



AGENDA

Parks and Open Space Board Meeting

January 25, 2022 | 7:00 PM

Council Chambers | Video Conference

City Hall | 665 Country Club Road, Lucas, Texas

Notice is hereby given that a meeting of the City of Lucas Parks and Open Space Board will be held on Tuesday, January 25, 2022 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.

To join the meeting, please click this URL:

<https://us06web.zoom.us/j/93209577490?pwd=V3hrNENHdGN4WnJHaDlPNzBjZHpzQT09>

and enter your name and email address.

Join by phone: 1-346-248-7799

Webinar ID: 932 0957 7490

Passcode: 777570

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/>.

How to Provide Input at a Meeting:

Speak In Person: Request to Speak forms will be available at the meeting. Please fill out the form and give to the City Secretary prior to the start of the meeting. This form will also allow a place for comments.

Speak Remotely Via Zoom: If you would like to attend a meeting remotely and speak via Zoom, email the City Secretary at shenderson@lucastexas.us by 4:00 pm noting the item you wish to speak on and noting your attendance will be remote. Please note, any requests received after 4:00 pm will not be included at the meeting.

Submit Written Comments: If you are unable to attend a meeting and would like to submit written comments regarding a specific agenda item, email the City Secretary at shenderson@lucastexas.us by no later than 4:00 pm 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. Any requests received after 4:00 pm will not be included at the meeting.

Call to Order

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

Regular Agenda

1. Consider a City of Lucas sponsored Car Show to be organized by Lucas Citizen Tony Prutch. **(City Manager Joni Clarke)**
2. Discuss and review the Adopt-a-Park Program including the checklist and rotation schedule as well as the ability of City staff to address deficiencies. **(Parks Board and City Manager Joni Clarke)**
3. Consider the appointment of Management Analyst Patrick Hubbard and Assistant to the City Manager Kent Souriyasak as the City staff liaisons to the Parks and Open Space Board. **(City Manager Joni Clarke)**
4. Provide an update on the Lucas Farmers Market 2022 season. **(Lucas Farmers Market Chair Bill Esposito)**
5. Discuss and review the Parks and Open Space Board Matrix Planning Calendar for 2022 and review the 2022 Special Events Calendar. **(Parks Board)**
6. Review Code of Ordinances, Section 1.09 Parks and Recreation and Appendix C Fee Schedule, Article 21 Parks and Recreation, and determine if any amendments are needed to the City's park rules and fees for City facilities. **(Parks Board)**
7. Consider setting Parks and Open Space Board meeting dates for 2022. **(City Secretary Stacy Henderson)**
8. Consider approval of the minutes of the December 13, 2021, Parks and Open Space Board meeting. **(City Secretary Stacy Henderson)**
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, 2022. **(Parks Board)**

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, Texas 75002 and on the City's website at www.lucastexas.us on or before 5:00 p.m. on January 20, 2022.

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 Agenda Request

January 25, 2022

Item No. 01

Requester: City Manager Joni Clarke

Agenda Item Request

Consider a City of Lucas sponsored Car Show to be organized by Lucas Citizen Tony Prutch.

Background Information

Tony Prutch met with city staff to discuss the creation of a local car show. The City of Lucas has many citizens that enjoy the restoration of unique cars that would support an opportunity to display their restored vehicles. Mr. Prutch has a relationship with Mustang Sally Productions located in Murphy, Texas that is owned and operated by the Forsyth/Winkler family. This family has a rich history in the custom vehicle business and expertise in the creation and management of car shows in the North Texas Region. The Mission Statement of Mustang Sally Productions is:

“We are here to bring fun, friendly competition, and a forum for gathering the family of show car enthusiasts together to promote a culture of beautiful creations and fun experiences with great people.”

Mr. Prutch will organize a group of Lucas car enthusiasts to produce the event in partnership with Mustang Sally Productions. The City of Lucas would provide information to promote the event in the Lucas Leader and add the event to its liability insurance with TML Intergovernmental Risk Pool. The City would also enter into an agreement with Lovejoy ISD to hold the event at the Lovejoy High School Campus.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

Mr. Prutch has agreed that proceeds from the event will be donated to the Friends of Lucas Fire Rescue for the restoration of the City's first fire engine Ol' Streaker.

Recommendation

City staff recommends proceeding with sponsoring a car show to be organized and produced by Tony Prutch with the proceeds benefiting the restoration of Ol' Streaker.

Motion

I make a motion to approve/deny authorizing the City Manager to proceed with a city-sponsored car show to be organized by citizen Tony Prutch and Mustang Sally Productions with proceeds benefiting the restoration of Ol' Streaker.



City of Lucas Parks and Open Space Board Request January 25, 2022

Requester: Parks Board
City Manager Joni Clarke

Agenda Item Request

Discuss and review the Adopt-a-Park Program including the checklist and rotation schedule as well as the ability of City staff to address deficiencies.

