

AGENDA

ANNA PARKS ADVISORY BOARD MEETING Monday, May 20, 2024 @ 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)
 - b. Receive presentation and provide feedback for FY24/25 Proposed Parks CIP Projects. (10 minutes)
6. **Items For Individual Consideration.**
 - a. Discuss, Consider, Action on Parks Advisory Board meeting minutes on March 28, 2024. (5 minutes)
 - b. Discuss, Consider and Act on the proposed Special Event Permit submitted by Albert Kramer of Resurrection Church for a Kid's Summer Bash from July 22 to 24, 2024. (5 minutes)
 - c. Discuss, Consider and Act on the proposed Special Event Permit submitted by Michael Reinoehl for a Mardi-Gras themed 5k/10k run on Saturday, March 15, 2025.
7. **Items for Future Consideration.**
 - a. Discuss, Consider, Action on erosion at Natural Springs Park. (Andy Michrina) (3 minutes)
 - b. Discuss, Consider, Action on citizens' concerns at Natural Springs Park. (Andy Michrina) (3 minutes)
 - c. Discuss, Consider, Action on handicap access to small dog area. (Andy Michrina) (3 minutes)
 - d. Discuss, Consider, Action on citizens' concerns on placement of playground.

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.

(Andy Michrina) (3 minutes)

8. **Adjourn.**

This is to certify that I, Jeff Freeth, Assistant Director of Neighborhood Services, posted this Agenda on the City's website (www.annatexas.gov) and at the Anna Municipal Complex bulletin board at or before 5:00 p.m. on 05/17/2024.

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

Jeff Freeth, CPRP, Assistant Director of Neighborhood Services



Memorandum

Memorandum No: 24-20-05

Date: May 20, 2024

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 450 acres of city facilities and parks.
- Installed engineered fiber mulch at Yank Park, Slayter Creek Park, & Sherley Park.
- Received quotes and finalized all paperwork to repair wrought iron fence at the paw park. The contractor is scheduled to start work on 5-21-2024, weather permitting. This should help prevent any small dog escaping the small dog area.
- Spot sprayed all landscape beds at city hall and all park entrance signs. Also, applied post-emergent around the skate park, soccer field, medians, ballfield #3 and in between all fields at Slayter Creek Park.
- Began preparation of the splash pad. This included cleaning features and the tank, replacing UV lights, removing calcium on features, and preparing for and conducting TCEQ and CEC testing. The splash pad will open on May 23.
- Prepped all ballfields for baseball/softball/t-ball practices and games daily.
- Repaired multiple irrigation leaks at Slayter Creek Park, Baldwin Park, Johnson Park & Municipal Complex.
- Inspected 5 sets of restrooms each morning and restocked on Mondays and Fridays.
- Cleaned and inspected 5.5 miles of walking trails each week.

The Recreation Division completed the following:

- Hosted the following Senior Programs:
 - Book club on April 3 and May 1.
 - Solar Eclipse Luncheon on April 8 at Sherley Heritage Park.
 - Trips to the Fort Worth Botanic Garden on April 11 and Heritage Farmstead Museum on May 9.
 - Foodie Troop on April 16 and May 21.
 - Terrarium and Suncatcher Crafting Corner on April 24 and May 22.

- Hosted the following Youth Programs:
 - Fri-Yay Monthly Drop-in Crafts on April 5 (“Paint and Plant”) and May 3 (Craft Stick Puppets) at the Municipal Complex.
 - Youth baseball, softball and t-ball playoffs on May 18 and 19th.
 - Contract classes: Tinkergarten with Julie, Parent and Me Soccer, and tennis.
- Hosted the following Adult Programs:
 - Nature walks on April 13 and May 4.
 - Spring Wreath Night on April 19.
 - Adult Cornhole league on Tuesday nights (in collaboration with 3 Nations Brewing).
- Provided the Community Enhancement and Compliance division with logistical and planning support for the Earth Day event on April 27.
- Collaborated with Anna ISD on the Multicultural Night at Anna High School that took place on Tuesday, May 7th. The event included 25 booths highlighting various countries, talent, and fashion shows, “travel the world” passport activity and food vendors highlighting cuisine from various cultures. There were an estimated 500 neighbors in attendance.
- Hosted the National Train Day Pop-up Recreation at Sherley Heritage Park on Saturday, May 11 in collaboration with the Anna Area Historical Preservation Society. There were over 200 people in attendance.
- Hosted interdepartmental logistics meetings on April 24 and May 15 to discuss upcoming events.
- Hosted the May 18th Touch-a-Truck event on Saturday, May 18 at Slayter Creek Park.
- Continued planning and preparation for summer programs and events.
- Began working on the fall recreation guide and program planning.

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: 24-5-20 CIP

Date: May 20, 2024
To: Parks Advisory Board
From: Dalan Walker, Park Planning and Development Manager
Re: Park CIP Project Update

Updates for active Park CIP projects in May are below.

Splash Pad

- TAS items pending.

Skatepark at Slayter Creek Park

- TAS inspection is pending, but all paper work has been sent to the Registered Accessibility Specialist.

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

- Several small issues are outstanding.
- The sod has been delayed due to rain.
- Lights at Yank Park are still not working; may be a GCEC issue.

Pecan Grove Trail

- 100% plans have been submitted.
- The project bidding will be delayed slightly so concrete work is not occurring during the heat of the summer; it would require loud equipment at 3-5am very near several homes.

Fitness Court Shade Structure

- The shade structure installation has been completed.

Dog Park

- A solution has been completed; work may be done inhouse.

Slayter Creek Park Irrigation

- Park maintenance staff is completing the hydraulic portion of repairs; electrical work will be completed by a contractor once the pipes, valves and heads are in working order.

Anna Crossing Park

- A well-developed concept plan has been completed.
- Public input will be sought in mid-June.

Bryant Park

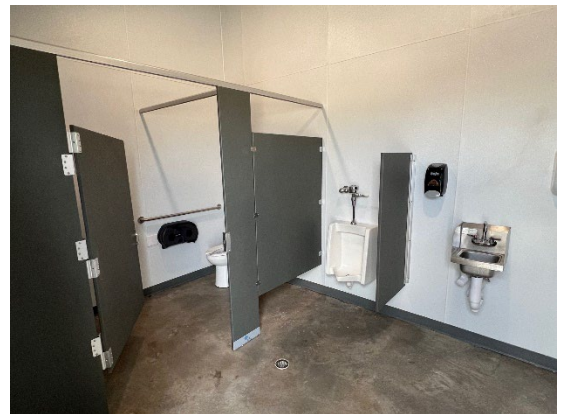
- Consultant is further developing concept plans based on input from staff.

Playground at Natural Springs Park

- Playground equipment has been ordered.

Slayter Restroom

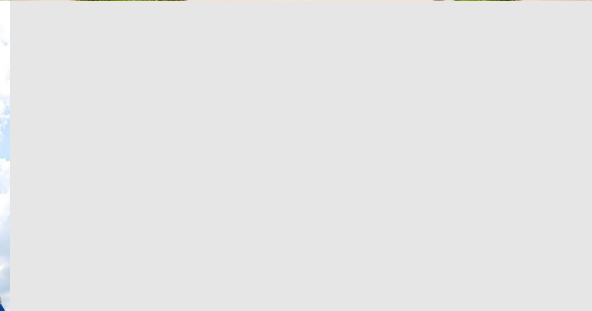
- The restroom building is open.
- Small punch list items remain; the contractor will receive the early completion bonus.



c: Jeff Freeth, Assistant Director of Neighborhood Services
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

