



AGENDA

Parks and Open Space Board Meeting

January 28, 2025 | 6:00 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, January 28, 2025 at 6:00 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, you may go to the City's live streaming link at <https://www.lucastexas.us/departments/public-meetings/>.

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 Communications and Event Specialist 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 Communications and Event Specialist Donna Bradshaw 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. Consider the appointment of a Chairman and Vice-Chairman of the Parks and Open Space Board to serve for a period of one year with a term ending December 31, 2025. **(Parks and Open Space Board)**
2. Discuss the 2025 Lucas Farmers Market Season as it relates to:
 - A. Vendor Selection
 - B. Special Events
 - C. Mini Markets
 - D. Live Music
 - E. Marketing Plan and Strategy
 - F. Vendor Recruitment
 - G. Volunteer Scheduling**(Bill Esposito)**

3. Provide a presentation on parks and facilities utilization including the Lucas Community Center, Kenneth R. Lewis Park and the East Winningkoff Trailhead. **(Presenter: CIP Manager Patrick Hubbard)**
4. Provide an update on special events including:
 - A. Country Christmas
 - B. Keep Lucas Beautiful Spring Cleanup
 - C. Founders Day Country Fair**(Presenter: Development Services Director – Joe Hilbourn)**
5. Consider approval of the minutes of the November 19, 2024, Parks and Open Space Board meeting.
6. Consider approval of the minutes of the December 3, 2024, Parks and Open Space Board meeting.

Adjournment

7. Adjournment.

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 January 24, 2025.

Donna Bradshaw, Communications and Event Specialist

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 Communications and Event Specialist Donna Bradshaw at 972-912-1208 or by email at dbradshaw@lucastexas.us at least 48 hours prior to the meeting.



City of Lucas

Parks and Open Space Board Request

January 28, 2025

Item No. 01

Requester: Parks and Open Space Board

Agenda Item Request

Consider the appointment of a Chairman and Vice-Chairman of the Parks and Open Space Board to serve for a period of one year with a term ending December 31, 2025.

Background Information

Per Section 1.09.034 of the Code of Ordinances, the Parks and Open Space Board shall elect a chairman and vice-chairman from its membership annually. The Parks and Open Space Board is composed of five regular members and two alternate members appointed by the City Council. Alternate members shall serve in the absence of one or more regular members when requested to do so by the presiding officer of the Parks and Open Space Board.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

I make a motion to appoint _____ as Chairman and _____ as Vice-Chairman of the Parks and Open Space Board for a period of one year with a term ending December 31, 2025.



City of Lucas

Parks and Open Space Board Request

January 28, 2025

Requester: Bill Esposito

Agenda Item Request

Discuss the 2025 Lucas Farmers Market Season as it relates to:

- A. Vendor Selection
- B. Special Events
- C. Mini Markets
- D. Live Music
- E. Marketing Plan and Strategy
- F. Vendor Recruitment
- G. Volunteer Scheduling

Background Information

Below are the meetings and milestones related to planning the upcoming market season:

- Monday, December 30, 2024 – Post Updated Rules & Regulations and Vendor Application on Website **(Complete)**
- Tuesday, December 3, 2024 @ 6:30 pm – Establish Market Special Events, Volunteers, and Marketing (Regular Parks Meeting w/ LFMC) **(Complete)**
- Friday, January 17, 2025 – Vendor applications due by close of business. **(Complete)**
- Tuesday, January 28, 2025 @ 6:00 pm – (Regular Parks Meeting)
- Saturday, April 26, 2025 – First Market of 2024 Season

Attachments/Supporting Documentation

- A. 2025 Lucas Farmers Market Committee Member List
- B. 2025 Proposed Lucas Farmers Market and Special Event Schedule

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA

2025 Lucas Farmers Market Committee (LFMC)
(Comprised of Parks Board and LFM Volunteers)
Contact List Master - Updated: January 22, 2025

