



AMENDED AGENDA

City of Lucas

City Council Meeting

January 4, 2018

7:00 PM

City Hall – Council Chambers

665 Country Club Road – Lucas, Texas

Notice is hereby given that a City of Lucas meeting of the City Council will be held on Thursday, January 4, 2018 at 7:00 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas, 75002-7651 at which time the following agenda will be discussed. As authorized by Section 551.071 of the Texas Government Code, the City Council 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

Citizen Input

The Citizens' Input portion of the agenda is an opportunity for the public to address the City Council on any subject. By completing a "Request to Speak" form and submitting it to the City Secretary, citizens have an opportunity to speak at the City Council meeting. However, in accordance with the Texas Open Meetings Act, the City Council cannot discuss issues raised or make any decisions but may refer items to City Staff for research and possible inclusion on a future agenda.

1. Citizen Input (**Mayor Jim Olk**)

Community Interest

Pursuant to Section 551.0415 of the Texas Government Code, the City Council may report on the following items: 1) expression of thanks, congratulations or condolences; 2) information about holiday schedules; 3) recognition of individuals; 4) reminders about upcoming City Council events; 5) information about community events; and 6) announcements involving imminent threat to public health and safety.

2. Community Interest. (**Mayor Jim Olk**)

Regular Agenda

3. Discuss and provide direction regarding the regulation of short-term rentals within the City of Lucas. (**City Attorney Joe Gorfida**)

4. Consider the funding for various elements of the Stinson Road/W. Lucas Road intersection and/or the Edgewood Drive to Stinson Road connection through the Bedell/Gipson tract and give the City Manager direction on the same. **(Public Works Director/City Engineer Stanton Foerster)**
5. Consider Ordinance No. 2014-12-00803 Amending Code of Ordinance Chapter 1, Article 1.09, Parks and Recreation regarding:
 - a) Composition of Park and Opens Space Board, qualification of members, regular meetings and quorum, election of officers, and filling of two alternate positions;
 - b) Duties of Parks and Open Space Board; and
 - c) Review of Park Rules and Prohibited Conduct in Parks.
(Councilmember Tim Baney, City Manager Joni Clarke)

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|--------------------------|
| Executive Session |
|--------------------------|

6. Executive Session:
 - A. The City Council will convene into Executive Session as permitted under the Texas Government Code, Section 551.074, Personnel Matters, to discuss Board of Adjustment appointments.
 - B. The City Council will convene into Executive Session as permitted under the Texas Government Code, Section 551.071, Consultation with Attorney, to seek legal advice from the City Attorney regarding GT Construction and the White Rock Trail project.
7. Reconvene into open session and take any action necessary as a result of the Executive Session.
8. Adjournment.

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| 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 and on the City's website at www.lucastexas.us on or before 5:00 p.m. on December 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 at least 48 hours prior to the meeting.



City of Lucas

City Council Agenda Request

January 4, 2018

Item No. 01

Requester: Mayor Jim Olk

Agenda Item:

Citizens' Input

Background Information:

NA

Attachments/Supporting Documentation:

NA

Budget/Financial Impact:

NA

Recommendation:

NA

Motion:

NA



City of Lucas Council Agenda Request January 4, 2018

Item No. 02

Requester: Mayor Jim Olk

Agenda Item:

2. Items of Community Interest.

Background Information:

NA

Attachments/Supporting Documentation:

NA

Budget/Financial Impact:

NA

Recommendation:

NA

Motion:

NA



City of Lucas

City Council Agenda Request

January 4, 2018

Item No. 03

Requester: City Attorney Joe Gorfida

Agenda Item:

Discuss and provide direction regarding the regulation of short-term rentals within the City of Lucas.

Background Information:

A presentation will be given by City Attorney Joe Gorfida regarding the regulation of short-term rentals. The Planning and Zoning Commission has been invited to attend this meeting to participate in the discussion. This item was brought forward due to a recent event that occurred in Lucas regarding a short-term rental that hosted a large party that negatively affected a neighborhood.

Attachments/Supporting Documentation:

NA

Budget/Financial Impact:

NA

Recommendation:

NA

Motion:

NA



City of Lucas Council Agenda Request January 4, 2018

Item No. 04

Requester: Public Works Director/City Engineer Stanton Foerster

Agenda Item:

Consider the funding for various elements of the Stinson Road/W. Lucas Road intersection and/or the Edgewood Drive to Stinson Road connection through the Bedell/Gipson tract and give the City Manager direction on the same.

Background Information:

On December 16, 2016, the City of Lucas engaged the professional services of Birkhoff, Hendricks & Carter, LLP for the design of the Stinson Road/W. Lucas Road intersection improvements. The original concept included the following: 1) the widening Stinson Road to provide for two northbound lanes on approach to W. Lucas Road; 2) the addition of a westbound W. Lucas Road to southbound Stinson Road left turn lane; and 3) the improvement of the radii and drainage east and west of Stinson Road on the south side of W. Lucas Road (FM 1378). During the design, staff added a review of the drainage from Stinson Road to 685 W. Lucas Road.

Initially no easements were contemplated as part of the project, because the widening of Stinson Road was planned to take place on the east side of the existing pavement using an existing easement. As the design progressed, Birkhoff determined that with the NTMWD and Lucas waterlines on the east side of Stinson, there was not enough room to widen to the east. The design efforts were changed to widen to the west side of the existing pavement. A 0.177-acre easement measuring approximately 220 feet by 35 feet will be needed from the Allen Family of Faith Church (AFFC) property. The first few hundred feet of Stinson Road sits on prescriptive right-of-way on private property.

Public Works Director/City Engineer Stanton Foerster has been in discussion with representatives from AFFC regarding the easement, but no easement agreement has been finalized. AFFC is willing to execute the easement document depending on the price.

The Stinson Road/W. Lucas Road intersection project will be ready to advertise for bidding later this month pending the outcome of the Texas Department of Transportation plan review.

In the early months of 2017, development interest involving the 22-acre Bedell/Gipson tract of land adjacent to the west is of Lucas Christian Academy started to grow. The Lucas Master Thoroughfare plans shows a connection through this tract connecting Edgewood Drive to Stinson Road. The City will be responsible for 80% to 90% of the funding of the connection when it is constructed. Unfortunately, staff at this time is unable to determine when and if the Bedell/Gipson tract will develop.



City of Lucas Council Agenda Request January 4, 2018

Item No. 04

Per the City Council's request, Birkhoff has broken the bid package into two items: 1) Stinson Road widening only and 2) Stinson Road widening plus W. Lucas Road turn lane. Birkhoff's "opinion of probable construction cost" for the Stinson Road widening is \$245,000, and for the Stinson Road widening plus W. Lucas Road turn lane, it is \$470,000. The cost will not be known until the project is bid on by contractors. At our request, Birkhoff also has an opinion of probable construction cost for fixing the drainage and driveway at 685 W. Lucas Road east of Stinson Road; it is \$50,000.

Original Estimate -- \$453,000

There are three possible projects to proceed with and fund:

1. Stinson Road Widening/Culvert only -- \$245,000
2. Stinson Road Widening/Culvert and W. Lucas Road turn lane -- \$470,000
3. If all the work is done at once, the cost could be \$470,000 plus \$50,000 for the driveway and drainage work at 685 W. Lucas Road Drainage/Driveway for a total of \$520,000.

Attachments/Supporting Documentation:

1. AFFC Easement Drawing
2. Location Map

Budget/Financial Impact:

The Stinson Road/W. Lucas Road intersection project is funded in the FY 17-18 budget in account 21-8210-491-124 in the amount of \$493,000 for design and construction.

