



AGENDA
Parks & Recreation Advisory Board Meeting

Monday, October 20, 2025 @ 6:00 PM

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

The Parks & Recreation Advisory Board of the City of Anna will meet on Monday, October 20, 2025 at 6:00 PM, in 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.**
2. **Invocation and Pledge of Allegiance.**
***American Pledge:** I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible and justice for all.*
***Texas Pledge:** Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
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, programs and special events. (see attached memo)
 - b. Unplug Texas Initiative October 21, 2025.
 - c. Arbor Day Celebration October 25, 2025.
 - d. Keep Anna Beautiful committee Strategic Plan review and upcoming initiatives.
5. **Project Update.**
 - a. Receive a report on CIP Project Update. (see attached memo)
6. **Items For Individual Consideration.**
 - a. Discuss, Consider, Action on Grace Place Community Garden Agreement.
 - b. Discuss, Consider, Action on Natural Springs Park Paw Park naming recommendation.
 - c. Discuss, Consider, Action on Spring Youth Soccer League.
 - d. Discuss, Consider, Action on Parks Advisory Board meeting minutes on September 15, 2025.
7. **Items for Future Consideration.**

8. **Adjourn.**

This is to certify that I, Jeff Freeth, Acting Director of Community 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 10/14/2025.



Jeff Freeth, Acting Director of Community Services

In accordance with the Americans with Disabilities Act, it is the policy of the City of Anna to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact the ADA Coordinator at least 48 hours in advance of the event. Email adacompliance@annatexas.gov. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility. ADA grievances may also be directed to the ADA Coordinator or filed online at <https://annatexas.gov/ada>

Memorandum

Memorandum No: 2025-20-10

Date: October 20, 2025

To: Park and Recreation Advisory Board

From: Jeff Freeth, Acting Director of Community Services

Re: Parks Maintenance and Programs and Events Update

Department Facility Reservations

Prepared for and processed the following rentals/reservations for the month of September:

- 2 Natural Springs Park Gazebo
- 4 Sherley Heritage Park Pavilion
- 11 Slayter Creek Park Pavilion
- 5 Slayter Creek Park Ballfields

The Parks Division completed the following:

- Conducted Playground Safety Inspections at Johnson Park, Sherley Park, Baldwin Park, Yank Park, Slayter Creek Park and Natural Springs Park.
- Mowed 189 acres of athletic fields and park areas.
- Extended the gravel parking area at Geer Park by 120ft to provide additional parking for the temporary practice fields.
- Built over 300ft of split rail fence at Geer Park around parking area.
- Installed 6 new valves, 6 solenoids, and a new controller at Geer Park to get the irrigation up and running.
- Multiple irrigation repairs at multipurpose fields at Slayter Creek Park.
- Completed creek renovation to help correct the drainage issue at the back of Natural Springs Park/Arden Park Development.
- Completed multiple repairs at Slayter Creek Park and Johnson Park restrooms, including the addition of wall blocking, installation of new FRP wall panels, proper installation of dispensers, replacement of door handles with ADA approved models and repair of toilets.
- Installed an Adopt-A-Spot sign at Baldwin Park.
- Installed new soap dispensers at all park restrooms.

- Repaired water fountains at the Natural Springs Park gazebo and Paw Park.
- Line soccer fields and treated ant mounds on all fields weekly.
- Prepared ballfields for softball practices/games at Slayter Creek Park.
- Aerated and fertilized athletic fields at Slayter Creek Park, Johnson Park and Geer Park.
- Recorded readings (9am, 1pm, 4pm) for the splash pad and performed daily maintenance each morning.
- Inspected, cleaned, and stocked 6 sets of restrooms each morning. As well as cleaned, inspected, and blew 5.4 miles of walking trails each week.