First Name	Last Name	Area of Interest
Bill	Esposito	Parks Board ~ Chair
John	Elliot	Parks Board ~ Vice Chair
Joan	Phillips	Parks Board
Angela	Martinez	Parks Board
Christel	Parish	Parks Board
Bryan	Bellows	Parks Board ~ Alternate Member 1
Michelle	Miller	Parks Board ~ Alternate Member 2
Neil	Peterson	Councilmember/Council Liaison
Kathrin	Esposito	Lucas Farmers Market Committee/Volunteer
Cathy Lippe		Lucas Farmers Market Committee/Volunteer
Laura	Howard	Lucas Farmers Market Committee/Volunteer
Patricia	Ewing	Lucas Farmers Market Committee/Volunteer
John	Whitsell	City Manager
Joe	Hilbourn	City Staff/Logistics
Donna	Bradshaw	City Staff/Communications and Event Specialist
Morgan	Kowaleski	City Staff/Administrative Executive Assistant

2025 Farmers Market Schedule

Date	Time
April 26, 2025 - Plant Sale	8:00 am - 12:00 pm
May 3, 2025 - Mini Market (perishables only)	8:00 am - 12:00 pm
May 10, 2025 - Build a Bird House	8:00 am - 12:00 pm
May 17, 2025 - Mini Market (perishables only)	8:00 am - 12:00 pm
May 24, 2025 - Animal Shelter	8:00 am - 12:00 pm
June 7, 2025 - Mini Market (perishables only)	8:00 am - 12:00 pm
June 14, 2025 - Annual Ice Cream Crank Off	8:00 am - 12:00 pm
June 21, 2025 - Mini Market (perishables only)	8:00 am - 12:00 pm
June 28, 2025 - Cooking Demonstration	8:00 am - 12:00 pm
July 12, 2025 - Picnic in the Park	8:00 am - 12:00 pm
August 23, 2025 - Back to School Celebration	8:00 am - 12:00 pm
September 13, 2025 - 9/11 Memorial Service	8:00 am - 12:00 pm
September 27, 2025 - Annual Robotics Competition	8:00 am - 12:00 pm
October 11, 2025 - Pumpkin Painting & Lovejoy Art Sale	8:00 am - 12:00 pm
October 25, 2025 - Trick or Treat	8:00 am - 12:00 pm
December 5, 2025 - Holiday Market at Country Christmas	



City of Lucas

Parks and Open Space Board Request

January 28, 2025

Requester: CIP Manager Patrick Hubbard

Agenda Item Request

Provide a presentation on parks and facilities utilization including the Lucas Community Center, Kenneth R. Lewis Park and the East Winningkoff Trailhead.

Background Information

At the direction of City Council and the Parks Board, City staff has started a program for monitoring and reporting the utilization of City of Lucas parks and facilities in 2023. This item presents the results of parks utilization monitoring for calendar year 2024. A presentation will be provided at the meeting.

Attachments/Supporting Documentation

None

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

Parks and Open Space Board Request

January 28, 2025

Requester: Special Events and Communication Specialist, Donna Bradshaw

Agenda Item Request

Provide an update on special events including:

- A. Country Christmas
- B. Keep Lucas Beautiful Spring Cleanup
- C. Founders Day Country Fair

Background Information

Item 2A: Country Christmas

Country Christmas was held from 6:00 pm to 9:00 pm at the Community Park on Friday, December 6, 2024. The event included the holiday tree lighting ceremony, Santa's workshop, a trackless train, ice skating, holiday market, children's craft area and more. Food trucks and vendors were at the event for attendees to purchase food. Public parking and shuttle services were provided from Hart Elementary School and Willow Springs Middle School.

Item 2B: Keep Lucas Beautiful Spring Cleanup

The Keep Lucas Beautiful (KLB) Spring Cleanup event will be held on Saturday, April 5, 2025, from 9:00 am to 1:00 pm. KLB is committed to ensuring the Lucas community remains a clean and beautiful place to live. The city encourages residents to support the KLB Spring Cleanup by participating as a cleanup volunteer at the event. Students can also receive community service hours for volunteering at the cleanup event. Participants will register online and indicate an area they will be cleaning for the event. Cleaning supplies will be available early for the event at City Hall (665 Country Club Road) from March 31 to April 4, 2025. These supplies will also be available beginning at 9:00 am on the day of the event at Lucas City Hall. As volunteers complete their registered cleanup site, City staff will drive to the pickup locations to collect trash bags.

