



AGENDA

Parks and Open Space Board Meeting

September 27, 2022 | 6:30 PM

Council Chambers

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, September 27, 2022 at 6:30 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651, at which time the following agenda will be discussed.

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 Interim City Secretary prior to the start of the meeting. This form will also allow a place for comments.

Submit Written Comments: If you are unable to attend a meeting and would like to submit written comments regarding a specific agenda item, email Interim City Secretary Kent Souriyasak at kent@lucastexas.us by no later than 3:30 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 3:30 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. Discuss market dates for the 2023 Lucas Farmers Market season and the frequency of markets throughout the season. (**Vice Chairman Bill Esposito, Member Pam Poteete**)
2. Discuss the creation of a marketing subcommittee for the Lucas Farmers Market. (**Vice Chairman Bill Esposito**)
3. Discuss the vendor application process and recruitment strategies for the Lucas Farmers Market. (**Vice Chairman Bill Esposito, Member Pam Poteete**)
4. Discuss the vendor application process and programs for youth at the Lucas Farmers Market. (**Vice Chairman Bill Esposito**)

5. Discuss potential special events that can be held in conjunction with the 2023 Lucas Farmers Market season, establishing a calendar, and assigning coordinators for each special event. (Vice Chairman Bill Esposito)
6. Discuss the Lucas Farmers Market rules for the 2023 season. (Vice Chairman Bill Esposito)
7. Discuss the Lucas Farmers Market budget for Fiscal Year 2022/23. (Vice Chairman Bill Esposito, Member Pam Poteete)
8. Discuss important milestones and deadlines for the 2023 Lucas Farmers Market season. (Vice Chairman Bill Esposito, Assistant to the City Manager Kent Souriyasak)
9. Consider approval of the minutes of the:
 - A. July 26, 2022, Parks and Open Space Board Meeting; and
 - B. August 30, 2022, Parks and Open Space Board Workshop.
(Assistant to the City Manager/Interim City Secretary Kent Souriyasak)

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 September 23, 2022.



Kent Souriyasak, Assistant to the City Manager/Interim 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 Interim City Secretary Kent Souriyasak at 972-912-1213 or by email at kent@lucastexas.us at least 48 hours prior to the meeting.



City of Lucas

Parks and Open Space Board Request

September 27, 2022

Requester: Vice Chairman Bill Esposito
Member Pam Poteete

Agenda Item Request

Discuss market dates for the 2023 Lucas Farmers Market season and the frequency of markets throughout the season.

Background Information

The Lucas Farmers Market experiences a lower-than-normal attendance rate in July and August from both vendors and the community. There is a concern that producers have vegetables every week, not every other week, and that some of their produce could either be going to waste or that they will have to take their produce to other markets so that they do not go bad. Volunteers and City staff are also impacted by the frequency of the markets.

During the 2022 Lucas Farmers Market season, the City utilized a traffic counter and manual counting (at times when needed) to determine the total number of vehicles entering the parking lot of the Community Park during market hours between 8:00 am and 12:00 pm. The following is a list of total vehicle counts per market thus far:

Market Date	Total Vehicle Count
April 9, 2022	730
April 23, 2022	744
May 14, 2022	326
May 28, 2022	394
June 11, 2022	396
June 25, 2022	382
July 9, 2022	283
July 23, 2022	320
August 13, 2022	344
August 27, 2022	284
September 10, 2022	271

At the markets on April 9 and 23, the traffic counter was utilized; however, the dwell time of vehicles from the traffic counter was higher and is not considered an accurate representation. On May 14, the market was included with Founders Day where public parking was not available at the Community Park. Therefore, the traffic count is not an accurate depiction of attendees at the event. Beginning with the market on May 28, City staff conducted manual counting and modified the dwell time on the traffic counter which has resulted in more accurate traffic counts for the remainder of the 2022 season.



City of Lucas

Parks and Open Space Board Request

September 27, 2022

At the Parks and Open Space Board meeting on July 26, 2022, the Parks and Open Space Board approved the Special Events Calendar for Fiscal Year 2022/23. This included tentative dates for the 2023 Lucas Farmers Market season which are:

April 22, 2023
May 13, 2023
May 27, 2023
June 10, 2023
June 24, 2023
July 8, 2023
July 22, 2023
August 12, 2023
August 26, 2023
September 9, 2023
September 23, 2023
October 14, 2023
October 28, 2023
December 1, 2023 (Holiday Market at Country Christmas)

The tentative market dates on October 14 and 28, 2023, and December 1, 2023 (Holiday Market) would extend to Fiscal Year 2023/24.

Attachments/Supporting Documentation

1. City of Lucas Special Events Calendar for Fiscal Year 2022/23.

Budget/Financial Impact

NA

Recommendation

NA

Motion

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

Special Events Calendar
Fiscal Year 2022/23

Date	Day	Time	Event	Location
October 4, 2022	Tuesday	To Be Determined	National Night Out	Various
October 8, 2022	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market (featuring World Food Day)	Community Park
October 14, 2022	Friday	7:30 pm - 9:30 pm	Movie in the Park	Community Park
October 22, 2022	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market (featuring Pumpkin Carving)	Community Park
November 5, 2022	Saturday	9:00 am - 12:00 pm	Arbor Day and Recycling Event	Community Park
December 9, 2022	Friday	6:00 pm - 9:00 pm	Country Christmas	Community Park
April 1, 2023	Saturday	9:00 am - 1:00 pm	Keep Lucas Beautiful Spring Cleanup	Various
April 8, 2023	Saturday	9:00 am - 10:00 am	Founders Day Parade	To Be Determined
April 8, 2023	Saturday	10:00 am - 2:00 pm	Founders Day Country Fair	Community Park
April 22, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market	Community Park
May 13, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market	Community Park
May 27, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market	Community Park
June 10, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market	Community Park
June 18, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Car Show	Lovejoy High School
June 24, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market	Community Park
July 8, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market	Community Park
July 22, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market	Community Park
August 12, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market	Community Park
August 26, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market	Community Park
September 9, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market	Community Park
September 23, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market	Community Park
September 30, 2023	Saturday	9:00 am - 1:00 pm	Public Lands Trail Cleanup	To Be Determined
To Be Determined	To Be Determined	To Be Determined	Fire Station Open House	Fire Station
To Be Determined	To Be Determined	To Be Determined	Art in Public Places Opening Reception	City Hall
Note: The last two market dates for the Lucas Farmers Market season extends into fiscal year 2023-24.				
October 14, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market	Community Park
October 28, 2023 <i>(tentative)</i>	Saturday	8:00 am - 12:00 pm	Lucas Farmers Market	Community Park



City of Lucas

Parks and Open Space Board Request

September 27, 2022

Requester: Vice Chairman Bill Esposito

Agenda Item Request

Discuss the creation of a marketing subcommittee for the Lucas Farmers Market.

Background Information

The Lucas Farmers Market has a need for updates to its marketing approach through social media, websites, and other avenues for promoting markets. Proper marketing of the Lucas Farmers Market can help the market grow and put the market in a position where its long-term future is sustainable. Some of the items that a marketing subcommittee can help with are:

- Vendor Recruitment
- Customer Outreach
- Social Media
- Lucas Farmers Market Website
- Newsletter Articles
- Other (magazines, newspapers, etc.)

