



AGENDA

Parks and Open Space Board Meeting

March 22, 2022 | 7:00 PM

Council Chambers | Video Conference

City Hall | 665 Country Club Road, Lucas, Texas

Notice is hereby given that a meeting of the City of Lucas Parks and Open Space Board will be held on Tuesday, March 22, 2022 at 7:00 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651 and by video conference, at which time the following agenda will be discussed. Pursuant to Texas Government Code 551.127, one or more members of the governing body may appear via videoconference call.

To join the meeting, please click this URL:

<https://us06web.zoom.us/j/93209577490?pwd=V3hrNENHdGN4WnJHaDlPNzBjZHpzQT09>

and enter your name and email address.

Join by phone: 1-346-248-7799

Webinar ID: 932 0957 7490

Passcode: 777570

If you would like to watch the meeting live, and not participate via Zoom, you may go to the City's live streaming link at <https://www.lucastexas.us/live-streaming-videos/>.

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 by 4:00 pm noting the item you wish to speak on and noting your attendance will be remote. Please note, any requests received after 4:00 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 by no later than 4:00 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 4:00 pm will not be included at the meeting.

Call to Order

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

Regular Agenda

1. Provide updates regarding upcoming special events including:
 - A. Keep Lucas Beautiful Spring Cleanup
 - B. Lucas Farmers Market
 - C. Car Show
 - D. Founders Day**(Assistant to the City Manager Kent Souriyasak, Parks Board Vice Chair Bill Esposito)**
2. Discuss and review the Adopt-a-Park Program including a review of the Adopt-A-Park Activity Log that was prepared by staff at the Request of the Parks Board and the method for disseminating the log. **(Management Analyst Patrick Hubbard)**
3. Discuss and review the current schedule of fees and the current procedure for the reservation of parks facilities including the Pavilion at the Community Park, Community Center, and ball fields. **(Management Analyst Patrick Hubbard, Assistant to the City Manager Kent Souriyasak)**
4. Consider approval of the minutes of the January 25, 2022, Parks and Open Space Board meeting. **(City Secretary Stacy Henderson)**
5. Consider changing the start time of Parks and Open Space Board meetings from 7:00 pm to 6:30 pm and setting a date to begin the new schedule. **(Parks Board)**

Certification

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, Texas 75002 and on the City's website at www.lucastexas.us on or before 5:00 p.m. on March 17, 2022.

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 at least 48 hours prior to the meeting.



City of Lucas

Parks and Open Space Board Request

March 22, 2022

Requester: Assistant to the City Manager Kent Souriyasak
Parks Board Vice Chair Bill Esposito

Agenda Item Request

Provide updates regarding upcoming special events including:

- A. Keep Lucas Beautiful Spring Cleanup
- B. Lucas Farmers Market
- C. Car Show
- D. Founders Day

Background Information

The following special events are upcoming:

- A. Keep Lucas Beautiful Spring Cleanup – Saturday, April 2, 2022, from 9:00 am to 1:00 pm**

The KLB Spring Cleanup will be held from 9:00 am to 1:00 pm on Saturday, April 2, 2022. Residents can choose an area (neighborhood, park, etc.) within the city to clean up during the event. Volunteers will be able to pick up cleanup supplies at City Hall during the week and on the morning of the event. There are currently 29 volunteers registered for the spring cleanup. Online volunteer registration forms are available on the City's website at: www.lucastexas.us/klb-spring-cleanup.

- B. Lucas Farmers Market – Saturday, April 9, 2022, from 8:00 am to 12:00 pm**

The Lucas Farmers Market is holding its first market of the 2022 season on April 9, 2022. Each market will feature a special event under the Pavilion. The special event of the first market will feature the Plant Sale and Backyard Gardening 101. Bluebonnet Country Garden Starts will hold a huge plant sale with hundreds of vegetables, herbs, heirloom varieties, hybrids, plants, and more that will thrive in the North Texas climate. The Collin County Master Gardeners will also be present at the first market to offer planting advice. Sherrian Jones of Texas Pure will be located under the Pavilion next to the Master Gardeners talking soil and mulch for the gardens. Sherrian Jones, who is also a Master Gardener, will host a Backyard Gardening 101 presentation at 10:30 am in the Community Center discussing raised beds and soils for North Texas gardening.



