



# Agenda

## City of Lucas Parks and Open Space Board Meeting September 26, 2017

7:00 PM

City Hall - 665 Country Club Road – Lucas, Texas

Notice is hereby given that a meeting of the City of Lucas Parks & Open Space Board Meeting will be held on September 26, 2017 at 7:00 pm at the Lucas City Hall, 665 Country Club Road, Lucas, Texas at which time the following agenda will be discussed. As authorized by Section 551.071 of the Texas Government Code, the Parks & Open Space Board may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

### Call to Order

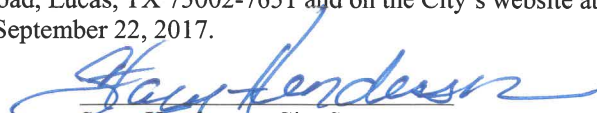
- Roll Call
- Determination of Quorum
- Reminder to turn off or silence cell phones
- Pledge of Allegiance

### Regular Agenda

1. Consider approval of the minutes of the August 22, 2017 Parks and Open Space Board regular meeting. **(City Secretary Stacy Henderson)**
2. Consider prioritization of Parks Board projects. **(Parks Board Member Ken Patterson)**
3. Discuss participating in a Lake Lavon Cleanup event. **(Parks Board Member Brenda Rizos)**
4. Discuss 2017 Scarecrow Contest procedures, application process, and judging deadlines. **(Parks Board Ken Patterson)**
5. Update on the Fall Sweep Clean- Up and Arbor Day event scheduled for November 4, 2017. **(Development Services Director Joe Hilbourn)**
6. Consider meeting dates for November and December 2017. **(Parks Board)**
7. Adjournment.

### Certification

I 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, TX 75002-7651 and on the City's website at [www.lucastexas.us](http://www.lucastexas.us) by 5:00 p.m. on or before September 22, 2017.

  
Stacy Henderson, City Secretary

*In compliance with the American with Disabilities Act, the City of Lucas will provide for reasonable accommodations for persons attending public meetings at City Hall. Requests for accommodations or interpretive services should be directed to Stacy Henderson at 972-912-1211 or by email at [shenderson@lucastexas.us](mailto:shenderson@lucastexas.us) at least 48 hours prior to the meeting.*

# **AGENDA ITEM No. 1**



Parks and Open Space Board Meeting  
August 22, 2017  
7:00 p.m.  
City Hall – 665 Country Club Road  
**Minutes**

Call to Order

Chairman Rhoads called the meeting to order at 7:00 p.m.

**Parks Board Members Present:**

Chairman David Rhoads  
Vice Chairman Chris Vanhorn  
Member Kenneth Patterson  
Member Bill Esposito  
Member Brenda Rizos (*arrived at 7:03pm*)

**Staff Present:**

City Manager Joni Clarke  
Development Services Director Joe Hilbourn  
City Secretary Stacy Henderson

**City Council Liaison**

Councilmember Tim Baney

Chairman Rhoads determined that a quorum was present and reminded all in attendance to silence their cell phones. The Board conducted the Pledge of Allegiance.

Regular Agenda

1. **Consider approval of the minutes of the July 25, 2017 Parks and Open Space Board regular meeting.**

**MOTION:** A motion was made by Vice Chairman Vanhorn, seconded by Mr. Esposito to approve the minutes as presented. The motion passed unanimously by a 5 to 0 vote.

2. **Receive presentation from Kathleen LoSapio regarding Tree City USA participation and the City's Arbor Day event.**

Ms. LoSapio stated that she had been a master gardener since 2011 and was part of the master gardeners group in the Lucas-Allen area. Ms. LoSapio stated that the master gardener group along with Texas Pure would like to volunteer and participate in the City's upcoming Arbor Day event to provide suggestions to the community regarding tree planting and mulching techniques. Ms. LoSapio also suggested having the Lucas brush fire truck on display as part of the Firewise efforts.

Mr. Esposito stated that he would be picking up tree seedlings from the Barhan Nursery in Bullard, Texas, and would have volunteers from 4H fill bags of mulch to give away.

City Manager Joni Clarke stated that the City would supply tables for the Master Gardeners and Texas Pure along with water and hotdogs for the volunteers as part of the cleanup event.

