



Wylie Parks and Recreation Board

NOTICE OF MEETING

Regular Meeting Agenda

August 8, 2016 – 6:30 p.m.
Wylie Municipal Complex
Council Chambers
300 Country Club #100
Wylie, Texas 75098

Matt Rose Chair
Bobby Kinser Vice-Chair
Dan Chesnut Board Member
David White Board Member
Jeff Harris Board Member
Emmett Jones Board Member
Joni Robinson Board Member

Robert Diaz Board Liaison
Shohn Rodgers Parks Manager
Carmen Powlen Recreation Manager
Mike Sferra Public Services Director
Janet Hawkes Board Secretary

In accordance with Section 551.042 of the Texas Government Code, this agenda has been posted at the Wylie Municipal Complex, distributed to the appropriate news media, and posted on the City website: www.wylietexas.gov within the required time frame. As a courtesy, the entire Agenda Packet has also been posted on the City of Wylie website: www.wylietexas.gov.

The Board Chair requests that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to respond to a page or to conduct a phone conversation.

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.

CALL TO ORDER

Announce the presence of a Quorum.

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address the Board regarding an item that is not listed on the Agenda. Residents must provide their name and address. Board requests that comments be limited to three (3) minutes. In addition, the 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 Minutes from the July 11, 2016 meeting.
2. Consider and act upon a vendor application for the Pirate Pacesetter Booster Club for a fundraiser event at Olde City Park on November 12, 2016.
3. Consider and act upon a vendor application for the Wylie Art Gallery for a Farmers Market at Olde City Park on Saturdays in 2017 on the following dates: April 8, May 13, June 10, August 12, September 9, October 14.
4. Consider and act upon on a final design recommendation for the East Meadow portion of the Municipal Complex Trail.

DISCUSSION ITEMS

- Hail storm damage facility update-Bart Peddicord Community Center, Brown House, and Wylie Senior Recreation Center.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on this 5th day of August 2016 at 5:00 p.m. as required by law in accordance with Section 551.042 of the Texas Government Code and that the appropriate news media was contacted. As a courtesy, this agenda is also posted on the City of Wylie website: www.wylietexas.gov.

Carole Ehrlich, City Secretary

Date Notice Removed



Parks and Recreation Board

Meeting Minutes

Monday, July 11, 2016 – 6:30 p.m.
Wylie Municipal Complex
300 Country Club Road #100
Wylie, Texas 75098

CALL TO ORDER

Board Chairman Rose called the meeting to order at 6:31 p.m. with Board Member Chesnut, Board Member Harris, Board Member Jones, Board Member White, and Board Member Robinson present. Board Member Kinser and Board Member Harris were both absent from the meeting.

Staff members present were Parks and Recreation Superintendent, Robert Diaz, and Parks Board Secretary, Janet Hawkes.

ELECTION OF BOARD CHAIR AND VICE-CHAIR

Board Member Jones nominated Board Member and current Chair Rose for the Board Chair position for 2016-2017. Board Member White seconded the motion, and a vote was taken and passed 5-0.

Board Member White nominated Board Member and current Vice-Chair Kinser for the Board Vice-Chair position. Board Member Chesnut seconded the motion, and a vote was taken and passed 5-0.

CITIZENS PARTICIPATION

No Citizens came forward.

BUSINESS ITEMS

- 1. Consider and act upon approval of the Minutes from the May 9, 2016 meeting.**

Board Action:

Board Member Jones made a motion to approve the minutes from the May 9, 2016 meeting. Board Member Robinson seconded the motion, and a vote was taken and passed 5-0.

- 2. Consider and act upon vendor application for the Wylie ISD Council of PTAs “Back to the Future Back to School” event at Olde City Park on August 27, 2016.**

The Wylie ISD Council of PTAs hosted this same event in 2015 without any issues. Food and school spirit wear will be sold during the event to raise money in support of the local school PTAs.