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The following is a comprehensive list of special events scheduled for each farmers market:

- April 9 – Plant Sale & Back Yard Gardening
- April 23 – Back Yard Chickens with Cathey Gleason
- May 14 – Special Market at Founders Day
- May 28 – Memorial Day Picnic in the Park
- June 11 – Ice Cream Crank Off
- June 25 – Children’s Craft Event & Yoga Day at the Market
- July 9 – AgriLife
- July 23 – Chef Demonstration
- August 13 – Back to School Event
- August 27 – TPWD Gun Safety/Hunting Regulations/Game Warden
- September 10 – Fire Rescue Event & 9-11 & Friends
- September 24 – Bee Demo
- October 8 – World Food Day
- October 22 – Pumpkin Decorating
- December 2 – Holiday Market at Founders Day

C. Complete Customs Lucas Car Show – Saturday, May 7, 2022, from 8:00 am to 12:00 pm

Complete Customs and Tony Prutch (J. Anthony Homes) will be holding a city-sponsored Car Show on Saturday, May 7, 2022, from 8:00 am to 12:00 pm at Creekwood United Methodist Church. The Car Show will feature classic cars, custom restomods, lifted trucks, and more. There is a donation entry fee of \$20 to participate. General admission is free, but Complete Customs will be accepting donations throughout this event to raise funds that will go to restoring the City of Lucas’ first fire engine known as Ol’ Streaker.

D. Founders Day – Saturday, May 14, 2022, from 8:00 am to 1:00 pm

Founders Day will be held from 8:00 am to 1:00 pm on Saturday, May 14, 2022, at the Lucas Community Park. Founders Day will feature a parade, mini golf, carnival games, stick horse rodeo, pony hop derby, balloon artists, historical exhibit, silent auction by Legacy 4-H Club, and the Lucas Farmers Market. In-N-Out Burger will be providing free meals to the community. Visitors will have the option to purchase specialty hot dogs, ice cream, and other ready to eat food at the market.

Volunteers – Volunteers interested in helping with the stick horse rodeo, parade, and other activities can sign up online at www.lucastexas.us/volunteer-registration-form.



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Parade – Parade applications are online at www.lucastexas.us/2022-founders-day-parade-application. Applications are due April 29, 2022. Parade check-in and lineup will be at Hart Elementary School from 8:30 am to 9:15 am. The parade will begin at 9:30 am.

Public Parking – Public parking will be available at Willow Springs Middle School where shuttle buses will transport visitors to and from the event. The parade will be staged at Hart Elementary School. After the parade ends, public parking will be available at Hart Elementary School.

Shuttle Services – Shuttle services will operate from 7:30 am to 1:30 pm between Willow Springs Middle School and the Lucas Community Park. After the parade ends, shuttle services will also stop by Hart Elementary School.

Founders Day Event Schedule

8:00 am	Founders Day Begins
8:00 am	Lucas Farmers Market Opens
9:30 am	Parade
10:00 am	Lunch Opens
10:30 am	Service Tree Awards
11:00 am	Stick Horse Rodeo & Pony Hop Derby
1:00 pm	Founders Day Ends

Attachments/Supporting Documentation

NA

Budget/Financial Impact

- A. **Keep Lucas Beautiful Spring Cleanup** – Cleanup supplies and resources are budgeted at \$5,000 in account Keep Lucas Beautiful 11-6211-446.
- B. **Lucas Farmers Market** – Market supplies and resources are budgeted at \$5,000 in account Parks Events 11-6211-448.
- C. **Car Show** – The City will be providing liability insurance, law enforcement, staffing, and restroom facilities for the Car Show. Estimated costs and funding are not yet determined.
- D. **Founders Day** – Event supplies and resources are budgeted at \$30,000 in account Founders Day 11-6211-444.



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Recommendation

NA

Motion

There is no motion required, this is a discussion only.



City of Lucas

Parks and Open Space Board Request

March 22, 2022

Requester: Management Analyst Patrick Hubbard

Agenda Item Request

Discuss and review the Adopt-a-Park Program including a review of the Adopt-A-Park Activity Log that was prepared by staff at the Request of the Parks Board and the method for disseminating the log.

