



## AGENDA

### Parks and Open Space Board Meeting

January 24, 2023 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

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*Notice is hereby given that a meeting of the City of Lucas Parks and Open Space Board will be held on Tuesday, January 24, 2023 at 6:30 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651, at which time the following agenda will be discussed.*

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/departments/public-meetings/>.

#### **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 Assistant City Manager prior to the start of the meeting. This form will also allow a place for comments.

**Submit Written Comments:** If you are unable to attend a meeting and would like to submit written comments regarding a specific agenda item, email Assistant City Manager Kent Souriyasak at [kent@lucastexas.us](mailto:kent@lucastexas.us) by no later than 3:30 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 3:30 pm will not be included at the meeting.

#### **Call to Order**

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

#### **Regular Agenda**

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1. 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, 2023. **(Parks and Open Space Board)**
2. Provide an update on the 2023 Lucas Farmers Market season. **(Vice-Chairman Bill Esposito)**
3. Consider selecting and approving vendor applications for the 2023 Lucas Farmers Market season. **(Vice-Chairman Bill Esposito)**

4. Provide updates on upcoming special events including:
  - A. Keep Lucas Beautiful Spring Cleanup on April 1, 2023
  - B. Founders Day Country Fair on April 8, 2023  
(Assistant City Manager Kent Souriyasak)
5. Review the City of Lucas 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 park rules and fees for City facilities. **(Parks and Open Space Board)**
6. Discuss the possibility of conducting a parks survey through the University of North Texas Master of Public Administration program. **(Assistant City Manager Kent Souriyasak, CIP Manager Patrick Hubbard)**
7. Discuss and review the Adopt-a-Park Program including the checklist and rotation schedule for 2023. **(CIP Manager Patrick Hubbard)**
8. Consider approval of the minutes of the:
  - A. November 15, 2022 Parks and Open Space Board Meeting
  - B. December 12, 2022 Parks and Open Space Board Workshop  
**(Parks and Open Space Board)**
9. Adjournment.

## **Certification**

*I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002 and on the City's website at [www.lucastexas.us](http://www.lucastexas.us) on or before 5:00 p.m. on January 20, 2023.*

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*Kent Souriyasak, Assistant City Manager*

*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 Assistant City Manager Kent Souriyasak at 972-912-1213 or by email at [kent@lucastexas.us](mailto:kent@lucastexas.us) at least 48 hours prior to the meeting.*



Item No. 01

**City of Lucas**  
**Parks and Open Space Board Request**  
**January 24, 2022**

Requester: Parks and Open Space Board

**Agenda Item Request**

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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, 2023.

**Background Information**

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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:

**§ 1.09.034. Officers.**

(a) Election. A chairman and vice-chairman shall be selected annually, preferably at the first regular meeting of the fiscal year.

(b) Duties of officers.

(1) Chairman. It shall be the duty of the chairman to preside at all meetings of the board and to call special meetings.

(2) Vice-chairman. It shall be the duty of the vice-chairman to perform the duties of the chairman during any absence.

**Attachments/Supporting Documentation**

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NA

**Budget/Financial Impact**

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NA

**Recommendation**

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NA

**Motion**

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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, 2023.

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, 2023.



# City of Lucas

## Parks and Open Space Board Request

### January 24, 2023

Requestor: Vice-Chairman Bill Esposito

#### Agenda Item Request

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Provide an update on the 2023 Lucas Farmers Market season.

#### Background Information

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

- Monday, August 22, 2022 through Friday, September 30, 2022 – Review all documents via email. **COMPLETE**
- Monday, October 3, 2022 – Post updated Rules & Regulations and Vendor Application on website. **COMPLETE**
- Tuesday, November 22, 2022 – Establish market special events. **COMPLETE**
- Tuesday, December 12, 2022 – Discuss developing strategic marketing plans for the 2023 Lucas Farmers Market season. **COMPLETE**
- Friday, January 20, 2023 – Vendor applications due by close of business. **COMPLETE**
- Tuesday, January 24, 2023 – 2023 Vendor Selection.
- Tuesday, March 28, 2023 – Finalize 2023 Lucas Farmers Market Plans.
- Saturday, April 22, 2023 – First Market of the 2023 Season.