### **3. Consider prioritization of Parks Board Projects.**

Parks Board member Ken Patterson discussed the prioritization list and suggested that each project have a Parks member lead the project and provide periodic updates. Mr. Patterson stated that if the project is one that the Board has already committed to participating in, then that project should be marked higher.

City Manager Joni Clarke noted that the following projects had been budgeted in the Parks 2017-2018 fiscal year budget:

- Arbor day
- Founders day
- Service Tree Program
- Keep Lucas Beautiful
- Spring Cleanup Event
- Country Christmas
- Tree City USA
- Enhancements to Winningkoff Trailhead
- Park Improvements (Forest Creek Park, Community Park, Kenneth Lewis Park)
- First Trail Segment from Willow Springs to Stinson Road

Mr. Patterson suggested the Board review the prioritization list and scores one final time and be available to discuss at the September Parks Board meeting.

Chairman Rhoads moved to Agenda Item No. 7 at this time.

### **7. Review the Fiscal Year 2017-2018 proposed budget and expenditures.**

City Manager Joni Clarke stated that the Fee Schedule had been amended to no longer require a deposit for rental of the Community Center. A flat rate was now being charged of \$25.00 for four hours and \$50 for the entire day. Ms. Clarke noted that rental of the pavilion at the Lucas Community Park would have the same fee as well.

Ms. Clarke reviewed the park improvements proposed as well as the funds budgeted for the Keep Lucas Beautiful annual conference, where two people have been budgeted to attend the conference.

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

Chairman Rhoads returned to Agenda Item No. 4 at this time.

**4. Discuss the Trails Master Plan update, including the Lakeview Downs trail alignment, and consider the location of proposed trails and the use of each segment.**

Development Services Director Joe Hilbourn gave a summary overview of the proposed Phase 1, Phase 2 and Phase 3 trail segments, including the Lakeview Downs subdivision that has not been developed, but has an easement in the subdivision dedicated for trails.

Ms. Rizos discussed with the Board recommending the trail area near Willow Springs Middle School be designated as a bike trail due to its proximity to residential homes as well as the school.

The Board discussed future roadway expansions on W. Lucas Road as well as various trails, their terrain, and the best use to meet the needs of the citizens in the area.

**MOTION:** A motion was made by Mr. Esposito, seconded by Ms. Rizos to designate all trails east of FM 1378 as equestrian and hiking only, and all trails west and south of FM 1378 to be multi-purpose trails. The motion passed unanimously by a 5 to 0 vote.

**5. Discuss the East Winningkoff Trailhead Grand Opening.**

Development Services Director Joe Hilbourn stated that the City will be holding a grand opening/ribbon cutting ceremony of the Winningkoff Trailhead on October 28, 2017 at 8:00 am., and horses were encouraged.

Councilmember Baney noted that the Trinity Trail Preservation Association would be participating and providing breakfast as well.

**6. Discuss conducting a Scarecrow Contest for 2017, procedures and website details.**

Parks Board member Ken Patterson stated that he would like to hold the Scarecrow Contest for another year and focus more on the schools competing against each other.

City Manager Joni Clarke asked if the Board would like to shift their efforts towards a Christmas lighting contest that would encourage contestants to participate in the Country Christmas event as well.

The Board discussed the number of participants in the scarecrow contest, and that Founders day had moved, and prizes would no longer be handed out at this event. The Board also discussed changing the time frame for registration and judging since it was not tied to Founders Day.

Mr. Patterson stated that he would work on procedures for the Scarecrow Contest and have those available at the next meeting.

**MOTION:** A motion was made by Ms. Rizos, seconded by Mr. Patterson to conduct a Scarecrow Contest for 2017. The motion passed unanimously by a 5 to 0 vote.

**8. Discuss participating in a Lake Lavon Cleanup Event.**

Parks Board member Brenda Rizos stated that there was a group of volunteers that assist in cleaning up trash around Lake Lavon. Ms. Rizos asked if the Board was interested in assisting the group through the City's various cleanup events.

Development Services Director Joe Hilbourn stated that the City could offer supplies such as a dumpster, bags, and gloves to assist with a cleanup event.

The Board was in agreement that they would like to work with the Lake Lavon Cleanup group in their cleanup efforts as well as supply materials as needed.

Ms. Rizos asked that this item be placed on the agenda for the September meeting.

