



AGENDA

Parks and Open Space Board Meeting

August 22, 2023 | 6:30 PM

Council Chambers

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, August 22, 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 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

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

Regular Agenda

1. Receive a presentation regarding the Trinity Trail Preservation Association and maintenance related to the Trinity Trail. (**Trinity Trail Preservation Association President Duke Monson**)
2. Provide an update on special events including:
 - A. Public Lands Trail Cleanup
 - B. Movie in the Park
 - C. Lucas Farmers Market(**Assistant City Manager Kent Souriyasak**)
3. Consider approving the special events planning calendar for fiscal year 2023/24. (**Assistant City Manager Kent Souriyasak**)

4. Discuss technology options to measure the utilization of parks and recreational facilities. **(CIP Manager Patrick Hubbard)**
5. Discuss the next steps for developing and conducting a parks survey. **(CIP Manager Patrick Hubbard)**
6. Receive a presentation regarding the City of Lucas Geographic Information Systems (GIS) Web Map Portal. **(CIP Manager Patrick Hubbard)**
7. Provide updates on city-maintained parks and recreational facilities including the Lucas Community Park, Kenneth R. Lewis Park, Forest Creek Park, and East Winningkoff Trailhead. **(Parks and Open Space Board)**
8. Consider approval of the minutes of the May 23, 2023 Parks and Open Space Board meeting. **(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 on or before 5:00 p.m. on August 18, 2023.

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 at least 48 hours prior to the meeting.



City of Lucas

Parks and Open Space Board Request

August 22, 2023

Requester: Trinity Trail Preservation Association President Duke Monson

Agenda Item Request

Receive a presentation regarding the Trinity Trail Preservation Association and maintenance related to the Trinity Trail.

Background Information

The Trinity Trail is a 25.5-mile equestrian and hiking trail extending from the East Fork Trailhead in Wylie to the Giant Sycamore Loop in Fairview. The trail is unpaved and located on federal land owned by the U.S. Army Corps of Engineers (USACE). There is approximately 11 miles of the Trinity Trail that passes through the City. There are three trailheads located within the City that connect to the trail: East Winningkoff Trailhead (city-owned and maintained), Highland Park Trailhead, and Brockdale Park Trailhead.

The Trinity Trail is operated and maintained by the Trinity Trail Preservation Association (TTPA) which was established in 1996 as a non-profit all-volunteer trail preservation organization. Their main purpose is to maintain the Trinity Trail on USACE land and encourage hikers, joggers, nature lovers, photographers, and trail riders to use the scenic trail.

The City of Lucas has a Memorandum of Understanding (MOU) with the TTPA for mowing services at the Highland Park Trailhead and Brockdale Park Trailhead. The City also has a MOU between the USACE and Collin County to work together in coordinating and supporting the development and operation of the trail at Lake Lavon. This partnership helps determine goals related to the planning, development, maintenance, and operation of the Trinity Trail, Highland Park Trailhead, and Brockdale Park Trailhead.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.



City of Lucas

Parks and Open Space Board Request

August 22, 2023

Requester: Assistant City Manager Kent Souriyasak

Agenda Item Request

Provide an update on special events including:

- A. Public Lands Trail Cleanup
- B. Movie in the Park
- C. Lucas Farmers Market

Background Information

Item 2A: Public Lands Trail Cleanup

In partnership with the U.S. Army Corps of Engineers and Trinity Trail Preservation Association, the City of Lucas will be holding the Public Lands Trail Cleanup on Saturday, September 30, 2023 from 9:00 am to 1:00 pm at the Highland Park Trailhead. This year marks the 30th anniversary of National Public Lands Day. The cleanup areas will focus on the trail south of Highland Park Trailhead, fishing spot, and Brockdale and Highland Park Boat Ramps. The volunteer lunch will feature live raptors from the Blackland Prairie Raptor Center and stream water trailer from the North Texas Municipal Water District.

Volunteers can register online at www.lucastexas.us/event/2023-public-lands-trail-cleanup.

Item 2B: Movie in the Park

Movie in the Park will be held on Friday, October 6, 2023 at the Community Park. The event will feature The Super Mario Bros Movie which will begin at 7:00 pm following sunset. Staff is working on coordinating ready-to-eat food vendors to set up under the pavilion and sell food to moviegoers. Families are also welcome to bring their own food, lawn chairs, blankets, and pillows.