THE CITY OF **Anna**

Parks Capital Improvement Plan
Annual Project Updates
May 20, 2024

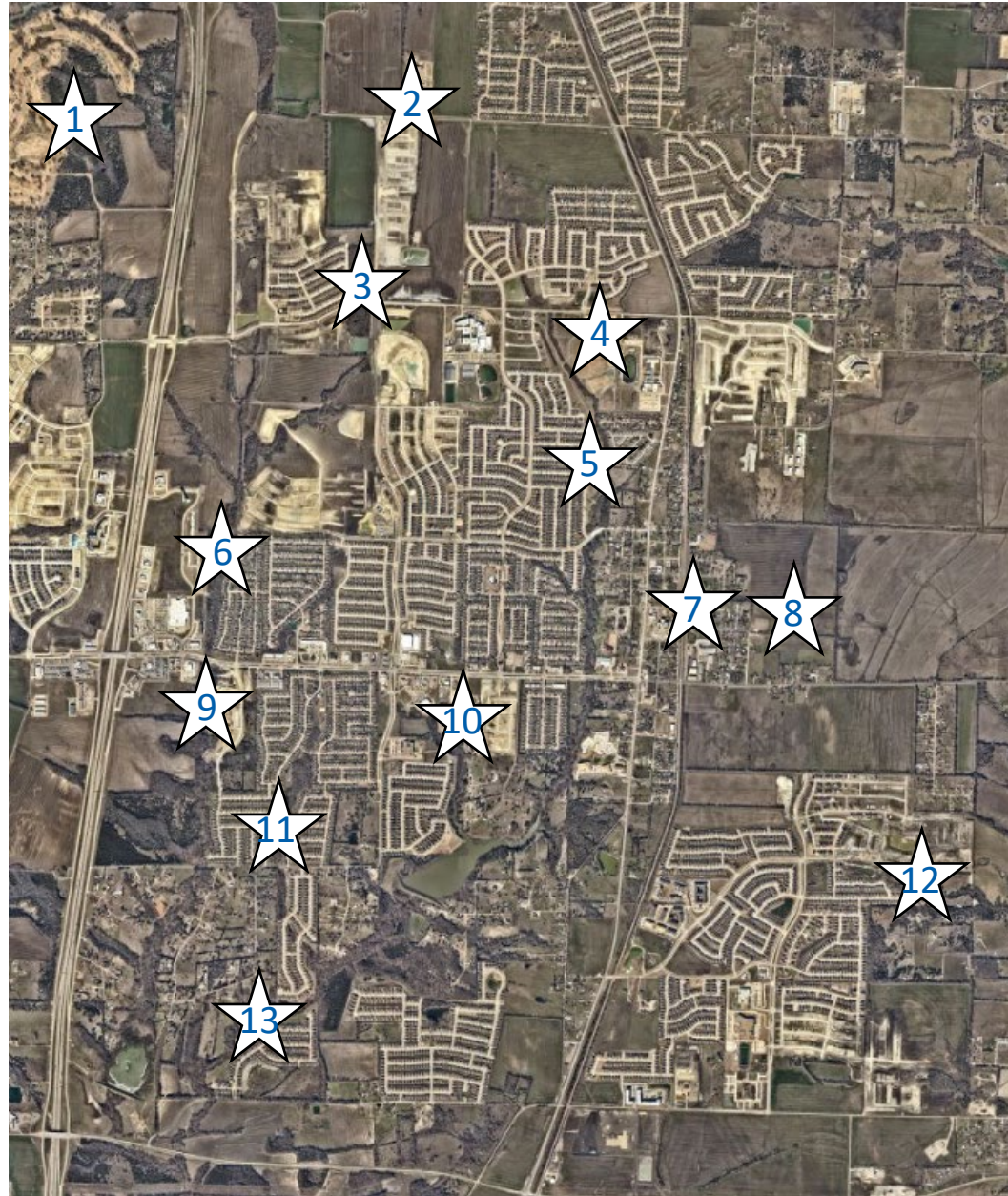


Overview

- CIP Map – Completed, Active, and Proposed Projects
- Completed Projects
- Active Projects
- Proposed Projects
- 5-year Plan
- Staff Recommendation & Next Steps

CIP Map

1. Hurricane Creek Park
2. Bryant Park
3. John Flavel Greer Park
4. Slayter Creek Park
5. Yank Park
6. Creekside Park
7. Sherley Heritage Park
8. Geer Park
9. Throckmorton Trail
10. Natural Springs Park
11. Oak Hollow Park
12. Anna Crossing Park
13. Pecan Grove Trail



Completed Projects

Slayter Creek Park

- Skatepark
- Skatepark Landscaping
- Skatepark Lighting
- Pickleball & Basketball Courts
- Tennis Court Resurfacing & Improvement
- Parking Lot Expansion
- Fitness Court Shade Structure
- New Restroom

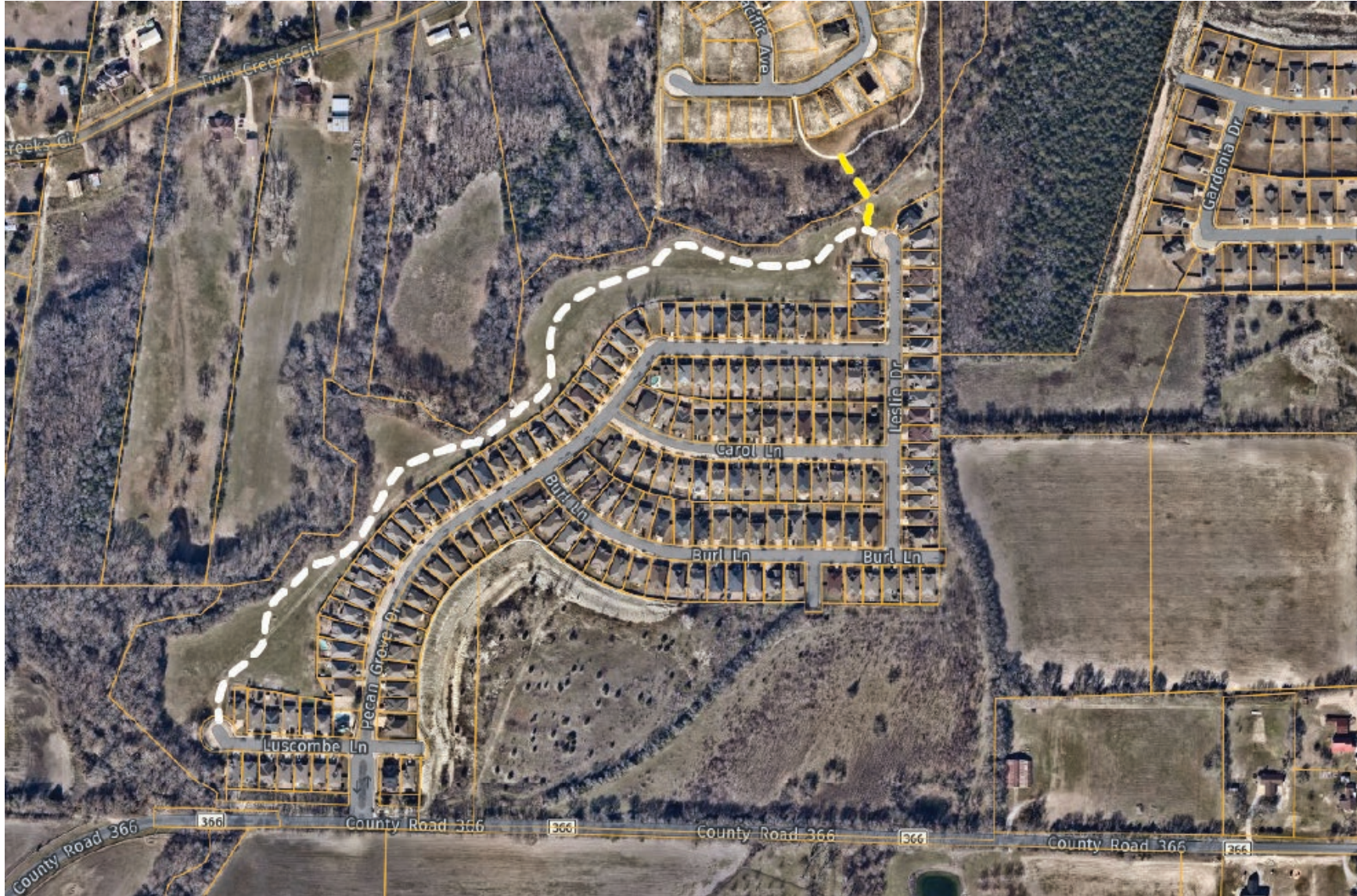
Completed Projects

- Yank Park - Playground Walk, Amenities & Half Basketball Court
- Natural Springs Park – New Secondary Parking Lot (near Paw Park)

Active Projects

- Pecan Grove Trail – Design 100%; Construction Start Mid-Summer
- Anna Crossing Park Design – Conceptual Design; Public Meeting Mid-June
- Natural Springs Playground – Equipment in Production; Construction Start Sept 2024
- Bryant Park Practice Fields Master Plan – Conceptual Design in Progress
- Throckmorton Trail – Plans in Progress by Developers
- John Flavel Greer Park – Construction Start this Summer by Developer
- Arden Park Trail – Construction Start this Summer
- Paw Park Access Improvements – Design and Construction In-house

