



AGENDA

Parks and Open Space Board Meeting

May 27, 2025 | 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, May 27, 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

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

Regular Agenda

1. Discuss budget recommendations in preparation of the Fiscal Year 2025/26 Parks Budget.
(Development Services Director Joe Hilbourn)
2. Discuss a date in October 2025 for Movie in the Park.
(Development Services Director Joe Hilbourn)
3. Discuss and provide staff direction on a possible July 4, 2026, city-wide celebration.
(City Manager John Whitsell)
4. Provide an update on Special Events: Keep Lucas Beautiful, Founder's Day, and the Lucas Car Show. **(Communications and Special Event Specialist Donna Bradshaw)**
5. Consider approval of the minutes of March 25, 2025, Parks and Open Space Board meeting.

Adjournment

6. 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 May 23, 2025.

Donna Bradshaw, Communications and Event Specialist

In compliance with the Americans 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

May 27, 2025

Requester: Development Services Director Joe Hilbourn

Agenda Item Request

Discuss budget recommendations in preparation of the Fiscal Year 2025/26 Parks Budget.

Background Information

The City Council will be holding the Fiscal Year 2025/26 Budget Workshop on July 17, 2025. In preparation of the Parks Budget, City staff is seeking recommendations from the Parks and Open Space Board on budget items to present to the City Council at the Fiscal Year 2025/26 Budget Workshop. Staff has provided an attachment of the proposed Fiscal Year 2025/26 Parks Budget as reference.

Chapter 1, Article 1.09, Section 1.09.035 (d) of the Code of Ordinances states:

The board should review fees relating to the use of parks on an annual basis, making recommendations to the city manager or designee for consideration during the budget process. The board shall study budget proposals on an annual basis and recommend inclusion or exclusion of budget items to the city manager or designee.

Attachments/Supporting Documentation

1. Proposed Fiscal Year 2025/26 Parks Budget Summary
2. Founders Day Budget Detail
3. Country Christmas Budget Detail
4. Keep Lucas Beautiful
5. Lucas Farmers Market
6. Lucas Car Show
7. Movie in the Park/Art in Public Places
8. Parks Contracts

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.

| 11 -GENERAL FUND PARKS DEPARTMENT DEPARTMENTAL EXPENDITURES | | 2023-2024 FISCAL YEAR ACTUAL | 2024-2025 ORIGINAL BUDGET | 2024-2025 AMENDED BUDGET | 2025-2026 FISCAL YEAR BUDGET | DESCRIPTION |
|---|------------------------|------------------------------------|---------------------------------|--------------------------------|------------------------------------|-----------------------------|
| <u>MAINTENANCE & REPAIR</u> | | | | | | |
| 6211-231 | FACILITIES MAINTENANCE | 4,391 | 5,000 | 5,000 | 5,175 | See Detail Listing |
| 6211-233 | EQUIPMENT MAINTENANCE | 3,494 | 5,000 | 5,000 | 5,000 | Small landscaping Equipment |
| TOTAL MAINTENANCE & REPAIR | | 7,885 | 10,000 | 10,000 | 10,175 | |
| <u>PURCHASED SERVICES</u> | | | | | | |
| 6211-322 | CONTRACTS | 78,873 | 102,500 | 102,500 | 106,087 | See Detail Listing |
| 6211-331 | UTILITIES, ELECTRIC | 3,643 | 3,500 | 3,500 | 3,623 | |
| 6211-333 | UTILITIES, WATER | 12,169 | 11,000 | 11,000 | 11,385 | |
| TOTAL PURCHASED SERVICES | | 94,685 | 117,000 | 117,000 | 121,095 | |
| <u>SPECIAL EVENTS</u> | | | | | | |
| 6211-444 | FOUNDERS DAY | 21,049 | 25,000 | 35,300 | 35,000 | |
| 6211-445 | SERVICE TREE PROGRAM | 5,748 | 7,000 | 8,370 | 8,400 | |
| 6211-446 | KEEP LUCAS BEAUTIFUL | 6,218 | 5,000 | 5,000 | 5,175 | See Detail Listing |
| 6211-447 | COUNTRY CHRISTMAS | 25,111 | 15,000 | 29,245 | 25,000 | |
| 6211-448 | PARK EVENTS | 5,032 | 5,000 | 5,000 | 5,175 | See Detail Listing |
| 6211-449 | LUCAS FARMERS MARKET | 4,629 | 8,500 | 8,500 | 8,798 | See Detail Listing |
| Possible 4th of July Event | | | | | To be determined by John | |
| 6211-450 | LUCAS CAR SHOW | 4,216 | 5,000 | 5,000 | 5,175 | See Detail Listing |
| TOTAL SPECIAL EVENTS | | 72,003 | 70,500 | 96,415 | 92,723 | |
| <u>NON-CAPITAL OUTLAY</u> | | | | | | |
| 6211-417 | PARK IMPROVEMENTS | 33,276 | 40,000 | 40,000 | 40,000 | |
| TOTAL NON- CAPITAL OUTLAY | | 33,276 | 40,000 | 40,000 | 40,000 | |
| <u>CAPITAL OUTLAY</u> | | | | | | |
| 8211-417 | PARK IMPROVEMENTS | 121,802 | | | - | |
| TOTAL CAPITAL OUTLAY | | 121,802 | - | - | - | |
| TOTAL PARKS | | 329,651 | 237,500 | 263,415 | 263,993 | |

