

AGENDA

ANNA PARKS ADVISORY BOARD MEETING



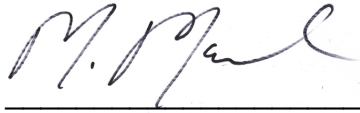
Monday, July 17, 2023 @ 6:00 PM

**Anna Municipal Complex
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 minutes)
5. **Project Update.**
 - a. Receive a report on Park CIP Project Update. (See attached memo) (5 minutes)
6. **Items For Individual Consideration.**
 - a. Discuss, Consider, Action on Parks Advisory Board meeting minutes on June 20, 2023.
 - b. Discuss, Consider, Action on potential park land dedication in Anna Ranch phase 2. (15 minutes)
 - c. Discuss the Community Recreation Center schedule and project charter. (15 minutes)
 - d. Discuss, Consider, Action on citizen safety at Johnson Park playground, adding gates by the benches for easy access to the playground. (5 minutes)
 - e. Discuss, Consider, Action on safety concerns in the small dog area at the Slayter Creek dog park. (5 minutes)
 - f. Discuss, Consider, Action on hours of operation for splash pad. (5 minutes)
 - g. Discuss, Consider, Action on sponsorship opportunities for Adult Softball. (5 minutes)
 - h. Discuss, Consider, Action on future agenda items.
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, Marc Marchand, Director of Neighborhood Services, posted this Agenda on the City's website (www.annatexas.gov) and on the City Hall bulletin board at or before 5:00 p.m. on July 14, 2023.

A handwritten signature in black ink, appearing to read 'M. Marchand', is positioned above a horizontal line.

Marc Marchand, 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.



Memorandum

Memorandum No: 23-7-17

Date: July 17, 2023
To: Parks Advisory Board
From: Jeff Freeth, Assistant Director of Neighborhood Services
Re: Parks Maintenance and Recreation Programs and Events Update

The Parks Division completed the following:

- Mowed 422 acres which include city facilities, medians, and parks.
- Sprayed post-emergent and fertilized all parks and city facilities.
- Prepped for Tuesday and Wednesday night adult softball games.
- Trained on splash pad operations, daily maintenance, and water testing. The water test readings are logged daily.
- Inspected 5 sets of restrooms each morning and restocked them on Mondays and Fridays. All restrooms' floors were power washed.
- Cleaned and inspected 5 miles of walking trail each week.
- Picked up loose trash on FM455 medians and right of way (ROW) every other day.
- The parks crew prepped for Boots and Booms which included installation of temporary fencing, staking off new sod areas, building a temporary walkway for the fitness court, marking off of all irrigation, washing of pavilion and fitness area, removal of 40ft of split rail fence for easier access to park, delivering golf carts and gators to staging area and cleaning of all parking lots.
- Implemented Statusfy, "a system for organizations to keep their patrons informed of status information regarding facilities, events, and services. Updates can be made via mobile app, website, or dial-in phone line. That information is delivered to your web pages, social media feeds, dial-in "hot" line, mobile app, and informational signs. Users can receive notifications of updates via text, app, and email." This will be utilized for sports fields and splash pad status updates. Rollout to our neighbors by early August.

The Recreation Division completed the following:

- Hosted the following Senior Programs:
 - Patriotic Luncheon on June 23.
 - Senior Patriotic Craft on June 28.
 - Senior Book Club on July 12.
 - Senior trip to the Perot Museum of Nature and Science on July 13.

- Hosted the following Youth Programming
 - Summer REC-ess Pop-up Recreation, Scales and Shells with Creature Teacher on Tuesday, July 11th in the Council Chambers at the Municipal Complex.
 - Archery, art camp, and baseball camp.
- Hosted the following Adult Programs
 - Adult Softball.
 - Weekly Workout Wednesdays on June 21, 28, July 5 and 12.
 - Fitness in the Park on Saturday, June 24, and July 15.
- Hosted the following family programs:
 - ShenANNAgans, activities for the month of June that take place in the “Backyard” of the Municipal Complex. Activities include Mess Monday’s (Arts/Crafts), Tuesday Tails (Animals), Wednesday REC-ess (Sports), Chill Thrill Thursday (Frozen Treats) and Water Fun Friday (Water Inflatables). The activities were well attended and have received positive feedback from participants. The program(s) concluded on June 29th.
 - Family Hike on Saturday, July 8.
- Hosted the following events:
 - Boots and Booms on Saturday, July 1st featuring Splash Bash, Little Texas, inflatable games, food vendors and fireworks. There were an estimated 8,000 people in attendance.
 - Ribbon cuttings for the Splash Pad and Fitness Court at Slayter Creek Park on July 1.