Item 2C: Lucas Farmers Market

The Lucas Farmers Market recently held its eighth market during the 2023 season. There are five regular markets remaining this season plus a special holiday market at Country Christmas. The number of marketgoers and vendor attendance has been relatively steady especially during the summer thus far. The market now has liquid agriculture vendors who sell local wine and craft beer. The Lucas Farmers Market continues to be a certified Go Texan Partner recognized by the Texas Department of Agriculture.



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2023 Lucas Farmers Market Season Update

Market Date	# Vendors	# Vehicles	Special Event
4/22/2023 ⁽¹⁾	54	463	Spring Starts Sale / Mushroom Foraging & Growing Part 1
5/13/2023 ⁽²⁾	42	301	Backyard Chickens
5/27/2023	39	320	Memorial Day Picnic
6/10/2023	51	462	Ice Cream Crank Off
6/24/2023	45	380	Fall Garden Prep
7/8/2023	44	341	Build a Birdhouse / Raptor Center
7/22/2023	31	285	Chef Demonstration
8/12/2023	45	378	Back to School
8/26/2023	Pending	Pending	Historical Presentation / USACE Rangers
9/9/2023	Pending	Pending	Lucas Fire-Rescue 9/11 Ceremony
9/23/2023	Pending	Pending	Robotics Competition
10/14/2023	Pending	Pending	Pumpkin Decorating / Mushroom Foraging & Growing Part 2
10/28/2023	Pending	Pending	Bee Demonstration / Sidewalk Art Contest

Notes:

- (1) 4/22/2023 – Approximately 50-plus vehicles parked at Little Harts Preschool due to full parking lot at Community Park.
- (2) 5/13/2023 – Modified rainy day market layout due to weather concerns.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

Item 2A: Public Lands Trail Cleanup

Public Lands Trail Cleanup is budgeted at \$6,500 in account 11-6212-452 (Stormwater Management Expense) in fiscal year 2022/23. The budget includes supplies, food, and the rental of utility vehicles to transport volunteers.

Item 2B: Movie in the Park

Movie in the Park is budgeted at \$2,500 in account 11-6211-448 (Park Events) in fiscal year 2023/24. The budget includes the rental of an outdoor movie screen, audio/visual equipment, movie attendant, and supplies.



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Item 2C: Lucas Farmers Market

Lucas Farmers Market is budgeted at \$5,000 in account 11-6211-448 (Park Events) in fiscal year 2022/23.

In the proposed budget for fiscal year 2023/24, the Lucas Farmers Market has been budgeted at \$8,500 in a separate account 11-6211-449 (Lucas Farmers Market).

Recommendation

NA

Motion

There is no motion required.



City of Lucas Parks and Open Space Board Request August 22, 2023

Requester: Assistant City Manager Kent Souriyasak

Agenda Item Request

Consider approving the special events planning calendar for fiscal year 2023/24.

Background Information

Staff has prepared the special events planning calendar for fiscal year 2023/24. Special events include the Lucas Farmers Market, Movie in the Park, Arbor Day/Recycle Event, Country Christmas, Keep Lucas Beautiful (KLB) Spring Cleanup, Founders Day, Lucas Car Show, Art in Public Places, and Public Lands Trail Cleanup. The planning calendar has tentative dates for the 2024 Lucas Farmers Market season as placeholders for planning purposes.

Attachments/Supporting Documentation

1. Special Events Planning Calendar (Fiscal Year 2023/24)

Budget/Financial Impact

The following special events were included in the proposed budget for fiscal year 2023/24:

Special Event	Event Date	Account	Budget
Movie in the Park	10/6/2023	11-6211-448 (Parks Events)	\$2,500
Arbor Day & Recycle Event	11/4/2023	11-6211-446 (Keep Lucas Beautiful)	\$1,500
Country Christmas	12/1/2023	11-6211-447 (Country Christmas)	\$15,000
KLB Spring Cleanup	4/6/2024	11-6212-452 (Storm Water Mgmt.)	Varies
Founders Day	4/13/2024	11-6211-444 (Founders Day)	\$25,000
Lucas Car Show	5/18/2024	11-6211-450 (Lucas Car Show)	\$5,000
Public Lands Trail Cleanup	9/21/2024	11-6212-452 (Storm Water Mgmt.)	\$6,500
Art in Public Places	Pending	11-6211-448 (Parks Events)	\$2,500
Lucas Farmers Market	Varies	11-6211-449 (Lucas Farmers Market)	\$8,500

Recommendation

Staff recommends approving the special events planning calendar for fiscal year 2023/24.