CITY OF LUCAS
FISCAL YEAR 2025-2026
EXPENSE DETAIL

ACCOUNT NAME Founders Day

ACCOUNT NUMBER 6211-444

DEPARTMENT Parks

| SERVICE PROVIDER | DATE OF SERVICE | DESCRIPTION | PURPOSE | TYPE | COST |
|--------------------------------|-----------------|--|---------|------|---------------------|
| Jennifers All Creatures | 2026 | Petting Zoo | | | \$ 4,130.00 |
| Collin County Sheriff's Office | 2026 | Deputies for Parking/Traffic Control | | | \$ 536.00 |
| Clown Around | 2026 | 5 Mechanical Rides + Carnival Entrance | | | \$ 10,996.50 |
| Lovejoy ISD | 2026 | Shuttle Service | | | \$ 1,084.00 |
| Metro Golf Cars | 2026 | UTV | | | \$ 874.14 |
| Music | 2026 | Live Music | | | \$ 926.00 |
| B3 Entertainment | 2026 | Stilt Walkers/Jugglers | | | \$ 2,787.00 |
| Fun Time Faces | 2026 | Face Painter | | | \$ 516.25 |
| Bee Captured | 2026 | Photo Booth | | | \$ 565.00 |
| Sky High Party Rental | 2026 | Bounce House And Obstacle Course | | | \$ 1,904.00 |
| Event Shirts | 2026 | Staff T- Shirts | | | \$ 1,008.00 |
| Event Signs | 2026 | Event and Sponsor Signs | | | \$ 1,608.72 |
| Event Supplies | 2026 | Stick horse, hay, event decoration, misc | | | \$ 2,432.00 |
| Misc | 2026 | Food, deposits for food trucks, etc. | | | \$5,632.39 |
| | | | | | |
| | | | | | |
| TOTAL BUDGET | | | | | \$ 35,000.00 |