Board Action:

Board Member Jones made a motion to approve the vendor application for the Wylie ISD Council of PTAs “Back to the Future Back to School” event at Olde City Park on August 27, 2016. Board Member Robinson seconded the motion, and a vote was taken and passed 5-0.

3. Consider and act upon a vendor application for the Girl Scouts of Northeast Texas Service Unit 148 for a family fun and registration event at Olde City Park on August 28, 2016.

The requested event by Girl Scouts of Northeast Texas Service Unit 148 is a new event that will promote registration to Girl Scouts for the upcoming school year, along with family games and entertainment. Kona Ice Truck will be a vendor at the event, and food items will be sold with proceeds benefiting the Girls Scouts Unit 148.

Board Action:

Board Member Jones made a motion to approve the vendor application for the Girls Scouts of Northeast Texas Service Unit 148 family fun and registration event at Olde City Park on August 28, 2016. Board Member White seconded the motion, and a vote was taken and passed 5-0.

DISCUSSION ITEMS

• **Follow up on Subcommittee review of the Parks Acquisition and Improvement (A & I) Fund project recommendations for the Fiscal Year 2016-17 Budget.**

Superintendent Diaz recapped the May meeting discussion during which the Parks and Recreation Board agreed to the Subcommittee's prioritized A&I project recommendations. The number one priority for each zone was to pursue an updated Master Plan for each zone; however, the Board agreed they did not want to see funding for such using the A & I Fund. They preferred this project be funded out of the 4B budget, which staff confirmed.

Priorities in each zone were agreed to as follows:

- West Zone: no recommendations for this zone in order to use funds as a match for grant funding to the East Meadow portion of the Municipal Complex Trail.
- Central Zone: a trail connection added from Southbrook to Twin Lakes.
- East Zone: playground replacement at Eureka Park, and installation of new recycled plastic picnic tables.

Board Member Rose inquired on the possibility of a feasibility study for a future aquatics plan. Superintendent Diaz advised that such study would cost between \$20,000 and \$30,000 to complete and that the General Fund could possibly have the funds for a study. Board Member Chesnut inquired on the idea of the Collin County Community College administration installing an aquatics center in the facility that is planned across from the Municipal Complex. Superintendent Diaz and Board Member Rose did not have knowledge of any such plan.

• **Hail storm damage facility update-Bart Peddicord Community Center, Brown House, and Wylie Senior Recreation Center.**

Superintendent Diaz advised the Board that hail damage repair city wide was still underway. Damaged park shade covers have been replaced but some of the playground replacement parts are still on order. Damaged composite roofs at Community Park have not yet been repaired and are protected by tarps. The City's top priorities for building repair include all three fire stations and the Wylie Senior Recreation Center.

Superintendent Diaz stated that the Bart Peddicord Community Center (BPCC) building requires extensive repair and therefore remains closed. He advised that it is possible that the Wylie Economic Development Corporation, who currently own the BPCC, may decide not to repair BPCC, and therefore rentals managed by the City of Wylie at the BPCC would cease. The Board

expressed some concern over the BPCC possibly closing and requested staff to provide information detailing how many alternate meeting room options the non-profit groups have available to them, and how many people each location could accommodate. Superintendent Diaz advised that the Lions Club, the Wylie Downtown Merchants Association, several area churches, and our own Rita Smith Library all have rooms that the non-profit groups may utilize. He added that it could be a possibility that in the future, the Senior Center, after repairs are complete, could allow one of its rooms to be used for non-profit groups on a limited basis. Staff would provide an update on the use of the BPCC at the next Board meeting.

- **Municipal Complex East Meadow trail project update.**

Superintendent Diaz updated the Board that the second phase of the trail is underway; Geotech has been completed, the site survey is complete, and the Public Arts Advisory Board has chosen its two locations along the trail for the new art pieces to be constructed. Dunaway Associates is in the process of initial trail design that should be ready for Board review during the August or September Parks and Recreation Board meeting.