Background Information

The Parks Board has determined the rotation schedule below between Parks Board members to monitor the various parks and report to staff any items needing repairs. The monitoring schedule for the year is outlined below:

Lucas Park Review Program Schedule 2022				
Report is due before close of business on the date shown below	East Winningkoff Trail Head	Forrest Creek Park	Community Park	Kenneth R. Lewis Park
January 07, 2022	David Rhoads	Laura Howard	Bill Esposito	Laura Giles
February 11, 2022	Christel Parish	Ken Patterson	Pam Poteete	David Rhoads
March 11, 2022	Laura Howard	Bill Esposito	Laura Giles	Christel Parish
April 08, 2022	Ken Patterson	Pam Poteete	David Rhoads	Laura Howard
May 06, 2022	Bill Esposito	Laura Giles	Christel Parish	Ken Patterson
June 10, 2022	Pam Poteete	David Rhoads	Laura Howard	Bill Esposito
July 08, 2022	Laura Giles	Christel Parish	Ken Patterson	Pam Poteete
August 05, 2022	David Rhoads	Laura Howard	Bill Esposito	Laura Giles
September 09, 2022	Christel Parish	Ken Patterson	Pam Poteete	David Rhoads
October 07, 2022	Laura Howard	Bill Esposito	Laura Giles	Christel Parish
November 11, 2022	Ken Patterson	Pam Poteete	David Rhoads	Laura Howard
December 09, 2022	Bill Esposito	Laura Giles	Christel Parish	Ken Patterson

City staff have received the following reports from the Parks and Open Space Board:

<u>Date</u>	<u>Board Member</u>	<u>Park</u>
October 7, 2021	Kenneth Patterson	Kenneth R Lewis Park
November 1, 2021	Bill Esposito	Kenneth R Lewis Park
November 6, 2021	David Rhoads	Community Park
December 12, 2021	Christel Parish	Forest Creek Park
January 7, 2022	Laura Howard	Forest Creek Park



City of Lucas

Parks and Open Space Board Request

January 25, 2022

At this point in time, the only items that have been addressed is from the checklist dated October 7, 2021, except for the following items that were noted on this report:

1. There were several comments regarding the infield which is a multipurpose practice field. If a higher standard is preferred, this would need to be budgeted.
2. Sun protection for the bleachers, height of the dugout and a scoreboard was also mentioned and again, this would take funding.

Other pending items from the checklist dated October 7, 2021, include:

1. Cracks in the walls of the restroom are foundation issues with pavilion.
2. Additional pruning of trees throughout the park.
3. Adding dirt near concrete edge of pavilion to lessen drop-off

In response to the report dated November 1, 2021 regarding locked bathrooms at Kenneth R. Lewis Park, Public Works Director Scott Holden will follow up to ensure the facilities are more accessible.

In response to the report dated January 7, 2022 regarding the playground equipment in Forest Creek Park, in the fall 2021, the City submitted a grant application to Texas Parks & Wildlife Local Parks Grant Program for new playground equipment to be replaced at Forest Creek Park. If awarded, the grant provides 50% matching funds up to \$150,000. Texas Parks & Wildlife is currently reviewing grant applications and will announce grant recipients in spring or summer 2022.

The City will also work on ordering mulch which it does annually and was mentioned in several reports.

Attachments/Supporting Documentation

1. Adopt-A-Park Review Checklist Form
2. Email Correspondence and Completed Lucas Adopt-A-Park Checklist

Budget/Financial Impact

Varies

Recommendation

Staff recommends reducing reporting to quarterly and reports should be emailed to Patrick Hubbard (phubbard@lucastexas.us). A revised schedule could look like the following:



City of Lucas

Parks and Open Space Board Request

January 25, 2022

Fiscal Year 2022/2023	East Winningkoff Trail Head	Forest Creek Park	Community Park	Kenneth R. Lewis Park
1 st Quarter Oct/Nov/Dec	David Rhoads	Christel Parish	Pam Poteet	Kenneth Patterson
2 nd Quarter Jan/Feb/Mar	Bill Esposito	Laura Howard	Laura Giles	David Rhoads
3 rd Quarter Apr/May/Jun	Christel Parish	Pam Poteet	Kenneth Patterson	Bill Esposito
4 th Quarter Jul/Aug/Sep	Laura Howard	Laura Giles	David Rhoads	Christel Parish

Once per quarter, organize a community sponsored “Love your Parks” day and have a cleanup event at each park with volunteers to help maintain the City of Lucas parks.

Motion

There is no motion required for this item. This item is for discussion purposes only and to provide guidance to staff.

Adopt-A-Park Review Checklist

Date:		Reviewer's Name:	
Place an "X" by the Park you are reviewing			
	East Winningkoff Trail Head	(East Winningkoff Road - next to the water tower)	
	Forest Creek Park	(Orchard Gap Lane and West of White Rock Trail)	
	Lucas Community Park	(Beside City Hall)	
	Kenneth R. Lewis Park	(Southview Drive [1378] South of West Lucas Road)	
Review Areas		Comments	
Landscape:			
	Mowing		
	Weed Control		
	Shrub Planting		
	Irrigation		
	Mulching		
Hardscape Surfaces:			
	Parking Lot		
	Dugouts		
	Pavilions		
Playgrounds:			
	Equipment Maintenance		
Restrooms:			
	Stocking of Supplies		
	Vandalism		
	Graffiti		
Litter and Debris:			
	Broken Amenities		
Overall Assessment:			

*Email the Parks Board Members, Development Services Director Joe Hilbourn and City Manager Joni Clarke upon completion of report.

Joni Clarke

From: Kenneth Patterson
Sent: Thursday, October 28, 2021 11:51 AM
To: Joni Clarke
Cc: David Rhoads
Subject: Re: Park Maintenance

Thanks; Very impressive response.

From: Joni Clarke
Sent: Wednesday, October 27, 2021 11:32 AM
To: Kenneth Patterson
Cc: Joe Hilbourn; Stacy Henderson; Bill Esposito; Christel Parish; David Rhoads; Laura Giles; Pam Poteete; Tim Baney; Tommy DeWitt
Subject: FW: Park Maintenance

Parks Board Member Patterson,

Here is an update on your review of Kenneth R. Lewis Park.