Motion

I make a motion to approve/deny the special events planning calendar for fiscal year 2023/24 as presented.

Special Events Planning Calendar
City of Lucas
Fiscal Year 2023/24

Legend:

Special Event
Lucas Farmers Market
Lucas Fire-Rescue Event
Employee Event

Date	Day	Event	Location	Time
October 3, 2023	Tuesday	National Night Out	Varies	6:00 pm - 8:00 pm
To Be Determined	To Be Determined	Fiscal Year End Celebration	Council Chambers	11:00 am - 1:00 pm
October 6, 2023	Friday	Movie in the Park	Community Park	7:00 pm - 9:00 pm
October 8, 2023	Sunday	Fire Station Open House	Fire Station	12:00 pm - 4:00 pm
October 14, 2023	Saturday	Lucas Farmers Market (2023 Season)	Community Park	8:00 am - 12:00 pm
October 23, 2023	Monday	Early Voting Begins	Community Center	
October 28, 2023	Saturday	Lucas Farmers Market (2023 Season)	Community Park	8:00 am - 12:00 pm
November 3, 2023	Friday	Early Voting Ends	Community Center	
November 4, 2023	Saturday	Arbor Day & Recycle Event	Community Park	9:00 am - 12:00 pm
November 7, 2023	Tuesday	Election Day	Community Center	
November 23, 2023	Thursday	Thanksgiving Day (City Holiday)	City Hall Closed	
November 24, 2023	Friday	Day After Thanksgiving (City Holiday)	City Hall Closed	
December 1, 2023	Friday	Country Christmas	Community Park	6:00 pm - 9:00 pm
December 25, 2023	Monday	Christmas Eve (City Holiday)	City Hall Closed	
December 26, 2023	Tuesday	Christmas Day (City Holiday)	City Hall Closed	
January 1, 2024	Monday	New Year's Day (City Holiday)	City Hall Closed	
January 17, 2024	Wednesday	Lucas Fire-Rescue Awards Banquet	Heritage Ranch	6:00 pm - 8:00 pm
January 26, 2024	Friday	Boards/Commission Appreciation Dinner	Heritage Ranch	6:00 pm - 8:00 pm
March 29, 2024	Friday	Good Friday (City Holiday)	City Hall Closed	
March 31, 2024	Sunday	Easter Day		
April 6, 2024	Saturday	Keep Lucas Beautiful Spring Cleanup	Varies	9:00 am - 1:00 pm
April 13, 2024	Saturday	Founders Day	Community Park	9:00 am - 2:00 pm
April 22, 2024	Monday	Early Voting Begins	Community Center	
April 27, 2024	Saturday	Lucas Farmers Market (Tentative)	Community Park	8:00 am - 12:00 pm
April 30, 2024	Tuesday	Early Voting Ends	Community Center	
May 4, 2024	Saturday	Election Day	Community Center	
May 11, 2024	Saturday	Lucas Farmers Market (Tentative)	Community Park	8:00 am - 12:00 pm
May 12, 2024	Sunday	Mother's Day		
May 18, 2024	Saturday	Lucas Car Show (Tentative)	To Be Determined	8:00 am - 12:00 pm
May 25, 2024	Saturday	Lucas Farmers Market (Tentative)	Community Park	8:00 am - 12:00 pm
May 27, 2024	Monday	Memorial Day (City Holiday)	City Hall Closed	
June 8, 2024	Saturday	Lucas Farmers Market (Tentative)	Community Park	8:00 am - 12:00 pm
June 16, 2024	Sunday	Father's Day		
June 22, 2024	Saturday	Lucas Farmers Market (Tentative)	Community Park	8:00 am - 12:00 pm
June 28, 2024	Friday	Employee Picnic (Tentative)	Pavilion	11:00 am - 1:00 pm
July 4, 2024	Thursday	Independence Day (City Holiday)	City Hall Closed	
July 13, 2024	Saturday	Lucas Farmers Market (Tentative)	Community Park	8:00 am - 12:00 pm
July 27, 2024	Saturday	Lucas Farmers Market (Tentative)	Community Park	8:00 am - 12:00 pm
August 10, 2024	Saturday	Lucas Farmers Market (Tentative)	Community Park	8:00 am - 12:00 pm
August 24, 2024	Saturday	Lucas Farmers Market (Tentative)	Community Park	8:00 am - 12:00 pm
September 2, 2024	Monday	Labor Day (City Holiday)	City Hall Closed	
September 11, 2024	Wednesday	Patriot Day		
September 14, 2024	Saturday	Lucas Farmers Market (Tentative)	Community Park	8:00 am - 12:00 pm
September 21, 2024	Saturday	Public Lands Trail Cleanup	To Be Determined	9:00 am - 1:00 pm
September 28, 2024	Saturday	Lucas Farmers Market (Tentative)	Community Park	8:00 am - 12:00 pm
To Be Determined	To Be Determined	Art in Public Places Opening Reception	City Hall	To Be Determined

