



## **AGENDA**

### **City of Lucas**

### **Parks and Open Space Board Meeting**

**May 25, 2021**

**7:00 PM**

### **City Hall, Council Chambers and Video Conference**

**665 Country Club Road – Lucas, Texas**

*Notice is hereby given that a meeting of the Parks and Open Space Board will be held on Tuesday, May 25, 2021 at 7:00 pm in person and by video conference at which time the following agenda will be discussed.*

On March 16, 2020 Governor Abbott suspended some provisions of the Open Meetings Act in response to the COVID-19 emergency. Parks and Open Space Board meetings will be available in person and through Zoom Webinar from your computer or smartphone.

To join the meeting, please click this URL:

<https://zoom.us/j/93209577490?pwd=V3hrNENHdGN4WnJHaDIPNzBjZHpzQT09> and enter your name and email address.

To join by phone: 1-346-248-7799

Webinar ID: 932 0957 7490

Passcode: 777570

#### **How to Provide Input at a Meeting:**

**Speak In Person:** Request to Speak forms will be available at the meeting. Please fill out the form and give to the City Secretary prior to the start of the meeting. This form will also allow a place for comments.

**Speak Remotely Via Zoom:** If you would like to attend a meeting remotely and speak via Zoom, email the City Secretary at [shenderson@lucastexas.us](mailto:shenderson@lucastexas.us) by 5:00 pm noting the item you wish to speak on and noting your attendance will be remote. Any requests received after 5:00 pm will not be included at the meeting.

**Submit Written Comments:** If you are unable to attend a meeting and would like to submit written comments regarding a specific agenda item, email the City Secretary at [shenderson@lucastexas.us](mailto:shenderson@lucastexas.us) by no later than 5:00 pm the day of the meeting. The email must contain the person's name, address, phone number, and the agenda item(s) for which comments will be made. Any requests received after 5:00 pm will not be included at the meeting.

#### **Call to Order**

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- Roll Call
- Determination of Quorum
- Reminder to turn off or silence cell phones
- Pledge of Allegiance

## **Regular Agenda**

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1. Provide an update on the City's special events: **(Assistant to the City Manager Kent Souriyasak)**
  - A. Keep Lucas Beautiful Spring Cleanup was held on Saturday, April 3, 2021
  - B. Founders Day was held on Saturday, May 8, 2021
  - C. Movie in the Park is scheduled on Friday, June 4, 2021
2. Review budget recommendations and park fees on behalf of the City of Lucas Parks and Open Space Board for fiscal year 21/22 budget. **(Parks Board)**
3. Provide an update on the Lucas Farmers Market. **(Vice Chairman Bill Esposito)**
4. Consider enhancing the Community Park by converting the existing Public Works building into a pavilion and relocating the City's Public Works operations to the North Pump Station. **(Development Service Director Joe Hilbourn)**
5. Provide update regarding the facilitation of a Master Volunteer List. **(Parks Board Member Ken Patterson, Alternate Parks Board Member Pam Poteete)**
6. Receive reports from Parks Board members regarding the Adopt-a-Park Program, review the park facility checklist for each park, and alternate park assignments amongst the members. **(Parks Board)**
7. Consider review of Parks Board projects, goals and objectives established by the project matrix. **(Parks Board)**
8. Consider future agenda items for action or discussion to be added to the Parks and Open Space Board Agenda. **(Parks Board)**
9. Consider approval of the minutes of the March 23, 2021 Parks and Open Space Board meeting. **(City Secretary Stacy Henderson)**

## **Certification**

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I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, TX 75002 and on the City's website at [www.lucastexas.us](http://www.lucastexas.us) on or before 5:00 p.m. on May 21, 2021.