The Programs and Events Division offered and/or completed the following:

Youth programs:

- Continued 4U-12U Fall Youth Soccer league games and practices
- Opened registration for 4U-12U Spring Youth Baseball, T-ball and Softball. This City is currently looking for volunteer coaches for all divisions.
- Free Family Fun Saturday “Pair of Pirates Crew” on Saturday, September 20 at the Municipal Complex.
- Storytime Time at the Municipal Complex on October 14.

Adults’ programs:

- Fall Adult Softball Recreation Division and Advanced Division leagues.
- In partnership with the Anna Police Department, Women’s Self Defense class on Thursday, September 18 and 25th.
- Nature Walk on Saturday, September 27 at Natural Springs Park.

Adults 50+ programs:

- Foodie Troop on September 16
- The Crafting Corner “Happy Birthday to all! Cardmaking Workshop” on September 24
- Book Club on October 1
- Free Intro to Pickleball Clinic on Saturday, October 11

Events:

- Led the monthly Interdepartmental Special Event Logistics meeting on Wednesday, September 24 and October 8th.
- Hosted AnnaFest at the Municipal Complex parking lot on Saturday, October 4. The event featured mechanical bull rides, hobby horsing, western show down, axe throwing, western games, ballet folklorico, petting zoo, food vendors, armadillo races, face painting, balloon artist, Texas Longhorn and professional team mascots and musical performances by Sadie Lee Warren and Kat Hasty.
- Splash and Bark Event on Sunday, October 5th at the Slayter Creek Park Splash Pad from 1pm to 4pm.

- The Acting Director of Community Services and Community Enhancement Coordinator participated in National Night Out on Tuesday, October 7th by visiting various community host sites throughout the city and handing out Activity Guides, stickers and various giveaways.
- Provided logistical support to the Greater Anna Chamber of Commerce for Boo Bash on Saturday, October 18th at Slayter Creek Park.
- The Community Services Department continued planning the Anna Community Library and Municipal Complex Plaza Grand Opening. The Grand Opening will take place on Saturday, November 15th from 10am to 12pm.
- Finalized the Special Event Permit Brochure. A digital copy is available online. Printed copies are available at the Municipal Complex.

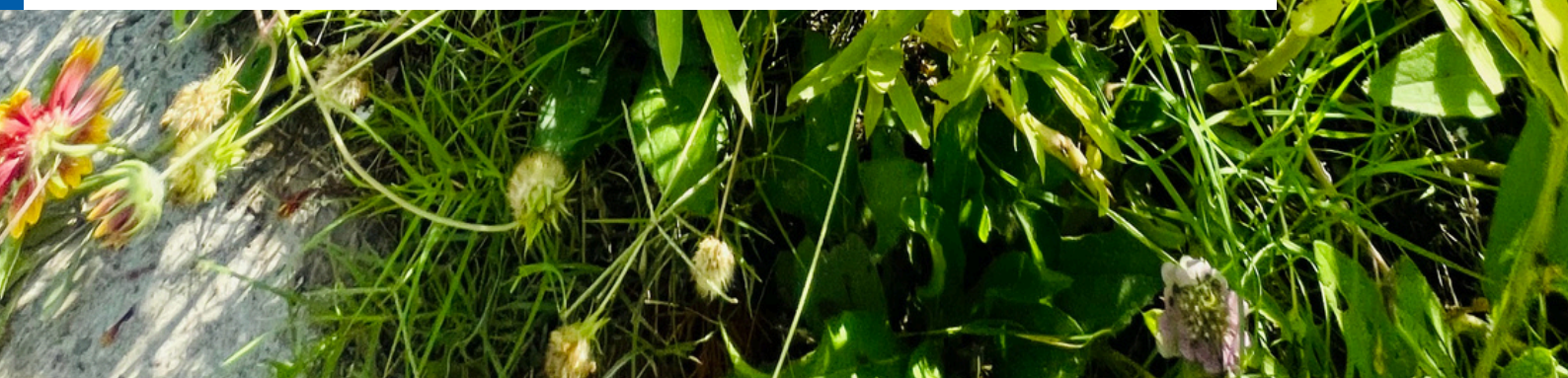
The Winter Activity Guide is now available online at <https://annatexas.gov/1321/Activity-Guide>. Printed versions are available at the Municipal Complex. Postcard advertisements were also sent out to all Anna neighbors.