Recommendation:

W. Lucas Road/Stinson Road intersection has risen in importance during the past three years. Four roadway closing accidents and numerous complaints from residence using the intersection have raised concerns regarding the functionality of this intersection. Several larger vehicles have fallen into the drainage ditches trying to make right turns. School busses and trucks with stock/equipment trailers are unable to negotiate the turn given the narrowness of Stinson Road, the lack of sufficient radii, and stacking traffic.

Public Works Director/City Engineer Stanton Foerster recommends the following:

- 1) proceed with Stinson Road Widening/Culvert only for \$245,000, and
- 2) do not proceed with the construction of the W. Lucas Road left turn onto Stinson Road and the 685 W. Lucas Road driveway/drainage.

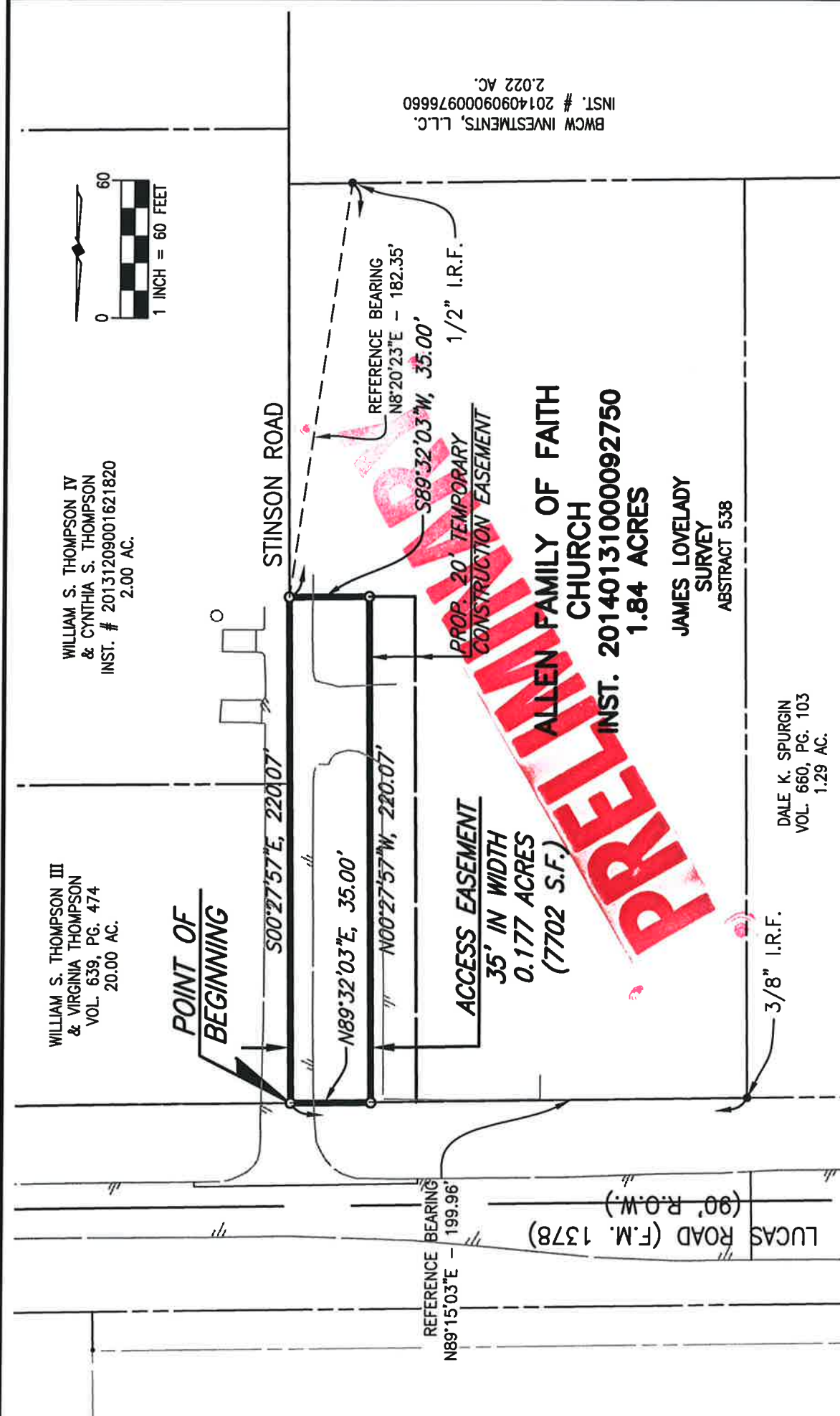


City of Lucas Council Agenda Request January 4, 2018

Item No. 04

Motion:

I make a motion to...



WILLIAM S. THOMPSON III
& VIRGINIA THOMPSON
VOL. 639, PG. 474
20.00 AC.

WILLIAM S. THOMPSON IV
& CYNTHIA S. THOMPSON
INST. # 201312090001621820
2.00 AC.

POINT OF
BEGINNING

STINSON ROAD

S00°27'57"E, 220.07'

N89°32'03"E, 35.00'

N00°27'57"W, 220.07'

ACCESS EASEMENT

35' IN WIDTH
0.177 ACRES
(7702 S.F.)

PROP. 20' TEMPORARY
CONSTRUCTION EASEMENT

ALLEN FAMILY OF FAITH
CHURCH
INST. 20140131000092750
1.84 ACRES

JAMES LOVELADY
SURVEY
ABSTRACT 538

3/8" I.R.F.

DALE K. SPURGIN
VOL. 660, PG. 103
1.29 AC.

BWCW INVESTMENTS, L.L.C.
INST. # 20140909000976660
2.022 AC.

- NOTES:
1. BEARINGS AND DISTANCES CITED IN THIS PLAT DESCRIPTION ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, NAD-83, TEXAS NORTH CENTRAL ZONE 4202.
 2. FIELD SURVEYS CONCLUDED ON xxx/xx/20xx.
 3. A FIELD NOTE DESCRIPTION OF EVEN DATE HERewith ACCOMPANIES THIS EXHIBIT.

| | |
|---|-------------|
| CITY OF LUCAS, TEXAS | |
| ALLEN FAMILY OF FAITH CHUCH ACCESS EASEMENT | |
| BIRKHOFF, HENDRICKS & CARTER, L.L.P. PROFESSIONAL ENGINEERS TBPE Firm No. 526; TBPLS Firm No. 10031800 11910 Greenville Ave., Suite 600 Dallas, Texas 75243 (214) 361-7900 | May 2017 |





City of Lucas

City Council Request

January 4, 2018

Item No. 05

Requester: Councilmember Tim Baney (Park and Open Space City Council Liaison)
City Manager Joni Clarke

Agenda Item:

Consider Ordinance No. 2014-12-00803 Amending Code of Ordinance Chapter 1, Article 1.09, Parks and Recreation regarding:

- a) Composition of Park and Opens Space Board, qualification of members, regular meetings and quorum, election of officers, and filling of two alternate positions;
- b) Duties of Parks and Open Space Board; and
- c) Review of Park Rules and Prohibited Conduct in Parks.

Background Information:

During the December 21, 2017 City Council meeting, the City Council, as part of the discussion regarding the appointment and/or reappointment to City Of Lucas Boards and Commissions, requested that an item be placed on the January 4, 2018 agenda to discuss the Parks and Open Space Board. Specifically, a question was raised regarding the frequency of the meetings and an additional statement was made asking if it would be helpful to clarify the goals and objectives of this Board. The minutes from the past fiscal year and the draft minutes from the October 24, 2017 meeting are being provided as a summary of the recent Park and Open Space Board activity.

