



# AGENDA PARKS AND OPEN SPACE BOARD MEETING

May 26, 2026 | 6:00 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, TX

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Notice is hereby given that a meeting of the Lucas Parks and Open Space Board will be held on Tuesday, May 26, 2026, beginning at 6:00 PM at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651, at which time the following agenda will be discussed. As authorized by Section 551.071 of the Texas Government Code, the Parks and Open Space Board may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting. Pursuant to Texas Government Code 551.127, one or more members of the governing body may appear via videoconference call. The presiding officer and a quorum of the Parks and Open Space Board will be physically present at this meeting.

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If you would like to watch the meeting live, you may go to the City's live streaming link at <https://www.lucastexas.us/163/Watch-Live-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 City Secretary 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 City Secretary Toshia Kimball at [tkimball@lucastexas.us](mailto:tkimball@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. Discuss budget recommendations in preparation for the Fiscal Year 2026/27 Parks Budget. (**Donna Bradshaw, Communications and Special Events**)
2. Update on Special Events (**Donna Bradshaw, Communications and Special Events**)
3. Discuss the 2026 Lucas Farmers Market Season, including event planning, schedule coordination, and vendor updates.

Background / Discussion Topics:

- a. Review and coordinate special event planning, assignments, and outstanding questions.
- b. Review market schedule assignments – Bryan Bellows.
- c. Provide vendor updates and discuss vendor-related matters – Michelle and Donna.

**(John Elliott, Parks and Open Space Chairman)**

4. Discuss Potential Partnership Opportunities with the Wylie Farmers Market **(John Elliott, Parks and Open Space Chairman)**
5. Discuss Brockdale Park and Highland Park Planning Subcommittee Updates **(John Elliott, Parks and Open Space Chairman)**
6. Consider approval of the minutes of the March, 24 2026 Parks and Open Space Board meeting. **(Donna Bradshaw, Communications and Special Events)**
7. 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, TX 75002 and on the City's website at [www.lucastexas.us](http://www.lucastexas.us) on or before 5:00 p.m. on May 20, 2026.

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Donna Bradshaw, Communications & Event 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 City Secretary Toshia Kimball at 972.912.1211 or by email at [tkimball@lucastexas.us](mailto:tkimball@lucastexas.us) at least 48 hours prior to the meeting.

11 -GENERAL FUND PARKS DEPARTMENT DEPARTMENTAL EXPENDITURES		2024-2025 FISCAL YEAR ACTUAL	2025-2026 ORIGINAL BUDGET	2025-2026 AMENDED BUDGET	2026-2027 FISCAL YEAR BUDGET	DESCRIPTION
<b>MAINTENANCE &amp; REPAIR</b>						
6211-231	FACILITIES MAINTENANCE	4,029	5,950	5,950	6,000	See Detail Listing&IT Schedule \$150 Peplink
6211-233	EQUIPMENT MAINTENANCE	4,855	6,000	6,000	6,000	Small landscaping Equipment
<b>TOTAL MAINTENANCE &amp; REPAIR</b>		<b>8,884</b>	<b>11,950</b>	<b>11,950</b>	<b>12,000</b>	
<b>PURCHASED SERVICES</b>						
6211-322	CONTRACTS	79,115	106,088	106,088	106,088	See Detail Listing
6211-331	UTILITIES, ELECTRIC	4,052	3,623	3,623	4,000	
6211-333	UTILITIES, WATER	11,802	12,000	12,000	12,000	
<b>TOTAL PURCHASED SERVICES</b>		<b>94,969</b>	<b>121,711</b>	<b>121,711</b>	<b>122,088</b>	
<b>SPECIAL EVENTS</b>						
6211-444	FOUNDERS DAY	31,073	35,000	58,750	35,000	See Detail Listing
6211-445	SERVICE TREE PROGRAM	4,751	8,400	8,400	8,400	
6211-446	KEEP LUCAS BEAUTIFUL	2,697	5,175	5,175	5,694	See Detail Listing
6211-447	COUNTRY CHRISTMAS	31,361	25,000	44,700	25,000	See Detail Listing
6211-448	PARK EVENTS	4,070	5,175	5,175	5,692	See Detail Listing
6211-449	LUCAS FARMERS MARKET	8,258	8,798	8,798	9,300	See Detail Listing
6211-450	LUCAS CAR SHOW	3,636	5,175	5,175	5,970	See Detail Listing
<b>TOTAL SPECIAL EVENTS</b>		<b>85,846</b>	<b>92,723</b>	<b>136,173</b>	<b>95,056</b>	
<b>NON-CAPITAL OUTLAY</b>						
6211-417	PARK IMPROVEMENTS	18,963	40,000	40,000	40,000	
<b>TOTAL NON- CAPITAL OUTLAY</b>		<b>18,963</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	
<b>CAPITAL OUTLAY</b>						
8211-417	PARK IMPROVEMENTS	-	-	-	-	
<b>TOTAL CAPITAL OUTLAY</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>TOTAL PARKS</b>		<b>208,662</b>	<b>266,384</b>	<b>309,834</b>	<b>269,144</b>	

