



Wylie Parks and Recreation Board

NOTICE OF MEETING

Regular Meeting Agenda

December 14, 2015 – 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
- Lisa Ulmer Board Member

- Robert Diaz Board Liaison
- Shohn Rodgers Parks 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 October 13, 2015 meeting.
2. Consider and act upon vendor application for Wylie East High School Cross Country Team to sell items at a cross country meet to be held September 3, 2016 at Founders Park.
3. Consider and act upon approval of the meeting calendar for 2016.

DISCUSSION ITEMS

- Collin County Grant project update.
- Acquisition and Improvement Fund project update.
- Acquisition and Improvement Fund Subcommittee for FY 2016-17 projects.

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on this 11th day of December 2015 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

Special Called Meeting Minutes

Tuesday, October 13, 2015
6:30 p.m. (*Approximate time as posted*)
Wylie Municipal Complex
Public Services 3rd Floor Conference Room
300 Country Club Road #100
Wylie, Texas 75098

CALL TO ORDER

Board Chairman Rose called the meeting to order at 7:11 p.m. with Board Member Chesnut, Board Member Jones, Board Member Kinser, and Board Member White present. Board Member Harris and Board Member Ulmer were absent from the meeting.

Staff members present were Parks and Recreation Superintendent, Robert Diaz, and Parks and Recreation Board Secretary, Janet Hawkes. Public Service Director, Mike Sferra, joined the meeting at 7:29 p.m.

CITIZENS PARTICIPATION

No citizens came forward.

BUSINESS ITEMS

- 1. Consider and act upon approval of the Minutes from the September 14, 2015 special meeting.**

Board Action:

Board Member Jones made a motion, seconded by Board Member White, to approve the minutes from the September 14, 2015 Meeting. A vote was taken and passed 5-0.

Tabled Item from September 14, 2015 (motion to remove from the table and consider.)

Board Action:

Board Member Kinser made a motion, seconded by Board Member Chesnut, to remove from the table and consider acting upon recommending to the City Council changes in the Fee Ordinance on Brown House rental fees. A vote was taken and passed 5-0.

- 2. Consider and act upon recommending to the City Council changes in the Fee Ordinance on Brown House rental fees.**

Immediately following the work session with City Council, the Parks and Recreation Board met in the Public Services conference room to discuss direction given by the City Council, in order to prepare a final recommendation for their decision regarding changes to the Brown House Fee Ordinance and Brown House rental fees.

The Board agreed to recommend the following to the City Council:

- Offer a non-profit organization reduced rate option on the Brown House fee structure during off peak times:
 - Offer option Monday through Thursday only for non-profits
 - Reduce required deposit to \$100 for non-profits
 - Lower hourly rate to \$50 per hour for non-profits
 - Offer minimum of two hour rental for non-profits

- Change minimum rental to two hours Monday through Thursday for all rentals.
- Grandfather in the Wylie Senior High School's annual tradition of hosting the Senior Tea event at no charge.
- Request Police Chief, Anthony Henderson, to review and provide input on the Brown House Draft Alcohol Policy.
- Submit Draft Alcohol Policy with above amendments for City Attorney consultation.

Board Action:

Board Member Rose made a motion to approve the fee ordinance recommendation with the addition of the Wylie Independent School District (WISD)/non-profit fees discussed to include the \$50 an hour fee, two hour minimum, and a reduced deposit of \$100, the reduction of the two hour minimum for all rentals Monday through Thursday, the grandfathering in of the existing WISD events at their current rates, to have the City Attorney review the Draft Alcohol Policy, and as a courtesy to request Wylie Police Chief Henderson review the Draft Alcohol Policy. The motion was seconded by Board Member Kinser, and a vote was taken and passed 5-0.

DISCUSSION ITEMS

There were no discussion items.

ADJOURNMENT

There being no further business a motion to adjourn was made by Board Member Kinser and seconded by Board Member Jones. A vote was taken and passed 5-0. The meeting was adjourned at 7:59 p.m.

ATTEST

Janet Hawkes, Board Secretary

Matt Rose, Board Chairman



Parks and Recreation Board

AGENDA REPORT

Meeting Date: December 14, 2015
Department: Public Services
Prepared By: Robert Diaz
Date Prepared: December 7, 2015

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

Subject

Consider and act upon vendor application for Wylie East High School Cross Country Team to sell items at a cross country meet to be held September 3, 2016 at Founders Park.

Recommendation

Motion to recommend a vendor application from the Wylie East High School Cross Country Team to sell items at a cross country meet to be held September 3, 2016 at Founders Park.

Discussion

The Wylie East Cross Country Team would like to sell items such as concessions and t-shirts at their meet that is to be held at Founders Park on September 3, 2016. Funds raised from the items sold will be used to support the cross country team.



