

# AGENDA

## ANNA PARKS ADVISORY BOARD MEETING



**Monday, May 15, 2023 @ 6:00 PM**

**Anna Municipal Complex  
Skyview Conference Room  
120 W. 7th Street  
Anna, TX 75409**

1. **Call to Order, Roll Call, and Establishment of Quorum.**
2. **Invocation and Pledge of Allegiance.**
3. **Neighbor Comments.**  
*At this time, any person may address the City Council regarding an item on this meeting Agenda that is not scheduled for public hearing. Also, at this time, any person may address the City Council regarding an item that is not on this meeting Agenda. Each person will be allowed up to three (3) minutes to speak. No discussion or action may be taken at this meeting on items not listed on this Agenda, other than to make statements of specific information in response to a citizen's inquiry or to recite existing policy in response to the inquiry.*
4. **Receive a Report**
  - a. Receive a report on parks maintenance and recreation programs and events (see attached memo).
5. **Project Update.**
  - a. Receive an update on the following active and approved Parks Capital Projects (Park Planning and Development Manager Dalan Walker): Slayter Creek Park pickleball and basketball courts, skate park, parking lot expansion and splash pad; Henry Clay "Yank" Washington Park Phase 2 improvements, Natural Springs Park secondary parking lot, Bryant Park phase 2, and Pecan Grove trail.
6. **Items For Individual Consideration.**
  - a. Discuss, Consider, Act on Parks Advisory Board meeting minutes on April 17, 2023.
  - b. Discuss, Consider, Act on installation of lights at Henry Clay "Yank" Washington Park.
  - c. Discuss, Consider and Act on the proposed Special Event Permit submitted by Shatequa Shaw for a Juneteenth event on Saturday, June 17th.
  - d. Discuss the following Community Recreation Center project items (ProjectAdvocates): online survey status, overview of the four comparable cities, and a schedule update,
  - e. Discuss stocking and dredging of the pond at Natural Springs Park.
7. **Adjourn.**

Persons with a disability who want to attend this meeting who may need assistance should contact the Neighborhood Services Department at 214-831-5333 two working days prior to the meeting so that appropriate arrangements can be made.

This is to certify that I, Jeff Freeth, Assistant Director of Neighborhood Services, posted this Agenda on the City's website ([www.annatexas.gov](http://www.annatexas.gov)) and on the City Hall bulletin board at or before 5:00 p.m. on May 12, 2023.

A handwritten signature in black ink, appearing to read 'Jeff Freeth', written over a horizontal line.

Jeff Freeth, CPRP, Assistant Director of Neighborhood Services

Persons with a disability who want to attend this meeting who may need assistance should contact the Neighborhood Services Department at 214-831-5333 two working days prior to the meeting so that appropriate arrangements can be made.



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## Memorandum

**Memorandum No: 23-5-12**

**Date:** May 12, 2023

**To:** Parks Advisory Board

**From:** Jeff Freeth, Assistant Director of Neighborhood Services

**Re:** Parks Maintenance and Recreation Programs and Events Update

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The Parks Division completed the following:

- Prepped baseball/softball fields at Slayter Creek Park and Johnson Park for practices/games throughout the month. Verticut, vacuumed, aerified and fertilized all fields and in between.
- Aerated Sherley Park, Slayter Creek Park ball fields and multipurpose fields.
- Finalized contracts to get the Slayter Creek bridge revamped. All custom oak wood flooring has been cut from the sawmill and secured at the Park's maintenance building. We are currently waiting for a custom metal railing to be built and installed. The project should be completed by early June.
- Sprayed herbicides at 455 medians, Slayter Creek Park medians & multi-purpose field, Sherley Park, and City Hall. Also, spot sprayed various city parkland and facilities.
- Mowed city facilities and parkland which includes 405 acres.
- Trimmed and chipped limbs and brush along walking trails at Natural Springs Park and Slayter Creek Park.
- Repaired the Natural Springs Park Pond fountain.
- Inspected and stocked 5 sets of restrooms each morning on Mondays and Fridays. All restrooms' floors were power washed.
- Inspected and cleaned 5 miles of walking trails each week.
- Cleaned loose trash on FM455 medians & ROW every other day.
- Repaired irrigation at Baldwin Park.
- Alongside the Recreation Division, participated in the city's Earth Day event on April 22<sup>nd</sup> by handing out reusable water bottles and answering neighbors' questions.
- Parks and Recreation staff individually met with the Parks Superintendent and Assistant Director to discuss their SWOT analysis and next steps.
- The Department conducted our Q3 Department Training on Wednesday, May 4th. Items covered were organizational and departmental updates, SWOT analysis review, individual and department highlights, and a challenge for staff to develop personal mission statements and goals.

The Recreation Division completed the following:

