

AGENDA

ANNA PARKS ADVISORY BOARD MEETING



Monday, August 21, 2023 @ 6:00 PM

**Anna Municipal Complex
Council Chambers
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. (5 minutes)
 - b. Discuss the Community Recreation Center project charter. (Project Advocates) (10 minutes)
 - c. Discuss, Consider, Action on future amenities at Natural Springs Park. (5 minutes)
 - d. Discuss, Consider, Action on future agenda items. (5 minutes)
7. **Adjourn.**

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 August 18, 2023.

A handwritten signature in black ink, appearing to read "M. Marchand", written over 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: 23-8-21

Date: August 21, 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 537 acres which included city facilities, medians, and parks.
- Sprayed post-emergent and fertilized all parks and city facilities.
- Prepped for Tuesday and Wednesday night adult softball games.
- Set up soccer fields with goals for the fall season at Slayter Creek Park.
- Repaired irrigation and ran weekly tests at all facilities to ensure efficiency of water usage.
- Trimmed trees on all walking trails at Natural Spring Park and Slayter Creek Park.
- 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 Recreation Division completed the following:

Hosted the following Senior Programs:

- Foodie Troop on July 18 and August 15.
- Dog Days of Summer Walking Group on July 21.
- Crafting Corner Jewelry Making Class on July 26.
- Senior book club on August 2nd.
- Dog days of Summer Walking group on August 18.
- National Senior Citizens Day event on Monday, August 21.

Hosted the following Youth Programming:

- Summer REC-ess Pop-up Recreation on the following dates:
 - A Very Merry Unbirthday Pary on July 18th at Sherley Heritage Park
 - Science Heroes: Saving Earth Together Talewise the Municipal Complex on July 25th.

- Hosted the following Athletic Programs:
 - Youth Soccer:
 - Coaches meeting on August 15th.
 - “Meet the Coaches” night on August 17th.
 - Practices began on August 21. We currently have 20 teams (10-4U, 6-6U and 4-8U).
 - Adult Softball

Hosted the following Adult Programs:

- Weekly Workout Wednesdays on July 19, 26 and August 2, 9 and 16th.
- Fitness in the Park on July 15, July 22, and August 19.
- Game night at the Municipal Complex on August 4.

The Fall Recreation Guide and Postcard were sent to the printer and will be available/mailed by the beginning of the week of August 28th.

Parks Maintenance and Recreation staff participated in the Q4 Department Training. During the meeting the following topics were covered:

- Organizational, departmental, and divisional updates.
- Review and sharing of Q3 highlights.
- Budget training.
- Individual presentations of personal mission statements and professional and personal goals.
- Training/discussion on “protection of your personal mission statement and goals.”
- Discussion on how what we do as individuals applies to the organizational strategic plan.

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: 23-8-21CIP

Date: August 21, 2023
To: Parks Advisory Board
From: Dalan Walker, Park Planning and Development Manager
Re: Park CIP Project Update

Updates for active Park CIP projects in August are below.

Splash Pad at Slayter Creek Park

- TAS/ADA review is in progress.
- New fabric on large shade structure has been installed; fabric on smaller structures was checked.
- Minor issues still being worked through. Retainage has not yet been released.

Skatepark at Slayter Creek Park

- Concrete forming and pouring continues on the pump track portion of the skatepark.
- TAS/ADA review is in progress.
- Waiting for Planning to review revised landscaping/irrigation and lighting packages.

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

- Primary focus is on Slayter parking lot, but work progresses at all three sites.
- Walkway around Yank playground is complete.
- Lime stabilization on Slayter parking lot and Natural Springs parking lot is complete.
- Contractor working to finish Slayter parking lot this month.

Bryant Park Irrigation

- Project is substantially complete.
- A change order was issued to increase the size of the valve boxes for ease of maintenance.

Slayter Practice Field Lighting

- Equipment should arrive this month with installation following immediately upon arrival.

Pecan Grove Trail

- Additional geotechnical research is required for bridge abutments.
- Preliminary trail alignment has been set.
- Floodplain analysis is complete.

Slayter Restroom and Fitness Court Shade Structure

- Quote for shade structure received.
- Finalizing plans for restroom based on as-built conditions.
- Restroom will bid in August and both will go to Council in 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**

**Monday, July 17th, 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 July 17th, 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 6:06 pm. Staff present included Director of Neighborhood Services Marc Marchand, Assistant Director of Neighborhood Services Jeff Freeth, Park Planning and Development manager Dalan Walker, and City Council Member Stan Carver, and Pete Cain.

2. Invocation and Pledge of Allegiance.

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

3. Neighbor Comments. None

4. Receive a Report.

Received a memo with the update on parks maintenance and recreation programs and events.

5. Project Update.

Received a memo with the park CIP Project.

6. Items for Individual Consideration.

- a. Discuss, Consider, Action on Parks Advisory Board meeting minutes on June 20, 2023.

MOTION: Park Advisory Board Member Mackenzie Jenks made a motion to approve the minutes with the amendments. Seconded by Justin Inesta. Motion carried.

- b. Discuss, Consider, Action on potential park land dedication in Anna Ranch phase 2.

MOTION: Park Advisory Board Member Mackenzie Jenks made a motion to approve the potential park land dedication as proposed by the developer. Seconded by Eirik Hansen. Motion carried.

- c. Discuss the Community Recreation Center schedule and project charter.

Alma with Pros Consulting discussed goals and project charter for the Anna Community Recreation Center.

- d. Discuss, Consider, Action on citizen safety at Johnson Park playground, adding gates by the benches for easy access to the playground.

MOTION: Park Advisory Board Member Andy Michirina made a motion to have Dalan with Parks planning and development come back with the cost of having the fence extended behind the existing benches. Seconded by Eirik Hansen. Motion carried.

- e. Discuss, Consider, Action on safety concerns in the small dog area at the Natural Springs dog park.

MOTION: Park Advisory Board Member Eirik Hansen made a motion to enhance the accessibility to the dog park. Seconded by Justin Intesa. Motion carried.

- f. Discuss, Consider, Action on hours of operation for splash pad.

MOTION: Park Advisory Board Member Mackenzie Jenks made a motion to open the splash pad an hour early, changing operation time from 9am-8pm. Seconded by Eirik Hansen. Motion carried.

- g. Discuss, Consider, Action on sponsorship opportunities for Adult Softball.

The Parks Advisory Board decided to continue further discussion on the subject.

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

MOTION: Park Advisory Board Member Andy Michirina made a motion for the staff to present about the future amenities at Natural Springs Park. Seconded by Mackenzie Jenks. Motion carried.

7. Adjourn.

Parks Advisory Board Chair Mackenzie Jenks adjourned the meeting at 7:26pm.



“NOTICE OF POSSIBLE QUORUM”

Monday, August 21, 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, August 18, 2023.

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

Carrie L. Land, City Secretary