

AGENDA

ANNA PARKS ADVISORY BOARD MEETING



Monday, February 10, 2025 @ 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. **Project Update.**
 - a. Receive a report on CIP Project Update (see attached memo)
6. **Items For Individual Consideration.**
 - a. Discuss, Consider, Action on Parks Advisory Board meeting minutes on November 18, 2024, and January 13, 2025.
 - b. Discuss, Consider, Action on subcommittees. (Marc Marchand Director of Neighborhood Services)
 - c. Discuss, Consider, Action on the proposed Special Event Permit submitted by Pate Rehabilitation (Assistant Director of Neighborhood Services Jeff Freeth).
7. 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 02/07/2025.

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: 2025-10-02

Date: February 10, 2025
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:

- o Tested all irrigation systems at city parks and facilities and completed necessary repairs which included 6 rotors, 1 valve, & 1 lateral break.
- o Applied post emergent to all City facilities & parks.
- o Added rock to the Johnson Park parking lot to level and fill all potholes.
- o Winterized drinking fountains and restrooms at all parks.
- o Installed wrought iron fence at Natural Springs Park around the pond motor and electrical box.
- o Continued to work with contractors on the field four renovation project at Slayter Creek Park.
- o Added decomposed granite to the prairie garden walkways and parks equipment building.
- o Removed dead trees along the back pond and creek at Natural Springs Park.
- o Trimmed trees along the disc golf course at Slayter Creek Park.
- o Inspected 5 sets of restrooms each morning and restocked on Mondays and Fridays.
- o Cleaned and inspected 5.5 miles of walking trails each week.

The Recreation Division offered and/or completed the following:

Youth programs:

- o Closed registration for youth baseball, t-ball and softball leagues on Tuesday, February 4th. Followed by applicable drafts and team roster creation, ordering of jerseys, and conducting of a coaches meeting. Practices are set to kick off on Monday, February 10th. All games will be held on Saturdays beginning March 1st.
- o Monthly Fri-Yay Drop-in Craft on Friday, January 17 "Snow Globes."

- o Partnered with Anna ISD, and PSA McKinney to coordinate reservations for practices or 4 youth basketball teams.
- o Pop-up Rec: Meet our Local Heroes with Anna Police Department on Saturday, February 8th

Adult programs:

- o NFL Playoff Bracket Competition
- o Love Notes Watercolor Postcards on Friday, February 7

Adults 50+ programs:

- o Foodie Troop on January 21
- o The Crafting Corner Interchangeable Holiday “Home” Sign on January 22
- o Book Club and EDC Semi-Annual City Update on Wednesday, February 5

Contract classes:

- o Tinkergarten
- o Parent and Me Soccer, Soccer Skills and Drills, Shining Stars – Adaptive Soccer
- o Basketball camps
- o Baseball and T-Ball clinics
- o Tennis and pickleball classes and for Teens and Adults
- o Lacrosse clinic

Finalized the Spring 2025 programs and events and Recreation Guide. Spring Recreation Guides are now available online or at the City Municipal Complex.

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: 25-2-10 CIP

Date: February 10, 2025
To: Parks Advisory Board
From: Dalan Walker, Park Planning and Development Manager
Re: Park CIP Project Update

Updates for active Park CIP projects in January 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.

Splash Pad

- The large fabric has been replaced; old fabric had a small hole.

Pecan Grove Trail

- Water meter taps completed.
- Bridge is ready for delivery but one of the piers in the abutment is deficient; redesign is in progress; contractor will take corrective measures.
- Some trail on the northern end of the park will not be poured until the bridge is set.

Anna Crossing Park

- The total area of the dog park is around one acre; with three paddocks, each paddock is about 1/3 acre.
- Design is progressing; project should bid in April.
- Working with National Fitness Campaign to add a fitness court to the park.

Playground at Natural Springs Park

- Park maintenance staff will install a cedar split rail fence on the west side of the playground on either side of the walkway ramp.
- Park maintenance staff will install irrigation for the new trees that were planted when the playground was installed.

Park System Master Plan Update

- Freese and Nichols will begin the master plan update first week of March.

Bryant Park

- Design is in progress.