Special Events that will enhance the Lucas Farmers Market experience for the 2023 season include:

April 22, 2023	Spring Plant Sale / Backyard Chickens
May 13, 2023	AgriLife Presentation
May 27, 2023	Memorial Day Picnic
June 10, 2023	Ice Cream Crank Off
June 24, 2023	Fall Garden Prep
July 8, 2023	Raptor Display / How to Build a Birdhouse
July 22, 2023	Chef Demonstration
August 12, 2023	Back to School Event
August 26, 2023	Texas Parks and Wildlife Presentation / Lucas Historical Presentation
September 9, 2023	Lucas Fire-Rescue 9/11 Ceremony
September 23, 2023	Robotics Competition
October 14, 2023	Pumpkin Decorations
October 28, 2023	Bee Demonstration / Sidewalk Art Contest



# City of Lucas

## Parks and Open Space Board Request

### January 24, 2023

Current Members of Lucas Farmers Market Committee:

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

#### **Attachments/Supporting Documentation**

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NA

#### **Budget/Financial Impact**

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NA

#### **Recommendation**

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NA

#### **Motion**

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



# City of Lucas

## Parks and Open Space Board Request

### January 24, 2023

Requestor: Vice-Chairman Bill Esposito

#### **Agenda Item Request**

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Consider selecting and approving vendor applications for the 2023 Lucas Farmers Market season.

#### **Background Information**

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Per the 2023 Lucas Farmers Market Rules and Regulations, the Parks and Open Space Board will serve as the Vendor Selection Committee to approve vendor applications for the upcoming year. The Board may approve as needed any vendors deemed necessary after the application period. In the event the board cannot meet in a timely manner, the Chair may approve the vendor application.

The Lucas Farmers Market Rules and Regulations and Vendor Application were posted on October 3, 2022. Vendor applications were due by close of business on Friday, January 20, 2023.

The vendor categories and product descriptions are:

- Agricultural Producers – Any vendor (farmers, ranchers, and others) who grows, raises, and/or wild-harvests a food product.
- Value-Added Producers – Any vendor (prepared food and cottage food) who uses one or more ingredients to create a product by processing, blending, packaging, or altering using other preparation methods.
- Artisans – Artist or craftsperson who produces originally designed hand-crafted products that are unique and of high-quality, to include crafts, artwork, inedible products such as herbal products, personal care, and beauty products.
- Ready to Eat Foods – Commercially licensed or legal to produce food under the Texas Cottage Laws serving “ready to eat” foods at the market.

#### **Attachments/Supporting Documentation**

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1. 2023 Lucas Farmers Market Map
2. List of 2023 Lucas Farmers Market Vendor Applicants will be sent out as a separate attachment to the Parks and Open Space Board and Lucas Farmers Market Committee

#### **Budget/Financial Impact**

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NA



# City of Lucas

## Parks and Open Space Board Request

### January 24, 2023

#### Recommendation

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NA

#### Motion

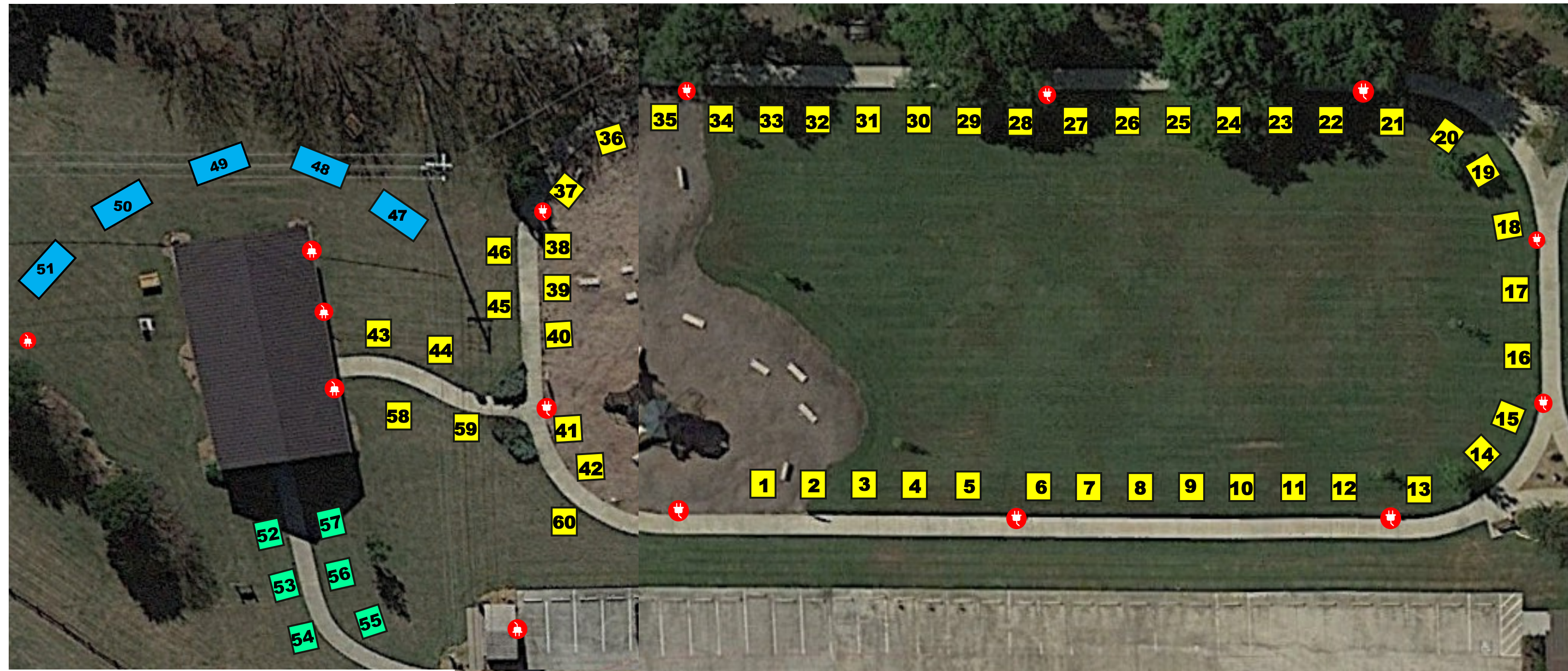
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I make a motion to approve/deny the selected vendors for the 2023 Lucas Farmers Market season:

\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_,  
\_\_\_\_\_, etc.



# 2023 LUCAS FARMERS MARKET MAP



 Truck/Trailer Space

 10 X 10 Booth

 10 X 10 Youth Booth

 Electrical Outlet





# City of Lucas

## Parks and Open Space Board Request

### January 24, 2023

Requester: Assistant City Manager Kent Souriyasak

#### Agenda Item Request

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Provide updates on upcoming special events including:

- A. Keep Lucas Beautiful Spring Cleanup on April 1, 2023
- B. Founders Day Country Fair on April 8, 2023

#### Background Information

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##### A. Keep Lucas Beautiful (KLB) Spring Cleanup

The KLB Spring Cleanup event will be held on Saturday, April 1, 2023, from 9:00 am to 1:00 pm. In 2022, the City of Lucas received the Governor's Community Achievement Award recognizing the successful efforts of the KLB program. KLB is committed to ensuring the Lucas community remains a clean and beautiful place to live. The City encourages residents to support the KLB Spring Cleanup by participating as a cleanup volunteer at the event. Students can also receive community service hours for volunteering at the cleanup event.

Below are the details for the cleanup event:

- Sign up online at [www.lucastexas.us/event/2023-klb-spring-cleanup](http://www.lucastexas.us/event/2023-klb-spring-cleanup).
- Indicate what area within Lucas you would like to cleanup, such as your neighborhood, public parks, and other safe areas.
- Cleanup supplies can be picked up early at City Hall during business hours between 8 am and 5 pm on March 27 through March 31, 2023.
- Cleanup supplies can also be picked up beginning at 9 am on the day of the event in front of Lucas City Hall (665 Country Club Road).
- During the cleanup event in your chosen area, place all trash bags centrally located together on the side of the road. You may also keep your cleanup supplies or leave them with the trash bags for pickup.
- Beginning at 1:00 pm, City staff will drive to the pickup locations to collect trash bags.

##### B. Founders Day Country Fair

The Founders Day Country Fair will be held from 9:00 am to 2:00 pm at the Lucas Community Park (665 Country Club Road). The special event will feature carnival games, stick horse rodeo, pony hop derby, petting zoo, face painting, balloon artists, and much more. The fair is free to the public. Food and drinks will be available for purchase from food trucks. There will be a parade to kick off the opening of the fair at 9:00 am. Individuals and/or groups can submit an online parade application to participate at [www.lucastexas.us/2023-parade-application](http://www.lucastexas.us/2023-parade-application).



# City of Lucas

## Parks and Open Space Board Request

### January 24, 2023

There are volunteer opportunities for students who would like to assist with the stick horse rodeo. Students can receive community service hours for helping with this activity. Interested students can submit an online volunteer application at [www.lucastexas.us/volunteer-registration-form](http://www.lucastexas.us/volunteer-registration-form).

Public parking and shuttle services will be available at Joe V. Hart Elementary School (450 Country Club Road) and Willow Springs Middle School (1101 West Lucas Road). There will not be onsite parking at the Lucas Community Park.