Active Projects – Pecan Grove Trail



Active Projects – Anna Crossing Park



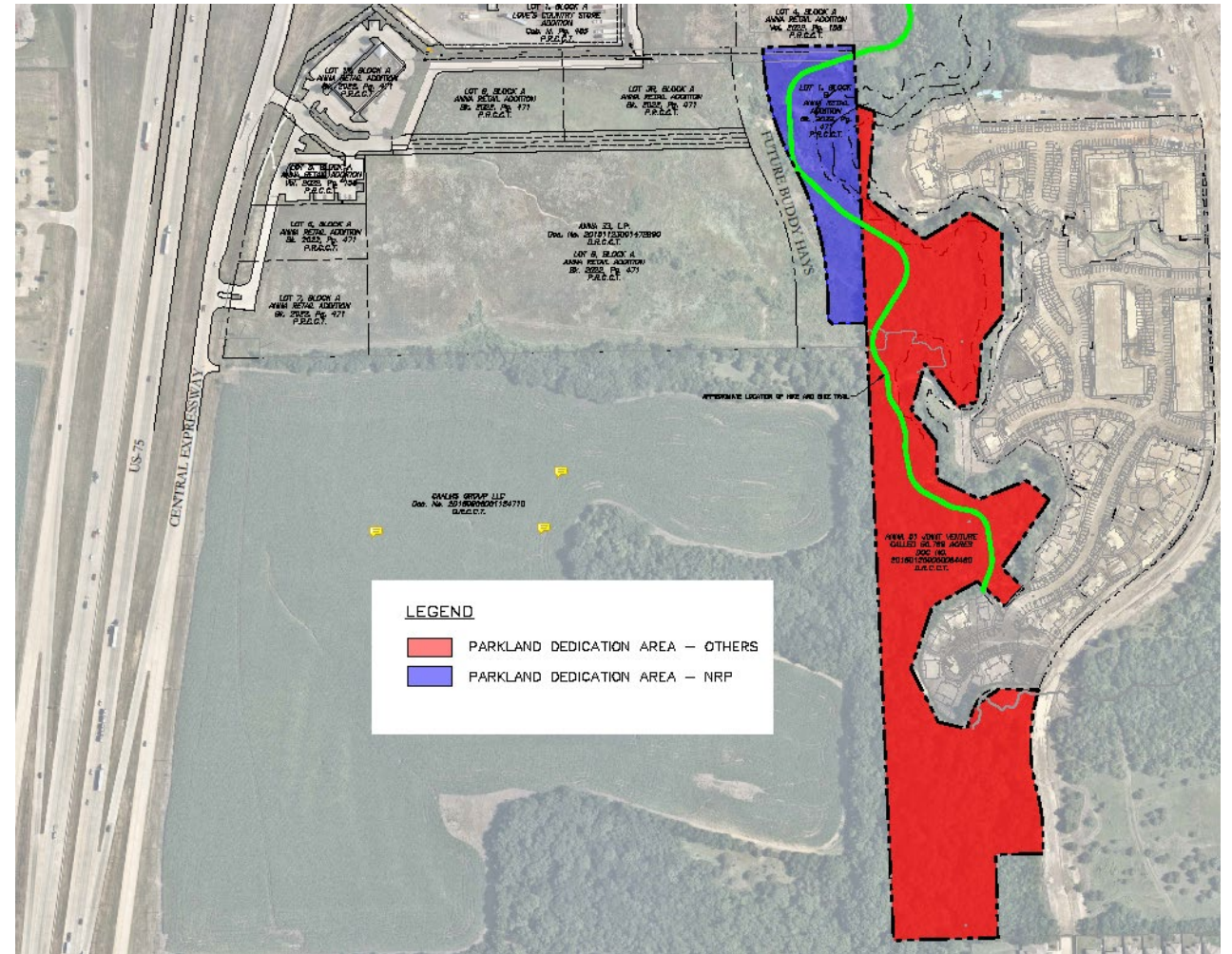
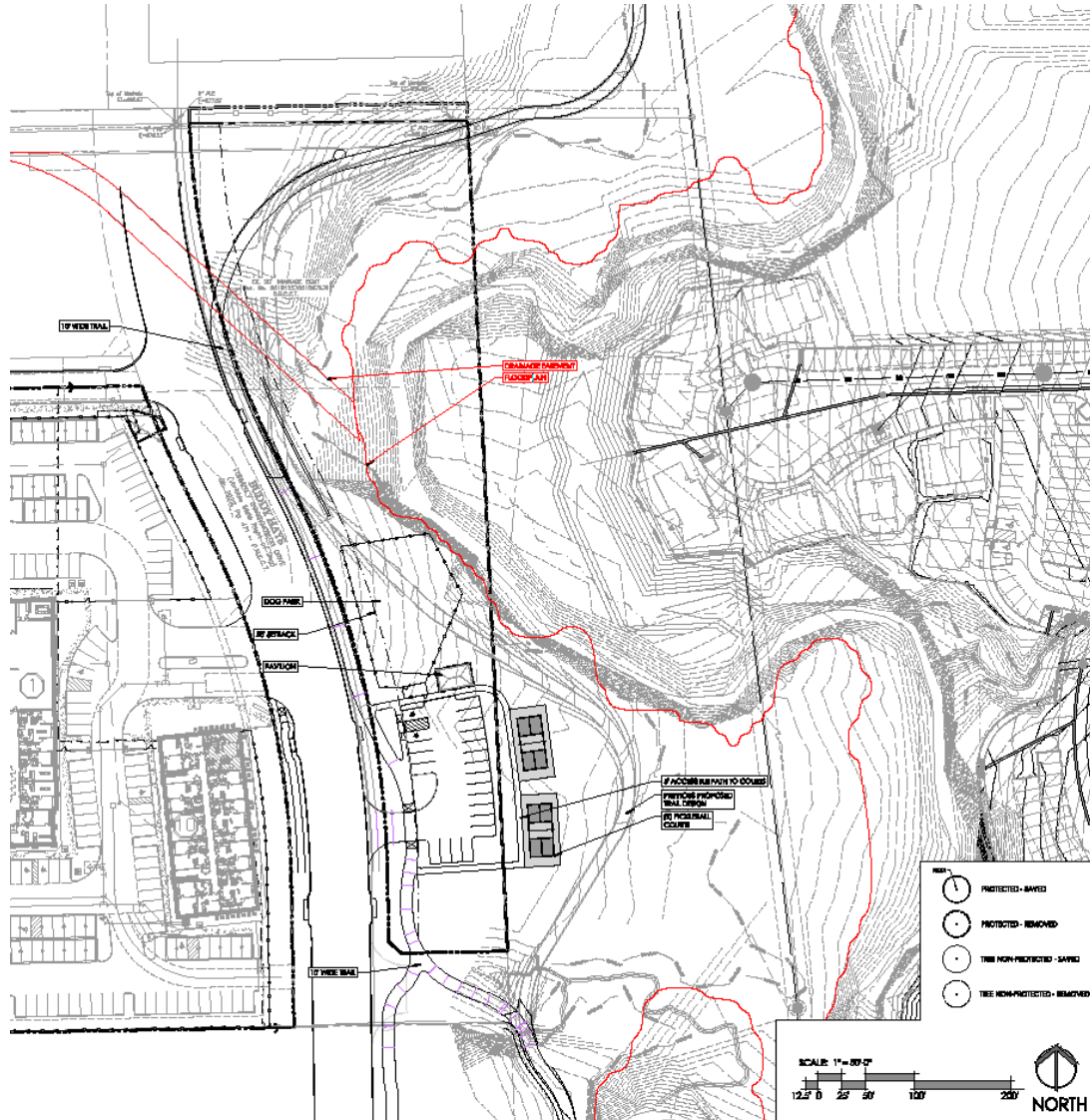
Active Projects – Natural Springs Park Playground