John Flavel Greer Park – Woods at Lindsey Place Park

- Construction is ongoing.

Carol Park

- Working with developer on minor changes to the alignment of the trail.

Other

- Met with Project Advocates onsite to review all Slayter Creek Park project that they will assist with.
- The master services agreement has been executed, and a Professional Services Project Order for due diligence has been received.

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

Meeting MINUTES
ANNA PARKS ADVISORY BOARD MEETING
Monday, November 18, 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 November 18, 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. Following Parks advisory board members were in attendance Susan Jones, Jeff Reece, Rachel Sinagra, Choya Morrison, Alastair Hunt, Chad Fisher and Nicole Hunt. Kennon Weaver was absent.

Staff present included Park Planning and Development manager Dalan Walker, Assistant City Manager Greg Peters, Director of Neighborhood services Marc Marchand were present.

2. Invocation and Pledge of Allegiance.

Parks Advisory Board Member Alastair Hunt led the Pledge of Allegiance and Prayer.

3. Neighbor Comments – no comments made

4. Receive a Report

- a. Received a report on parks maintenance and recreation programs and events
- b. Received a report on Bryant Park master plan and professional services agreement.
- c. Receive a report on the trial connection to the new playground at Natural Springs Park.
- d. Receive a report on the inclusion of a dog park add alternate in the Anna Crossing Park project.
- e. Receive a report on the scope of the park system master plan update by Freese & Nichols.
- f. Receive a report on the park improvements at Carol Park (Meryl Street Park land dedication)

5. Project Update.

- a. Received report on CIP Project Update

6. Items for Individual Consideration

- a. Discuss, Consider, Action on a park naming recommendation for Anna Crossing Park (working name)
- b. Discuss, Consider, Action on Parks Advisory Board meeting minutes on August 19th, 2024

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

- c. Discuss, Consider, Action on a professional services agreement with Project Advocates.

MOTION: Park Advisory Board Member Susan Jones made a motion to approve a professional services agreement with Project advocates. Seconded by Chad Fisher. Motion Carried

d. Discuss, Consider, Action on the addition of a second fitness court utilizing a grant through the National Fitness Campaign.

MOTION: Park Advisory Board Member Alastair Hunte made a motion to support applying for a grant for the addition to a second fitness court. Seconded by Choya Morrision. Motion Carried

e. Discuss, Consider, Action on canceling December Parks meeting due to holiday and moving January Parks meeting due to Martin Luther King day.

MOTION: Park Advisory Board Member Choya Morrision made a motion to approve canceling December's Parks meeting and moving January's Parks meeting due to holidays. Seconded by Chad Fisher. Motion Carried.

7. Items for Future Consideration – No item

8. Adjourn.

Parks Advisory Board member Susan Jones adjourned the meeting at 6:56pm.

Meeting MINUTES
ANNA PARKS ADVISORY BOARD MEETING
Monday, January 13, 2025 @ 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 January 13,2025, 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. Following Parks advisory board members were in attendance Susan Jones, David Colegrove , Rachel Sinagra, Choya Morrison and Nicole Hunt. Kennon Weaver and Alastair Hunt were absent.

Staff present included Park Planning and Development manager Dalan Walker, Assistant City Manager Greg Peters, Director of Neighborhood services Marc Marchand were present.

2. Invocation and Pledge of Allegiance.

Parks Advisory Board Member David Colegrove led the Pledge of Allegiance and Prayer.

3. Neighbor Comments – Andy Machrina commented on the fact that the mins from the last meeting were not available.

4. Receive a Report

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

5. Project Update.

- a. Received report on CIP Project Update

6. Items for Individual Consideration

- a. Discuss, Consider, Action on a park naming recommendation for Anna Crossing Park (working name)

MOTION: Park Advisory Board Member Nicole Hunt made a motion to name the park Finley Park. Seconded by Choya Morrison. Motion Carried

7. Items for Future Consideration –

- a . Discuss, Consider, Action on subcommittees to the February Parks Advisory Board meeting agenda.

MOTION: Park Advisory Board Member Choya Morrison made a motion to add agenda item sub committees to the February Parks meeting. Seconded by Nicole Hunt. Motion Carried

8. Adjourn.

Parks Advisory Board member Susan Jones adjourned the meeting at 6:18pm.