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



Memorandum

Memorandum No: 23-7-17CIP

Date: June 19, 2023
To: Parks Advisory Board
From: Dalan Walker, Park Planning and Development Manager
Re: Park CIP Project Update

Updates for active Park CIP projects between mid-June and mid-July are below.

Splash Pad at Slayter Creek Park

- TAS/ADA review and inspection is in progress.
- Contractor is addressing punch list items and minor adjustments to the hydraulic system.
- Replacement parts have been ordered for the large shade structure; contractor will repair on the first Monday after parts arrive; the fabric is in-hand.
- Minor irrigation issue between the splash pad and playground is being addressed.

Skatepark at Slayter Creek Park

- Rain has hampered grading efforts this month.
- Concrete forming continues; first pour is scheduled for July 18th; parking lot lights will be turned on to assist contractor since pour will begin at 5am.
- TAS/ADA review is in progress.
- Waiting for Planning to review landscaping/irrigation and lighting packages.
- Temporary power is in progress.

Anna Park Projects (Slayter Pickle Ball/Basketball Courts, Slayter Parking Expansion, Yank Improvements, Natural Springs Park Parking Lot)

- Contractor has mobilized at all three sites.
- Demo is in progress at Slayter and Yank.
- The contractor is pushing hard at Slayter to complete the parking lot expansion before the first home football game.
- Submittal process has begun.
- Grading on parking lot at Slayter to begin week of July 17th.
- Contract for materials testing lab has been executed.

Bryant Park Irrigation

- Council approved the construction agreement on June 13th.
- Notice to Proceed has been issued.
- Project will be completed in July.

Slayter Practice Field Lighting

- All submittals have been approved.
- Equipment, poles and fixtures are schedule to ship early August.

Pecan Grove Trail

- Geotechnical report has been submitted.
- Preliminary trail alignment has been set.
- Floodplain analysis still in progress.

Slayter Restroom and Fitness Court Shade Structure

- Waiting for a revised quote for the fitness court shade structure.
- Finalizing plans for restroom based on as-built conditions.
- Restroom will bid in August and both will go to Council in August/September.

c: Jeff Freeth, Assistant Director of Neighborhood Services
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
Tuesday, June 20, 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 June 20th, 2023, at the Municipal Complex, Skyview Conference Room, located at 120 W. 7th Street, to consider the following items:

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

Parks Advisory Board Member Mackenzie Jenks called the meeting to order at 6:00 pm.

Staff present included Assistant Director of Neighborhood Services Jeff Freeth, Interim Assistant City Manager Greg Peters, Park Planning and Development manager Dalan Walker, Parks Superintendent Matt Lewis, and City Council Member Stan Carver, Pete Cain, Elden Baker and Mayor Pro Tem Lee Miller.

2. Invocation and Pledge of Allegiance

Parks Advisory Board Member Mackenzie Jenks led the Pledge of Allegiance.

3. Neighbor Comments – none

4. Reports

- a. Parks Superintendent Matt Lewis reported on Parks Maintenance including mowed and maintained 473 acres, completed the Slayter Creek Park bridge project. Removed dead trees from the Natural Springs Park. Fertilized Slayter Creek park, Repaired the Paw Park middle fence and prepped the Slayter creek park for adult softball games.
- b. Assistant Director of Neighborhood Services Jeff Freeth reported on recreation programs and events including the Boots and Booms event, Concert in the Park series, Touch a Truck, and other summer events.

5. Project Updates

- a. Park Planning and Development manager Dalan Walker provided updates on Parks Capital Projects:

Splash Pad Slayter Creek Park:

- Splash pad project testing and balancing, drinking fountain shipped, replacement fabric for canopy damaged during the June 15th storm, railing for ramp on north entry and general finish out and clean up.
- Slayter Pickle Ball/Basketball courts – council approved the construction on June 13th.
- Bryant Park irrigation council approved the construction agreement on June 13th.
- Slayter creek practice lighting package - all submittals have been approved. has been reviewed, equipment, poles and fixtures are scheduled to ship early August.
- Pecan Grove trail plans are being reviewed and revised.