Starting on October 20th, Veterans Recognition signs will be available for pickup at the Municipal Complex, with delivery offered for homebound veterans. This initiative, led by the Community Services Department, will be distributed as a way for the City and neighbors to honor those who have served in the Armed Forces.

c: Matt Lewis, Parks Superintendent
Marc Marchand, Acting City Manager
Management Team



KEEP ANNA
Beautiful



Programs, Procedures, and Future Planning

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Keep Anna Beautiful Overview

The Keep Anna Beautiful Mission is to inspire and educate the neighbors of Anna to keep our community clean and beautiful.

Keep Anna Beautiful began in 2021 with a vision of providing the education and tools to encourage proactive protection of our natural assets. A top priority is removing litter from our parks and roadways. Litter is not only unsightly, but can attract pests and eventually end up in our water streams.

This program operates with the help of dedicated volunteers through the Anna Volunteers Program and cross departmental collaboration.



PROGRAMS

Adopt-a-Spot

Adopt-a-Spot allows a civic, community, or family group to “adopt” a park to complete quarterly clean-ups for a period of one-year’s time with an option to renew. The group’s name will be displayed on the Adopt-a-Spot sign and all supplies are provided.

Current Adopt-a-Spots:

- Slayter Creek Park - Keep Anna Beautiful
- Natural Springs Park - Hurricane Creek Rotary Club
- Baldwin Park - AHS Transitions Program



PROGRAMS

Nature Education

Working with Texas A&M Collin County Agri-Life Extension Office, and other local experts, we are able to provide educational classes to the community on topics such as pollinator gardening, efficient watering techniques, and tree care.

Through a partnership with Grace Place Community Garden we are able to utilize their outdoor garden space for more interactive learning.



Anytime Volunteer Litter Clean-up

Volunteers can sign up at anytime for litter clean-up in our city parks or along city owned roadways. Sign-up is available in the Anna Volunteers portal.



PROGRAMS

HHW

Household Hazardous Waste is hosted twice a year, in the Spring and Fall, and facilitated as a part of the contract with the City’s solid waste provider. Neighbors pay for this service as a part of their utility bill. At this event, neighbors can discard items, not allowed in curbside pick-up such as paint, gas cans, or electronics.



Earth Day Celebration

Anna’s annual Earth Day event hosts local conservation, wildlife, and horticulture groups to share their work in the community and provide information about local activities and volunteer opportunities. Staff tables provide engaging crafts and activities.



PROGRAMS

We Notice! Property of the Month

We notice recognizes those who strive to have a home or property that supports the beautification of our community. This could be a well maintained lawn, a beautifully arranged flower bed, or completion of a project such as a fence repair. Properties are identified by code officers. We host special holiday editions for Halloween and Christmas.



Community Built Here

Community Built Here aims to support neighbors in our community who need assistance remediating a code violation on their property. Properties are identified by staff through observation or interaction. Volunteer or volunteer groups are then engaged to assist in project such as lawn mowing, fence repair, or removal of rubbish. The Community Built Here trailer includes the tools and supplies needed to successfully perform these tasks.



Procedures

Volunteer Management

Volunteers are required to register through the Anna Volunteers website. This allows a volunteer to complete a digital waiver and agree to the safety guidelines. It also provides a way to track volunteer hours.

Record Keeping

Volunteers are asked to record the statistics after litter cleaning. By providing the number of trash bags collected, we receive the data needed to not only celebrate their volunteerism but to also report to Keep Texas Beautiful for supplies and recognition.

