



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE

NOTICE OF A MEETING

December 6, 2023 at 5:30 p.m.

Civic Center Auditorium

16327 Lakeview Dr. Jersey Village, TX 77040

AGENDA

1. **Call to Order & Attendance** *Doris Michalak & Maria Thorne*
2. **Approve Minutes from 11-1-23**
3. **Citizen Comments**
Any person who desires to address the Recreation & Events Committee regarding an item on the agenda will be heard at this time. In compliance with the Texas Open Meetings Act, unless the subject matter of the comment is on the agenda, the City staff and Committee Members are not allowed to discuss the subject. Each person is limited to five (5) minutes for comments.
4. **Items for Individual Consideration**
 - a. Holiday in the Village event closeout
 - b. Holiday Decorating contest – Dec 14th
 - c. Triathlon update - May 5th
 - d. Concert in the Park – Mar 23rd
 - e. Founders' Day – Apr 13th
5. **Parks and Recreation Directors Report**
6. **Future Agenda Item Request: Please email all future agenda item requests to mthorne@jerseyvillagetx.com.**
7. **Next Meeting Date 1-3-24**
8. **Adjournment**

I, Maria Thorne, Parks and Recreation Administrative Assistant, City of Jersey Village, do hereby certify that the foregoing notice was posted in a place convenient to the public at City Hall on the 30th day of November at 10:00am.

Maria Thorne
Parks and Recreation Administrative Assistant

In compliance with the Americans with Disabilities Act, the City of Jersey Village will provide for reasonable accommodations for persons attending public meetings. Request for accommodations must be made to the Parks Administrative Secretary by calling 713-466-2174 forty-eight (48) hours prior to the meetings.

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

Notice removed on _____

PARKS AND RECREATION ADVISORY COMMITTEE
MINUTES OF MEETING
November 1, 2023

Call to Order

Doris called meeting to order at 5:33 pm.

Edward Lock	<i>present</i>	Karen Fitzgerald	<i>present</i>
Robyn Taylor	<i>present</i>	Molly Slaid	<i>present</i>
Heather Tuggle	<i>present</i>	Michelle Mitcham	
Lynda Schubring	<i>present</i>		
Ashley Brown	<i>present</i>	Isaac Recinos	<i>present</i>
Doris Michalak	<i>present</i>	Sebastian Marquis	<i>present</i>
Rachel Beazley	<i>present</i>	Robert Basford	<i>present</i>
Thomas Huebner	<i>present</i>	Maria Thorne	<i>present</i>

Approval of Minutes from 10-4-23

A motion was made to approve the minutes by Robyn and was seconded by Ashley.

Citizens Comments

Citizen Kimberly Henao of 116 Singapore Lane commented that she really enjoyed the Fall Frolic event.

Items for individual consideration

a. Fall Frolic close out

Attendance was about 2500. Members commented that the layout of the trunks was too crowded. The date and location for next year were talked about. Early voting will always be an issue at the Civic Center. The old golf course building was suggested for the event, but the ceilings are only 8 feet high and are not tall enough for the haunted house. The Fall Frolic topic will be put on the agenda in July.

We sold 541 tickets for the haunted house. The wait could have been shorter if they had sent groups in closer together. Some of the younger kids got too scared. We may change the schedule and have the first hour with no scarers at all. Isaac asked about changing the price to \$5, but committee members liked the \$3.

The food trucks and the DJ were great. Committee members liked the band Squeegie. Parking was OK. Comments were made that there was not enough seating and more tables and benches are needed. Doris added that we needed someone to monitor the restrooms. May need some restroom trailers.

Isaac asked committee members if we wanted to have the haunted house again next year and the answer was yes. We had 34 trunks this year and all agreed that more are needed for next time.

b. Triathlon update - May 5th

Rachel gave an update on the triathlon. Registration will start in December. They have started advertising. The group will meet with Runtime Houston. The sub-committee will meet again in December. They have set up a signup genius page for volunteers. The JV Swim Team, the Bike Store, and Mr. Donut, are among those that were mentioned that would be sponsoring and providing support.

Flyers will be sent to the schools, there are packets for sponsors, and there will be a section for booths. Shirts will be donated.

c. Lazy Day 1.5k - Nov 4th

We have 40 registered so far. Last year there were 40 registered and then had an additional 60 that came on the day of. Isaac plans to have three of the lifeguards assisting with registration and whatever is needed. Registration will begin at 9:45. The truck will be loaded with the supplies and there will be golf carts to take the supplies to the stations.

Volunteers mentioned:

- water slide - the Beasleys
- water balloon station - Robyn
- donuts - Ashley or Doris
- games station - Tommy
- popsicle station - Lynda and Heather
- registration - Doris, Lynda, and Molly

d. Holiday in the Village - Dec 2nd

Isaac said that most things are ready to go for the event. We have 18 floats registered for the parade, not including police and fire. He has a meeting scheduled for the Acton Market. We are at full capacity for vendors. He has the food trucks lined up, Santa, the Snow, etc. He also has the Key Club and National Honor Society signed up to help.

