



Agenda

City of Lucas Parks and Open Space Board Meeting January 22, 2019

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 Tuesday, January 22, 2019 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. Appoint Chairman and Vice Chairman of the Parks and Open Space Board to serve for a period of one (1) year with a term ending December 31, 2019. **(City Secretary Stacy Henderson)**
2. Consider approving the minutes of the October 23, 2018 Parks and Open Space Board meeting. **(City Secretary Stacy Henderson)**
3. Presentation by Jaclynn Cauthorn regarding a city-sponsored equestrian facility. **(City Manager Joni Clarke)**
4. Provide update regarding the 2019 Founders Day event scheduled for May 11, 2019. **(Special Projects Coordinator Kent Souriyasak)**
5. Discuss details of the Keep Lucas Beautiful Spring clean-up event Don't mess with Texas Trash-Off on April 6, 2019. **(Special Projects Coordinator Kent Souriyasak)**
6. Evaluate 2018 Scarecrow Contest and consider continuation of the program, or program amendments that are needed. **(Parks Board Members Debra Guillemaud and Ken Patterson)**
7. Provide update on a grant with the Texas Department of Transportation for the purpose of constructing approximately 5.3 miles of the City's trail network, referred to as the exercise loop, adjacent to Estates Parkway, West Lucas Road, Allison Lane, and Country Club Road. **(Development Services Director Joe Hilbourn)**
8. Consider quarterly review of Parks Board projects, goals and objectives established by the project matrix. **(Parks Board)**
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 January 17, 2019.



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

January 22, 2019

Requester: City Secretary Stacy Henderson

Agenda Item Request

Appoint Chairman and Vice Chairman of the Parks and Open Space Board to serve for a period of one (1) year with a term ending December 31, 2019.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

I make a motion to appoint _____ as Chairman of the Parks and Open Space Board for a one-year period with a term ending December 31, 2019.

I make a motion to appoint _____ as Vice Chairman of the Parks and Open Space Board for a one-year period with a term ending on December 31, 2019.



City of Lucas

Parks and Open Space Board Request

January 22, 2019

Requester: City Secretary Stacy Henderson

Agenda Item Request

Consider approving the minutes of the October 23, 2018 Parks and Open Space Board meeting.

Background Information

NA

Attachments/Supporting Documentation

1. October 23, 2018 Parks and Open Space Board minutes

Budget/Financial Impact

NA

Recommendation

NA

Motion

I make a motion to approve the minutes of the October 23, 2018 Parks and Open Space Board meeting.



Parks and Open Space Board Meeting
October 23, 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 Bill Esposito
Alternate Member Debra Guillemaud

Staff Present:

City Manager Joni Clarke
City Secretary Stacy Henderson
Development Services Director Joe Hilbourn
Special Projects Coordinator Kent Souriyasak

Parks Board Members Absent:

Member Kenneth Patterson
Member Tommy Dewitt

City Council Liaison Present:

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 approving the minutes of the July 24, 2018 Parks and Open Space Board meeting.**

Chairman Rhoads noted on page 1, Agenda Item 3, the date should be changed from November 4 to November 3.

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

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

The Parks Board reviewed the matrix and discussed upcoming events and projects. There was no formal action on this item.

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

Special Projects Coordinator Kent Souriyasak shared the details of the Fall Sweep Clean-up and Arbor Day event with the Board stating the event would take place on November 3 from 8:00 am – noon at the Community Park. He also noted that he had reached out to Lovejoy ISD and approximately 20-30 volunteers from the school would be taking part in the event.

Board Member Bill Esposito explained that the 4-H Club would again be participating in the Arbor Day event by providing 200 sapling trees consisting of Pecan and Shumato trees. Representatives from the Collin County Master Gardeners and possibly Texas Pure would be at the event to share information about their organic products.

The Board discussed items and supplies needed for the event.

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

Board Member Debra Guillemaud updated the Board regarding the Scarecrow Contest details. She noted that to date there were six entries received and the deadline to register was Friday, October 26. Ms. Guillemaud asked the Board to complete their judging of the contest so that winners could be notified in advance and would also be announced at the Arbor Day event on November 3. The Board discussed placing ribbons for the winners on the scarecrow displays in the park and staff would print certificates to be handed out at the event on November 3 along with the gift cards.