Superintendent Diaz said that the second trail phase measures 6,000 plus linear feet, which is more than one mile of continuous loop. There are plans to create a nature trail across the east meadow to provide further connectivity from the Creek Hollow Subdivision to the Municipal Complex.

ADJOURNMENT

There being no further business, a motion to adjourn was made by Board Member Jones. Board Member Robinson seconded the motion, and a vote was taken and passed 5-0. The meeting was adjourned at 7:45 p.m.

ATTEST

Janet Hawkes Parks Board Secretary

Matt Rose, Parks Board Chairman



Parks and Recreation Board

AGENDA REPORT

Meeting Date: August 8, 2016
Department: Public Services
Prepared By: Robert Diaz
Date Prepared: July 22, 2016

Item Number: _____
(City Secretary's Use Only)
Account Code: _____
Budgeted Amount: _____
Exhibits: 1

Subject

Consider and act upon a vendor application for the Pirate Pacesetter Booster Club for a fundraiser event at Olde City Park on November 12, 2016.

Recommendation

Motion to recommend a vendor application for the Pirate Pacesetter Booster Club for a fundraiser event at Olde City Park on November 12, 2016.

Discussion

The Wylie High School Pirate Pacesetter Booster Club is proposing to host a fundraiser to be held at Olde City Park on November 12, 2016. The applicant plans on raising funds by having arts and craft booths in the park. This is a new event, Parks Division staff has not worked with this vendor previously. The funds raised from this event would be used to support the drill team program at Wylie High School. Parks Division staff would assist with litter and any park set up.



PARKS AND RECREATION

300 Country Club Rd, Building 100, Wylie, TX 75098
Office: 972-516-6340 / Fax 972-516-6355
Email: parks@wylietexas.gov

VENDOR APPLICATION-Once approved by City Council, vendor has 7 days to finalize event with Parks & Recreation facility staff. Recommended timeline for submission is 2-3 months in advance of event. Please forward completed application to above address, email or fax.

Applicant Information

Name of Organization/Group:

Pirate Pacesetter Booster Club

Organization/Group's Phone Number:

214-918-5562

Organization/Group's Street Address:

2550 West FM 544

Organization/Group's City/State/Zip:

Wylie, TX 75098

Primary Contact Person's Name:

Jennifer Geiser

Primary Contact Person's Phone Number:

469-569-7824

Primary Contact Person's Street Address:

2550 West FM 544

Primary Contact Person's City/State/Zip:

Wylie, TX 75098

Alternate Contact Person's Name/Number:

Tricia Strong 214-336-2753

Event Information

EVENT NAME/TITLE:

Pirate Pacesetter Booster Club Vendor Show

Event Type (fundraiser, etc.):

Fundraiser vendor show

Event Location:

Olde City Park

Anticipated Number of Participating Vendors:

30-40 vendors

Anticipated Event Attendance:

150-300 anticipated attendees

EVENT DETAILS:

Please list any and all specifics, as well as items intended to sell. If available, attach additional pages, announcements or flyers.

Tables will be set up for vendors to sell art and craft type products.

No food vendors, but may sell sealed drinks (bottled water, canned soda.)

NOTE:

If food is prepared on-site or off-site and brought to the location to be sold, the vendor must contact the Collin County Environmental Services Office in McKinney (972-548-5585 www.collincountytx.gov) in order to obtain a Health Permit prior to the sale of such products. An Inspector must examine food preparation and storage equipment to assure the health and safety of customers.

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, organizations, firms or corporations, or the agents of any person, or organization, firm or corporation, or employees 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.



Parks and Recreation Board

AGENDA REPORT

Meeting Date: August 8, 2016
Department: Public Services
Prepared By: Robert Diaz
Date Prepared: July 22, 2016

Item Number: _____
(City Secretary's Use Only)
Account Code: _____
Budgeted Amount: _____
Exhibits: 1

Subject

Consider and act upon a vendor application for the Wylie Art Gallery for a Farmers Market at Olde City Park on Saturdays in 2017 on the following dates: April 8, May 13, June 10, August 12, September 9, October 14.