**9. Adjournment.**

**MOTION:** A motion was made by Ms. Rizos, seconded by Mr. Esposito to adjourn the meeting at 8:33 pm. The motion passed unanimously by a 5 to 0 vote.

APPROVE:

ATTEST:

\_\_\_\_\_  
David Rhoads, Chairman

\_\_\_\_\_  
Stacy Henderson, City Secretary

# **AGENDA ITEM No. 2**

Prioritization of Parks and Open Space Board Projects

7	5	5	5
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Criteria Weight

Scoring Criteria

Board Member: \_\_\_\_\_

**City Ordinance**

Educational & community outreach programs; Review Park fees, Park rules, budget proposals, POS Comp Plan, beautification projects, coordinate special events that provide a sense of community spirit and enjoyment.

**Goal 1**

Preserve natural environment and native ecosystems.

**Comp. Plan**

**Goal 2**

Provide Trail System Plan to include green belt & open space that is compatible with the environment & residential neighborhoods.

**Goal 3**

Develop and maintain the new Lucas Parks and Open Space system.

Project	Draft Ballot	Preliminary Total	My Total	Chris	Bill	David	Ken
Annually Review:		217	217	49	56	56	56
A Comp Plan, Park Rules and Park Fees		70	70	0	14	0	56
B Educational Seminars		140	140	35	49	0	56
C Texas Arbor Day		126	126	35	49	0	42
D Founders Day		98	98	14	42	0	42
E Service Tree Program		154	154	49	49	0	56
F Keep Lucas Beautiful 1		140	140	49	49	0	42
G Keep Lucas Beautiful 2 (Fall Cleanup)		98	98	28	28	0	42
H Holiday Lighting Event		63	63	0	28	0	35
I Scarecrow Event		132	132	35	49	0	48
J Tree City USA		126	126	35	49	0	42
K Expansion of Lucas Community Park		140	140	49	49	0	42
L East Winningkoff Trail Head		126	126	35	49	0	42
M Forest Creek Neighborhood (Orchard) Park Recommendation		91	91	14	35	0	42
N Adopt a Highway		63	63	0	28	0	35
O Toys for Tots		147	147	56	56	0	35
P Trail Development Phase 1		77	77	56	0	0	21
Q Trail Development Phase 2		63	63	56	0	0	7
R Trail Development Phase 3		2071	2071				

Preliminary Total	My Total	Chris	Bill	David	Ken
100	100	20	40	0	40
55	55	0	0	15	40
135	130	40	35	15	40
55	55	0	10	15	30
115	115	20	30	40	25
150	150	40	35	35	40
140	140	40	35	35	30
70	70	0	10	40	20
45	45	0	10	15	20
100	100	40	35	0	25
115	115	20	30	40	25
140	140	35	30	40	35
120	120	20	30	35	35
110	110	40	25	15	30
40	40	0	15	0	25
150	150	40	40	40	30
90	90	40	0	20	30
85	85	40	0	15	30
1815	1810				

Preliminary Total	My Total	Chris	Bill	David	Ken
80	80	0	40	0	40
55	55	0	0	15	40
85	85	0	35	20	30
25	25	0	0	0	25
25	25	0	0	0	25
70	70	0	30	0	40
55	55	0	30	0	25
30	30	0	10	0	20
55	55	0	10	25	20
60	60	0	35	0	25
115	115	20	30	40	25
145	145	40	30	40	35
110	110	20	30	35	25
60	60	20	25	0	15
30	30	0	15	0	15
160	160	40	40	40	40
85	85	40	0	20	25
80	80	40	0	15	25
1325	1325				

Preliminary Total	My Total	Chris	Bill	David	Ken
100	100	20	40	0	40
60	60	0	0	20	40
130	130	40	35	15	40
75	75	0	25	20	30
115	115	40	30	20	25
140	140	40	30	30	40
130	130	40	30	30	30
65	65	0	10	35	20
30	30	0	10	0	20
100	100	40	35	0	25
135	135	40	30	40	25
125	135	40	30	30	35
140	140	40	30	35	35
60	60	20	25	0	15
30	30	0	15	0	15
160	160	40	40	40	40
85	85	40	0	20	25
80	80	40	0	15	25
1760	1770				

Preliminary Total Score	497	497
My Total Score	240	240
	485	485
	281	281
	353	353
	514	514
	465	465
	263	263
	193	193
	392	392
	491	491
	550	550
	496	496
	321	321
	163	163
	617	617
	337	337
	308	308
	6971	6976





# City of Lucas

## Parks and Open Space Board Request

### September 26, 2017

Requester: Parks Board

#### **Agenda Item:**

Discuss the 2017 Scarecrow Contest procedures, application process, and judging deadlines.