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 discussed updates to the various parks including:

- Lucas Community Park – Items still needed:
 - Split rail fencing would be added in two areas: 1) separation of the parking lot from the park; and 2) separation between the Community Center to the Public Works yard
 - Cleanup of landscaping
- East Winningkoff Trailhead - pricing for the round pen came in high, bids will be attempted again at a later date
- Kenneth R Lewis Park - Items still needed:
 - Drainage and erosion prevention at sidewalks
 - Additional landscaping
 - Updates to pavilion; repair of roof leak
- Forest Creek Community Park – This project was completed with the following items:
 - Existing pavilion removed, and a new pavilion installed
 - Tree line trimmed and thinned out
 - Painting swing sets, refurbishing playground equipment, and new mulch
 - Installed new benches, soccer goals, trees and picnic tables
 - Basketball courts
 - Grade and sod work

6. Update for possible grant funding for a Little League baseball field in the Lucas Community Park.

Development Services Director Joe Hilbourn explained that the City would be looking for grant funding as a source to fund the baseball field. Collin County Parks and Open Space has a bond proposition on the ballot in November for the acquisition and improvement of land for parks and open space purposes. Mr. Hilbourn explained that should that proposition pass and bonds were approved, the City would apply for funding in July of 2019. Mr. Hilbourn noted that staff would keep the board informed regarding this item.

7. Discuss partnering with the Trinity Trail Preservation Association (TTPA) for a cleanup event on Saturday, September 28, 2019 in support of National Public Lands Day.

Special Projects Coordinator Kent Souriyasak explained that National Public Lands Day was a holiday observed annually to encourage people to enjoy public land and promote conservation. On National Public Lands Day, volunteers gather to assist in cleaning up public lands including trails. Mr. Souriyasak stated that this cleanup event would strictly focus on trails and trailheads and would be an opportunity to partner with TTPA.

The Board discussed its current partnership with TTPA on several items, most notably the Founders Day parade event. The Board also discussed ways to advertise for the event and possible grants that could be obtained in the long term by taking part in the event and having cross-agency partnerships.

MOTION: A motion was made by Mr. Esposito, seconded by Vice Chairman Vanhorn to partner with Trinity Trails Preservation Association for a cleanup event on September 28, 2019 supporting National Public Lands Day. The motion passed unanimously by a 4 to 0 vote.

8. Adjournment.

MOTION: A motion was made by Vice Chairman Vanhorn, seconded by Mr. Esposito to adjourn the meeting at 7:35 pm. The motion passed unanimously by a 4 to 0 vote.

APPROVE:

ATTEST:

David Rhoads, Chairman

Stacy Henderson, City Secretary



City of Lucas

Parks & Open Space Agenda Request

January 22, 2019

Requester: City Manager Joni Clarke

Agenda Item Request

Presentation by Jaclynn Cauthorn regarding a city-sponsored equestrian facility.

Background Information

Jaclynn Cauthorn is an equestrian enthusiast and a City of Lucas citizen. She recently became aware of some property that is on the market and began exploring the idea of whether the City would be interested in participating in the acquisition of property and the development of equestrian facilities such as an indoor riding arena. Ms. Cauthorn discovered the City of Norco, California that has been successful in creating facilities that support the equestrian community. Ms. Cauthorn made a telephone call and visited with staff from Norco, California regarding their development approach and would like to share her vision with the City's Park and Open Space Board.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

Parks and Open Space Board Request

January 22, 2019

Requester: Special Projects Coordinator Kent Souriyasak

Agenda Item Request

Provide update regarding the 2019 Founders Day event scheduled for May 11, 2019.

Background Information

Founders Day is scheduled for Saturday, May 11, 2019 from 12:00 pm to 4:00 pm at the Lucas Community Park located next to City Hall at 665 Country Club Road. The planning has started in securing contracts, identifying vendors, and outreach to community partners. The committee will be meeting to work on detailing maps, parking, traffic control, and scheduling activities. Successful activities from last year's event will continue such as the parade, stick horse rodeo, pony hop event, petting zoo, inflatable obstacle course, photo booth, and more.

This year's event will continue to focus on the beautification of our City, sustainable landscape practices, water conservation, and litter abatement. We are accepting participant applications from craft vendors wishing to sell homemade items, and organizations looking to promote their school, church, or small business. We are also accepting parade applications for those wishing to pre-register.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

The Founders Day event is budgeted at \$30,000 and funding will be utilized from Fiscal Year 18/19 Founders Day 11-6211-444. Anticipated expenses include live music, petting zoo, inflatable obstacle course, photo booth, golf carts, busses, tents, tables, food, beverages, and event supplies.

Recommendation

NA

Motion

There is no motion required, this is an update only.



City of Lucas

Parks and Open Space Board Request

January 22, 2019

Requester: Special Projects Coordinator Kent Souriyasak

Agenda Item Request

Discuss details of the Keep Lucas Beautiful Spring clean-up event Don't mess with Texas Trash-Off on April 6, 2019.

