



Agenda

**City of Lucas
Parks and Open Space Board Meeting
March 23, 2021
7:00 PM
City Hall Council Chambers
and by Video Conference
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, March 23, 2021 at 7:00 pm in person and by video conference at which time the following agenda will be discussed.

On March 16, 2020 Governor Abbott suspended some provisions of the Open Meetings Act in response to the COVID-19 emergency. Parks and Open Space Board meetings will be available in person and through Zoom Webinar from your computer or smartphone.

To join the meeting, please click this URL:

<https://zoom.us/j/93209577490?pwd=V3hrNENHdGN4WnJHaDIPNzBjZHpQT09> and enter your name and email address.

To join by phone: 1-346-248-7799

Webinar ID: 932 0957 7490

Passcode: 777570

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.

Call to Order

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

Regular Agenda

1. Provide an update on the City's upcoming special events: (Assistant to the City Manager Kent Souriyasak)
 - A. Keep Lucas Beautiful Spring Cleanup scheduled on Saturday, April 3, 2021
 - B. Electronic Recycling and Paper Shredding scheduled on Saturday, April 3, 2021
 - C. Movie in the Park scheduled on Friday, April 9, 2021
 - D. Founders Day scheduled on Saturday, May 8, 2021
2. Provide an update on the Lucas Farmers Market. (Parks Board Member Bill Esposito)

3. Consider planting a wildflower area in the City of Lucas and dedicate an area for family pictures. **(Parks Board Member Laura Giles)**
4. Provide update regarding the facilitation of a Master Volunteer List. **(Parks Board Member Ken Patterson, Alternate Parks Board Member Pam Poteete)**
5. Receive reports from Parks Board members regarding the Adopt-a-Park Program, review the park facility checklist for each park, and alternate park assignments amongst the members. **(Parks Board)**
6. Consider review of Parks Board projects, goals and objectives established by the project matrix. **(Parks Board)**
7. Consider future agenda items for action or discussion to be added to the Parks and Open Space Board Agenda. **(Parks Board)**
8. Consider approval of the minutes of the January 26, 2021 Parks and Open Space Board meeting. **(City Secretary Stacy Henderson)**
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 March 18, 2021.

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

March 23, 2021

Requester: Assistant to the City Manager Kent Souriyasak

Agenda Item Request

Provide an update on the City's upcoming special events:

- A. Keep Lucas Beautiful Spring Cleanup scheduled on Saturday, April 3, 2021
- B. Electronic Recycling and Paper Shredding scheduled on Saturday, April 3, 2021
- C. Movie in the Park scheduled on Friday, April 9, 2021
- D. Founders Day scheduled on Saturday, May 8, 2021

Background Information

A. Keep Lucas Beautiful Spring Cleanup

The Keep Lucas Beautiful Spring Cleanup will be held on Saturday, April 3, 2021 from 8 am to 12 pm. This event is in support of the City's Keep Lucas Beautiful program to promote the beautification of the community. Cleanup volunteers are encouraged to register online to clean up neighborhoods, parks, trail heads, or other areas around the City. After registering online, volunteers will be contacted to pick up cleanup supplies such as gloves and trash bags at City Hall. At the end of the event, City staff will pick up any cleanup trash bags from the registered cleanup areas. The spring cleanup is a perfect time to support environmental sustainability and the beautification of Lucas. Volunteers can sign up to register for the spring cleanup at: www.lucastexas.us/keep-lucas-beautiful-spring-cleanup.

B. Electronic Recycling and Paper Shredding

The City will be holding the Electronic Recycling and Paper Shredding event in conjunction with the Keep Lucas Beautiful Spring Cleanup on Saturday, April 3, 2021 from 8 am to 12 pm. The event will be held in the parking lot between City Hall and the Community Park. This will be a drive-through only event where the public can easily drop off their electronics and paper documents to be properly disposed. The paper shredding event will be a free service offered to the community at the event.

United Electronic Recycling require fees for disposing the following electronic items: televisions (\$25), loose hard drives (\$10), CRT monitors (\$5), printers (\$5), and fax machines (\$5). To view the complete list of electronic items accepted by United Electronic Recycling, call 855.837.8326 or go to: www.unitedelectronicrecycling.com/items-we-accept.



City of Lucas

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C. Movie in the Park

The first ever Lucas Movie in the Park event is coming to the Community Park on Friday, April 9, 2021 featuring Disney Pixar's Onward. Onward follows the adventures of two brothers as they embark on a magical journey to bring their family back together. This family-friendly event is free to the public and will include free snacks and drinks. Public parking will be available at the Community Park. Parking for the event will open at 7 pm and the movie will begin at 8 pm following sunset. Attendees are welcome to bring lawn chairs and blankets and enjoy the spring weather with their families. The City cares about the health of its citizens, so attendees are encouraged to follow CDC guidelines.