CITY OF LUCAS  
 FISCAL YEAR 2026-2027  
 EXPENSE DETAIL

ACCOUNT NAME                   Founders Day

ACCOUNT NUMBER               6211-444

DEPARTMENT                   Parks

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
Jennifers All Creatures	2026	Petting Zoo			\$ 4,130.00
Lucas Police Department	2026	Officers for Parking/Traffic Control			\$ 650.00
Clown Around	2026	5 Mechanical Rides + Carnival Entrance			\$ 16,000.00
Lovejoy ISD	2026	Shuttle Service			\$ 1,250.00
Metro Golf Cars	2026	UTV			\$ 1,000.00
Music	2026	Live Music			\$ 2,000.00
B3 Entertainment	2026	Stilt Walkers			\$ 1,000.00
Fun Time Faces	2026	Face Painter			\$ 1,250.00
Aydin Bukuytas	2026	photographer			\$ 750.00
Sky High Party Rental	2026	Bounce House And Obstacle Course			\$ 6,500.00
Event Shirts	2026	Staff T- Shirts			\$ 1,008.00
Event Signs	2026	Event and Sponsor Signs			\$ 500.00
Event Supplies	2026	Stick horse, hay, event decoration, misc			\$ 2,600.00
Misc	2026	Food, deposits for food trucks, etc.			\$2,500.00
One of a kind ony		Pony Carousel			\$ 5,200.00
<b>TOTAL BUDGET</b>					<b>\$ 46,338.00</b>
Expected Donations (11-4986)					12,000
Net Budget					<b>\$ 35,000.00</b>

Note: If donations come in less, the event will be reduced accordingly.

CITY OF LUCAS  
 FISCAL YEAR 2026-2027  
 EXPENSE DETAIL

ACCOUNT NAME   
 ACCOUNT NUMBER   
 DEPARTMENT

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
Snow slide and play area	2027	Snow Slide and Play area			\$ 12,025.00
Inflatable party magic	2027	Train/inflatables/snow /machines			\$ 3,285.00
Lucas Police Department	2027	Officers for Parking/Traffic Control			\$ 536.00
Air Jumper	2027	4 person Air Jumper/snow globe			\$ 2,600.00
Bright Event Rentals	2027	lights/barriers			\$ 1,000.00
Fun Time Faces	2027	Face Painting/balloon twister/tattoo			\$ 1,650.00
Lovejoy Shuttle	2027	Lovejoy Shuttle			\$ 1,000.00
Bubble Fizz	2027	Bubble Truck			\$ 826.00
Bee Captured	2027	Photo Booth			\$ 450.00
Sunbelt	2027	Light Towers			\$ 4,800.00
Food	2027	Food for staff			\$ 1,800.00
Walmart	2027	candy for kids			\$ 1,200.00
Sunbelt	2027	UTV			\$ 1,000.00
B3 Entertainment	2027	Stilt Walker			\$ 700.00
Amazon	2027	Crafts			\$ 500.00
Vista Print	2027	Sponsor signs			\$ 1,000.00
Amazon	2027	Give aways			\$ 1,000.00
Where needed	2027	Misc			\$ 1,478.00
Fun time faces		Sleigh and Raindeer			\$ 3,150.00
<b>TOTAL BUDGET</b>					<b>\$ 40,000.00</b>
<b>Expected Donations (11-4986)</b>					<b>\$ 15,000.00</b>
<b>Net Budget</b>					<b>\$ 25,000.00</b>

Note: If donations come in less, the event will be reduced accordingly.

