



Agenda

City of Lucas Parks and Open Space Board Meeting

July 24, 2018

7:00 PM

City Hall - 665 Country Club Road – Lucas, Texas

Notice is hereby given that a meeting of the Parks and Open Space Board will be held on Thursday, July 24, 2018 at 7:00 pm at Lucas City Hall, located at 665 Country Club Road, Lucas, Texas 75002-7651 at which time the following agenda will be discussed.

Call to Order

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

Regular Agenda

1. Consider approving the minutes of the April 24, 2018 Parks and Open Space Board meeting. (City Secretary Stacy Henderson)
2. Consider quarterly review of Parks Board projects, goals and objectives established by the project matrix. (Parks Board)
3. Discuss Keep Lucas Beautiful Fall Sweep Clean-up and Arbor Day Event. (Special Projects Coordinator Cathey Bonczar and Board Member Bill Esposito)
4. Receive update regarding details of the Scarecrow Contest to be held November 3, 2018. (Parks Board Members Debra Guillemaud and Ken Patterson)
5. Update on improvements to the Lucas Community Park, East Winningkoff Trailhead, Kenneth R. Lewis Park, and Forest Creek Park. (Development Services Director Joe Hilbourn)
6. Provide an update on the Keep Texas Beautiful Annual Conference. (Special Projects Coordinator Cathey Bonczar)
7. Discuss the possibility of hosting a hazardous waste, batteries, and E-Waste recycling event. (Special Projects Coordinator Cathey Bonczar)
8. Discuss adding a Little League baseball field in the Community Park next to City Hall. (Development Services Director Joe Hilbourn)
9. Adjournment.

Certification

I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, TX 75002 and on the City's website at www.lucastexas.us on or before 5:00 p.m. on July 19, 2018.

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

Parks and Open Space Board Request

July 24, 2018

Requester: City Secretary Stacy Henderson

Agenda Item Request

Consider approving the minutes of the April 24, 2018 Parks and Open Space Board meeting.

Background Information

NA

Attachments/Supporting Documentation

1. April 24, 2018 Parks and Open Space Board minutes

Budget/Financial Impact

NA

Recommendation

NA

Motion

I make a motion to approve the minutes of the April 24, 2018 Parks and Open Space Board meeting.



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 Hillbourn 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. Hillbourn 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:

ATTEST:

David Rhoads, Chairman

Stacy Henderson, City Secretary



City of Lucas

Parks and Open Space Board Request

July 24, 2018

Requester: Parks Board

Agenda Item Request

Consider quarterly review of Parks Board projects, goals and objectives established by the project matrix.

Background Information

NA

Attachments/Supporting Documentation

1. Project Matrix

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA

PRIORITIZATION LIST OF PARKS BOARD PROJECTS

Projects	Meeting to be Discussed	Budgeted 2017-2018	Parks Member Assigned to Project
Founders Day	January	YES	Dave
Keep Lucas Beautiful Spring Cleanup Event	January	YES	Bill
Scarecrow Event	January		Debra/Ken
Park Improvements (Forrest Creek. Community Park, K. Lewis Park; Forest Creek Neighborhood (Orchard) Park Recommendation	January	YES	David
Tree City USA	January	YES	Staff
First Trail Segment from Willow Springs to Stinson Road	April	YES	Chris
Texas Arbor Day	April	YES	Bill
Annually Review: Comp Plan, Park Rules and Park Fees	April		Ken
Keep Texas Beautiful Annual Conference	July	YES	Bill
Keep Lucas Beautiful Fall Cleanup Event	July	YES	Bill
Country Christmas	October	YES	Staff
East Winningkoff Trail Head	As Needed		Staff
Adopt a Highway	As Needed	NO	Staff
Educational Seminars for Lucas Residents	As Needed		Chris
Expansion of Lucas Community Park	As Needed	NO	Staff



City of Lucas

Parks and Open Space Board Request

July 24, 2018

Requester: Special Projects Coordinator Cathey Bonczar and Board Member Bill Esposito

Agenda Item Request

Discuss Keep Lucas Beautiful Fall Sweep Clean-up and Arbor Day Event.

Background Information

Keep Lucas Beautiful will host our annual Fall Sweep Clean-up and Arbor Day event on Saturday, November 3 from 8:00 – 12:00 noon. The clean-up begins and ends at the Lucas Community Park, with a complimentary lunch being served at the end of the event. Participants will again be asked to pre-register by completing the required Volunteer Release form. The form will be placed on the City's website at a later date. Supplies such as safety vests, gloves and trash bags will be provided.

The annual Arbor Day event will be held at the same time as the clean-up. Two hundred (200) trees have been ordered that the Legacy 4-H Club will be giving away, and representatives from Texas Pure and the Collin County Master Gardeners will be invited to participate again this year.