#### **Attachments/Supporting Documentation**

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NA

#### **Budget/Financial Impact**

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- A. **Keep Lucas Beautiful Spring Cleanup** – Cleanup supplies and resources are budgeted at \$5,000 in account 11-6211-446 Keep Lucas Beautiful.
- B. **Founders Day** – Event supplies and resources are budgeted at \$30,000 in account 11-6211-444 Founders Day.

#### **Recommendation**

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NA

#### **Motion**

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



# City of Lucas

## Parks and Open Space Board Request

### January 24, 2023

Requester: Parks and Open Space Board

#### **Agenda Item Request**

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Review the City of Lucas 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 park rules and fees for City facilities.

#### **Background Information**

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

#### **Attachments/Supporting Documentation**

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1. Section 1.09 Park Rules
2. Appendix C Parks Fees

#### **Budget/Financial Impact**

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NA

#### **Recommendation**

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NA

#### **Motion**

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There is no motion required.

DIVISION 3  
**Park Rules**

**§ 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.

(Ordinance 2014-12-00803 adopted 12/4/14; Ordinance 2015-03-00812 adopted 4/16/15; Ordinance 2019-12-00901 adopted 12/5/19)

**§ 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;
- (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;
- (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;

- (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.
- (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.
- (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; Ordinance 2015-03-00812 adopted 4/16/15; Ordinance 2016-05-00838 adopted 5/19/16; Ordinance 2019-12-00901 adopted 12/5/19)

**§ 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)

**ARTICLE 21.000  
PARKS AND RECREATION**

**§21.100. 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.

(Ordinance 2020-12-00926 adopted 12/3/20)



# City of Lucas

## Parks and Open Space Board Request

### January 24, 2023

Requester: Assistant City Manager Kent Souriyasak  
CIP Manager Patrick Hubbard

#### **Agenda Item Request**

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Discuss the possibility of conducting a parks survey through the University of North Texas Master of Public Administration program.

#### **Background Information**

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On July 26, 2022, the Parks and Open Space Board discussed conducting a parks survey to help evaluate residents' interest related to parks and open space in response to the changing demographic makeup of the city. The Parks and Open Space Board also discussed the importance of prioritizing park improvements and that results from a parks survey can help determine prioritization.

On August 30, 2022, the Parks and Open Space Board held a workshop to discuss the creation and distribution of a parks survey to obtain input from Lucas citizens. The Parks and Open Space Board discussed reevaluating what is important and completing a survey of what the citizens desire. The Parks and Open Space Board agreed to prepare a memorandum to City Council regarding a possible parks survey in the future. The memorandum from the Parks and Open Space Board was sent to City Council on September 9, 2022. There was no feedback from City Council regarding the memorandum.

On November 15, 2022, the Parks and Open Space Board discussed the next steps for the possible creation of a parks survey. The Parks and Open Space Board expressed an interest to obtain information on the creation and implementation of an external parks survey conducted by college students.

Staff reached out to the University of North Texas MPA program to gather information on the process for pursuing an external parks survey. Associate Professor Dr. Kelly Shi and Assistant Professor Dr. Lauren Fischer have experience with civic engagement and community surveys specifically related to parks improvements. Most recently, they have worked with the City of Lewisville to administer a community parks survey and develop their parks master plan.

The MPA program would create, administer, and analyze a community parks survey. The survey team would include two faculty members (Dr. Shi and Dr. Fischer), one undergraduate student, and one graduate student. The timeline for the entire survey process is estimated to be six months.

#### **Attachments/Supporting Documentation**

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NA



# City of Lucas

## Parks and Open Space Board Request

### January 24, 2023

#### **Budget/Financial Impact**

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The University of North Texas MPA program estimates that the total cost to conduct a community parks survey to be \$35,000 to \$40,000.

#### **Recommendation**

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NA

#### **Motion**

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



# City of Lucas

## Parks and Open Space Board Request

### January 24, 2023

Requester: CIP Manager Patrick Hubbard

#### Agenda Item Request

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Discuss and review the Adopt-a-Park Program including the checklist and rotation schedule for 2023.

#### Background Information

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The Adopt-a-Park Program provides an opportunity for the Parks and Open Space Board to visit and provide direct feedback on the condition of City of Lucas Parks. This is a Board driven initiative that provides a direct connection between the Board and Public Works staff in addressing parks concerns.

Following a request at the Parks Board meeting on January 25, 2022, staff created a spreadsheet compiling each of the reported items and any associated repairs or activities. This list compiles the reported items under three categories:

1. Imminent Repair or Routine Maintenance
2. Programmed (funded) Activity
3. Proposed or Planned (unfunded) Activity

Category 1 items are acute issues that staff can either immediately address or are part of weekly to monthly park maintenance. The Parks Liaison can immediately refer these tasks to Public Works field staff. For instances such as trash and debris, the Liaison can refer maintenance staff to areas identified by the Board for closer attention.