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

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



City of Lucas

Parks and Open Space Board Request

September 27, 2022

Requester: Vice Chairman Bill Esposito
Member Pam Poteete

Agenda Item Request

Discuss the vendor application process and recruitment strategies for the Lucas Farmers Market.

Background Information

On August 18, 2022, the Parks and Open Space Board and Lucas Farmers Market Committee (LFMC) were provided with information to begin planning for the 2023 season. The benefit of early planning would result in posting the vendor application early on the City's website to enhance vendor recruitment. In addition, the LFMC may consider keeping the application period open and review the process for later applications to be considered.

All proposed changes to documents are due by September 30, 2022.

Attachments/Supporting Documentation

1. Vendor Application for 2023 Lucas Farmers Market

Budget/Financial Impact

NA

Recommendation

NA

Motion

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



City of Lucas
665 Country Club Road
Lucas, Texas 75002
972.912.1212
farmersmarket@lucastexas.us

Welcome to the 2023 Lucas Farmers Market

The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.

The Lucas Farmers Market is from 8 am to Noon at the Lucas Community Park located at 665 Country Club Road. The proposed calendar for the 2023 season continuing with the 2nd and 4th Saturday date selection. This is 13 standard markets plus a Country Christmas Holiday Market. The Lucas Farmers Market 2023 Rules & Regulations are posted on the Lucas Farmers Market and the City of Lucas websites. Please read the rules prior to submitting your vendor application.

To process this application, please ensure that all fields are filled in and all information is accurate. The goal of the City of Lucas Parks and Open Space Board and the Lucas Farmers Market Committee (LFMC) is to have diversity in the types of products being provided at the market. Vendor must meet the definition of a Farmers Market Vendor as set forth in the rules and regulations pertaining to the City of Lucas Farmers Market and follow all established guidelines by the Texas Department of State Health Services and/or Collin County Health Department.

The deadline for submitting vendor applications is Friday, January 20, 2023.

The City of Lucas Parks and Open Space Board will notify vendors by early February of their decision regarding vendor participation in the 2023 season.

2023 Lucas Farmers Market Application		
Name of Business/Vendor:		
Contact Person:		
Address:		
City:	State:	Zip Code:
Business Phone:		Cell Phone:
Vendor Website:		Email:



City of Lucas
665 Country Club Road
Lucas, Texas 75002
972.912.1212
farmersmarket@lucastexas.us

Social Media Information:

Dates of Market:

- ☐ April 22
- ☐ May 13
- ☐ May 27 (Memorial Day weekend)
- ☐ June 10
- ☐ June 24
- ☐ July 8
- ☐ July 22
- ☐ August 12
- ☐ August 26
- ☐ September 9
- ☐ September 23
- ☐ October 14
- ☐ October 28
- ☐ December 1 (Holiday Market in conjunction with Country Christmas)

Collin County Food Handler/Health Permit Number:

Type of Vendor:

- ☐ Agricultural Producer
- ☐ Value Added Producers
- ☐ Artisans
- ☐ Ready to Eat Foods

Please note that trailers will be limited due to space constraints.



City of Lucas
665 Country Club Road
Lucas, Texas 75002
972.912.1212
farmersmarket@lucastexas.us

Description of products to be sold (**be specific regarding ALL products you intent to sell**):

Will you need electricity (110V): ☐ Yes ☐ No

Please be aware of overloading our breakers. Always inform City staff of power outages so that an electrician can be contacted. Space heaters (electric and propane) are prohibited and electric use for personal comfort is prohibited.



City of Lucas
665 Country Club Road
Lucas, Texas 75002
972.912.1212
farmersmarket@lucastexas.us

The City of Lucas shall not be liable for any loss, damage, or injury of any kind to any person or property arising from the services of the vendor pursuant to this agreement. The vendor hereby waives all claims against the City, its officers, agents and employees (collectively referred to in this section as “city” for damage to any property or injury to, or death of, any person to the extent arising at any time and from any cause other than the negligence or willful misconduct of City or breach of City’s obligations hereunder. the vendor agrees to indemnify and save harmless city from and against liabilities, damages, claims, suits, costs (including court costs, reasonable attorneys’ fees and costs of investigation) and actions of any kind by reason of injury to or death of any person or damage to or loss of property to the extent caused by the vendors negligent performance under this agreement or by reason of any negligent act or omission on the part of professional, its officers, directors, servants, employees, representatives, consultants, licensees, successors or permitted assigns (except when such liability, claims, suits, costs, injuries, deaths or damages arise from or are attributed to negligence of the city, in whole or in part, in which case professional shall indemnify city only to the extent or proportion of negligence attributed to vendor as determined by a court or other forum of competent jurisdiction). An approved application by the Lucas Parks and Open Space Board will serve as the vendor’s permit to participate in the Lucas Farmers Market.

☐ I have read and agree to the above listed terms and conditions. I have also read the Lucas Farmers Market 2023 Rules & Regulations and agree to comply with these procedures.

Signature of Business Owner/Vendor

Date

Completed applications will be reviewed by the City of Lucas Parks and Open Space Board for consideration. All vendors will be notified of the outcome of the evaluation by the City of Lucas Parks and Open Space Committee. An approved application by the Lucas Farmers Market Committee will serve as the vendors permit to participate in the Lucas Farmers Market.

For Official Use Only:

The City of Lucas Parks and Open Space Committee has ☐ Approved ☐ Denied this application.



City of Lucas

Parks and Open Space Board Request

September 27, 2022

Requester: Vice Chairman Bill Esposito

Agenda Item Request

Discuss the vendor application process and programs for youth at the Lucas Farmers Market.

Background Information

To inspire youth to become future participants and to provide youth entrepreneurs with an opportunity to gain valuable business skills, the Parks and Open Space Board and the Lucas Farmers Market Committee (LFMC) has provided an opportunity for “Youth Booths” at the Lucas Farmers Market to showcase their products. Youth Volunteers must comply with the rules and regulations pertaining to the City of Lucas Farmers Market and follow all established guidelines by the Texas Department of State Health Services.

All proposed changes to documents are due by September 30, 2022.

Attachments/Supporting Documentation

1. Youth Application for 2023 Lucas Farmers Market

Budget/Financial Impact

NA

Recommendation

NA

Motion

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



City of Lucas
665 Country Club Road
Lucas, Texas 75002
972.912.1212
farmersmarket@lucastexas.us

Welcome to the 2023 Lucas Farmers Market Application – Youth Volunteer

The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.

The City of Lucas Farmers Market will be held from 8 am to Noon at the Lucas Community Park located at 665 Country Club Road on the dates listed below.

To inspire youth to become future participants and to provide youth entrepreneurs with an opportunity to gain valuable business skills, the City of Lucas Parks and Opens Space Board and the Lucas Farmers Market Committee is providing an opportunity for “Youth Booths” at the Lucas Farmers Mar to showcase their products.

Please check the date(s) of the market(s) in which you would like to participate.