Active Projects – Bryant Park Master Plan



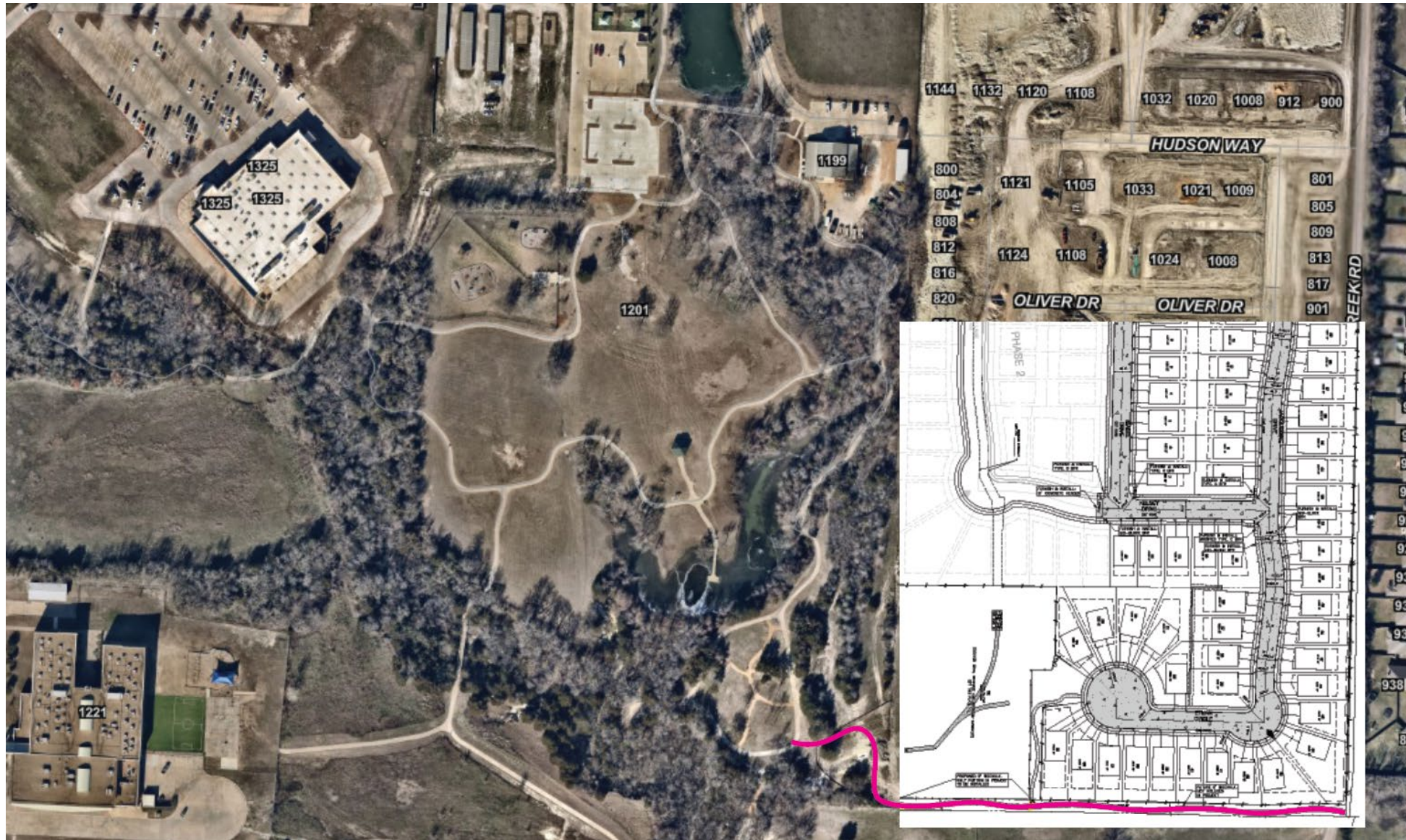
Active Projects – Throckmorton Trail (Developer)



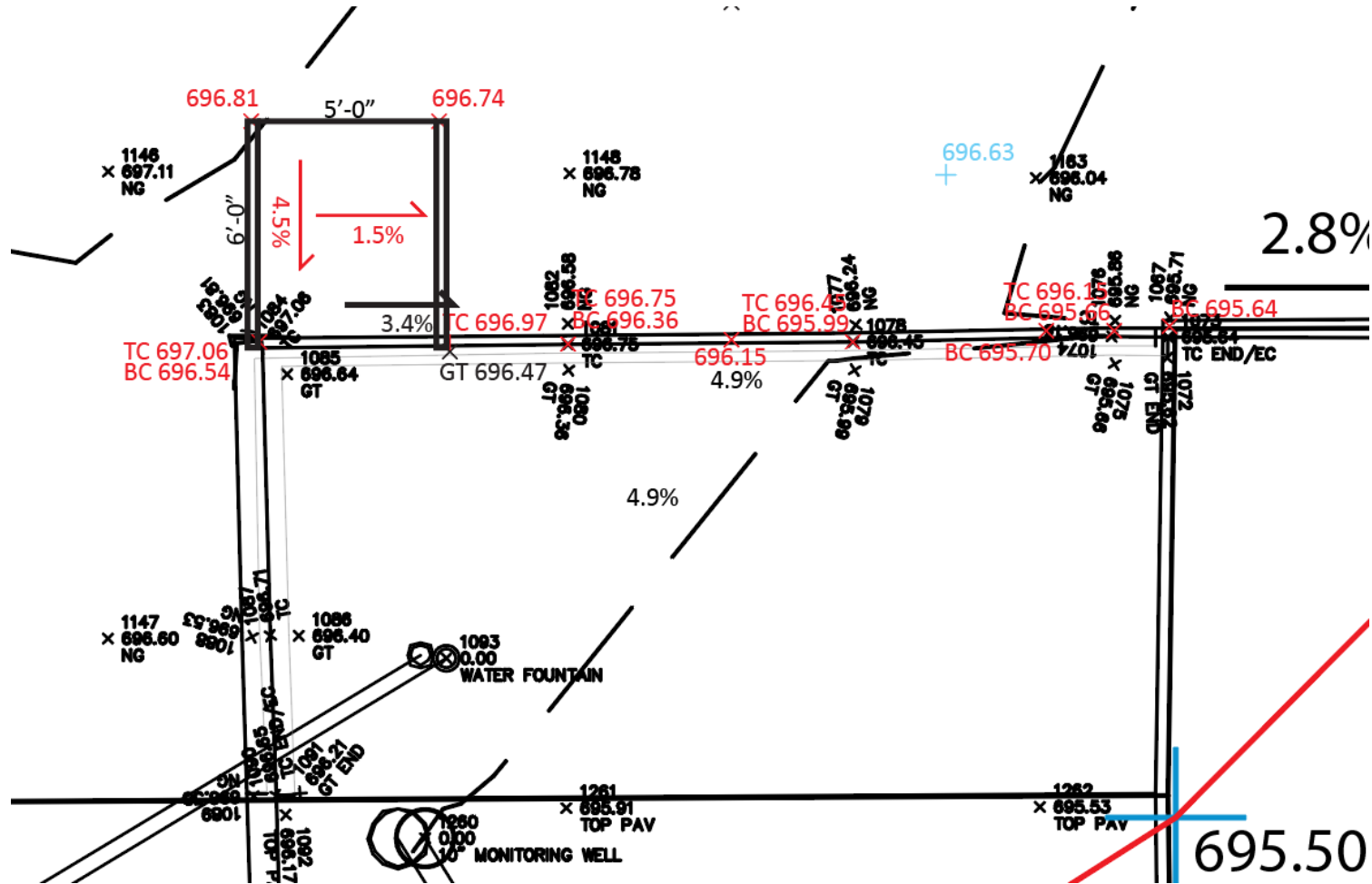
Active Projects – John Flavel Greer Park (Developer)



Active Projects – Arden Park Trail (Developer)



Active Projects – Paw Park Access Improvements



Proposed Projects

- Bryant Park Design & Construction
- Anna Crossing Park Construction
- Slayter Creek Park Drainage Repair (behind field 3)
- Replace Slayter Ballfield Restroom (design only)
- Replace Slayter Tennis Court Fence
- Park Sign Project– Construction
- Park System Master Plan Update
- Natural Springs Park Master Plan

Proposed Projects – Bryant Park Design & Construction

- Develop construction drawings from approved Bryant Park master plan.
- Bid and construct the project.
- Project will include:
 - Soccer practice fields
 - Concrete trail around perimeter
 - Restroom
 - Storage
 - Parking

