



AMENDED AGENDA

Parks and Open Space Board Workshop

February 2, 2024 | 11:30 AM

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 Friday, February 2, 2024, at 11:30 am at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651, at which time the following agenda will be discussed.

Call to Order

- Determination of Quorum

Agenda

1. Consider selecting vendors to participate in the 2024 Lucas Farmers Market season. **(Parks and Open Space Board)**
2. Discuss finalizing special events to be held during the 2024 Lucas Farmers Market season, establish a calendar, and assign coordinators for each special event. **(Parks and Open Space Board)**
3. Discuss marketing strategies for the 2024 Lucas Farmers Market season. **(Parks and Open Space Board)**
4. Discuss 2024 Lucas Farmers Market volunteer participation and appoint a Volunteer Coordinator. **(Parks and Open Space 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 11:30 a.m. on January 30, 2024.

Joshua Menhennett, Communications Specialist

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 Communications Specialist Joshua Menhennett at 972-912-1214 or by email at jmenhennett@lucastexas.us at least 48 hours prior to the meeting.



City of Lucas

Parks and Open Space Board Request

February 2, 2024

Requestor: Parks and Open Space Board

Agenda Item Request

Consider selecting vendors to participate in the 2024 Lucas Farmers Market season.

Background Information

In accordance with the 2024 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 2024 Lucas Farmers Market season.

The 2024 Lucas Farmers Market Rules and Regulations and Vendor Application were posted on October 14, 2023. Vendor applications were due by close of business on Friday, January 19, 2024.

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

1. List of 2024 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

NA

Recommendation

NA



City of Lucas
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Motion

There is no motion required.



City of Lucas

Parks and Open Space Board Request

February 2, 2024

Requester: Parks and Open Space Board

Agenda Item Request

Discuss finalizing special events to be held during the 2024 Lucas Farmers Market season, establish a calendar, and assign coordinators for each special event.

Background Information

During the 2023 Lucas Farmers Market season, a special event was scheduled at each farmers market and coordinated either by the City or by volunteers. Below is a list of the special events that were held during the 2023 season:

| | |
|--------------------|---|
| April 22, 2023 | Spring Starts Sale / Mushroom Foraging & Growing Part 1 |
| May 13, 2023 | Backyard Chickens |
| 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 / Mushroom Foraging & Growing Part 2 |
| October 28, 2023 | Bee Demonstration / Sidewalk Art Contest |

A draft calendar for the 2024 Lucas Farmers Market season has been created. Following guidance from City staff, themes were selected for the special events for each month of the season (i.e. the month of July is “Red, White, & Blue”). Events selected for each market will generally fit in with the theme for the month.

Coordinators of each event will be outlined and contact information for these coordinators will need to be provided. All information for external participants in event coordination will also need to be provided. If organizations or representatives are in attendance, their information should be provided as well, such as organizations involved in educational activities. All sections of the attached draft calendar will need to be completed and provided to City staff and coordinating volunteers for planning purposes.

Attachments/Supporting Documentation

1. 2024 Lucas Farmers Market Special Events Calendar (Draft)



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Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.

**2024 Lucas Farmers Market Season
Proposed Special Event Schedule**

| Theme | Date | Music | Event(s) | Location | Time | Coordinator | Coordinator Contact Information |
|------------------------|--------------------|-------------------|---|------------------------------|-------------------------------|---|---------------------------------|
| Spring Gardening | April 27, 2024 | | Spring Plant Sale Mushroom Foraging Seed Exchange | | | | |
| Wildlife & Animals | May 11, 2024 | | Back Yard Chickens Blackland Prairie Raptor Center TTPA Trinity Trail Promotion & Equestrian Event | | | | |
| Wildlife & Animals | May 25, 2024 | | Animal Shelter Adoption Van Police Dog Demo Hunting Education | | | | |
| Summer Fun | June 8, 2024 | | Ice Cream Crank Off Sidewalk Art Contest | Pavilion | | Bill Esposito | |
| Summer Fun | June 22, 2024 | | Back Yard BBQ / Chef Demo | | | | |
| Red, White & Blue | July 13, 2024 | | Patriotic Picnic Watermelon Seed Spiting Contest | | | City of Lucas | |
| Red, White & Blue | July 27, 2024 | | Lucas Summer Olympic Games | Community Center | | | |
| Education | August 10, 2024 | Lovejoy Drum Line | Back to School Dunk Tank | | | | |
| Education | August 24, 2024 | | Visual Art Program Art Sale | | | | |
| Past, Present & Future | September 14, 2024 | | 9/11 and Public Safety Event Historical Presentation | Pavilion Community Center | 8 am – 10 am 10 am – 12 pm | LFR & CCSO | |
| Past, Present & Future | September 28, 2024 | | 2 nd Annual Robotics Competition | Pavilion | | Laura Howard | |
| Fall Harvest | October 12, 2024 | | Pumpkin Painting Fall Gardens | Pavilion / Lawn | | Legacy 4-H Sherrian Jones, Master Gardner | |
| Fall Harvest | October 26, 2024 | | Trick or Treat with Vendors Kids Costume Contest | | | | |



City of Lucas

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February 2, 2024

Requestor: Parks and Open Space Board

Agenda Item Request

Discuss marketing strategies for the 2024 Lucas Farmers Market season.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.



City of Lucas

Parks and Open Space Board Request

February 2, 2024

Requestor: Parks and Open Space Board

Agenda Item Request

Discuss 2024 Lucas Farmers Market volunteer participation and appoint a Volunteer Coordinator.

Background Information

NA

Attachments/Supporting Documentation

NA

Budget/Financial Impact

NA

Recommendation

NA

Motion

There is no motion required.