Background Information

The Parks Board has determined the rotation schedule below between Parks Board members to monitor the various parks and report to staff any items needing repairs. The monitoring schedule for the year is outlined below:

Lucas Park Review Program Schedule 2022				
Report is due before close of business on the date shown below	East Winningkoff Trail Head	Forrest Creek Park	Community Park	Kenneth R. Lewis Park
January 07, 2022	David Rhoads	Laura Howard	Bill Esposito	Laura Giles
February 11, 2022	Christel Parish	Ken Patterson	Pam Poteete	David Rhoads
March 11, 2022	Laura Howard	Bill Esposito	Laura Giles	Christel Parish
April 08, 2022	Ken Patterson	Pam Poteete	David Rhoads	Laura Howard
May 06, 2022	Bill Esposito	Laura Giles	Christel Parish	Ken Patterson
June 10, 2022	Pam Poteete	David Rhoads	Laura Howard	Bill Esposito
July 08, 2022	Laura Giles	Christel Parish	Ken Patterson	Pam Poteete
August 05, 2022	David Rhoads	Laura Howard	Bill Esposito	Laura Giles
September 09, 2022	Christel Parish	Ken Patterson	Pam Poteete	David Rhoads
October 07, 2022	Laura Howard	Bill Esposito	Laura Giles	Christel Parish
November 11, 2022	Ken Patterson	Pam Poteete	David Rhoads	Laura Howard
December 09, 2022	Bill Esposito	Laura Giles	Christel Parish	Ken Patterson

City staff have received the following reports from the Parks and Open Space Board:

<u>Date</u>	<u>Board Member</u>	<u>Park</u>
October 7, 2021	Kenneth Patterson	Kenneth R Lewis Park
November 1, 2021	Bill Esposito	Kenneth R Lewis Park
November 6, 2021	David Rhoads	Community Park
December 12, 2021	Christel Parish	Forest Creek Park



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January 7, 2022	Laura Howard	Forest Creek Park
January 25, 2022	Bill Esposito	Community Park
January 25, 2022	Laura Giles	Kenneth R Lewis Park
March 3, 2022	Christel Parish	Kenneth R Lewis Park

Following a request at the Parks Board meeting on January 25, 2022, staff have created a spreadsheet compiling each of the reported items and any associated repairs or activities. This list compiles the reported items under three categories:

1. Imminent Repair or Routine Maintenance
2. Programmed (funded) Activity
3. Proposed or Planned (unfunded) Activity

Those items in Category 1 are acute issues that staff can either immediately address or are part of weekly to monthly park maintenance, such as the recent repair to the fence at Kenneth R. Lewis Park or the removal of trash and debris. The Parks Liaison can immediately refer these tasks to Public Works field staff. For instances such as trash and debris, the Liaison can refer maintenance staff to areas identified by the Board for closer attention.

Those items in Category 2 are activities that are programmed and funded but are not set to be immediately completed or activities that have been identified by the Parks Board and likely fit within the scope of current programs but will require further coordination. Some of these are seasonal items such as mulching. The Parks Liaison will seek to provide as accurate of an estimate for their completion as possible.

Those items in Category 3 would require some further action or a combination of further actions such as research, the development of a design or work proposal, formal Council/Board action, or budgeting.

The use of this Activity Log assures the Parks and Open Space Board that all Adopt-A-Park activity is recorded, sorted and addressed in a timely manner.

Staff will share a Dropbox link to the Parks Board to view the updated Adopt-A-Park Activity Log. Management Analyst Patrick Hubbard will maintain the updated list and Parks Board members can view the log at any time to avoid reporting similar issues.

Attachments/Supporting Documentation

1. Adopt-A-Park Review Checklist Form
2. Adopt-A-Park Activity Log Updated March 15, 2022



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Budget/Financial Impact

NA

Recommendation

Staff recommends using Dropbox as a file sharing platform to view updated Adopt-A-Park Activity Logs. Staff will provide the Parks Board with secure online access to the Dropbox file.

Motion

There is no motion required.

Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
1 - Routine/Standard				(all resolved)			
2 - Programmed/Periodic	David Rhoads	Community Park	11/6/2021	Repair deterioration of picnic table boards	Dilapidated tables removed	Dilapidated tables were removed before Country Christmas. Picnic tables will be inventoried and replaced as needed in the Spring, based on condition.	
2 - Programmed/Periodic	David Rhoads	Community Park	11/6/2021	Refinish picnic tables	Dilapidated tables removed	Dilapidated tables were removed before Country Christmas. Picnic tables will be inventoried and replaced as needed in the Spring, based on condition.	
2 - Programmed/Periodic	David Rhoads; Bill Esposito	Community Park	11/6/2021	Mulching	Scheduled for Early Spring Pending Material Delivery	Public Works will order and distribute a large quantity of mulch in early Spring	
2 - Programmed/Periodic	Laura Howard	Forest Creek Park	1/7/2022	Repair Picnic Table Grafitti	Incomplete	Picnic tables will be inventoried and replaced as needed in the Spring, based on condition	
2 - Programmed/Periodic	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Mulching	Scheduled for Early Spring Pending Material Delivery	Public Works will order and distribute a large quantity of mulch in early Spring	
3 - Proposed	Bill Esposito	Community Park	1/25/2022	Maintenance to Ceiling of Pavillion (repair of lap boards)	Incomplete	Public Works has evaluated the ceiling and it appears to be in overall working condition. Future refinishing or repair could be completed.	
3 - Proposed	Laura Howard	Forest Creek Park	1/7/2022	Replace Playground Equipment	Requires Funding	Grant Submitted	
3 - Proposed	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Unlocking bathrooms during certain hours	Requires Policy Change		
3 - Proposed	Kenneth Patterson; Bill Esposito	Kenneth R. Lewis Park	10/7/2021	Upgrades/Expansion of ball field	Requires Funding	Discussion items include: Material of infield, height of pitchers mound, sun and foul ball protection for bleachers, scoreboard, height of dugouts, decomposed granite for infield	
3 - Proposed	Kenneth Patterson; Bill Esposito; Laura Giles	Kenneth R. Lewis Park	10/7/2021	Pavilion Foundation/Concrete Repair	Requires Funding	Public Works seeking quotes. We have 2 quotes and are having trouble getting a 3rd response.	
Complete	David Rhoads	Community Park	11/6/2021	Repair protection cage for sprinkler on gravel parking lot	Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Clean and reposition grill on West end	Grills maintained	Added Retroactively (document created February 2022)	Not Recorded

Adopt-A-Park Activity Log

Complete	David Rhoads	Community Park	11/6/2021	Lavatory dripping in womens' restroom	Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Pavillion light switch is missing rainproof cover	Cover added	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Address broken pipe between pavilion and rail fence	Pipe repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Refinish park benches	Benches were rebuilt	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Trash General	Park Cleaned	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard	Forest Creek Park	1/7/2022	Replace/Repair Soccer Nets	Net repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Repair tiles on Sports Court	Tile reset	Added Retroactively (document created February 2022)	Not Recorded
Complete	Christel Parish	Forest Creek Park	12/13/2021	Trash General	Park Cleaned	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Weeding around Playground	Lawncare Completed	Added Retroactively (document created February 2022)	Not Recorded
Complete	Christel Parish	Kenneth R. Lewis Park	3/3/2022	Repair damaged portion of chain link fence along ball field	Fence repaired	Public Works repaired the fence during the week of 3/11/2022 and reported the repair to Ms. Parish	3/11/2022
Complete	Laura Giles	Kenneth R. Lewis Park	1/25/2022	Cleanup of Trash on Fenceline	Park Cleaned	I will follow-up with PW staff to make sure that debris is cleaned up.	Not Recorded
Complete	Laura Giles	Kenneth R. Lewis Park	1/25/2022	Beer bottles in trash	Park Cleaned	The trash is emptied regularly by PW Staff. Any unlawful consumption of alcohol at the park could be partially monitored/addressed through improved security systems.	Not Recorded
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Inspect/Repair Irrigation	Leaks Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Address water pooling in the infield	Field Graded	Added Retroactively (document created February 2022)	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Weeds: General	Lawncare Completed	Weeds have been pulled	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Trash: General	Park Cleaned	Trash has been picked up and bags replaced	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Parking Block is damaged	Block Replaced	Damaged parking block removed	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Tree limbs block the parking lot	Tree Trimming Complete	Trees Trimmed	Not Recorded



City of Lucas

Parks and Open Space Board Request

March 22, 2022

Requester: Management Analyst Patrick Hubbard
Assistant to the City Manager Kent Souriyasak

Agenda Item Request

Discuss and review the current schedule of fees and the current procedure for the reservation of parks facilities including the Pavilion at the Community Park, Community Center, and ball fields.