The next Park and Open Space Board meeting is scheduled for January 23, 2018 and the following topics are scheduled to be included on the agenda:

- Election of Chairman and Vice Chairman
- Minutes
- Founders Day
- Keep Lucas Beautiful Spring Cleanup Event
- Tree City USA
- Park Improvements (Community Park, Kenneth R Lewis Park, and Forest Creek Park)
- Trail Segment from Willow Springs to Stinson
- Review Planning Calendar and Establish Meeting Schedule for 2018

Attachments/Supporting Documentation:

1. Ordinance No. 2014-12-00803 Amending Code of Ordinance Chapter 1, Article 1.09, Parks and Recreation
2. Parks and Opens Space Board Minutes dated October 24, 2017
3. Parks and Opens Space Board Minutes dated September 26, 2017
4. Parks and Opens Space Board Minutes dated August 22, 2017
5. Parks and Opens Space Board Minutes dated July 25, 2017
6. Parks and Opens Space Board Minutes dated June 27, 2017
7. Parks and Opens Space Board Minutes dated May 23, 2017



City of Lucas City Council Request January 4, 2018

Item No. 05

8. Parks and Opens Space Board Minutes dated April 25, 2017
9. Parks and Opens Space Board Minutes dated March 28, 2017
10. Parks and Opens Space Board Minutes dated February 28, 2017
11. Parks and Opens Space Board Minutes dated January 24, 2017

Budget/Financial Impact:

NA

Recommendation:

NA

Motion:

I make a motion to draft an ordinance amending the Code of Ordinance Chapter 1, Article 1.09, Parks and Recreation as follows:

| | |
|-------------------------------------|--------------------|
| <input type="checkbox"/> | Annexation |
| <input type="checkbox"/> | Disannexation |
| <input checked="" type="checkbox"/> | Code of Ordinances |
| <input type="checkbox"/> | Other |

ORDINANCE # 2014-12-00803
[AMENDING CODE OF ORDINANCE CHAPTER 1, ARTICLE
1.09, PARKS AND RECREATION]

AN ORDINANCE OF THE CITY OF LUCAS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 1 TITLED "GENERAL PROVISIONS" BY AMENDING ARTICLE 1.09 TITLED "PARKS AND RECREATION" BY AMENDING DIVISION 2 TITLED "PARK AND OPEN SPACE BOARD" BY PROVIDING REVISED REGULATIONS FOR THE QUALIFICATIONS AND DUTIES FOR THE PARK AND OPEN SPACE BOARD MEMBERS; BY AMENDING DIVISION 3 TITLED "PARK RULES" BY AMENDING SECTION 1.09.062 TITLED "CONDUCT IN PARKS" BY PROVIDING ADDITIONAL REGULATIONS FOR CITY PARKS; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PENALTY OF FINE NOT TO EXCEED FIVE HUNDRED DOLLARS (\$500.00); AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED THAT THE CITY COUNCIL OF THE CITY OF LUCAS:

Section 1. That the Code of Ordinances of the City of Lucas, Texas be, and the same is, hereby amended by amending Chapter 1 titled "General Provisions", by amending Article 1.09 titled "Parks and Recreation", to read as follows:

"ARTICLE 1.09 PARKS AND RECREATION

Division 1. Generally

Secs. 1.09.001-1.09.030 Reserved

Division 2. Park and Open Space Board

Sec. 1.09.031 Established; composition; qualifications of members

There is hereby created and established the city parks and open space board. The board shall consist of five (5) regular voting members, including a chairperson, and two (2) alternate members. The board members shall be appointed by the city council for a term of two (2) years, and shall serve until their successor is appointed. The alternate board members may participate in the board discussions; however, the alternate board members shall only vote in the absence of a

regular board member, as determined by the chairperson. Board members shall reside in the city for at least six (6) months preceding appointment day.

Sec. 1.09.032 Reserved

Sec. 1.09.033 Removal of members; filling of vacancies

The members of the park and open space board may be removed at any time by a majority vote of the city council with or without cause. Any vacancy in the board shall be filled by the city council for the unexpired term of the member whose place has become vacant.

Sec. 1.09.034 Meetings; quorum

The park and open space board shall hold at least one (1) quarterly meeting. Such meeting shall be held on a day of the month approved by the board. Special meetings may be called by the chairman, by the city manager, or, if requested, by at least four (4) board members. A simple majority of the board shall constitute a quorum. A vote of the simple majority of the quorum shall be required for any action taken by the board. Such meetings shall comply with the Texas Open Meetings Act.

Sec. 1.09.035 Officers

(a) Election. A chairman and vice-chairman shall be selected annually, preferably at the first regular meeting of the fiscal year.

(b) Duties of Officers.

(1) Chairman. It shall be the duty of the chairman to preside at all meetings of the board and to call special meetings.

(2) Vice-chairman. It shall be the duty of the vice-chairman to perform the duties of the chairman during any absence.

Sec. 1.09.036 Duties

(a) The board shall serve in an advisory capacity to the city council in all matters relating to the parks and open space of the city. The board shall also make recommendations to the city council on the implementation of beautification programs and projects to enhance the natural beauty of Lucas.

(b) The board shall review, study and make recommendations to the city manager or designee for priorities of projects or activities to be included in future parks, open space and beautification projects and programs. Board input and guidance on parks and open space should be incorporated into the parks and open space master plan which also includes the identification of the city's trail network and possible locations of trailheads. Such master plan shall be considered, revised and maintained with technical assistance and recommendations of the city

manager or designee. The parks and open space master plan shall be reviewed at least annually by the board.

(c) Based on the park and open space master plan and the identification of beautification projects by the board, a five-year capital improvement program should be developed for consideration by the city council and coordinated with the city manager or designee and the finance department.

(d) 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.

(e) The board should review park rules and policies on an annual basis, making recommendations to the city manager or designee.

(f) The board should assist in educational and community outreach programs to help facilitate litter prevention, preservation of open space, encouragement of community advocacy relating to beautification and the establishment of partnerships to help with the overall aesthetic appeal of Lucas.

(g) The board should help ensure a high quality of life for Lucas residents by coordinating special events that provide a mechanism to create a sense of community spirit and enjoyment.

(h) The board may establish additional policies and guidelines upon approval by the city council.

(i) The board shall study and make recommendations to the city council on any other matters as requested by the city council.

Sec. 1.09.037 Attendance Policy

To ensure that the board has sufficient members present to transact business, board members and alternates shall maintain a record of at least 75% attendance at the official meetings of the board.

A review of each board member's attendance will be conducted at the time the member's reappointment. If at the time of reappointment, the attendance record of the member is below 75% for their last appointed term, the staff and Chair will review the attendance record with the board member and will then provide a written board attendance report to the City Council. Upon review of the written report, the City Council may ask to meet with the member concerning the ability to continue to meet the attendance requirements. The outcome of the review of the report and/or the interview with the member will be considered in the reappointment process.

Secs. 1.09.038–1.09.060 Reserved

Division 3. Park Rules

Sec. 1.09.061**Penalty**

Any person, firm or corporation violating any of the provisions of this division shall be deemed guilty of a misdemeanor, and upon conviction in the municipal court of the city shall be subject to a fine as provided in section 1.01.009 of this chapter for each offense.

Sec. 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 in 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;
- (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) To practice, conduct, or carry on any commercial activity, trade or business activity without the prior written permission of the city;

- (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; or
- (19) To destroy, damage, deface or remove shrubbery, trees, soil, grass, turf or other vegetation, rock, minerals or any other personal or real property."