Abatement Projects

Properties are researched and discussed internally to determine appropriateness and scope of work. Homeowners are contacted by staff to receive a signature for approval to do work on the property. A date and time is agreed upon and staff will secure supplies and volunteers.



Safety Guidelines

Volunteers are required to agree to the following safety guidelines upon opportunity registration.

LITTER CLEAN-UP SAFETY GUIDELINES

DO'S

- Notify KAB City contact about time, date, and location of clean-up.
- Wear gloves and utilize litter grabber.
- Bring an adequate supply of water.
- Wear high visibility clothing, safety vests, and close-toe shoes.
- Dress appropriately for the weather and location.
- Keep a cell phone handy in case of emergencies.
- When working on a street ensure all volunteers are facing oncoming traffic.
- Leave collected garbage at the agreed upon location.
- Complete clean-up report.

DONT'S

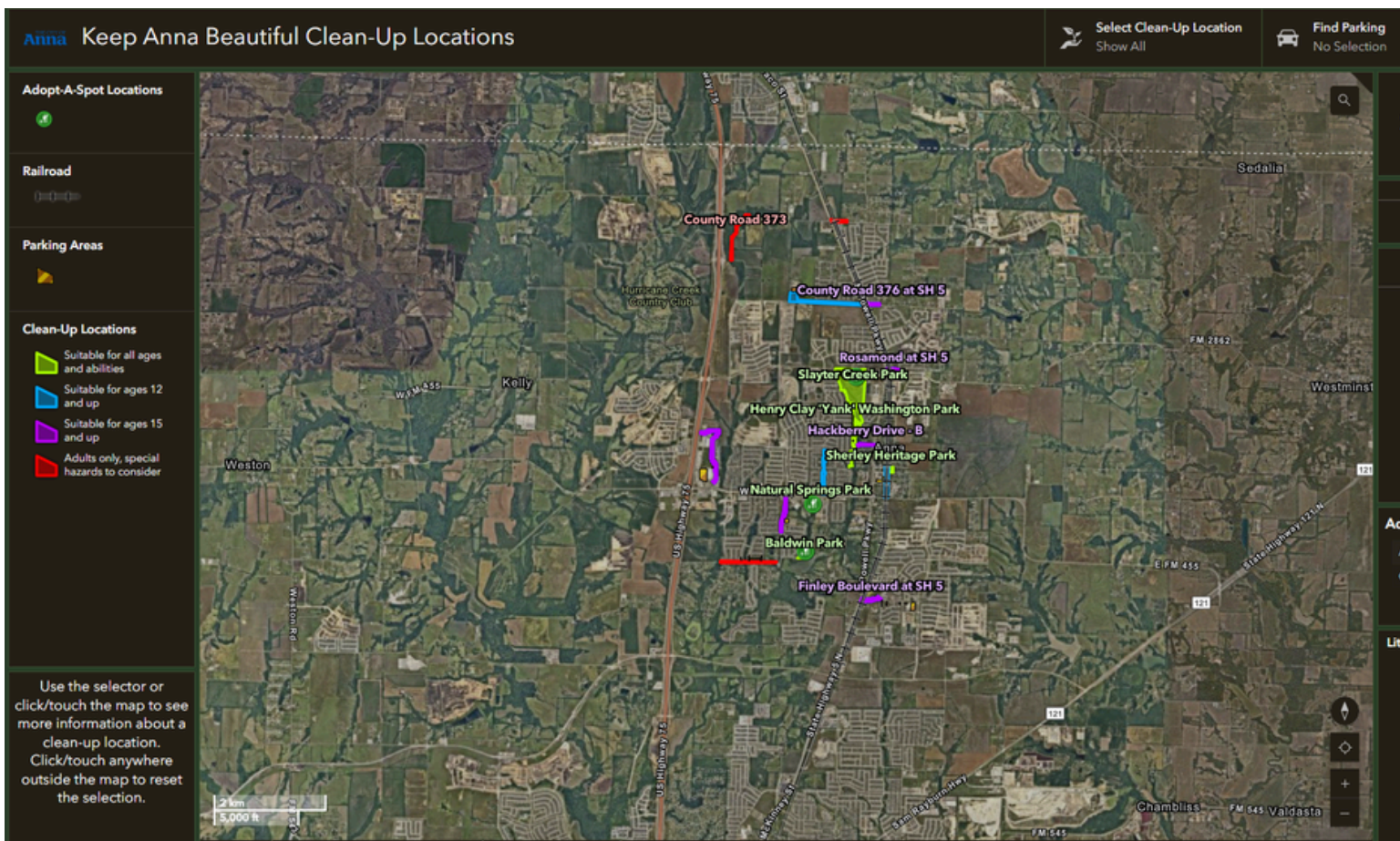
- Do not lift heavy objects. Note the location and report the items.
- Do not handle hazardous items. Note the location and report to the items.
- Do not work in unsafe areas.



