Wylie Parks and Recreation Board Regular Meeting

May 12, 2025 – 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 April 14, 2025 Parks and Recreation Board Regular Meeting Minutes.

2. Consider and act upon approval of the Hope Under the Stars fundraiser event at Olde City Park on October 11, 2025.

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 May 9 2025, 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.

CITY OF WYLIE

Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation

Account Code:

Prepared By: Janet Pieper

Subject

Item 1. Consider and act upon approval of the April 14, 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

April 14, 2025 – 5:30 pm
Council Chambers - 300 Country Club Road, Building #100, Wylie, Texas 75098

CALL TO ORDER
Board Chair Beaux Dyson called the regular meeting to order at 5:32 p.m. The following Parks and Recreation Board members were present: Board Vice-Chair Nick Puente, Board Member Gloria Suarez, Board Member Brian Arnold, Board Member Tarah Harrison, and Board Member C'Ne Turner. Board Member Scott Hevel was absent.

Staff present included: Parks and Recreation Director Carmen Powlen; Assistant Parks and Recreation Director Brent Stowers; and Recreation Supervisor Julie Pannell.

PRESENTATIONS
No presentations.

CITIZEN COMMENTS ON NON-AGENDA ITEMS
No citizens came forward.

REGULAR AGENDA

1. **Consider and act upon, approval of the April 14, 2025, Parks and Recreation Board Regular Meeting Minutes.**

   Board Action
   A motion was made by Board Vice-Chair Puente and seconded by Board Chair Suarez to approve the April 14, 2025, Regular Parks and Recreation Board Meeting Minutes. A vote was taken, and the motion passed 6-0 with Board Member Hevel absent.

WORK SESSION

WS1. Project Updates.
Assistant Director Stowers provided updates on the department's current and future projects.

WS2. Program and Event Updates.
Director Powlen provided updates on the department's recent and upcoming programs and events.

ADJOURNMENT
A motion was made by Board Member Arnold and seconded by Board Vice Chair Puente to adjourn the meeting at 5:51 p.m. A vote was taken, and the motion passed 6-0 with Board Member Hevel absent.

Beaux Dyson, Board Chair

ATTEST:

Janet Pieper, Administrative Assistant

CITY OF WYLIE

Wylie Parks and Recreation Board

AGENDA REPORT

Department: Parks and Recreation **Account Code:**

Prepared By: Janet Pieper

Subject

Item 2. Consider and act upon approval of the Hope Under the Stars fundraiser event at Olde City Park on October 11, 2025.

Recommendation

Motion to approve the Item as presented.

Discussion

This is the third year for the Hope's Gate Organization, a non-profit group, to host the Hope Under the Stars fundraiser event at Olde City Park. The event includes a five-course dinner with appetizers and wine pairings. Live music, raffles, and other entertainment are also planned during the event.

The applicant is requesting permission to provide alcohol to ticketholders during their event, which must go through the following process:

1) Submit a Non-Profit Park Event Application, which is included in this Agenda Packet.
2) Receive Wylie Parks and Recreation Board approval for recommendation to Council.
3) Receive Wylie City Council's final approval.
4) Receive written permission from the City Manager or his designee for the allowance of possession and consumption of alcoholic beverages during the requested event. See Ordinance No. 2021-25, Chapter 10, Article II, Section 10-21.

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 twelve weeks in advance, and no sooner than 6 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 the Collin County Environmental 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 the Environmental Services Specialist at 972-548-5528 or 972-548-5585. The Collin County website is www.collincountytx.gov for further information.*
    b. *If permit is required by Environmental 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 *
Hope's Gate

Website
www.hopesgate.org

Are you a non profit? *
◉ Yes ○ No

Please upload 501c3 Documents
W9 and 501c3 declaration.pdf 2.67MB

Contact Information

Primary Contact Name *
Kendra Medina

Event Information

Event Name/Title *
Hope Under the Starts

Event Type *
Fundraiser

Purpose of event *
Fundraiser for Hope's Gate annual budget for operations and education fund

Event Location *
Olde City Park

112 S Ballard Avenue

Proposed Event Date *
10/11/2025

Alternative Event Date *
10/11/2025

Start Time *
08:00:00 AM
Include Setup

End Time *
11:00:00 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
raffle tickets/ auction items

Will there be food items provided?
◉ Yes ○ No

Please specify the types of food items to be provided
5 course dinner plus appetizers and drinks, prepared by local chefs

Who is providing the food?
◉ Applicant
○ Food Vendor
○ Other

Anticipated number of Participating Vendors *

5

Anticipated Event Attendance *

130

Event Target Audience *

Wylie and surrounding areas

Event Details *

This is Hope's Gate's 5th annual fundraiser, and 3rd year to present it right here in Wylie, TX. Our event will be October 11th from 5:45 to 9 approximately, and includes a Hope's Gate presentation, appetizers, live music, raffles, and a chef prepared 5 course meal. Drinks and a limited wine tasting are also included with the meal.

Event Announcement and/or Flyers

Signature

Kendra Medina

Date *

04/09/2025

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 Parks and Recreation Department's ongoing and upcoming projects.

CITY OF WYLIE

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.