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*Stacy Henderson, City Secretary*

*In compliance with the American with Disabilities Act, the City of Lucas will provide for reasonable accommodations for persons attending public meetings at City Hall. Requests for accommodations or interpretive services should be directed to Stacy Henderson at 972-912-1211 or by email at [shenderson@lucastexas.us](mailto:shenderson@lucastexas.us) at least 48 hours prior to the meeting.*



# City of Lucas

## Parks and Open Space Board Request

### May 25, 2021

Requester: Assistant to the City Manager Kent Souriyasak

#### **Agenda Item Request**

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Provide an update on the City's special events:

- A. Keep Lucas Beautiful Spring Cleanup was held on Saturday, April 3, 2021
- B. Founders Day was held on Saturday, May 8, 2021
- C. Movie in the Park is scheduled on Friday, June 4, 2021

#### **Background Information**

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##### **A. Keep Lucas Beautiful Spring Cleanup**

The City held the Keep Lucas Beautiful Spring Cleanup on Saturday, April 3, 2021 in conjunction with the Electronic Recycling and Paper Shredding Event. The cleanup event was in support of the City's Keep Lucas Beautiful program to promote the beautification of the community. Cleanup volunteers registered online to clean up their neighborhoods, parks, trail head, and other areas around the City. 38 volunteers collected approximately 1,190 pounds of trash and litter during the cleanup event.

During the Electronic Recycling and Paper Shredding Event, approximately 13,115 pounds of electronics were collected, and 7,250 pounds of paper was shredded. The Keep Lucas Beautiful Spring Cleanup was the perfect time to support environmental sustainability and litter abatement.

##### **B. Founders Day**

The City held the Founders Day Celebration on Saturday, May 8, 2021. It has been two years since the event was held because of the cancelation in 2020 due to the pandemic. This year's celebration featured family-friendly activities such as mini-golf, carnival games, balloon artistry, stick horse rodeo, pony hop derby, photobooth, and interactive raptors experience. The Lucas Farmers Market was also held at Founders Day featuring "Lucas Local" vendors and the Legacy 4-H Club held their silent auction.

The Founders Day Parade was led by Grand Marshal Steve Duke and followed by Mayor Jim Olk in the Lucas fire engine and the City Council float. The parade featured a variety of participants such as vehicles, tractors, walkers, and equestrians.

Kona Ice provided free snow cones and In-N-Out Burger provided free meals to the community at the Founders Day Celebration.



# City of Lucas

## Parks and Open Space Board Request

### May 25, 2021

#### **C. Movie in the Park**

The first ever Lucas Movie in the Park event was rescheduled to Friday, June 4, 2021 due to weather concerns. The event will feature Disney Pixar's Onward and will be held in the Community Park. This family-friendly event is free to the public and will include free snacks and drinks located at the park pavilion. Public parking for the event will open at 7:30 pm and the movie will begin at 8:30 pm following sunset. Attendees are welcome to bring lawn chairs and blankets and enjoy the spring weather with their families.

#### **Attachments/Supporting Documentation**

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N/A

#### **Budget/Financial Impact**

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##### **A. Keep Lucas Beautiful Spring Cleanup**

Cleanup supplies and equipment are budgeted at \$6,000 in account 11-6212 451 Storm Water Management for reporting requirements. The total cost to provide onsite electronic recycling/paper shredding services is \$1,160 and funding was utilized from account 11-6211-446 Keep Lucas Beautiful.

##### **B. Founders Day**

Founders Day was budgeted at \$30,000 and funding was utilized from account 11-6211-444 Founders Day.

##### **C. Movie in the Park**

Movie in the Park has a total estimated cost of \$2,000 including the inflatable movie screen, setup/teardown, movie screen operator, audio/visual equipment, movie license fee, food, and drinks. Funding will be utilized from account 11-6211-448 Park Events.

#### **Recommendation**

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N/A

#### **Motion**

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This is an update only. There is no motion required.



# City of Lucas

## Parks and Open Space Board Request

### May 25, 2021

Requester: Parks Board

#### **Agenda Item Request**

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Review budget recommendations and park fees on behalf of the City of Lucas Parks and Open Space Board for fiscal year 21/22 budget.

