



AGENDA

City of Lucas City Council Meeting November 19, 2020

7:00 PM

City Hall, Council Chambers and Video Conference 665 Country Club Road – Lucas, Texas

Notice is hereby given that a meeting of the Lucas City Council will be held on Thursday, November 19, 2020 at 7:00 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651 and by video conference, 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.

On March 16, 2020 Governor Abbott suspended some provisions of the Open Meetings Act in response to the COVID-19 emergency. In order to practice safe distancing, Lucas City Council meetings will be open to on-site visitors in a limited capacity of 15 audience members. City Council meetings will also be available through Zoom Webinar from your computer or smartphone. To join the meeting, please click this URL <https://zoom.us/s/95534828374?pwd=ZkJ5cTZkVWNEL3o0WFNCQXBjQ0RvZz09> and enter your name and email address. To join by phone: 1-346-248-7799 Webinar ID: 955 3482 8374 Passcode: 712285

If you would like to watch the meeting live, and not participate via Zoom, you may go to the City's live streaming link at <https://www.lucastexas.us/live-streaming-videos/>.

If the public desires to speak during a specific agenda item, they must email shenderson@lucastexas.us by 4:00 pm on the day of the meeting. The email must contain the person's name, address, phone number, and the agenda item(s) for which comments will be made. You may also communicate and send your comments to the City Councilmembers directly by emailing citycouncil@lucastexas.us.

Call to Order

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

Citizen Input

1. Citizen Input

Community Interest

Pursuant to Section 5510415 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. Items of Community Interest
 - A. Presentation of the Government Financial Officers Association 10-Year Award to Finance Director Liz Exum.

Councilmember Comments

3. Receive comments from outgoing City Councilmember Wayne Millsap.

Oath of Office

4. Administer the Oath of Office, Statement of Officer and Certificate of Election to City Council candidate, Tim Johnson, City Council Seat 1 and receive comments from the new Councilmember. **(City Secretary Stacy Henderson)**

Consent Agenda

All items listed under the consent agenda are considered routine and are recommended to the City Council for a single vote approval. If discussion is desired, an item may be removed from the consent agenda for a separate vote.

5. Consent Agenda:
 - A. Approval of the minutes of the November 5, 2020 City Council meeting. **(City Secretary Stacy Henderson)**
 - B. Approval of the minutes of the November 11, 2020 special City Council meeting. **(City Secretary Stacy Henderson)**

Regular Agenda

6. Consider board/commission applications to be interviewed by the City Council to fill board vacancies or prospective board positions. **(City Council)**
7. Discuss how public information requests are processed by City Staff and how it is determined all requested material is delivered. **(Councilmember Debbie Fisher)**

8. Discuss and provide direction to staff regarding new/updated City Council photographs as well as a group photograph to be taken on Thursday, December 3, 2020 at 5:30pm. (City Council, City Secretary Stacy Henderson)

Executive Session Agenda

9. Executive Session: An Executive Session is not scheduled for this meeting.
10. Reconvene from Executive Session and take any action necessary as a result of the Executive Session.
11. 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 November 12, 2020.

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 City Secretary 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
November 19, 2020

Item No. 01

Requester: Mayor Jim Olk

Agenda Item Request

Citizen Input

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

City Council Agenda Request

November 19, 2020

Requester: Mayor Jim Olk
Finance Director Liz Exum

Agenda Item Request

2. Items of Community Interest.
 - A. Presentation of the Government Financial Officers Association 10-Year Award to Finance Director Liz Exum.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

City Council Agenda Request

November 19, 2020

Requester: Mayor Jim Olk

Agenda Item Request

Receive comments from outgoing City Councilmember Wayne Millsap.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas Council Agenda Request November 19, 2020

Requester: City Secretary Stacy Henderson

Agenda Item Request

Administer the Oath of Office, Statement of Officer and Certificate of Election to City Council candidate, Tim Johnson, City Council Seat 1 and receive comments from the new Councilmember.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

City Council Agenda Request

November 19, 2020

Item No. 05

Requester: City Secretary Stacy Henderson, Finance Director Liz Exum

Agenda Item Request

5. Consent Agenda:

- A. Approval of the minutes of the November 5, 2020 City Council meeting.
- B. Approval of the minutes of the November 11, 2020 special City Council meeting.

Background Information

NA

Attachments/Supporting Documentation

- 1. Minutes of the November 5, 2020 City Council meeting.
- 2. Minutes of the November 11, 2020 special City Council meeting.

