



Parks and Open Space Board Meeting
January 23, 2018
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
Alternate Member Tommy Dewitt
Alternate Member Debra Guillemaud

Staff Present:

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

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. Appoint Chairman and Vice Chairman of the Parks and Open Space Board to serve for a period of one year with a term ending December 31, 2018.**

MOTION: A motion was made by Mr. Esposito, seconded by Mr. Patterson to nominate 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 Mr. Esposito, seconded by Mr. Patterson to nominate Chris Vanhorn as Vice Chairman of the Parks and Open Space Board. The motion passed unanimously by a 5 to 0 vote.

- 2. Consider approval of the minutes of the October 24, 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.

3. Review the Parks and Open Space Board 2018 Planning Calendar and establish a regular meeting schedule.

City Manager Joni Clarke discussed the task list created by the Parks and Open Space Board at their October meeting and stated that a planning calendar had been formulated using the task list to outline a quarterly meeting schedule. Ms. Clarke noted that outlining tasks on the planning calendar ensures deadlines were being met.

MOTION: A motion was made by Vice Chairman Vanhorn, seconded by Mr. Patterson to approve the meeting dates outlined in the quarterly schedule. The motion passed unanimously by a 5 to 0 vote.

4. Provide update regarding the 2018 Founders Day event.

Special Projects Coordinator Cathey Bonczar gave an update regarding Founders Day activities. She noted new events at Founders Day included a photo booth, the Collin County Sheriff's office patrol vehicle on display, and games and obstacle courses for the kids. Ms. Bonczar discussed parking and shuttle service that would be offered this year from Willow Springs Middle School to the event, and canvas bags and wildflower seeds would be given out.

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

5. Discuss details of the Keep Lucas Beautiful Spring clean-up event proposed for May 12, 2018.

Special Projects Coordinator Cathey Bonczar stated that the City was proposing two clean up events for the year, with the first being May 12, 2018. Ms. Bonczar stated that staff will purchase all the necessary items and have those available at the event.

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

6. Provide update regarding the 2017 Scarecrow Contest and determine if the Scarecrow Contest should remain as part of the 2018 Parks Board projects.

Parks Board member Ken Patterson stated that the City had conducted the Scarecrow Contest for the last three years, noting the first year the City had 16 participants, and the past year only had five participants. Mr. Patterson stated that posters were distributed to local schools and businesses, but none participated. Mr. Patterson asked the newest board members, Mr. Dewitt and Ms. Guillemaud to review the Scarecrow program and determine if the program should be eliminated from the Boards project schedule or if it could be revamped.

This item will be placed on the planning calendar for April to discuss further. No formal action was taken.

7. Consider applying for the Tree City USA certification in 2018.

Special Projects Coordinator Cathey Bonczar discussed aspects of the certification process. She noted that the City had met several requirements for certification but did not meet the tree care

ordinance requirement related to caring for trees in public space, nor did the City have a certified Urban Forester on staff. Ms. Bonczar stated that City staff was reviewing the tree care ordinance to determine if the City can meet all the criteria.

The Parks Board discussed how to properly maintain trees in public spaces and suggested staff review other cities tree care ordinances to determine if this requirement could be met.

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

8. Provide update regarding park improvements to the Lucas Community Park, East Winningkoff Trailhead, Kenneth R. Lewis Park, and Forest Creek Park.


Development Services Director Joe Hilbourn discussed updates that were occurring at the various parks throughout the City that included tree maintenance, new plant material and landscaping, as well as updates to the scoreboard and dugout at Kenneth R. Lewis Park. Mr. Hilbourn stated that Forest Creek Park would have their swing set painted, the pavilion replaced, and a volleyball or basketball court added depending on funds available.

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

9. Adjournment.

MOTION: A motion was made by Vice Chairman Vanhorn, seconded by Mr. Patterson to adjourn the meeting at 7:57 pm. The motion passed unanimously by a 5 to 0 vote.

APPROVE:



David Rhoads, Chairman

ATTEST:



Stacy Henderson, City Secretary