Item 2C: Founders Day

The Founders Day Country Fair will be held from 9:00 am to 2:00 pm at the Lucas Community Park (665 Country Club Road) on Saturday, April 12, 2025. The special event will feature carnival games, stick horse rodeo, petting zoo, face painting, balloon artists, and much more. The fair is free to the public. Food and drinks will be available for purchase from food trucks. There will be no public parking at the Community Park. Public parking and shuttle services will be located at Hart Elementary School and Lovejoy High School.

Attachments/Supporting Documentation

NA



City of Lucas

Parks and Open Space Board Request

January 28, 2025

Budget/Financial Impact

Item 2A: Country Christmas

Country Christmas expenses totaled \$31,115 which included the skating rink, children's craft area, trackless train, bounce houses, air jumper, food trucks, miscellaneous activities, tent, light towers, supplies, and labor. Country Christmas was budgeted in account 11-6211-447 (Country Christmas) at \$15,000 for fiscal year 2023/24. The City Council agreed to increase our budget to \$25,000 on September 19, 2024. We also received \$14,445.00 in sponsorship money from generous donors.

Item 2B: Keep Lucas Beautiful Spring Cleanup

The Keep Lucas Beautiful Spring Cleanup is budgeted in account 11-6211-446 (Keep Lucas Beautiful) at \$5,000 for fiscal year 2024/25.

Item 2C: Founders Day Country Fair

The Founders Day Country Fair is budgeted in account 11-6211-444 (Founders Day) at \$25,000 for fiscal year 2024/25. This budget includes the cost of carnival games, rides, and supplies.

Recommendation

NA

Motion

NA



City of Lucas

Parks and Open Space Board Request

January 28, 2025

Requester: Parks and Open Space Board

Agenda Item Request

Consider approval of the minutes of the November 19, 2024, Parks and Open Space Board meeting.

Background Information

NA

Attachments/Supporting Documentation

A. November 19, 2024, Parks and Open Space Board Meeting Minutes

Budget/Financial Impact

NA

Recommendation

Staff recommends approval of the minutes as presented.

Motion

I make a motion to approve the minutes of the November 19, 2024, Parks and Open Space Board meeting as presented.



MINUTES **PARKS AND OPEN SPACE BOARD MEETING**

November 19, 2024 | 6:30 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

Call to Order

The meeting was called to order at 6:30 pm. A quorum was determined to be present, and the Pledge of Allegiance was conducted.

Parks Board Members Present:

Chairman Bill Esposito
Vice-Chairman John Elliott
Member Laura Giles
Member Joan Phillips
Member Christel Parish
Alternate Member Bryan Bellows

Staff Present:

City Manager John Whitsell
CIP Manager Patrick Hubbard
City Secretary Toshia Kimball

City Council Liaison Present:

Councilmember Neil Peterson

Parks Board Members Absent:

Alternate Member Michelle Miller

Regular Agenda

1. Discuss potential sites for the location of a public pickleball court in Lucas.

Capital Improvement Projects Manager Patrick Hubbard discussed 3 possible locations for a pickleball/ multi-purpose court. The three locations discussed were Forest Creek Park, Kenneth R. Lewis Park (2 options) and Winningkoff Trailhead. All three locations present obstacles that make a pickleball/multi-purpose court a challenge. Challenges include parking, drainage, and the close proximity to horses and residential properties.

- Valerie Turnbow, 550 Honeysuckle Lane, Lucas, Texas, 75002-Opposition to pickleball courts
- Stephanie Schertz, 1111 Snider Lane, Lucas, Texas, 75002 - Opposition to pickleball courts
- Richard Schertz, 1111 Snider Lane, Lucas, Texas, 75002 - Opposition to pickleball courts
- Ethan Stubbs, 1345 Natha Court, Lucas, Texas, 75002 – Asked about pickleball courts at schools and about putting a court by the Fire Station

2. Discuss current Trails Master Plan and options for the construction of trails in Lucas.

Capital Improvement Projects Manager Patrick Hubbard presented alternative trail options suggested by the board. These options include a western portion from the Winningkoff trailhead, down Winningkoff to Snider to Shady Lane, north to E Winningkoff. Generally, the board discussed where we have easements, where we need easements and the difficulty level of acquiring these easements.