City of Anna contact info:
Olivia Demings
469-734-6767
odemings@annatexas.gov

Keep Anna Beautiful Clean-Up Locations Map

A location map is provided on the City of Anna website and volunteer portal showing the areas that have been approved as a clean-up location by the City of Anna. Locations are also given age ranges for safety. Volunteers participating in the litter clean-up can utilize this map to agree on a appropriate location, time, and date for themselves or their group with staff.



Strategic Plan

In _____ 2025, this plan was approved as the programs strategic plan to cover the next four years (2025 - 2029). This is a working document designed to change overtime. The overarching goal is to improve environmental quality in Anna.

Goal 1

Increase Beautification Efforts in the Community

Objective 1.1 – Expand Adopt-a-Spot Program to include city roadways

Objective 1.2 – Support twice annual Household Hazardous Waste Event

Objective 1.3 – Increase volunteer participation in litter clean-ups

Objective 1.4 – Identify beautification projects

Goal 2

Operational Guidance/ Community Input

Objective 2.1 – Identify volunteers to serve as the committee

Objective 2.2 – Ensure an understanding of program goals

Objective 2.3 – Review and update bylaws

STRATEGIC PLAN

Goal 3

Promote Program Excellence

Objective 3.1 – Achieve Gold Star Keep Texas Beautiful Recognition

Objective 3.2 – Scenic City

Objective 3.3 – Tree City USA

Objective 3.4 – Governor’s Community Achievement Awards

Objective 3.5 – Highlight volunteer and program accomplishments

Objective 3.6 – Monarch Waystation

Goal 4

Increase Community Awareness

Objective 4.1 – Develop a communications plan to increase awareness of KAB events and achievements

Objective 4.2 – Continue to cultivate successful local partnerships

Objective 4.3 – Explore promotional items that would increase awareness in the community

Goal 5

Prepare for the Future

Objective 5.1 – Integrate Keep Anna Beautiful Goals in city wide strategic planning

Objective 5.2 – Explore TPW funding for projects

STRATEGIC PLAN

Key Performance Indicators

- Number of volunteers and committee members
- Number of Adopt-a-Spot locations and cleanup events
- Tons of waste and hazardous materials collected
- Beautification projects completed (e.g., landscaping, murals)
- Certifications/recognitions achieved
- Social media reach and newsletter response



Checklist for Community Recognition Award

Overview

A guided plan to achieving recognition goals.

