



## **AMENDED AGENDA**

### **Parks and Open Space Board Workshop**

February 2, 2024 | 11:30 AM

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 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**

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- Determination of Quorum

### **Agenda**

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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**

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*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 26, 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](mailto: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**

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

#### **Background Information**

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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**

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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**

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NA

#### **Recommendation**

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NA



**City of Lucas**  
**Parks and Open Space Board Request**  
**February 2, 2024**

**Motion**

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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

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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

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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

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



**City of Lucas**  
**Parks and Open Space Board Request**  
**February 2, 2024**

**Budget/Financial Impact**

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NA

**Recommendation**

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NA

**Motion**

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There is no motion required.



## **AGENDA**

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Council Chambers

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# City of Lucas

## Parks and Open Space Board Request

### February 2, 2024

Requestor: Parks and Open Space Board

#### **Agenda Item Request**

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

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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**

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NA

#### **Recommendation**

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NA



**City of Lucas**  
**Parks and Open Space Board Request**  
**February 2, 2024**

**Motion**

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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

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#### Attachments/Supporting Documentation

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



**City of Lucas**  
**Parks and Open Space Board Request**  
**February 2, 2024**

**Budget/Financial Impact**

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NA

**Recommendation**

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NA

**Motion**

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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 <sup>nd</sup> 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				

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Proposed Special Event Schedule**

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# City of Lucas

## Parks and Open Space Board Request

### February 2, 2024

Requestor: Parks and Open Space Board

#### **Agenda Item Request**

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Discuss marketing strategies for the 2024 Lucas Farmers Market season.

#### **Background Information**

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NA

#### **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.



# City of Lucas

## Parks and Open Space Board Request

### February 2, 2024

Requestor: Parks and Open Space Board

#### **Agenda Item Request**

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

#### **Background Information**

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NA

#### **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.