- Stephanie Schertz – Opposition to additional trails



MINUTES

PARKS AND OPEN SPACE BOARD MEETING

November 19, 2024 | 6:30 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

- Richard Schertz – Opposition to additional trails
- Ethan Stubbs – wants to understand the design, scale and plan for trail on Snider Lane

3. **Consider approval of the minutes of the July 23, 2024 Parks and Open Space Board Meeting. (Parks and Open Space Board)**

MOTION: A motion was made by Member John Elliot, seconded by Member Laura Giles to adjourn the meeting at 7:35 pm. The motion passed unanimously by a 6 to 0 vote.

4. **Adjournment.**

MOTION: A motion was made by Member John Elliot, seconded by Member Laura Giles to adjourn the meeting at 7:35 pm. The motion passed unanimously by a 6 to 0 vote.

Adjournment

APPROVE:

ATTEST:

Bill Esposito, Chairman

Donna Bradshaw, Communications and Event Specialist



City of Lucas

Parks and Open Space Board Request

January 28, 2025

Requester: Parks and Open Space Board

Agenda Item Request

Consider approval of the minutes of the December 3, 2024, Parks and Open Space Board meeting.

Background Information

NA

Attachments/Supporting Documentation

A. December 3, 2024, Parks and Open Space Board Meeting Minutes

Budget/Financial Impact

NA

Recommendation

Staff recommends approval of the minutes as presented.

Motion

I make a motion to approve the minutes of the December 3, 2024, Parks and Open Space Board meeting as presented.



MINUTES **PARKS AND OPEN SPACE BOARD WORKSOP**

December 3, 2024 | 6:00 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

Call to Order

The meeting was called to order at 6:01 pm. A quorum was determined to be present, and the Pledge of Allegiance was conducted.

Parks Board Members Present:

Chairman Bill Esposito
Vice-Chairman John Elliott
Member Joan Phillips
Alternate Member Bryan Bellows

Staff Present:

City Manager John Whitsell
Development Service Director Joe Hilbourn
Communications Specialist Donna Bradshaw

Parks Board Members Absent:

Member Christel Parish
Member Angela Martinez
Alternate Member Michelle Miller

City Council Liaison Present:

Councilmember Neil Peterson

Regular Agenda

1. Citizen Input
2. Finalize 2025 Market Application including:
 - A. Update Dates
 - Farmers Market dates were updated for 2025, and Mini Markets are added so that produce and other perishables could be sold on off dates.
 - B. 2025 rule changes/booth fees
 - Vendors will pay on the 1st of the month for the upcoming month market.
 - C. Social media boosting
 - A new Facebook Page will be created for the Farmers Market to be managed by the city.
 - D. Target vendor categories
 - Dairy products
 - E. Other changes
 - Cut public works personnel to only 2 at regular markets
 - Add 1 public works personnel to Mimi Markets
 - July and August will only have 1 regular market and no mini markets.
 - Update and publish the application to reflect new rules



MINUTES

PARKS AND OPEN SPACE BOARD WORKSOP

December 3, 2024 | 6:00 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

3. Set meeting date for January.
 - The Board Consensus was to set January meeting for January 28, 2025, 6:00 pm.
4. Discuss marketing strategies for the 2025 Lucas Farmers Market Season.
 - Target more produce vendors
 - The Board Consensus was to come back to the January meeting with new fun ideas to bring to the market.
5. Adjournment.

MOTION: A motion was made by Member Joan Phillips, seconded by Member John Elliot to adjourn the meeting at 7:22 pm. The motion passed unanimously by a 4 to 0 vote.

Adjournment

APPROVE:

ATTEST:

Bill Esposito, Chairman

Donna Bradshaw, Communications and Event Specialist