Background Information

The topic of reservation fees regarding the Pavilion at the Community Park and Community Center was discussed at the January 25, 2022, Parks and Open Space Board Meeting. This item provides an opportunity for the Board to discuss the current procedure and fees related to reserving city parks facilities for private use.

As discussed in the previous session, the fee for the use of the pavilion primarily serves to deter frequent reservations of the facility that detract from the general public's ability to enjoy the pavilion. This fee ensures that anyone reserving the facility is serious about using it at the reserved time and did not reserve it solely because it is available, without serious intent to actually show up and use it. This has historically been a cause of concern. The fee also offsets the cost of any cleaning or maintenance related to larger parties using the pavilion that may go beyond normal use.

The City only allows Lucas residents to reserve the Community Center at no fee. The Community Center is not available for non-residents to reserve and utilize.

Beyond charging fees, the renters of the ball field are not able to have more than two reservations on the ball field calendar at one time. This means that, for example, they can rent the field for the same time in two consecutive weeks but must wait until the first reservation has passed before reserving the field for another week.

A reservation is not required for use of the Pavilion or ball fields by the general public. A reservation is required for exclusive use. In general, people can use these facilities at any time during park operating hours unless they are reserved.

Attachments/Supporting Documentation

1. Lucas Parks Reservation Form



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Budget/Financial Impact

Revenue generated from facility reservations may fluctuate based on subsequent revisions to the fee schedule made by City Council.

Recommendation

NA

Motion

There is no motion required.



CITY OF LUCAS FACILITY USE AGREEMENT

Contact Information:

Name:			
Mailing Address:			
Email:			
Cell Phone:			
Event:			
Team Name:		Age Group:	

Reservation Requested:

Date of Use: Time Requested From: To:

Date of Use: Time Requested From: To:

Facilities Requested:

Kenneth R. Lewis Park

- Pavilion Key # _____
- Field A (Soccer U8)
- Field B (Softball/Baseball)
- Field C (Football)
- Field D (Soccer)

Community Park (Next to City Hall)

- Pavilion
- Community Center Key # _____

Capacity (main room – 80) (conf. room – 12)

- Tables _____
- Chairs _____
- Poly Carts

Fees:

Facilities	Rates: Residents	Rates: Non-Residents	Hours Needed	Total Fee
Pavilion	\$25/4 hours ~ \$50 all day	\$25/hour		
Fields A, B, C, or D	\$0	\$25/hour		
Community Center	\$0	Lucas Residents Only		
TOTAL DUE:				

For Office Use Only:

Date Approved: _____ Payment Received: _\$ _____ Initials: _____

The City reserves the right to refuse the use of park facilities. If your rental is cancelled due to weather, you must reschedule your rental on a date that falls within 30 days of your original rental date. For more information please contact Donna Bradshaw @ 972-912-1206, or dbradshaw@lucastexas.us.