Background Information

The Don't mess with Texas Trash-Off is Texas' signature cleanup event for the nation's Great American Cleanup program. The event is a partnership between Keep Texas Beautiful and the Texas Department of Transportation. As an affiliate member of Keep Texas Beautiful, the City participates in this annual cleanup to support efforts in clearing city-maintained areas and roadsides of trash.

In a joint effort for the cleanup event, the City will partner with United Electronic Recycling to provide a recycling drop-off for residents to dispose of electronics. The drop-off location will take place at and during the cleanup.

The City's Don't mess with Texas Trash-Off event will take place on Saturday, April 6 from 8 am to 12 pm. Volunteers will be asked to register for the cleanup and meet at Lucas Community Park on the scheduled event date. Food and beverages will be served to volunteers. Keep Texas Beautiful will provide cleanup supplies. Marketing and communication will be distributed through the Lucas Leader, City website, Lovejoy Messenger, Lovejoy ISD schools, churches, and local organizations.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

A price quote has been requested from United Electronic Recycling to provide drop-off services at the cleanup event. Additional expenses will include food and beverages for volunteers. Funding will be utilized from Fiscal Year 18/19 Keep Lucas Beautiful account 11-6211-446.

Recommendation

NA

Motion

There is no motion required, this is a discussion only.



City of Lucas

Parks and Open Space Board Request

October 23, 2018

Requester: Parks Board Members Debra Guillemaud and Ken Patterson

Agenda Item Request

Evaluate 2018 Scarecrow Contest and consider continuation of the program, or program amendments that are needed.

Background Information

The 2018 Scarecrow Contest was held October 20 through November 3 in the Community Park. Participants were asked to build their scarecrow in an assigned location at the park and leave on display to encourage visitors to the park. Winners were awarded at the Fall Cleanup/Arbor Day event on November 3. A total of seven (7) participants took part in the event; however, only five entries were eligible for prizes. Gift cards were awarded for first, second and third place, however, fourth and fifth place entries also received gift cards for their participation.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

Funds were spent in the amount of \$225.00 towards gift card purchases for placement and participation in this event.

Recommendation

NA

Motion

I make a motion to discontinue the Scarecrow Contest.

I make a motion to amend the Scarecrow Contest with the following recommendations:



City of Lucas

Parks & Open Space Agenda Request

January 22, 2019

Requester: Development Services Director Joe Hilbourn

Agenda Item Request

Provide update on a grant with the Texas Department of Transportation for the purpose of constructing approximately 5.3 miles of the City's trail network, referred to as the exercise loop, adjacent to Estates Parkway, West Lucas Road, Allison Lane, and Country Club Road.

Background Information

The Texas Department of Transportation (TxDOT) has announced an upcoming call for projects for bicycle and pedestrian infrastructure. Two sources of funding will be included: Transportation Alternatives (TA) and Safe Routes to Schools (SRTS).

Who can apply?

- Texas communities of all sizes may apply for TxDOT's SRTS-Infrastructure funds to construct bikeway and pedestrian projects located within two miles of K-8 schools
- Texas communities of 200,000 or less are also eligible to apply for TxDOT's TA funds

What types of projects are eligible?

- Sidewalks, bikeways, shared use paths, traffic calming measures, and other safety improvements for non-motorized travel

When are applications due?

- TxDOT's Call for Projects will open in February 2019
- The 2019 TA/SRTS Call for Projects will have a two-step process:
Preliminary Project Applications will be due in April 2019
Detailed Project Applications will be due in August 2019
- Project sponsors must complete both application steps to compete for funding

Attachments/Supporting Documentation

1. Trails Master Plan
2. Exercise Loop Map

Budget/Financial Impact

The options below are based on cost estimates from previous projects. There have been no estimates for this project to date. These cost estimates were shared with the City Council at their January 7, 2019 meeting, and the Council wanted to consider Option No. 2 for this project. The costs below do not include design or engineering.



City of Lucas

Parks & Open Space Agenda Request

January 22, 2019

Option 1:

Twelve-foot wide concrete trail times 28,000 lineal feet equals 336,000 square feet. 336,000 square feet times \$6.50 per square foot equals \$2,184,000. This is an estimate based on other project costs. The project would also need drainage, grading, easement acquisition, and approach replacement. An estimate of those portions of the project cost approximately \$900,000. Total cost is estimated to be approximately \$3,084,000.