At-a-Glance Timeline

Year	Action Focus
Year 1	KTB Good Standing/Silver Star, Tree City USA base, Scenic City Planning
Year 2	KTB Gold Star, Tree City USA Growth Planning, Scenic City Policy
Year 3	Apply for Scenic City Gold, First Growth Award
Year 4	Maintain or level up recognition in all programs

Keep Texas Beautiful - Gold Star Recognition

Suggested Timeline: 1 Year (Annual Process)

Immediate Setup (Q1)

- Ensure official affiliate status as of Jan 1, 2025
- Pay \$200 dues by Feb 2026
- Begin collecting documentation for Annual Report

Program Year Actions (Throughout 2025)

- Host at least one endorsed cleanup
- Attend 12 hours of endorsed training
- Complete at least 6 endorsed activities or cleanups
- Complete 2 Star online questions (Youth Engagement, Recycling, Impact)
- Participate in KTB Mentorship Program (optional, but counts as a Gold qualifier)
- Ensure KAB Good Standing
- Submit cleanup data to Texas Litter Database

Reporting Period (Q1 of Following Year)

- Submit KTB Annual Report by Feb 2026
- Submit letter of support (dated Jan 1–Feb 27, 2026)

Scenic City - Gold Status

Suggested Timeline: 2–3 Years (depends on city ordinance development)

Year 1: Evaluation + Planning

- Perform self-assessment using Scenic City Standards
- Identify code deficiencies (e.g., signage, landscaping, lighting, design guidelines)
- Meet with planning and zoning officials
- Begin community engagement on scenic policy initiatives
- Note possible changes for future comprehensive plan updates

Year 2: Policy Implementation

- Pass or amend ordinances and development codes that support scenic values
- Launch or enhance design review processes
- Develop enforcement mechanisms
- Expand green space and implement streetscape design guidelines
- Apply for Scenic City Certification

Year 3: Application & Recognition

- Ensure city scores at least 90% on Scenic City Assessment
- Submit documentation of policies, ordinances, and plans
- Receive Gold Status upon certification

Tree City USA - Growth Award

Suggested Timeline: 2–5 Years (for first-time Growth Award)

Year 1: Tree City USA Qualification

- Maintain status as Tree City USA
 - Tree Board or Department
 - Tree Care Ordinance
 - Community Forestry Program (with budget)
 - Arbor Day Observance + Proclamation

Year 2+: Build Program Strength

- Identify Growth Award activities across 4 categories:
 - Education/Public Relations
 - Partnerships
 - Planning/Management
 - Tree Planting and Maintenance
- Track activity points (10+ points required)

Suggested Growth Activities:

- Host an urban forestry workshop
- Launch a citizen tree inventory project
- Create tree planting plans for underserved neighborhoods
- Collaborate with local schools or nonprofits

Application & Reporting (Annually)

- Log qualifying activities during annual renewal
- Submit documentation to Arbor Day Foundation

Contact

Olivia Demings, Community Enhancement

 469-734-6767

 odemings@annatexas.gov



JOIN OUR VOLUNTEER TEAM

annatexas.gov/volunteer



Memorandum

Memorandum No: 25-10-20 CIP

Date: October 20, 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 August are below.

Natural Springs Park Erosion

- A swale has been constructed to divert water away from the trail.
- Staff will monitor the area to determine if additional work is needed to address erosion issues.

Finley Park

- Construction documents are progressing; the final plan will be presented at the joint Parks Advisory Board with City Council in November.

Park System Master Plan Update

- The master plan is nearing completion; a draft of the effort will be presented at the joint PAB/CC meeting in November for additional input.

Slayter Creek Park Projects

- Modifications to the site are necessary to avoid underground utilities; the landscape architect will complete the plan in mid-October.
- Equipment will be ordered mid-October.
- Completion has moved to March due to necessary design work to avoid underground utilities.
- Demolition will begin in late October to early November.

Bryant Park

- A plan will be presented at the joint PAB/CC meeting for discussion and input.

John Flavel Greer Park – Woods at Lindsey Place Park

- The southern section of the park now has an electric meter.
- Waiting for punch list items to be addressed including replacement of dead plants and as-built drawings.
- The ceiling fans on the north section are still on the punch list; they have been inoperable for several weeks.

Carol Park

- Grading work is progressing on the NRP (Meryl Street) portion of the park.
- There has been a cost overrun in the JPI (Waters Creek) trail portion of the project; staff is reviewing options with the developer.

