

AGENDA

ANNA PARKS ADVISORY BOARD MEETING



Monday, August 19, 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 Parks Advisory Board regarding an item on this meeting Agenda that is not scheduled for public hearing. Also, at this time, any person may address the Parks Advisory Board 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 a report on Parks CIP projects update. (see attached memo)
- b. Receive a report on the Anna Crossing Park project.

6. Items For Individual Consideration.

- a. Discuss, Consider, Action on a park naming recommendation.
- b. Discuss, Consider, Action on a date for the Parks Advisory Board parks tour.
- c. Discuss, Consider, Action on Parks Advisory Board meeting minutes on July 15, 2024.

Items for Future Consideration - No Items

8. 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 at the Anna Municipal Complex bulletin board at or before 5:00 p.m. on 08/16/2024.

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: 24-19-08

Date: August 19, 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 city parks and city facilities. (485 acres)
- Spot sprayed all landscape beds at parks, city hall and park entrance signs. Also applied post-emergent to multipurpose fields, & soccer fields at Slayter Creek Park.
- Prepped ballfields for adult softball.
- Repaired multiple irrigation diaphragms, valves, & valve boxes at Slayter Creek Park, Baldwin Park, & City Hall.
- Sprayed parks and facilities with insecticides to combat armyworms that have migrated in.
- Installed mulch to City Hall landscape beds.
- Prepped soccer fields to start practice at Slayter Creek Park. (Created the field layout, painted lines, & set all soccer goals).
- Tested and maintained the splash pad throughout each day and made daily logs at 9am, 1pm, & 4pm.
- Inspected and restocked 5 sets of restrooms daily.
- Cleaned and inspected 5.5 miles of walking trails each week.
- Prepared Slayter Creek Park for and assisted recreation staff with the July 4th Boots and Boom event.

The Recreation Division completed the following:

- Completed the following for youth programs:
 - Hosted “Summer Rec-ess Pop-up Recreation” on July 16, 23 and 30.

- 4U, 6U, 8U and 10U Youth Soccer registration closed on July 28th. All divisions are full. Staff are working on finalizing rosters and kicking off the season in mid-August.
 - Teen Blacklight Paint Party on July 26.
- Hosted the following adult programs:
 - Adult Coed Softball playoffs.
 - Yoga (free) at Slayter Creek Park on August 10.
 - Nature Walk on August 17.
- Hosted the following adults 50+ programs:
 - Foodie Troop on July 16.
 - The Crafting Corner Citronella Candles on July 24.
 - EDC Semi-annual City Update on July 31.
 - Book club at Sherley Heritage Park on August 7.
 - Trip to WinStar World Casino on August 8.
- Hosted the following contract classes:
 - Parent and Me Soccer
 - AYES Soccer Club
 - Tennis
 - Baseball, Multisport, Soccer and Kids Tennis Camp
 - Basketball
 - Pickleball classes and paddle battle
- The Fall Recreation guide is now online, and printed versions are available at the Municipal Complex. Fall program and events postcards were mailed out to households in Anna the week of August 12th.
- Hosted the monthly interdepartmental event logistics meeting on July 17 and August 14 to discuss post event evaluations and upcoming events.
- Recreation staff began planning winter programming and the creation of the Winter Recreation Guide.

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: 24-8-19 CIP

Date: August 19, 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 August are below.

Natural Springs Park Erosion

- The developer has improved the erosion control measures to reduce the amount of silt moving onto park property.
- Curlex will be utilized to help stabilize the soil in the area around the trail connection into the park.
- Waiting for an estimated completion date on the trail and phase one of the development.

Skatepark at Slayter Creek Park

- The TAS inspection has been completed, and the facility is in compliance.
- This project is complete and will be removed from the report next month.

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

- Punch list items are wrapping up.
- The turf establishment south of the pickleball courts is acceptable.
- Waiting for the correct drinking fountains for Yank Park and Slayter Creek Park to arrive; they will be installed as soon as they are on hand.