- With the assistance of the Communications Manager, finalized the Recreation Guide and postcard. The Recreation Guide is posted on our website and was promoted in the city's weekly newsletter. It will also be shared on the city's social media platforms. Printed copies will be handed out at the Touch-a-Truck event on May 20<sup>th</sup> and available for neighbors to pick up at the Municipal Complex beginning Monday, May 22<sup>nd</sup>.
- Hosted the following Senior Programs:
  - Senior Trips to the McKinney Philharmonic Concert at McKinney Boyd High School (11 participants) and the Dallas Zoo (13 participants).
  - Foodie Troop on 4/18/23 at La Cima Mexican Restaurant (5 participants).
  - "The Crafting Corner" on 4/26/23. The Youth Programs Recreation Coordinator taught the painting technique of Suminigashi (8 participants).
  - Senior Book Club on 5/3/23 at the Train Depot. We discussed "A Gentleman in Moscow" by Towles (7 participants).
  - Talks and Talents on 5/9/23. The guest speaker was Karen Zupanic from the Heard-Craig Center for the Arts and the guest musician was guitarist Jim Donovan. (5 participants).
- Hosted the following Youth Programming
  - Archery (4 participants).
  - Meeting with ISD group on 4/21/23 to discuss opportunities for involvement with Recreation.
  - STEAM program on 4/17/23 (2 participants).
  - Youth Baseball and Softball games. The season will conclude on May 20<sup>th</sup>.
  - National Train Day Pop-up Recreation on Saturday, May 20<sup>th</sup>. This program was delivered through a partnership with the Anna Area Historical Preservation Society.
- Hosted the following Adult Programs
  - Paint Night for adults on 4/21/23 (4 participants).
  - Hosted Fitness in the Park on 4/22/23 (5 participants).
  - Hosted weekly Workout Wednesdays (average of 4 participants).
- Finalized details for the following programs and events:
  - All programs included in the Recreation Guide.
  - National Train Day Pop-up Recreation on Saturday, May 13<sup>th</sup>.
  - Touch-a-Truck on May 20<sup>th</sup> from 10am to 1pm.
  - Backyard SheANNagans from May 30<sup>th</sup> to June 29<sup>th</sup>.
  - Music in the Parks on June 1<sup>st</sup> featuring Elevation and on June 15<sup>th</sup> featuring M80's.
  - Boots and Booms 5K, 1Mile and Toddler Trot, Splash Bash and Independence Day Celebration on Saturday, July 1<sup>st</sup> featuring Little Texas.

c: Matt Lewis, Parks Superintendent  
Marc Marchand, Director of Neighborhood Services  
Greg Peters, Interim Assistant City Manager  
Taylor Lough, Assistant City Manager  
Ryan Henderson, Interim City Manager  
Management Team



**MINUTES  
ANNA PARKS ADVISORY BOARD MEETING**

**Monday, April 17, 2023 @ 6:00 PM**

**Municipal Complex, Skyview Conference Room  
120 W. 7th Street, Anna, TX 75409**

The Parks Advisory Board of the City of Anna met at 6:00 PM, on March 20th, 2023, at the Municipal Complex, Skyview Conference Room, located at 120 W. 7<sup>th</sup> Street, to consider the following items:

**1. Call to Order, Roll Call and Establishment of Quorum**

Parks Advisory Board Member Eirik Hansen called the meeting to order at 6:02 pm.

Parks Advisory Board Member Mackenzie Jenks, and Donald Henke were absent.

Staff present included Assistant Director of Neighborhood Services Jeff Freeth, Director of Neighborhood Services Marc Marchand, Park Planning and Development manager Dalan Walker, Parks Crew leader Brent Armstrong and City Council Members Stan Carver and Pete Cain.

**2. Invocation and Pledge of Allegiance**

Parks Advisory Board Member Eirik Hansen led the Pledge of Allegiance.

**3. Reports**

- a. Receive a report on parks maintenance (Parks Crew Leader Brent Armstrong) reported on Parks Maintenance including, refreshing ball fields, clean and repaired restrooms and additional items parks maintenance completed.
- b. Assistant Director of Neighborhood Services Jeff Freeth reported on recreation programs and events including the Touch a Truck events and getting ready for fall programs.

**4. Project Updates**

- a. Park Planning and Development manager Dalan Walker provided updates on Parks Capital Projects:  
Slayter Creek Park:  
Pickleball/basketball courts/tennis courts/parking lot expansion project is going to bid soon.  
Practice Field lighting control box is already installed.  
Skate Park project started demo.  
Fitness station project is complete, just waiting on a shade structure.  
Restroom project is preparing to trench and install plumbing.

Henry Clay "Yank" Washington Park Phase 2 improvements have gone to bid.

Bryant Park will have partial irrigation added.

Natural Springs Park secondary parking lot has gone to bid .

Trail project has started construction documents for a trail segment connecting Pecan Grove and Park Place neighborhoods.



**5. Individual Consideration**

- a. Discuss, Consider, Act on Parks Advisory Board meeting minutes in March. 20, 2023.

MOTION: Parks Advisory Board Member Eirik Hansen moved to approve the Minutes. Parks Advisory Board Member Elden Baker seconded. Motion carried.

- b. Discuss the following Community Recreation Center project items (Project Advocates): recreation center survey feedback and schedule update for surveys and additional community input meetings.

Went over schedule and tasks coming up for the project. Discussed surveys received from the public so far and the differences in the features that are desired in the future recreation center.

6. Discussed agenda items for next park meeting to include stocking and dredging pond, at Natural Springs Park

7. Adjourn

Parks Advisory Board Member Eirik Hansen adjourned the meeting at 6:55 pm.

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Jeff Freeth, Assistant Director of Neighborhood Services

ATTEST: \_\_\_\_\_



**“NOTICE OF POSSIBLE QUORUM”**

**Monday, May 15, 2023 at 6 PM**

**Parks Advisory Board  
Community Recreation Center Task Force**

**Anna Municipal Complex  
120 W 7<sup>th</sup> St,  
Anna, Tx 75409**

The Anna City Council may have a quorum in attendance.

It is not a certainty that a Quorum or other number of members of a City Affiliated Body will attend the event.

**Parks Advisory Board  
Community Recreation Center Task Force**

This is to certify that I, Carrie L. Land, City Secretary, posted this Notice of Quorum at a place readily accessible to the public at the Anna City Hall and on the City Hall bulletin board by 5:00 PM, May 12, 2023.

A handwritten signature in cursive script that reads "Carrie L. Land".

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Carrie L. Land, City Secretary