Category 2 items are activities that are programmed and funded but are not set to be immediately completed, or activities that have been identified by the Parks Board and likely fit within the scope of current programs but will require further coordination. Some of these are seasonal items such as mulching. The Parks Liaison will seek to provide as accurate of an estimate for their completion as possible.

Category 3 items would require some further action or a combination of further actions such as research, the development of a design or work proposal, formal Council/Board action, or budgeting.

The use of this Activity Log assures the Parks and Open Space Board that all Adopt-A-Park activity is recorded, sorted, and addressed in a timely manner.

Staff has shared a Dropbox link to the Parks Board to view the updated Adopt-A-Park Activity Log. CIP Manager Patrick Hubbard maintains the updated list and Parks Board members can view the log at any time to avoid reporting similar issues.





# City of Lucas Parks and Open Space Board Request January 24, 2023

Staff has not received any Adopt-A-Park updates from the Board since July of 2022.

In 2022, the Parks Board determined the rotation schedule between Parks Board members to monitor the various parks and report to staff any items needing repairs. Below is a proposed monitoring schedule for 2023:

Lucas Park Review Program Schedule 2023				
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
February 10, 2023	Christel Parish	Ken Patterson	Pam Poteete	Joan Phillips
March 10, 2023	John Elliott	Bill Esposito	Laura Giles	Christel Parish
April 7, 2023	Ken Patterson	Pam Poteete	Joan Phillips	John Elliott
May 5, 2023	Bill Esposito	Laura Giles	Christel Parish	Ken Patterson
June 9, 2023	Pam Poteete	Joan Phillips	John Elliott	Bill Esposito
July 7, 2023	Laura Giles	Christel Parish	Ken Patterson	Pam Poteete
August 4, 2023	Joan Phillips	John Elliott	Bill Esposito	Laura Giles
September 8, 2023	Christel Parish	Ken Patterson	Pam Poteete	Joan Phillips
October 6, 2023	John Elliott	Bill Esposito	Laura Giles	Christel Parish
November 10, 2023	Ken Patterson	Pam Poteete	Joan Phillips	John Elliott
December 8, 2023	Bill Esposito	Laura Giles	Christel Parish	Ken Patterson

## Attachments/Supporting Documentation

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1. Adopt-A-Park Review Checklist Form
2. Adopt-A-Park Activity Log Updated January 18, 2023

## Budget/Financial Impact

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NA

## Recommendation

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NA

## Motion

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



## Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
1 - Routine/Standard				(all resolved)			
2-Programmed	Kenneth Patterson; Bill Esposito; Laura Giles	Kenneth R. Lewis Park	10/7/2021	Pavilion Foundation/Concrete Repair	Funded for FY2022-2023 Bidding Ongoing	Public Works seeking quotes.	
3 - Proposed	Bill Esposito	Community Park	1/25/2022	Maintenance to Ceiling of Pavillion (repair of lap boards)	Incomplete	Public Works has evaluated the ceiling and it appears to be in overall working condition. Future refinishing or repair could be completed.	
3 - Proposed	Laura Howard	Forest Creek Park	1/7/2022	Replace Playground Equipment	Requires Funding	Grant Submitted	
3 - Proposed	Kenneth Patterson; Bill Esposito	Kenneth R. Lewis Park	10/7/2021	Upgrades/Expansion of ball field	Requires Funding	Discussion items include: Material of infield, height of pitchers mound, sun and foul ball protection for bleachers, scoreboard, height of dugouts, decomposed granite for infield	
Complete	Christel Parish	Forest Creek Park	7/15/2022	Weed Control in Play Area	Weed control complete		7/19/2022
Complete	Christel Parish	Forest Creek Park	7/15/2022	Soccer Net has Fallen Loose	Soccer net fixed		7/19/2022
Complete	Laura Howard	Forest Creek Park	1/7/2022	Repair Picnic Table Grafitti	Picnic tables have been removed where necessary	Picnic tables will be inventoried and replaced as needed in the Spring, based on condition	5/5/2022
Complete	David Rhoads	Community Park	11/6/2021	Repair deterioration of picnic table boards	Dilapidated tables removed and replaced	Dilapidated tables were removed before Country Christmas. Picnic tables were inventoried and replaced as needed in the Spring, based on condition.	
Complete	David Rhoads	Community Park	11/6/2021	Refinish picnic tables	Dilapidated tables removed and replaced	Dilapidated tables were removed before Country Christmas. Picnic tables were inventoried and replaced as needed in the Spring, based on condition.	
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Mulching	Mulching has been delivered and will be spread when the ground dries	Public Works will order and distribute a large quantity of mulch in early Spring	4/28/2022
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Unlocking bathrooms during certain hours	Bathrooms will remain unlocked at all times		3/29/2022
Complete	David Rhoads; Bill Esposito	Community Park	11/6/2021	Mulching	Staff spread mulch	Public Works will order and distribute a large quantity of mulch in early Spring	3/25/2022
Complete	David Rhoads	Community Park	11/6/2021	Repair protection cage for sprinkler on gravel parking lot	Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Clean and reposition grill on West end	Grills maintained	Added Retroactively (document created February 2022)	Not Recorded

## Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
Complete	David Rhoads	Community Park	11/6/2021	Lavatory dripping in womens' restroom	Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Pavillion light switch is missing rainproof cover	Cover added	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Address broken pipe between pavilion and rail fence	Pipe repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Refinish park benches	Benches were rebuilt	Added Retroactively (document created February 2022)	Not Recorded
Complete	David Rhoads	Community Park	11/6/2021	Trash General	Park Cleaned	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard	Forest Creek Park	1/7/2022	Replace/Repair Soccer Nets	Net repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Repair tiles on Sports Court	Tile reset	Added Retroactively (document created February 2022)	Not Recorded
Complete	Christel Parish	Forest Creek Park	12/13/2021	Trash General	Park Cleaned	Added Retroactively (document created February 2022)	Not Recorded
Complete	Laura Howard; Christel Parish	Forest Creek Park	12/13/2021	Weeding around Playground	Lawncare Completed	Added Retroactively (document created February 2022)	Not Recorded
Complete	Christel Parish	Kenneth R. Lewis Park	3/3/2022	Repair damaged portion of chain link fence along ball field	Fence repaired	Public Works repaired the fence during the week of 3/11/2022 and reported the repair to Ms. Parish	3/11/2022
Complete	Laura Giles	Kenneth R. Lewis Park	1/25/2022	Cleanup of Trash on Fenceline	Park Cleaned	I will follow-up with PW staff to make sure that debris is cleaned up.	Not Recorded
Complete	Laura Giles	Kenneth R. Lewis Park	1/25/2022	Beer bottles in trash	Park Cleaned	The trash is emptied regularly by PW Staff. Any unlawful consumption of alcohol at the park could be partially monitored/addressed through improved security systems.	Not Recorded
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Inspect/Repair Irrigation	Leaks Repaired	Added Retroactively (document created February 2022)	Not Recorded
Complete	Bill Esposito	Kenneth R. Lewis Park	11/1/2021	Address water pooling in the infield	Field Graded	Added Retroactively (document created February 2022)	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Weeds: General	Lawncare Completed	Weeds have been pulled	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Trash: General	Park Cleaned	Trash has been picked up and bags replaced	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Parking Block is damaged	Block Replaced	Damaged parking block removed	Not Recorded
Complete	Kenneth Patterson	Kenneth R. Lewis Park	10/7/2021	Tree limbs block the parking lot	Tree Trimming Complete	Trees Trimmed	Not Recorded



# City of Lucas

## Parks and Open Space Board Request

### January 24, 2023

Requester: Parks and Open Space Board

#### **Agenda Item Request**

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Consider approval of the minutes of the:

- A. November 15, 2022 Parks and Open Space Board Meeting
- B. December 12, 2022 Parks and Open Space Board Workshop

#### **Background Information**

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NA

#### **Attachments/Supporting Documentation**

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- 1. November 15, 2022 Parks and Open Space Board Meeting
- 2. December 12, 2022 Parks and Open Space Board Workshop

#### **Budget/Financial Impact**

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NA

#### **Recommendation**

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Staff recommends approval of the minutes as presented.

#### **Motion**

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I make a motion to approve the minutes of the:

- A. November 15, 2022 Parks and Open Space Board Meeting
- B. December 12, 2022 Parks and Open Space Board Workshop





## MINUTES

### Parks and Open Space Board Meeting

November 15, 2022 | 6:30 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

#### Call to Order

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The meeting was called to order at 6:30 pm. A quorum was determined to be present, and the Pledge of Allegiance was conducted.