Joni Clarke
City Manager
Office 972.912.1212
Cell 956.433.1272



From: Jeremy Bogle <jbogle@lucastexas.us>
Sent: Wednesday, October 27, 2021 11:27 AM
To: Scott Holden <sholden@lucastexas.us>
Cc: Joe Hilbourn <JHilbourn@lucastexas.us>; Joni Clarke <jclarke@lucastexas.us>
Subject: RE: Park Maintenance

Scott,

All of the following items have been completed at the Kenneth R. Lewis Park:

- All the weeds have been pulled from the flower beds and from under the bleachers
- The door to the storage shed has been reattached and secured
- All the landscaping rocks have been put back in place to circle the trees
- All the trash cans have been emptied and cleaned
- All the trash has been picked up and discarded
- The parking block that was busted has been removed
- The trees down the walking paths have been trimmed (we will be doing more tree trimming as time permits but the walking path is clear for use)
- The softball infield has been cleared of all weeds and drug out nicely

Items that have not been or may not need to be addressed:

1. "The infield is dirt not grass"
 - It is a softball field and is intended to be sand
2. "The pitcher's mound is only a pitcher's rubber"
 - Softball fields do not have mounds
3. "There is no sun protection or foul ball protection for the spectators in the bleachers"
 - Is this something that we would want to fund in the future? Currently there is a high fence behind the home plate that serves as a foul ball protection.
4. "There are no lights or scoreboard"
 - There used to be a scoreboard however it was never used and was removed. Would we like to add lights for the field? I think this would be a no but I am happy to get quotes if this is something we would like to do.
5. "There is no sun protection for the soccer spectators in the bleachers"
 - Is this something that we would want to fund in the future?
6. "Roof in dugout is less than 6ft tall"
 - The dugouts measure 6' 8" in the front and 6' 1" in the far back behind the bench seat. I have plenty of room to walk around and do not hit my head but I am not sure how tall there are supposed to be.

Pending Items:

1. Cracks in the walls of the restroom area and foundation of pavilion
 - Meeting set to observe on Friday with Joni to create a plan of action
 - Possibly look at replacement with separate bathroom structure
 - Possibly foundation repair(I will get estimates if this is what we choose to do)
2. Additional tree pruning throughout park as time permits
3. Add dirt near concrete edge of pavilion to lessen the drop-off
 - Will complete soon weather permitting

Please see attached pictures of the work that was recently completed

Thank you,

Jeremy Bogle
Public Works Supervisor
City of Lucas
665 Country Club Road
Lucas, Texas 75002-7651
Direct 972-912-1210



From: Joni Clarke <jclarke@lucastexas.us>
Sent: Thursday, October 7, 2021 2:46 PM
To: Scott Holden <sholden@lucastexas.us>; Jeremy Bogle <jbogle@lucastexas.us>
Cc: Joe Hilbourn <JHilbourn@lucastexas.us>
Subject: Park Maintenance

Scott and Jeremy,

Attached are some emails from Parks Board Member Kenneth Patterson regarding Kenneth R. Lewis Park.

Items that we cannot address is the shade structure over the bleachers and the scoreboard.

I am concerned regarding the cracking that is being reported on the Pavilion.

The other matters I think can be handled. Please schedule and let me know when the tasks are complete.

THANK YOU!

JC



Adapt a Park Review **Part 2**

1



1. I'm not sure if the trash cans are due to be emptied right after my visit, but most trash cans have a small amount of trash in them,
2. The trash can by the by soccer goal really smells bad,
3. There is no sun protection for the soccer spectators in the bleachers.

2



1. Trash and weeds

1. Note that the North side of the pavilion grass might make a good future pet park if we want a pet park.
2. ONE parking block might need to be replaced.
3. This drop off from the pavilion floor might be a safety hazard.



1. This tree forces foot traffic off the side walk.

Lucas Parks Board Adopt-a-Park Review Checklist	
Date:	Reviewer's name:
Place an "X" by the Park you are reviewing	
East Winningkoff Trail Head	(East Winningkoff Road - next to the water tower)
Forest Creek Park	(Orchard Gap Lane and West of White Rock Trail)
Lucas Community Park	(Beside City Hall)
Kenneth R. Lewis Park	(Southview Drive (1378) South of West Lucas Road)
Review areas	Comments
Landscape:	
Mowing	Excellent including edging
Weed control	Satisfactory; Could be better- see pictures
Shrub planting	N/A
Trees	A couple limbs need trimmed; - see pictures
Irrigation	N/A
Hardscape surfaces:	
Parking lot	Clean and neat
Driveway	Clean and neat
Lighting	N/A
Fences	OK
Dugouts	See Comments
Pavilion/Building	12 Picnic tables Good shape and clean.
Playgrounds:	
Equipment Maint	
Mulching	
Restrooms:	
Stocking of supplies	N/A
Vandalism	N/A
Graffiti	N/A
Litter and debris:	
Broken amenities	
Overall Assessment:	
Great walking trail, Grass looks good , well trimmed and edged. Small amount of trash blown onto park, Some trees may need trimmed. Baseball field needs upgrades. May be advisable to look at opportunities to expand towards West. A lot to the East is for sale.	

Lucas Parks Board Adopt-a-Park Review Checklist

Date: 11/6/2021

Reviewer's name: David Rhoads

Place an "X" by the Park you are reviewing

East Winningkoff Trail Head (East Winningkoff Road - next to the water tower)

Forest Creek Park (Orchard Gap Lane and West of White Rock Trail)

X Lucas Community Park (Beside City Hall)

Kenneth R. Lewis Park (Southview Drive (1378) South of West Lucas Road)

Review areas

Comments

Landscape:

Mowing

Good

Weed control

Good

Shrub planting

Good

Trees

Good

Irrigation

Broken brown pipe in the island between the Pavilion and the rail fence

Hardscape surfaces:

Parking lot

Concrete is good. Gravel lot is in good condition. Very nice.