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:Pate Rehabilitation /Jennifer Garcia		
Address:3325 Pate Way		
City: Anna	State: Texas	Zip Code:75409
Phone#: 214-797-4215		
Email: Pate Rehabilitation /Jennifer Garcia		
Date: 12/17/24		*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: Jennifer Garica c/o Pate Rehab			
Address: 3325 Pate Way	City: Anna	State: Tx	Zip Code 75495

ACTIVITY INFORMATION
Date(s) of Activity: March 29, 2025
Reservation Time Block: 7:30 am -9:30 am
Type of Activity (explain purpose of activity): 5k run and wheelchair push
Estimated Number of People Attending Activity: 100
Reservation Location: Natural Springs Park Anna, Texas
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): will have water stations at the pavilion at the park
Please identify all other activities & structures (bounce house, tents, music, sports, games, etc): 5k run and short wheelchair push around the baseball field. We will have a few tables set up at the start line for registration tables and a few tables with information regarding brain injury awareness.

SPECIAL EVENT RULES

Safety and Insurance Information:

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: Jennifer Garcia

Signature: Jennifer Garcia

Digitally signed by Jennifer Garcia
Date: 2024.12.17 12:08:41 -06'00'

Date: 12/17/2024

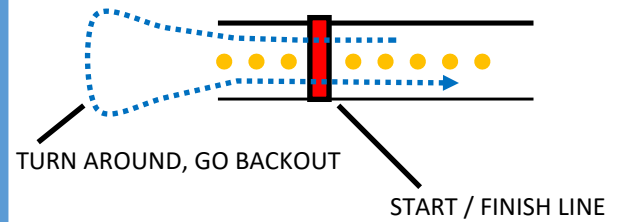
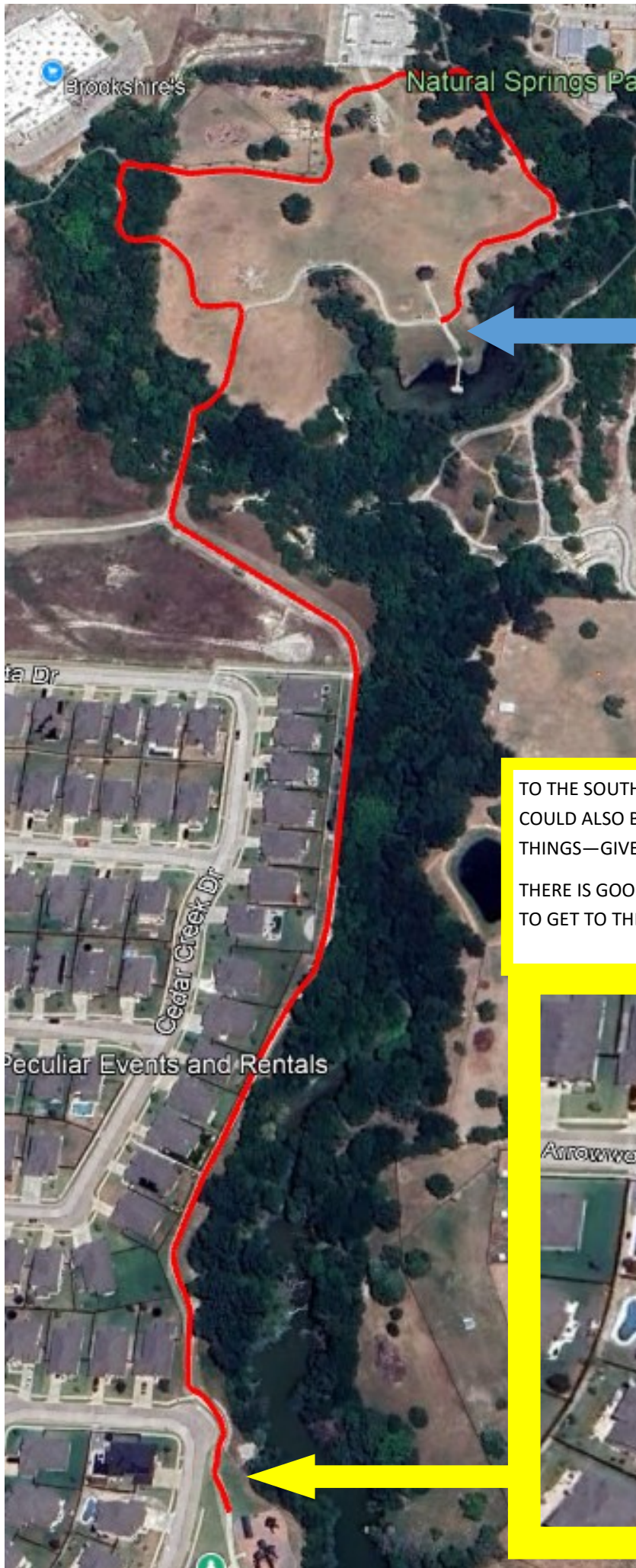
Submittal Requirements:

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>12/17/24</u>	Date Application Fee Received (\$50): <u>Pending</u>
Received By: <u>Tristen Pierce</u>	Received By: _____
Cash or Check # <u>Pending</u>	Cash or Check # _____
Receipt #: <u>Pending</u>	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: <u>2/10/25</u>	
(put date in blank) and notify Applicant.	



THIS 5K ROUTE WOULD BE AND OUT AND BACK RUN TWICE.

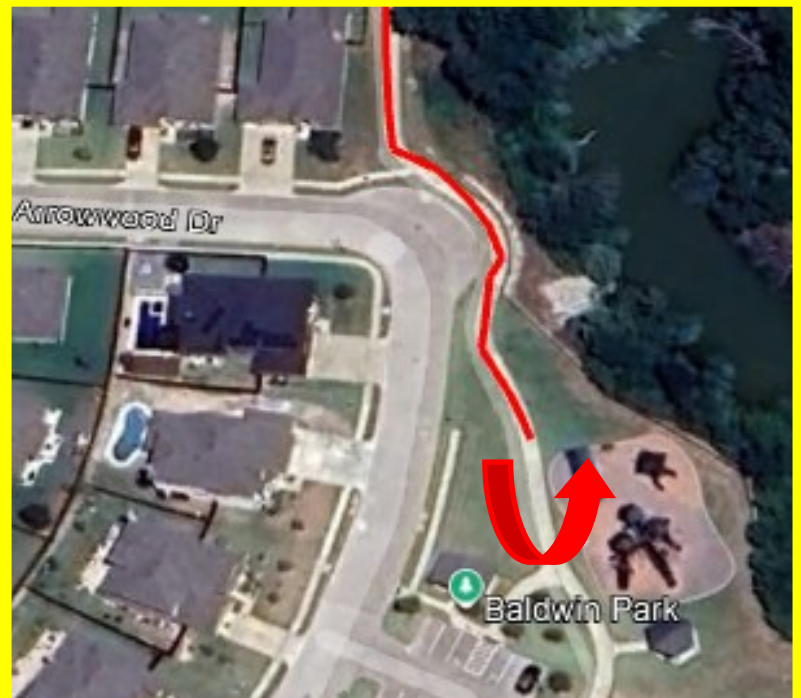
I.E.—RUN OUT, TURN AROUND, COME BACK, THEN GO DO THE EXACT SAME THING AGAIN.

RUNNERS WOULD TOUCH THE MAT AND PASS THRU THE ARCH, THEN DO A TURN AROUND BEHIND THE ARCH AND GO BACK OUT..

AFTER THE START, THE BEST THING TO DO IS DIVIDE THE FINISH LINE IN HALF WITH SOME CONES...AND CREATE 2 LANES

TO THE SOUTH, YOU WILL NEED VOLUNTEERS AT THE U-TURN. THAT PLACE COULD ALSO BE A WATER AID STOP. THE SAME PEOPLE COULD DO BOTH THINGS—GIVE WATER AND GIVE DIRECTIONS.

THERE IS GOOD ACCESS FROM THE NEIGHBORHOOD FOR THE VOLUNTEERS TO GET TO THE SPOT.



THIS LOOP IS .45 MILES. (ROUGHLY)

FUN RUN COULD DO THIS ONCE, OR TWICE...