##### **Parks Board Members Present:**

Chairman David Rhoads  
Vice-Chairman Bill Esposito  
Member Kenneth Patterson  
Member Christel Parish (*arrived at 6:34 pm*)  
Member Pam Poteete  
Alternate Member Laura Giles  
Alternate Member John Elliott

##### **Staff Present:**

City Manager Joni Clarke  
Assistant City Manager Kent Souriyasak  
CIP Manager Patrick Hubbard

##### **City Council Liaison Present:**

Councilmember Tim Baney

#### Regular Agenda

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- 1. Consider appointing the Chair and Vice-Chair of the Lucas Farmers Market Committee to serve for a period of two years beginning January 1, 2023, to December 31, 2024.**

**MOTION:** A motion was made by Member Poteete, seconded by Alternate Member Elliott to appoint Bill Esposito as Chair of the Lucas Farmers Market Committee to serve for a period of two years beginning January 1, 2023 to December 31, 2024. The motion passed unanimously by a 5 to 0 vote.

**MOTION:** A motion was made by Vice-Chair Esposito, seconded by Alternate Member Elliott to appoint Laura Giles as Vice-Chair of the Lucas Farmers Market Committee to serve for a period of two years beginning January 1, 2023 to December 31, 2024. The motion passed unanimously by a 5 to 0 vote.

- 2. Discuss marketing plans for the 2023 Lucas Farmers Market season.**

Vice-Chairman Esposito discussed the need to prepare a marketing budget for next year and suggested ideas including refrigerator magnets with the special events schedule.

The Parks Board discussed distributing farmers market business cards and other marketing materials to different neighborhoods, cities, and local businesses. Vice-Chairman Esposito indicated a need to redistribute marketing in June and July during slow summer months to increase attendance.

The Parks Board discussed various marketing materials and outlets such as mailers, signage, reception table during markets, and t-shirts. The Parks Board agreed to shut down the separate Lucas Farmers Market website and redirect people to the City's Lucas Farmers Market webpage to avoid confusion.

Vice-Chairman Esposito recommended holding a workshop focused on strategic marketing and planning.

The Parks Board agreed to hold a workshop on Monday, December 12, 2022, at 5:30 pm.

**3. Discuss special events to be held in conjunction with the 2023 Lucas Farmers Market season, establishing a calendar, and assigning coordinators for each special event.**

The Parks Board reviewed last year's special events and discussed proposed special events for the 2023 Lucas Farmers Market season. The Parks Board brainstormed various special event ideas including the following:

- Sidewalk Chalk Art
- Hot Air Balloons
- Student Performances (Choir, Band, Drill Team)
- Fine Arts
- School Robotics Competition
- Pet Costume Parade
- Chili Cook-Off
- Fun Runs
- Karate and Self-Defense
- Plant Sale and Gardening
- Backyard Chickens
- Jail and Bail Fundraiser
- Memorial Day Picnic
- Ice Cream Crank-Off
- July 4th Celebration
- Blackland Prairie Raptor Center and How to Build a Birdhouse
- Chef Demonstration
- Back-to-School Event
- Texas Parks and Wildlife Presentation
- Lucas Fire-Rescue and 9/11 Ceremony
- Bee Demonstration
- Pumpkin Decorating
- Holiday Market

There was no motion or formal action taken on this item.

**4. Provide updates regarding special events and programs:**

- A. Arbor Day and Recycling Event**
- B. Holiday Donation Drive**
- C. Country Christmas**

Assistant City Manager Kent Souriyasak provided a recap of the Arbor Day and Recycling Event that was held on Saturday, November 5, 2022. Mr. Souriyasak thanked the Legacy 4-H Club for giving away 200 tree saplings and bags of mulch during the Arbor Day event. Mr. Souriyasak indicated that 2,155 pounds of electronics were collected, and 5,400 pounds of paper was shredded at the recycling event.

Mr. Souriyasak indicated donations for the Holiday Donation Drive will be accepted between November 7 and December 2, 2022, at City Hall. Mr. Souriyasak explained this year's donations will benefit Collin County Toys for Tots, All Community Outreach, The Samaritan Inn, Lucas Veterinary Hospital, and the Senior Angels at Sparks Loving Care Home.

Mr. Souriyasak discussed the upcoming Country Christmas event on Friday, December 9, 2022, from 6 pm to 9 pm at the Community Park. Mr. Souriyasak indicated the event will include the holiday tree lighting ceremony, ice skating, holiday market, food trucks, movie in the park featuring "Frozen", winter wonderland, and Santa's Workshop. Mr. Souriyasak indicated all public parking and shuttle services will be located at Hart Elementary School and Willow Springs Middle School.