Pecan Grove Trail

- The construction agreement will be awarded at the Council meeting on August 27th.

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.

Playground at Natural Springs Park

- Playground equipment has been ordered; construction to begin in September.

Anna Crossing Park

- A well-developed concept plan has been completed.
- Changes originating from neighbors, the Parks Advisory Board and staff are being incorporated into the master plan.
- Research into the functionality of the ponds has concluded.

Bryant Park

- Staff met this month with the consultant to complete a final review of the master plan.
- Once a master plan is approved, the City will contract with Dunkin, Simms, Stoffels to develop construction drawings.

Wayfinding Project

- As part of a citywide wayfinding sign project, park rules signs and new park identification signs are being designed.
- Staff are reviewing the final design book for the project.

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

Exhibit “A”

City of Anna Policy and Procedure for Naming City Parks, Trails, Recreational Areas and Other Recreational Facilities

Purpose:

The purpose of this policy is to establish a systematic and consistent approach for the official naming of parks, trails, recreational areas, and other recreational facilities owned and/or operated by the City of Anna.

Objectives:

The objectives of this policy are to:

- Provide name identification for individual parks or other recreation areas within the City of Anna to ensure that they are easily located and to provide a sense of place;
- Provide criteria and procedure for naming parks or other recreation areas to ensure that given names are consistent with the values and character of the area or neighborhood served and within the City as a whole;
- Assure the quality of the chosen title/name, so that it will serve the purpose of the City in a permanent manner; and
- Provide opportunities for public participation and input to fully represent the best interest of the community in the naming and dedication of parks and other recreation areas.

Definitions:

The umbrella of parks, trails, recreational areas, and other recreational facilities includes all property assets under the City’s ownership and the Neighborhood Services Department’s control including buildings, structures, open spaces, public parks, natural areas, and other environmental lands and habitats.

Naming Criteria:

The following criteria may be used in determining the appropriateness of the naming designation:

- a. Geographic location (such as neighborhood, street name, etc.)
- b. Nearby natural and physical characteristics of the land
- c. Historical or cultural significance
- d. Persons of outstanding civic service to the city
- e. Documented community support
- f. Events hosted in the area
- g. Relevant concepts or ideas
- h. Organizations providing community service in the area
- i. Significant material contributions

- j. Significant financial contributions

Naming Procedure:

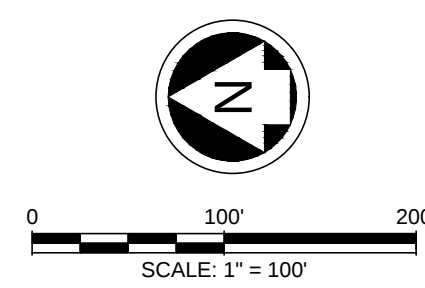
The following process shall be followed in naming parks or other recreation areas:

1. City residents, staff, community leaders, and community organizations interested in proposing a name for a park or other recreational area shall submit a written recommendation to the Neighborhood Services Director. Recommendations need to describe in detail why the submitted name merits designation.
2. A variety of means to encourage public participation to submit a name may be implemented by the Neighborhood Services Department such as city website advertisement, public notices sent to community members in proximity of recreational area, and more. The means to submit a written recommendation, no matter the specifics of the medium, will be available through the City website and at City Hall.
3. The Neighborhood Services Department shall research and verify information on names provided in the recommendations. The Neighborhood Services Director will forward naming recommendations that meet the naming criteria to the Parks Advisory Board.
4. The Parks Advisory Board shall consider all requests that meet the criteria and submit a formal recommendation for names deemed worthy of consideration to the Mayor and the City Council.
5. The City Council will confirm park, trail, recreational area, and other recreational facility names by resolution.
6. The City Council has final approval and may reject any naming or renaming request.
7. The City Council may name or rename without following these procedures.
8. The process of naming new facilities shall normally be done before construction begins.