Wayfinding Project

- Adding signs to the project for newly completed parks.

c: Jeff Freeth, Acting Director of Neighborhood Services
Matt Lewis, Parks Superintendent
Marc Marchand, Acting City Manager
Management Team

Agreement

between

City of Anna

and

Grace Place of Anna

This Agreement (this “Agreement”) sets for the terms and understanding between the City of Anna, Texas (the “City”) and Grace Place of Anna, a Texas nonprofit corporation (“Grace Place”) for the provision of a utility bill stipend and creation of community education programming.

Section 1. Background

- 1.01 Grace Place established a community garden (the “Garden”)in 2022 to provide access to fresh vegetables to the community and to supplement the fresh vegetable supply at Grace Place Food Pantry.
- 1.02 The City and Grace Place desire to reach a mutually beneficial agreement to enhance community involvement and educational opportunities and to provide for a public purpose that the City could otherwise undertake as further described in this Agreement.

Section 2. General Terms

- 2.01 For and in consideration of the promises and agreements set forth in this Agreement, Grace Place will, at its sole expense, carry out the daily maintenance and management of the Garden and allow public use. Grace Place will also allow use and access of and to its facilities to host public educational classes and engagement opportunities pertaining to gardening and health.
- 2.02 For and in consideration of the promises and agreements set forth in this Agreement, the City will provide a one year credit of \$1,000 to the account at 501 N. Powell Pkwy Anna, TX 75409. The City will provide assistance with planning, marketing, and volunteer management for the purpose of public educational classes hosted at the Garden.
- 2.03 Notwithstanding any other term of this Agreement, the provision of a monthly stipend and educational class assistance shall automatically terminate, without any action or notice provided by the City, if the Garden shall no longer be accessible to the public or if the ability to host at minimum six engagement opportunities per year has not been made available.
- 2.04 The City and Grace Place acknowledge and agree that the exchange of consideration outlined in the Agreement fairly compensates Grace Place and the City for their respective contributions.
- 2.05 All costs associated with this Agreement shall be paid from the current revenues available to the paying party.

Section 3. Term and Effective Date.

- 3.01 Subject to this Agreement terminating due to non-appropriation of funding by the City, the extension term of this Agreement is one year. Following each term, this agreement shall be brought before the Anna City Council for renewal for a period of one year if neither party gives notice of its intent to terminate this Agreement within 60 days before the expiration of the current term.
- 3.02 The effective date of this Agreement is the date that this Agreement has been duly authorized by the governing bodies of the Parties and signed and dated by the duly authorized representatives.

Section 4. Liability Release and Indemnification.

- 4.01 Grace Place shall defend, hold harmless, and fully indemnify the City, its officials, officers, agents, employees, and servants while acting in the scope of their duties as such, from and against all claims, demands, liabilities, and causes of action of any kind or character (collectively "claims"), including the costs of defense thereof, brought by any employee, agent, official, student, partner, guest, or servant of Grace Place or any third party (including but not limited to assigns, heirs, bystanders, or survivors) for any injury, death, loss, or damage to persons and/or to property that is in any manner related to the City's use or enjoyment of the Garden, including but not limited to claims relating to the use or nonuse of any equipment located at or used for the Garden or any condition of the premises.
- 4.02 The City and Grace Place agree and acknowledge that each entity is not an agent of the other entity and, except as otherwise expressed herein, that each entity is responsible for its own acts, omissions, forbearance, negligence, and deeds, and for those of its agents or employees. This Agreement does not and shall not be construed to entitle either party or any of their respective employees, if applicable, to any benefit, privilege, or other amenities of employment applicable to other party. The City understands and agrees that the City, its employees, servants, agents, and representatives shall not represent themselves to be employees, servants, agents, and/or representatives of Grace Place. Grace Place understands and agrees that the City, its employees, servants, agents, and representatives shall not present themselves to be employees, servants, agents, and/or representatives of the City. At no time shall the City have any control or supervision over Grace Place's means, methods, techniques, sequences, decisions or undertakings of any nature whatsoever.