Dates of Market:

- ☐ April 22
- ☐ May 13
- ☐ May 27 (Memorial Day weekend)
- ☐ June 10
- ☐ June 24
- ☐ July 8
- ☐ July 22
- ☐ August 12
- ☐ August 26
- ☐ September 9
- ☐ September 23
- ☐ October 14
- ☐ October 28
- ☐ December 1 (Holiday Market in conjunction with Country Christmas)



City of Lucas
665 Country Club Road
Lucas, Texas 75002
972.912.1212
farmersmarket@lucastexas.us

Deadline for submission of the completed application is two weeks prior to the market date. Completed applications will be considered and reviewed by the City of Lucas Parks and Open Space Board and decisions will be communicated to Youth Volunteers by the Lucas Farmers Market Committee Chairman or designee.

To process this application, please ensure that all fields are filled in and all information is accurate. Youth Volunteers must comply with the rules and regulations pertaining to the City of Lucas Farmers Market and follow all established guidelines by the Texas Department of State Health Services. If your space includes crafts, you will be classified as an Artisan vendor and will need to provide digital photographs or a link to your website or social media page.

Name of Youth Volunteer:		
Name of Parent or Legal Guardian:		
Address:		
City:	State:	Zip Code:
Phone Number:		Email:
Collin County Food Handler/Health Permit Number (if applicable):		
Type of Vendor:	<input type="checkbox"/> Agricultural Producer <input type="checkbox"/> Value-Added Producer <input type="checkbox"/> Artisans <input type="checkbox"/> Ready to Eat	
Description of products to be sold:		
Will you need electricity (110V): <input type="checkbox"/> Yes <input type="checkbox"/> No		
Please be aware of overloading our breakers. Always inform City staff of power outages so that an electrician can be contacted. Space heaters (electric and propane) are prohibited and electric use for personal comfort is prohibited.		



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farmersmarket@lucastexas.us

The City of Lucas shall not be liable for any loss, damage, or injury of any kind or character to any person or property arising from the services of the applicant pursuant to this agreement. The vendor hereby waives all claims against the City, its officers, agents, and employees (collectively referred to in this section as "city") for damage to any property or injury to, or death of, any person to the extent arising at any time and from any cause other than the negligence or willful misconduct of City or breach of City's obligations hereunder. the vendor agrees to indemnify and save harmless city from and against liabilities, damages, claims, suits, costs (including court costs, reasonable attorneys' fees and costs of investigation) and actions of any kind by reason of injury to or death of any person or damage to or loss of property to the extent caused by the vendors negligent performance under this agreement or by reason of any negligent act or omission on the part of professional, its officers, directors, servants, employees, representatives, consultants, licensees, successors or permitted assigns (except when such liability, claims, suits, costs, injuries, deaths or damages arise from or are attributed to negligence of the city, in whole or in part, in which case professional shall indemnify city only to the extent or proportion of negligence attributed to vendor as determined by a court or other forum of competent jurisdiction).

An approved application by the City of Lucas Parks and Open Space Board will serve as the vendors permit to participate in the Lucas Farmers Market.

☐ I have read and agree to privacy policy and the terms listed above.

Signature of Parent/Legal Guardian

Date

**CITY OF LUCAS
LUCAS FARMERS MARKET
MINOR VOLUNTEER RELEASE**

Minor Participant's Name: _____

Minor Participant's Date of Birth: _____

Note: Minors must be 10 years old to participate in the Lucas Farmers Market. Minors 10 to 15 years of age must have a parent or legal guardian always accompany the Minor Participant. Minor Participates from 16 to 18 years of age may participate by completing the Minor Volunteer Release form.

Address: _____

City, State & Zip: _____



City of Lucas
665 Country Club Road
Lucas, Texas 75002
972.912.1212
farmersmarket@lucastexas.us

Phone: _____ Email: _____

School/Organization: _____

For good and valuable consideration, including the participation of above-named Minor Participant, in the 2023 Lucas Farmers Market (the “Event”), the undersigned parent or legal guardian for and on behalf of themselves and the Minor Participant, their heirs, representatives and assigns (collectively referred to as the “Undersigned Parent or Legal Guardian”) does hereby release, indemnify and hold harmless the City of Lucas, Texas, its officers, agents, employees, contractors, third party representatives and invitees (collectively referred to as “Lucas”) from any and all claims, damages, causes of action of any kind whatsoever, statutory or otherwise, for personal injury, including death, property damage and lawsuits and judgments, including court costs, expenses and attorneys’ fees, and all other expenses that the Minor Participant has, or might have, known or unknown, now existing or that might arise hereafter, directly or indirectly from his or her participation in the Event, and from any direction or instruction by Lucas personnel during the Event, and from any acts or omissions by any third parties.

I understand and acknowledge that participation in the Event shall include physical activity. By signing below, I affirm that the Minor Participant is in physical condition to participate in this physical activity.

The Minor Participant understands that participation in the Event, shall be under the direction and control of Lucas personnel, and agrees to strictly comply with all Lucas rules, directives, and regulations, written or otherwise, including any personal direction from Lucas personnel any time during the Event. The Undersigned Parent or Legal Guardian of the Minor Participant acknowledges that he or she has read and understands the guidelines for the Event and agrees that Minor Participant shall abide by them.

I further agree that photographs or pictures taken of the Minor Participant during the Event may be used by Lucas for promotional purposes in an activity guide, brochures, flyers, news releases or Lucas Farmers Market/City of Lucas websites.

Undersigned Parent or Legal Guardian of

Minor Participant

_____, 2023
Date



City of Lucas
665 Country Club Road
Lucas, Texas 75002
972.912.1212
farmersmarket@lucastexas.us

For Office Use Only
The City of Lucas Parks and Open Space Board has taken the following action on this application:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied
There will be a \$20 participation fee per market (excluding the Country Christmas event) unless you reside in the City of Lucas. For Lucas Farmers Market rules and regulations go to https://www.lucastexas.us/lucas-farmers-market/ .
Amount Due: \$_____
Date Received: _____



City of Lucas

Parks and Open Space Board Request

September 27, 2022

Requester: Vice Chairman Bill Esposito

Agenda Item Request

Discuss potential special events that can be held in conjunction with the 2023 Lucas Farmers Market season, establishing a calendar, and assigning coordinators for each special event.

