



Parks and Open Space Board Meeting  
January 26, 2021  
7:00 p.m.  
City Hall Council Chambers  
and by Video Conference  
City Hall – 665 Country Club Road, Lucas Texas

## MINUTES

### Call to Order

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Chairman Rhoads called the meeting to order at 7:03 p.m.

**Parks Board Members Present:**

Chairman David Rhoads  
Vice Chairman Bill Esposito  
Member Kenneth Patterson  
Member Christel Parish  
Alternate Member Pam Poteete  
Alternate Member Laura Giles

**Parks Board Members Absent:**

Member Tommy Dewitt

**Staff Present:**

City Manager Joni Clarke  
Development Services Director Joe Hilbourn  
City Secretary Stacy Henderson  
Assistant to the City Manager Kent Souriyasak (*remotely*)

**City Council Liaison Present:**

Councilmember Tim Baney

Chairman Rhoads determined that a quorum was present, and the Pledge of Allegiance was conducted.

The Parks Board moved to Agenda Item No. 6 at this time.

**6. Discuss creating a master list of volunteers to support future events.**

Councilmember Baney and Councilmember Fisher discussed with the Parks Board the possible creation of a master volunteer list that could be created and managed by the Parks Board to involve the community and assist with events.

The Parks Board agreed to keep a master list and advertise throughout the year. Mr. Patterson and Ms. Poteete agreed to take on this project and come back to the board with further details on how to organize the master list at the March Parks Board meeting.

**1. Provide an update regarding the 2021 Farmers Market Season.**

Vice Chairman Bill Esposito provided an update for the 2021 farmers market season discussing vendor selection, variety of vendors, and participation levels.

It was suggested volunteers shadow City staff members to learn more of logistics and duties for the event.

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

**2. Conduct an annual review of the following:**

- **City's Comprehensive Plan, Chapter 6 Parks and Open Space**
- **Code of Ordinances, Article 1.09, Division 3 Park Rules**
- **Code of Ordinances, Article 21, Parks and Recreation Fees**

The Parks Board asked City staff to forward the 2001 Parks and Open Space Master Plan and provide a link on the City's website to the Collin County Parks and Open Space Strategic Plan.

**3. Receive reports from Parks Board members regarding the Adopt-a-Park Program and develop a park facility checklist.**

Ms. Poteete agreed to report on the Forest Creek Park. The Parks Board asked that a spreadsheet be created that identified the park name, board member overseeing the park and the checklist items to review.

The Parks Board also agreed to rotate parks between the board members every other meeting.

**4. Provide update regarding the Founders Day event to be held on Saturday, May 8, 2021.**

Assistant to the City Manager Kent Souriyasak gave an update regarding details of the Founders Day event and activities to be held noting the farmers market would begin at 8 am and Founders Day would begin at 9 am.

No official action was taken on this item, it was for discussion purposes only.

**5. Provide update regarding the Movie in the Park event to be held on Friday, April 9, 2021.**

Assistant to the City Manager Kent Souriyasak discussed details of the Movie in the Park event to be held in the Community Park on April 9, 2021.

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

**7. Consider approval of the minutes of the November 17, 2020 Parks and Open Space Board meeting.**

**MOTION:** A motion was made by Vice chairman Esposito seconded by Mr. Patterson to approve the minutes of the November 17, 2020 Parks and Open Space Board meeting. The motion passed unanimously by a 5 to 0 vote.

**8. Consider future agenda items for action or discussion to be added to the Parks and Open Space Board Agenda and discuss 2021 meeting dates and due date for agenda items.**

The following items will be added to the March 23, 2021 Parks Board meeting.

- Report on volunteer master list
- Receive update on the Adopt-a-Park from Board members and alternate park facility between members
- Update Parks Board Prioritization List
- Consider wildflower area in the City

The Parks Board determined that they would cancel the November 23, 2021 meeting and call a special meeting should an item need to be discussed.

**MOTION:** A motion was made by Vice Chairman Esposito, seconded by Mr. Patterson to cancel the November 23, 2021 meeting. The motion passed unanimously by a 4 to 0 vote.

**9. Consider the appointment of a Chairman and Vice Chairman of the Parks and Open Space Board to serve for a period of approximately one (1) year with terms ending December 31, 2021.**

**MOTION:** A motion was made by Mr. Patterson, seconded by Vice Chairman Esposito to appoint David Rhoads as Chairman and Bill Esposito as Vice Chairman for a period of one year with a term ending on December 31, 2021. The motion passed unanimously by a 4 to 0 vote.

**10. Adjournment.**

**MOTION:** A motion was made by Vice Chairman Esposito, seconded by Mr. Patterson to adjourn the meeting at 8:29 p.m. The motion passed unanimously by a 4 to 0 vote.

APPROVE:

ATTEST:



David Rhoads, Chairman