#### **Background Information**

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The City Council will be holding their budget workshop on July 15, 2021. In preparation for the budget workshop, a draft budget for FY 21/22 is attached for your review. Section 1.09.035 (d) of the Code of Ordinances, states the board should review fees relating to the use of parks on an annual basis, making recommendations to the city manager or designee for consideration during the budget process. The board shall study budget proposals on an annual basis and recommend inclusion or exclusion of budget items to the city manager or designee.

#### **Attachments/Supporting Documentation**

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1. Proposed FY 21/22 Parks Budget and detail sheets
2. Code of Ordinances Fee Schedule - Parks Fees

#### **Budget/Financial Impact**

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NA

#### **Recommendation**

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NA

#### **Motion**

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NA

11 -GENERAL FUND PARKS DEPARTMENT DEPARTMENTAL EXPENDITURES		2019-2020 FISCAL YEAR ACTUAL	2020-2021 ORIGINAL BUDGET	2020-2021 AMENDED BUDGET	2021-2022 FISCAL YEAR BUDGET	DESCRIPTION
<b><u>PERSONNEL SERVICES</u></b>						
6211-103	SALARIES - NON-EXMPT TEMP	19,420	20,160	20,160	20,160	3 seasonal positions
6211-112	WORKERS COMP	600	600	600	600	
6211-127	MEDICARE	282	300	300	300	
<b>TOTAL PERSONNEL SERVICES</b>		<b>20,302</b>	<b>21,060</b>	<b>21,060</b>	<b>21,060</b>	
<b><u>MAINTENANCE &amp; REPAIR</u></b>						
6211-231	FACILITIES MAINTENANCE		4,500	4,500		Previously budgeted in Pworks
6211-233	EQUIPMENT MAINTENANCE	5,864	4,500	4,500		Landscaping Equipment
<b>TOTAL MAINTENANCE &amp; REPAIR</b>		<b>5,864</b>	<b>9,000</b>	<b>9,000</b>	<b>-</b>	
<b><u>PURCHASED SERVICES</u></b>						
6211-322	CONTRACTS	53,095	57,500	57,500		\$35K Mowing/\$22.5K Weed/Feed
6211-331	UTILITIES, ELECTRIC	1,651	2,000	2,000		
6211-333	UTILITIES, WATER	13,286	10,000	10,000		
<b>TOTAL PURCHASED SERVICES</b>		<b>68,032</b>	<b>69,500</b>	<b>69,500</b>	<b>-</b>	
<b><u>SPECIAL EVENTS</u></b>						
6211-444	FOUNDERS DAY	28	30,000	30,000		
6211-445	SERVICE TREE PROGRAM	2,663	4,000	4,000		Includes \$1K for replacement trees
6211-446	KEEP LUCAS BEAUTIFUL	595	4,550	4,550		See Detail Listing
6211-447	COUNTRY CHRISTMAS	10,325	10,000	10,000		
6211-448	PARK EVENTS	7,250	15,000	15,000		See Detail Listing
<b>TOTAL SPECIAL EVENTS</b>		<b>20,861</b>	<b>63,550</b>	<b>63,550</b>	<b>-</b>	
<b><u>NON-CAPITAL OUTLAY</u></b>						
6211-417	PARK IMPROVEMENTS	16,424	50,000	50,000		\$10K Beautification/\$40K Trails
6211-418	PARK IMPROVEMENTS- USACE	-				-
<b>TOTAL NON- CAPITAL OUTLAY</b>		<b>16,424</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	
<b><u>CAPITAL OUTLAY</u></b>						
8211-417	PARK IMPROVEMENTS	24,842				
<b>TOTAL CAPITAL OUTLAY</b>		<b>24,842</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL PARKS</b>		<b>156,325</b>	<b>213,110</b>	<b>213,110</b>	<b>21,060</b>	