Recommendation

Motion to recommend a vendor application for the Wylie Art Gallery for a Farmers Market at Olde City Park on Saturdays in 2017 on the following dates: April 8, May 13, June 10, August 12, September 9, October 14.

Discussion

The Wylie Art Gallery is a not-for-profit organization that proposed to host a farmers market to be held at Olde City Park starting August 6, 2016. The Board and subsequently the City Council approved the vendor application in the spring of 2016. Due to the heat of the summer and lack of vendors, Lynne Grimes with the Wylie Art Gallery, contacted staff to notify them that they would like to cancel all 2016 events and look to start the event in 2017. Staff cancelled the 2016 events and notified the vendor they would need to submit a new vendor application request to the Board for the events they would like to pursue in 2017.

The event time will be remain the same, approximately 8:00 a.m. to 2:00 p.m. The funds raised from this event would still be used for art scholarships and community art projects. Parks Division staff would continue to assist with litter and any park set up. With the duration of the event being in the early portion of the day, the pavilions would still be available for public use in the late day and evening.



PARKS AND RECREATION

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Office: 972-516-6340 / Fax 972-516-6355
Email: parks@wylietexas.gov

VENDOR APPLICATION-Once approved by City Council, vendor has 7 days to finalize event with Parks & Recreation facility staff. Recommended timeline for submission is 2-3 months in advance of event. Please forward completed application to above address, email or fax.

Applicant Information

Name of Organization/Group:

The Wylie Art Gallery - NonProfit

Organization/Group's Phone Number:

214-893-0486

Organization/Group's Street Address:

201 N Ballard Avenue; Suite 100

Organization/Group's City/State/Zip:

Wylie, Tx 75098

Primary Contact Person's Name:

Lynn Grimes

Primary Contact Person's Phone Number:

214-893-0486

Primary Contact Person's Street Address:

Same

Primary Contact Person's City/State/Zip:

Same

Alternate Contact Person's Name/Number:

Event Information

EVENT NAME/TITLE:

Wylie Farmers Market

Event Type (fundraiser, etc.):

Fundraiser

Event Location:

Olde City Park

Anticipated Number of Participating Vendors:

10-20

Anticipated Event Attendance:

50-100

EVENT DETAILS:

Please list any and all specifics, as well as items intended to sell. If available, attach additional pages, announcements or flyers.

Homemade and home-grown products from local farmers and citizens. See attached flyer.

NOTE:

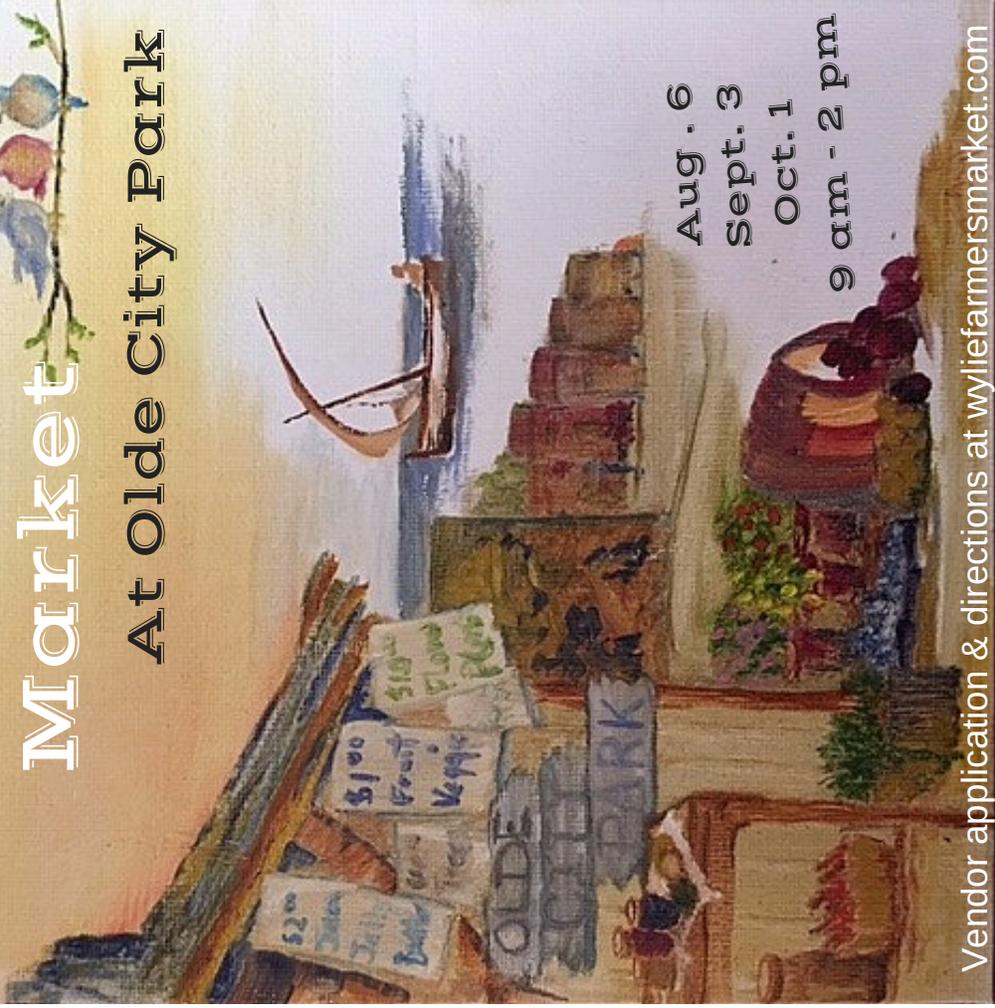
If food is prepared on-site or off-site and brought to the location to be sold, the vendor must contact the Collin County Environmental Services Office in McKinney (972-548-5585 www.collincountytx.gov) in order to obtain a Health Permit prior to the sale of such products. An Inspector must examine food preparation and storage equipment to assure the health and safety of customers.

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, organizations, firms or corporations, or the agents of any person, or organization, firm or corporation, or employees 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.