Budget/Financial Impact

NA

Recommendation

City Staff recommends approval of the Consent Agenda.

Motion

I make a motion to approve the Consent Agenda as presented.



City of Lucas
City Council Meeting
November 5, 2020
City Hall Council Chambers
and by Video Conference Meeting
7:00 P.M.

City Hall, 665 Country Club Road, Lucas, Texas

MINUTES

Call to Order

City Councilmembers Present:

Mayor Jim Olk
Mayor Pro Tem Kathleen Peele
Councilmember Wayne Millsap
Councilmember Tim Baney
Councilmember Steve Duke
Councilmember Philip Lawrence
Councilmember Debbie Fisher

City Staff Present:

City Manager Joni Clarke
City Secretary Stacy Henderson
Finance Director Liz Exum
City Engineer Stanton Foerster
Development Services Director Joe Hilbourn
City Attorney Courtney Morris

This meeting was conducted in person and by video conference.

Mayor Olk called the meeting to order at 7:00 p.m., determined that a quorum was present, and the Pledge of Allegiance was recited.

Citizen Input

1. Citizen Input

Chad Stock spoke via Zoom regarding what would be the next steps for better internet.
Laura Howard spoke via Zoom thanking Councilmember Millsap for his service.
Marvin Bobo spoke via Zoom thanking Councilmember Millsap for his service.
Bill Esposito thanked Councilmember Millsap for his service.

Community Interest

2. Community Interest

The following announcements were made:

- Arbor Day/Recycling event, November 7, 9 am - Noon
- Lucas Country Christmas event, December 4 from 6 – 9 pm
- Holiday Donation Drive, November 9 through December 4

Mayor Olk presented a Proclamation to Councilmember Wayne Millsap honoring his service to the City.

Consent Agenda

3. Consent Agenda:

- A. Approval of the minutes of the October 15, 2020 City Council meeting.
- B. Approval of the City of Lucas Investment Report for quarter ending September 30, 2020.

MOTION: A motion was made by Mayor Pro Tem Peele, seconded by Councilmember Duke to approve the Consent Agenda as presented. The motion passed unanimously by a 7 to 0 vote.

Regular Agenda

4. Consider adopting Ordinance 2020-11-00923 by the City Council of the City of Lucas, Texas authorizing the issuance of “City of Lucas, Texas general obligation refunding bonds, series 2020”, and other matters incident and related thereto.

Andrew Friedman with SAMCO Financial spoke regarding the refunding bonds, series 2020.

MOTION: A motion was made by Mayor Pro Tem Peele, seconded by Councilmember Lawrence to adopt Ordinance 2020-11-00923 authorizing the issuance of “City of Lucas, Texas general obligation refunding bonds, series 2020”, and other matters incident and related thereto. The motion passed unanimously by a 7 to 0 vote.

5. Consider the Lucas Farmers Market Fiscal Year 2019/2020 Annual Report and provide guidance to the Lucas Farmers Market Committee and City Staff regarding recommendations for the 2021 season.

Debra Guillemaud, Farmers Market Chairman spoke regarding the success of the 2020 farmers market season.

David Rhoads, Parks Board Chairman spoke regarding Parks Board involvement in the farmers market 2021 season.

Bill Esposito, Parks Board Vice Chairman spoke regarding the success of the farmers market, and the Parks Board support by providing two board members per market to volunteer in 2021.

Ken Patterson, Parks Board member discussed making the farmers market a priority and the Parks Board commitment to volunteer their time to make the market a continued success.

MOTION: A motion was made by Mayor Olk, seconded by Councilmember Baney to approve the farmers market for the 2021 season, with a plan for Founders Day participation to be brought back to the City Council for vendor participation consideration and to adopt a fee schedule of \$20 per event for non-residents and no fee for Lucas residents. The motion passed unanimously by a 7 to 0 vote.

The City Council moved to Agenda Item No. 8 at this time.

8. Consider the Bridge Alternative Report (BAR) of the Stinson Bridge and Roadway Improvements and provide direction to the City Manager.

City Engineer Stanton Foerster discussed the Bridge Alternative Report.

Dr. Jennie Tissing, Lucas resident discussed her concerns regarding the Stinson Bridge, and noted she was in favor of Option 2.

Roger Stevens, Lucas resident discussed his support of Option 1 of the Stinson Bridge alignment as proposed.

