



AGENDA
Parks & Recreation Advisory Board Meeting

Tuesday, January 20, 2026 @ 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 Tuesday, January 20, 2026 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, with liberty 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)
5. **Project Update.**
 - a. Receive a report on CIP Project Update. (see attached memo)
6. **Items For Individual Consideration.**
 - a. Discuss the 2050 Parks, Open Space, Trails, and Recreation Master Plan.
 - b. Discuss, Consider, Action on Parks Advisory Board meeting minutes on October 20, 2025.
 - c. Discuss, Consider, Action on the election of a Chair.

- d. Discuss, Consider, Action on the election of a Vice Chair.
- e. Discuss, Consider, Action on the election of a Secretary.
- f. Discuss, Consider, Action on Natural Springs Park Paw Park naming recommendation.

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 01/14/2026.



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: 2026-20-01

Date: January 20, 2026
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 months of November and December:

- 1 Natural Springs Park Gazebo
- 8 Sherley Heritage Park Pavilion
- 5 Slayter Creek Park Pavilion
- 6 Slayter Creek Park Ballfields

The Parks Division completed the following:

- Responded to 17 See Click Fix tickets and proactively created 42 additional tickets to address issues before they were reported
- Clear dead limbs and brush at Slayter Creek Park disc golf course tree line on north end and at John Flavel Greer Park.
- Spread 160 cubic yards of wood fiber mulch for all playgrounds at Natural Springs Park, Baldwin Park, Yank Park, and Sherley Heritage Park.
- Replaced or repaired the following at Baldwin Park:
 - Replaced one valve and eight rotors
 - Repaired one lateral line and one main line leak
 - Traced the 2-wire line to locate a short
- Conducted 13 safety playground inspections/routine checks at various parks.
- Switched out table bases at the Slayter Creek Park Splash Pad
- Picked up trash in medians along 455/White weekly
- Spot sprayed post-emergent in medians along 455/White.

- Treated ant mounds at Slayter Creek Park, Geer Park, Yank Park, Baldwin Park, Sherley Heritage Park, Johnson Park, Municipal Complex, and Natural Springs Park, Slayter Creek Park.
- Applied post-emergent tree rings at Johnson Park, Baldwin Park, Yank Park, Sherley Park, Slayter Creek Park, Municipal Complex, and Natural Springs Park.
- Spread ant bait at City Hall Plaza landscape beds.
- Removed holiday décor from the Municipal Complex and Sherley Heritage Park. Cleaned the City Municipal Complex Plaza area by removing trash and sweeping the turf.
- Repaired windscreen at sport courts.
- Mowed and fertilized multipurpose fields at Slayter Creek Park.
- Inspected, cleaned, and stocked six sets of restrooms each morning; additionally, cleaned, inspected, and leaf blew 5.5 miles of walking trail each week.
- Finalized the winterization of the Slayter Creek Park Splash Pad.
- Turned all water fountains and irrigation systems off at parks and city facilities until April 1.
- Cleaned the shorelines at Natural Springs Park and Baldwin Park.

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

Youth programs:

- 4U to 14U T-ball, baseball and softball registration is currently open and closes on January 29. We are still seeking coaches for various age divisions.
- Fri-Yay Month Drop-in Craft “Graham Cracker House Competition” on December 12
- “Discovery Time” on Wednesdays and Thursdays beginning January 14
- “Story Time!” On Tuesdays beginning January 13

Teen Programs:

- “Boardom” Busters on Fridays beginning January 9
- Snack Attack on Tuesdays beginning January 13
- “Roll for Initiative” beginning Thursdays on January 15

Adults’ programs:

- City of Anna NFL Playoff Bracket Competition began on January 9

Adults 50+ programs:

- Open Play Gametime daily from 12 to 2pm.
- Holiday Lunch on December 9
- Crafting Corner “Ribbon Evergreen Tree Decoration” on November 26 and “Winter Gnome” on December 17
- Trips to Trains at NorthPark on December 11, Holiday Lights Trolley Tour on December 13, Christmas Lights Tour on December 18 and Republic Services Plano Recycling Facility Tour on January 8
- Prize Bingo on December 16.

Events:

- Led the monthly Interdepartmental Special Event Logistics meeting on Wednesday, December 3rd.
- Hosted the following 12 Days of Anna programs, competitions and events:
 - o Day 1: Santa's Village Tree Lighting Event
 - o Day 2: Free Ice Skating
 - o Day 3: Toy Drive Drop-off Deadline
 - o Day 4: Adults 50+ Holiday Lunch
 - o Day 5: Pet Pics with the Grinch
 - o Day 6: Letters to Santa and Movie Night
 - o Day 7: Graham Cracker House Construction
 - o Day 8: Ugly Sweater Competition
 - o Day 9: Christmas Tree Competition
 - o Day 10: Make an Ornament
 - o Day 11: Elf on the Shelf Competition
 - o Day 12: Christmas Light Competition

- Staff is currently working on planning 2026 Events and finalizing the Spring Activity Guide.

The Winter Activity Guide is available online at <https://annatexas.gov/1321/Activity-Guide>. Printed versions are available at the Municipal Complex and Anna Community Library.

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

Memorandum

Memorandum No: 26-01-20 CIP

Date: January 20, 2026
To: Parks & Recreation 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.