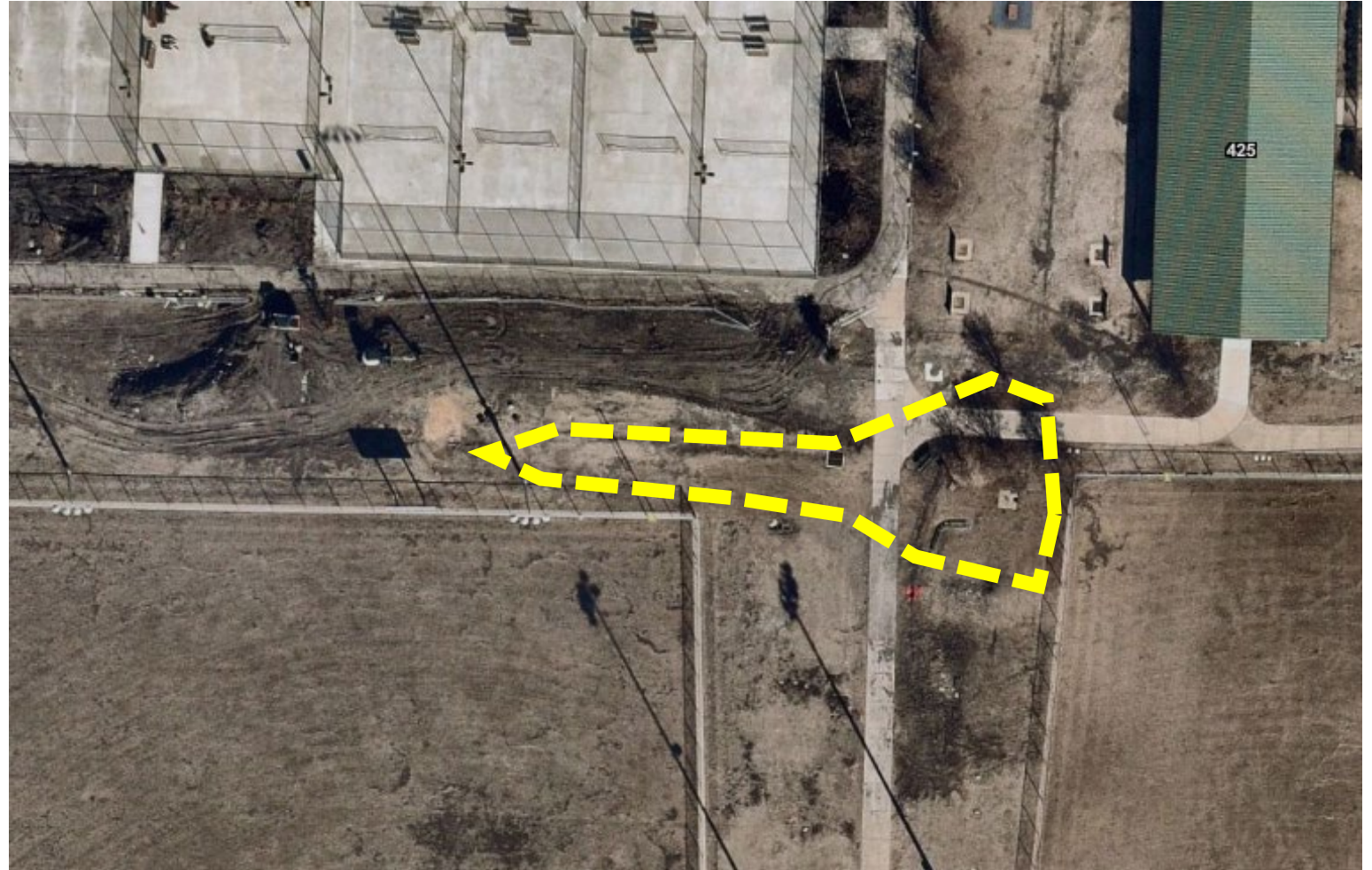
Proposed Projects – Anna Crossing Park Construction

- Bid and construct the project.
- Project will include:
 - Trails
 - Playground
 - Pavilion
 - Restroom
 - Parking
 - Misc Park Amenities



Proposed Projects – Slayter Drainage Repair

- Large NDS drainage line is visible on surface and full of dirt; possibly collapsed.
- Broken line is causing major water collection after rain events in area shown.



Proposed Projects – Replace Slayter Restroom

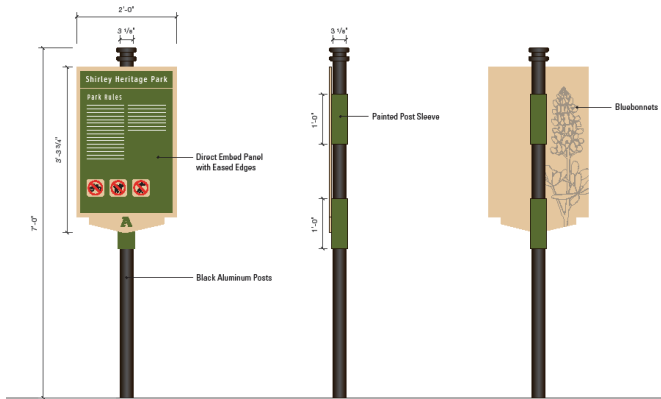
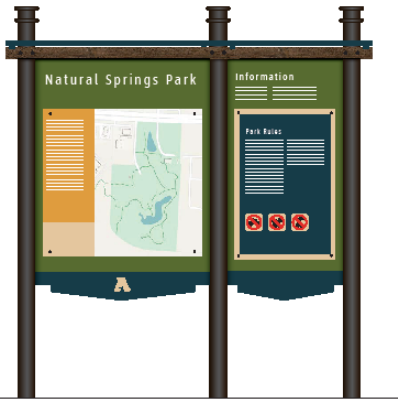
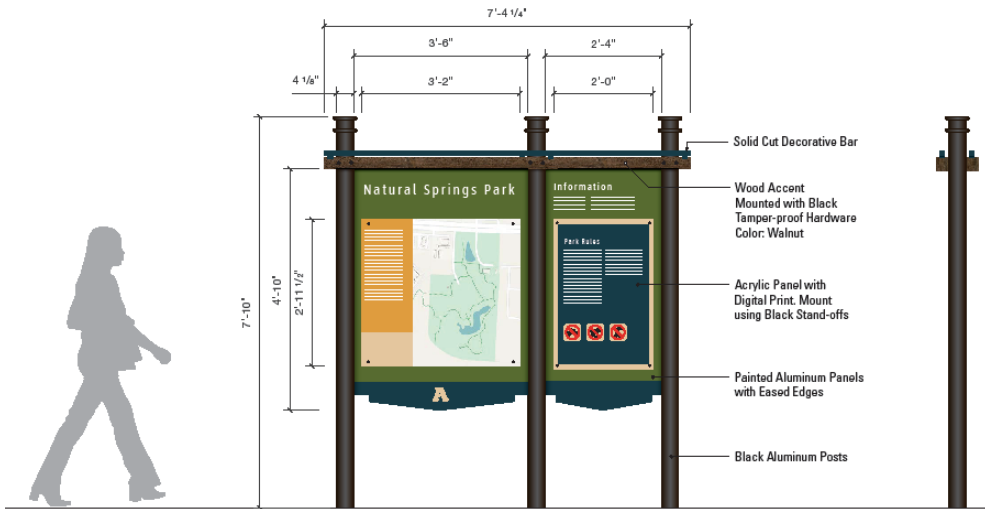
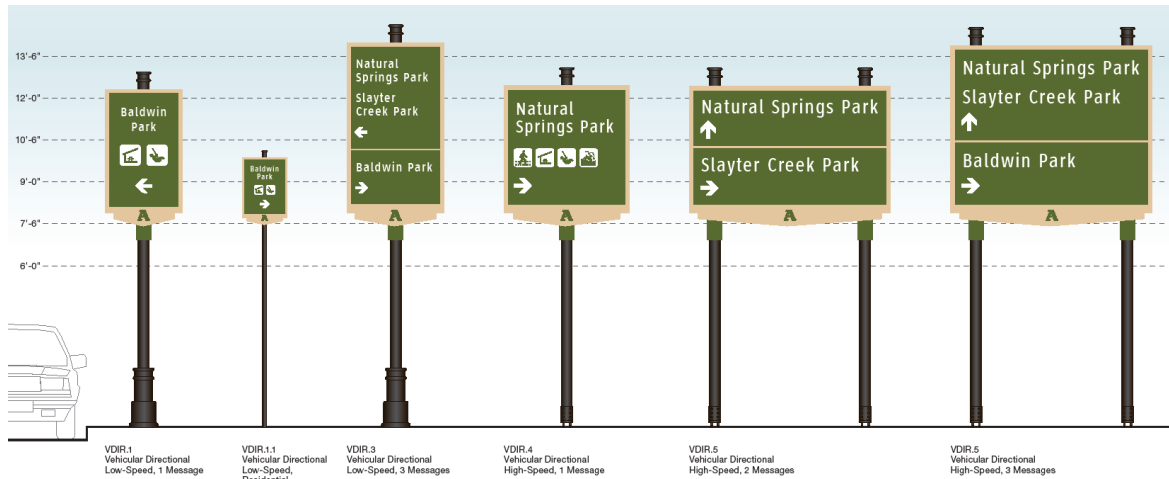
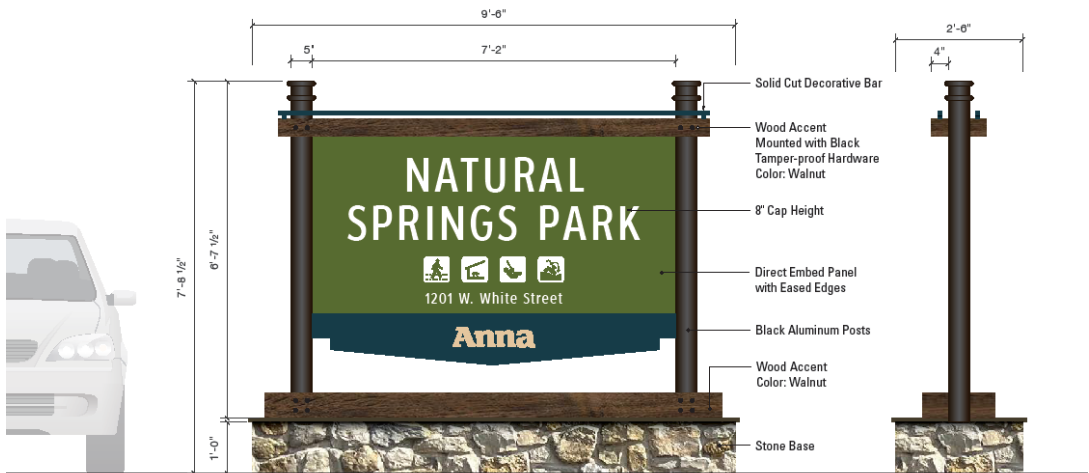
- Design restroom building or select prefabricated building to replace existing building.
- Demo/construction in FY25-26