6. Individual Consideration

- a. Discuss, Consider, Action on Parks Advisory Board meeting minutes on May 15, 2023.

MOTION- Park Advisory Board member Andy Michrina motioned to approve the minutes with corrections to items 5 (b) and 5(d). Seconded by Mackenzie Jenks. Motion carried.

- b. Discuss, Consider, Action on the election of a Chair.

MOTION: Parks advisory Board Member Mackenzie Jenks was nominated and appointed as the board Chair by acclamation.

- c. Discuss, Consider, Action on the election of a Vice Chair.

MOTION: Park Advisory Board Member Justin Inesta was nominated and appointed as the board Vice Chair by acclamation.

- d. Discuss, Consider, Action on the election of a secretary.

MOTION: Park Advisory Board Member Susan Jones was nominated and appointed as the board Secretary by acclamation.

- e. Discuss, Consider, Action on selection of a date for the Parks Advisory Board to conduct a tour of parks.

MOTION: Park Advisory Board member Mackenzie Jenks motioned to tour both the existing and future parks on July 24th at 6pm. Seconded by (name needs verification). Motion carried.

- f. Discuss an additional parking lot, amenities, trails, and signage at Natural Springs Park.

MOTION: Park Advisory Board Member Andy Michrina motioned to make a recommendation to council to expand the existing parking lot in front of the park maintenance building, with possible hook ups for water and electricity, and to be able to have food trucks. Seconded by (name needs verification). Motion carried.

- g. Discuss, Consider, Action on timing of the lights at Henry Clay "Yank" Washington Park.

MOTION: Park Advisory Board member Chad Fisher, motioned to make a recommendation to council to have lights at Henry Clay "Yank" Washington Park be shut down by 10pm, possibly having the light on a timer. Seconded by (name needs verification). Motion carried.

- h. Discuss the following Community Recreation Center project items (Project Advocates):

1. Community Recreation feasibility study update including visitor intercept surveys, public meeting #1, and online survey; benchmarking analysis results and next steps were presented by Brian.
2. Schedule is on track.
3. Project charter first steps – Alma with Pros Consulting discussed the planning objectives, what are the needs of the community, vision, and financial alignment. Discussed the possibility of having courts that can have multipurpose use, also the multipurpose rooms. The potential location for the community center will be Geer Park. Fee structure will depend on the subsidies.

- i. Discuss, Consider, Action on adding fencing at Sherley Heritage Park

MOTION: Parks Advisory Board member Mackenzie Jenks, motioned to approve adding fence around the train, add shade and benches. Seconded by Chad Fisher. Motion carried.

- j. Discuss, Consider, Action on future agenda items-

MOTION: Parks Advisory Board Andy Michirina motioned to add citizen safety at Johnson Park playground, adding gates by the benches for easy access to the playground to the July 17, 2023, Parks Advisory Board Meeting Agenda. Seconded by Chad Fisher. Motion carried.

MOTION: Parks Advisory Board Andy Michirina motioned to add safety concern by the small dog area, dog park to the July 17, 2023, Parks Advisory Board Meeting Agenda. Seconded by Chad Fisher. Motion carried.

MOTION: Parks Advisory Board Andy Michirina motioned to add hours of operation for splash pad to the July 17, 2023, Parks Advisory Board Meeting Agenda. Seconded by Justin Inesta. The motion carried.

MOTION: Parks Advisory Board Justin Inesta motioned to add hosting softball tournament, in order to bring in profit for the city to the July 17, 2023, Parks Advisory Board Meeting Agenda. Seconded by Chad Fisher. Motion carried.

7. Adjourn

Parks Advisory Board Member Mackenzie Jenks adjourned the meeting at 9:03pm.

Marc Marchand, Director of Neighborhood Services

ATTEST: _____



“NOTICE OF POSSIBLE QUORUM”

Monday, July 17, 2023 at 6 PM

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

**Anna Municipal Complex
120 W 7th 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, July 14, 2023.

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

Carrie L. Land, City Secretary