

Wylie Parks and Recreation Board Regular Meeting

January 12, 2026 – 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 November 10, 2025 Parks and Recreation Board Regular Meeting Minutes.
2. Consider and act upon approval of the Wylie Youth Soccer Association's Wylie Cup Tournament event at Founders Park on May 2, 2026.

WORK SESSION

WS1. Project Updates

WS2. Program and Event 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 January 5, 2026, 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 Parks and Recreation Board

AGENDA REPORTDepartment: Parks and Recreation

Account Code: _____

Prepared By: Janet Pieper**Subject**

Consider and act upon approval of the November 10, 2025 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

November 10, 2025 – 5:30 pm

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



CALL TO ORDER

Board Chair Nick Puente called the regular meeting to order at 5:35 p.m. The following Parks and Recreation Board members were present: Board Vice-Chair Scott Hevel, Board Member Tarah Harrison, Board Member Elizabeth Troncoso, and Board Member Matthew Busick. Board Member Brian Arnold and Board Member C’Ne Turner were absent.

Parks and Recreation Department staff present included: Director Carmen Powlen, Assistant Director Brent Stowers, Supervisor Annika Sacco, and Administrative Assistant Janet Pieper.

PRESENTATIONS

No presentations.

CITIZEN COMMENTS ON NON-AGENDA ITEMS

No citizens came forward.

REGULAR AGENDA

1. Consider and act upon approval of the September 8, 2025 Parks and Recreation Board Regular Meeting Minutes.

Board Action

A motion was made by Board Vice-Chair Hevel and seconded by Board Member Harrison to approve the September 8, 2025 Parks and Recreation Board Regular Meeting Minutes. A vote was taken, and the motion passed 5-0 with Board Member Arnold and Board Member Turner absent.

WORK SESSION

WS1. Project Updates

Assistant Director Stowers gave updates for ongoing departmental projects.

WS2. Program and Event Updates

Supervisor Sacco gave the Board updates on recent and upcoming departmental programs and events.

WS3. PARB Updates

Administrative Assistant Pieper reviewed the 2026 meeting calendar and reminded the board that the December 2026 meeting was canceled.

ADJOURNMENT

A motion was made by Board Member Hevel and seconded by Board Member Troncoso to adjourn the meeting at 5:53 pm. A vote was taken, and the motion passed 5-0 with Board Member Arnold and Board Member Turner absent.

Nick Puente, Board Chair

ATTEST:

Janet Pieper, Administrative Assistant



Wylie City Council

AGENDA REPORT

Department: Parks and RecreationAccount Code:

Prepared By: Janet Pieper

Subject

Consider and act upon approval of the Wylie Youth Soccer Association’s Wylie Cup Tournament event at Founders Parks on May 2, 2026.

Recommendation

Motion to approve the Item as presented.

Discussion

The Wylie Youth Soccer Association, a non-profit organization, is requesting permission to host its end-of-season league tournament at Founders Park on May 2, 2026, with a rain date of May 9, 2026. The association plans to invite multiple food truck vendors to operate in the park during the event, which requires an ordinance variance subject to recommendation by the Parks and Recreation Board and approval by the City Council. The association understands that it must provide staff with all required food service and health permit documentation as required by Collin County Development Services.



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 four months in advance, and no sooner than six 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 Collin County Development 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 Development Services by phone at 972-548-5585 or email developmentservices@collincountytx.gov. The Collin County website is www.collincountytx.gov/Services/Engineering/Development-Services/food-service-and-health for further information.
 - b. If permit is required by Development 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 *

Wylie Youth Soccer Association

Website

wyliesoccer.com

Please upload 501c3 Documents *

Department of the Treasury.pdf 18.87MB

Contact Information**Primary Contact Name ***

Caroline Fagan

Event Information**Event Name/Title ***

Wylie Cup Tournament

Event Type *

Other

If other, please explain *

Soccer Tournament

Purpose of event *

End of season league tournament

Event Location *

Founders Park

851 Hensley Lane

Proposed Event Date *

05/02/2026

Alternative Event Date *

05/09/2026

Start Time *

08:00:00 AM

Include Setup

End Time *

09:00:00 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**

We are wanting to have several food trucks out for the day.

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

We are looking for a variety of food trucks such as donut, snow cones, bbq, and others

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

Anticipated number of Participating Vendors *

6

Anticipated Event Attendance *

2,000

Event Target Audience *

WYSA Soccer League

Event Details *

We are holding our end of season tournament 5/2 with a rainout date of 5/9. This will be our end of season tournament and we want to provide a real tournament style feel including hosting 3-6 food trucks.

Event Announcement and/or Flyers

Signature

Caroline Fagan

Date

11/10/2025



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation

Account Code: _____

Prepared By: Janet Pieper

Subject

Project Updates.

Recommendation

N/A

Discussion

Discuss the ongoing and upcoming Parks and Recreation Department projects.



Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation

Account Code: _____

Prepared By: Janet Pieper

Subject

Program and Event Updates.

Recommendation

N/A

Discussion

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