**5. Provide updates on acquiring trail easements from the North Texas Municipal Water District for the purpose of creating the Trinity Trail Connect in the City's Trails Master Plan.**

CIP Manager Patrick Hubbard provided an update on acquiring trail easements from the North Texas Municipal Water District that could lead to creating the Trinity Trail Connect to the East Winningkoff Trailhead as included in the City's Trails Master Plan. Mr. Hubbard indicated the trail would provide the public with access to recreational trails and improved connectivity to the Trinity Trail. Mr. Hubbard explained he will be following up with the North Texas Municipal Water District regarding the next steps of acquiring the trail easements.

**6. Discuss the next steps regarding the possible creation of a parks survey and recommendation to City Council.**

Assistant City Manager Kent Souriyasak provided a recap of previous discussions and meetings related to the Parks Board's recommendation to create a parks survey. Mr. Souriyasak indicated the Parks Board memorandum was sent to City Council and there has been no feedback regarding the memorandum. Staff would like feedback from the Parks Board regarding the next steps.

The Parks Board discussed potential ways to pursue a parks survey including reaching out to nearby universities and students on conducting an external survey. Staff indicated they will reach out to the University of North Texas Master of Public Administration program for more information.

**7. Consider approval of the minutes of the September 27, 2022 Parks and Open Space Board meeting.**

**MOTION:** A motion was made by Alternate Member Giles, seconded by Member Patterson to approve the minutes of the September 27, 2022 Parks and Open Space Board meeting. The motion passed unanimously by a 5 to 0 vote.

**8. Adjournment.**

**MOTION:** A motion was made by Vice-Chairman Esposito, seconded by Alternate Member Giles to adjourn the meeting at 8:29 pm. The motion passed unanimously by a 5 to 0 vote.

APPROVE:

ATTEST:

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Bill Esposito, Vice-Chairman

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Kent Souriyasak, Assistant City Manager



## MINUTES

### Parks and Open Space Board and Lucas Farmers Market Committee Workshop

December 12, 2022 | 5:30 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

#### Call to Order

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The meeting was called to order at 5:30 pm and quorum was determined to be present.

**Parks Board Members Present:**

Chairman David Rhoads  
Vice-Chairman Bill Esposito  
Member Kenneth Patterson  
Member Christel Parish  
Member Pam Poteete (*arrived at 5:52 pm*)  
Alternate Member Laura Giles  
Alternate Member John Elliott

**Staff Present:**

City Manager Joni Clarke

**Lucas Farmers Market Committee Present:**

Kathrin Esposito  
Joan Phillips

**Lucas Farmers Market Committee Absent:**

Tammy Duke  
Patricia Ewing  
Laura Howard  
Val Turnbow  
Sean Watts

#### Regular Agenda

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1. **Discuss developing strategic marketing plans for the 2023 Lucas Farmers Market season.**

Chairman Rhoads called the meeting to order at 5:31 pm and a quorum was present.

Vice-Chairman Esposito together with Laura Giles and John Elliott has been identified as our marketing resources for the 2023 Lucas Farmers Market.



The following marketing strategies were discussed for consideration:

#### Print

- Flyers
- Posters (City will produce and volunteers will distribute)
- Brochures
- Mailers (Allen and Wylie)
- Newspaper (Dallas Morning News and check on Observer)
- Business Cards (City will produce and volunteers will distribute)
- City Newsletter Lucas Leader (City)
- Lucas Living Magazine (What about Allen and Fairview?)
- Utility Invoices (City)
- Signs (City) (Installation of sign in Allen?)
- Magnets

#### Digital

- Facebook (Christel Parish volunteered to assist with digital media)
- Twitter
- Instagram
- TikTok
- Web (Management Analyst – Kent Souriyasak in the interim)
- Local ISD
- Google Maps
- Nextdoor
- Summer Internship for Marketing student (Kent Souriyasak to work with John Elliott)
- QR Code
- Selfie and Share to tag the Market

#### Broadcast

- TV
- Radio

#### Go Texan

- Grant for marketing
- Go Texan workshop at Community Center on January 5, 2022 at 6:00 pm

#### Other

- Merchandise (T-Shirts with sample design to John Elliott, Laura Giles and Joan Phillips)
- ICMA Award Winning Market

- Information / Welcome Table under pavilion (need signage)
- Market Share
- Customer Survey
- Contact student entrepreneur group (Pam Poteete will reach out to Oakley)

There is a need to finalize the special events for each market.

There was no motion or action taken on this agenda item.

## 2. **Adjournment.**

**MOTION:** A motion was made by Member Poteete, seconded by Vice-Chairman Esposito to adjourn the meeting at 6:55 pm. The motion passed unanimously by a 5 to 0 vote.

APPROVE:

ATTEST:

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Bill Esposito, Vice-Chairman

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Kent Souriyasak, Assistant City Manager