Option 2:

Remove Allison Lane from the project and have the trail system utilize the sidewalk provided by commercial projects adjacent to Angel Parkway. Eight-foot wide times 22,000 linear feet equals 176,000 square feet times \$6.50 per square foot equals \$1,144,000 plus \$900,000 for drainage, grading, easement acquisition. The estimated cost is \$2,044,000.

Option 3:

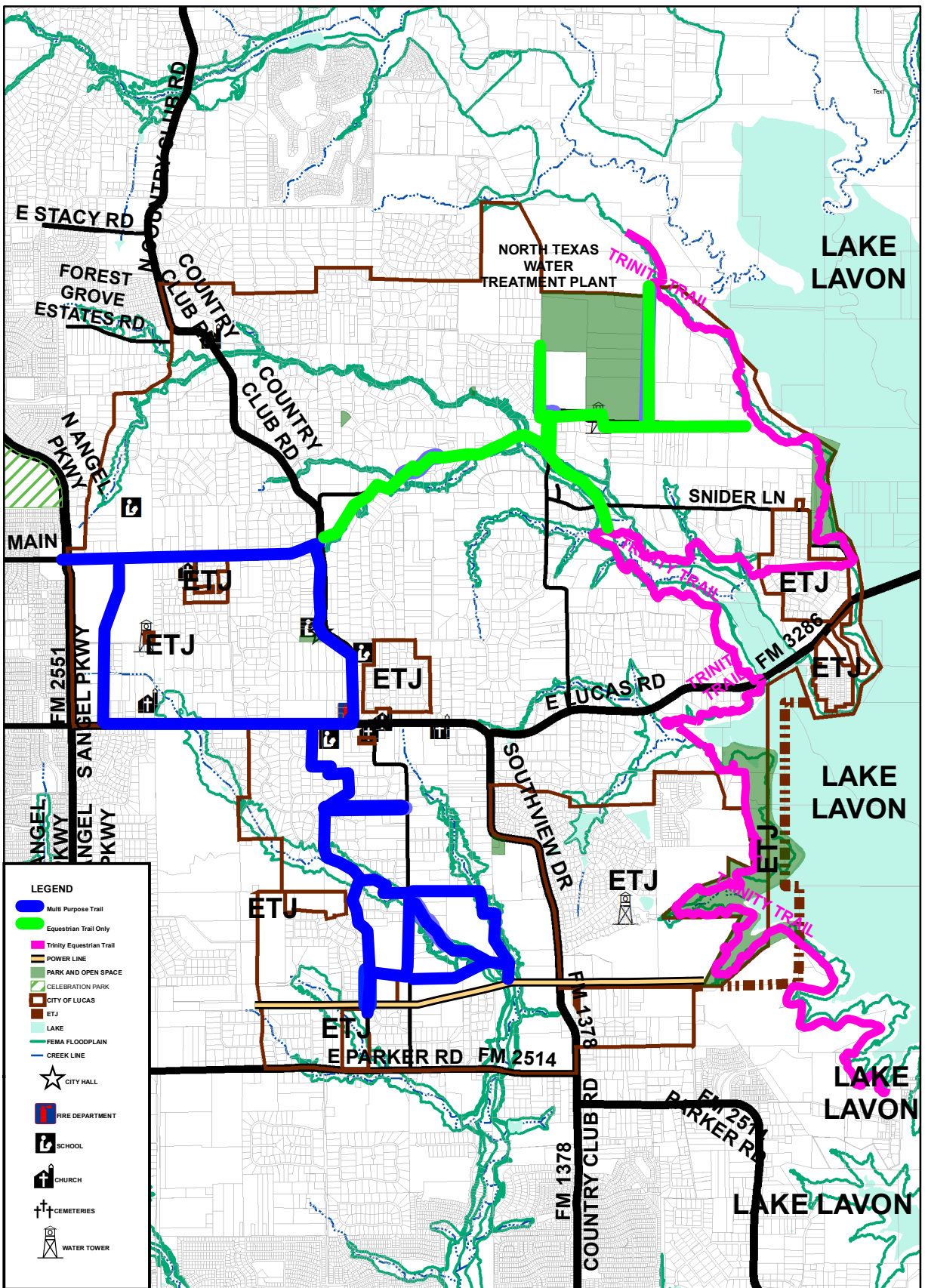
Use trail pattern from Option 2 but replace concrete with crushed gravel, within edged border to hold in place with weed prevention material in the base. The cost has not yet been determined.