Notes:

2023 Season of Lucas Farmers Market extends to fiscal year 2023/24 on October 14 and 28, 2023.

2024 Season of Lucas Farmers Market extends to fiscal year 2024/25 on October 12 and 26, 2024.



City of Lucas

Parks and Open Space Board Request

August 22, 2023

Requester: CIP Manager Patrick Hubbard

Agenda Item Request

Discuss technology options to measure the utilization of parks and recreational facilities.

Background Information

Staff has researched technology to monitor the utilization of parks and recreational facilities that can be used together with surveys and other self-reported information to enable more data-informed decision making. In addition, the City maintains records of facility rentals and tracks attendance at special events using a vehicle traffic counter. This information can also be analyzed. Staff is seeking feedback from the Parks and Open Space Board on tools and technology to measure park utilization.

The following are various types of technology to help measure utilization:

- Traffic Counter – The City regularly uses an automatic traffic counter to measure vehicle attendance at the Lucas Farmers Market. This tool is relatively inexpensive and can be easily implemented in other areas to detect vehicle counts. However, it would be difficult to detect walkers or equestrians if they do not consistently step on the hose of the traffic counter.
- Cameras – The City has recently upgraded to a new security camera system that also detects motion sensor and time. The Community Park and Community Center are currently captured within the new camera system. Staff is currently working on purchasing new cameras for Kenneth R. Lewis Park and the East Winningkoff Trailhead. This system will help detect activity and the time of day. This can be used as an existing source of park utilization data, if desired.
- Infrared Sensors – A small device that projects a beam across a certain area and counts when that beam is disrupted by someone crossing it. These are commonly used to count trail activity. For example, the City of Plano uses these types of sensors to track usage. The sensors are relatively simple, reliable, and easy to implement that does not collect any personal information or images of people using the park facilities. However, the sensors do not differentiate between types of uses such as pedestrians, bikers, or horse riders.
- Geofencing – Captures data from cell phones or other mobile devices as they enter and exit from designated areas. This is commonly used in retail settings to track the number and time length of visits. The advantage is that it can provide a lot of specific data on park users. The disadvantages include being less reliable than traditional measures, relatively expensive, technically complex, and relies on establishing a longer-term contract with a technology vendor.



City of Lucas

Parks and Open Space Board Request

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Attachments/Supporting Documentation

NA

Budget/Financial Impact

The cost for one traffic counter is approximately \$702 including the required hardware and software to extract data.

Staff and the City's IT consultant Baxter IT have scoped out the sites of Kenneth R. Lewis Park and the East Winningkoff Trailhead for new security cameras as a continuation of the upgraded security camera system that was approved during mid-year budget review for fiscal year 2022/23.

Infrared sensors range from \$50 to \$500 depending on the quality of the product.

Recommendation

Staff recommends obtaining additional traffic counters for other city parks and recreational facilities to help measure utilization. Paired with the upcoming installation of new security cameras at Kenneth R. Lewis Park and the East Winningkoff Trailhead, these tools can help identify utilization at these facilities.

Motion

There is no motion required.



City of Lucas

Parks and Open Space Board Request

August 22, 2023

Requester: CIP Manager Patrick Hubbard

Agenda Item Request

Discuss the next steps for developing and conducting a parks survey.

Background Information

On March 28, 2023, the Parks and Open Space Board supported having Graduate Intern Jonathan Lawrence develop a process for conducting a parks survey. During his internship, Jonathan researched processes from other cities on how they conduct parks surveys and developed steps for administering a survey.

Staff will be presenting sample survey questions at the Parks and Open Space Board meeting on August 22, 2023. Staff is seeking feedback from the Parks and Open Space Board on the next steps for pursuing a parks survey such as determining survey questions and possible timeline.