CITY OF LUCAS  
 FISCAL YEAR 2026-2027  
 EXPENSE DETAIL

ACCOUNT NAME

ACCOUNT NUMBER

DEPARTMENT

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
Various	2026	Clean up events and programs	Beautification	Service	\$ 2,277.00
TBD	Annual	Keep Texas Beautiful Conference	Training/Education	Education	\$ 1,708.00
Keep Texas Beautiful	Annual	Affiliate member Annual Fee			\$ 285.00
		Scenic City Annual Fee			\$ 854.00
Various		Webinars Meetings	Education		\$ 570.00
<b>TOTAL BUDGET</b>					<b>\$ 5,694.00</b>

CITY OF LUCAS  
 FISCAL YEAR 2026-2027  
 EXPENSE DETAIL

ACCOUNT NAME   
 ACCOUNT NUMBER   
 DEPARTMENT

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
Signs ready and Fast signs	TBD	Banners, Signs, and Print Material	Marketing	Service	\$ 2,635.00
Software	TBD	Market Spread	Tracking		\$ 780.00
Minuteman Press	TBD	Buisness Cards	Marketing	Education	\$ 227.00
Texas Department of Agriculture	TBD	Go Texan Level 2 Certification	Program Certificiation		\$ 550.00
TBD	TBD	Promotive Items	Marketing		\$ 828.00
Customink	TBD	Shirts	Supplies		\$ 1,552.50
TBD	TBD	Social Media	Marketing		\$ 1,100.00
Various	TBD	Supplies for Market/Special Events	Supplies and Reources		\$ 1,627.00
<b>TOTAL BUDGET</b>					<b>\$ 9,299.50</b>

CITY OF LUCAS  
 FISCAL YEAR 2025-2026  
 EXPENSE DETAIL

ACCOUNT NAME   
 ACCOUNT NUMBER   
 DEPARTMENT

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
TBD	TBD	Signs Marketing and Promotional Items	Marketing	Marketing	\$ 2,075.00
Lucas Police Department		Officers	security	safety	\$ 520.00
TBD	TBD	Supplies Misc.	Marketing	Supplies	\$ 1,550.00
Mustang Sally		Mustang Sally	Event coordinator	Marketing	\$1,000
A-1 Little John		Restrooms	potty	service	\$ 825.00
<b>TOTAL BUDGET</b>					<b>\$ 5,970.00</b>

CITY OF LUCAS  
 FISCAL YEAR 2026-2027  
 EXPENSE DETAIL

ACCOUNT NAME

ACCOUNT NUMBER

DEPARTMENT

SERVICE PROVIDER	DATE OF SERVICE	DESCRIPTION	PURPOSE	TYPE	COST
TBD	TBD	Movie in the Park	Supplies and Resources	Service	\$ 2,846.00
TBD	TBD	Art in Public Places	Supplies and Resources	Service	\$ 2,846.00
<b>TOTAL BUDGET</b>					<b>\$ 5,692.00</b>



**City of Lucas  
Parks and Open Space Board Agenda  
Request  
May 26, 2026**

Requester: Donna Bradshaw, Communications and Special Events

**Agenda Item Request:**

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Update on Special Events

**Background Information:**

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**Keep Lucas Beautiful Spring Cleanup**

The Keep Lucas Beautiful (KLB) Spring Cleanup was held on Saturday, March 28, 2026, from 9:00 a.m. to 1:00 p.m. A total of 26 volunteers participated in the event, collectively removing approximately 310 pounds of litter and debris from roadways and public areas throughout the community. The event used a decentralized cleanup model, allowing volunteers to select cleanup locations throughout Lucas. This approach encouraged participation across multiple areas of the city while allowing staff to efficiently coordinate collection efforts. The Spring Cleanup continues to support community beautification efforts and reflects the community's commitment to environmental stewardship and civic pride.

**Founders Day Country Fair**

The 2026 Founders Day Country Fair was held despite rainy weather conditions and drew approximately 1,200 residents and visitors throughout the day. Attendees participated in a variety of activities, live entertainment, and family-friendly attractions. Popular attractions included carnival rides, inflatables, face painting, the petting zoo, pony carousel rides, and an interactive ninja course. Additional event features included the Stick Horse Rodeo, Legacy 4-H Auction, historical exhibits presented by Debbie's historical collection, and the Lucas Veterans tribute. Despite weather challenges, the event was well-received by attendees and demonstrated continued community support for one of Lucas' longstanding traditions.

**Lucas Car Show**

The 2026 Lucas Car Show was held on Saturday, May 16, 2026, from 8:00 a.m. to 12:00 p.m. at Lovejoy High School, located at 2350 Estates Parkway. The event featured approximately 150 registered vehicles, including classic cars, muscle cars, hot rods, and custom builds. The event attracted residents, car enthusiasts, and visitors from surrounding communities and offered attendees the opportunity to view vehicles, interact with owners, and enjoy a family-friendly community event. Three food trucks were also present throughout the morning. The Lucas Car Show continues to serve as a popular community event that promotes community engagement and regional participation.

