

AGENDA

PARKS & RECREATION ADVISORY BOARD MEETING



Monday, April 21, 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 Input:**
At this time, any person may address the Parks & Recreation 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 & Recreation 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 CIP Project Update (see attached memo)
6. **Items For Individual Consideration.**
 - a. Discuss, Consider, Action on the proposed Special Event Permit submitted by Lakeview Estates HOA for a Spring community event on Saturday, May 10th, 2025 at Baldwin Park. (Neighborhood Services Assistant Director Jeff Freeth)
 - b. Discuss, Consider, Action on the proposed Special Event Permit submitted by Mission Men of Anna for a car show on Saturday, May 10th, 2025 at the City of Anna Municipal Complex (Neighborhood Services Assistant Director 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 04/18/2025.

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.

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Memorandum

Memorandum No: 2025-21-04

Date: April 21, 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 Mowed 125 acres of parks and city facilities.
- o Tested all irrigation systems at city parks and facilities and completed necessary repairs which included 11 rotors, 1 valve, 3 lateral leaks & 10 rotors raised.
- o Made all necessary repairs to drinking fountains at Natural Springs Park and Slayter Creek Park.
- o Mulched all landscape areas and tree rings at Slayter Creek Park.
- o Applied diamond pro conditioner to all infields at Slayter Creek Park.
- o Aerated and fertilized all athletic fields and perimeters at Slayter Creek Park.
- o Sprayed post emergent on all park and city facilities landscape beds.
- o Conduct a playground safety inspection at Sherley Park. Also, installed playground equipment at Yank Park including the repaired slide piece and missing hardware.
- o Prepared ballfields daily for practices/games at Slayter Creek Park and Johnson Park.
- o Inspected 5 restrooms each morning and restocked on Mondays and Fridays.
- o Cleaned and inspected 5.5 miles of walking trails each week.
- o Assisted in the Easter Eggstravaganza event.

The Recreation Division offered and/or completed the following:

- o Continued youth baseball, softball and t-ball games and practices. End of season tournaments for 6U through 12U are on Saturday, May 17th and Sunday May 18th. Games schedules are posted on the city website.
- o Monthly Fri-Yay Drop-in Craft "Kaleidoscope" on Friday, March 28.

Adult programs:

- o Partnered with the Police Department to host Women's Self-Defense Clinic on Thursday March 27 and April 3.

Adults 50+ programs:

- o Spring Picnic on Thursday, March 20
- o The Crafting Corner Watering Can Windchime on Wednesday, March 26
- o Book Club on Wednesday, April 2
- o Foodie Troop on Tuesday, April 15
- o Trip to In-Sync Exotics on Thursday, April 17

Hosted the following events:

- o Easter Eggstravaganza at Slayter Creek Park on Saturday, April 12 at Slayter Creek Park. The event featured traditional and adaptive egg hunts, selfie photos with the easter bunny, petting zoo, pony carousel, bounce houses and food vendors.
- o Doggie Easter Egg Hunt on Tuesday, April 15th at Natural Springs Paw Park
- o Teen Glow Party & Egg Hunt on Thursday, April 17th from 8:30 pm to 9:30 pm

Met with staff from Anna ISD on Monday, March 24th at Sherley Rosamond Elementary School to discuss planning and logistics for the Multicultural Night on Saturday, May 2 from 5-8pm at Anna High School.

The Assistant Director and Special Events Recreation Coordinator presented recreation programs and events to the Neighbor Engagement and Inclusion Advisory Commission on Monday, March 24th.

Led the monthly Interdepartmental Logistics meeting on Wednesday, April 16th.

Finalized Summer 2025 programs and events and the Activity Guide. Summer Activity Guides are now available online or printed copies 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: 25-4-21 CIP

Date: April 21, 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 is in the process of turf establishment with temporary irrigation.
- Curlex will be utilized to help stabilize the soil in the area around the trail connection into the park.

Pecan Grove Trail

- Project is nearing completion.
- A punch list has been started.
- The park should be open by the first week of May.

Finley Park

- Design is progressing and should be completed in May.

Park System Master Plan Update

- Data collection is in progress.
- A workshop and update is planned for the June Parks Advisory Board meeting.

Slayter Creek Park Projects

- Programs for individual projects are being developed along with costs and schedules.
- A complete survey of the entirety of Slayter Creek Park will begin soon along with geotechnical investigation in key project areas.
- Projects include playground renovation, concession building demo, new restroom, storage building, skatepark shade, drainage repair, channel slope stabilization, new fence on tennis courts and entry/shade for disc golf course.