Driveway

Good

Lighting

Did not observe park lights at night. Pavilion lights are operational

Fences

Rail fences are in good condition

Dugouts

N/A

Pavilion/Building

Building is good. The light switch is missing the weather proof cover

Playgrounds:

Equipment Maint

Did not observe any damage.

Mulching

Some areas could use additional mulch.

Restrooms:

Stocking of supplies

Has soap and paper towels. Facet in women's lavatory drips.

Vandalism

None noted

Graffiti

None noted

Litter and debris:

Broken amenities

None noted. Picked up trash around the park and along road

Overall Assessment:

Overall condition is very good.

Some of the picnic tables have deteriorated boards and could become dangerous.

All tables would benefit from refinishing

Marker/Protection cage for an irrigation head on West end of the gravel parking lot is damaged. Appears to have been driven over by a vehicle. Do not know if it is important.

Grill at West end of the park needs top grate repositioned. The ash box is holding water and could rust

Park benches would benefit from refinishing but are still very functional.

Drainage improvements on West end appears to be functioning well. Nice improvement.

Lucas Parks Board Adopt-a-Park Review Checklist		
Date:	Nov. 2021	Reviewer's name: Bill Esposito
Place an "X" by the Park you are reviewing		
	East Winningkoff Trail Head	(East Winningkoff Road - next to the water tower)
	Forest Creek Park	(Orchard Gap Lane and West of White Rock Trail)
	Lucas Community Park	(Beside City Hall)
X	Kenneth R. Lewis Park	(Southview Drive (1378) South of West Lucas Road)
Review areas	Comments	
Landscape:		
Mowing	looked good	
Weed control	Great, clean fence line	
Shrub planting	some - looked fine	
Trees	looked good. Evidence of recent pruning	
Irrigation	yes - possible broken rain gauge - pic attached	
Hardscape surfaces:		
Parking lot	looked fine	
Driveway	same	
Lighting	Under pavillion, not on at time of visit	
Fences	maintained	
Dugouts	clean	
Pavilion/Building	appeared to be good. Some sidewalk concrete gaps	
Playgrounds:		
Equipment Maint	seemed fine	
Mulching	NA	
Restrooms:		
Stocking of supplies	Bathrooms locked - Possible options fr timer here. Expensive ?	
Vandalism	none	
Graffiti	none	
Litter and debris:		
Broken amenities	none	
Overall Assessment: Looks great overall. The only negative was the infield.		
Players were there, but it was very wet and very "rocky" especially along the 1st base line. They practiced in the grass		
Possibly more decomposed granite for crowning to allow for run off.		
Water seems to pool in the middle of the infield. Material appears to be sandy loame,		
stays soggy and likely does not drain well.		

Lucas Parks Board Adopt-a-Park Review Checklist

Date: 13-Dec Reviewer: Christel Parish

Place an "X" by the Park you are reviewing

	East Winningkoff Trail Head	(East Winningkoff Road - next to the water tower)
X	Forest Creek Park	(Orchard Gap Lane and West of White Rock Trail)
	Lucas Community Park	(Beside City Hall)
	Kenneth R. Lewis Park	(Southview Drive (1378) South of West Lucas Road)

Review areas	Comments
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Landscape:

<input checked="" type="checkbox"/>	Mowing	
<input checked="" type="checkbox"/>	Weed control	
<input checked="" type="checkbox"/>	Shrub planting	
<input checked="" type="checkbox"/>	Trees	
<input checked="" type="checkbox"/>	Irrigation	

Hardscape surfaces:

<input checked="" type="checkbox"/>	Parking lot	
<input checked="" type="checkbox"/>	Driveway	
<input checked="" type="checkbox"/>	Lighting	
<input checked="" type="checkbox"/>	Fences	
<input checked="" type="checkbox"/>	Dugouts	
<input checked="" type="checkbox"/>	Pavilion/Building	

Playgrounds:

	Equipment Maint	basketball court has some missing "tiles" along the edge that ne
	Mulching	Needs attention. Looks low on a few spots in the play areas

Restrooms:

na	Stocking of supplies	
na	Vandalism	
na	Graffiti	

Litter and debris:	
Broken amenities	Soccer goal net looks lose compared to the other net in the park basketball court has some missing "tiles" along the edge that ne
Overall Assessment:	here is grass growing in the play areas. There was some minor trash as I entered the park area.

Lucas Park Review Program Checklist

Date: 1/7/22

Reviewer's name: Laura Howard

Place an "X" by the Park you are reviewing

	East Winningkoff Trail Head	(East Winningkoff Road - next to the water tower)
x	Forest Creek Park	(Orchard Gap Lane and West of White Rock Trail)
	Lucas Community Park	(Beside City Hall)
	Kenneth R. Lewis Park	(Southview Drive (1378) South of West Lucas Road)

Review areas	Comments
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Landscape:

Mowing	reviewed, no issues
Weed control	A couple of areas within the playground area had weeds (pic included)
Shrub planting	reviewed, no issues
Trees	reviewed, no issues
Irrigation	not reviewed - need direction on what to look for

Hardscape surfaces:

Parking lot	reviewed, no issues
Driveway	reviewed, no issues
Lighting	unable to review during day - will go back at night to review
Fences	reviewed, no issues
Dugouts	reviewed, no issues
Pavilion/Building	reviewed, no issues

Playgrounds:

Equipment Maint	parts of equipment would benefit from a powerwash (pic included); soccer goal net needs adjustment. Tree sprout next to swing needs removal (pic included)
Mulching	areas where weeds occurred could benefit from a little mulch

Restrooms:

Stocking of supplies	na
Vandalism	na
Graffiti	picnic table (pic included)

Litter and debris:

Broken amenities	basketball court has tiles coming off around trim (pic included)
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Overall Assessment:

Park has minor areas of improvement. Playground equipment showing some aging and would benefit from a wash and/or paint. Need help with someone taller to adjust the soccer net. Was unable to put back in place. If provide mulch during fall/winter then a couple of pockets would benefit. Otherwise a weed treatment and reconsider in the spring. One area near swing had tree sprout that needs to be removed.



