



## AGENDA

### Parks and Open Space Board Meeting

March 25, 2025 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

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*Notice is hereby given that a meeting of the City of Lucas Parks and Open Space Board will be held on Tuesday, March 25, 2025 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, 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**

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

#### **Regular Agenda**

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1. Discuss and consider plans for the 2025 Lucas Farmers Market season. **(Development Services Director Joe Hilbourn)**
2. Discuss a date in October 2025 for Movie in the Park.  
**(Development Services Director Joe Hilbourn)**
3. Consider approval of the Trails Master Plan update. **(City Manager John Whitsell)**
4. Consider approval of the minutes of January 28, 2025, Parks and Open Space Board meeting.

#### **Adjournment**

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- 5.. 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](http://www.lucastexas.us) on or before 5:00 p.m. on March 21, 2025.*

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*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](mailto:dbradshaw@lucastexas.us) at least 48 hours prior to the meeting.*



# City of Lucas

## Parks and Open Space Board Request

### March 25, 2025

Requester: Development Services Director Joe Hilbourn

#### **Agenda Item Request**

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Discuss and consider plans for the 2025 Lucas Farmers Market season.

#### **Background Information**

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At the January 28, 2025, Parks and Open Space Board Workshop, the Board selected vendors for the new season, established special events and coordinators for each market, and discussed marketing strategies and volunteer participation. Assigned Board members will organize and schedule special events for the market along with providing City staff with marketing materials for the Lucas Leader newsletter and content for social media posts.

As of March 24, 2025, there have been a total of 73 approved vendors for the market.

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

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1. 2025 Lucas Farmers Market Committee Member List
2. 2025 Lucas Farmers Market Special Events Schedule

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

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NA

#### **Recommendation**

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NA

#### **Motion**

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I make a motion to approve/deny the finalized Farmers Market Plans for the 24/25 Farmers Market season.

**2025 Lucas Farmers Market Committee (LFMC)**  
**(Comprised of Parks Board and LFM Volunteers)**  
**Contact List Master - Updated: March 20, 2025**

<b>First Name</b>	<b>Last Name</b>	<b>Role and Area of Interest</b>
John	Elliot	Chair, Parks Board
Joan	Phillips	Vice-Chair, Parks Board
Bill	Esposito	Parks Board Member / LFM Volunteer Special Events
Angela	Martinez	Parks Board Member
Christel	Parish	Parks Board
Bryan	Bellows	Alternate Member 1
Michelle	Miller	Alternate Member 2
Laura	Howard	LFM Volunteer / Robotics Demonstration Special Event
Cathy	Lippe	LFM Volunteer / Check-in / Special Events
Kathrin	Esposito	LFM Volunteer / Check-in / Special Events
Patricia	Ewing	LFM Volunteer
Neil	Peterson	City Council Liaison
John	Whitsell	City Staff/City Manager
Joe	Hilbourn	City Staff Development Services Director
Donna	Bradshaw	Communication & Event Specialist
Morgan	Kowaleski	Executive Administrative Assistant

## 2025 FARMERS MARKET SCHEDULE AND SPECIAL EVENT COORDINATORS

**April 26, 2025** - Spring Plant Sale/Backyard Chickens ~ Christel Parish/ plants & Cathy Gleason/ chickens

**May 10, 2025** - Build a Bird House ~ Joan Phillips & Bill Esposito

**May 17, 2025** - Farm to Table

**May 24, 2025** - Animal Shelter Adoption Event ~ John Elliott

**May 31, 2025** - Farm to Table

**June 7, 2025** - Farm to Table

**June 14, 2025** - Cooking Demonstration ~ Bill Esposito

**June 21, 2025** - Farm to Table

**June 28, 2025** - Annual Ice Cream Crank Off ~ Bill Esposito

**July 5, 2025** - Farm to Table

**July 12, 2025** ~ Picnic in the Park ~ staff

**August 23, 2025** - Back to School Celebration ~ Brian Bellows

**September 13, 2025** - 9/11 Memorial Service ~ Chief Stephens/John Whitsell

**September 27, 2025** - Annual Robotics Competition ~ Laura Howard/Neil Peterson

**October 11, 2025** - Pumpkin Painting & Lovejoy Art Sale ~ Angela Martinez/Marie Rathgeb

**October 25, 2025** - Halloween Costume Contest ~ Staff

**December 5, 2025** - Holiday Market at Country Christmas ~ Bill Esposito



# City of Lucas

## Parks and Open Space Board Request

### March 25, 2025

Requester: Communications and Event Specialist Donna Bradshaw

#### **Agenda Item Request**

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A. Discuss a date in October 2025 to hold Movie in the Park.

#### **Background Information**

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Typically, Movie in the Park is held in October each year. The date for this year has not been added to the calendar.