Recommendation

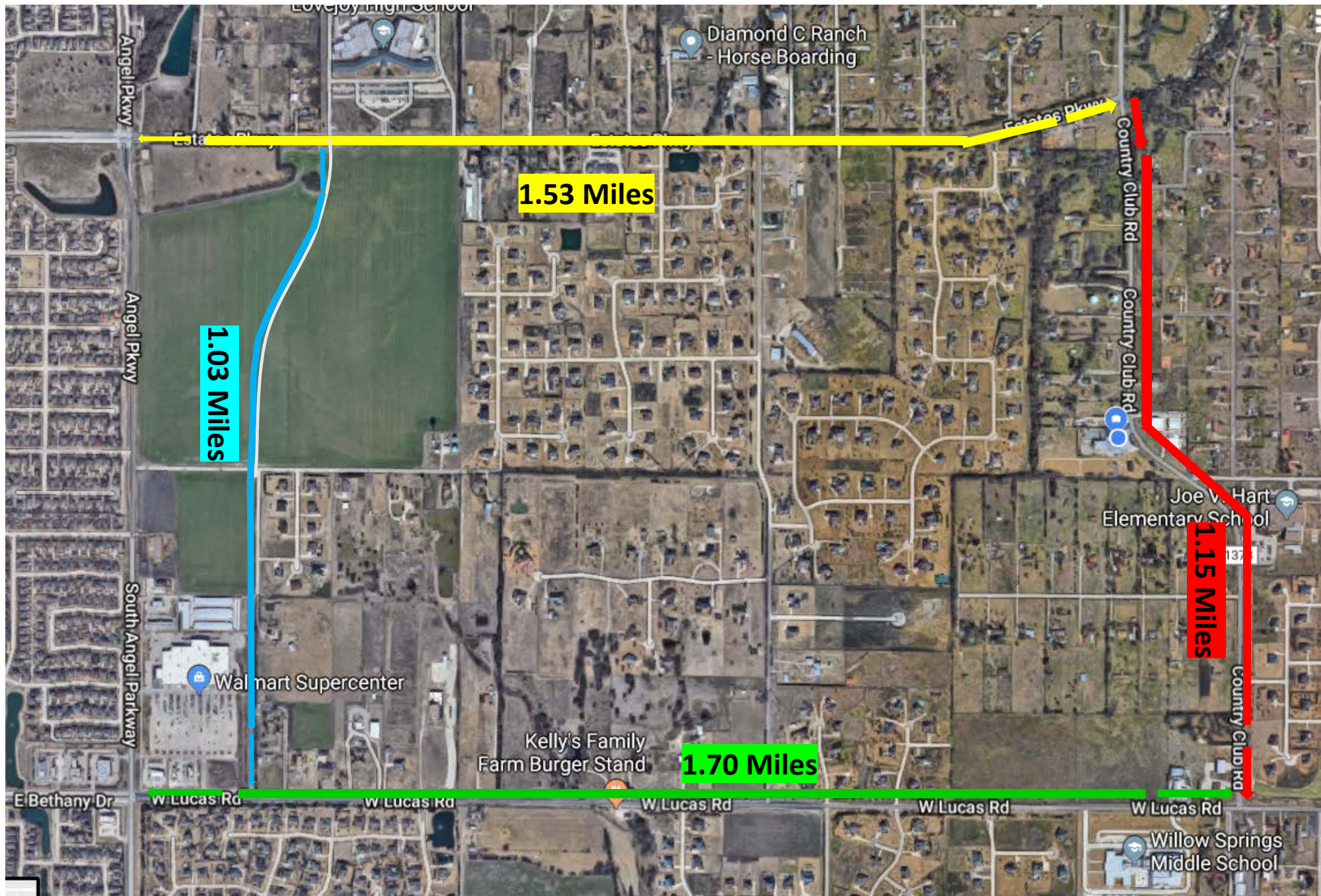
N/A

Motion

N/A



10/24/17





City of Lucas

Parks and Open Space Board Request

January 22, 2019

Requester: Parks Board

Agenda Item Request

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

Background Information

Texas Tree USA is a low priority program and staff has not had an opportunity to address this program. Staff will take another look at in the future as time permits. Texas Arbor Day should be moved to the Parks Board meeting in July to coincide with the Fall clean up event.

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 2018-2019	Parks Member Assigned to Project
Founders Day	January	YES	Dave
Keep Lucas Beautiful Spring Cleanup Event	January	YES	Bill
Scarecrow Event	January	NA	Debra/Ken
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	NA	Ken
Keep Texas Beautiful Annual Conference	July	YES	Bill
Keep Lucas Beautiful Fall Cleanup Event	July	YES	Bill
Country Christmas	October	YES	Staff
Adopt a Highway	As Needed	NO	Staff
Educational Seminars for Lucas Residents	As Needed	NA	Chris
Expansion of Lucas Community Park	As Needed	NO	Staff