Proposed Projects – Replace Slayter Tennis Fence

- Fence is old and mesh is bent and damaged.
- Replace fence and reinstall wind screen.

Proposed Projects – Park Sign Project



Proposed Projects – Park Master Plan Update

- Previous Park Master Plan update was completed in 2020.
- Park Master Plans should be updated every 5-7 years as projects are completed and the needs of the community change.

Proposed Projects – Natural Springs Park Master Plan

- This project was requested by the Parks Advisory Board to guide future development at the park based on public input.

Proposed Projects

- Paw Park Renovation/Irrigation – Design
- Slayter Ballfield Fence Crowns
- Storage Shed for Multi-Purpose Fields at Slayter
- Trail Segments – Locations TBD
- Sherley Heritage Park Master Plan Update & TAS/ADA Compliance Plan

Proposed Projects – Paw Park Renovation/Irrigation

- The Paw Park has proved a successful addition to Natural Springs Park.
- Project may include a complete redesign, but will we at least include an irrigation system to help keep the grass in better condition.
- The addition of various elements will be considered if a complete redesign is not preferred.

Proposed Projects – Slayter Ballfield Fence Crown

- Crowns protect the fence and players.
- Adds visual appeal providing a more professional look.



Proposed Projects – Shed for Slayter Practice Fields

- Provide a storage shed for materials and equipment in the area of the practice/multipurpose fields at the south end of Slayter Creek park.

Proposed Projects – Trails

- Evaluate and develop construction documents for a trail segment to be selected based on need, development and cost/benefit.
- Part of a multi-year effort.

Proposed Projects – Sherley Heritage Park MP Update

- Update the Sherley Heritage Park master plan to include future land to the south once storage tanks are removed.
- Utilize the recent Texas Accessibility Standards review of the park to address deficiencies and bring the park into compliance.

5-Year Plan

All projects below are included in the current Park System Master Plan

- Slayter Creek Park Playground Replacement – FY26-27
- Trail Segments – FY25-26, FY26-27
- Creekside Park – 21 acres
- Oak Hollow Park – 8 acres
- Hurricane Creek Park – 148 acres
- Land Acquisition
- Recreation Center
- Sports Complex

STAFF RECOMMENDATION & NEXT STEPS

Proposed FY24-25 Projects: Park Development Fund

- Replace Slayter Tennis Courts Fence
- Natural Springs Park Master Plan
- Ballfield Fence Crowns at Slayter

Total Budget \$305,000

STAFF RECOMMENDATION & NEXT STEPS

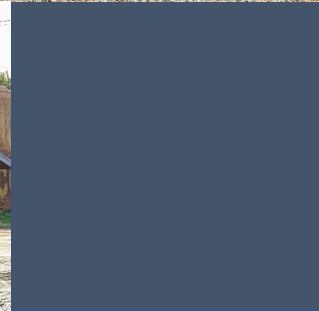
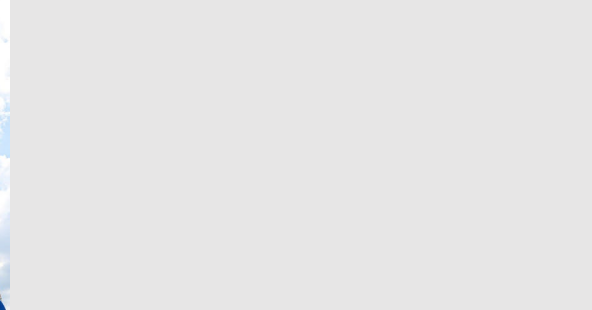
Proposed FY24-25 Projects: Park Bond Funded

- Bryant Park Design & Construction
- Anna Crossing Park Construction
- Replace Restroom Building at Slayter – Design
- Park Signs – Construction
- Park Master Plan Update
- Natural Springs Park Master Plan
- Dog Park Renovation
- Slayter Practice Fields Storage Shed
- Trails
- Sherley Heritage Park Master Plan Update

Total Budget: \$8,978,000

THE CITY OF **Anna**

Utility Capital Improvement Plan Annual Project Updates June 25, 2024





**Meeting MINUTES
ANNA PARKS ADVISORY BOARD MEETING
Thursday, March 28th, 2024 @ 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 6:02PM, on March 29th, 2024, 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 Eirik Hansen called the meeting to order at 6:02pm. Quorum was established. Following Parks advisory board members were in attendance Susan Jones, Jeff Reece, Chad Fisher, Andy Michrina, Eirik Hansen and Alastair Hunte. Board member Mackenzie Jenks was not in attendance.

Staff present included Director of Neighborhood Services Marc Marchand, Assistant Director of Neighborhood Services Jeff Freeth, Park Planning and Development Manager Dalan Walker, Assistant City Manager Greg Peters and City Council Member Stan Carver were present.

2. Invocation and Pledge of Allegiance

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

3. Neighbor Comments – No neighbor comments

4. Receive a Report

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

5. Project Update

Received report on Park CIP project update.

6. Items for Individual Consideration

- a) Discuss, Consider, Action on recommendation based on the results of the public survey for the selection of playground designs at Natural Springs Park.

MOTION: Park Advisory Board Member Eirik Hansen made a motion of recommendation to accept Hunter Kneppshield designs as the winner based on the survey results that were collected. Seconded by Jeff Reece. Motion carried 6-0.

- b) Discuss, Consider, Action on the recommendation of a master plan for Natural Spring Park.



Park Advisory Board Member Eirik Hansen made a motion to add the master plan for the Natural Springs Park to be added to the CIP for next budget year. Seconded by Alastair Hunte. Motion carried 5-1.

- c) Discuss, Consider, Act on Parks Advisory Board Meeting Minutes for February 29th, 2024.

MOTION: Park Advisory Board Member Jeff Recce made a motion to approve the minutes Seconded by Andy Michrina. Motion carried 6-0.

7. Items for Future Consideration

No future agenda items.

8. Adjourn.

Parks Advisory Board Member Eirik Hansen adjourned the meeting at 6:34pm.