Section 2. All ordinances of the City of Lucas in conflict with the provisions of this Ordinance shall be, and same are hereby, repealed, provided, however, that all other provisions of said Ordinances are not in conflict herewith shall remain in full force and effect.

Section 3. Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance or of the City of Lucas Code of Ordinances, as amended hereby, be adjudged or held to be voided or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinances or the City of Lucas Code of Ordinances, as amended hereby, which shall remain in full force and effect.

Section 4. An offense committed before the effective date of the Ordinance is governed by prior law and the provisions of the City of Lucas Code of Ordinances in effect when the offense was committed and the former law is continued in effect for this purpose.

Section 5. Any person, firm or corporation violating any of the provisions or terms of this Ordinance shall be subject to the same penalty as provided for in the City of Lucas Code of Ordinances, as amended, and upon conviction shall be punished by a fine not to exceed the sum of Five Hundred Dollars (\$500) for each offense, and each and every day such violation shall continue shall be deemed to constitute a separate offense.

Section 6. This Ordinance shall take effect immediately from and after its passage and publication in accordance with the provisions of the Charter of the City of Lucas, and it is accordingly so ordained.

DULY PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF LUCAS, COLLIN COUNTY, TEXAS, ON THIS 4th DAY OF DECEMBER, 2014.



APPROVED:

Rebecca Mark, Mayor

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr., City Attorney
(11-18-14/69190)

ATTEST:

Joni Clarke, Interim City Secretary



Parks and Open Space Board Meeting
October 24, 2017
7:00 p.m.
City Hall – 665 Country Club Road
Minutes

Call to Order

Chairman Rhoads called the meeting to order at 7:02 p.m.

Parks Board Members Present:

Chairman David Rhoads
Vice Chairman Chris Vanhorn
Member Kenneth Patterson
Member Bill Esposito
Member Brenda Rizos

Staff Present:

City Manager Joni Clarke
Development Services Director Joe Hilbourn

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 September 26, 2017 Parks and Open Space Board regular meeting.**

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

2. **Consider scheduling assigned updates to the Parks Board Prioritization Task List.**

The following schedule was outlined by the Parks and Open Space Board to discuss updates pertaining to the below mentioned projects:

| Project | Member Assigned | Update Assigned |
|--|-------------------------------|-----------------|
| Park Improvements (Community Park, Kenneth Lewis Park, Forest Creek Neighborhood Park) | David Rhoads/ Joe Hilbourn | January |
| Founders Day | David Rhoads | January |
| Keep Lucas Beautiful Spring Cleanup Event | Bill Esposito | January |

| | | |
|--|----------------------------------|-----------|
| Scarecrow Event | Ken Patterson | January |
| First Trail Segment from Willow Springs to Stinson Road | Chris Vanhorn | February |
| Tree City USA | Cathey Bonczar | February |
| Texas Arbor Day | Bill Esposito | March |
| Annually Review of the Comp Plan, Park Rules and Park Fees | Ken Patterson | April |
| Keep Lucas Beautiful Fall Cleanup Event | Bill Esposito | July |
| Keep Texas Beautiful Annual Conference | Cathey Bonczar/ Bill Esposito | July |
| Country Christmas | Joe Hilbourn | October |
| Educational Seminars for Lucas Residents | Chris Vanhorn | As Needed |
| East Winningkoff Trail Head | Brenda Rizos | As Needed |
| Adopt a Highway | Joni Clarke | As Needed |
| Expansion of Lucas Community Park (<i>project is not funded</i>) | Joe Hilbourn | As Needed |

3. Discuss participating in a Lake Lavon Cleanup event.

Ms. Rizos stated that the contact for the Lake Lavon Cleanup Group was David Grote and he was given the Development Services Directors contact information. Mr. Grote is aware of the City's Arbor Day event on November 4, and the Lake Lavon Cleanup Group may want to take part in the City's various cleanup events throughout the year. Ms. Rizos stated that Mr. Grote will be contacting the City regarding assistance with future events.

4. Update on the East Winningkoff Trailhead project.

Development Services Director Joe Hilbourn reminded the Board that the grand opening for the East Winningkoff Trailhead was scheduled for Saturday, October 28 at 8:00 am, with a trailhead after the grand opening.

5. Adjournment.

MOTION: A motion was made by Ms. Rizos, seconded by Mr. Patterson to adjourn the meeting at 7:58 pm. The motion passed unanimously by a 5 to 0 vote.

APPROVE:

ATTEST:

David Rhoads, Chairman

Stacy Henderson, City Secretary



Parks and Open Space Board Meeting
September 26, 2017

7:00 p.m.

City Hall – 665 Country Club Road

Minutes

Call to Order

Chairman Rhoads called the meeting to order at 7:03 p.m.

Parks Board Members Present:

Chairman David Rhoads
Vice Chairman Chris Vanhorn
Member Kenneth Patterson
Member Bill Esposito

Staff Present:

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

Parks Board Member Absent:

Member Brenda Rizos

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 August 22, 2017 Parks and Open Space Board regular meeting.

Mr. Patterson stated on page 3, Agenda Item No. 6, paragraph 3, he would like the sentence clarified to read “prizes would be distributed by the judges”.

MOTION: A motion was made by Mr. Esposito, seconded by Mr. Patterson to approve the minutes as amended. The motion passed unanimously by a 4 to 0 vote.

2. Consider prioritization of Parks Board Projects.

The Parks Board clarified the naming of several prioritization projects and assigned the following Parks Board members or City Staff to each project:

| | |
|--|----------------------------------|
| Annually Review of the Comp Plan, Park Rules and Park Fees | Ken Patterson |
| Educational Seminars for Lucas Residents | Chris Vanhorn |
| Texas Arbor Day | Bill Esposito |
| Founders Day | David Rhoads |
| Keep Lucas Beautiful Spring Cleanup Event | Bill Esposito |
| Keep Lucas Beautiful Fall Cleanup Event | Bill Esposito |
| Country Christmas | Joe Hilbourn |
| Scarecrow Event | Ken Patterson |
| Tree City USA | Cathey Bonczar |
| East Winninkoff Trail Head | Brenda Rizos |
| Park Improvements (Community Park, Kenneth Lewis Park, Forest Creek Neighborhood Park) | David Rhoads/ Joe Hilbourn |
| Adopt a Highway | Joni Clarke |
| Keep Texas Beautiful Annual Conference | Cathey Bonczar/ Bill Esposito |
| First Trail Segment from Willow Springs to Stinson Road | Chris Vanhorn |
| Expansion of Lucas Community Park (<i>project is not funded</i>) | Joe Hilbourn |

3. Discuss participating in a Lake Lavon Cleanup Event.

This item was placed on the agenda by Parks Board Member Brenda Rizos. Since she was absent from the meeting, this item will be discussed at the October 24, 2017 meeting.

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

Parks Board member Ken Patterson stated that he would like to contact the area schools in order to encourage more participation, and received approval from City Manager Joni Clarke to proceed with speaking to the principals at area schools to further promote the event.

Mr. Patterson handed out to the Board a Scarecrow poster to advertise for the event and asked the Board for any amendments. Mr. Patterson stated that copies would be distributed at area schools and businesses to assist in promoting the event.

The Board had minor changes to the poster and was in agreement that awards would be given to the top three scarecrows.

5. Update on the Fall Sweep Cleanup and Arbor Day Event scheduled for November 4, 2017.

Development Services Director Joe Hilbourn updated the Board regarding the Fall Sweep Clean-Up event, explaining that the Cleanup event began at the Community Park pavilion next to City Hall at 8:00 a.m. where participants would pick up safety vests and trash bags, review safety guidelines, and be assigned to a route. Mr. Hilbourn stated that volunteers would be dropped off at their assigned location and lunch would be provided at the end of the event. Mr. Hilbourn stated that tables would be available for various vendors at the Arbor Day event that would setup under the pavilion.