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

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NA

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

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NA

#### **Recommendation**

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NA

#### **Motion**

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I make a motion to approve/deny amending the City of Lucas Special Events Calendar to add Movie in the Park in October, 2025.



# City of Lucas

## Parks and Open Space Board Request

### March 25, 2025

Requester: John Whitsell

#### **Agenda Item Request**

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Consider approval of the Trails Master Plan update.

#### **Background Information**

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At a recent planning meeting for the Parks and Open Space Board, an update to the Trails Master Plan was proposed. The update removed the segments on Ingram Lane and Allison Lane that ran north and south from Estates Pkwy to West Lucas Road. The update also added all of Lucas Road from Angel Pkwy to Lake Lavon. There was also a segment added that included all of Estates Pkwy and Country Club Road from Estates Pkwy to the Lucas Road intersection.

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

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A. Map Revision

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

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NA

#### **Recommendation**

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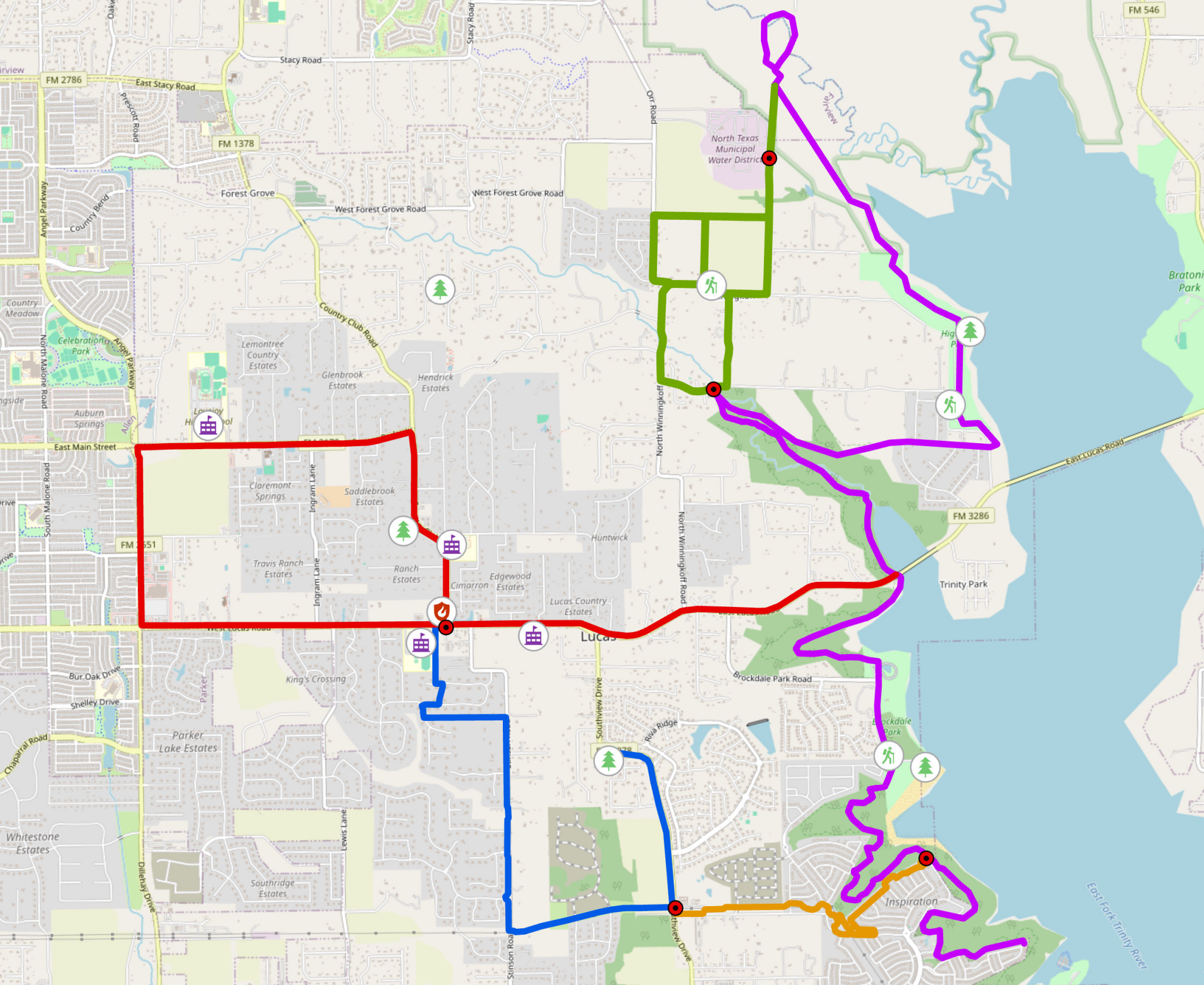
Staff recommends approval of update as presented.

#### **Motion**

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I make a motion to approve/deny the update to the Trails Master Plan.