#### **Background Information:**

Parks Board member Ken Patterson has outlined registration and judging time frames for the Scarecrow Contest. The letter to participants should be reviewed as well as procedures for disbursement of prizes and monetary amounts for first, second and third place winners.

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

1. Calendar of Events
2. Draft letter to participants

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

NA

#### **Recommendation:**

NA

#### **Motion:**

NA

## September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 Labor Day	5	6	7	8	9
10	11 Patriot Day	12	13	14	15	16
17	18 Begin update for Scarecrow web pages  <b>Stacy</b>	19	20	21 Web site testing  <b>Stacy</b>	22 Fall begins	23
24	25	26	27	28	29	30

## October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Registration begins	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Registration Ends	31 Halloween Judging Begins Parks Board	Notes:			

## November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
<b>5</b> Daylight Saving Time Ends <b>Judging Ends</b>	<b>6</b> <b>Score Sheets to Stacy</b>	<b>7</b> Election Day	<b>8</b> <b>Score Sheets tallied</b>  <b>Stacy</b>	<b>9</b>	<b>10</b> <b>Winners Finalized; Web site updated w/message &amp; pics. Letters &amp; Checks mailed</b>  <b>Stacy</b>	<b>11</b> Veterans Day
<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b> Great American Smokeout	<b>17</b>  <b>After Action Report to Parks Board</b>	<b>18</b>
<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b> Thanksgiving Day	<b>24</b>	<b>25</b>
<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	Notes:	

## Draft letter to participants

To: Scarecrow Maker

Your participation in our Scarecrow Contest Event has been greatly appreciated by the City of Lucas Parks and Open Space Board. Your participation has made this event a great success and fun for the entire community. A complete "yearbook" of each display is attached. The Parks and Open Space Board completed their scoring and the judge's top three selections for each of the two categories are shown below. Each winner may pick up their gift card from Stacy Henderson at the city of Lucas.

Thank you again for participating and we look forward to seeing your scarecrow display next year.

Organization:

1st: xxxxxxxx

2nd: xxxxxxxx

3rd: xxxxxxxx

t

Individual:

1st: xxxxxxxx

2nd: xxxxxxxx

3rd: xxxxxxxx



# City of Lucas Parks and Open Space Board Request September 26, 2017

Requester: Development Services Director Joe Hilbourn

## **Agenda Item:**

Update on the Fall Sweep Clean-up and Arbor Day Event scheduled for November 4, 2017.

## **Background Information:**

The Fall Sweep Clean-Up event begins at the Community Park pavilion next to City Hall. Participants will gather at 8:00 a.m., pick up safety vests and trash bags, review safety guidelines, and be assigned to a route. Volunteers will then be dropped off at their assigned location and when done, will be picked up and brought back to the Community Park. Lunch will be provided at the end of the event. This event is registered with Keep Texas Beautiful as part of their Fall Sweep Cleanup campaign.

In support of Arbor Day, the Legacy 4-H Club has arranged for a local tree farm to donate 100 Shumard Oak trees, and 100 Overcup Oak trees. They have also coordinated with Texas Pure and arranged for a donation of one cubic yard of mulch. Representatives from the Master Gardeners will be available to answer questions and share information about planting and care of the trees. City staff will pick up the mulch and deliver it to the park near the tree line by the pavilion. The City will also purchase the bags needed for the 4-H Club members to bag the mulch for give-away.

The Fall Sweep Clean-up and Arbor Day event also coincides with the second recycle drop-off day.

## **Attachments/Supporting Documentation:**

NA

## **Budget/Financial Impact:**

NA

## **Recommendation:**

NA

## **Motion:**

NA

# **AGENDA ITEM No. 6**

# NOV 2017

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Thanksgiving  
Holiday – City  
offices closed

Thanksgiving  
Holiday – City  
offices closed

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Parks Board  
Meeting



# DEC 2017

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Christmas  
holiday – City  
offices closed

Parks Board  
Meeting  
**Christmas  
holiday – City  
offices closed**

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