Renaming:

The intent of naming is for permanent recognition; the renaming of parks and other recreational areas within the City of Anna is generally discouraged. Though, the City understands that renaming parks and other recreational areas may be necessary to create more cohesiveness throughout the City or to update past names that have become irrelevant or dishonorable. It is recommended that efforts to change a name become subject to crucial examinations so as not to diminish the original justification for the name or discount the value of prior contributors. Renaming a park or other recreational area will follow the same procedure stated above.

NOTE: THE CONTRACTOR SHALL CONTACT THE FOLLOWING AT LEAST 48 HOURS PRIOR TO EXCAVATING IN THIS AREA:	
TEXAS 811	1-800-344-8377
ATMOS GAS	972-881-4161
TXU ELECTRIC DELIVERY	1-800-711-9112
CITY OF ANNA	972-924-3325
CITY OF ANNA WATER DEPT.	972-924-4510
CONTRACTOR TO FIELD VERIFY ALL EXISTING UTILITIES VERTICALLY AND HORIZONTALLY PRIOR TO CONSTRUCTION.	



LEGEND

-
- PROPERTY LINE
- EASEMENT LINE
- 100 YR FLOODPLAIN LIMIT
- PROPOSED CONTOUR
- EXISTING CONTOUR
- RETAINING WALL
- DRAINAGE SWALE
- × EG 132.50
 × FG 132.50
 × TP 132.50
 × LP 132.50
 × HP 132.50
- EX. SPOT GRADE
 FINISHED GRADE
 TOP OF PAVEMENT
 LOW POINT
 HIGH POINT

 SIDEWALKS
4" 3,600 PSI CONCRETE PAVEMENT WITH #3 BARS
@ 18" O.C.E.W. PER CITY OF ANNA STANDARDS

NOTES:

1. ALL PROPOSED AND EXISTING GRADES IN NON-PAYED AREAS ARE "FINISHED GRADE" (i.e. IN LANDSCAPE BEDS, TOP OF MULCH/BEDDING MATERIAL).
2. CONTRACTOR SHALL FORM SIDEWALK AND VERIFY SLOPES PRIOR TO POURING CONCRETE. CONTRACTOR SHALL ENSURE THAT CROSS SLOPES AREA NO GREATER THAN 2% ALONG THE ACCESSIBLE ROUTE AND RUNNING SLOPE IS NOT GREATER THAN 5%. CONTRACTOR SHALL VERIFY THAT THE EXISTING STREET SLOPE, IF ANY DISCREPANCY ARISES, CONTRACTOR SHALL CONTACT THE ENGINEER FOR SOLUTION.
3. AREAS AROUND THE PERIMETER OF THE BUILDING(S) SHALL BE AT A POSITIVE SLOPE AWAY FROM THE BUILDING TO ENSURE PROPER DRAINAGE AWAY FROM THE FOUNDATION.
4. THE CONTRACTOR MUST REFER TO THE GEOTECHNICAL REPORT, FOUNDATION PLANS, AND LANDSCAPE PLANS FOR 1) BASEFILL AND COMPACTON REQUIREMENTS, 2) FOUNDATION WATER PROOFING AND 3) UNDERDRAINS AND LANDSCAPE DRAINS AROUND THE PERIMETER OF THE BUILDING(S).
5. TRAIL ALIGNMENT AND DESIGN MAY BE FIELD MODIFIED TO AVOID SPECIMEN OR LARGE TREES.

BENCHMARKS

BM #1 - XCUT ON THE SOUTHEAST CORNER OF A STORM INLET ON THE SOUTH RIGHT-OF-WAY LINE OF FARM-TO-MARKET 455 +/- 300' FROM A DRIVEWAY IN THE SOUTH RIGHT-OF-WAY LINE OF F.M. 455.

ELEVATION = 679.59'

BM #2 - IR IN THE SOUTH
RIGHT-OF-WAY LINE OF
FARM-TO-MARKET 455 +/- 70'
SOUTHWEST FROM A DRIVEWAY
ENTRANCE IN THE SOUTH
RIGHT-OF-WAY LINE OF F.M. 455 +/- 20'
SOUTHWEST FROM A POWER POLE.