MOTION: A motion was made by Mayor Olk, seconded by Councilmember Baney to approve proceeding with the design of the Stinson Bridge and Roadway Improvements project by incorporating the Horizontal Alignment No. 1 keeping the bridge and roadway in its existing location and the center line of the road as close as possible to its existing location, and acquiring the necessary access easements where rights-of-way are needed.

Councilmember Fisher asked to amend the motion to include the items outlined by Mayor Olk but to also include minimizing an increase in height to the existing bridge. Councilmember Baney seconded the amended vote, and it passed unanimously by a 7 to 0 vote.

6. Consider establishing priorities and goals for the Geographic Information System (GIS) Mapping and data entry along various roadway rights-of-ways and easements and view a presentation and demonstration of the work completed by Lakes Engineering in FY 19/20.

Chris Meszler, with Lakes Engineering and Chase Young with Surveying and Mapping LLC, gave a presentation of the proposed GIS mapping and data entry for various roadways, easements and rights of ways of work completed thus far on the City's mapping project.

The City Council was in agreement to proceed forward with the following items:

1. Input easements by separate interment data (trail, utility, drainage, access, etc.)
2. Input city infrastructure data (water, sewer, culverts, etc.)
3. Collection of data from other agencies
4. Priority will be given to projects being worked on within the CIP

Staff will work with the City Attorney regarding the definition of prescriptive right of way and bring back a proposal from Lakes Engineering addressing cost and completion times for the project.

7. **Consider 1) approving Resolution R-2020-11-00502 authorizing the Mayor to enter into an Interlocal Agreement between City of Lucas and Collin County for the improvements to West Lucas Road from FM 1378/Country Club Road to FM 2551/Angel Parkway in Lucas, Collin County, Texas, for which Collin County shall reimburse the City of Lucas the amount of \$8,365,180.00 as Collin County’s portion of the improvements; a provide for an effective date.**

City Engineer Stanton Foerster gave a presentation on this item.

MOTION: A motion was made by Councilmember Millsap, seconded by Councilmember Baney to approve Resolution R-2020-11-00502 authorizing the Mayor to enter into an Interlocal Agreement between City of Lucas and Collin County for the improvements to West Lucas Road from FM 1378/Country Club Road to FM 2551/Angel Parkway in Lucas, Collin County, Texas, for which Collin County shall reimburse the City of Lucas the amount \$8,365,180.00 as Collin County’s portion of the improvements; and provide an effective date. The motion passed by a 6 to 1 vote with Councilmember Fisher voting in opposition.

9. **Consider board/commission applications to be interviewed by the City Council to fill board vacancies or prospective board positions.**

After discussion, the City Council agreed to have each Councilmember submit three to four candidates they would like to consider interviewing to the City Secretary and have a list of candidates created to review by the City Council.

Executive Session Agenda

10. **Executive Session: An Executive Session is not scheduled for this meeting.**

An Executive Session was not held at this meeting.

11. **Reconvene from Executive Session and take any action necessary as a result of the Executive Session.**

No action was taken from the Executive Session.

Adjournment

12. **Adjournment.**

Mayor Olk adjourned the meeting at 10:30 p.m.

APPROVED:

ATTEST:

Jim Olk, Mayor

Stacy Henderson, City Secretary



City of Lucas
Special City Council Meeting
November 11, 2020
City Hall Council Chambers
and by Video Conference Meeting
8:30 A.M.

City Hall, 665 Country Club Road, Lucas, Texas

MINUTES

Call to Order

City Councilmembers Present:

Mayor Jim Olk
Mayor Pro Tem Kathleen Peele
Councilmember Steve Duke
Councilmember Debbie Fisher

City Staff Present:

City Manager Joni Clarke
City Secretary Stacy Henderson

This meeting was conducted in person and by video conference.

Mayor Olk called the meeting to order at 8:30 a.m., determined that a quorum was present, and the Pledge of Allegiance was recited.

Regular Agenda

- 1. Consider approving Resolution R 2020-11-00507 of the City Council of the City of Lucas, Texas, canvassing the returns and certifying the results of the municipal officers election of the City of Lucas, Texas, held in the City of Lucas, Collin County, Texas, on November 3, 2020 for the purpose of electing two City Council members for Seat No. 1 and Seat No. 2 to serve three (3) year terms, beginning November 19, 2020.**

MOTION: A motion was made by Councilmember Fisher seconded by Mayor Pro Tem Peele to approve Resolution R 2020-11-00507 as corrected canvassing the returns and certifying the results of the municipal officers election of the City of Lucas, Texas, held on November 3, 2020 for the purpose of electing two City Council members for Seat No. 1 and Seat No. 2 to serve three (3) year terms, beginning November 19, 2020. The motion passed unanimously by a 4 to 0 vote.