Background Information

In 2022, a special event was scheduled at each market and coordinated either by volunteers or the City. Below is a list of the special events that are held during the 2022 season:

April 9, 2022	Plant Sale & Back Yard Gardening
April 23, 2022	Back Yard Chickens with Cathey Gleason
May 14, 2022	Special Market at Founders Day
May 28, 2022	Memorial Day Picnic in the Park
June 11, 2022	Ice Cream Crank Off
June 25, 2022	Children's Craft Event & Yoga Day at the Market
July 9, 2022	Hula Hoop Contest & Free Popsicles
July 23, 2022	Chef Demonstration
August 13, 2022	Back to School Event
August 27, 2022	TPWD Gun Safety/Hunting Regulations/Game Warden (Canceled)
September 10, 2022	Lucas Fire Rescue Event, 9/11, & Friends of LFR
September 24, 2022	Bee Demo
October 8, 2022	World Food Day
October 22, 2022	Pumpkin Decorating
December 2, 2022	Holiday Market at Founders Day

Attachments/Supporting Documentation

1. 2023 Lucas Farmers Market Special Events Calendar

Budget/Financial Impact

NA

Recommendation

NA

Motion

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

2023 Market Special Events Calendar

Date	Day	Time	Event/Coordinator	Location
April 22, 2023	Saturday	8:00 am - 12:00 pm	Plant Sale & Gardening (Laura Giles)	Community Park Pavilion
May 13, 2023	Saturday	8:00 am - 12:00 pm	Jail & Bail Fundraiser (Collin County Sheriff's Office & City of Lucas)	Community Park
May 27, 2023	Saturday	8:00 am - 12:00 pm	Memorial Day Picnic (City of Lucas)	Community Park
June 10, 2023	Saturday	8:00 am - 12:00 pm	Ice Cream Crank Off (Bill & Kathrin Esposito)	Community Park Pavilion
June 24, 2023	Saturday	8:00 am - 12:00 pm	How to Build a Bird House (???)	Community Park Pavilion
July 8, 2023	Saturday	8:00 am - 12:00 pm	Wellness (Yoga?) (Val Turnbow)	Community Park Community Center
July 22, 2023	Saturday	8:00 am - 12:00 pm	Chef Demonstration (Bill Esposito)	Community Park Pavilion
August 12, 2023	Saturday	8:00 am - 12:00 pm	Back to School Event (???)	Community Park
August 26, 2023	Saturday	8:00 am - 12:00 pm	Lucas Past & Present (Debbie Fisher)	Community Park Community Center
September 9, 2023	Saturday	8:00 am - 12:00 pm	Lucas Fire Rescue & 9/11 Event (Chief Stephens)	Community Park
September 23, 2023	Saturday	8:00 am - 12:00 pm	Back Yard Chickens (Cathy Gleason)	Community Park Community Center
October 14, 2023	Saturday	8:00 am - 12:00 pm	Pumpkin Decorating (???)	Community Park
October 28, 2023	Saturday	8:00 am - 12:00 pm	Pet Costume Contest and Parade (???)	Community Park
December 1, 2023	Friday	6:00 pm - 9:00 pm	Holiday Market (City of Lucas)	Community Park



City of Lucas

Parks and Open Space Board Request

September 27, 2022

Requester: Vice Chairman Bill Esposito

Agenda Item Request

Discuss the Lucas Farmers Market rules for the 2023 season.

Background Information

The Lucas Farmers Market is a city-sponsored special event recommended by the Parks and Open Space Board and approved by the City Council. With the support of the City of Lucas, the Lucas Farmers Market Committee (LFMC), a steering committee of citizen volunteers, was established in July 2019 to create the Lucas Farmers Market.

The mission of the Lucas Farmers Market is to create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.

On August 18, 2022, the Parks and Open Space Board and Lucas Farmers Market Committee (LFMC) were provided with information including the Lucas Farmers Market rules for the 2023 season. The Parks and Open Space Board and LFMC were asked to provide any recommended changes to the City Manager. The benefit of early planning would result in posting the Lucas Farmers Market rules and vendor application early on the City's website to enhance vendor recruitment.

All proposed changes to documents are due by September 30, 2022.

Attachments/Supporting Documentation

1. 2023 Rules and Regulations for Lucas Farmers Market

Budget/Financial Impact

NA

Recommendation

NA

Motion

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



LUCAS FARMERS MARKET

2023 Rules & Regulations

GENERAL INFORMATION

Mission Statement – To create a safe and pleasant social experience for our community and visitors by providing access to local farmers, food producers and artists.

Lucas Farmers Market Resources:

- Volunteers to assist with tasks on the day of the market.
- Lucas Farmers Market Committee (LFMC)
- Lucas Parks and Open Space Board
- City of Lucas staff including but not limited to the City Manager, Director of Development Services and Public Works and Development Services Staff

Organization - The Lucas Farmers Market is a city-sponsored special event recommended by the Lucas Parks and Open Space Board and approved by the Lucas City Council. With the support of the City of Lucas, the Lucas Farmers Market Committee (LFMC), a steering committee of citizen volunteers, which was established in July 2019 to create the Lucas Farmers Market.

The Lucas Farmers Market Committee will meet quarterly or more frequently as deemed necessary by the Chair.

Areas of Responsibility

City of Lucas – The City provides liability insurance, logistical support/site management, and administers all matters relating to public safety and health. The City provides a liaison to the Lucas Farmers Market Committee to support the relationship between the Committee and the City. Providing funding for market-related expenditures will be at the discretion of Lucas City Council.

Lucas Farmers Market Committee – The LFMC is responsible for the day-to-day operations of the market and maintains primary contact with the vendors and the City. The LFMC leads the marketing efforts and facilitates the creation of a reliable customer base for its vendors. The LFMC operates with officers consisting of a Chair, Vice-Chair, and Vendor Coordinator. The City of Lucas Parks and Open Space Committee appoints a member from that board to serve as Chair of LFMC and the appointment is effective on January 1, in odd numbered years for a two-year term. The City of Lucas will be responsible for minutes and records management. To be a member of the LFMC in good standing, you will be required to volunteer at a minimum of six markets or serve in another capacity that provides equitable support of the market.

The following describes the duties associated with each appointed officer position of the LFMC:

- Chair – Serves as the liaison to the City Of Lucas Parks and Open Space Board and facilitates the logistics of the market including vendor space assignments. Responsible for scheduling LFMC meetings, setting the agenda and facilitating discussion. Oversees the budget pertaining to market expenditures. Appoints subcommittee(s) based on the needs of the market. Maintains the approved vendor list, finalizes the vendors/market, sets the vendor space assignments, and communicates this information along with other market logistics to the vendors.
- Vice-Chair – Assist the Chair in preparation of meeting agendas and facilitates the recruitment of volunteers to assist with market logistics and operations on the day of the market. At the discretion of the Chair, may assist or coordinate site visits as needed for vendor approval.
- Vendor Coordinator – Assists with recruiting vendors to participate in the market and manages the communication between the vendor and the LFMC. Facilitates space assignments with vendors and serves as the liaison regarding vendor relations with the market.

The following describes the duties associated with Committees of the LFMC:

- Marketing Committee – The Chair will appoint individuals to the LFM marketing committee to create and implement a marketing plan including but not limited to:
 - Website – Promotes the Lucas Farmers Market to ensure an adequate customer base. Maintains the Lucas Farmers Market website and provides articles for the Lucas Leader and other publications. Acts as the point of contact for press inquiries and generates information for the media.
 - Social Media - Promotes the market through the Lucas Farmers Market Facebook site and other social media sites and assists with recruiting vendors.
- Vendor Selection Committee – The City of Lucas Parks and Open Space Board will serve to approve vendor applications for the upcoming year. The Board may approve as needed any vendors deemed necessary after the application period. In the event the board cannot meet in a timely manner, the Chair may approve the vendor application.
- Appointment of a Vendor Advisory Council – Consisting of a minimum of a vendor from each category to meet with the City of Lucas Parks and Open Space Board for Q&A, at least one time but not more than two times per year.