Marc Marchand, Director of Neighborhood Services

ATTEST: _____

SPECIAL EVENT PERMIT APPLICATION



Parks & Recreation Dept.
120 W. 7th Street
Anna, TX 75409
214-831-5333

APPLICANT INFORMATION			
Type of Event:	☐ Carnival	☐ Circus	☐ Festival ☐ Parade ☐ Tent ☒ Other
Applicant Name: <u>Resurrection Church / Albert Kramer</u>			
Address: <u>104 Winsley Circle</u>			
City:	<u>McKinney</u>	State: <u>TX</u>	Zip Code: <u>75071</u>
Phone#:	<u>972-214-4373</u>		
Email:	<u>Albert@TheResurrectionChurch.org</u>		
Date:	<u>5/6/2024</u> *Note: Applications must be filed at least 30 days in advance.		

APPLICATION FEE AND DEPOSIT REFUND INFORMATION			
Application Fee \$50 (non-refundable)		Deposit \$300 (refundable)	
☒ Same Information As Above (if not the same, complete the next two lines)			
Issue Deposit Refund To:			
Address:	City:	State:	Zip Code:

ACTIVITY INFORMATION	
Date(s) of Activity:	<u>July 22, 23, 24 2024</u>
Reservation Time Block:	<u>5:00pm - 9:00 pm</u>
Type of Activity (explain purpose of activity):	<u>Kid's Summer Bash</u>
Estimated Number of People Attending Activity:	<u>300</u>
Reservation Location:	<u>Slater Creek Park</u>
Will Food and/or Beverages be on-site for the activity?	☒ Yes ☐ No
Will Alcohol be served or sold?	☐ Yes ☒ No (if yes, include request letter)
If yes, please indicate who the vendors are (food and drinks): <u>No vendors. We will offer free water, Capri Suns, Popsicles and Packaged Snacks</u>	
Please identify all other activities & structures (bounce house, tents, music, sports, games, etc): <u>We will host a Kids Summer Bash for kids in grades 1st-5th. Kids will get to choose which mini-camp they</u>	

would like to experience: Lego, STEM, Skate, Basketball, or Football. We will use a PA system to communicate. We may set up EZ-ups at the different locations with water and snacks, otherwise, we will keep all water and snacks at the pavilion.

SPECIAL EVENT RULES

Booths, Tents, or Canopies:

If your event will include any tents or canopies, please provide a copy of the "Certificate of Fire Retardant" for each such device when submitting the permit application. All booths that will be cooking on-site, must meet all applicable fire codes for the City of Anna. Fire extinguishers must be supplied and are required for entry.

Food and Beverages:

All vendors must be in compliance with all state and local laws. A copy of appropriate licenses should be on site during the event. The Applicant shall provide with this application a list of all food and beverage vendors participating in the event so that the vendors can be pre-approved through the City of Anna Code Compliance Division.

Alcoholic Beverages:

Alcohol consumption or sales is prohibited on City property including parks, a public street, sidewalk or parking area adjacent to a public park, unless expressly authorized by the written permission of the City Council authorizing consumption of alcohol in a City Park in connection with an approved Special Event.

Security, Crowd Control, and Traffic Control:

The applicant may be required to provide police officers for security, crowd control, and traffic control at the Special Event. Expenses for the Officers will be paid by the event organizers. The total number of police officers working the Special Event is determined by the City of Anna Police Chief. Planning variables include: the estimated number of people, the availability of alcoholic beverages, topography and size of the event, weather conditions, the time of day during which the Special Event is held, the need for street closures or re-routing of vehicular or pedestrian traffic, and the history of the Special Event.

Insurance:

Insurance is required for all special events at which the attendance is estimated at over 250 people. It may be required for events with fewer people if food or alcohol is sold or given away or activities are of a physical nature that would warrant insurance. The City reserves the right to review and determine amount of coverage required based on level of activity at the Special Event.

Each policy will name the City of Anna as an additional insured and a copy of the Certificate of Insurance will be submitted to City Hall one week before the event start date.

Indemnity Agreement:

As a condition of the Special Event Permit being issued, the Applicant acknowledges that he/she has voluntarily applied for a Special Event Permit that in consideration of the privileges associated therewith, Applicant agrees to PROTECT, DEFEND, INDEMNIFY, and HOLD HARMLESS, the City of Anna, its officers, agents, and employees, from and against any claim, proceeding, cause of action, judgment, penalty, or any other cost or expense arising or growing out of, associated or in connection to the Special Event. The indemnification includes, but is not limited to, losses, damage, or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or

caused by any act occurring as a result of the exercise of the privileges granted by this permit.

Applicant agrees that this indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the state of Texas, and that if any portion is held invalid, then it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Signatures:

I do solemnly swear (or affirm) that all the answers given and statements made on this application and supporting documents are full, true, and correct to the best of my knowledge and beliefs. I have been given a copy of the Anna City Code ordinance Part II, Article 47 and have read the provisions contained therein and agree to abide by them.

Applicant Name: Albert Kramer

Signature: [Signature]

Date: 5/7/24

Submittal Requirements:

Submittal Requirements:

1. Completed application with signatures and contact information.
2. Submit application fee (\$50) and deposit (\$300). (Ord. No. 410-2008; Checks payable to the City of Anna)
3. Map of Event area.
4. List of food and beverage vendors and/or copy of current license from vendor.
5. Statement of Intent to obtain Insurance and/or Proof of Insurance. (A copy of the Certificate of Insurance is due a *minimum of one week before event start date*)
6. Letter of request if alcohol is desired.

For Office Use Only:

Date Application & Deposit Received (\$300): <u>5/9/24</u>	Date Application Fee Received (\$50): <u>5/9/24</u>
Received By: <u>Trisha Proce</u>	Received By: <u>Trisha Proce</u>
Cash or Check #	Cash or Check #
Receipt #:	Receipt #:
Required Documents Rec'd:	
☐ Completed Application ☐ Insurance ☐ Food Vendor List ☐ Sound System ☐ Map	
☐ Alcohol Request (optional)	
☐ Other: _____	
☐ Other: _____	
☐ Approved by: _____ ☐ Permit Issued Date: _____	
Assign Date of Parks Board Review of Application: _____	
(put date in blank) and notify Applicant.	

RESURRECTION CHURCH

Albert Kramer
(972) 214-4373
Albert@TheResurrectionChurch.org

May 7, 2024

Tristen Pierce
The City of Anna
Parks & Recreation Dept.
120 W. 7th Street
Anna, TX 75409

Dear Mr. Pierce,

Thank you for processing our Special Events Application. Resurrection Church will host a free kids' summer program this July, which we call our Kids Summer Bash!

Resurrection Church is a new church coming to Anna this fall. Our church is being birthed from Grace Church Frisco. We are still part of Grace Church Frisco and will use their insurance for this summer event. We will be able to provide you with a copy of the Certificate of Insurance within the next month.

Please let me know if you need any additional information.

Sincerely,

Albert Kramer

Resort Center (University) - very excited, at
Kids Summer Bash
map of Event

Skyler Creek map



④ not shown on map

- ① Pavilion
 - a) Registration
 - b) Lego
 - c) STEM Camp

- ② Skate Park
 - a) Skate Camp

- ③ Basketball Courts
 - a) Basketball Camp

- ④ multipurpose Field
 - a) Football Camp

- ⑤ Bathrooms

1. The first part of the paper
 is devoted to a general
 discussion of the problem.

2. The second part of the paper
 is devoted to a detailed
 discussion of the problem.

3. The third part of the paper
 is devoted to a detailed
 discussion of the problem.

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 discussion of the problem.

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 discussion of the problem.

SPECIAL EVENT PERMIT APPLICATION



Parks & Recreation Dept.
120 W. 7th Street
Anna, TX 75409
214-831-5333

APPLICANT INFORMATION						
Type of Event:	☐ Carnival	☐ Circus	☐ Festival	☐ Parade	☐ Tent	☒ Other
Applicant Name: Michael Reinoehl						
Address: 1412 Park Place Ave. #332						
City: Bedford		State: TX		Zip Code: 76022		
Phone#: (817) 863-5333						
Email: m.reinoehl14@gmail.com						
Date: 02/27/24		*Note: Applications must be filed at least 30 days in advance.				