2. **Consider approving Resolution R 2020-11-00508 of the City Council of the City of Lucas, Texas, canvassing and declaring the results of the special election of the City of Lucas held November 3, 2020 regarding Proposition (A) the reauthorization of the one-half of one percent (.50%) local sales and use tax within the City of Lucas, Texas, to continue providing revenue for maintenance and repair of municipal streets; and Proposition (B) the issuance of not to exceed \$19,190,000 of City of Lucas, Texas general obligation bonds for a fiber optic cable utility system to provide broadband internet service, and the levying of a tax in payment thereof.**

MOTION: A motion was made by Mayor Pro Tem Peele, seconded by Councilmember Duke to approve Resolution R 2020-11-00508 of the City Council of the City of Lucas, Texas, canvassing and declaring the results of the special election of the City of Lucas held November 3, 2020 regarding Proposition (A) the reauthorization of the one-half of one percent (.50%) local sales and use tax within the City of Lucas, Texas, to continue providing revenue for maintenance and repair of municipal streets; and Proposition (B) the issuance of not to exceed \$19,190,000 of City of Lucas, Texas general obligation bonds for a fiber optic cable utility system to provide broadband internet service, and the levying of a tax in payment thereof. The motion passed unanimously by a 4 to 0 vote.

3. **Adjournment.**

Adjournment

4. **Adjournment.**

Mayor Olk adjourned the meeting at 8:35 a.m.

APPROVED:

ATTEST:

Jim Olk, Mayor

Stacy Henderson, City Secretary



City of Lucas

City Council Agenda Request

November 19, 2020

Item No. 06

Requester: City Council

Agenda Item Request

Consider board/commission applications to be interviewed by the City Council to fill board vacancies or prospective board positions.

Background Information

At the November 5, 2020 City Council meeting, the Council agreed to choose three to four prospective board member candidates to interview and review the results. A tally sheet of those choices has been provided to the Council under separate attachment.

Per the Board Appointment Policy established in December 2019, new board applications are submitted to the City Council at their first meeting in November to consider prospective applicants to be interviewed for vacant positions or possible appointments. The deadline for applications was November 1, 2020. The City Secretary has sent all received applications under separate cover to the City Council. Currently, there are two vacant alternate positions available on the Parks and Open Space Board, and board/commission members with terms expiring are outlined below noting if they would like to serve another two-year term.

Planning and Zoning Commission	
<i>Board/Commission Member</i>	<i>Reappointment Consideration for 2-year term</i>
Tommy Tolson	Yes
Joe Williams	Yes
Adam Sussman, Alternate 1	Yes
Dusty Kuykendall, Alternate 2	Yes
Vacancy: Should the City Council reappoint existing board members, there would be no vacancies.	
Board of Adjustment	
Ron Poteete	Yes
Brian Blythe	No
Brenda Rizos, Alternate 1	Yes
Vacancy: One (1) regular member vacancy beginning in January 2021. Should the City Council reappoint all other existing board members, there would be no other vacancies.	
Parks Board	
David Rhoads	Yes
Christel Parish	Yes
Tommy DeWitt	Yes, but has limited time
Vacancy: Two (2) alternate member vacancies currently. Should the City Council reappoint existing board members, there would be no additional vacancies.	



City of Lucas

City Council Agenda Request

November 19, 2020

Attachments/Supporting Documentation

1. Board Appointment Policy

Budget/Financial Impact

NA

Recommendation

NA

Motion

I make a motion to interview the following applicants at the _____, 2020 City Council meeting either during open session or Executive Session:

- 1.
- 2.
- 3.



City of Lucas

BOARD APPOINTMENT POLICY

PURPOSE

The purpose of the Board Appointment Policy is to provide procedures and standards for the appointment process by the City Council, and guidelines for citizens being appointed to a City of Lucas board or commission.

APPLICATION PROCESS

The City of Lucas will advertise in the Lucas Leader and on the City website during the months of September and October each year for the recruitment of new board members.

