



# Wylie Parks and Recreation Board

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## NOTICE OF MEETING

### Regular Meeting Agenda

January 11, 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  
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](http://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](http://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.*

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### CALL TO ORDER

*Announce the presence of a Quorum.*

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### 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**

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1. Consider and act upon approval of the Minutes from the December 14, 2015 meeting.
2. Consider and act upon the request from Run for Heros Event for a vendor fair at Olde City Park on April 2, 2016, with a rain date of April 9, 2016.

**DISCUSSION ITEMS**

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- N/A

**ADJOURNMENT**

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**CERTIFICATION**

*I certify that this Notice of Meeting was posted on this 8th day of January 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](http://www.wylietexas.gov).*

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Carole Ehrlich, City Secretary

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Date Notice Removed



# Parks and Recreation Board

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## Meeting Minutes

Monday, December 14, 2015 – 6:30 p.m.  
Wylie Municipal Complex  
300 Country Club Road #100  
Wylie, Texas 75098

### **CALL TO ORDER**

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Board Chairman Rose called the meeting to order at 6:30 p.m. with Board Member Chesnut, Board Member Harris, Board Member Jones, Board Member Kinser, Board Member Ulmer, and Board Member White present.

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

### **CITIZENS PARTICIPATION**

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Lance Wallace, President of the Wylie Baseball Softball Association, and John Hoffman, Board Member for the Wylie Baseball Softball Association, came forward to discuss with the Board an enhanced Missing Child Plan (MCP) that will effectively organize and speed the process of locating a missing child in the City parks.

### **BUSINESS ITEMS**

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- 1. Consider and act upon approval of the Minutes from the October 13, 2015 meeting.**

**Board Action:**

Board Member Jones made a motion, seconded by Board Member Kinser, to approve the minutes from the October 13, 2015 Meeting. A vote was taken and passed 7-0.

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

Superintendent Diaz explained to the Board that the vendor application is for a new event that would take place at Founders Park over Labor Day weekend in 2016. Due to the event not being held during a more active sports league weekend, it will not conflict with the ongoing seasonal youth league activities. The applicant plans to sell concessions and t-shirts at the starting point of the race in Founders Park to raise money for the Athletic Booster Club. The Board expressed concerns over what specific food items the applicant intends to sell, as well as how and where the items will be sold in the park. The Board requested Superintendent Diaz clarify the applicant's intent and report back to the Board at a subsequent meeting.

**Board Action:**

Board Member Jones made a motion to table the item until clarification was received from the applicant regarding concessions. Board Member White seconded the motion. A vote was taken and passed 7-0.

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

The Board reviewed the draft 2016 calendar which shows scheduled monthly Parks and Recreation Board meetings on the second Monday of each month, with no conflicting date exceptions necessary.

**Board Action:**

Board Member Harris made a motion, seconded by Board Member Jones, to accept the meeting calendar for 2016 as presented. A vote was taken and passed 7-0.

**DISCUSSION ITEMS**

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• **Collin County Grant project update.**

Superintendent Diaz advised the Board that the City of Wylie was awarded a \$500,000 grant from Collin County to extend the Wylie Municipal Trail in the east meadow portion of the Municipal Complex. The City match for the grant will be Acquisition and Improvement funds. The project will include 6,700 linear feet of 12 foot wide concrete trail, a bridge, parking lot, solar lights, trash receptacles, benches, and trail signage. It is anticipated that the project design will start spring of 2016 and construction to begin in the summer of 2016.

• **Acquisition and Improvement Fund project update.**

Superintendent Diaz gave the Board an update on projects completed as well as those in progress. Completed projects include the Community Park bleacher covers, the addition of a six foot connection from the Municipal Complex parking lot to the Wylie Municipal Complex trail, upgrades to the Municipal Complex Trail bridge, and the installation of a scoreboard at Founders Park. Ongoing projects include the enhancement of the Community Park parking lot, replacement of the playground equipment at Olde City Park, Pirate Cove wood swing set replacement, and the addition of benches and playground equipment at Creekside Park.

• **Acquisition and Improvement Fund Subcommittee for FY 2016-17 projects.**

Superintendent Diaz recommended the Board form an Acquisition and Improvement fund subcommittee comprised of three Board Members who will meet two to three times in January and February to discuss future projects. Board Member Emmitt Jones, Board Member David White, and Board Member Bobby Kinser volunteered to serve on the newly formed subcommittee. Superintendent Diaz agreed to contact the Subcommittee Members via email in order to decide on an agreed date for the initial meeting.

**ADJOURNMENT**

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There being no further business a motion to adjourn was made by Board Member Jones and seconded by Board Member Kinser. A vote was taken and passed 7-0. The meeting was adjourned at 7:21 p.m.

**ATTEST**

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Janet Hawkes Parks Board Secretary

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Matt Rose, Parks Board Chairman



# Parks and Recreation Board

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## AGENDA REPORT

**Meeting Date:** January 11, 2016  
**Department:** Public Services  
**Prepared By:** Robert Diaz  
**Date Prepared:** January 5, 2016

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

### Subject

Consider and act upon the request from the Run for Heroes Event for a vendor fair at Olde City Park on April 2, 2016, with rain date of April 9, 2016.

### Recommendation

Motion to recommend a vendor application from the Run for Heroes Event for a vendor fair at Olde City Park on April 2, 2016, with a rain date of April 9, 2016.

### Discussion

The Run for Heroes group will be hosting their annual run and vendor fair at Olde City Park on April 2, 2106. Funds raised from the items sold will be used to support local charities such as the Wylie Education Foundation.



## 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:

ILT Welch Run For Our Heroes Race / Vendor

Organization/Group's Phone Number:

ILT Robert F. Welch III Charity / 214-395-4952

Organization/Group's Street Address:

617 Odenville Drive, Wylie, TX

Organization/Group's City/State/Zip:

Wylie, TX 75098

Primary Contact Person's Name:

Becky Welch

Primary Contact Person's Phone Number:

214-395-4952

Primary Contact Person's Street Address:

617 Odenville Drive

Primary Contact Person's City/State/Zip:

Wylie, TX 75098

Alternate Contact Person's Name/Number:

Alicia Young / 214-762-6567

### Event Information

EVENT NAME/TITLE:

ILT Robert F. Welch III Run For Our Heroes

Event Type (fundraiser, etc.):

Fundraiser / 5K run / Vendor Fair

Event Location:

Olde City Park

Anticipated Number of Participating Vendors:

≈ 30-35

Anticipated Event Attendance:

≈ 300-400

Purpose of Event:

Honor our Military, Fire, & Police / Fundraiser

Proposed Event Date and Alternative Date:

1<sup>st</sup> Date - Sat April 2nd, 2016 2<sup>nd</sup> Date - Sat April 9, 2016

Start Time (incl. setup):

7 AM

End Time (incl. cleanup):

4 pm

Event Target Audience:

Military, Fire, Police, Local residents

EVENT DETAILS:

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

Free lunch for all military, fire & police  
 Local businesses, food vendors, live music, traveling fallen soldier display,  
 "Write letters to the soldiers" booth, photo booth, motorcycle groups  
 set up (PGR, Southern Downs) around park not in, shiner clams  
 "Tribute to our Heroes" Display, 3-124 CAV static military display & "Fill the  
 truck" event,

All proceeds of the event benefit the ILT Robert F. Welch III Charity (we  
 donate & support the WISD Education Foundation, ~~the~~ <sup>the</sup> local needs of our  
 fire & police departments (last year we donated to the K-9 unit & this year will be emphasis  
 NOTE: the FD), and local needs of our military veterans & Gold Star families.

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](http://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.