Mr. Esposito stated that trees and mulch had been obtained for the Arbor Day event and volunteers from the Legacy 4-H Club would be bagging and preparing the mulch.

6. Consider meeting dates for the November and December 2017 Park and Open Space Board meetings.

MOTION: A motion was made by Mr. Esposito, seconded by Mr. Patterson to cancel the Parks Board meetings for November and December 2017. The motion passed unanimously by a 4 to 0 vote.

7. Adjournment.


MOTION: A motion was made by Vice Chairman Vanhorn, seconded by Mr. Patterson to adjourn the meeting at 7:51 pm. The motion passed unanimously by a 4 to 0 vote.

APPROVE:



David Rhoads, Chairman

ATTEST:



Stacy Henderson, City Secretary





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 since Founders Day had moved, prizes would be distributed by the judges. 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.

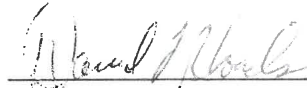
The Board was in agreement that they would like to work with the Lake Lavon Cleanup group in their cleanup efforts as well as supply materials as needed.

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:



David Rhoads, Chairman

ATTEST:



Stacy Henderson, City Secretary





Parks and Open Space Board Meeting
July 25, 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

Staff Present:

Development Services Director Joe Hilbourn
City Secretary Stacy Henderson
Special Projects Coordinator Cathey Bonczar

Parks Board Members Absent:

Member Brenda Rizos
Alternate Member Joanne Doucet

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 June 27, 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 4 to 0 vote.

2. **Presentation by Cathey Bonczar regarding the Keep Texas Beautiful Conference highlights.**

Special Projects Coordinator Cathey Bonczar discussed the highlights from the Keep Texas Beautiful conference she attended in June 2017. Ms. Bonczar discussed the organizations mission and educational sessions that were attended. She also discussed opportunities available to apply for various awards and funding through the Keep Texas Beautiful program and outlined several submissions that had received awards and their efforts.

Ms. Bonczar discussed the importance of the City branding the Keep Lucas Beautiful program and creating a Keep Lucas Beautiful logo. Ms. Bonczar displayed photographs from other cities such as Hutto and Salado that had completed various beautification efforts throughout their city.

This was a discussion item only; no formal action was taken.

3. Consider prioritization of Parks Board projects based on a matrix tool.

Parks Board Member Ken Patterson discussed with the Board the scoring criteria used for grading the projects outlined and the best way to rank those projects.

The Board agreed to add the Parks Trail System, Phase 1, 2 and 3 as projects to be included on the list.

Vice Chairman Vanhorn discussed assigning a Parks Board member as a liaison to a project once the prioritization list had been established.

The Parks Board members prioritized and ranked the project listing and turned their information into City Secretary Stacy Henderson for compilation to be discussed at the August Parks Board meeting.

This was a discussion item only; no formal action was taken.

4. Update regarding the East Winningkoff Trailhead project.

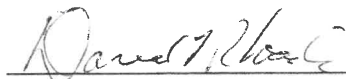
Development Services Director Joe Hilbourn stated that the tree line had been trimmed and brush had been removed and components for the bathroom facilities would be delivered on July 31.

This was a discussion item only; no formal action was taken.

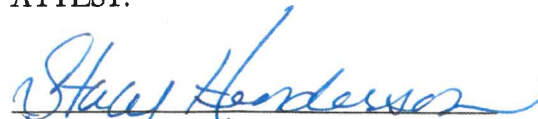
5. Adjournment.

MOTION: A motion was made by Vice Chairman Vanhorn, seconded by Mr. Esposito to adjourn the meeting at 7:45 pm. The motion passed unanimously by a 4 to 0 vote.

APPROVE:


David Rhoads, Chairman

ATTEST:


Stacy Henderson, City Secretary





Parks and Open Space Board Meeting
June 27, 2017
7:00 p.m.
City Hall – 665 Country Club Road
Minutes

Call to Order

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

Parks Board Members Present:

Vice Chairman Chris Vanhorn
Member Kenneth Patterson
Member Brenda Rizos
Member Bill Esposito
Alternate Member Joanne Doucet

Staff Present:

City Manager Joni Clarke
City Secretary Stacy Henderson
Building Inspector Scott DeJong

City Council Liaison

Councilmember Tim Baney

Parks Board Members Absent:

Chairman David Rhoads

Vice Chairman Vanhorn 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 May 23, 2017 Parks and Open Space Board regular meeting.**

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

2. **Update regarding the City of Lucas becoming a Tree City USA community, designating the Parks Board to serve as the Tree Board, in association with taking part in an Arbor Day event.**

Mr. Esposito updated the Board regarding the requirements for becoming a member of Tree City USA. Mr. Esposito discussed the requirement of committing \$2.00 per capita, requiring the City to allocate approximately \$10,000 towards tree planting and maintenance. Items that could be considered as part of the \$2.00 per capita include trimming, watering, planting, and fertilizing of

trees, which the City currently maintains. Mr. Esposito stated that a resolution of commitment was also required to be passed by the City Council. Mr. Esposito stated that he was waiting to receive a confirmation from the local girl scout troop as to their interest in participating in an Arbor Day event again this year. This event would also qualify towards the \$2.00 per capita requirement associated with Tree City USA.

The Board discussed setting a date for the Arbor Day that coincides with the City's Fall Clean Up event.

MOTION: A motion was made by Ms. Rizos, seconded by Mr. Esposito to approve an Arbor Day celebration for November 4, 2017. The motion passed unanimously by a 5 to 0 vote.

Vice Chairman Vanhorn moved to Agenda Item No. 7 at this time.

7. Update regarding neighborhood feedback related to Forest Creek Park located on Orchard Gap

Agnes Sztajnert, 1910 Northfork, stated that there were many families in the neighborhood and surrounding neighborhoods that use the park as a place to gather and for their kids to play together. Ms. Sztajnert stated that the park currently doesn't have sufficient lighting which draws graffiti and vandalism to the area. She also noted that the neighbors are in support of cleaning up the park and assist the City anyway they can.

Building Inspector Scott DeJong stated that some work had already been completed at the park including removing the gazebo and installing a new gazebo, removing graffiti, and cleanup of gravel and sand at the landing areas. Mr. DeJong stated that the following items are recommended to be updated or installed at the park:

- Paint existing equipment
- Remove three separate play areas and create two play areas
- Remove edging and let play area naturally taper off
- Weatherproof existing hose bibs
- Trim trees and underbrush
- Remove upright poles and install either volleyball, tennis or basketball courts for the future

Mr. DeJong stated that the outlined repairs and improvements would cost approximately \$35,000.

City Manager Joni Clarke stated that any safety items were being repaired immediately. Ms. Clarke noted that signage would be posted at the park stating park hours and additional patrols around the park area would be conducted by the Collin County Deputy. Ms. Clarke also noted that lighting and security cameras would be added to the park to curtail vandalism and additional funds were being requested in the 2017-18 fiscal year budget to address the remainder of the items.

The Board noted that they would like to see plans for the park improvements once drafted.

MOTION: A motion was made by Ms. Rizos, seconded by Mr. Esposito to move forward with the items to be addressed at the park. The motion passed unanimously by a 5 to 0 vote.

Vice Chairman Vanhorn moved to Agenda Item No. 3 at this time.