City of Lucas

Parks and Open Space Board Request

January 25, 2022

Requester: City Manager Joni Clarke

Agenda Item Request

Consider the appointment of Management Analyst Patrick Hubbard and Assistant to the City Manager Kent Souriyasak as the city staff liaisons to the Parks and Open Space Board.

Background Information

Management Analyst Patrick Hubbard joined the City of Lucas on April 26, 2021. Patrick is a graduate of the University of North Texas, Master of Public Administration program and has over five years of experience in Texas city government. Most of Patrick's experience is divided between Engineering, Development Services, and Grant Management. He has held front-facing, cross-departmental roles and has worked closely with most city departments and several boards in three Texas cities. This includes work with parks planning, parks grants and special events. Patrick currently serves in the Engineering Department where his responsibilities include such things as capital project administration, plan review, inspections, compliance reporting, department communications, long-range planning, and geographic information systems. He has also worked on citywide projects such as updating the city's Comprehensive Plan and Parks Master Plan.

Assistant to the City Manager Kent Souriyasak has been a part of the Lucas team since October 1, 2018. Kent started as the City's Special Projects Coordinator and transitioned to the Assistant to the City Manager in 2019. Kent has a Bachelor's degree with a double major in Political Science and Criminal Justice, and a Master's degree in Public Administration focused on local government management. Kent started his career as an intern and then in human resources at the City of University Park. At the City of Lucas, Kent assists with city events, special projects, grants, community programs, human resources, parks, budgets, and information technology.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required for this item.



City of Lucas

Parks and Open Space Board Request

January 25, 2022

Requestor: Lucas Farmers Market Chair Bill Esposito

Agenda Item Request

Provide an update on the Lucas Farmers Market 2022 season.

Background Information

The following reflects major milestones of the Lucas Farmers Market planning process for the 2022 season:

- Tuesday, November 16, 2021 – Kick Off Planning Meeting (Parks Board) **COMPLETE**
- Tuesday, December 7, 2021 - Planning Meeting (Parks Board & LFMC) **COMPLETE**
- Monday, December 13, 2021 – Post Vendor Application and Rules on Website(s) **COMPLETE**
- Tuesday, January 4, 2022 - Planning Meeting (Parks Board & LFMC) **COMPLETE**
- Tuesday, January 25, 2022 – Regular Parks and Open Space Meeting
- Monday, January 31, 2022 - Vendor Application Deadline
- Tuesday, February 1, 2022 @ 5:30 pm – Vendor Selection Meeting (Parks Board & LFMC)
- Tuesday, March 1, 2022 @ 5:30 pm – Market Meeting (Parks Board & LFMC)
- Tuesday, March 22, 2022 @ 7:00 pm – Regular Parks and Opens Space Meeting
- Tuesday, April 5 @ 5:30 pm – Market Meeting (Parks Board & LFMC) (if necessary)
- **Saturday, April 9 @ 8:00 am – First Market of the 2022 Season (Community Park)**

Special Events that will enhance the Lucas Farmers Market experience for the 2022 season include:

April 9	Plant Sale & Back Yard Gardening (Laura/Bill/Master Gardeners)
April 23	Back Yard Chickens (Cathey Gleason)
May 14	Special market associated with Founders Day
May 28	Memorial Day Picnic in the Park (City of Lucas Dunk Booth, Cornhole, Hot Dogs, Watermelon, Face Painting)
June 11	Ice Cream Crank Off (Bill)
June 25	How to Build a Bird House (Val)
July 9	AgriLife (Sean)
July 23	Chef Demonstration (Bill)
August 13	Back to School Event (Bill contact Katie - Permaculture/4-H)
August 27	TPWD Gun Safety/Hunting Regulations/Game Warden (Sean)
September 10	Fire Rescue Event & 9-11
September 24	Bee Demo (Kathrin - Collin County Amateur Bee Club)
October 8	World Food Day (Kent)
October 22	Pumpkin Carving (Sean/Pam)
December 2	Holiday Market



City of Lucas

Parks and Open Space Board Request

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Other items still being given further consideration include:

- Vendor Recruitment for produce, eggs, dairy, pork, fungi, nuts and Artisans with metal, baskets, leather, glass, and pottery
- Market Share Program
- Youth Booth Program
- GO TEXAN program

Current Members of Lucas Farmers Market Committee:

Volunteer Name	Committee Represented
Tim Baney	City Council
Joni Clarke	City Staff
Lynne Dodson	LFMC
Tammy Duke	LFMC
John Elliott	LFMC
Patricia Ewing	LFMC
Bill Esposito	Chair of LFMC/Parks Board
Kathrin Esposito	LFMC
Laura Giles	Parks Board
Joe Hilbourn	City Staff
Laura Howard	Parks Board
Kenneth Patterson	Parks Board
Pam Poteete	Parks Board
David Rhoads	Parks Board
Joan Stanton	LFMC
Kent Souriyasak	City Staff
Val Turnbow	LFMC
Sean Watts	LFMC

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

No action necessary, this item is for discussion purposes only.