# LEGEND

## LOCATIONS

-  FIRE STATION
-  SCHOOL
-  PARK
-  TRAILHEAD
-  TRAIL ACCESS

## TRAIL SEGMENTS

- CENTRAL LOOP TRAIL**
- STINSON TRAIL**
- EAST WINNINGHOFF TRAIL**
- OSAGE TRAIL**
- TRINITY TRAIL**

**DRAFT**

# Trails Master Plan City of Lucas 2025

**March 18, 2025**







# City of Lucas

## Parks and Open Space Board Request

### March 25, 2025

Requester: Parks and Open Space Board

#### **Agenda Item Request**

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Consider approval of the minutes of January 28, 2025 Parks and Open Space Board Meeting

#### **Background Information**

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NA

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

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A. January 28, 2025, Parks and Open Space Board Meeting Minutes

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

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NA

#### **Recommendation**

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Staff recommends approval of the minutes as presented.

#### **Motion**

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I make a motion to approve the minutes of the January 28, 2025, Parks and Open Space Board meeting as presented.



# **MINUTES** **PARKS AND OPEN SPACE BOARD MEETING**

January 28, 2025 | 6:30 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

## **Call to Order**

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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:**

Chair Bill Esposito  
Vice-Chair John Elliott  
Member Angela Martinez  
Member Christel Parish  
Member Joan Phillips  
Alternate Member Michelle Miller  
Alternate Member Bryan Bellows

### **Staff Present:**

City Manager John Whitsell  
Development Services Director Joe Hilbourn  
CIP Manager Patrick Hubbard  
Communications and Special Event Specialist Donna Bradshaw

### **Farmers Market Committee Member:**

Member Kathrin Esposito

### **City Council Liaison Present:**

Councilmember Neil Peterson

## **Regular Agenda**

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

### **MOTION:**

Member Parish nominated Joan Phillips for Vice Chair, seconded by Vice-Chair Elliott to appoint Joan Phillips as Vice-Chair of the Parks and Open Space Board to serve a period of one year with a term ending December 31, 2025.

Chair Esposito nominated John Elliott for Chair, seconded by Member Philips to appoint John Elliott as Chair of the Parks and Open Space Board to serve a period of one year with a term ending December 31, 2025.

- 2. Discuss the 2025 Lucas Farmers Market Season as it relates to:**

#### **A. Vendor Selection**

Vendor Coordinator Kathrin Esposito presented the current applicants for the 2025 Lucas Farmers Market season. The Board reviewed the materials of the applicants and made selections based on market demand and space availability. Mrs. Esposito advised that applications can still be submitted and will be forwarded for approval when received and verified.



## **MINUTES** **PARKS AND OPEN SPACE BOARD MEETING**

January 28, 2025 | 6:30 pm

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### **B. Special Events**

The Board discussed the calendar of special events for the season. Individual board members volunteered responsibility for special event dates and will be responsible for the organization, planning and coordinating of any volunteers, supplies, or items needed, including City staff.

### **C. Mini Markets**

Mini Markets were renamed to Farm to Table Markets, the only items allowed at these markets will be meat, produce, eggs, cheese and flowers. Set up will be limited to the parking area west of the restrooms on a first come first served basis.

### **D. Live Music**

Recruit music...Bill will contact the schools for orchestra, choir and the band to see if they can perform at the Back to School and 911 event.

### **E. Marketing Plan and Strategy**

Promote the Farm to Table markets, Special Events and Donations. The special event coordinator will define the event and coordinate with staff for least 2 weeks prior to the event.

### **F. Vendor Recruitment**

Recruit more coffee, eggs and cheese

### **G. Volunteer Scheduling**

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

CIP Manager Patrick Hubbard gave a presentation on each park's usage based on reservations over a year's time frame.

## **4. Provide an update on special events including:**

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

Development Services Director Joe Hilbourn provided a summary of the Country Christmas event, Keep Lucas Beautiful and Founders Day.



**MINUTES**  
**PARKS AND OPEN SPACE BOARD MEETING**

January 28, 2025 | 6:30 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

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

**MOTION:**

A motion was made by Chair Esposito, seconded by Member Parish to approve the minutes of November 19, 2024, Parks and Open Space Board meeting as presented. The motion passed unanimously by a 5 to 0 vote.

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

**MOTION:**

A motion was made by Chair Esposito, seconded by Member Parish to approve the minutes of December 3, 2024, Parks and Open Space Board meeting as presented. The motion passed unanimously by a 5 to 0 vote.

## **Adjournment**

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7. Adjournment.

**MOTION:**

A motion was made by Chair Esposito, seconded by Member Parish to adjourn the meeting at 8:24 pm. The motion passed unanimously.

APPROVE:

ATTEST:

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Bill Esposito  
Chair

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Donna Bradshaw  
Communications and Event Specialist