CITY OF LUCAS  
FISCAL YEAR 2021-2022  
EXPENSE DETAIL

ACCOUNT NAME  
Keep Lucas Beautiful

ACCOUNT NUMBER  
6211-446

DEPARTMENT  
Parks

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
		Cleanup Events & Programs	Supplies, Food, Marketing		\$ 3,000.00
		Keep Texas Beautiful Conference	Annual Conference		\$ 1,500.00
		Affiliate Membership Annual Fee			\$ 250.00
		Webinars, Meetings			\$ 250.00
					\$ 5,000.00

\*Note: \$6K Supplies and Equipment for two cleanup events are budgeted in account 11-6212-451 Storm Water Management

**CITY OF LUCAS**  
**FISCAL YEAR 2021-2022**  
**EXPENSE DETAIL**

## Parks Events

6211-448

Parks

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
		Lucas Farmers Market	Supplies, Resources, Marketing		\$ 5,000.00
		Movie in the Park	Movie Screen, License, and Supplies		\$ 5,000.00
		Art in Public Places	Supplies and Resources		\$ 5,000.00
TOTAL BUDGET					\$ 15,000.00



**Sec. 20.800 Administrative remedies for violations**

- (a) First offense: \$200.00.
- (b) Second offense: \$400.00.
- (c) Third offense: \$600.00.
- (d) Fourth and subsequent offenses: \$2,000.00.

(Ordinance 2017-08-00864 adopted 8/17/17)

**ARTICLE 21.000 PARKS AND RECREATION**

- (a) Pavilion fee (nonresident): \$25.00/hour.
- (b) Pavilion rental (resident): \$25.00/4 hours; \$50.00/all day.
- (c) Baseball fields B, C or D (nonresident): \$25.00/hour.
- (d) Farmers market vendor participation fee options: Vendors shall pay a participation fee of \$20.00 for each farmers market. Vendors who reside in the city shall be exempt from participation fees.

(Ordinance 2020-12-00926 adopted 12/3/20)

**ARTICLE 22.000 RESERVED**

**ARTICLE 23.000 SOLICITORS AND CANVASSERS**

- (a) Solicitor registration fee: \$30.00.
- (b) Administrative fee for each solicitor: \$10.00.

(Ordinance 2015-05-00813 adopted 5/7/15)

**ARTICLE 24.000 SOLID WASTE COLLECTION AND DISPOSAL\***

**Sec. 24.100 Monthly rates**

Monthly rates, per customer, shall be as follows (rates reflect the addition of sales tax and the combined franchise/right-of-way use fee and administrative fee):

- (1) Basic service (monthly rates): \$21.57.

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\* **Editor note**—Former section 24.300 pertaining to recycling monthly rates and deriving from Ordinance 2015-05-00813 adopted 5/7/15, was removed in its entirety by Ordinance 2017-08-00863 adopted 8/17/17.



# City of Lucas

## Parks and Open Space Board Request

### May 25, 2021

Item No. 03

Requester: Vice Chairman Bill Esposito

#### **Agenda Item Request**

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Provide an update on the Lucas Farmers Market.

#### **Background Information**

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The first farmers market was held on April 24, 2021 with markets in May being held on May 8 in conjunction with Founders Day showcasing Lucas Local vendors and May 22.

Vice Chairman Bill Esposito will provide an update regarding market activities to date.

#### **Attachments/Supporting Documentation**

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NA

#### **Budget/Financial Impact**

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NA

#### **Recommendation**

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NA

#### **Motion**

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No action necessary, this item is for discussion purposes only.



# City of Lucas

## Parks and Open Space Board Request

### May 25, 2021

Requester: Development Services Director Joe Hilbourn

#### **Agenda Item Request**

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Consider enhancing the Community Park by converting the existing Public Works building into a pavilion and relocating the City's Public Works operations to the North Pump Station.