City of Lucas

Parks and Open Space Board Request

January 25, 2022

Requester: Parks Board

Agenda Item Request

Discuss and review the Parks and Open Space Board Matrix Planning Calendar for 2022 and review the 2022 Special Events Calendar.

Background Information

The Matrix has been updated to function as a planning calendar outlining items for consideration before the Parks Board at each meeting throughout the year. Agenda items may be added or removed as needed. Special events such as Founders Day, Country Christmas, and clean up events have been removed from the Planning Calendar as they are being prepared by City Staff.

Attachments/Supporting Documentation

1. Matrix Planning Calendar
2. Special Events Calendar

Budget/Financial Impact

NA

Recommendation

NA

Motion

This item is for discussion purposes only. A motion is not required for this item.

2022 PARKS BOARD MATRIX - PLANNING CALENDAR

Comprehensive Plan Goals

- Goal 1. Preserve natural environment and native ecosystems.
- Goal 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.
- Goal 3. Develop and maintain the new Lucas parks and open space system

Meeting Date	Project	Project Leader
January 25	Review of the Comprehensive Plan/Trails Master Plan <i>(review completed in December 2021)</i>	Parks Board
	Review park rules and fees	Parks Board
	Matrix/Planning Calendar/Special Events Calendar review	Parks Board
	Adopt A Park review	Parks Board
	Farmers Market update	Vice Chairman Bill Esposito
	Set meeting dates for November 2022	Parks Board
March 22	Review Master Volunteer List	Ken Patterson, Kent Souriyasak
	Farmers Market update	Vice Chairman Bill Esposito
	Review Matrix	Parks Board
May 24	Park budget review and recommendations	Parks Board
	Adopt A Park review	Parks Board
	Property Acquisition for Community Events	Parks Board
	Review Matrix	Parks Board
July 26	Review Matrix	Parks Board
September 27	Review Master Volunteer List	Ken Patterson, Kent Souriyasak
	Adopt A Park review	Ken Patterson, Parks Board
	Review Matrix	Parks Board
November 15, 2022 <i>(Proposed new date due to holiday)</i>	Farmers Market Discussion for 2023 Season	
	Review Matrix	Parks Board

2022 City of Lucas Calendar of Events
(Updated: 1/7/22)

Day	Date	Time	Event	Location
Saturday	April 2, 2022	9:00 am – 1:00 pm	Keep Lucas Beautiful Spring Cleanup	Varies Community Park
Saturday	April 9, 2022	8:00 am – 12:00 pm	Lucas Farmers Market Plant Sale & Gardening	Community Park
Saturday	April 23, 2022	8:00 am – 12:00 pm	Lucas Farmers Market Back Yard Chickens	Community Park
Monday	April 25, 2022	To Be Determined	Early Voting Begins	Community Center
Tuesday	May 3, 2022	To Be Determined	Early Voting Ends	Community Center
Saturday	May 7, 2022	To Be Determined	Election Day	Community Center
Saturday	May 14, 2022	8:00 am – 1:00 pm	Founders Day Lucas Farmers Market	Community Park
Saturday	May 28, 2022	8:00 am – 12:00 pm	Lucas Farmers Market Memorial Day Picnic	Community Park
Saturday	June 11, 2022	8:00 am – 12:00 pm	Lucas Farmers Market Ice cream Crank Off	Community Park
Saturday	June 25, 2022	8:00 am – 12:00 pm	Lucas Farmers Market How to Build A Bird House	Community Park
Saturday	July 9, 2022	8:00 am – 12:00 pm	Lucas Farmers Market AgriLife	Community Park
Saturday	July 23, 2022	8:00 am – 12:00 pm	Lucas Farmers Market Chef Demo	Community Park
Saturday	August 13, 2022	8:00 am – 12:00 pm	Lucas Farmers Market Back to School Event	Community Park
Saturday	August 27, 2022	8:00 am – 12:00 pm	Lucas Farmers Market Bee Demo	Community Park
Saturday	September 10, 2022	8:00 am – 12:00 pm	Lucas Farmers Market Fire-Rescue Event & 9-11	Community Park
Saturday	September 17, 2022	9:00 am – 1:00 pm	Public Lands Trail Cleanup	Brockdale Park Trailhead (tentative)
Saturday	September 24, 2022	8:00 am – 12:00 pm	Lucas Farmers Market Game Warden	Community Park
Saturday	October 8, 2022	8:00 am – 12:00 pm	Lucas Farmers Market World Food Day	Community Park
Friday	October 14, 2022	7:30 pm – 10:00 pm	Movie in the Park	Community Park
Saturday	October 22, 2022	8:00 am – 12:00 pm	Lucas Farmers Market Pumpkin Carving	Community Park
Saturday	November 5, 2022	9:00 am – 12:00 pm	Arbor Day/Electronic Recycling and Paper Shredding	City Hall
Friday	December 9, 2022	6:00 pm – 9:00 pm	Country Christmas Holiday Market	Community Park



City of Lucas

Parks and Open Space Board Request

January 25, 2022

Requester: Parks Board

Agenda Item Request

Review Code of Ordinances, Section 1.09 Parks and Recreation and Appendix C Fee Schedule, Article 21 Parks and Recreation, and determine if any amendments are needed to the City's park rules and fees for City facilities.

Background Information

Section 1.09.035 (d) of the Code of Ordinances, states the Parks Board should review fees relating to the use of parks on an annual basis, making recommendations to the City Manager for consideration. Parks rules and fees are attached for consideration.

Attachments/Supporting Documentation

1. Section 1.09 Parks and Recreation Rules
2. Appendix C Parks Fees

Budget/Financial Impact

NA

Recommendation

NA

Motion

This item is for discussion purposes only. A motion is not required for this item.