Below is a general timeline and steps for conducting a parks survey:

1. Identify target audience and set goal:
 - a. This is the beginning of the survey process. Identifying needs is a necessary step in order to make the questions applicable to the target. This also helps establish the necessity for a valid survey. Make an end goal and mission statement to help respondents understand the surveys' purpose. (1-2 weeks)
2. Develop sample survey questions:
 - a. This is initially a general composition of questions that encompass all needs identified. (1-2 weeks)
3. Conduct small focus groups to test survey questions:
 - a. This is the testing group of the sample questions from the prior step. This step is optional (but encouraged), and some smaller surveys do not have this. It is more applicable to larger more scientific surveys. This step is to weed out any questions that are either repetitive, unnecessary, or leading. The time frame depends on number of focus groups and date.
4. Adjust questions if needed:
 - a. Collect feedback from the focus groups and make the necessary adjustments to the questions. Rarely, if no adjustments from the previous step are necessary, this step can be skipped. (1-2 weeks)



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5. Conduct/distribute survey to community:
 - a. This is the section where the survey is administered. There are multiple different ways for this to happen and a varied time frame. Newsletters, QR codes, and in-person formats are the most common ways to administer a survey. The average duration for a small-medium city is 2-3 weeks but depending on the distribution method and the age demographic of a city, a longer availability might be necessary.

6. Gather results and analyze data to provide to the Parks and Open Space Board:
 - a. Once the survey is completed, the results will be in multiple different formats unless only one administration process is used. This step includes transferring all the results into a single format and organizing them based on a specific criterion. Depending on how scientific the survey is, a quantitative method software like SPSS (Statistical Packages for the Social Sciences) can be used to find confidence intervals, margin of error, and create graphs. Depending on how many people complete the survey, this step can take days or weeks. (1-3 weeks)

Attachments/Supporting Documentation

NA

Budget/Financial Impact

Funding for a parks survey by a third-party was not included in the proposed budget for fiscal year 2023/24.

Recommendation

NA

Motion

There is no motion required.



City of Lucas

Parks and Open Space Board Request

August 22, 2023

Requester: CIP Manager Patrick Hubbard

Agenda Item Request

Receive a presentation regarding the City of Lucas Geographic Information Systems (GIS) Web Map Portal.

Background Information

The City of Lucas and Halff Associates have completed the City's GIS Web Map Portal which features different map layers for public viewing including the zoning map, school locations, parcel information, future land use designations, and more. Halff Associates provides a hosting service using data provided and maintained by the City of Lucas and partner organizations such as Collin County and the Collin Central Appraisal District.

CIP Manager Patrick Hubbard will be presenting an overview of the GIS Web Map Portal and its features. Mr. Hubbard is responsible for managing the various processes for acquiring and analyzing GIS data, prioritizing GIS projects, and providing internal staff support.

The City's GIS Web Map Portal will be made available to the public on the City's website.

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.



City of Lucas

Parks and Open Space Board Request

August 22, 2023

Requester: Parks and Open Space Board

Agenda Item Request

Provide updates on city-maintained parks and recreational facilities including the Lucas Community Park, Kenneth R. Lewis Park, Forest Creek Park, and East Winningkoff Trailhead.

Background Information

On January 24, 2023, the Parks and Open Space Board agreed to place a standing agenda item at each meeting to provide updates on city-maintained parks and recreational facilities instead of the monthly monitoring program. The Parks and Open Space Board indicated that members should provide updates to staff on areas they see that need improvements at the parks and recreational facilities. CIP Manager Patrick Hubbard will note any updates in an activity log for future maintenance and improvements provided by the Parks and Open Space Board during each meeting.

The activity log will include updates on associated repairs or improvements. This list compiles the reported items under three categories:

1. Imminent Repair or Routine Maintenance
 - Acute issues that staff can either immediately address or are routine 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.
2. Programmed (funded) Activity
 - 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.
3. Proposed or Planned (unfunded) Activity
 - 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.

Attachments/Supporting Documentation

1. Adopt-a-Park Activity Log



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Parks and Open Space Board Request
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Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.

Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
1-Routine/Recurring				[Placeholder]			
2-Programmed	Staff	Community Center/Park	7/18/2023	Improve water pressure at restrooms in Community Park and Community Center	Quotes are pending for a pressure pump to increase water pressure.	Staff have received public comments and observed limited water pressure in restrooms at the community park and community center. Public Works is seeking pricing on the installation of pumps to improve pressure at these facilities.	
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	Grant application submitted	Project to be proposed again with new grant cycle this year.	
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	Staff	Community Park	3/11/2023	Install Dog Water Fountain	Under Construction		
Complete	Kenneth Patterson; Bill Esposito; Laura Giles	Kenneth R. Lewis Park	10/7/2021	Pavilion Foundation/Concrete Repair	Foundation Repair Complete with Follow-up Items Pending	Repair of foundation is complete pending the repair of masonry.	
Complete	Staff	Community Park	3/11/2023	Install new outdoor lighting at community park parking lot.	Complete	Staff have installed solar power outdoor light fixtures to illuminate the gravel parking lot and have replaced the wooden poles with metal poles.	7/12/2023
Complete	Staff	Community Park	3/11/2023	Concrete Sidewalk Added from Community Center to access parking lot.	Complete		5/18/2023
Complete	Standard	All	3/22/2023	Seasonal mulching of all beds and play areas	Complete		5/18/2023
Complete	GovQA	Community Park	3/15/2023	Inspection of All Electrical Outlets and Path Lights	Complete		5/18/2023
Complete	Standard	All	3/22/2023	Seasonal maintenance in prepration for spring and special events	Complete		5/18/2023
Complete	Joan Phillips	Kenneth R. Lewis Park	2/13/2023	Restock Toiletries	Complete		3/14/2023
Complete	Joan Phillips	Kenneth R. Lewis Park	2/13/2023	Reset Socker Net	Complete		3/14/2023
Complete	Joan Phillips	Kenneth R. Lewis Park	2/13/2023	Assess fire damage to picnic table	Complete		3/14/2023
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

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	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.	Not Recorded
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.	Not Recorded
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
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	Lawn care 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

Adopt-A-Park Activity Log

Priority	Source	Park	First Identified	Description/Proposed Action	Status	Discussion	Date Resolved
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

August 22, 2023

Requester: Parks and Open Space Board

Agenda Item Request

Consider approval of the minutes of the May 23, 2023 Parks and Open Space Board meeting.

Background Information

NA

Attachments/Supporting Documentation

1. May 23, 2023 Parks and Open Space Board Meeting Minutes

Budget/Financial Impact

NA

Recommendation

Staff recommends approval of the minutes as presented.

Motion

I make a motion to approve the minutes of the May 23, 2023 Parks and Open Space Board meeting as presented.



MINUTES PARKS AND OPEN SPACE BOARD MEETING

May 23, 2023 | 6:30 pm

Council Chambers

City Hall | 665 Country Club Road, Lucas Texas

Call to Order

The meeting was called to order at 6:31 pm. A quorum was determined to be present, and the Pledge of Allegiance was conducted.

Parks Board Members Present:

Chairman Bill Esposito
Vice-Chairman/ Alternate Member John Elliott (*arrived at 6:45 pm*)
Member Kenneth Patterson
Member Christel Parish
Member Laura Giles
Alternate Member Joan Phillips

Staff Present:

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

City Council Liaison Absent:

Councilmember Dusty Kuykendall

Parks Board Members Absent:

Member Pam Poteete

Regular Agenda

1. Provide an update on the 2023 Lucas Farmers Market season.

The Parks and Open Space Board discussed the May 13, 2023 Lucas Farmers Market that was held with rainy day market modifications. Chairman Esposito indicated that come-and-go presentations have worked well for the Backyard Chickens and Mushroom Foraging/Growing events. Chairman Esposito noted these events are a great opportunity to provide fun and learning at the Lucas Farmers Market.

2. Discuss recommendations for the proposed Parks Budget for fiscal year 2023/24 and provide guidance to staff.

Assistant City Manager Kent Souriyasak presented the proposed budget, outlining that most items would remain with the same funding. Assistant City Manager Souriyasak noted that funding for special events would remain the same. Chairman Esposito opined on whether an intern was needed for special events and other park planning and Assistant City Manager Souriyasak noted this was not included in the proposed budget. The Board had no further guidance to staff.

3. Consider supporting and recommending a resolution to the City Council to approve the submission of a grant application for a proposed northern trail project to the Collin County Parks and Open Space Project Funding Assistance Program.