Section 5. Other Provisions.

- 5.01 This Agreement has been duly approved by the authorized body of each party to this Agreement in accordance with applicable law. The undersigned officers and/or agents of the parties hereto are the properly authorized officials and have the necessary authority to execute this Agreement on behalf of the parties hereto and each party hereby certifies to the other that any necessary consents, orders or resolutions or other instruments extending said authority have been duly passed and are now in full force and effect.
- 5.02 This Agreement may be amended at any time by a duly authorized written agreement of the Parties.

5.03 The Parties do not intend that this Agreement shall inure to the benefit of any third party. The Parties agree that this Agreement is the complete expression of the terms hereto and any oral representations or understandings not incorporated herein are excluded. This Agreement represents the entire and integrated Agreement between the Parties relating to its subject matter and supersedes all prior negotiations, representations and/or Agreements, either written or oral to the extent related to the subject matter of this Agreement.

5.04 The validity of this Agreement, and any of its terms or provisions, as well as the rights and duties of the parties hereto, shall be governed by the laws of the State of Texas. Further, this Agreement shall be performable and all compensation payable in Collin County, Texas and any disputes arising hereunder or growing out of or related to the performance of this Agreement shall be brought solely in a court of competent jurisdiction in Collin County, Texas.

5.05 In the event that any portion of this Agreement shall be found to be contrary to law, it is the intent of the parties hereto that the remaining portions shall remain valid and in full force and effect to the extent possible.

This Agreement has been executed by the Parties on the respective dates set forth below:

GRACE PLACE OF ANNA

CITY OF ANNA

Lafe Angell, its authorized Director

Marc Marchand, Acting City Manager

Date: _____

Date: _____

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.



**MEETING MINUTES
ANNA PARKS ADVISORY BOARD MEETING
Monday, September 15, 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 6:00 PM, on September 15, 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, Nichole Hunt, Alastair Hunte, Choya Morrison, Kennon Weaver, David Colegrove and Rachel Sinagra. Staff present included Acting Director of Community Services Jeff Freeth, Council Member Kevin Toten and Council Member Kelly Patterson-Herndon.

2. Invocation and Pledge of Allegiance

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

3. Neighbor Comments – No comments

6. Items for Individual Consideration

a. Discuss. Freese and Nichols reps Wilson Kerr and Karen Chavez presented the Parks Master Plan Review and conducted the Open House. Time was given to neighbors to submit/and or discuss feedback to Freese and Nichols Staff.

4. Receive a Report

a. Received a report on parks maintenance and recreation programs and events. (memo)

5. Project Update

a. Received report on CIP Project Update. (memo)

6. Items for Individual Consideration

a. Discuss, Consider, Action on Parks Advisory Board Meeting Minutes for August 18, 2025.

MOTION: Park Advisory Board Member David Colegrove made a motion to approve the meeting minutes. Second by Alastair Hunte. Motion carried.

b. Discuss, Consider, Action on Keep Anna Beautiful Committee.

MOTION: Parks Advisory Board Member David Colegrove made a motion to recommend to City Council to appoint the Parks & Recreation Advisory Board as the Keep Anna Beautiful Committee as presented by staff. Second by Alastair Hunte. Motion carried.

7. Items for Future Consideration

a. Parks Advisory Board Member David Colegrove discussed adding a Spring Soccer League agenda item to the next Parks and Recreation Advisory Board meeting.

MOTION: Parks Advisory board Member Alastair Hunte made a motion to approve adding Spring Soccer League discussion to the next agenda. Second by Alastair Hunte. Motion carried.



8. Adjourn

Parks Advisory Board member Susan Jones adjourned the meeting at 7:11PM.

Jeff Freeth, Acting Director of Community Services

ATTEST: _____