**Attachments/Supporting Documentation:**

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None

**Budget/Financial Impact:**

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**Keep Lucas Beautiful Spring Cleanup**

The Keep Lucas Beautiful Spring Cleanup is funded through account 11-6211-446 (Keep Lucas Beautiful) with a fiscal year 2025/26 budget of \$5,175. During fiscal year 2025/26, expenditures totaling \$1.00 were incurred for annual fees, memberships, and participation in the Keep Texas Beautiful Conference.

**Founders Day Country Fair**

The Founders Day Country Fair is funded through account 11-6211-444 (Founders Day) with a fiscal year 2025/26 budget of \$35,000. This budget supports event activities, entertainment, supplies, and operational expenses.

In addition to the approved budget, the City received \$23,750 in sponsorships and donations, bringing the total available event funding to \$58,750. Total expenditures for the 2026 Founders Day event were \$46,213.66.

**Lucas Car Show**

The Lucas Car Show is funded through account 11-6211-450 (Parks Events) with a fiscal year 2025/26 budget of \$5,175. Total expenditures for the 2026 event were \$2,183.24.

**Recommendation:**

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N/A

**Motion:**

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No motion is needed for this item.



**City of Lucas  
Parks and Open Space Board Agenda  
Request  
May 26, 2026**

Requester: John Elliott, Parks and Open Space Chairman

**Agenda Item Request:**

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Discuss the 2026 Lucas Farmers Market Season, including event planning, schedule coordination, and vendor updates.

Background / Discussion Topics:

- a. Review and coordinate special event planning, assignments, and outstanding questions.
- b. Review market schedule assignments – Bryan Bellows.
- c. Provide vendor updates and discuss vendor-related matters – Michelle and Donna.

**Background Information:**

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With the 2026 Lucas Farmers Market season underway and several new board members joining this year, the Board will discuss upcoming special events and finalize event schedules and coordination efforts. Board member schedules and assignments will be reviewed to help ensure each event is adequately staffed and supported. Discussion topics will include event logistics, volunteer and board assignments, vendor coordination, and any outstanding operational questions related to market events and activities.

**Attachments/Supporting Documentation:**

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- 1. 03-a Special Events Sign up 5-18-26

**Budget/Financial Impact:**

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**Recommendation:**

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N/A

**Motion:**

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No motion is needed for this item

## 2026 Farmer Market Schedule and Special Events

## Attendance & Support

Date	Special Event	Organizer	Music	Parks Board - Early Morning*	Parks Board - Late Morning*	Council**
April 25, 2026	Plant Sale	Christel/Cathey Gleason	Ian Dickenson	Elliott/Miller/Bissell		
May 9, 2026	Blackland Prairie Raptor Center	Elise/John E/Cyrrus	Joel Scarbrough	Elliott/Miller/Bissell	Bellows	
May 23, 2026	Pet Adoption/Egg Chicken Show	Elise Bissell/Cathy Gleason		Elliott/Miller		
June 13, 2026	Ice Cream Crank Off	Bill and Kathrin Esposito	Sue Schmidt	Elliott/Miller/Ulibarri		
June 27, 2026	Build a Birdhouse	Bryan Bellows-Bill Esposito	Joel Scarbrough	Bellows/Miller	Bellows	
July 11, 2026	Picnic in the Park	City Staff/Parks Board	Ian Dickenson			
August 22, 2026	Back to School	Cyrus Johnson/Lauren	Lovejoy Drum Line	Elliott/Miller/Ulibarri	Bellows	
September 12, 2026	911 Ceremony	Chief Lasky/Parks Board	Lovejoy Orchestra	Elliott/Miller/Ulibarri		
September 26, 2026	Robotics Showcase	Laura Howard-Cyrus		Elliott/Miller		
October 10, 2026	Pumpkin Painting	Legacy 4-H/Michelle Miller		Elliott/Miller	Bellows	
October 24, 2026	Halloween	Staff/Parks Board		Elliott/Miller		

\* Two volunteers needed for each shift

\*\* One volunteer requested



**City of Lucas  
Parks and Open Space Board Agenda  
Request  
May 26, 2026**

Requester: John Elliott, Parks and Open Space Chairman

**Agenda Item Request:**

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Discuss Potential Partnership Opportunities with the Wylie Farmers Market

**Background Information:**

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As the 2026 market season continues, collaboration with neighboring farmers markets may provide additional promotional, vendor, and community engagement benefits. A potential partnership with the Wylie Farmers Market could support coordinated marketing efforts, cross-promotion of events, vendor collaboration, and resource sharing between the two markets. The Board will discuss potential areas of cooperation that may increase visibility, strengthen regional community relationships, and support attendance and participation at both markets.