ACCOUNT NAME Country Christmas

ACCOUNT NUMBER 6211-447

DEPARTMENT Parks

| SERVICE PROVIDER | DATE OF SERVICE | DESCRIPTION | PURPOSE | TYPE | COST |
|--------------------------------|-----------------|--------------------------------------|---------|------|--------------|
| Classic Holiday | 12/5/2025 | Ice Skating Rink | | | \$ 5,675.00 |
| Clown Around Party Rental | 12/5/2025 | Train | | | \$ 1,025.00 |
| Collin County Sheriff's Office | 12/5/2025 | Deputies for Parking/Traffic Control | | | \$ 536.00 |
| Air Jumper | 12/5/2025 | 4 person Air Jumper | | | \$ 1,950.00 |
| Bright Event Rentals | 12/5/2025 | Tents,/lights | | | \$ 2,000.00 |
| Fun Time Faces | 12/5/2025 | Face Painting | | | \$ 415.00 |
| Sky High Party Rental | 12/5/2025 | Bounce House and Obstacle Course | | | \$ 710.00 |
| Bubble Fizz | 12/5/2025 | Bubble Truck | | | \$ 826.00 |
| Bee Captured | 12/5/2025 | Photo Booth | | | \$ 415.00 |
| Sunbelt | 12/5/2025 | Light Towers | | | \$ 3,512.00 |
| Emergency Ice | 12/5/2025 | Snow Slide | | | \$ 7,024.00 |
| Lovejoy Shuttle | 12/5/2025 | Lovejoy Shuttle | | | \$ 912.00 |
| | | | | | |
| TOTAL BUDGET | | | | | \$ 25,000.00 |

CITY OF LUCAS
FISCAL YEAR 2025-2026
EXPENSE DETAIL

ACCOUNT NAME

Keep Lucas Beautiful

ACCOUNT NUMBER

6211-446

DEPARTMENT

Parks

| SERVICE PROVIDER | DATE OF SERVICE | DESCRIPTION | PURPOSE | TYPE | COST |
|----------------------|-----------------|---------------------------------|--------------------|-----------|-------------|
| Various | 2026 | Clean up events and programs | Beautification | Service | \$ 2,070.00 |
| TBD | Annual | Keep Texas Beautiful Conference | Training/Education | Education | \$ 1,552.50 |
| Keep Texas Beautiful | Annual | Affiliate member Annual Fee | | | \$ 258.75 |
| | | Scenic City Annual Fee | | | \$ 776.25 |
| Various | | Webinars Meetings | Education | | \$ 517.50 |
| | | | | | |
| TOTAL BUDGET | | | | | \$ 5,175.00 |

CITY OF LUCAS
FISCAL YEAR 2025-2026
EXPENSE DETAIL

ACCOUNT NAME

Lucas Farmers Market

ACCOUNT NUMBER

6211-449

DEPARTMENT

Parks

| SERVICE PROVIDER | DATE OF SERVICE | DESCRIPTION | PURPOSE | TYPE | COST |
|---------------------------------|-----------------|------------------------------------|-----------------------|-----------|-------------|
| Signs ready and Fast signs | TBD | Banners, Signs, and Print Material | Marketing | Service | \$ 3,105.00 |
| Minuteman Press | TBD | Buisness Cards | Marketing | Education | \$ 207.00 |
| Texas Department of Agriculture | TBD | Go Texan Level 2 Certification | Program Certification | | \$ 517.50 |
| TBD | TBD | Promotive Items | Marketing | | \$ 828.00 |
| Customink | TBD | Shirts | Supplies | | \$ 1,552.50 |
| TBD | TBD | Social Media | Marketing | | \$ 1,035.00 |
| Various | TBD | Supplies for Market/Special Events | Supplies and Reources | | \$ 1,552.50 |
| | | | | | |
| TOTAL BUDGET | | | | | \$ 8,797.50 |

CITY OF LUCAS
FISCAL YEAR 2025-2026
EXPENSE DETAIL

ACCOUNT NAME

Lucas Car Show

ACCOUNT NUMBER

6211-450

DEPARTMENT

Parks

| SERVICE PROVIDER | DATE OF SERVICE | DESCRIPTION | PURPOSE | TYPE | COST |
|------------------|-----------------|---------------------------------------|-----------|-----------|-------------|
| TBD | TBD | Tropies and Awards | Marketing | | \$ 1,550.00 |
| TBD | TBD | Signs Marketing and Promotional Items | Marketing | Marketing | \$ 2,075.00 |
| TBD | TBD | Supplies Misc. | Marketing | Supplies | \$ 1,550.00 |
| | | | | | |
| | | | | | |
| TOTAL BUDGET | | | | | \$ 5,175.00 |

