



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE

NOTICE OF A MEETING

June 5, 2024 at 5:30 p.m.

Civic Center Municipal Center Meeting Room
16327 Lakeview Dr. Jersey Village, TX 77040

AGENDA

1. **Call to Order & Attendance** *Doris Michalak & Maria Thorne*
2. **Approve Minutes from 5-1-24**
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. Triathlon (Wrap-up)
 - b. July 4th Event
 - c. Fall Frolic
 - d. Field Day
 - e. Fishing Tournament
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 July 3, 2024**
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 24th day of May at 11:00am.

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
5-1-2024

Call to Order

Doris called meeting to order at 5:30 pm.

Edward Lock *present*
Robyn Taylor *present*
Heather Tuggle *present*
Lynda Schubring
Ashley Brown *present*
Doris Michalak *present*
Rachel Beazley *present*
Thomas Huebner *present*

Karen Fitzgerald *present*
Molly Slaid *present*
Michelle Mitcham *present*
Isaac Recinos *present*
Alexander Harris *present*
Sebastian Marquis
Robert Basford
Maria Thorne *present*

Approval of Minutes from 4-3-24

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

Citizens Comments

Kimberly Henao of 15601 Singapore Lane. Mrs. Henao said that had fun helping with fist aid table at founder's day. There were a few small incidents. There is a plan to have a station set up on the front yard for the triathlon.

Items for individual consideration

a. Founders Day wrap-up

Isaac said that they had a good meeting with police and fire departments and then he asked the committee to provide feedback so that they can make notes and improvements for next year's event.

Members commented that the circle layout this year was great and that the art competition display was in a very good place.

The issue of the wristbands for parents to enter the rides area was brought up. Staff addressed the issue at the event after receiving feedback, and have also decided to put wristband monitors on each ride next year so that parents are not required to purchase a full price band to accompany their minors into the rides area.

More volunteers are needed to relive people. Some worked the entire event without a break. The volunteers stayed at their posts this year. The lifeguards worked out well this year.

Staff thinks that attendance was similar to last year. We sold over 800 wristbands this year and about the same sales on the dunk tank. We had more sponsorship money last year. We earned about 13k in revenues.

There needs to be a sign in the restroom trailers stating that there is extra toilet paper and paper towels under the sink. There was also no baby changing station.

The dunking booth was hard to find. The walkie-talkies were a great help during the event. The total cost of the event was 61K, the budget was 58K. We are waiting for some credits for generators.

The food trucks were pleased with the sales. Posting some of the menus and prices ahead of time would help. The variety of food was good. The Harris County health inspector said that all of the food trucks were in compliance.

Most of the people were compliant with barricades but one of the persons towing a trailer did not want to comply.

b. Triathlon update - May 5th

It will take place on Sunday. Organizers had meetings with fire and police departments. The timing company is ready to go. They have 70 participants ready to go. There are about 24 volunteers, and will have 3 police cars. The residents along the route all received flyers about the street closings and parking. Security Way at Gulf Bank will be closed. A medical unit will be set up on Equador. Concerns were voiced about the bike race taking place on the sidewalk. Passing might be tricky.

c. July 4th Event

Congo Street will be under construction in July, so Clark Henry Park traffic will be affected. Staff has decided to move the event to the detention pond. Parking will be at The Foundry. We will have golf cart shuttles to move people down the bayou. The stage will be on the overlook and the food trucks will be in the parking lot. There will be bathroom trailers. The golf course will have a tournament in the morning and one in the afternoon. Attendees will be able to park on the driving range after the second tournament ends. The restaurant will be open. We have 7 food trucks confirmed. The artist is confirmed. The radius for the fireworks will be larger. The fireworks person is local. Event will be from 6:00 to 9:30. Fireworks will be at 9:30.

Will set up signs on A-frames to ensure residents know where the fireworks will be. They will also use the marquees.

The parade will follow the Holiday in the Village route. Staff will stage parade entries at the Civic Center.

Staff had to upgrade the stage. The Harris County Flood district allows for temporary recreational use of that area.

d. Carol Fox Playground Subcommittee Update

Staff talked about the renderings and concepts for kids to vote on – every design pretty much tied. The mountain dinosaur theme was very popular, but manufacturers don't make that anymore. The ocean theme and the kraken got a lot of votes, asked for a second design with ocean theme with costs, and one with the kraken theme with costs. Will add a few more renderings. The playground and play surfaces were in the budget, relocating the sidewalks is not in the budget, the additional rentable picnic area is not in the budget. They are still working on the shade structure designs. Some items are in the budget and others are not. There is money for the shade structures. Staff hopes to have designs next month to be considered. They discussed a wrought iron fence for the sand volleyball court to keep the ball from rolling out into the street. They also looked into adding another sand court. They will add that as a future phase.

Committee members talked about the ants at the park. Ants are supposed to be addressed every month during the inspection. There were requests for adjusting the height of the swings. Staff reminded everyone about the "Report an Issue" feature for reporting park and splash pad issues.

Parks and Recreation Directors Report

Planning an Oktoberfest event. Will be partnering with Senate Avenue Brewing and Klaus Brewing at Delozier Park. It will be a more traditional and intimate event. The entire event will be barricaded and there will be police presence. Will have Oktoberfest brews from 9-10 different breweries from

the area. Senate Avenue and Klaus will be hosting the event. There will be German music, food and vendors. It will be a ticketed event with limited attendance. Attendees can purchase a wristband with a limited number of small pours. 6 to 10pm. Senate Avenue Brewing staff have their TABC licenses and will be on hand to serve alcohol. The event will be from 6 to 10. May look into getting a large tent. Staff will talk to the residents around that area.