#### **Background Information**

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The City has outgrown its current park and pavilion at City Hall. The City has attempted to acquire land from the homeowners to the south of City Hall; however, no one was interested in selling a portion of their property. A more creative way to create space is to move Public Works operations to a new facility at the North Pump Station to better suit their needs for space and storage. The current Public Works building would be turned into an open-air pavilion with restrooms and storage space. Moving the Public Works equipment and taking down the privacy fencing will also free up additional parking spaces. This conversion would allow the City to host events in inclement weather and create a more open inviting space for City events, such as Founder's Day, Country Christmas, and Farmers Markets.

#### **Attachments/Supporting Documentation**

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1. Demo Proposal
2. New Facility Proposal

#### **Budget/Financial Impact**

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1. Demo and construction cost of current facility ~ \$250,622.00
2. Construction of new facility at North Pump Station ~ \$535,484.00

#### **Recommendation**

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City Staff would like to present the Community Park project enhancements at an upcoming City Council meeting for consideration.

#### **Motion**

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I make a motion to approve/deny staff's recommendation to the City Council to consider enhancing the Community Park by converting the existing Public Works building into a pavilion and relocating the City's Public Works operations to the North Pump Station.

**Jones Bros. Construction**  
**505 Winding Lane**  
**McKinney, Tx. 75072**

**Proposal**

**5-14-2021**

**Job RE: Lucas Pavilion at City Hall**  
**Attn: Joe Hilbourn**

Pavilion Soffit, skirt walls, and storage area	
Demo all wall sheet metal and purlins up to 12 ft.	
Install metal to underside of roof purlin	
New metal inside and out down to 12 ft. purlin	104,282.00
Demo Rest Room and Break Room walls and ceilings	2,910.00
Drywall, Framing, Grid Ceilings, and Doors & Frames	22,000.00
Tape, Bed, and Paint and Paint Beams	8,970.00
Flooring - 12x12 ceramic tile on floors and up 48 inches on Rest Room walls	7,065.00
Electrical	34,320.00
Plumbing - 2 HC Toilets, 2 wall hung sinks, 2 floor drains 2 Insta Hots, demo existing RR and Gas Lines	15,375.00
Saw cutting and Pour Back	4,000.00
HVAC - 2 Ton Gas Heat	9,200.00
Lift Rental	4,000.00
Stone Columns up to 12 ft. (10 Total)	38,500.00
Total	250,622.00

Thank You

Jones Brothers Construction

**Jones Bros. Construction**  
**505 Winding Lane**  
**McKinney, Tx. 75072**

**Proposal**

**5-14-2021**

**Job RE: City of Lucas Shop**  
**Attn: Joe Hilbourn**

New shop - main building with 6 Overhead doors, 6 Commercial Door operators with clickers, 4 walk thru doors, 1 25x60 peaked overhang 2 25x60 sloped overhangs, 1 inch closed cell poly spray foam insulation. 6 inch concrete smooth finish. 3000 PSI Concrete with 18 inch round piers 10 ft. deep on 20 ft. centers, 12x24 inch concrete beams with 3/8 rebar	380,219.00
Drywall, Framing, Ceiling Grid, Doors & Frame, and FRP	23,775.00
Tape, Bed, and Paint	8,165.00
Electrical	67,850.00
Plumbing - 1 toilet, 1 urinal, 1 washer box, 1 mop sink, 1 shower base, Break Room sink, 50 gallon water heater, run gas lines to 5 heaters	29,200.00
HVAC, 3 ton gas heat, install 5 shop heaters	12,275.00
Lift Rental	4,000.00
Septic	10,000.00
Total	535,484.00

Thank You

Jones Brothers Construction



# City of Lucas

## Parks and Open Space Board Request

### May 25, 2021

Requester: Parks Board Member Ken Patterson  
Alternate Parks Board Member Pam Poteete

#### **Agenda Item Request**

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Provide update regarding the facilitation of a Master Volunteer List.

