

AGENDA

ANNA PARKS ADVISORY BOARD MEETING



Monday, November 13, 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 park naming recommendations. (20 minutes)
 - b. Discuss, Consider, Action on Parks Advisory Board meeting minutes on August 21, 2023 (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 November 10, 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: 23-11-13

Date: November 13, 2023

To: Park 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 416 acres which included city facilities, medians, and parks.
- Sprayed post emergent at all parks and city facilities.
- Overseeded Bryant Park.
- Built a split rail fence on the south end at Slayter Creek Park's parking lot.
- Painted all doors on restrooms, storage, and dumpsters at Slayter Creek Park.
- Prepped for Tuesday and Wednesday night adult softball games.
- Prepped for soccer practice throughout the week and games on weekends.
- Inspected 5 sets of restrooms each morning and restocked them on Mondays and Fridays. All restrooms' floors were power washed.
- Cleaned and inspected 5.5 miles of walking trail each week.
- Removed any dead trees that had fallen and trimmed multiple trees at Slayter Creek Park and Natural Springs Park.
- Repaired multiple irrigation leaks at Slayter Creek Park, Baldwin Park, Johnson Park & City Hall.

The Recreation Division completed the following:

- Hosted the following Senior Programs:
 - Foodie Troop on Tuesday, October 17.
 - Yummy Mummy Lunch on Tuesday, October 31st at Grace Place.
 - The Crafting Corner – Fall Wreath on Wednesday, October 25 at the Municipal Complex.
 - Book club at the Sherley Heritage Train Depot on November 1.
- Hosted the following Youth Programming
 - Archery on October 23 and November 6 at Bryant Park.
 - Art camp, and baseball camp.
 - 4U, 8U and 10U youth soccer league.
 - Kicked off 4U-12U Youth t-ball, baseball and softball.
- Hosted the following Adult Programs
 - Fall Adult Softball leagues (2 nights).

- Weekly Workout Wednesdays at Slayter Creek Park on October 18, 25 and November 1 and 8.
- Fitness at the Park on Saturday, November 4.
- Special Events:
 - Hosted an evening with Moths led by Urban Wildlife Biologist on Friday, October 20.
 - Partnered with the Chamber on the Boo Bash event on Saturday, October 21st.
 - Facilitated the logistics of the Veteran's Day Parade hosted by the Chamber on Saturday, November 11.
- Finalized the Winter Recreation Guide and Postcard. The Recreation Guide is now available. The postcards have also been mailed to neighbors.

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



Memorandum

Memorandum No: 23-166

Date: November 8, 2023

(To: Honorable Mayor and City Council

From: Ryan Henderson, City Manager

Re: Status of Parks Capital Improvement Projects (Fourth Quarter Update)

Anna continues to see our needs for park and recreation facilities expand in the community. The city's capital improvement plan reflects this expansion as the City Council has allocated significant funding towards the design and construction of new facilities and features. Staff intends to provide quarterly updates on the status of all active park and recreation capital projects and park planning initiatives.

Slayter Creek Park – Splash Pad

The project is complete within the warranty period. Staff is coordinating with the contractor on a few maintenance needs which have been identified, including the replacement of a handrail and the replacement of the fabric on the large shade structure along with warranty work on a limited number of mechanical components.

Slayter Creek Park – Skatepark

The pump track and bowl are complete, and the contractor is focusing on concrete pours for the street skate area. The design firm had a test skater and test biker on the course November 3. If the weather holds, the project should be substantially complete by the end of November or first week of December. There is the potential for a soft opening in mid-December.

Slayter Creek Park – Lighting, Landscaping, & Irrigation Improvements

The City Council approved the award of the lighting project last month. The lighting equipment should be onsite toward the end of November. Landscaping Plans are complete, and the bid is live on IonWave. Bids for the landscaping and irrigation scope close November 15 at 2pm. Staff are planning to present the project at the December 12 City Council meeting to award the contract. Funding for the lighting, landscaping, and irrigation improvements are included in the FY24 CIP budget.

Slayter Creek Park – Parking Expansion & Sports Courts

The parking lot construction is complete and trees are being planted in the parking lot islands with anticipated completion early this month. The basketball courts have been poured and tendons have been

stretched to create the post-tension slab. The contractor is preparing the site for the pickleball courts to be poured in the coming weeks.

The sports court and parking lot expansion project is expected to be substantially complete in early January. The final court surface for the basketball and pickleball courts cannot be installed until the slab surface temperatures are consistently above 50°, so the final surfacing will be installed in the spring. The contractor is trying to get the tennis courts resurfaced before temperatures fall below the threshold. Staff are working with the contractor on striping options for the courts so the courts can be used through the winter.

Slayter Creek Park – Practice Field Lighting

The lighting project is complete. Staff received the full operating manual last week and have taken over control of the lighting system.

Slayter Creek Park – Restroom Addition

The design is complete, and the project is currently advertised for bid on IonWave. Bids for the project close November 15 at 2pm. Staff is planning to present the project on the December 12 City Council meeting to award the contract. Funding for the project is included in the FY24 CIP budget.

Slayter Creek Park – Fitness Court Shade Structure

Staff has scheduled a meeting with the contractor to discuss project logistics. We are awaiting a project schedule and will provide a more specific timeline for completion upon receipt.