3. Discuss trail network and possible trail connections and provide feedback from the Cities of Allen and Fairview.

Vice Chairman Vanhorn explained that he spoke with the City of Allen and they were interested extending trails between Lucas and Allen. Mr. Vanhorn stated that he did not hear back from the City of Fairview.

Ms. Rizos discussed the need to keep horse trails separate from pedestrian/biking trails for safety purposes.

The Parks Board discussed creating a plan that serves all citizens of Lucas, outlining horse trails as well as pedestrian/bike trails, color coding the Trails map for those purposes, and working on specific areas at a time.

The Parks Board and City Manager Joni Clarke reviewed the Trails Map and discussed certain areas to be considered.

MOTION: A motion was made by Mr. Esposito, seconded by Mr. Patterson to work on the segment of trail south of Willow Springs to Stinson Road. The motion passed unanimously by a 5 to 0 vote.

4. Consider establishing a fall clean-up event and possible dates.

MOTION: A motion was made by Vice Chairman Vanhorn, seconded by Mr. Patterson to designate November 4, 2017 as the City's Fall Clean-Up Event. The motion passed unanimously by a 5 to 0 vote.

5. Update on expansion of the Lucas Community Park

Building Inspector Scott DeJong gave a presentation discussing possible expansion of the Community Park. He stated that the only option to expand involved the property owners at the south end of the park selling a portion of their property. Mr. DeJong stated that staff had not yet approached the property owners to gauge interest in selling a half-acre or full acre of their property.

MOTION: A motion was made by Ms. Rizos, seconded by Mr. Patterson to approve buying one-acre from each of the property owners on the south end of the Community Park should they be interested in selling a portion of their property. The motion passed unanimously by a 5 to 0 vote.

6. Update regarding the East Winningkoff Trailhead project.

Building Inspector Scott DeJong discussed with the Board the progress on the East Winningkoff Trailhead project that included the clearing and trimming of trees and underbrush, haul off of debris and components for the bathroom facilities would be delivered on July 31.

The Board discussed the driveway entrance to the trailhead that was currently designed at 15 to 18 feet wide may be too small for trailer traffic, and widening of the driveway may be needed.

This was a discussion item only; no formal action was taken.

8. Consider possible park projects, establish criteria for evaluation and prioritize projects based on previously discussed matrix tool.

Parks Board Member Ken Patterson discussed with the Board the prioritization list created for outlining Board projects. Mr. Patterson asked the Board to review the projects and bring their prioritized list to the July meeting for review by the Board.

9. Discuss Fiscal Year 17/18 Parks Board budget

City Manager Joni Clarke stated that \$3,000 had been proposed in the 17/18 budget for the Keep Texas Beautiful conference as well as funds budgeted for Founders Day and Country Christmas. Ms. Clarke noted that the proposed budget does not include any funding for acquisition of land or trail improvements.

10. Adjournment.

MOTION: A motion was made by Ms. Rizos, seconded by Mr. Patterson to adjourn the meeting at 8:22 pm. The motion passed unanimously by a 5 to 0 vote.

APPROVE:


Chris Vanhorn, Vice Chairman

ATTEST:


Stacy Henderson, City Secretary





Parks and Open Space Board Meeting
May 23, 2017
7:00 p.m.
City Hall – 665 Country Club Road
Minutes

Call to Order

Chairman Rhoads called the meeting to order at 7:02 p.m.

Parks Board Members Present:

Chairman David Rhoads
Vice-Chairman Chris Vanhorn
Member Kenneth Patterson
Member Brenda Rizos

Staff Present:

City Manager Joni Clarke
Development Services Director Joe Hilbourn
Executive Assistant/Special Projects Coordinator
Cathey Bonczar

Parks Board Members Absent:

Member Bill Esposito
Alternate Member Joanne Doucet

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 April 25, 2017 Parks and Open Space Board regular meeting.**

MOTION: *A motion was made by Vice Chairman Vanhorn, seconded by Mr. Patterson to approve the minutes as presented. The motion passed unanimously by a 4 to 0 vote.*

2. **Update on becoming a Tree City USA participant.**

Parks Board Member Bill Esposito was not present at the meeting. City Manager Joni Clarke explained the requirements of becoming a Tree City USA participant. Ms. Clarke told the Board that she had met with Mr. Esposito to discuss the four standards necessary to qualify and the monetary requirements. The City was already doing many of the things needed for certification, and one of the City's Public Works employees were in training to become an arborist. Ms. Clarke felt that the City would be able to meet the financial requirements. The application was completed electronically,

and the deadline for filing was December 31, 2017. The Board agreed that there was value in applying and asked that this be placed on the agenda next month for further discussion.

3. Update on goals and clarification of the role of the Parks and Open Space Board.

Board Member Ken Patterson gave a presentation explaining the goals and objectives of the Parks and Open Space Board. He discussed the responsibilities of the Board, and the need for an organized list to manage projects. Mr. Patterson outlined a matrix that could be used to prioritize projects through the use of a score card system. Further documentation would be used to track the objectives, costs, impact on City staff, and the progress towards goals.

The board discussed annual events such as Founders Day, Service Tree Awards, and Country Christmas that could be added to the list along with other projects. Chairman Rhoads asked that this be placed on the next agenda to begin prioritizing projects, and asked the board to bring a list of ideas for consideration.

4. Update on future plans for the Lucas Community Park.

Development Services Director Joe Hilbourn advised the Board that City Council was in favor of moving forward with expanding the Community Park and had asked him to get an estimate of what it would cost per acre. Mr. Hilbourn stated that he would be receiving the appraiser information next week that the City could take to the homeowners. Mr. Hilbourn pointed out that the cost of purchasing one-half acre versus a full acre would be a consideration for the City as well as the homeowners. Acquiring one-half acre from each homeowner would almost double our existing park space.

5. Receive update regarding the East Winningkoff Trailhead project.

Development Services Director Joe Hilbourn stated that the bathroom foundation was completed with plumbing and water line in place. The concrete piers have not been poured due to the ground being too wet and the bathrooms were still six to seven weeks out.

6. Update on the Trail network and possible trail connections.

Using a map of the City, Vice Chairman Chris Vanhorn showed Board members the possible routes that could be considered. He noted that Texas Parks and Wildlife had grants available, and there were some smaller grants (\$15-20K each) that did not require matching funds. The material that would be used to build the trails was something that needed to be considered when applying for grants.

The Board discussed several ideas including how to connect the trails, if trailheads were needed, maintenance considerations, and access and parking.

Mr. Vanhorn advised that he had not contacted the City of Allen regarding a possible connection to their trail and asked if he could approach Allen Parks and Open Space Board to discuss interest. He also volunteered to use his membership with Texas Parks and Wildlife to look at what grants were open.

Mr. Hilbourn discussed locations where the City had right-of-way and easements and possible connections and potential use.

7. Discuss possible uses and updates to Orchard Gap Park

The Board discussed the difficulty in managing this space. The park is one-third acre and is still utilized, however it needed attention. The pavilion and some of the playground equipment is in bad shape, and vandalism continues to be a problem. The Board discussed several options including the approximate \$15,000 it would cost to restore the park. Mr. Hilbourn stated that the pavilion was scheduled to be taken down.

Questions arose regarding how much interest the neighborhood has in using the park. The Board suggested that Joe touch base with the neighbors first to let them know what's going on, determine if there is any interest in maintaining the park vs leveling it, and determine if they would be willing to help in minimize the vandalism. The Board asked for this to be placed on the next agenda for further review.