Terms and Conditions of Facility Use

1. Upon City’s approval of this Agreement and User’s payment of all deposits and fees, the City hereby grants User a temporary and non-exclusive license to use the Facilities requested, for the time requested, upon the terms and conditions set forth herein. The City may terminate this Agreement at any time.
2. Facilities are provided “AS IS” with all defaults and conditions. User shall not mark, deface, damage or injure any part of the Facilities. At the conclusion of use, User shall return the Facilities in as good condition and repair as they were in prior to commencement of use. User shall get prior written approval before placing any temporary structures in the Facilities. In the event that Licensee fails to remove all debris, including any temporary structures erected, and repair any damage to any portion of Facilities destroyed or damaged in connection with the User’s use of the Facilities, and restore the property to the same condition as of the Commencement Date, the City shall be entitled to conduct such repairs and restoration, and Licensee shall be responsible for the costs thereof which shall be due upon demand.
3. User and User’s invitees shall abide by all ordinances, rules and regulations regarding the Facilities at all times. A copy of the City Park’s Ordinance is attached as Exhibit “A” to this Agreement.
4. **THE CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE USER’S USE OF THE FACILITIES PURSUANT TO THIS AGREEMENT. USER HEREBY WAIVES ALL CLAIMS AGAINST THE CITY OF LUCAS, TEXAS, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS “THE CITY”) FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE CITY OR BREACH OF CITY’S OBLIGATIONS HEREUNDER. USER SHALL INDEMNIFY, DEFEND, PROTECT AND KEEP CITY, AND ITS OFFICERS, AGENTS, AND EMPLOYEES, HARMLESS AND INDEMNIFIED AGAINST AND FROM ANY PENALTY, OR ANY DAMAGE, OR CHARGE, IMPOSED FOR ANY VIOLATION OF ANY LAW, ORDINANCE, RULE OR REGULATION ARISING OUT OF THE USER’S USE OF THE FACILITIES, WHETHER OCCASIONED BY THE NEGLIGENCE OF USER, ITS EMPLOYEES, OFFICERS, PARTNERS, SHAREHOLDERS, AGENTS, CONTRACTORS, INVITEES, OR GUESTS. USER SHALL AT ALL TIMES DEFEND, PROTECT AND INDEMNIFY, AND THE USER SHALL HOLD CITY, ITS OFFICERS, AGENTS, AND EMPLOYEES HARMLESS AGAINST AND FROM ANY AND ALL LOSS, COST, DAMAGE, OR EXPENSE, INCLUDING ATTORNEY’S FEES, ARISING OUT OF OR FROM ANY ACCIDENT OR OTHER OCCURRENCE CAUSING PERSONAL INJURY, DEATH OR PROPERTY DAMAGE RESULTING FROM USE OF THE FACILITIES BY USER, ITS AGENTS, EMPLOYEES, PARTNERS, SHAREHOLDERS, AGENTS, CONTRACTORS, INVITEES, OR GUESTS, EXCEPT WHEN CAUSED BY THE WILLFUL MISCONDUCT OR GROSS NEGLIGENCE OF CITY, ITS OFFICERS, EMPLOYEES AND/OR AGENTS, AND ONLY THEN TO THE EXTENT OF THE PROPORTION OF ANY FAULT DETERMINED AGAINST CITY FOR ITS WILLFUL MISCONDUCT OR GROSS NEGLIGENCE. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.**

BY SIGNING BELOW, I AGREE TO THE TERMS AND CONDITIONS CONTAINED HERIN.

SIGNATURE OF USER: _____ **DATE:** _____

EXHIBIT "A"
Park Rules

By **Sec. 1.09.062**

Conduct prohibited in parks

As used in this division, "city park" or "park facility" shall mean any area in the city owned or used by the city, or by the city jointly with any other governmental or private entity, devoted to active or passive recreation, and includes but is not limited to athletic fields, recreation areas, community center property, and those areas designated as city parks. The following acts, omissions or conduct are prohibited within the limits of all city parks and no person, firm or corporation shall engage in, commit, cause, or suffer the following acts, omissions or conduct:

- (1) To enter or remain in any park facility between the hours of 11:00 p.m. and 5:00 a.m. unless different hours for the park facility have been designated. All soft surface trails shall be closed from dusk until dawn where on-site signage is posted, unless different hours have been posted;
- (2) To allow any pet or animal to run at large or fail to keep a pet or animal restrained by a leash, chain or cord not more than six (6) feet long;
- (3) To dump or litter in any park. All persons shall use receptacles provided for the deposit of refuse;
- (4) To tie or restrain an animal by attaching its leash to fencing, trees, benches, bleachers, pole or other park facility infrastructure;
- (5) To operate a motor vehicle within any city park in any area not designated as a roadway for vehicular traffic (for the purposes of this subsection, "motorized vehicle" means any vehicle or conveyance which is self-propelled) which would exclude electronic wheelchairs or electric scooters for the disabled;
- (6) To use or ride on a skateboard within a city park;
- (7) To possess, use, discharge or employ any fireworks, firearm, BB gun, air gun, bow-and-arrow, or slingshot;
- (8) To sell, possess or consume any alcoholic beverage;
- (9) To erect, post, distribute, or place any advertising material, sign, circular, or handbill without the prior permission of the city;
- (10) To practice, conduct, or carry on any commercial activity, trade or business activity unless said commercial activity provides recreational activities that serve Lucas residents.
 - Commercial activity that would be classified as a recreational activity that enhances the overall well-being of participants and includes but is not limited to the provision of physical fitness classes, athletic sports activities and services that promote healthy lifestyles. It does not include the sale of products and/or goods. While this activity may serve non-residents, the provider must make the provision of recreational programming to Lucas residents a priority. The number of Lucas residents served may be taken into consideration on future applications for use of park facilities.