Bryant Park

- Design is in progress.
- A possible change in the driveway requested by AISD is being evaluated.

John Flavel Greer Park – Woods at Lindsey Place Park

- The southern parking lot along Rosamond has been poured.
- The contractor is having issues with water not draining from the site; Engineering is working with them to provide a temporary solution.

Carol Park

- NRP, the developer for Meryl Street, will begin construction on the development soon.
- Their work will include Buddy Hayes Rd and the park improvements.
- JPI will begin construction of the trail in Carol Park soon but an exact start date is not known.
- The park development fee credit agreement with JPI was approved by City Council.

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

SPECIAL EVENT PERMIT APPLICATION



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

APPLICANT INFORMATION			
Type of Event: <input type="checkbox"/> Carnival <input type="checkbox"/> Circus <input type="checkbox"/> Festival <input type="checkbox"/> Parade <input type="checkbox"/> Tent <input checked="" type="checkbox"/> Other			
Applicant Name: FreeRenee@rltravels.com			
Address: 1606 Cherry Hill Drive			
City: Anna	State: TX	Zip Code: 75409	
Phone#: 214-370-5016			
Email: FreeRenee@rltravels.com			
Date: 5/10/2025		*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)	
<input type="checkbox"/> 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: May 10, 2025
Reservation Time Block: 2:00pm-6:00pm
Type of Activity (explain purpose of activity): the purpose is to get the LVE community together for Spring
Estimated Number of People Attending Activity: 75
Reservation Location: 1235 Lakeview Drive
Will Food and/or Beverages be on-site for the activity? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will Alcohol be served or sold? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, include request letter)
If yes, please indicate who the vendors are (food and drinks): Hawaii 5-Sno and Street Eatz
Please identify all other activities & structures (bounce house, tents, music, sports, games, etc): bounce house, music, games

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: Free Russell-Louviere

Signature: Free Russell-Louviere

Date: 4/1/2025

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>4/3/25</u>	Date Application Fee Received (\$50): <u>4/3/25</u>
Received By: <u>Tristen Pierce</u>	Received By: <u>Tristen Pierce</u>
Cash or Check # <u>25154</u>	Cash or Check # <u>25153</u>
Receipt #: <u>84889213</u>	Receipt #: <u>84881213</u>
Required Documents Rec'd:	
<input checked="" type="checkbox"/> Completed Application <input type="checkbox"/> Insurance <input checked="" type="checkbox"/> Food Vendor List <input checked="" type="checkbox"/> Sound System <input checked="" type="checkbox"/> Map	
<input type="checkbox"/> Alcohol Request (optional)	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Other: _____	
<input type="checkbox"/> Approved by: _____ <input type="checkbox"/> Permit Issued Date: _____	
Assign Date of Parks Board Review of Application: <u>4/21/2025</u>	
(put date in blank) and notify Applicant.	

SPECIAL EVENT PERMIT APPLICATION



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120 W. 7th Street
Anna, TX 75409
214-831-5333

APPLICANT INFORMATION			
Type of Event: <input type="checkbox"/> Carnival <input type="checkbox"/> Circus <input type="checkbox"/> Festival <input type="checkbox"/> Parade <input type="checkbox"/> Tent <input checked="" type="checkbox"/> Other			
Applicant Name: <i>Mission Men of Anna Kevin Toten</i>			
Address: <i>2800 Pecan Grove Dr</i>			
City: <i>Anna</i>	State: <i>TX</i>	Zip Code: <i>75409</i>	
Phone#: 972-433-2475			
Email: <i>Kevin.toten@hotmail.com</i>			
Date: <i>April 1 2025</i> *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)	
<input type="checkbox"/> 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: <i>May 10 2025</i>
Reservation Time Block: <i>9am - 5pm (11am to 4pm)</i>
Type of Activity (explain purpose of activity): <i>Car show</i>
Estimated Number of People Attending Activity: <i>100 - 150</i>
Reservation Location: <i>5th & Riggens</i>
Will Food and/or Beverages be on-site for the activity? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will Alcohol be served or sold? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, include request letter)
If yes, please indicate who the vendors are (food and drinks): <i>Smoked S BBQ Hawaii's Snow Best Wings Sugar + Spice State Fair Mini Donuts</i>
Please identify all other activities & structures (bounce house, tents, music, sports, games, etc): <i>music & block party trailer parking @ Municipal parking & 7th need extra cone</i>

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.

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Applicant Name: Kevin Toten
Signature: [Handwritten Signature]
Date: 4-1-25

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