8. Discuss Fiscal Year 17/18 Parks Board budget

The Board discussed and was in favor of the City conducting a fall clean-up event. Development Services Director Joe Hilbourn will add this to the budget for next year. Board Member Rizos commented that the fall clean up may not generate the same number of volunteers that turned out for the spring event, and suggested we take pictures of the total bags collected so people see the volume of trash collected. The Board briefly reviewed the budget sheet and asked staff to bring back the detail sheet showing the breakdown to the next meeting.

7. Adjournment.

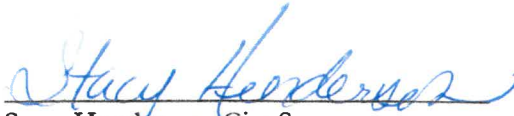
MOTION: *A motion was made by Mr. Vanhorn, seconded by Mr. Patterson to adjourn the meeting at 8:23 pm. The motion passed unanimously by a 4 to 0 vote.*

APPROVE:



David Rhoads, Chairman

ATTEST:



Stacy Henderson, City Secretary





Parks and Open Space Board Meeting
April 25, 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

Parks Board Members Absent:

Member Brenda Rizos
Alternate Member Joanne Doucet

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 March 28, 2017 Parks and Open Space Board regular meeting.**

MOTION: *A motion was made by Mr. Esposito, seconded by Vice Chairman Vanhorn to approve the minutes as presented. The motion passed unanimously by a 4 to 0 vote.*

2. **Discuss and clarify the goals and objectives of the Parks and Open Space Board.**

A presentation was given by Parks Board Member Ken Patterson discussing the procedures involved in identifying Parks Board duties and goals, establishing and managing projects, and the structure of reviewing projects, and assignment of duties.

The Board discussed the duties of the Parks and Open Space Board as outlined in the Code of Ordinances and Comprehensive Plan.

Councilmember Baney clarified with the Board their duties related to management of projects, and noted that once projects were voted on and approved, it was the responsibility of City Staff to manage those projects. Councilmember Baney also stated that any recommendations for projects should be made to the City Council and City Manager for approval.

The Parks Board and staff discussed the need for reviewing the utilization of existing parks, the best use for the parks, and Parks Board goals and duties for the future.

Mr. Patterson stated that he would bring an updated presentation to the May 23 meeting outlining proposed projects.

3. Discuss and consider becoming a Tree City USA community in association with taking part in an Arbor Day event.

Parks Board member Bill Esposito gave a presentation discussing the Tree City program overview and qualifications in becoming a designated Tree City participant. Mr. Esposito stated that the application deadline was December 31, 2017.

Qualifications to become a Tree City include:

- Maintaining a Tree Board of Department
- Having a Tree Care ordinance
- Community Forestry Program with annual budget of at least \$2 per capita
- Arbor Day observance and proclamation

The Board agreed that Mr. Esposito would work with City Manager Joni Clarke regarding future needs for this program.

4. Receive update regarding the East Winningkoff Trailhead project.

Development Services Director Joe Hilbourn updated the board regarding the Trailhead project noting that the foundation for the restroom facilities and water meters would be in place the week of April 24, 2017. Fencing and gravel would be installed the week of May 1. Mr. Hilbourn noted that the next item to be addressed would be the connection to the Trinity Trail north of Wellborn to the Trailhead, as well as marking the trail.

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

5. Discuss the Trails Master Plan and possible trail connections.

The Board discussed the need for trail markers along Winningkoff Road and the various types of trail markers available.

The Board asked that this item be placed on the May 23 agenda to allow review of various trail markers and determine what markers would be needed for Winningkoff Road.

6. Discuss future plans for the Lucas Community Park.

Chairman Rhoads stated that with the increase in participation at City events and the need for additional parking, consideration should be given to the acquisition of additional land next to the community park. Chairman Rhoads stated that a recommendation from the Board would be needed in order to bring this item forward to the City Council regarding the consideration of proceeding in this direction.

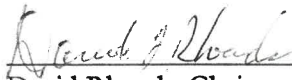
City Manager Joni Clarke stated that she would place an agenda item on the upcoming City Council meeting for discussion.

MOTION: *A motion was made by Vice Chairman Vanborn, seconded by Mr. Esposito to recommend to the City Council that the necessary steps be taken to acquire land for expansion next to the Lucas Community Park. The motion passed unanimously by a 4 to 0 vote.*

7. Adjournment.

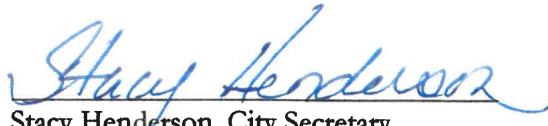
MOTION: *A motion was made by Mr. Vanborn, seconded by Chairman Rhoads to adjourn the meeting at 8:21 pm. The motion passed unanimously by a 4 to 0 vote.*

APPROVE:



David Rhoads, Chairman

ATTEST:



Stacy Henderson, City Secretary





Parks and Open Space Board Meeting
March 28, 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 Brenda Rizos
Alternate Member Joanne Doucet

Staff Present:

City Manager Joni Clarke
Development Services Director Joe Hilbourn
Executive Assistant/Special Projects
Coordinator Cathey Bonczar

Parks Board Members Absent:

Alternate Member Bill Esposito

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 February 28, 2017 Parks and Open Space Board regular meeting.**

MOTION: *A motion was made by Ms. Rizos, seconded by Mr. Patterson to approve the minutes as presented. The motion passed unanimously by a 5 to 0 vote.*

2. **Receive update regarding the East Winningkoff Trailhead project.**

Development Services Director Joe Hilbourn provided a project status summary. He noted that the grant had been received, and the restrooms had been ordered and are expected to be delivered in approximately six weeks. The remaining portions of the project were out to bid. Bids are due by April 12, 2017. \$129,000 was budgeted, and the expected completion date for the project is July 2017. The use of an easement received from NTMWD and the connection point to the trail were briefly discussed.

3. Discuss details of the Keep Lucas Beautiful (KLB) program to include:

- A. KLB affiliate status/annual report update
- B. KLB annual training requirements
- C. Keep Texas Beautiful Annual Conference
- D. KLB Cleanup event assignments

Executive Assistant/Special Projects Coordinator Cathey Bonczar informed the Parks Board that she had completed the training requirements for last year, and had filed the annual report as required to maintain the KLB affiliate status for this year. Ms. Bonczar stated she would be attending the Keep Texas Beautiful Annual Conference in San Antonio in June, and asked that the Board advise her of any specific educational sessions that they would like her to focus on while there.

Development Services Director Joe Hilbourn informed the Parks Board that there were currently 14 volunteers signed up for the cleanup event, and would like the Board to attend as well. Supplies including gloves, trash bags, and safety vests for the event had been ordered.

Mr. Patterson informed the Board that he had contacted the Dallas Cowboy organization and attempted to get an autographed picture of Dak Prescott that could be used as a give-away at the cleanup event. Based on how his request was received, he did not expect to receive the picture.

4. Discuss details of the City of Lucas participating in the Scenic City Certification Program.

Executive Assistant/Special Projects Coordinator Cathey Bonczar informed the Board that the City was applying for the Scenic City Certification. This was the first time the City had applied for this certification. The application is due by April 30. The Board discussed the differences between the KLB membership and the Scenic City Certification. City Manager Joni Clarke and Development Services Director Joe Hilbourn explained the merits of program and the benefits of going through the certification process.

5. Discuss and consider holding quarterly meetings of the Parks and Open Space Board.

Ms. Rizos presented a suggestion for meeting quarterly instead of monthly.

Board Members and City Staff discussed the role and responsibility of the Parks Board, and the relationship between the Board and the City. They reviewed areas where the Board could take on additional projects that are meaningful to the citizens, the possibility of assisting with writing grants, the importance of good communication between the Board and the City, and the Board taking a more active role in creating the agenda.