- City of Lucas Park Facilities may be reserved for commercial recreational activity from 5:00 am through 8:00 am and from 7:00 pm through 9:00 pm. The Community Center is not available for use for commercial recreational activity and may only be used by Lucas residents.
 - A City of Lucas Facility Use Agreement must be completed and submitted together with the required fee to the Development Services Director for consideration. The Applicant must provide documentation demonstrating the vendor's liability insurance coverage in the amount of \$1,000,000 and must be willing to include the City of Lucas on the certificate of insurance.
 - The Applicant may reserve the park facility for up to two months and must reapply for any subsequent use. If any park facility is left in a condition that is unacceptable to the City, the City reserves the right to not allow the vendor to use any of its facilities in the future;
- (11) To cause, create or maintain any nuisance or engage in any conduct or activity that unreasonably disturbs persons of ordinary sensibilities;
 - (12) To use any type of sound amplification devices which include but are not limited to loudspeakers, amplifiers or microphones without the written permission of the city;
 - (13) To ascend, descend, operate, or launch any aircraft, including but not limited to hot air balloons, airplanes, paraplanes, ultralight aircrafts, helicopters, drones, remote/radio controlled devices and gliders;
 - (14) To hit golf balls of any type in a park facility;
 - (15) To camp overnight in or upon any park facility;
 - (16) To enter onto a reserved facility or area, or a location where scheduled activities are occurring, during the period that the area or facility is reserved or during the scheduled activity and remain or return there after the person has been given notice to leave. Reserved facilities and areas, and scheduled activities, include but are not limited to: athletic fields and pavilions;
 - (17) To make or kindle a fire except in public stoves, grills, fire pits, or designated areas provided for that purpose. Fires shall not be left unattended and must be extinguished prior to departure. The City Manager may prohibit all fires in public parks during those periods that he, in his sole discretion, determines that extreme dry weather, high winds or other conditions endanger public health and safety;
 - (18) To use or consume any tobacco products within a park facility; or
 - (19) To destroy, damage, deface or remove shrubbery, trees, soil, grass, turf or other vegetation, rock, minerals or any other personal or real property."



City of Lucas

Parks and Open Space Board Request

March 22, 2022

Requester: City Secretary Stacy Henderson

Agenda Item Request

Consider approval of the minutes of the January 25, 2022, Parks and Open Space Board meeting.

Background Information

NA

Attachments/Supporting Documentation

1. January 25, 2022, Parks and Open Space Board minutes.

Budget/Financial Impact

NA

Recommendation

Staff recommends approval of the minutes as submitted.

Motion

I make a motion to approve/amend the minutes of the January 25, 2022, Parks and Open Space Board meeting.



MINUTES

Parks and Open Space Board Meeting

January 25, 2022 | 7:00 pm

Council Chambers | Video Conference

City Hall | 665 Country Club Road, Lucas Texas

Call to Order

The meeting was called to order at 7:00 pm. A quorum was determined to be present, and the Pledge of Allegiance was conducted. Alternate Members Laura Howard and Laura Giles would serve as voting members due to the absence of two regular members.

Parks Board Members Present:

Chairman David Rhoads
Vice Chairman Bill Esposito
Member Pam Poteete (*arrived at 7:09 pm*)
Member Christel Parish (*attended remotely*)
Alternate Member Laura Howard
Alternate Member Laura Giles

Staff Present:

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

Parks Board Members Absent:

Member Kenneth Patterson

City Council Liaison Present:

Councilmember Tim Baney

Regular Agenda

1. Consider a City of Lucas sponsored Car Show to be organized by Lucas Citizen Tony Prutch.

Tony Prutch and a representative from Complete Customs discussed with the Parks Board their proposal to bring a car show to Lucas, proposing to be held at Lovejoy High School, with proceeds going towards the restoration of Ol' Streaker, the City's first fire engine.

The Parks Board discussed details of the event with Mr. Prutch and ways in which the City could support the event. The car show would not be held at any cost to the City of Lucas.

MOTION: A motion was made by Ms. Giles, seconded by Vice Chairman Esposito to approve authorizing the City Manager to proceed with a city-sponsored car show to be organized by citizen Tony Prutch, Mustang Sally Productions, and Complete Customs with proceeds benefiting the restoration of Ol' Streaker. The motion passed unanimously by a 5 to 0 vote.

2. Discuss and review the Adopt-a-Park Program including the checklist and rotation schedule as well as the ability of City staff to address deficiencies.