ELEVATION = 697.14'

NO.	DATE	REVISION

WATERS CREEK HIKE & BIKE TRAIL

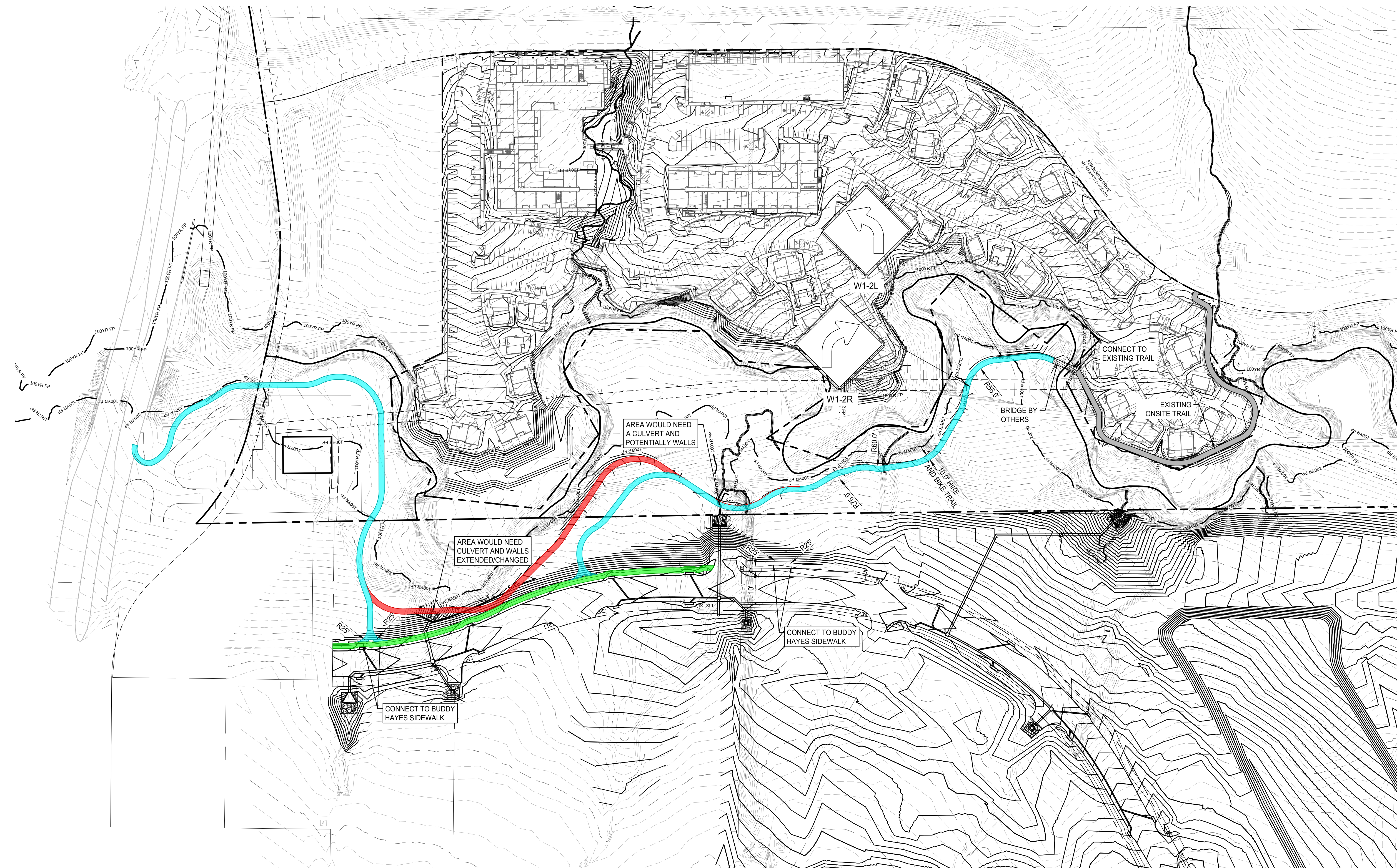
HIKE AND BIKE TRAIL OVERALL

ANNA, COLLIN COUNTY, TEXAS



TEXAS REGISTRATION ENGINEERING FIRM NO. 1221
11000 FRISCO STREET, SUITE 400, FRISCO, TEXAS 75034
FRISCO OFFICE PHONE: (469) 213-1800