Yank Park Improvements

The concrete path around the playground is partially complete. Staff are working with the contractor to double check the concrete slab transition was formed and installed per plans. The half basketball court has been poured and tendons have been stretched to create the post-tension slab. Currently, the project is scheduled to be substantially complete at the end of this month. The final court surface cannot be installed until the slab surface temperatures are consistently above 50°, so it will be installed in the spring. Staff are working with the contractor on striping options for the court, so it can be used through the winter.

Natural Springs Park Improvements

The parking lot surface is complete and the contractor poured the sidewalks last week. Currently they are completing fine grading along the property line between the park and the daycare. The total project is scheduled to be completed at the end of this month.

Pecan Grove Trail

Trail design is 75% complete. Design is beginning on the pedestrian bridge over Slater Creek, which will connect Pecan Grove to the existing trail in Park Place. The geotechnical engineer was scheduled to complete soil borings along the creek on October 26 but has postponed the work until November 6 due to wet weather and soft soil. The project is on-track for a late-winter/early spring bid.

Wayfinding Signage for City Parks

Staff are working with the wayfinding consultant to put together a scope for the design of additional park signage. The project will be for wayfinding signage to direct neighbors to nearby parks, and to design signage within the parks based on the wayfinding study. This work will be included in a design contract

which will be brought to the City Council at a future meeting. Once design is complete, a vendor will be selected for manufacturing and installation.

Upcoming Projects & Initiatives

- Natural Springs Park Playground – Staff is preparing a request for proposals to invite vendors to bid the project with a design challenge and community build component.
- Anna Town Square Park Design – Staff is working with the selected consultant to develop a scope of services for the design of the park, including a master plan and phase 1. The contract is expected to come to the City Council for approval in January.
- City Park at Skorburg Anna Ranch Park Naming – Staff discussed options and received feedback from the Park Board Liaison (Councilman Carver) and an Anna Historical Society representative (Councilman Baker) and are presenting options to the Park Board at their November meeting. The Park Board will make a recommendation to the City Council, which is expected to be on the December Council Meeting Agenda for discussion and consideration.
- City Park at The Woods at Lindsey Place Park Naming – Staff discussed options and received feedback from the Park Board Liaison (Councilman Carver) and an Anna Historical Society representative (Councilman Baker) and are presenting options to the Park Board at their November meeting. The Park Board will make a recommendation to the City Council, which is expected to be on the December Council Meeting Agenda for discussion and consideration.

Attachments:

Exhibit 1 – Slayter Creek Pump Track

Exhibit 2 – Natural Springs Park Parking Lot

Exhibit 3 – Yank Park Basketball Half Court

c: Marc Marchand, Director of Neighbor Services
Dalan Walker, Park Planning & Development Manager
Jeff Freeth, Assistant Director of Neighbor Services
Matt Lewis, Park Maintenance Superintendent
Justin Clay, CIP Manager
Greg Peters, Assistant City Manager
Taylor Lough, Assistant City Manager
Management Team

MINUTES
ANNA PARKS ADVISORY BOARD MEETING
Monday, August 21st, 2023 @ 6:00 PM

Municipal Complex, Council Chambers
120 W. 7th Street, Anna, TX 75409

The Parks Advisory Board of the City of Anna met at 6:00 PM, on August 21st, 2023, at the Anna Municipal Complex, Council Chambers, 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 called the meeting to order at 6:10 pm.

Quorum was established. Following Parks advisory board members were in attendance Mackenzie Jenks, Susan Jones, Justin Inesta, Chad Fisher, Andy Michrina and Eirik Hansen. Jeff Reece was not in attendance.

Staff present included Assistant Director of Neighborhood Services Jeff Freeth, Park Planning and Development Manager Dalan Walker, and City Council Members Stan Carver, Pete Cain and Kevin Toten were present.

2. Invocation and Pledge of Allegiance.

Parks Advisory Board Member Susan Jones led the invocation and Mackenzie Jenks led the Pledge of Allegiance.

3. Neighbor Comments – Neighbors expressed suggestion on how to improve the dog park, with providing light, potentially having a water fountain and splash pad for the dogs. Concern about the water fountain being broken was communicated.

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 CIP Project updates.

6. Items for Individual Consideration.

- a. Discuss, Consider, Action on Parks Advisory Board meeting minutes on July 17, 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 the Community Recreation Center schedule and project charter.

Alma with Project Advocates presented the community goals for the project charter for the Anna Community Recreation Center.

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

- (1) Parks Advisory Board member Andy Michrina suggested that city staff call Bonnie Wenk Park about the durability of their fountain and the gate latch.
- (2) Fixing of irrigation will be on next year's capital project budget. Irrigation needs to be fixed before re-sodding of the area by the dog park.
- (3) Parks Advisory Board member Andy Michrina made a motion for the city to check on rehabbing the fishing pond with the floating dock. Seconded by McKenzie Jenks. Motion carried.
- (4) Parks Advisory Board Member Andy Michrina made a motion for staff to look into adding a splash pad to the dog park. Seconded by Eirik Hansen. Motion carried.

- d. Discuss, Consider, Action on future agenda items.
No Future agenda items.

7. Adjourn.

Parks Advisory Board Chair Mackenzie Jenks adjourned the meeting at 6:48pm.

Marc Marchand, Director of Neighborhood Services

ATTEST: _____