**Attachments/Supporting Documentation:**

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None

**Budget/Financial Impact:**

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N/A

**Recommendation:**

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N/A

**Motion:**

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There is no motion needed for this item.



**City of Lucas  
Parks and Open Space Board Agenda  
Request  
May 26, 2026**

Requester: John Elliott, Parks and Open Space Chairman

**Agenda Item Request:**

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Discuss Brockdale Park and Highland Park Planning Subcommittee Updates

**Background Information:**

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The subcommittee was recently formed to assist with planning efforts related to the newly annexed Brockdale area and Highland Park. The purpose of the subcommittee is to help identify priorities, potential improvements, recreational amenities, and long-term goals for community use of these areas. The subcommittee will provide input and recommendations to support future park planning initiatives and help guide the City’s vision for the development and enhancement of these properties as additional opportunities are evaluated.

**Attachments/Supporting Documentation:**

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None

**Budget/Financial Impact:**

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**Recommendation:**

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N/A

**Motion:**

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There is no motion needed for this item.



**City of Lucas  
Parks and Open Space Board Agenda  
Request  
May 26, 2026**

Requester: Donna Bradshaw, Communications and Special Events

**Agenda Item Request:**

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Consider approval of the minutes of the March, 24 2026 Parks and Open Space Board meeting.

**Background Information:**

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N/A

**Attachments/Supporting Documentation:**

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1. 06a - Minutes

**Budget/Financial Impact:**

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N/A

**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 as presented.



# MINUTES

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

March 24, 2026 | 6:00 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 6:04 pm and a quorum was determined to be present.

**Parks Board Members Present:**

Chair John Elliott  
Vice-Chairman Michelle Miller  
Member Elise Bissell  
Member Bryan Bellows

**Staff Present:**

City Manager John Whitsell  
Development Services Director Joe Hilbourn  
Capital Improvement Projects Manager Patrick Hubbard  
Communication Specialist Donna Bradshaw

**Parks Board Members Absent:**

Member Cryrus Johnson  
Member Lauren Uliberri  
Member Christel Parish

**City Council Liaison Present:**

Councilmember Neil Peterson

**Lucas Farmers Market Committee Present:**

Kathrin Esposito

### Regular Agenda

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**1. Discuss the 2026 Farmers Market Season as it relates to:**

- (1) Special Events Schedule
  - (a) The current schedule was discussed/confirmed, and volunteers were scheduled.
- (2) Live Music
  - (a) Member Miller is currently scheduling live music.
- (3) Market Share
  - (a) Member Uliberri is working on the Market Share schedule.
- (4) Board and City Signup

**MOTION:** No motion needed for this item.

**2. Formation of Subcommittee for Brockdale Park and Highland Park Planning.**

As the City moves closer to gaining control of Brockdale and Highland Park, permission was requested to establish a subcommittee to plan and discuss future park enhancements and upgrades. The purpose

of the committee would be to explore grant opportunities and donations for improvements to these parks, as well as develop an overall amenities plan for both parks. Proposed members of the subcommittee include John Elliott, Bryan Bellows, John Whitsell, Joe Hilbourn, Patrick Hubbard, Councilmember Peterson, and Mayor Kuykendall.

**MOTION:** No motion needed for this item.

**3. Receive an update and discuss the status of trail development along the Central Loop Trail.**

Patrick Hubbard reviewed the City of Lucas Trails Master Plan, including the Central Loop Trail, which is intended to connect major arterial roads, institutional properties, and commercial areas throughout the city. He noted that portions of the trail are included in the Collin County Trails Master Plan, and that Collin County has approved grant funding for the construction of a portion of the trail along Angel Parkway. The trail system is currently in various stages of development along the loop, and presentation slides were shown to illustrate the status and progress of each segment.

**MOTION:** No motion needed for this item.

**4. Consider approval of the February 10, 2026, Parks and Open Space Board meeting minutes.**

**MOTION:** A motion was made by Vice-Chair Miller, seconded by Member Bellows, to approve the minutes of the February 10, 2026, Parks and Open Space Board meeting. The motion passed unanimously.

**5. Adjournment.**

**MOTION:** A motion was made by Vice-Chair Miller, seconded by Member Bellows to adjourn the meeting at 6:34 pm. The motion passed unanimously.

APPROVE:

ATTEST:

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John Elliott, Chairman

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Donna Bradshaw,  
Communications and Event Specialist