#### **Background Information**

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At the January 26, 2021 Parks and Open Space Board meeting, the Parks Board agreed to facilitate the creation of a master volunteer list and advertise throughout the year. Parks Board members Ken Patterson and Pam Poteete volunteered to organize the volunteer list and provide periodic updates.

A volunteer registration form was created and can be found on the City's website under the Special Events page at: [www.lucastexas.us/volunteer-registration-form](http://www.lucastexas.us/volunteer-registration-form). The volunteer registration form was posted on the City's website in early March of 2021.

As of May 18, 2021, there are 12 people who signed up using the online volunteer registration form. Below are the special events that the registered volunteers have signed up for:

Founders Day – 9 volunteers  
Lucas Farmers Market – 1 volunteer  
No Preference – 2 volunteers

The volunteers have been contacted regarding their interest in volunteering at special events.

#### **Attachments/Supporting Documentation**

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1. April Newsletter Article

#### **Budget/Financial Impact**

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N/A

#### **Recommendation**

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N/A

#### **Motion**

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There is no motion required, this item is for discussion purposes only.



# City of Lucas

## Parks and Open Space Board Request

### May 25, 2021

Requester: Parks Board

#### Agenda Item Request

---

Receive reports from Parks Board members regarding the Adopt-a-Park Program, review the park facility checklist for each park, and alternate park assignments amongst the members.

#### Background Information

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At the March 23, 2021 Parks and Open Space Board meeting, the Parks Board reviewed the Adopt-A-Park Program and determined that any concerns noted during park monitoring would be directly reported to City staff at that time to ensure maintenance items could be addressed quickly. The Parks Board also determined that a rotation schedule would occur between Parks Board members to monitor the various parks. The monitoring schedule for the year is outlined below:

2021	East Winningkoff Trail Head	Forest Creek Park	Community Park	Kenneth R. Lewis Park
January	Bill Esposito	Laura Giles	Christel Parrish	Ken Patterson
February	Pam Poteete	David Rhoads		Bill Esposito
March	Laura Giles	Christel Parrish	Ken Patterson	Pam Poteete
April	David Rhoads		Bill Esposito	Laura Giles
May	Christel Parrish	Ken Patterson	Pam Poteete	David Rhoads
June		Bill Esposito	Laura Giles	Christel Parrish
July	Ken Patterson	Pam Poteete	David Rhoads	
August	Bill Esposito	Laura Giles	Christel Parrish	Ken Patterson
September	Pam Poteete	David Rhoads		Bill Esposito
October	Laura Giles	Christel Parrish	Ken Patterson	Pam Poteete
November	David Rhoads		Bill Esposito	Laura Giles
December	Christel Parrish	Ken Patterson	Pam Poteete	David Rhoads

#### Attachments/Supporting Documentation

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1. Adopt-A-Park Review Checklist

#### Budget/Financial Impact

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NA

#### Recommendation

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NA

#### Motion

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NA

## Adopt-A-Park Review Checklist

[illegible]

\*Email the Parks Board Members, Development Services Director Joe Hilbourn and City Manager Joni Clarke upon completion of report.





# City of Lucas

## Parks and Open Space Board Request

### May 25, 2021

Requester: Parks Board Member Ken Patterson

#### **Agenda Item Request**

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Consider review of Parks Board projects, goals and objectives established by the project matrix.

#### **Background Information**

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NA

#### **Attachments/Supporting Documentation**

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1. Project Matrix

#### **Budget/Financial Impact**

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NA

#### **Recommendation**

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NA

#### **Motion**

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NA

# PARKS BOARD MATRIX

## Comprehensive Plan Goals

- Goal 1. Preserve natural environment and native ecosystems.
- Goal 2. Provide a comprehensive trail system plan to include green belt and open space that is compatible with the environment and compatible with residential neighborhoods.
- Goal 3. Develop and maintain the new Lucas parks and open space system