Chairman Rhoads thought quarterly meetings would be too infrequent for the Board to be effective.

Vice-Chairman Vanhorn suggested they refer to the project list from an earlier meeting, review and prioritize it, and pick one or two projects to work on.

Councilmember Baney suggested that the members view themselves as an advisory Board to Staff. He suggested the Board set an agenda item for their next meeting to discuss the project list. The Board could pick one or two projects from the list to work on and follow the plans from start to finish. This would drive agenda items and create focus for the meetings. The Board can bring project suggestions to staff at any time, and staff will evaluate the project for feasibility of implementation. He suggested the Board take a more active part in supporting Founders Day by having a booth at the event. This gives them the opportunity to let citizens know who they are and what they do, and to listen to citizens about what they would like to see happen.

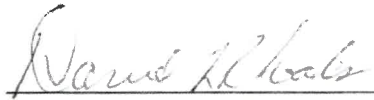
The Board agreed that they should continue to meet monthly, and that suggestions for agenda items should go to Chairman Rhoads and Vice-Chairman Vanhorn for approval, and then forwarded to City Secretary Stacy Henderson.

City Manager Joni Clarke presented each board member with a copy of the ordinance outlining their goals and structure.

6. Adjournment.

MOTION: *A motion was made by Mr. Vanhorn, seconded by Mr. Patterson to adjourn the meeting at 8:24 pm. The motion passed unanimously by a 5 to 0 vote.*

APPROVE:



David Rhoads, Chairman

ATTEST:



Stacy Henderson, City Secretary





Parks and Open Space Board Meeting
February 28, 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
Member Kenneth Patterson
Member Brenda Rizos
Alternate Member Bill Esposito

Staff Present:

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

City Council Liaison

Councilmember Tim Baney

Parks Board Members Absent:

Vice Chairman Chris Vanhorn
Member Amber Patteson
Alternate Member Joanne Doucet

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 January 24, 2017 Parks and Open Space Board regular meeting.**

MOTION: *A motion was made by Ms. Rizos, seconded by Mr. Patterson to approve the minutes as presented. The motion passed unanimously by a 4 to 0 vote.*

2. **Discuss details of the Keep Lucas Beautiful Clean Up Event scheduled for April 22, 2017.**

Development Services Director Joe Hilbourn gave a brief presentation noting that the event would begin at 8:00 am with a safety meeting at the Community Park and routes would be assigned to

volunteers. Lunch would be provided at the end of the event, all supplies had been ordered, and the following streets would be included as part of the cleanup event:

- Blondy Jhune
- W. Lucas Road
- Stinson Road
- Lewis Lane
- Estates Parkway
- Snider Lane (*from Shady Lane to E. Lucas Road will be closed to through traffic from 9:00am to 12:00pm for safety purposes*)
- Brockdale Park and Highland Park

Ms. Rizos noted that she had contacted all the schools to recruit volunteers for the event.

Chairman Rhoads asked that a Parks Board member accompany a team at the cleanup event.

This was a discussion item only; no further action was taken.

3. Receive update regarding the 2017 Founders Day event.

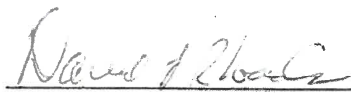
Development Services Director Joe Hilbourn informed the Parks Board that the City Council had voted to move the Founders Day event to April 14, 2018 to allow for additional time between the two City events of Country Christmas and Founders Day. There would be no Founders Day event held in 2017.

This was a discussion item only; no further action was taken.

4. Adjournment.

MOTION: *A motion was made by Ms. Rizos, seconded by Mr. Esposito to adjourn the meeting at 7:15 pm. The motion passed unanimously by a 4 to 0 vote.*

APPROVE:



David Rhoads, Chairman

ATTEST:



Stacy Henderson, City Secretary





Parks and Open Space Board Meeting
January 24, 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 Brenda Rizos
Member Amber Patteson
Alternate Member Bill Esposito
Alternate Member Joanne Doucet

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 November 29, 2016 Parks and Open Space Board regular meeting.**

MOTION: *A motion was made by Ms. Rizos, seconded by Mr. Patterson to approve the minutes as presented. The motion passed unanimously by a 5 to 0 vote.*

2. **Consider setting project goals and budgetary needs for the Parks and Open Space Board for 2017.**

Bill Esposito discussed conducting an Arbor Day event in November in conjunction with the Girl Scouts Arbor Day event. Mr. Esposito stated that he had reached out to the local Girl Scout group and they were interested in whatever support that could be provided by the Parks Board.

The Board discussed various aspects of an Arbor Day event that included the following:

- Tree seedling give-away
- Having a secondary fall cleanup event that coincides with the Arbor Day event
- Participation from the Collin County Master Gardener
- Closing certain streets for the cleanup event to ensure the roadways are safe for individuals picking up trash
- Contact local schools to gain participation in the cleanup events (to be done by Ms. Rizos)
- Contact 4-H group and the Girl Scouts group regarding participation (to be done by Mr. Esposito)

The Board was in agreement to set a date for the Arbor Day event once City Staff and City Council had discussed the possible date change of the Founders Day event.

The Board was in agreement to host their existing annual cleanup event on April 22 beginning at 8:00 am meeting at the Community Park.

The Parks Board also had the following suggestions for possible programs to be considered:

- Adopt a Highway program to assist in keeping the roadways free of trash and debris
- Toys for Tots Program in association with the Country Christmas event
- Christmas lighting contest to be judged by the Parks Board in association with the Country Christmas event
- Regularly scheduled educational seminars throughout the year, such as rain barrel collection, beekeeping, and residential watering that would entail involving the Collin County extension office

The Parks Board was in agreement that they would like to continue the Scarecrow Contest for another year.

3. Consider the appointment of a Chairman and Vice Chairman to serve for a one year period with a term ending December 31, 2017.

MOTION: *A motion was made by Ms. Rizos, seconded by Ms. Patteson to appoint David Rhoads as Chairman of the Parks and Open Space Board. The motion passed unanimously by a 5 to 0 vote.*

MOTION: *A motion was made by Ms. Rizos, seconded by Mr. Patterson to appoint Chris Vanhorn as Vice Chairman. The motion passed unanimously by a 5 to 0 vote.*

4. Adjournment.


MOTION: *A motion was made by Vice Chairman Vanborn, seconded by Ms. Rizos to adjourn the meeting at 8:10 pm. The motion passed unanimously by a 5 to 0 vote.*

APPROVE:



David Rhoads, Chairman

ATTEST:



Stacy Henderson, City Secretary





City of Lucas Council Agenda Request January 4, 2018

Item No. 06

Requester: Mayor Jim Olk

Agenda Item:

6. Executive Session.

- A. The City Council will convene into Executive Session as permitted under the Texas Government Code, Section 551.074, Personnel Matters, to discuss Board of Adjustment appointments.
- B. The City Council will convene into Executive Session as permitted under the Texas Government Code, Section 551.071, Consultation with Attorney, to seek legal advice from the City Attorney regarding GT Construction and the White Rock Trail project.

Background Information:

NA

Attachments/Supporting Documentation:

NA

Budget/Financial Impact:

NA

Recommendation:

NA

Motion:

NA



City of Lucas Council Agenda Request January 4, 2018

Item No. 07

Requester: Mayor Jim Olk

Agenda Item:

Reconvene into open session and take any action necessary as a result of the Executive Session.

Background Information:

NA

Attachments/Supporting Documentation:

NA

Budget/Financial Impact:

NA

Recommendation:

NA

Motion:

NA