Volunteers are needed to assist with registration, handing out supplies, and clean-up activities after lunch.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

Parks and Open Space Board Request

July 24, 2018

Requester: Parks Board Members Debra Guillemaud and Ken Patterson

Agenda Item Request

Receive update regarding details of the Scarecrow Contest to be held November 3, 2018.

Background Information

The Scarecrow Committee consisting of Debra Guillemaud and Ken Patterson will update the Parks Board regarding activities and details associated with the Scarecrow event to be held November 3, 2018 that include:

- Registration of scarecrow (October 13 – October 19)
- Registration information to include: name, email, and phone number, receive a number for staked area from City staff.
- Stakes will be installed in the park and numbered by City staff.
- Display will be ongoing until November 3 when the winners will be announced at the Arbor Day event.
- Voting to be done the week October 29 by the Parks Board.
- Prizes from area businesses.
- Voting to be done by the Parks Board. Voting criteria will consist of 50% on effort and 50% on creativity.
- Communication of event

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

Parks and Open Space Board Request

April 24, 2018

Requester: Development Services Director Joe Hilbourn

Agenda Item Request

Update on improvements to the Lucas Community Park, East Winningkoff Trailhead, Kenneth R. Lewis Park, and Forest Creek Park.

Background Information

This year the City of Lucas has taken on a number of parks project updates. Some of the updates are minor in nature others are more significant. The following projects are complete or underway:

- Lucas Community Park – Complete
 - Split rail fencing to separate the parking lot from the park
 - Clean up landscaping and add additional plants
- East Winningkoff Trailhead – Partially complete
 - Split rail fencing
 - Round pen for training horses has been scheduled
- Kenneth R Lewis Park – Partially complete
 - Drainage and erosion prevention has been completed
 - Additional landscaping will be added
 - Projects out for bid include updating the scoreboard, painting the dugouts, and refacing the underside of the roof deck on the existing pavilion.
- Forest Creek Community Park – Partially complete
 - Existing pavilion removed and a new pavilion installed
 - Tree line trimmed and thinned out
 - Painting swing sets, refurbishing playground equipment, and new mulch
 - New benches have been ordered, along with soccer goals, trees and picnic tables
 - Basketball courts or a volleyball court are also being considered.

Staff does not anticipate any progress to the trail segment this fiscal year from Willow Springs to Stinson Road.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

Parks and Open Space Board Request

July 24, 2018

Requester: Special Projects Coordinator Cathey Bonczar

Agenda Item Request

Provide an update on the Keep Texas Beautiful Annual Conference.

Background Information

The Keep Texas Beautiful Conference was held in Georgetown, Texas June 11-13, 2018. Special Projects Coordinator Cathey Bonczar attended the conference and took part in educational sessions. Information gleaned from the conference included:

- Changes at the KTB level
- Email marketing tips and tools
- Challenges facing the recycling industry
- Applying for the Governor's Community Achievement Award (GCAA)
- Volunteer management (recruit, retain, reward)

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

Parks and Open Space Board Request

July 24, 2018

Requester: Special Projects Coordinator Cathey Bonczar

Agenda Item Request

Discuss the possibility of hosting a hazardous waste, batteries, and E-Waste recycling event.

Background Information

Proper disposal of household hazardous waste is a real concern. Certain household products may contain chemicals that can present safety issues if not managed properly. Possible solutions for household hazardous waste disposal include:

- Conducting a drop-off event where residents drive to a specified location to drop off their items. Republic Services can provide this service at a cost of approximately \$15,000 - \$20,000 for a single event for a city the size of Lucas.
- Partner with another city conducting a household hazardous waste drop-off event. The City of Allen partners with the City of Plano.
- Barnes Waste Disposal offers curbside pick-up for Lucas residents as part of our existing contract. Household hazardous waste is collected the first Wednesday of each month as a scheduled pick-up. Residents may call to request a pick-up, they are placed on the schedule, and provided information about what is accepted and how to prepare items for collection.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

Staff recommends using Barnes and placing an informational article in the Lucas Leader.

Motion

NA



City of Lucas

Parks and Open Space Board Request

July 24, 2018

Requester: Development Services Director Joe Hilbourn

Agenda Item Request

Discuss adding a Little League baseball field in the Community Park next to City Hall.

Background Information

Due to the demand on current baseball fields, a suggestion was presented to City staff proposing the addition of a Little League baseball field. City owned land located next to the Community Center at the back of the Lucas Community Park could accommodate a practice field. Staff is asking for Parks Board feedback regarding this project.

Attachments/Supporting Documentation

1. Depiction of City Hall property
2. Rough draft of City property with baseball field

Budget/Financial Impact

A practice field is estimated to cost approximately \$25,000 to \$30,000 and is currently not included in the Fiscal Year 18/19 proposed budget. The cost estimate does not include items such as bleachers, dugouts, or benches.

Recommendation

NA

Motion

N/A