CIP Manager Patrick Hubbard presented on the Collin County Parks and Open Space Project Funding Assistant Program for a proposed trail project connecting the East Winningkoff Trailhead to the Trinity Trail. CIP Manager Hubbard presented the application process and asked for input from the Board on direction for project goals and ideas. Chairman Esposito asked for the size of the first phase of the trail project. CIP Manager Hubbard advised the Board that the first phase is approximately 8,000 feet.

Chairman Esposito asked for approximate estimates on next steps in the project. Mr. Hubbard advised that he has yet to gather the estimates for this project. Assistant City Manager Kent Souriyasak advised the Board that the cost for the previous proposed trail project near Lovejoy High School was approximately \$300,00, which included crushed granite. Chairman Esposito asked for specifics on granite and materials to be used on the trail. City Manager Joni Clarke advised on what granite would be used, along with other specifics on constraints and planning for the trail project. Ms. Clarke advised on other issues along the road that may cause setbacks when planning for Phase 2. Alternate Member Phillips asked about the line between Orr Road and Welbourn Lane. Ms. Clarke advised it is owned by North Texas Municipal Water District along with nearby land leased by a private owner.

Member Giles asked whether the Phase 2 residential properties would need easements. Ms. Clarke advised that easements would not be needed. Mr. Hubbard advised that the properties on the west side already had easements while the east was still owned by North Texas Municipal Water District.

MOTION: A motion was made by Alternate Member Phillips, seconded by Member Patterson to support and recommend a resolution to the City Council to approve the submission of a grant application for a proposed northern trail project to the Collin County Parks and Open Space Project Funding Assistance Program. The motion passed unanimously by a 4 to 0 vote. Member Poteete was not present.

4. Consider supporting and recommending a resolution to the City Council to approve the submission of a grant application for new playground equipment at Forest Creek Park to the Texas Parks and Wildlife Local Park Grant Program.

CIP Manager Patrick Hubbard presented on the progress of the grant application, including a previous cost estimate of \$263,000. Member Giles asked what happens to the outdated equipment. Mr. Hubbard advised that it would be demolished. Assistant City Manager Kent Souriyasak advised that the equipment wouldn't be able to be donated or reused. Member Giles asked about the possibility of getting another estimate for equipment. Mr. Souriyasak advised that the highest available grant amount was \$150,000 and that depending on the targeted age range would determine final cost. Member Giles expressed concerns regarding budget and the use of tax dollars. Chairman Bill Esposito and Mr. Hubbard advised that the purpose of the resolution and discussion is to determine if an application should be submitted in order to open up the opportunity for grant funding.

MOTION: A motion was made by Member Patterson, seconded by Vice-Chairman Elliott to support and recommend a resolution to the City Council to approve the submission of a grant application for new playground equipment at Forest Creek Park to the Texas Parks and Wildlife Local Park Grant Program. The motion passed unanimously by a 4 to 0 vote. Member Poteete was not present.

5. Provide an update on the graduate intern project for developing the process to conduct a parks survey.

Assistant City Manager Kent Souriyasak presented on the progress of the park survey intern project. Mr. Souriyasak advised that Graduate Intern Jonathan Lawrence will give a presentation at the Parks and Open Space Board meeting on July 25, 2023. Vice-Chairman John Elliot advised that he is excited to see real feedback from City of Lucas park usage.

6. Provide updates on city-maintained parks and recreational facilities including the Lucas Community Park, Kenneth R. Lewis Park, Forest Creek Park, and East Winningkoff Trailhead.

CIP Manager Patrick Hubbard presented on improvements at the Lucas Community Park, completion of repairs at Kenneth R. Lewis Park, and work being done to a dog watering fountain at Kenneth R. Lewis Park. The Board had no further discussion.

7. Consider approval of the minutes of the March 28, 2023 Parks and Open Space Board meeting.

MOTION: A motion was made by Member Giles, seconded by Member Patterson to approve the minutes of the March 28, 2023 Parks and Open Space Board meeting as presented. The motion passed unanimously by a 4 to 0 vote. Member Poteete was not present.

8. Adjournment.

MOTION: A motion was made by Vice-Chairman Elliot, seconded by Member Patterson to adjourn the meeting at 7:11 pm. The motion passed unanimously by a 4 to 0 vote. Member Poteete was not present.

Adjournment

APPROVE:

ATTEST:

Bill Esposito, Chairman

Kent Souriyasak, Assistant City Manager