PARKS BOARD PROJECTS				
Parks Board Agenda Date 2021	Projects	Status/Event Date	Project Leader	Team Members
May 25	Park Budget Review and Recommendations	Annually	Joni Clarke	Parks Board Kent Souriyasak Joe Hilbourn
May 25 July 27 September 28	Review Adopt-A-Park program. Identify additional/desired park amenities and their location within the City's park system	Review monthly, send to staff and Parks Board	Parks Board	Joe Hilbourn Public Works
May 25	Farmers Market	April-October	Bill Esposito	Lucas Farmers Market Committee Parks Board
May 25	Keep Lucas Beautiful Spring Cleanup Event/Electronic Recycling and Paper Shredding	April 3	Kent Souriyasak	Public Works
May 25	Movie in the Park – Spring	June 4	Kent Souriyasak	Bill Esposito
July 27	Founders Day	May 8	Kent Souriyasak	City Staff
July 27	Public Lands Trail Cleanup Event with TTPA and USACE	September 25	Kent Souriyasak	Public Works
July 27 September 28	Movie in the Park – Fall	October 16	Kent Souriyasak	Bill Esposito
September 28	Arbor Day	November 6	Kent Souriyasak	Bill Esposito
January 25, 2022	Review of the Comprehensive Plan, Park Rules and Park Fees	Annually	Joe Hilbourn	Parks Board
Revisit 2022	Trail Master Plan	Revisit 2022	Joe Hilbourn Joni Clarke	Parks Board
	Work with Boy Scouts on Community Projects	Ongoing	Joe Hilbourn	Boy Scouts

	Write articles for the Lucas Leader	Ongoing	Stacy Henderson	Parks Board
	Master Volunteer List	Ongoing	Ken Patterson Pam Poteete	Kent Souriyasak
<b>Parks Board Agenda Date 2021</b>	<b>Projects</b>	<b>Status/Event Date</b>	<b>Project Leader</b>	<b>Team Members</b>
Not Established	Identify and plant Wildflower area		Laura Giles	
Not Established	Agricultural Tours		Laura Giles	
Not Established	Identify Public Lands for tree planting		Parks Board	
Not Established	Hold a seminar on how to build a chicken coop/how to start a vegetable garden			
Not Established	Hold a Plant Exchange/Sale to promote native plants			
Not Established	Concert in the Park			



# City of Lucas

## Parks and Open Space Board Request

### May 25, 2021

Requester: Parks Board

#### **Agenda Item Request**

---

Consider future agenda items for action or discussion to be added to the Parks and Open Space Board Agenda.

#### **Background Information**

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NA

#### **Attachments/Supporting Documentation**

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NA

#### **Budget/Financial Impact**

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NA

#### **Recommendation**

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NA

#### **Motion**

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There is no motion required.



# City of Lucas

## Parks and Open Space Board Request

### May 25, 2021

Requester: City Secretary Stacy Henderson

#### **Agenda Item Request**

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Consider approval of the minutes of the March 23, 2021 Parks and Open Space Board meeting.

#### **Background Information**

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NA

#### **Attachments/Supporting Documentation**

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1. March 23, 2021 Parks and Open Space Board minutes.

#### **Budget/Financial Impact**

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NA

#### **Recommendation**

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Staff recommends approval of the minutes as submitted.

#### **Motion**

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I make a motion to approve/amend the minutes of the March 23, 2021 Parks and Open Space Board meeting.



Parks and Open Space Board Meeting  
March 23, 2021  
7:00 p.m.  
City Hall Council Chambers  
and by Video Conference  
City Hall – 665 Country Club Road, Lucas Texas

## MINUTES

### Call to Order

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Chairman Rhoads called the meeting to order at 7:03 p.m.