MARKET OPERATIONS

Restrictions due to COVID-19 - The Lucas Farmers Market Committee developed multiple market scenarios to meet changing safety requirements during these uncertain COVID-19 times. The scenarios are described in phases and the described details will be adjusted as needed to stay in line with evolving state and local requirements. Below is a summary of the stages:

- Stage I - normal operations – increased space between booths for aesthetic appeal with booths ten feet from walkway.
- Stage II - minor adjustments needed for public safety - vendors and customers are required to wear masks, max of two non-family members running each vendor booth, increased space between booths, wash stations provided, and booths are back twenty feet from walkway. Total participation controlled through parking limitations.
- Stage III - significant adjustments needed - drive through market. Customers browse and purchase as they drive by the vendor booths. Vendors wear masks and sampling will not be available. A pre-order pre-paid pick-up station will be available for vendors wanting to use this service. The number of booth locations will be limited along the perimeter of the gravel parking lot and along the paved parking lot adjacent to the park. Food suppliers will be prioritized if demand exceeds availability.
- Stage IV - significant concern for public safety - a drive through pre-order pre-paid pick-up market only. During this stage, vendor participation will be limited to agricultural producers and value-added vendors that provide primarily food items.
- Stage V - extreme concern for public safety - market operations closed.

The City of Lucas will monitor local COVID-19 case counts along with state and local requirements. The Mayor will provide a decision on which stage the LFMC needs to implement for all markets with consideration to have this done with enough notice so that vendors can plan. Participation in the Lucas Farmers Market is conditional on following established guidelines. Vendors who do not comply, will be asked to vacate the Market.

Market Dates - The schedule will be determined by the LFMC and will typically be held on the second and fourth Saturday during the season.

Market Hours - The Market is open from 8 am – Noon.

Schedule – The following schedule is established to assist vendors.

6:00	On-Site Volunteers begin setup
6:30-7:50	Vendor setup
7:55	All vendor vehicles must be relocated to the vendor parking area
8:00	Market is open
12:00-1:00	Breakdown
1:00	Vendors must be out

Services provided by LFMC:

- Off-loading dollies shared between vendors for ease of set up
- 120v electrical
- Restrooms

Severe Weather Closure Policies - The Lucas Farmers Market is open rain or shine. However, when threat of lightning is detected or other severe weather, the market will close immediately. The LFMC will rely on the City's Emergency Management Coordinator for weather-related information and make public safety a priority. Vendors should NOT wait for a verbal confirmation from market volunteers or City staff and use good judgement in recognizing threats for severe weather. Vendors should take with them: cash boxes and anything of value that they may carry in their arms in one trip. Vendors should establish ahead of time a system for how to manage their preorders and communicate with customers. The City of Lucas staff and the LFMC will determine whether to close the market for the day. The market will only close if it forecasts predict persistent severe weather and high likelihood of lightning.

VENDOR CATEGORIES AND PRODUCT DESCRIPTIONS

A vendor is defined as any Lucas Farmers Market participant that submits a vendor application and is approved as a vendor by the Parks and Open Space Board to sell their product(s). Vendors are divided into four main categories:

- Agricultural Producers
- Value-Added Producers
- Artisans
- Ready to Eat Foods

Agricultural Producers - Any vendor who grows, raises, and/or wild-harvests a food product.

- Farmers – Growers of vegetables, herbs, fruits, nuts, mushrooms, cactus, nursery products, grains, flowers, and other horticultural crop
- Ranchers – Producers of animal-based products, including meat, eggs, and dairy products
- Other – Producers of other raw, unprocessed products that are grown or raised on a farm or ranch or wild-harvested in accordance with relevant regulations, to include honey, seafood, and foraged foods.

Value Added Producers - Any vendor who uses one or more ingredients to create a product by processing, blending, packaging, or altering using other preparation methods.

- Prepared Food Vendors – Any vendor who prepares foods in an approved production facility to be consumed off-site or to be used as an ingredient.
- Cottage Food Vendors – Producer of foods prepared under the Texas Cottage Food Law (Texas Department of State Health Services, Health and Safety Code, Title 6, Chapter 437).

Artisans - Artist or craftsperson who produces originally designed hand-crafted products that are unique and of high-quality, to include crafts, artwork, inedible products such as herbal products, personal care, and beauty products. *To maintain the farm and food focus of the markets, only a limited number of artisans will be approved as vendors.

Ready To Eat Food – Commercially licensed or legal to produce food under the Texas Cottage Laws serving “ready to eat” foods at the market. Ready to eat vendors may also have refrigerated or frozen food to sell for off-premise consumption.

- Restaurants
- Concession Stands
- Cottage Food Vendors

RULES AND REGULATIONS

All Vendors must comply with the following:

1. All products sold at the Lucas Farmers Market must be grown, raised, or produced directly by the vendor. A few exceptions are considered (see Agricultural Producers Rule).
2. All production must take place in North Central Texas and must be performed using land and facilities that the Vendor controls through ownership, lease, rental, or other legal agreement.
3. Products must be produced and sold in compliance with all applicable federal, state, and local laws and regulations.
4. Vendors are responsible for maintaining required permits, licenses, and certifications for all products they produce.
5. Vendors must follow product sampling guidelines as specified by the Collin County Health Department.
6. Vendors are permitted to sell only items that were approved upon application. New products intended for sale by current vendors but not included on the most recently approved application must be approved prior to their sale at Market. Vendors may amend their application to reflect product changes and must be approved by the Lucas Farmers Market Committee.
7. All vendors may be subject to a site visit upon admittance, and additional visits as noted in the rules specified for each vendor type.
8. The City of Lucas does not allow the sale of beer, wine, or liquor at the Lucas Farmers Market.

Agricultural Producers

1. All farms and ranches may be visited prior to or upon admittance. Furthermore, Agricultural producers may be subject to site visits annually. We reserve the right to visit any affiliate site, such as: packing warehouses, secondary properties (leased or owned), indoor growing facilities, etc.
2. **Unapproved resell will not be tolerated.** Agricultural Producers may apply to represent farm and ranch products whose products are not produced at all locally or are not currently produced in sufficient quantity by the existing mix of vendors, provided the product meets all other requirements. Exceptions to this rule will only be considered if full disclosure of the name and contact information of the place of origin is provided. Farm or Ranch of origin may be subject to a site visit. If approved, vendor will be obligated to inform public of the name and location of farm of origin; this information must either: 1) be posted on a sign that correlates directly with the sourced product, or 2) noted on the product label.
3. Application from Agricultural Producers whose products are not produced at all or are not currently produced in sufficient quantity within the North Central Texas region or State of

Texas may be considered, in the City of Lucas Parks and Open Space Board's sole discretion, provided the product meets all other requirements. The North Central Texas region includes the following counties: Collin, Dallas, Denton, Ellis, Erath, Hood, Hunt, Johnson, Kaufman, Navarro, Palo Pinto, Parker, Rockwall, Somervell, Tarrant, and Wise.

4. All items sold as organic must meet the requirements of the National Organic Program.
5. Approved Vendors may sell plants and trees, fresh and dried flowers, herbs, and decorative vegetation grown or legally gathered themselves. Purchased nursery stock must be repotted and grown for a minimum of four weeks before being sold.