The Parks Board discussed with City Manager Joni Clarke various ways in which to approach the Adopt-a-Park program and reporting. Low maintenance items and safety items were discussed. The Parks Board determined that the City would provide a live document that could be edited and updated continuously, monthly inspections of the parks would continue for safety items, and low maintenance items would be reported quarterly.

3. Consider the appointment of Management Analyst Patrick Hubbard and Assistant to the City Manager Kent Souriyasak as the City staff liaisons to the Parks and Open Space Board.

Management Analyst Patrick Hubbard and Assistant to the City Manager Kent Souriyasak were introduced to the Parks Board members as the boards new City Staff liaisons. There was no motion on this item, it was for discussion purposes only.

4. Provide an update on the Lucas Farmers Market 2022 season.

Vice Chairman Esposito discussed the upcoming market season, vendor applications received, and the preparation for the upcoming season that was underway. There was no motion on this item, it was for discussion purposes only.

5. Discuss and review the Parks and Open Space Board Matrix Planning Calendar for 2022 and review the 2022 Special Events Calendar.

The Parks Board had no changes to the matrix planning calendar and reviewed the special events calendar. There was no motion on this item, it was for discussion purposes only.

6. Review Code of Ordinances, Section 1.09 Parks and Recreation and Appendix C Fee Schedule, Article 21 Parks and Recreation, and determine if any amendments are needed to the City's park rules and fees for City facilities.

The Parks Board recommended the following changes to Code of Ordinances, Section 1.09 Parks and Recreation:

- Amend Section 1.09.062 (10c) to remove the word “residential”, so the statement reads “commercial activity” rather than “commercial residential activity”.

The Parks Board also recommend there be no fee associated with renting the Community Park pavilion but would like to obtain more information from the City regarding rental usage before the proceeding with any decision on this matter.

MOTION: A motion was made by Vice Chairman Esposito, seconded by Ms. Howard to table this item to the March 22, 2022, Parks and Open Space Board meeting. The motion passed unanimously by a 5 to 0 vote.

7. Consider setting Parks and Open Space Board meeting dates for 2022.

MOTION: A motion was made by Chairman Rhoads, seconded by Vice Chairman Esposito to approve the 2022 meeting dates for the Parks and Open Space Board including moving the November meeting date to November 15. The motion passed unanimously by a 5 to 0 vote.

8. Consider approval of the minutes of the November 16, 2021, and December 13, 2021, Parks and Open Space Board meeting.

MOTION: A motion was made by Chairman Rhoads, seconded by Vice Chairman Esposito to approve the minutes of the November 16, 2021, and December 13, 2021, Parks and Open Space Board meetings. The motion passed unanimously by a 5 to 0 vote.

9. Consider the appointment of a Chairman and Vice Chairman of the Parks and Open Space Board to serve for a period of approximately one (1) year with terms ending December 31, 2022.

MOTION: A motion was made by Vice Chairman Esposito, seconded by Ms. Poteete to appoint David Rhoads as Chairman to the Parks and Open Space Board to serve for a period of approximately one (1) year with a term ending December 31, 2022. The motion passed unanimously by a 5 to 0 vote.

MOTION: A motion was made by Ms. Howard, seconded by Ms. Poteete to appoint Bill Esposito as Vice Chairman of the Parks and Open Space Board to serve for a period of approximately one (1) year with a term ending December 31, 2022. The motion passed unanimously by a 5 to 0 vote.

10. Adjournment.

MOTION: A motion was made by Chairman Rhoads, seconded by Vice Chairman Esposito to adjourn the meeting at 8:39 am. The motion passed unanimously by 5 to 0 vote.

APPROVE:

ATTEST:

David Rhoads, Chairman

Stacy Henderson, City Secretary



City of Lucas

Parks and Open Space Board Request

March 22, 2022

Requester: Parks Board

Agenda Item Request

Consider changing the start time of Parks and Open Space Board meetings from 7:00 pm to 6:30 pm and setting a date to begin the new schedule.

Background Information

On March 3, 2022, the City Council voted to change their meeting start time from 7:00 pm to 6:30 pm to maximize time and improve efficiency. The new time for City Council meetings will take effect May 5, 2022. For all other boards and commissions, beginning meetings at 6:30 pm would provide for a consistent start time.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

I make a motion to approve/deny starting Parks and Open Space Board meetings at 6:30 pm and setting a date to begin the new schedule on May 24, 2022.