A Meet and Greet reception will be held on the 4th Thursday in October at 6:30 pm at City Hall for citizens interested in serving on a board as well as existing board members. The reception will provide an opportunity for each City Council liaison to provide information on the board/commission they represent.

Board applications will be accepted through November 1st each year.

New board member applications will be submitted to the City Council for review at the first meeting in November, and the City Council will determine which prospective applicants they would like to interview.

Interviews with the City Council may take place at the second meeting in November.

Prospective applicants of the Board of Adjustment and Planning and Zoning Commission may meet with City Councilmembers during Executive Session. Prospective applicants of the Parks and Open Space Board and Technology Committee may meet with the City Council during the open regular session of the meeting and may be called upon to speak at the podium with the City Council.

During the interview process in Executive Session or during the regular open session meeting, a prospective board member may expect to be asked about the following items:

- Why the applicant would like to serve their community
- What experience the applicant could bring to a board/commission
- What is the applicant's vision for the City
- How the applicant's skillset would benefit the board they are interested in serving
- Any other questions the City Council deems appropriate for that board/commission

APPOINTMENT PROCESS FOR NEW BOARD MEMBERS

At the first City Council meeting in December, board member appointments will be placed on the City Council agenda.

Following City Council appointment, the City Secretary will notify new board members of their appointment along with procedures for setting up email and appropriate training.

Each new board member will be required to take part in Open Meetings Act training (50-minute video on Attorney General's website), sign a Statement of Officer paperwork and Oath of Office paperwork within 30 days of being appointed. Each new board member will also be required to setup a City of Lucas email account where the City will correspond with the board member for meeting notices, Board packet distribution, and general correspondence.

REAPPOINTMENT PROCESS FOR EXISTING BOARD MEMBERS

In October each year, the City Secretary shall contact existing board members whose terms are expiring confirming they would like to be considered for reappointments.

At the first City Council meeting in December, reappointment of existing board members whose term are expiring will be considered. Board member attendance may be brought before the City Council as part of reappointment consideration.

The City Council will review each board and vote upon each board member whose term is expiring.

The City Secretary shall contact each board member who was reappointed for another two-year term.

For any existing board members that would like to serve on a different board, a new application shall be completed and submitted for City Council consideration.

Approved by City Council: December 19, 2019



City of Lucas Council Agenda Request November 19, 2020

Requester: Councilmember Debbie Fisher

Agenda Item Request

Discuss how public information requests are processed by City Staff and how it is determined all requested material is delivered.

Background Information

By law, requirements for processing public information requests are detailed in the Office of Attorney General's Public Information Act Handbook. Public information requests are required to be submitted in writing to a governmental body and sent to the officer of public information, or the designee. Per the City's Code of Ordinances, the City Secretary has been designated as the records custodian. The request must be for records already in existence. The Public Information Act does not require a governing body to create new information, reports, do legal research, or to answer questions.

A "record" is considered any document, paper, letter, map, photograph, sound or video recording, microfilm, magnetic tape, or electronic medium created or received by local government offices.

The City uses JustFOIA, a public information request software to manage requests.

Attachments/Supporting Documentation

The Office of Attorney General Public Information Act 2020 Handbook is approximately 322 pages long and a hard copy can be provided upon request. You may also view the document online at https://www.texasattorneygeneral.gov/sites/default/files/files/divisions/open-government/publicinfo_hb.pdf.

Budget/Financial Impact

Section 552.261(a) of the Public Information Act, outlines costs that can be charged associated processing a public information request related to labor, redacting, copies, programming and material.

Recommendation

NA

Motion

NA



City of Lucas

City Council Agenda Request

November 19, 2020

Item No. 08

Requester: City Council
City Secretary Stacy Henderson

Agenda Item Request

Discuss and provide direction to staff regarding new/updated City Council photographs as well as a group photograph to be taken on Thursday, December 3, 2020 at 5:30pm.

Background Information

City staff would like to determine City Councilmember availability for new/updated photographs as well as an updated group photograph.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas City Council Agenda Request November 19, 2020

Requestor: Mayor Jim Olk

Agenda Item Request

Executive Session.

An Executive Session is not scheduled for this meeting.

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 regarding any item on the agenda at any time during the meeting. This meeting is closed to the public as provided in the Texas Government Code.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

City Council Agenda Request

November 19, 2020

Item No. 10

Requester: Mayor Jim Olk

Agenda Item Request

Reconvene from Executive 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