D. Founders Day

The City will be holding the Founders Day event on Saturday, May 8, 2021 at the Community Park. This year's Founders Day will feature the parade, mini golf, stick horse rodeo, pony hop derby, historical displays, photobooth, silent auction by Legacy 4-H Club, interactive raptor experience by Blackland Prairie Raptor Center, and the Lucas Farmers Market featuring "Lucas Local" vendors. In-N-Out Burger will be providing meals and Kona Ice will be providing snow cones to the public.

- Parade – Individuals and groups interested in participating in the parade can submit an online application at: www.lucastexas.us/2021-founders-day-parade-application.
- Volunteer Opportunity – Individuals interested in volunteering at the event can submit an online volunteer registration form at: www.lucastexas.us/volunteer-registration-form.
- Public Parking & Shuttle Service – Public parking will be available at Willow Springs Middle School where shuttle buses will transport visitors to and from the event. The parade will be staged at Hart Elementary School. After the parade ends, public parking will be available at Hart Elementary School and shuttle buses will also stop by to pick up visitors to transport to and from the event.
- Event Schedule:

8:00 am	Lucas Farmers Market Opens
9:00 am	Founders Day Begins
10:00 am	Parade
11:00 am	Lunch
12:00 pm	Lucas Farmers Market Closes
1:00 pm	Founders Day Ends



City of Lucas

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Attachments/Supporting Documentation

N/A

Budget/Financial Impact

A. Keep Lucas Beautiful Spring Cleanup

The City's cleanup events are budgeted at \$1,500 which include supplies such as trash grabbers, trash bags, and gloves. Funding will be utilized from the Keep Lucas Beautiful account 11-6211-446.

B. Electronic Recycling and Paper Shredding

The total estimated cost to provide an onsite drop-off service for electronic recycling and paper shredding is \$1,100. Funding will be utilized from the Park Events account 11-6211-448.

C. Movie in the Park

The total estimated cost is \$1,500 which include the movie screen equipment, movie license fee, prepackaged snacks, and drinks. Funding will be utilized from the Park Events account 11-6211-448.

D. Founders Day

Founders Day is budgeted at \$30,000 and funding will be utilized from the Founders Day account 11-6211-444.

Recommendation

N/A

Motion

This is an update only. There is no motion required.



City of Lucas

Parks and Open Space Board Request

March 23, 2021

Requester: Parks Board Member Bill Esposito

Agenda Item Request

Provide an update on the Lucas Farmers Market.

Background Information

Vendor Updates

- 70 vendor booth applications
- 27 Lucas based vendors (20 attending Founders Day)
- New community booths: Donation Booth (extra produce donated to Samaritan Inn) and Youth Booth (allowing Lucas entrepreneurial youth a space to promote their goods)
- New more efficient booth layout (use front space by street better and not use 'marsh' space)

Marketing Updates

- New Lucas Local signs
- Creation of guidelines for LFM logo
- Bags to pass out at LFM funded by companies

Volunteer Updates

- LFMC has 20 active volunteers helping organize and work the event
- Parks board will also be volunteering the day of market for a min of 5 markets each

First Market Date – April 24th

No customer parking in the front of city hall (vendor/volunteer only) to help traffic flow

Attachments/Supporting Documentation

NA

Budget/Financial Impact

\$4,575 estimated to cover signage, t-shirts, advertising and other marketing items.

Recommendation

NA

Motion

NA



City of Lucas

Parks and Open Space Board Request

March 23, 2021

Requester: Parks Board Member Laura Giles

Agenda Item Request

Consider planting a wildflower area in the City of Lucas and dedicate an area for family pictures.

Background Information

Parks Board member Laura Giles will be presenting this item.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA



City of Lucas

Parks and Open Space Board Request

March 23, 2021

Requester: Parks Board Member Ken Patterson
Alternate Parks Board Member Pam Poteete

Agenda Item Request

Provide update regarding the facilitation of a Master Volunteer List.

Background Information

At the January 26, 2021 Parks and Open Space Board meeting, the Parks Board agreed to facilitate the creation of a master volunteer list and advertise throughout the year. Parks Board members Ken Patterson and Pam Poteete volunteered to organize the volunteer list and provide periodic updates.

A volunteer registration form has been created and can be found on the City's website under the Special Events page at: www.lucastexas.us/volunteer-registration-form.

Attachments/Supporting Documentation

1. April Newsletter article
2. Volunteer Registration Form

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.



City of Lucas

Parks and Open Space Board Request

March 23, 2021

Requester: Parks Board

Agenda Item Request

Receive reports from Parks Board members regarding the Adopt-a-Park Program, review the park facility checklist for each park, and alternate park assignments amongst the members.

Background Information

At the January 26, 2021 Parks and Open Space Board meeting, the Parks Board assigned members a City park to monitor and report on needs, cleanliness, and other items of concern at each Parks Board Meeting as part of their Adopt-a-Park Program. The Parks Board members outlined below were assigned as liaisons to the following City parks:

East Winningkoff Trailhead: Tommy DeWitt
Lucas Community Park: Chairman David Rhoads
Kenneth R Lewis Park: Ken Patterson
Forest Creek Park: Pam Poteete

It was also agreed to that at each Parks Board meeting, park assignments would be rotated amongst the members.