Wylie

Farmer's Market

At Olde City Park



Aug. 6
Sept. 3
Oct. 1

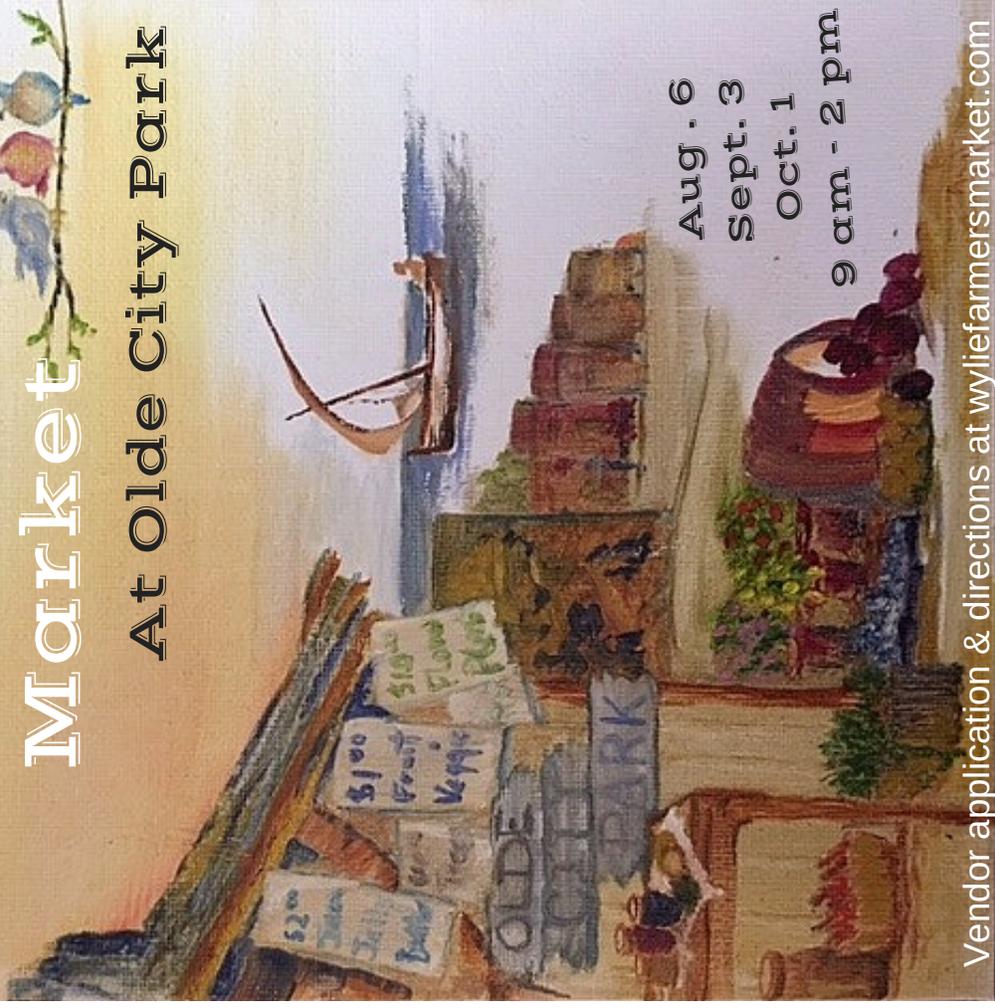
9 am - 2 pm

Vendor application & directions at wyliefarmersmarket.com

Wylie

Farmer's Market

At Olde City Park



Aug. 6
Sept. 3
Oct. 1

9 am - 2 pm

Vendor application & directions at wyliefarmersmarket.com



Parks and Recreation Board

AGENDA REPORT

Meeting Date: August 8, 2016
Department: Public Services
Prepared By: Robert Diaz
Date Prepared: July 22, 2016

Item Number: _____
(City Secretary's Use Only)
Account Code: _____
Budgeted Amount: _____
Exhibits: 1

Subject

Consider and act upon on a final design recommendation for the East Meadow portion of the Municipal Complex Trail.

Recommendation

Motion to recommend a final design recommendation for the East Meadow portion of the Municipal Complex Trail.

Discussion

In 2015 the City of Wylie was awarded another grant by the Collin County Parks and Open Space Board and Commissioners Court for the second phase of the Municipal Complex Trail, East Meadow. The design contract for the second phase was awarded to Dunaway Associates in the winter of 2016. Staff has meet with representatives of Dunaway Associates to layout a proposed route for the trail based on the grant submittal. Attached to layout of the trail features the following:

- 12 foot concrete trail that loops the entire East Meadow (approximately 6510 linear feet).
- Parking lot for approximately 25 cars.
- Pedestrian bridge access on the east side of the meadow to the Creek Hollow Subdivision.
- Location for West Brown St. roadway art project.
- Benches and litter receptacles.
- Trail markings.
- Solar security lighting.
- Planning for future amenities include: Parking lot expansion (additional 20 spaces), small pavilion, portable restroom cover, drinking fountain, and playground in the Creek Hollow Subdivision.

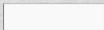
Due to the expedited time line to complete this project, staff is recommending that the Board provide a final recommendation at the August meeting in order to keep the project on track to begin construction in the fall of 2016.

BROWN STREET

Future Phase Improvements

- Parking (+/- 20 spaces)
- Portable Toilet Enclosure
- Drinking Fountain
- Small Pavilion
- Park Identity Sign

Legend

-  12' Wide Concrete Trail
-  Cleared Understory Zone
-  Public Art
-  Creek

Parking (+/- 25 spaces)

Trailhead

MUNICIPAL COMPLEX EAST MEADOW

CREEK HOLLOW NEIGHBORHOOD

Future Park Improvements

- Playground

