



Parks and Open Space Board Meeting
April 24, 2018
7:00 p.m.
City Hall – 665 Country Club Road, Lucas Texas
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 Debra Guillemaud

Staff Present:

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

Parks Board Member Absent:

Alternate Member Tommy Dewitt

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.

Mr. Patterson asked that the Parks Board matrix outlining the Board's goals be a standing item on all future agendas to allow for preparation of upcoming items and discussion.

Regular Agenda

1. **Consider approving the minutes of the January 23, 2018 Parks and Open Space Board meeting.**

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

2. **Conduct an annual review of the following items:**
 - **City's Comprehensive Plan, Chapter 6 Parks and Open Space**
 - **Trails Map**
 - **Park rules and fees**

Mr. Patterson stated that the Comprehensive Plan outlines the six parks located in the City at a total of 153 acres; however they actually total 197 acres. Mr. Hilbourn noted that he would update the document to reflect the correct number.

Ms. Guillemaud asked the number of people that use the City parks.

City Manager Joni Clarke stated that the parks are always populated and used by a lot of soccer groups; but the City has no way of measuring how many people use the park facilities at any given time. Ms. Clarke noted that the Community Center was very busy and rented most weekends.

The Parks Board discussed current park fees being charged, park maintenance and park funding.

Mr. Hilbourn discussed the trails map noting that it had been updated and adopted several months ago and he did not recommend any further updates at this time.

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

3. Consider details of the Scarecrow Contest and provide a recommendation for updating the event or considering an alternative community event.

Parks Board Member Debra Guillemaud noted that she and Parks Board member Tommy DeWitt met with staff and Parks Board member Ken Patterson regarding details of the previously held scarecrow contests and the amount of reduced entries. Ms. Guillemaud stated that they would like to recommend continuing the scarecrow contest with the focus of being a family event, simplifying details, and coordinating activities with the Arbor Day event at the Community Park. Ms. Guillemaud noted that winners would be announced at the Arbor Day event and a display area would be outlined at the park where families or organizations could build their displays several weeks ahead of the Arbor Day event. Registration would take place at City Hall where contestants would give their information and receive an assigned space in the park to setup and display their scarecrow. Ms. Guillemaud stated that no entry fee would be required, Parks Board could secure donations, and members of the Parks Board would judge the event. There could also be a people's choice award where the children could pick a winner.

City Manager Joni Clarke stated that the Parks Board would need to determine which board members would be working the event and logistics associated with the event. Ms. Clarke also noted that it should be explained to participants that having their items in a community park could be subject to damage.

The Parks Board discussed an article being placed in the August newsletter in order to plan for the event. They also discussed having the scarecrow participants scheduled to display their scarecrow at the Community Park the week of October 13-19.

The Parks Board discussed various donations that could be obtained. City Manager Joni Clarke stated that the City could fund gift cards for the event.

MOTION: A motion was made by Vice Chairman Vanhorn, seconded by Mr. Patterson to recommend Debra Guillemaud and Ken Patterson serve on the subcommittee for the Scarecrow Contest. The motion passed unanimously by a 5 to 0 vote.

4. Consider holding a Texas Arbor Day event and schedule a date.

Parks Board Member Bill Esposito stated that last year's event was very successful with Arbor Day being hosted in conjunction with the City's Fall Cleanup event. 4-H purchased 200 trees, Texas Pure donated mulch and the Collin County Master Gardeners were available on site as well. Mr. Esposito suggested hosting the Arbor Day event on November 3.

Vice Chairman Vanhorn suggested that all groups taking part in the Cleanup event come back at the same time to ensure that adequate food was available for the volunteers, as last year this did not occur.

Mr. Esposito asked if a hazardous waste drop off event could be scheduled to coincide with the Arbor Day event as well.

Ms. Clarke stated that she would place an item on the next agenda for discussion.

MOTION: A motion was made by Mr. Esposito, seconded by Vice Chairman Vanhorn to conduct an Arbor Day event, along with a Fall Cleanup event and Scarecrow Contest on November 3, 2018 at the Lucas Community Park. The motion passed unanimously by a 5 to 0 vote.

5. Discuss details of the Keep Lucas Beautiful Spring clean-up event.

Special Projects Coordinator Cathey Bonczar stated that the City was hosting a clean-up event for May 12, 2018 from 8 am to 12 pm and volunteer forms were available on the City's website. Ms. Bonczar also explained that the City would be hosting an E-waste recycling event near the Community Center and there was no limit as to the items you could bring for recycling.

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

6. Provide after action report on the Founders Day 2018 event.

Special Projects Coordinator Cathey Bonczar stated that due to the challenging weather conditions bounce houses had to be cancelled and several vendors were moved indoors. The Mustang Club transported the Grand Marshals consisting of retired fire chiefs and overall the event was successful.

7. Provide updates on 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 adding split rail fencing at the Lucas Community Park as well as additional landscaping. The East Winningkoff Trailhead will also have split rail fencing installed along with a round pen that is out for bid currently. Kenneth R Lewis Park will have new plant material and landscaping installed, as well as updates to the scoreboard and dugout. Mr. Hilbourn stated that Forest Creek Park was scheduled to 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.

8. Adjournment.


MOTION: A motion was made by Mr. Esposito, seconded by Vice Chairman Vanhorn to adjourn the meeting at 8:15 pm. The motion passed unanimously by a 5 to 0 vote.

APPROVE:



David Rhoads, Chairman

ATTEST:


Stacy Henderson, City Secretary