A park facility checklist was created and provided to board members to assist in identifying maintenance standards that included the following:

- Mowing, weed control, shrub plantings, or irrigation.
- Hardscape surfaces such as parking lots, dugouts or pavilions.
- Restroom Cleaning, stocking of supplies, vandalism, and graffiti
- Playgrounds, maintenance of play equipment, mulching
- Litter and debris, broken or vandalized amenities.

Attachments/Supporting Documentation

1. Park facility checklist

Budget/Financial Impact

NA

Recommendation

NA

Motion

NA

PARK FACILITY CHECKLIST

	Tommy DeWitt	Ken Patterson	Chairman David Rhoads	Pam Poteete
	East Winningkoff Trail Head	Kenneth R. Lewis Park (5 Acres: baseball, softball, soccer)	Lucas Community Park (3 Acres: Pavilion, Playground)	Forrest Creek Park (2 Acres: Playground)
Mowing, weed control, shrub plantings, or irrigation.				
Hardscape surfaces such as parking lots, dugouts or pavilions.				
Playgrounds, maintenance of play equipment, mulching				
Restroom Cleaning, stocking of supplies, vandalism, and graffiti				
Litter and debris, broken or vandalized amenities				



City of Lucas

Parks and Open Space Board Request

March 23, 2021

Requester: Parks Board

Agenda Item Request

Consider 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

PARKS BOARD MATRIX

PRIORITIZATION LIST OF PARKS BOARD PROJECTS			
Projects	Meeting to be Discussed	Budgeted	Parks Member Assigned to Project
First Trail Segment from Willow Springs to Stinson Road	March	YES	No Member Assigned
Annually Review: Comp Plan, Park Rules and Park Fees	March	NA	Parks Board
Educational Seminars for Lucas Residents	As Needed	NA	No Member Assigned

POTENTIAL PARK PROJECTS		
<p>Comprehensive Plan Goals</p> <ol style="list-style-type: none"> 1. Preserve natural environment and native ecosystems. 2. Provide a comprehensive trail system plan to include green belt and open space that is compatible with the environment and compatible with residential neighborhoods. 3. Develop and maintain the new Lucas parks and open space system 		
Projects	Status	Does this meet Comprehensive Plan Goal
Keep Lucas Beautiful		Goal No. 1
Beautification activities		Goal No. 1
Establish a Beekeepers Club		Goal No. 1
Hold a seminar on how to build a chicken coop		Goal No. 1
Develop a Hay Exchange for residents		Goal No. 1
Hold a Plant Exchange/Sale to promote native plants		Goal No. 1
Identify Public Lands for tree planting		Goal No. 1
Evaluate future use/ownership of Allen ISD FFA Agricultural Facility on Ingram Lane		Goal No. 1
Continue to partner with Trinity Trail Preservation Association (trail/trailhead maintenance)		Goal No. 2
Work with Boy Scouts, Girl Scouts, 4-H, etc. on Community Projects		Goal No. 3
Identify additional/desired park amenities and their location within the City's park system		Goal No. 3
Create a Friends of the Park Organization		Goal No. 3

Projects		Does this meet the Comprehensive Plan Goal
Park Budget Review and Recommendations		Goal No. 3
Establish a Flag Program and use proceeds to fund park-related projects		Goal No. 3
Recycling – increase participation		NA
Participate in and help manage community potluck		NA
Concerts in the Park		NA
Movies in the Park		NA
Christmas Lighting Contest	No interest	NA
Assist with the Historical Display		NA
Create a Dog Park		NA
Promote Scarecrow Contest	Discontinued	NA
Write articles for the Lucas Leader		NA

STAFF PROJECTS	
Projects	Budgeted
Founders Day	YES
Keep Lucas Beautiful Spring Cleanup Event	YES
Keep Texas Beautiful Annual Conference	YES
Arbor Day/Keep Lucas Beautiful Fall Cleanup Event	YES
Country Christmas	YES
Brockdale Park/Highland Park Maintenance	NO



City of Lucas

Parks and Open Space Board Request

March 23, 2021

Requester: Parks Board

Agenda Item Request

Consider future agenda items for action or discussion to be added to the Parks and Open Space Board Agenda.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.



City of Lucas

Parks and Open Space Board Request

March 23, 2021

Requester: City Secretary Stacy Henderson

Agenda Item Request

Consider approval of the minutes of the January 26, 2021 Parks and Open Space Board meeting.

Background Information

NA

Attachments/Supporting Documentation

1. January 26, 2021 Parks and Open Space Board minutes.

Budget/Financial Impact

NA

Recommendation

Staff recommends approval of the minutes as submitted.

Motion

I make a motion to approve/amend the minutes of the January 26, 2021 Parks and Open Space Board meeting.



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

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 Absent:

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

Stacy Henderson, City Secretary