Animal Producers

1. All vendors may be subject to one site visit prior to or upon admittance. Furthermore, Animal Producers may be subject to one site visit annually.
2. Animals used in production of products for sale at Market must be raised and managed using humane husbandry practices and environmentally sound methods.
3. Live animals for sale are not allowed on site. Animal producers may take orders for the sale of animals.

Value-Added Producers

1. All vendors may be subject to one site visit prior to or upon admittance. Furthermore, Value Added Producers may be subject to one site visit annually.
2. Value-Added products must be processed and packaged by the vendor in their own facility or created and developed by the vendor and produced in a processing facility under the direction of the vendor.
3. In reviewing new vendor applications, special consideration will be given to those producers who can verify the use of local ingredients or local production.
4. Vendors must, when required, obtain, maintain, and display necessary permits or licenses.
5. All items intended for human consumption must be always kept off the ground and be in a safe condition. The producer/seller will be solely responsible for damages resulting from the sale of unsound goods.

ONSITE MARKET RULES

All vendors and attendees must comply with Section 1.09.062 Conduct Prohibited in Parks in the City of Lucas Code of Ordinances (Attachment A). In addition, it is important to comply with the following:

1. **Smoking and vaping:** Smoking and vaping are prohibited at the Market, including beneath the pavilion and in surrounding green spaces and parking lots.
2. **Alcohol and drugs:** The consumption of alcoholic beverages or drugs is prohibited at the Market.
3. **Accessibility:** Pre-determined fire lanes and ADA pathways cannot be blocked.
4. **Soliciting:** Soliciting is prohibited at market by unapproved vendors.

Space Assignments:

1. Space assignments will be based on attendance, product mix and logical constraints as determined by the LPMC. Typically, space assignments are in the Community Park and are 10 feet x 10 feet in size and are designated by the Vendor Coordinator. During times of

inclement weather and at the discretion of the LFMC, space assignments may be relocated to the pavilion and are typically smaller at approximately 8 feet x 10 feet.

2. Transactions between customers and vendors may only occur within the assigned space.
3. Vendors may request a maximum of two spaces and the request should be made via the application process for consideration by the LFMC.
4. Vendors shall provide all their own equipment and must not exceed the parameters of the assigned space. Tents must be weighted with twenty-five pounds for each corner or staked in a safe manner. The City or the LFM will not provide weights, canopies, tables, chairs, or provide assistance with set-up or tear-down. Vendors shall set up in their assigned space and not request specific spaces.

Signs:

1. Vendors shall post a sign with the name of their business and business location.
2. Vendors are encouraged to post a price list.
3. Signage must be accurate and truthful in claims of production practices, sourcing, or other claims.
4. Signs outside of the space will be reviewed and approved by the LFMC prior to displaying if they do not restrict movement or physically interfere with the sale of another vendor.
5. Banners Inside the Pavilion: a.) Mounting a banner in between neighboring pavilion stalls is not permitted. b.) When a sign is mounted on the back side of a booth, the materials (rope, bungee cords, etc.) may not span outside of the vendor's space. c.) Mounting a banner to table fronts is acceptable.

Attendance:

1. Market dates will be mutually agreed upon by the vendor and LFMC at the start of the season.
2. All vendors are expected to attend Markets on a regular, year-round basis, unless the application was otherwise approved as a part-time or seasonal vendor.
3. Any changes to market attendance should be communicated to the Vendor Coordinator as soon as possible.
4. Cancellations communicated less than two weeks prior to a market are subject to vendor dismissal from the market. Emergency last minute cancellations should be infrequent and communicated as soon as possible.
5. When a vendor fails to email (farmersmarket@lucastexas.us) the LFMC by 7:00 am on the day of absence, the vendor may be subject to dismissal.
6. In the case of an emergency which prohibits attendance, notify the LFMC as soon as possible.
7. Vendors must have their booths completely set up at least 10 minutes prior to the start of Market and not tear down until the market closes.
8. The LFMC will determine vendor locations in the park and provide this information in advance of the market.

Parking: Vendors are prohibited from parking in spaces designated for customers except for set-up and tear-down. Vendors with physical limitations or disabilities are exempt from this rule.

Pricing:

1. Vendors will determine the prices of their own products.
2. The sale or likely sale of goods at less than fair value (dumping) is prohibited.

Professional Conduct:

1. Vendors must represent their products in an honest manner, whether written or verbal.
2. Vendors asked by City Staff to remove products that present a threat to health must do so immediately.
3. Vendors must conduct themselves in a courteous and professional manner at the Market.
4. Vendors must treat customers, staff, volunteers, and fellow vendors with respect.
5. Inaccurate, inappropriate, threatening, or harassing words or statements construed as disparaging or harmful to other vendors, vendor-to-customer relationships or the Market is prohibited and can be grounds for termination.
6. No music other than that provided by the Market is allowed.
7. No disruptive or aggressive promotion is allowed.
8. Vendors are responsible for keeping their area clean during the Market and are responsible for cleaning their space after the Market is over. Unsold product and packing boxes must be carried off site.

Natural Gas and Propane Use: Natural Gas and Propane use is prohibited at the market.

Electric Use: Please be aware of overloading our breakers. Always inform City staff of power outages so that an electrician can be contacted. Space heaters (electric and propane) are prohibited and electric use for personal comfort is prohibited.

VIOLATIONS

Vendors will be notified of violations of the rules and regulations by one of two methods:

1. A verbal notification on a market day from the LFMC representative or City Staff, followed by an email verification; or
2. By written notice from the LFMC.

If a vendor fails to cease or remedy a violation within the time specified, the vendor may, in the Committee's discretion, be subject to any of the following:

1. Relocation of space; or
2. Dismissed from the Market

The LFMC may, in its discretion, terminate a vendor's participation in the Market for repeated violations of which the vendor has been notified.

VENDOR FEES

Application Fee – The Lucas Farmers Market does not charge an application fee.

Participation Fee – Beginning with the 2021 season, the Lucas Farmers Market will charge a participation fee of \$20 per market. Fees will be collected the day of the market. Vendors that

reside in the City of Lucas will be exempt from the participation fee.

DISPUTES AND GRIEVANCES

The following procedures are in place to provide any vendor with a clear process for settling a dispute or addressing a complaint or grievance.

On-site Resolution

Notifying the LFMC is the first step in addressing any matter. The LFMC will make every effort to resolve an issue. Vendors are asked to provide the Chair with a clear explanation of an issue, and to collaborate with staff to reach a resolution. After gathering all available information, the Chair and City Staff will decide regarding the issue based on their interpretation of the best interest of the Market as a whole and the specific circumstances. Vendors must abide by the determination on that Market day to maintain order in the Market. If a vendor disagrees with the determination, the formal Grievance Process is in place.

Grievance Process

A vendor should send written statement of the grievance to the Chair of the LFMC within thirty (30) days of the incident. Written statement can be sent to farmersmarket@lucastexas.us. The Chair of the Committee shall use best efforts to resolve the grievance within fourteen (14) working days of receiving the written statement. At the end of this period, the Chair of the Committee shall issue a written response to the grievant with either the resolution or next steps if additional time is needed to address the issue. The Chair of the Committee shall issue a final written response to the grievant within thirty (30) days of the initial complaint.