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: Wylie East Cross Country	Primary Contact Person's Name: Justin Eddy
Organization/Group's Phone Number: 972-429-3150	Primary Contact Person's Phone Number: 214-998-1901
Organization/Group's Street Address: 3000 Wylie East Dr.	Primary Contact Person's Street Address: 8113 Evening Star Dr.
Organization/Group's City/State/Zip: Wylie, TX 75098	Primary Contact Person's City/State/Zip: Rowlett, TX 75089
	Alternate Contact Person's Name/Number: John Mitchell 972-816-0011

Event Information

EVENT NAME/TITLE: Wylie East XC Invitational	
Event Type (fundraiser, etc.): Cross Country Meet	Purpose of Event:
Event Location: Founders Park / Wylie High School	Proposed Event Date and Alternative Date: 1 st Date - 9-3-16 2 nd Date - None
Anticipated Number of Participating Vendors: 2 Vendors	Start Time (incl. setup): 5:00 AM End Time (incl. cleanup): 2:00 PM
Anticipated Event Attendance: 1000+ Athletes / Fans	Event Target Audience: High School Athletes
EVENT DETAILS: Please list any and all specifics, as well as items intended to sell. If available, attach additional pages, announcements or flyers.	
* Food / Concession Stand	
* T-Shirts	

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.collincountytexas.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: December 14, 2015
Department: Public Services
Prepared By: Robert Diaz
Date Prepared: December 7, 2015

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

Subject

Consider and act upon approval of the meeting calendar for 2016.

Recommendation

Motion to recommend approval of the meeting calendar for 2016.

Discussion

The Parks and Recreation Board reviews the annual meeting calendar for the next calendar year at the end of the current calendar year. Staff has prepared a calendar for Board review and consideration for 2016.

Parks and Recreation Board Meeting Calendar

2016

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

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

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

City Holidays
 January 1 – New Year’s Day
 March 25 – Good Friday
 May 30 – Memorial Day
 July 4 – Independence Day
 September 5 – Labor Day
 November 24 & 25 – Thanksgiving
 December 23 & 26 – Christmas



PARB Meeting Schedule
(2nd Monday of each month)

Deadline for PARB Agenda Submissions

City Council Meetings



Parks and Recreation Board

AGENDA REPORT

Meeting Date: December 14, 2015
Department: Public Services
Prepared By: Robert Diaz
Date Prepared: December 7, 2015

Item Number: _____
(City Secretary's Use Only)
Account Code: _____
Budgeted Amount: _____
Exhibits: 2

Subject

Discussion Items

Recommendation

N/A

Discussion

- **Collin County Grant project update** - Update the Board on the Collin County Grant award for 2015-16.
- **Acquisition and Improvement Fund project update** - Update the Board on completed projects and those in progress.
- **Acquisition and Improvement Fund Subcommittee for FY 2016-17 projects** - Discuss the possibility of forming another subcommittee to explore projects that staff as part of the FY 2016-17 budget process.



 Parking Lot

 Bench
Trash Can
Light

 Bridge

Projects-Completed/In progress/Not addressed:

- ~~Community Park bleacher covers-central~~
- ~~Additional trail at MC (6ft portion at trail head) west (will be funded with sidewalk bond)~~
- ~~Upgrade bridge at MC trail-west (project funded with current operations budget)~~
- Community Park parking lot (no landscape and lighting)-central Estimate \$210,000 **In progress**
- ~~Founders Park Scoreboard west \$17,000.00 in operations or completed this FY~~
- Replace Olde City Park playground-central- \$99,800.00 **In progress**
- Trail connection at Southbrook/Twin Lakes Parks-central -\$46,000.00 **Not addressed**
- Playground and benches at Creekside Park-west (added, grant from Creekside HOA)- \$44,000.00 **In progress**
- Trail connection from Sage Creek to Wooded Creek-west (added from staff) grant project **Not addressed**
- Solar trail lighting at MC trails-west - \$8,000.00 per light 8-10 lights **Not addressed**
- Solar Community Park parking lot lighting-central - \$8,000.00 per light 10-12 lights **Not addressed**

Current and future A and I Funding:

Creekside apartments-west	\$201,600	FY-14-15	Received
Wooded Creek-west	\$37,500	FY 14-15	Received
Alanis Crossing-central	\$159,000	FY 14-15	Received
Covington Estates Ph. 1-central	\$88,000	FY 14-15	Received
Westgate Station Townhomes-central	\$156,000	FY 15-16	Pending
Mansions at Wylie Seniors-west	\$256,000	FY 15-16	Pending
Hunters Cove-east	\$177,000	FY 15-16	Pending
Alanis Crossing Ph. 2-central	\$126,000	FY 15-16	Pending*
Covington Estates Ph. 2- central	\$88,000	FY 16-17	

Future fund balances by zone for FY 2016-17:

West	\$62,776	
Central	\$293,289	(without including Covington Estates Ph. 2)
East	\$178,873	