Finley Park

- 100% construction documents have been reviewed by staff, and comments submitted to consultant.
- Met with landscape architect to go over comments; final revisions to construction documents are proceeding.
- Working with Project Advocates to create a request for qualifications (RFQ) and construction manager at risk contract (CMAR) for the project.
- Evaluate RFQ submissions and conduct interviews by end of February.
- Construction is tentatively scheduled to begin late March.

Park System Master Plan Update

- A final draft has been completed; staff reviews occurring week of January 12th
- Final presentation to Parks & Recreation Advisory Board January 20th.
- Plan will be presented to Council first meeting in February; adopted second meeting in February provided there are not significant revisions.

Slayter Creek Park Playground Renovation

- Playground equipment installation is 90% complete; Orca was set Jan 12th.
- Poured in place rubber matting to begin mid-February.
- Work on storm sewer relocation required to expand playground continues; underground investigation upon discovery of unknown lines slowed progress slightly.
- Shade installation will begin soon.
- Completion is targeted for April.

Slayter Creek Park Drainage Improvements

- Design for drainage improvements is proceeding.

- Underground utility locates for the entire park is nearing completion.
- Conceptual design for a sand volleyball court west of the large pavilion and a grilling/cooking area north of the large pavilion are underway.
- Plans will be completed so budget numbers can be created; funding for drainage improvements, sand volleyball court and grilling area is not currently allocated.

Bryant Park

- Working with Project Advocates to create a request for qualifications (RFQ) and construction manager at risk contract (CMAR) for the project.
- Evaluate RFQ submissions and conduct interviews by end of February.
- Staff met with the landscape architect several times to finalize design.
- Construction documents are in progress and should be completed by April.
- Staff working with AISD to acquire approval to add onto their parking lot and located the NW corner of the park on school property.

John Flavel Greer Park

- The deed to park will be recorded in January.
- Finalizing and easement/memorandum of understanding to address irrigation for the park that was installed on HOA property to avoid trees.
- The park will be accepted as complete once the deed has been received, the easement/MOU has been executed and dead trees have been replaced; replacement trees are not warranty replacements but replacements during construction; one year warranty on trees begins when the project is accepted by the City.

Carol Park

- Grading work is progressing on the NRP (Meryl Street) portion of the park.
- Construction will begin in January; submittal process is underway.
- Design changes to retaining walls are coming and should be submitted by the end of January.
- Any additional costs required for construction are the responsibility of the developer (JPI) per the recent amendment to the Park Development Agreement.

Hassie Lawrence Morgan Park

- Park construction is moving quickly due to excellent weather.
- Entry drive and parking lot have been completed.
- Rocky soil has presented challenges to irrigation and landscaping; working with the contractor to mitigate soil conditions to ensure survival of trees.
- Restroom building and pavilion have gone vertical.
- The park will be completed in Summer; targeting June.

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



**MEETING MINUTES
ANNA PARKS ADVISORY BOARD MEETING
Monday, October 20, 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 October 20, 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 6:05pm. Quorum was established. Following Parks advisory board members were in attendance Susan Jones, Alastair Hunte, Kennon Weaver and David Colegrove. The following members were not present Choya Morrison, Nichole Hunt and Rachel Sinagra. Staff present included Park Planning and Development Manager Dalan Walker and Acting Director of Community Services Jeff Freeth.

2. Invocation and Pledge of Allegiance

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

3. Neighbor Comments – No comments

4. Receive a Report

- a. Received report on parks maintenance and recreation programs and events. (memo)
- b. Received report on Unplug Texas Initiative October 21,2025.
- c. Received report on Arbor Day Celebration October 25, 2025.
- d. Received report on Keep Anna Beautiful Committee Strategic Plan review and upcoming initiatives.

5. Project Update

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

6. Items for Individual Consideration

a. Discuss, Consider, Action Grace Place Community Garden Agreement

MOTION: Park Advisory Board Member Alastair Hunte made a motion to recommend to City Council to approve the Grace Place Community Garden Agreement. Second by Kennon Weaver. Motion carried.

b. Discuss, Consider, Action on Natural Springs Park Paw Park naming recommendation.

Neighbor Comment: Andrew Michirina made a recommendation to name the Natural Springs Park Paw Park Cleo, after his service dog.

MOTION: Parks Advisory Board Member Alastair Hunte made a motion to table the discussion on renaming the Paw Park to a future Parks Advisory Board meeting. Second by David Colegrove. Motion Carried.

c. Discuss, Consider, Action on Spring Youth Soccer League.

MOTION: Parks Advisory Board Member David Colegrove made a motion to recommend a Spring Youth Soccer League in 2027 via the process as presented by staff. Second by Susan Jones. Motion carried.



- d. Discuss, Consider, Action on Parks Advisory Board meeting minutes on September 15, 2025.

MOTION: Parks Advisory Board Member Alistair Hunte made a motion to approve the meeting minutes. Second by Kennon Weaver. Motion carried.

7. Items for Future Consideration -None.

8. Adjourn

Parks Advisory Board member Susan Jones adjourned the meeting at 7:12PM.

Jeff Freeth, Acting Director of Community Services

ATTEST: _____

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.