**Parks Board Members Present:**

Chairman David Rhoads  
Vice Chairman Bill Esposito  
Member Kenneth Patterson  
Member Christel Parish  
Alternate Member Laura Giles

**Parks Board Members Absent:**

Member Tommy Dewitt  
Alternate Member Pam Poteete

**Staff Present:**

City Manager Joni Clarke  
Development Services Director Joe Hilbourn  
City Secretary Stacy Henderson  
Assistant to the City Manager Kent Souriyasak

**City Council Liaison Present:**

Councilmember Tim Baney

Chairman Rhoads determined that a quorum was present, and the Pledge of Allegiance was conducted.

**1. Provide an update on the City's upcoming special events.**

Assistant to the City Manager Kent Souriyasak provided an update on the following events:

- Keep Lucas Beautiful Spring Cleanup scheduled on Saturday, April 3, 2021
- Electronic Recycling and Paper Shredding scheduled on Saturday, April 3, 2021
- Movie in the Park scheduled on Friday, April 9, 2021
- Founders Day scheduled on Saturday, May 8, 2021

There was no action on this item, it was for discussion purposes only.

**2. Provide an update on the Lucas Farmers Market.**

Bill Esposito, Chairman of the Farmers Market Committee provided an update regarding farmers market activities noting that 70 vendors had signed up for various markets throughout the year and the Committee was determining voids in the market to actively recruit those types of vendors. Mr. Esposito discussed the new addition of a donation booth at the market this year that would benefit area food pantries.

There was no action on this item, it was for discussion purposes only.

**3. Consider planting a wildflower area in the City of Lucas and dedicate an area for family pictures.**

Parks Board Member Laura Giles discussed the proposal of planting a wildflower area for families to take pictures and enjoy. Ms. Giles stated that the wildflower area could be part of the Keep Lucas Beautiful program and free seeds were available from the Ag Extension office in McKinney.

The Parks Board asked Development Services Director Joe Hilbourn to identify park adjacent properties where wildflower areas could be planted.

**4. Provide update regarding the facilitation of a Master Volunteer List.**

Parks Board Member Ken Patterson suggested an update be provided at each meeting of how many individuals had signed up to volunteer and then further determine needs for various events.

There was no action on this item, it was for discussion purposes only.

**5. Receive reports from Parks Board members regarding the Adopt-a-Park Program, review the park facility checklist for each park, and alternate park assignments amongst the members.**

Parks Board Members Ken Patterson, Bill Esposito, and Chairman Rhoads provided an update regarding areas needing improvements from their assigned park they inspected.

The Parks Board suggested sending inspection reports to City staff, including Development Services Director Joe Hilbourn and City Manager Joni Clarke, along with pictures to assist in identifying areas that needed improvements.

Chairman Rhoads noted that he would put together a list of parks and assign Parks Board members to a rotation between each park to assist in identifying areas needing improvements.

**6. Consider review of Parks Board projects, goals and objectives established by the project matrix.**

The following items were removed from the Parks Board Project list:

- Beekeepers club
- Allen ISD FFA
- Recycling promotion
- Potluck community events
- Christmas lighting contest
- Create a dog park
- Scarecrow contest

The following items were added to the list:

- Promotion of agricultural events or tours
- Seminar on how to build a chicken coop
- Starting a vegetable garden

**7. Consider future agenda items for action or discussion to be added to the Parks and Open Space Board Agenda.**

- Volunteer list update
- Agritourism
- Adopt-A-Park Program update
- Budget items to be considered for FY 21/22

**8. Consider approval of the minutes of the January 26, 2021 Parks and Open Space Board meeting.**

**MOTION:** A motion was made by Vice Chairman Esposito, seconded by Mr. Patterson to approve the minutes of the January 26, 2021 Parks and Open Space Board meeting. The motion passed unanimously by 5 to 0 vote.

**9. Adjournment.**

**MOTION:** A motion was made by Vice Chairman Esposito, seconded by Mr. Patterson to adjourn the meeting at 8:25 p.m. The motion passed unanimously by a 5 to 0 vote.

APPROVE:

ATTEST:

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David Rhoads, Chairman

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Stacy Henderson, City Secretary