CITY OF LUCAS
FISCAL YEAR 2025-2026
EXPENSE DETAIL

ACCOUNT NAME

Parks Events

ACCOUNT NUMBER

6211-448

DEPARTMENT

Parks

| SERVICE PROVIDER | DATE OF SERVICE | DESCRIPTION | PURPOSE | TYPE | COST |
|------------------|-----------------|----------------------|------------------------|---------|-------------|
| TBD | TBD | Movie in the Park | Supplies and Resources | Service | \$ 2,587.50 |
| TBD | TBD | Art in Public Places | Supplies and Resources | Service | \$ 2,587.50 |
| | | | | | |
| TOTAL BUDGET | | | | | \$ 5,175.00 |

CITY OF LUCAS
FISCAL YEAR 2025-2026
EXPENSE DETAIL

ACCOUNT NAME

Contracts

ACCOUNT NUMBER

11-6211-322

DEPARTMENT

Parks

| SERVICE PROVIDER | DATE OF SERVICE | DESCRIPTION | PURPOSE | TYPE | COST |
|---------------------------------|-----------------|-------------------------------------|---|---------------|------------|
| McCreary Mowtime INC | On-going | Contract for landscaping/mowing | Maintain the grass at various locations | Mowing | \$ 51,750 |
| McMahan Turf and Agronomics LLC | On-going | Weed and fertilization control | Maintain nice sodded areas | Fertilization | \$ 31,050 |
| The Maid Quarters LLC | On-going | Cleaning of various restrooms | Maintain cleanliness of park restrooms | Cleaning | \$ 15,525 |
| Soil Express | On-going | Blown in Mulch For Park Playgrounds | Playground safety and Cleanliness | Safety | \$ 7,763 |
| TOTAL BUDGET | | | | | \$ 106,088 |



City of Lucas

Parks and Open Space Board Request

May 27, 2025

Requester: Development Services Director Joe Hilbourn

Agenda Item Request

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

Background Information

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

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

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



Parks and Open Space Board Request

May 27, 2025

Requester: City Manager John Whitsell

Agenda Item Request

Discuss and provide staff direction on a possible July 4, 2026, city-wide celebration.

Background Information

The 250th anniversary of the signing of the Declaration of Independence will be July 4, 2026. Staff is asking for direction on if there is a desire to facilitate a city-wide celebration.

Attachments/Supporting Documentation

N/A

Budget/Financial Impact

N/A

Recommendation

N/A

Motion

N/A



City of Lucas

Parks and Open Space Board Request

May 27, 2025

Requester: Communications and Event Specialist Donna Bradshaw

Agenda Item Request

Provide updates on special events, including:

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

Background Information

Item 6A: Keep Lucas Beautiful Spring Cleanup

The Keep Lucas Beautiful (KLB) Spring Cleanup was held on Saturday, April 5, 2025, from 9:00 a.m. to 1:00 p.m. While the event was mostly rained out, approximately 10 of the 52 registered volunteers still came out to clean various areas in Lucas. Together, they successfully removed an estimated 250 pounds of trash and debris. In light of the weather, the City encouraged volunteers to continue their efforts at their convenience, promoting a decentralized cleanup model that allowed individuals to select their preferred locations and times for participation. This flexible approach not only helped overcome weather challenges but also made it easier for staff to manage volunteer activity and facilitate the collection of litter and debris. Despite the setback, the event exemplified community resilience and continued commitment to keeping Lucas clean and beautiful.

Item 6B: Founders Day Country Fair

The 2025 Founders Day event was a major success, thanks to ideal weather, strong public turnout, and a lively atmosphere filled with enthusiastic participation. Attendees enjoyed a wide range of activities, including engaging entertainment, a charming petting zoo, colorful face painting, carnival rides, inflatables, and the ever-popular Stick Horse Rodeo. The Legacy 4H Auction added a sentimental touch, while Debbie's historical exhibits and a newly introduced tribute to Lucas Veterans offered meaningful moments that deeply resonated with visitors. Crowd favorites like the stilt walker brought joy and energy, leaving many eager for an even bigger and better event next year.