DRAWN: CLS	DATE	PROJECT #	SHEET
DESIGNED: TBG	JULY 2024	JPI21001	C003
REVIEWER: JWR			



REMAINING TRAIL PATH

ABANDONED TRAIL PATH 

NEW TRAIL PATH



**Meeting MINUTES
ANNA PARKS ADVISORY BOARD MEETING
Monday, July 15th, 2024 @ 6:00 PM**

**Anna Municipal Complex
120 W 7th street
Anna, TX 75409**

The Parks Advisory Board of the City of Anna met at 6:00PM, on July 15th, 2024, at Anna Municipal Complex, located at 120 W. 7th Street, Anna TX 75409, to consider the following items.

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

Parks Advisory Board Member Susan Jones called the meeting to order at 6:00pm. Quorum was established. The following Parks advisory board members were in attendance Susan Jones, Jeff Reece, Chad Fisher, Rachel Sinagra, Kennon Weaver, Choya Morrison and Alastair Hunte. Staff present included Park Planning and Development Manager Dalan Walker, Assistant Director of Neighborhood Services Jeff Freeth, Assistant City Manager Greg Peters and City Council Member Kevin Toten were present.

2. Invocation and Pledge of Allegiance.

Parks Advisory Board Member Jeff Reece led the Pledge of Allegiance and Prayer.

3. Neighbor Comments – Council Member Kevin Toten, new council liaison for the Parks Advisory Board introduced himself and shared expectations and encouraged each of us to stay connected and get involved.

4. Receive a Report

Received a report on parks maintenance and recreation programs and events.

5. Project Update.

- a. Received report on CIP Project Update
- b. Park Planning and Development Manager Dalan, presented on the updated master plan for Anna Crossing Park based on the feedback received from the community from the June meeting.

6. Items for Individual Consideration

- a. Discuss, Consider, Action on a park naming recommendation for a park to be dedicated by Don Collins.

Don Collins presented the parks board with the information for the naming of the park.

MOTION: Park Advisory Board Member Chad Fisher made a motion for the city staff, to present the name bank they have for naming the parks at the parks board meeting on August 19th, 2024. Seconded by Jeff Reece. Motion Carried.

- b. Discuss, Consider, Action on Parks Advisory Board meeting minutes on July 15th, 2024



MOTION: Park Advisory Board Member Jeff Reece made a motion to approve the minutes Seconded by Alastair Hunte. Motion Carried

- c. Discuss, Consider, Action on erosion at Natural Springs Park.

Andy Michirina presented the concerns. No action was needed. The concerns presented are already being addressed by the city staff.

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

MOTION: Parks advisory Board Member Alastair Hunte made a motion to nominate Susan Jones, as the chair. Seconded by Jeff Reece. The motion carried.

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

MOTION: Parks advisory Board Member Susan Jones made a motion to nominate Choya Morrison as the Vice Chair. Seconded by Alastair Hunte. The motion carried.

- f. Discuss, Consider, Action on the election of a Secretary.

MOTION: Parks advisory Board Member Jeff Reece made a motion to nominate Rachel Sinagra as the Secretary. Seconded by Alastair Hunte. The motion carried.

7. Items for Future Consideration – No item

8. Adjourn.

Parks Advisory Board member Susan Jones adjourned the meeting at 7:43pm.

Marc Marchand, Director of Neighborhood Services

ATTEST: _____