ARTICLE 1.09 PARKS AND RECREATION^{*}

Division 3. Park Rules

Sec. 1.09.061 Penalty

Any person, firm or corporation violating any of the provisions of this division shall be deemed guilty of a misdemeanor, and upon conviction in the municipal court of the city shall be subject to a fine as provided in [section 1.01.009](#) of this chapter for each offense.

Sec. 1.09.062 Conduct prohibited in parks

As used in this division, “city park” or “park facility” shall mean any area in the city owned or used by the city, or by the city jointly with any other governmental or private entity, devoted to active or passive recreation, and includes but is not limited to athletic fields, recreation areas, community center property, and those areas designated as city parks. The following acts, omissions or conduct are prohibited within the limits of all city parks and no person, firm or corporation shall engage in, commit, cause, or suffer the following acts, omissions or conduct:

- (1) To enter or remain in any park facility between the hours of 11:00 p.m. and 5:00 a.m. unless different hours for the park facility have been designated. All soft surface trails shall be closed from dusk until dawn where on-site signage is posted, unless different hours have been posted;
- (2) To allow any pet or animal to run at-large or fail to keep a pet or animal restrained by a leash, chain or cord not more than six (6) feet long;
- (3) To dump or litter any park. All persons shall use receptacles provided for the deposit of refuse;
- (4) To tie or restrain an animal by attaching its leash to fencing, trees, benches, bleachers, pole or other park facility infrastructure;
- (5) To operate a motor vehicle within any city park in any area not designated as a roadway for vehicular traffic (for the purposes of this subsection, “motorized vehicle” means any vehicle or conveyance which is self-propelled) which would exclude electronic wheelchairs or electric scooters for the disabled;
- (6) To use or ride on a skateboard within a city park;
(Ordinance 2014-12-00803 adopted 12/4/14)
- (7) To possess, use, discharge or employ any fireworks, firearm, BB gun, air gun, bow and arrow, or slingshot is prohibited with the exception of licensed holders who are authorized to carry firearms in accordance with state law; (Ordinance 2016-05-00838 adopted 5/19/16)
- (8) To sell, possess or consume any alcoholic beverage;
- (9) To erect, post, distribute, or place any advertising material, sign, circular, or handbill without the prior permission of the city;
(Ordinance 2014-12-00803 adopted 12/4/14)
- (10) (A) To practice, conduct, or carry on any commercial activity, trade or business activity unless said commercial activity has been approved through a facility use agreement issued by the city manager or designee.
(B) In approving a facility use agreement for a commercial activity, the city manager or designee shall consider whether such activity is classified as a recreational activity that enhances the overall well-being of participants and includes but is not limited to the provision of physical fitness classes, athletic sports activities and services that promote healthy lifestyles. It does not include the sale of products and/or goods. While this activity may serve nonresidents, the provider must make the provision of recreational programming to city residents a priority. The number of city residents served may be taken into consideration on future applications for use of park facilities.
(Ordinance 2015-03-00812 adopted 4/16/15)
- (C) City residents only may reserve the city park facilities for commercial residential activity daily from 5:00 a.m. through 8:00 a.m. and from 7:00 p.m. through 9:00 p.m. The community center is not available for use for

commercial residential activity and may only be reserved by city residents.

(D) A city facility use agreement must be completed and submitted to the city manager for consideration along with the required fee as shown in the fee schedule set forth in [appendix C](#). The applicant must provide documentation demonstrating the vendor's liability insurance coverage in the amount of \$1,000,000.00 and must name the city as an additional insured on the certificate of insurance. The applicant shall be responsible for any damage to the park facilities.

(E) The applicant may reserve the park facility up to two months in advance of the event and must reapply for any subsequent use. If any park facility is left in a condition that is unacceptable to the city, the city reserves the right to not allow the vendor to use any of its facilities in the future.

(Ordinance 2019-12-00901 adopted 12/5/19)

(11) To cause, create or maintain any nuisance or engage in any conduct or activity that unreasonably disturbs persons of ordinary sensibilities;

(12) To use any type of sound amplification devices which include but are not limited to loudspeakers, amplifiers or microphones without the written permission of the city;

(13) To ascend, descend, operate, or launch any aircraft, including but not limited to hot air balloons, airplanes, paraplanes, ultralight aircrafts, helicopters, drones, remote/radio controlled devices and gliders;

(14) To hit golf balls of any type in a park facility;

(15) To camp overnight in or upon any park facility;

(16) To enter onto a reserved facility or area, or a location where scheduled activities are occurring, during the period that the area or facility is reserved or during the scheduled activity and remain or return there after the person has been given notice to leave. Reserved facilities and areas, and scheduled activities, include but are not limited to: athletic fields and pavilions;

(17) To make or kindle a fire except in public stoves, grills, fire pits, or designated areas provided for that purpose. Fires shall not be left unattended and must be extinguished prior to departure. The city manager may prohibit all fires in public parks during those periods that he, in his sole discretion, determines that extreme dry weather, high winds or other conditions endanger public health and safety;

(18) To use or consume any tobacco products within a park facility;

(19) To destroy, damage, deface or remove shrubbery, trees, soil, grass, turf or other vegetation, rock, minerals or any other personal or real property.