Item 6C: Lucas Car Show

The Lucas Car Show was held at Lovejoy High School (2350 Estates Parkway) from 8:00 am to 12:00 pm on Saturday, May 17, 2024. General admission for viewers was free, and registrants paid \$20 entry fee. Approximately 115 vehicles were entered into the show. The event was a success, and the 2 food trucks were a great added feature. 3 food trucks were commissioned, only 2 showed.



City of Lucas

Parks and Open Space Board Request

May 27, 2025

Community partnerships with local Lucas car enthusiasts and private groups should be explored in the future in order to gain more participation for car show participants and spectators.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

Item 6A: 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. A total of \$2,668.79 was expended for this event this year for annual fees, memberships, and the Keep Texas Beautiful conference.

Item 6B: Founders Day Country Fair

The Founders Day Country Fair is budgeted in account 11-6211-444 (Founders Day) at \$25,000 for fiscal year 2023/24. This budget includes the cost of activities and supplies. The \$25,000 along with donations of \$11,050, brought our budget to \$36,050. A total of \$29,622.13 was expended for this event this year.

Item 6C: Lucas Car Show

The Lucas Car Show is budgeted in account 11-6211-450 (Parks Events) at \$5,000 for fiscal year 2024/25. A total of \$2843.41 was expended for this event this year.

Recommendation

N/A

Motion

N/A



City of Lucas

Parks and Open Space Board Request

May 27, 2025

Requester: Parks and Open Space Board

Agenda Item Request

Consider approval of the minutes of March 25, 2025 Parks and Open Space Board Meeting

Background Information

NA

Attachments/Supporting Documentation

A. March 25, 2025, 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 March 25, 2025, Parks and Open Space Board meeting as presented.



MINUTES

Parks and Open Space Board and Lucas Farmers Market Committee Workshop

March 25, 2025 | 6:30 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

Call to Order

The meeting was called to order at 6:39 pm and a quorum was determined to be present.

Parks Board Members Present:

Vice-Chairman Joan Phillips
Member Angela Martinez
Member Christel Parish
Member Michelle Miller

Staff Present:

City Manager John Whitsell
Development Services Director Joe Hilbourn
Communication Specialist Donna Bradshaw

Parks Board Members Absent:

Chairman John Elliott
Member Bill Esposito
Member Bryan Bellows

City Council Liaison Present:

Councilmember Neil Peterson

Lucas Farmers Market Committee Present:

Kathrin Esposito

Regular Agenda

1. Discuss and consider plans for the 2025 Lucas Farmers Market Season.

MOTION: A motion was made by Member Miller, seconded by Member Martinez, to finalize the plans for the 2025 Lucas Farmers Market season. The motion passed unanimously.

2. Discuss a date in October 2025 for Movie in the Park.

MOTION: A motion was made by Member Parish to table the item until the next meeting, seconded by Member Angela Martinez. The motion passed unanimously.

3. Consider approval of the Trails Master Plan update.

MOTION: A motion was made by Vice-Chair Phillips, seconded by Member Miller, to approve the update to the Trails Master Plan map as presented. The motion passed unanimously.

4. Consider approval of the January 28, 2025, Parks and Open Space Board meeting minutes.

MOTION: A motion was made by Vice-Chair Phillips, seconded by Member Parish, to approve the minutes of the January 28, 2025, Parks and Open Space Board meeting. The motion passed unanimously.

5. Adjournment.

MOTION: A motion was made by Member Miller, seconded by Member Parish to adjourn the meeting at 6:49 pm. The motion passed unanimously.

APPROVE:

ATTEST:

Joan Phillips, Vice-Chairman

Donna Bradshaw,
Communications and Event Specialist