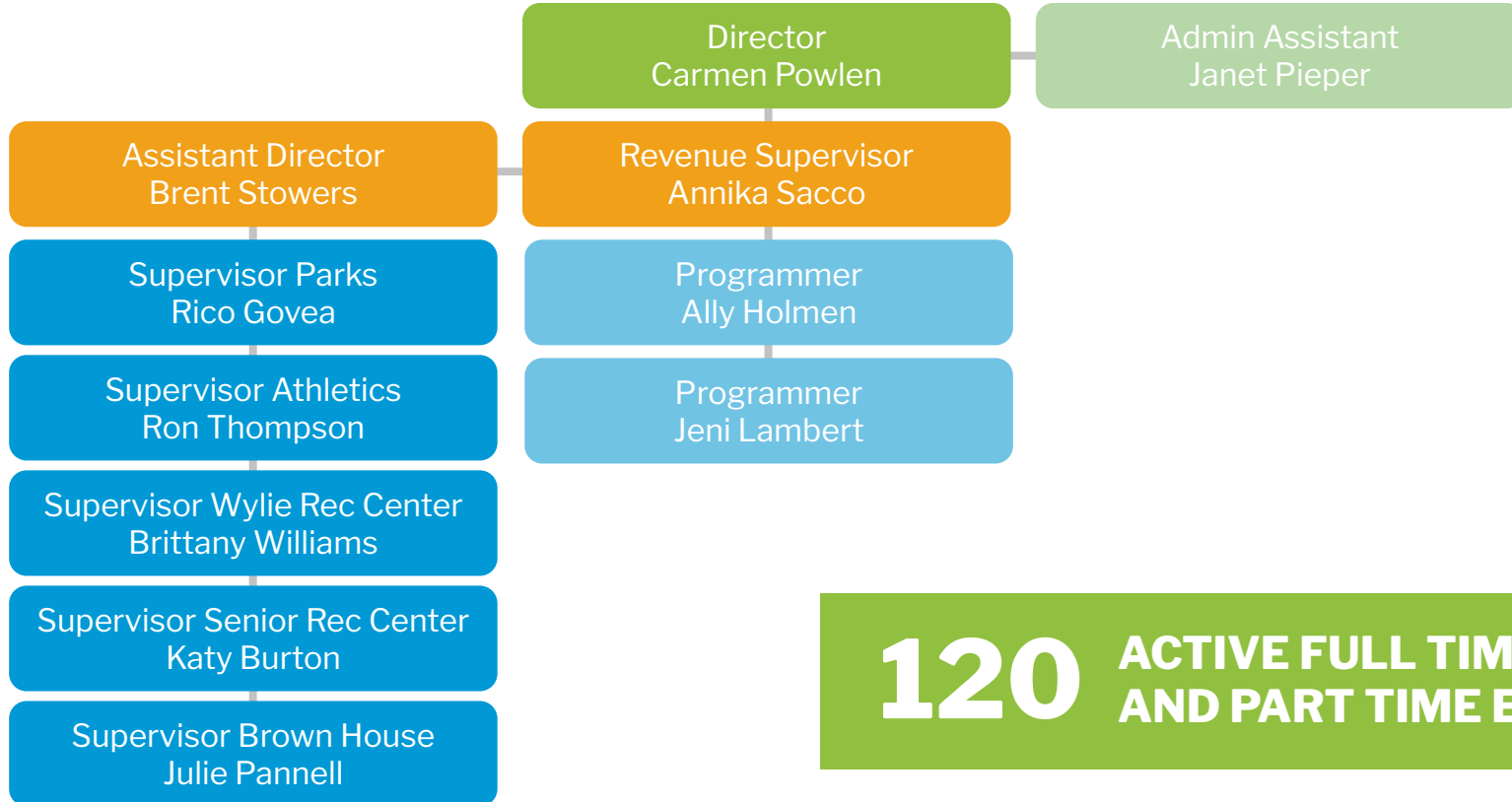
N/A

Discussion

An updated organizational chart is included in the Agenda Packet.

PARKS & RECREATION ORG CHART

11/14/2022 Item WS1.



**120 ACTIVE FULL TIME
AND PART TIME EMPLOYEES**



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Pieper

Account Code: _____

Subject

Dog park and splash pad designs update.