APPLICATION FEE AND DEPOSIT REFUND INFORMATION			
Application Fee \$50 (non-refundable)		Deposit \$300 (refundable)	
☒ Same Information As Above (if not the same, complete the next two lines)			
Issue Deposit Refund To:			
Address:	City:	State:	Zip Code

ACTIVITY INFORMATION	
Date(s) of Activity: 03/15/25	
Reservation Time Block: 4am - 11am	
Type of Activity (explain purpose of activity): Mardi-Gras themed 5K/10K run	
Estimated Number of People Attending Activity: 100-200	
Reservation Location: Slayter Creek Park	
Will Food and/or Beverages be on-site for the activity? ☐ Yes ☒ No	
Will Alcohol be served or sold? ☐ Yes ☒ No (if yes, include request letter)	
If yes, please indicate who the vendors are (food and drinks): 	
Please identify all other activities & structures (bounce house, tents, music, sports, games, etc): 	

SPECIAL EVENT RULES

Booths, Tents, or Canopies:

If your event will include any tents or canopies, please provide a copy of the "Certificate of Fire Retardant" for each such device when submitting the permit application. All booths that will be cooking on-site, must meet all applicable fire codes for the City of Anna. Fire extinguishers must be supplied and are required for entry.

Food and Beverages:

All vendors must be in compliance with all state and local laws. A copy of appropriate licenses should be on site during the event. The Applicant shall provide with this application a list of all food and beverage vendors participating in the event so that the vendors can be pre-approved through the City of Anna Code Compliance Division.

Alcoholic Beverages:

Alcohol consumption or sales is prohibited on City property including parks, a public street, sidewalk or parking area adjacent to a public park, unless expressly authorized by the written permission of the City Council authorizing consumption of alcohol in a City Park in connection with an approved Special Event.

Security, Crowd Control, and Traffic Control:

The applicant may be required to provide police officers for security, crowd control, and traffic control at the Special Event. Expenses for the Officers will be paid by the event organizers. The total number of police officers working the Special Event is determined by the City of Anna Police Chief. Planning variables include: the estimated number of people, the availability of alcoholic beverages, topography and size of the event, weather conditions, the time of day during which the Special Event is held, the need for street closures or re-routing of vehicular or pedestrian traffic, and the history of the Special Event.

Insurance:

Insurance is required for all special events at which the attendance is estimated at over 250 people. It may be required for events with fewer people if food or alcohol is sold or given away or activities are of a physical nature that would warrant insurance. The City reserves the right to review and determine amount of coverage required based on level of activity at the Special Event.

Each policy will name the City of Anna as an additional insured and a copy of the Certificate of Insurance will be submitted to City Hall one week before the event start date.

Indemnity Agreement:

As a condition of the Special Event Permit being issued, the Applicant acknowledges that he/she has voluntarily applied for a Special Event Permit that in consideration of the privileges associated therewith, Applicant agrees to PROTECT, DEFEND, INDEMNIFY, and HOLD HARMLESS, the City of Anna, its officers, agents, and employees, from and against any claim, proceeding, cause of action, judgment, penalty, or any other cost or expense arising or growing out of, associated or in connection to the Special Event. The indemnification includes, but is not limited to, losses, damage, or liability on account of injury, death or otherwise, to any person or damage to any property, arising from any negligent act, error or omission of the undersigned, its officers, employees or agents, arising out of, resulting from, or

caused by any act occurring as a result of the exercise of the privileges granted by this permit.

Applicant agrees that this indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the state of Texas, and that if any portion is held invalid, then it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Signatures:

I do solemnly swear (or affirm) that all the answers given and statements made on this application and supporting documents are full, true, and correct to the best of my knowledge and beliefs. I have been given a copy of the Anna City Code ordinance Part II, Article 47 and have read the provisions contained therein and agree to abide by them.

Applicant Name: Michael Reinoehl

Signature: Michael Reinoehl

Date: 02/27/24

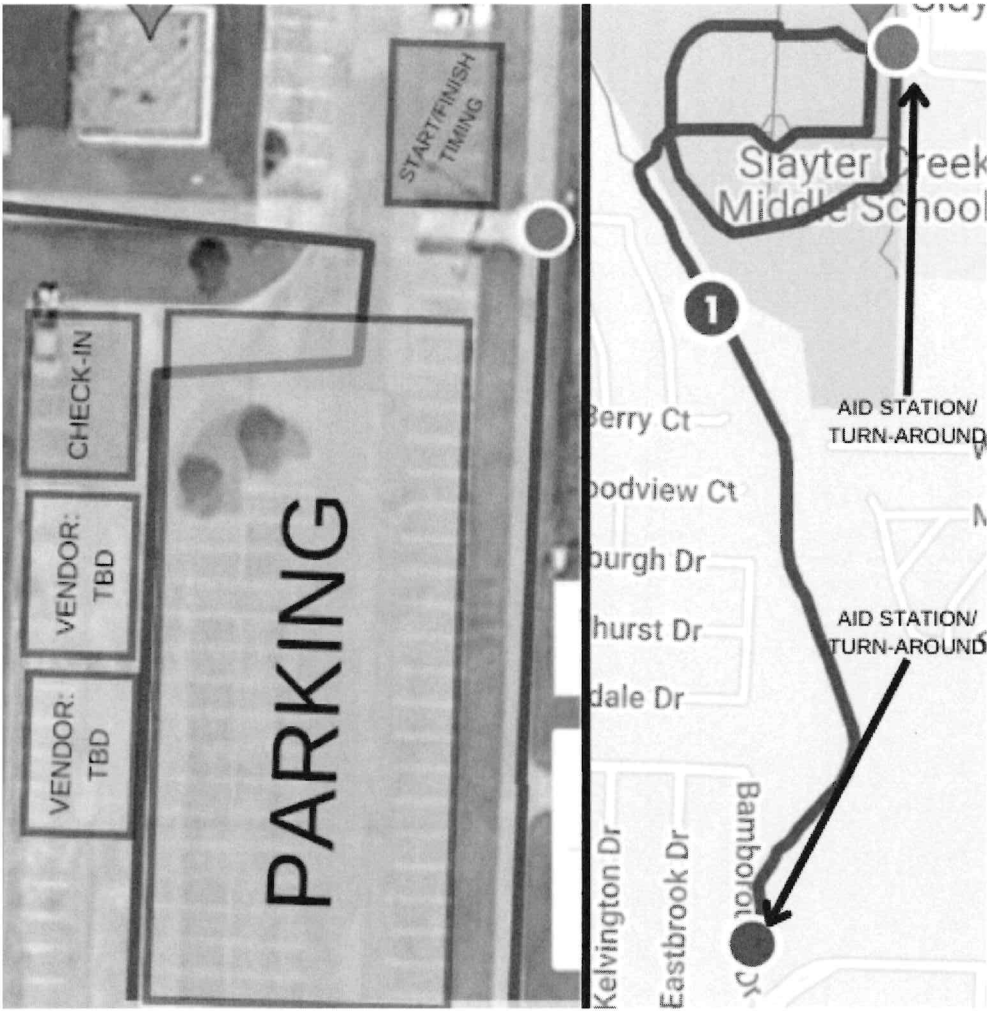
Submittal Requirements:

Submittal Requirements:

1. Completed application with signatures and contact information.
2. Submit application fee (\$50) and deposit (\$300). (Ord. No. 410-2008; Checks payable to the City of Anna)
3. Map of Event area.
4. List of food and beverage vendors and/or copy of current license from vendor.
5. Statement of Intent to obtain Insurance and/or Proof of Insurance. (A copy of the Certificate of Insurance is due a *minimum of one week before event start date*)
6. Letter of request if alcohol is desired.

For Office Use Only:

Date Application & Deposit Received (\$300):	Date Application Fee Received (\$50): <u>2/27/24</u>
Received By: <u>Tristen Pierre</u>	Received By: <u>Tristen Pierre</u>
Cash or Check #	Cash or Check #
Receipt #:	Receipt #:
Required Documents Rec'd: ☒ Completed Application ☐ Insurance ☐ Food Vendor List ☐ Sound System ☒ Map	
☐ Alcohol Request (optional)	
☐ Other: _____	
☐ Other: _____	
☐ Approved by: _____ ☐ Permit Issued Date: _____	
Assign Date of Parks Board Review of Application: _____ (put date in blank) and notify Applicant.	



📍 Anna, TX, United States

1.55 mi

Distance

10 ft

Elevation Gain

Run

Activity Type

 Add Route to Website

 Print

 Download



Elevation

Start
722 ft

Max
730 ft

Gain
10 ft