FEEDBACK

Input and feedback from vendors, customers, and all Lucas Farmers Market stakeholders is valued. If you would like to share any thoughts, please send an email to farmersmarket@lucastexas.us.

Attachment A - City of Lucas Code of Ordinances, Article 1.09 Parks and recreation, Section 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 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 is prohibited with the exception of licensed holders who are authorized to carry firearms in accordance with state law; (Ordinance 2016-05-00838 adopted 5/19/16)
- (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) (A) To practice, conduct, or carry on any commercial activity, trade or business activity unless said commercial activity has been approved through a facility use agreement issued by the city manager or designee.
- (10) (B) In approving a facility use agreement for a commercial activity, the city manager or designee shall consider whether such activity is 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 nonresidents, the provider must make the provision of recreational programming to city residents a priority. The number of city residents served may be taken into consideration on future applications for use of park facilities.

- (10) (C) City park facilities may be reserved for commercial recreational activity from 5:00 a.m. through 8:00 a.m. and from 7:00 p.m. through 9:00 p.m. The community center is not available for use for commercial recreational activity and may only be used by city residents.
- (10) (D) A city facility use agreement must be completed and submitted together with the required fee to the city manager for consideration. The applicant must provide documentation demonstrating the vendor's liability insurance coverage in the amount of \$1,000,000.00 and must name the city as an additional insured on the certificate of insurance.
- (10) (E) 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.
- (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

September 27, 2022

Requester: Vice Chairman Bill Esposito
Member Pam Poteete

Agenda Item Request

Discuss the Lucas Farmers Market budget for Fiscal Year 2022/23.

Background Information

At the City Council meeting on September 1, 2022, the City Council approved the City's Budget for Fiscal Year 2022/23. The approved budget included funding for the Lucas Farmers Market in the amount of \$5,000. This budget is funded in account 11-6211-448 Parks Events. The City has funded the operations of the Lucas Farmers Market since Fiscal Year 2018/19 beginning with the initial trial markets.

Below is a proposed budget of expenses for the 2023 Lucas Farmers Market season:

Type of Expense	Cost
Banner Signs (6)	\$600
T-Shirts	\$1,000
Retractable Banner (1)	\$400
Special Events	\$1,200
Marketing	\$1,000
Hats	\$500
Go Texan Program	\$100
Website	\$200
Total Cost	\$5,000

Attachments/Supporting Documentation

1. Fiscal Year 2022/23 Budget: Parks Department
2. Detail Listing for Account 11-6211-448 Parks Events including Lucas Farmers Market

Budget/Financial Impact

NA

Recommendation

NA

Motion

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

11 -GENERAL FUND PARKS DEPARTMENT DEPARTMENTAL EXPENDITURES		2020-2021 FISCAL YEAR ACTUAL	2021-2022 ORIGINAL BUDGET	2021-2022 AMENDED BUDGET	2022-2023 FISCAL YEAR BUDGET	DESCRIPTION
<u>PERSONNEL SERVICES</u>						
6211-103	SALARIES - NON-EXMPT TEMP	16,708	20,160	20,160		Reallocated to FT P works position
6211-112	WORKERS COMP	395	600	600		Reallocated to FT P works position
6211-127	MEDICARE	242	300	300		Reallocated to FT P works position
TOTAL PERSONNEL SERVICES		17,345	21,060	21,060	-	
<u>MAINTENANCE & REPAIR</u>						
6211-231	FACILITIES MAINTENANCE	4,262	4,500	4,500	4,500	See Detail Listing
6211-233	EQUIPMENT MAINTENANCE	4,341	4,500	4,500	4,500	Small Landscaping Equipment
TOTAL MAINTENANCE & REPAIR		8,603	9,000	9,000	9,000	
<u>PURCHASED SERVICES</u>						
6211-322	CONTRACTS	54,300	74,500	74,500	82,000	See Detail Listing
6211-331	UTILITIES, ELECTRIC	1,566	2,000	2,000	2,000	
6211-333	UTILITIES, WATER	8,698	10,000	10,000	10,000	
TOTAL PURCHASED SERVICES		64,563	86,500	86,500	94,000	
<u>SPECIAL EVENTS</u>						
6211-444	FOUNDERS DAY	24,287	30,000	23,200	30,000	
6211-445	SERVICE TREE PROGRAM	3,410	7,000	7,000	7,000	
6211-446	KEEP LUCAS BEAUTIFUL	2,199	5,000	5,000	5,000	See Detail Listing
6211-447	COUNTRY CHRISTMAS	9,448	10,000	10,000	10,000	
6211-448	PARK EVENTS	13,469	15,000	15,000	15,000	See Detail Listing
TOTAL SPECIAL EVENTS		52,812	67,000	60,200	67,000	
<u>NON-CAPITAL OUTLAY</u>						
6211-417	PARK IMPROVEMENTS	46,981	30,000	30,000	30,000	
6211-418	PARK IMPROVEMENTS- USACE	-				
TOTAL NON- CAPITAL OUTLAY		46,981	30,000	30,000	30,000	
<u>CAPITAL OUTLAY</u>						
8211-417	PARK IMPROVEMENTS	-			30,000	Foundation repairs Kenneth R Lewis
TOTAL CAPITAL OUTLAY		-	-	-	30,000	
TOTAL PARKS		190,303	213,560	206,760	230,000	

ACCOUNT NAME	Parks Events
ACCOUNT NUMBER	6211-448
DEPARTMENT	Parks

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
	Various Dates	Lucas Farmers Market	Supplies, Resources, Marketing		\$ 5,000.00
	TBD	Art in Public Places	Supplies and Resources		\$ 5,000.00
	TBD	Various Special Events (Car Show, etc.)	Supplies and Resources		\$ 5,000.00
TOTAL BUDGET					\$ 15,000.00



City of Lucas

Parks and Open Space Board Request

September 27, 2022

Requester: Vice Chairman Bill Esposito
Assistant to the City Manager Kent Souriyasak

Agenda Item Request

Discuss important milestones and deadlines for the 2023 Lucas Farmers Market season.

Background Information

The Parks and Open Space Board and Lucas Farmers Market Committee (LFMC) should review important milestones and deadlines for the 2023 Lucas Farmers Market season which include:

- Monday, August 22, 2022 – Friday, September 30, 2022 – Review all documents via email (Parks Board and LFMC)
- Tuesday, September 27, 2022 at 6:30 pm – Planning for the 2023 Season of Lucas Farmers Market (Regular Parks Board Meeting with LFMC)
- Monday, October 3, 2022 – Post Updated Rules and Regulations and Vendor Application on Website (City Staff)
- Tuesday, November 22, 2022 at 6:30 pm – Establish Market Special Events (Regular Parks Board Meeting with LFMC)
- Friday, January 20, 2023 – Vendor applications due by close of business.
- Tuesday, January 24, 2023 at 6:30 pm – 2023 Vendor Selection (Regular Parks Board Meeting with LFMC)
- Tuesday, March 28, 2023 at 6:30 pm – Finalize 2023 Lucas Farmers Market Plans (Regular Parks Board Meeting with LFMC)

All proposed changes to documents are due by September 30, 2022.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA



City of Lucas
Parks and Open Space Board Request
September 27, 2022

Recommendation

NA

Motion

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



City of Lucas

Parks and Open Space Board Request

September 27, 2022

Requester: Assistant to the City Manager Kent Souriyasak

Agenda Item Request

Consider approval of the minutes of the:

- A. July 26, 2022, Parks and Open Space Board Meeting; and
- B. August 30, 2022, Parks and Open Space Board Workshop.