Recommendation

N/A

Discussion

Updated dog park and splash pad designs are included in the Agenda Packet.

Prairie Tails Dog Park

- 3 Dog Park Paddocks
 - 1 Small Dog
 - 2 Large Dog
- Fencing with Bull Pen Entries
- Dog Wash Stations
- Agility Equipment
- Pavilions (3)





East Meadow Sprayground

Key Features:

- Sprayground
 - Signature Feature
 - Bubbler Sprays
- Stamped Concrete
- Seat Walls / Stone Block Seating
- Group Shelter
- Arrival Plaza
- Gateway
- Restroom & Filtration Building
- Drop Off
- Connection to Existing Trails



Community Park

Key Features:

- Sprayground
 - *Signature Feature*
 - *Bubbler Sprays*
- Stamped Concrete
- Seat Walls
- Shade Fabric
- Arrival Plaza
- Mechanical Enclosure
- Drop Off
- Connection to Existing Trails



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation
Prepared By: Janet Pieper

Account Code: _____

Subject

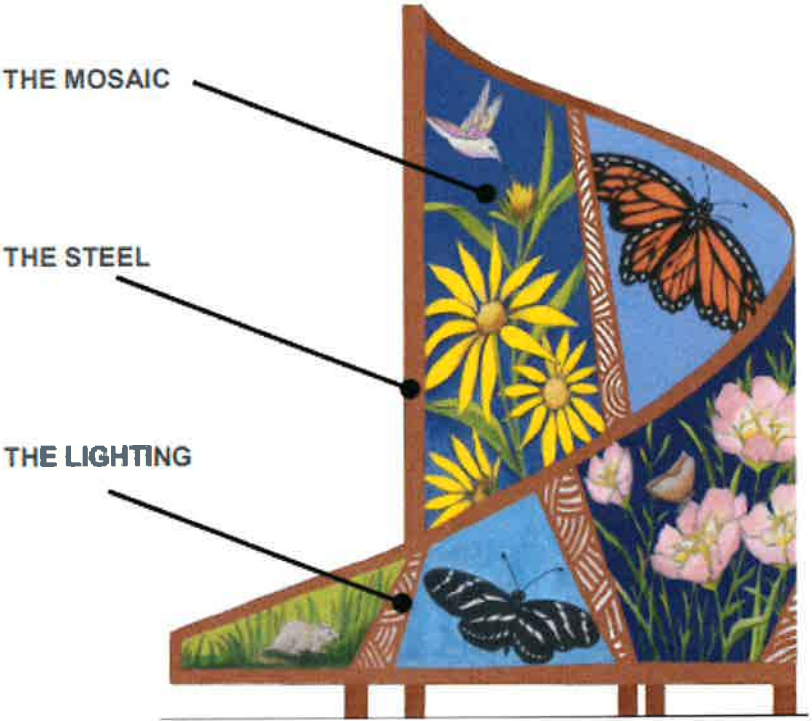
Municipal Trail art update.

Recommendation

N/A

Discussion

The Municipal Trail art design, art elements list, and completion schedule/project billing/project budget exhibit are all included in the Agenda Packet.



- Prairie Field Mouse
- Zebra Longwing
- Evening Primrose with Cloudless Sulphur butterfly
- White-tailed Deer with the native prairie grass, Blazing Star
- Mexican Hat flowers with small insects to be added during fabrication
- Red Shouldered Hawk
- American Bison



10/11/2022 Item 1.

EXHIBIT "B"
COMPLETION SCHEDULE/PROJECT BILLING/PROJECT BUDGET

Completion Schedule and Project Billing

TASK	DESCRIPTION	PAYMENT	TIMELINE
1	Execution of Agreement and Notice to Proceed. Insurance documentation sent to City.	\$20,000	10-11-2022
2	Submit final design and budget breakdown for approval to city staff. Stamped engineered drawings submitted.	\$8,100	11-15-2022
3	Artist begins work upon issuance of city permit.	\$17,000	12-15-2022
4	Artist (half complete) confirmed with staff. (pictures or examination)	\$10,000	03-30-2023
5	Notice and confirmation of completion of art work	\$9,000	07-1-2023
6	Artist installs work at site.	\$8,150	8-1-2023 or before
7	City inspection and approval-final signoff.	\$12,750	8-10-2023
TOTAL		\$85,000	