The parade judging will take place before the parade. We will use the A-frame signs to organize the parade entries. Ashley, Heather and Edward are judges for the parade floats and will report at 6:30. Isaac may get a guitar player to play some music inside during the event.

Isaac stated that he will need help from 2 people to check the vendors in and that he will also need volunteers to help with decorating.

e. Carol Fox playground discussion

Robert stated that the community built playground is reaching the end of its life. The concrete sections that have the hand prints on them are too thin. The group talked about ways to save or preserve the concrete sections.

In designing its replacement we want to bring the community together and make the park inclusive for all abilities. Robert mentioned the idea of turning the play structure into a kraken so that it does not require the removal of trees, and it will go with the ship. He will talk to a manufacturer about building a custom playground and/or can also consult with a landscape architect to come up with a design.

We would like to get stakeholder input. We can see about having part of it funded by the community. Maybe we can put name plaques on parts of the structure to acknowledge those who contributed. We may do a town hall. We will form a subcommittee that can include citizens. We will need to get the committee's help getting input from the community. Robert will provide quarterly reports.

f. Amelia resident store discussion

Staff presented the idea of making an on-line store for residents to purchase JV t-shirts and minor merchandise like towels, goggles, concessions, and snacks. The committee members liked the idea and suggested adding hats.

Parks and Recreation Directors Report

No comments questions

Future agenda item request

Holiday in the Village closeout meeting

Next Meeting Date

December 6th, 2023

Adjournment

A motion was made to adjourn the meeting by Thomas and was seconded by Heather.

DRAFT



Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bless, City Manager

From: Robert Basford, Assistant City Manager

Date: December 6, 2023

Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report

Recreation

- Staff prepared all items related to HITV 23. Contacting Vendors, Parade Entrants, Acton Business Fair, Food Vendors and Key Stake holders.
- Staff prepared Holiday Decorations related to HITV 23. MCM room and Civic Center was prepped for the holiday celebration
- Staff prepared items related to the Youth Triathlon coming up. Route was finalized, sponsorships were secured and registration was opened to the general public. Medal designs as well as t-shirt designs were finalized this week.
- Staff maintained general pool maintenance, ensuring chemicals are balanced and pumps are running correctly.
- Staff contacted JVSO in relation to Santa's Letters. JVSO provides the Volunteers that help us respond to Santa's letters we receive at HITV.
- Staff prepared all items related to our upcoming Movie at the Civic Center. We have secured the license and are looking forward to our Showing of the Grinch (2018)
- Staff hosted a First Aid Certification course this month as well! We were able to successfully certify 4 persons in First Aid.
- Staff signed up for a Lifeguarding Review Class to keep Certification up to date. The lifeguarding certification is required to maintain the LGI certification.
- Staff is currently planning a Christmas play with the Fairbanks Library on December 16th! Admission is free, however, spots are limited in this production.
- Staff hosted two Farmers Markets this month.

Parks

- Parks staff has finished up removing all of the dead flowers across the City we have also installed new mulch in each flower bed across the City.
- Parks staff have installed all of the Christmas lights across the City, we dealt with a few issues on the Jersey drive esplanades. We had to install outlets in each pole on Jersey.

- Parks staff assisted the golf course in installing new lights on the starter shack to allow the early morning cart staff and late night cart staff the ability to see better while they work. These lights also supply light to the parking lot for security and to provide light for the patrons to get to their vehicles.
- Parks staff assisted the golf course with installing new poles and pole lights in the parking lot, these lights have provided a massive amount of light to the parking lot.
- Parks staff assisted the public works streets department in installing a new telephone pole in Carol Fox Park, this pole was installed to replace the old one that was leaning and not up to code. We also took advantage of this new pole and install 4 new lights on top of this pole.
- Parks staff installed new lights on top of the gazebo at Philippine Park. These lights supply ample amount of light for the park during the dusk hours.
- Parks staff picked up a new to us Toro workman gator and a carryall transport golf cart. The gator took a little bit of tinkering to get going but is now all good and running, we have installed new headlights and work lights to complete the look. We have been working on the golf cart to get up and running we are hoping for this golf cart to make its first appearance at the concert in the park.
- Parks staff is going to pick up some more new to us equipment we have recently acquired another transport golf cart, new metal barricades and two more light towers. Once we pick up the new equipment we will get right to work on getting everything up and running and get the lights towers fitted with new lights.
- Parks staff has put at Carol Fox Park new high top Adirondack chairs with umbrellas.
- Parks staff has received the first new Ford truck in our fleet we have gotten it mostly set up and waiting on the arrival of the new service body bed. We are still waiting on the arrival of the other trucks throughout the city.

Facilities

- The facilities department has been working diligently on remodeling the golf course maintenance barn, we are tearing down the wall in between the superintendent's office and the breakroom to make a bigger breakroom. We are remodeling the bathroom and remodeling the storage room and turning that into the new superintendent's office. We are doing all the work in house saving us thousands.
- Installed TV monitor in city hall building and installed TV monitor in public works. The TV at public works is all hooked up, but still needs the internet set up on TV to have rolling ads displayed.
- Changing out faucets in women's and men's restroom in civic center. Replace the supply lines and new faucets at same time. Total of 5 faucets.