Background Information

NA

Attachments/Supporting Documentation

- 1. July 26, 2022, Parks and Open Space Board Meeting Minutes
- 2. August 30, 2022, Parks and Open Space Board Workshop 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:

- A. July 26, 2022, Parks and Open Space Board Meeting; and
- B. August 30, 2022, Parks and Open Space Board Workshop.



MINUTES

Parks and Open Space Board Meeting

July 26, 2022 | 6:30 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

Call to Order

The meeting was called to order at 6:31 pm. A quorum was determined to be present, and the Pledge of Allegiance was conducted.

Parks Board Members Present:

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

Staff Present:

Assistant to the City Manager Kent Souriyasak
Management Analyst Patrick Hubbard
Development Services Director Joe Hilbourn

City Councilmembers Present:

Councilmember Tim Baney

Regular Agenda

1. **Discuss a request by City of Lucas resident Tom Grisak regarding interest in adding pickleball courts to a public park.**

Tom Grisak, 1190 Ramsay Drive, spoke in favor of adding pickleball courts.

Councilmember Tim Baney indicated this is a controversial item and informed the public that no decision on this item was going to be made during this meeting.

Chairman David Rhoads stated that this item would be reviewed as part of the Parks Board matrix.

Dana Palmer, 1715 Travis Ranch, spoke in opposition of this item.

Brad King, 215 Gruene Trail, spoke in favor of this item.

Lexi Stewart, 405 Lakeview Drive, spoke in favor of this item.

Dan Stewart, 405 Lakeview Drive, spoke in favor of this item.

Rhonda Grisak, 1190 Ramsay Drive, spoke in favor of this item.

Sura Yulamuragu, 1501 Samantha Trail, spoke in favor of this item.

Vice Chairman Bill Esposito addressed the room to encourage more involvement in the community and was excited about the turnout.

Member Pam Poteete addressed the room and spoke about the importance of parks and recreation opportunities within the community.

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

2. Provide updates regarding special events including:

- A. Public Lands Trail Cleanup**
- B. Movie in the Park**
- C. Lucas Farmers Market**

Assistant to the City Manager Kent Souriyasak gave a presentation on upcoming special events.

Vice Chairman Bill Esposito spoke on what is happening with the Lucas Farmers Market and what events are coming up for the market.

Michelle Miller, 1200 Scarlett Drive, spoke about the possibility of starting events at the Lucas Farmers Market earlier in the day.

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

3. Consider approving the Special Events Calendar for Fiscal Year 2022/23.

Assistant to the City Manager Kent Souriyasak reviewed the Special Events Calendar for Fiscal Year 2022/23.

The Parks and Open Space Board spoke on this item and discussed future budget needs for special events. Mr. Souriyasak indicated the budget review process has already concluded and the proposed budget was recently presented to City Council.

The Parks and Open Space Board discussed a possible student job fair as a potential special event in May 2023.

MOTION: A motion was made by Member Pam Poteete, seconded by Member Kenneth Patterson to approve the Special Events Calendar for Fiscal Year 2022/23. The motion passed unanimously by a 5 to 0 vote.

4. Discuss the International City/County Management Association Local Government Excellence Award for Community Partnership recognizing the Lucas Farmers Market.

Assistant to the City Manager Kent Souriyasak gave a presentation on this item and spoke about the importance of this achievement.

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

5. Discuss the prioritization of future park facilities and improvements to help facilitate funding.

The Parks and Open Space Board spoke on this item and would like to create a list of updates and improvements to present to the City Council in the future. There was also discussion on creating a list to enhance the parks in the City and creating a survey that can provide the Parks Board with more data on what citizens want. The Parks Board also spoke about using the matrix to provide guidance on what the Parks Board needs to do. The Parks Board would like to have a workshop to further discuss the creation of a possible survey.

Assistant to the City Manager Kent Souriyasak indicated he will coordinate with the Parks Board regarding a date for the workshop.

Councilmember Tim Baney reminded the Parks Board that their purview is to make recommendations to City Council regarding parks-related items.

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

6. Discuss potential landscape projects to be considered for the Governor's Community Achievement Awards Program.

Assistant to the City Manager Kent Souriyasak gave a presentation on this item and answered questions from the Parks Board about potential locations for projects that can be reviewed when utilizing the Governor's Community Achievement Awards funding.

Development Services Director Joe Hilbourn and Management Analyst Patrick Hubbard answered questions from the Parks Board regarding TxDOT right-of-way and fencing.

The Parks Board agreed that the corner of Estates Parkway and Angel Parkway would be the best location for the landscape project.

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

7. Consider approval of the minutes of the May 24, 2022, Parks and Open Space Board meeting.

MOTION: A motion was made by Vice Chairman Bill Esposito, seconded by Member Kenneth Patterson to approve the minutes of the May 24, 2022, Parks and Open Space Board meeting. The motion passed unanimously by 5 to 0 vote.

8. Adjournment

MOTION: A motion was made by Vice Chairman Bill Esposito, seconded by Member Pam Poteete to adjourn the meeting at 8:23 pm. The motion passed unanimously by 5 to 0 vote.

APPROVE:

ATTEST:

David Rhoads, Chairman

Kent Souriyasak, Assistant to the City Manager



MINUTES

Parks and Open Space Board Workshop

August 30, 2022 | 12:00 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

Call to Order

The meeting was called to order at 12:01 pm. A quorum was determined to be present.

Parks Board Members Present:

Chairman David Rhoads
Vice Chairman Bill Esposito
Member Kenneth Patterson
Member Pam Poteete

Staff Present:

City Manager Joni Clarke
Assistant to the City Manager Kent Souriyasak
Management Analyst Patrick Hubbard

Parks Board Members Absent:

Member Christel Parish
Alternate Member Laura Giles

City Councilmembers Absent:

Councilmember Tim Baney

Regular Agenda

1. **Discuss the creation and distribution of a parks survey to obtain input from Lucas citizens.**

The Parks Board spoke about the need to reevaluate what's most important to the citizens of Lucas and to take a survey of what the citizens desire.

Vice Chairman Bill Esposito spoke about the importance of having a survey and results in order to make future recommendations to City Council. The Parks Board also discussed a five-year capital improvement plan for parks and how best to provide recommendations to City Council.

City Manager Joni Clarke and Assistant to the City Manager Kent Souriyasak answered questions from the Parks Board regarding options for preparation of a survey, distribution, and data collection.

The Parks and Open Space Board discussed preparing a memorandum to City Council regarding a possible parks survey in the future.

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

2. Adjournment

MOTION: A motion was made by Vice Chairman Bill Esposito, seconded by Member Kenneth Patterson to adjourn the meeting at 1:06 pm. The motion passed unanimously by 4 to 0 vote.

APPROVE:

ATTEST:

David Rhoads, Chairman

Kent Souriyasak, Assistant to the City Manager