(Ordinance 2014-12-00803 adopted 12/4/14)

Sec. 1.09.063 Reservation of Lucas Community Center

The Lucas Community Center shall only be reserved by individuals residing within the territorial limits of the city. Any city resident requesting a reservation of the Lucas Community Center shall provide proof of residency and submit a completed facility use agreement in the form approved by the city to the development services department for approval prior to reserving the facility. Any damage to the facility or property located within the facility caused by the applicant or attendees shall be the responsibility of the applicant. The applicant shall be responsible for the repair and/or replacement of the damage caused to the facility or property located within the facility. (Ordinance 2019-12-00901 adopted 12/5/19)

APPENDIX C: PARK FEES

ARTICLE 21.000 PARKS AND RECREATION

- (a) Pavilion fee (nonresident): \$25.00/hour.
- (b) Pavilion rental (resident): \$25.00/4 hours; \$50.00/all day.
- (c) Baseball fields B, C or D (nonresident): \$25.00/hour.
- (d) Farmers market vendor participation fee options: Vendors shall pay a participation fee of \$20.00 for each farmers market. Vendors who reside in the city shall be exempt from participation fees.



City of Lucas

Parks and Open Space Board Request

January 25, 2022

Requester: City Secretary Stacy Henderson

Agenda Item Request

Consider setting Parks and Open Space Board meeting dates for 2022.

Background Information

Meeting dates for the Parks and Open Space Board are scheduled the fourth Tuesday of every other month. During the month of November, the fourth Tuesday falls during the week of the Thanksgiving holiday; therefore, the following schedule is being recommended for meeting dates in 2022:

- January 25
- March 22
- May 24
- July 26
- September 27
- November 15 (moved up one week due to the Thanksgiving holiday)

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

Staff recommends approval of the meeting schedule as proposed.

Motion

I make a motion to approve the Parks and Open Space Board meeting schedule for 2022.



City of Lucas

Parks and Open Space Board Request

January 25, 2022

Requester: City Secretary Stacy Henderson

Agenda Item Request

Consider approval of the minutes of the December 13, 2021, Parks and Open Space Board meeting.

Background Information

NA

Attachments/Supporting Documentation

1. December 13, 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 December 13, 2021, Parks and Open Space Board meeting.



MINUTES

Parks and Open Space Board Meeting

December 13, 2021 | 11:00 am

Council Chambers | Video Conference

City Hall | 665 Country Club Road, Lucas Texas

Call to Order

The meeting was called to order at 11:00 am. A quorum was determined to be present, and the Pledge of Allegiance was conducted. Alternate Member Laura Howard would serve as a voting member due to the absence of a regular member.

Parks Board Members Present:

Chairman David Rhoads
Vice Chairman Bill Esposito
Member Kenneth Patterson
Member Christel Parish (*arrived at 11:04 am*)
Alternate Member Laura Howard

Staff Present:

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

Parks Board Members Absent:

Alternate Member Pam Poteete
Alternate Member Laura Giles

City Council Liaison Absent:

Councilmember Tim Baney

Regular Agenda

1. **Citizen Input**

There was no citizen input at this meeting.

2. **Consider approving the 2022 Farmers Market Rules and Regulations.**

MOTION: A motion was made by Vice Chairman Esposito, seconded by Ms. Howard to approve the 2022 Farmers Market Rules and Regulations as presented. The motion passed unanimously by a 5 to 0 vote.

It was noted after the motion that one correction be made to the approved rules that vendor categories be split into four categories as outlined in the rules; not three as it was currently stated.

3. **Discuss updating Chapter 6 Parks, Recreation and Open Space of the City of Lucas Comprehensive Plan and provide guidance to staff.**

The Parks Board made the following amendments to Chapter 6 of the Comprehensive Plan:

- Page 1, paragraph 2, prioritize trail sections to include 1) the central loop, then 2) Trinity Trail connection, then 3) Willow Springs Middle School to Southview Drive
- Page 4, paragraph one, remove last sentence starting with “The goal of maintaining open space...”
- Page 4, last paragraph, add language relating to efforts to acquire new parks and open space for future expansion of existing park area
- Page 6, add language to encourage when permissible to make use of school facilities

City Manager Joni Clarke stated she would make the proposed changes and bring back to the Parks Board for review and consideration.

4. Discuss updating the City of Lucas Trails Master Plan and provide guidance to staff.

The Parks Board discussed the following amendments to the Trails Master Plan:

- Central Loop
 - The Parks Board supports this trail section as presented
- Trinity Trail Connect
 - Create two trail loops connecting to the East Winningkoff Trailhead:
 - Loop 1 – Create a northern loop by adding a trail segment extending west on/from Welborn Lane that continues south on Orr Road, east on East Winningkoff Road, and north on Welborn Lane.
 - Loop 2 – Create a connecting southern loop by adding a trail segment south of East Winningkoff Road onto Shady Lane that continues west on Snider Lane and north on Winningkoff Road.
- Willow Springs Middle School to Southview Drive
 - Remove the trail segment on Rockland Trail.
 - Adding a trail segment as an entrance on the eastern side of Willow Springs Middle School on West Lucas Road, continuing south to the back of the school connecting to North Bluffview Drive
 - Creation of a facility or rest area near the trail due to its length of approximately 5 miles

5. Adjournment.

MOTION: A motion was made by Vice Chairman Esposito, seconded by Member Ken Patterson to adjourn the meeting at 12:43 am. The motion passed unanimously by 5 to 0 vote.

APPROVE:

ATTEST:

David Rhoads, Chairman

Stacy Henderson, City Secretary



City of Lucas

Parks and Open Space Board Request

January 25, 2022

Item No. 09

Requester: Parks Board

Agenda Item Request

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, 2022.

Background Information

The City's Code of Ordinances, Section 1.09.034 states that the Parks and Open Space Board shall elect a Chairman and Vice Chairman from its membership annually.

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 period of approximately one (1) year with a term ending December 31, 2022.

I make a motion to appoint _____ as Vice Chairman of the Parks and Open Space Board for a period of approximately one (1) year with a term ending December 31, 2022.