Yoga – Doris has seen only one Facebook post. They are getting good attendance. It takes place every week and the cost is \$10 per session, \$5 for 65 and over. They have had about 10 averaging per class.

Future agenda item request

Next Meeting Date

June 5, 2024

Adjournment

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



Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bleess, City Manager

From: Robert Basford, Assistant City Manager

Date: June 5, 2024

Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report Recreation

- Attended the PARAC meeting where Triathlon, July 4th, and Carol Fox Park project updates.
- CPSI was rescheduled due to the storm that hit on Thursday evening May 16th. Due to the power lost in the area the testing center rescheduled. I had to contact the NRPA to request another examination. I was able to get a test secured for June 28th.
- Helped coordinate the debris pick up after the storm and investigated a few areas with trees near power lines and reported them to center point.
- We had to reschedule our youth triathlon, which was originally supposed to be on May 5th. However, due to a severe storm that morning we had to postpone the event to May 26th. We opted to do the race as soon as possible due to the construction on Congo Ln that will start in June.
- Completed a Pool Questionnaire provided by Councilman-Hunsaker in regard to their visit on May 13th.
- Met with Councilman-Hunsaker at Clark Henry Pool in reference to the pool assessment. I walked him around the facility while he did his inspection. This assessment was done on May 13th.
- Attended the pool town hall on May 13th. During this town hall, Councilman-Hunsaker presented their initial thoughts after doing a tour of our pool. Many residents provided feedback and I was able to take plenty of notes.
- Meet with Police and Fire for an EAP meeting. We discussed the Youth Triathlon event which was moved to May 26th and we started initial discussion for July 4th.
- Attended the IAP hurricane simulation, which took place on Thursday. This was a 3-hour training to help develop our response readiness in case of an extreme event.
- Attended the division manager's monthly meeting. The goal of this meeting is to increase synergy between the different departments in our division. Now the golf course is officially involved in the planning for the July 4th event.
- Water Aerobics kicked off this month!
- Update our Library Programs page completely. The Fairbanks Library shared with me their list of programs for the summer, and I was able to list all of them on our website. These programs are free to JV Residents.
- Continued my weekly meetings with the Parks & Facilities Supervisor and Recreation & Events Supervisor.
- Successfully recertified 4 of our guards the weekend of May 3rd. This was the last wave of recertifications, and our staff is 100% ready to go for this season.
- Worked on the bond website this month and was able to finalize the work and publish. Now my goal is maintaining this website as up to date as possible.
- Attended my weekly meetings with ACM.
- Worked with Progressive Aquatics to get quotes for the ADA lifts.

Events

- Attended weekly Department meetings
- Updated JV Parks and Recreation website pages
- Met with Landmark Aquatics & Parks and Recreation manager to go over potential costs to repair baby pool
- Updated pool and water aerobics memberships for the 2024 season, communicating with past participants and publishing them on our website and social media
- Brushed and cleaned pool, maintained systems and did chemical checks
- Updated JV Parks and Recreation website pages
- Created material for monthly newsletter and uploaded that content on SharePoint
- Went to TRAPS East meet and greet
- Planned Lifeguard orientation and inservices
- Did a pool deep clean- getting in to brush pool sides and tile lining, maintained systems and did chemical checks
- Planned field day- created a scope including budget, programming, event flow, and staffing
- Helped start water aerobics- met with instructor, helped various participants create Amilia accounts and pay for membership, created LG schedule for this
- Started planning for how the Golf Course should be laid out for the July 4th event
- Met with Counsilman Hunsaker & Isaac Recinos to help with pool condition and system audit, as related to the Pool bond committee
- Ran Lifeguard orientation twice, depending on student employee availability
- Worked on various pool issues with Landmark aquatics, including main pump chlorinator and pool vacuums
- Worked with Joey Schroeder on UV sanitation system for the splash pad- it is malfunctioning
- Planned Lifeguard in-services
- Did a pool deep clean- after the storm it took significant damage and I worked with Lifeguards on cleanup
- Prepared paperwork and systems for pool opening
- Worked to find sponsors for July 4th event
- Helped water aerobics participants create Amilia accounts and pay for their program
- Purchased minor necessary pool supplies
- Covered Senior Fitness class Thursday
- Met with Rachel Beazley to discuss Youth Triathlon setup and flow
- Worked to manage/balance budget and expenditures

Parks & Facilities

Parks

- Storm Cleanup and Street Maintenance
Over the past few weeks, the Parks team has been dedicated to cleaning up the streets following the recent storm. Our staff transported nearly 75 dump trailer loads of brush to the pump station, utilizing roll-off dumpsters for removal. During this cleanup, we also took the opportunity to address some maintenance in the parks. We removed several dead trees, including a few in Carol Fox Park that had been severely pruned by the tree company working with the power company. Additionally, a dead pine tree was removed from the corner of Carol Fox Park, and several dead trees were cleared from Philippine Park.
- Marquee Television Installation

The Parks Supervisor has initiated the installation of new replacement marquee televisions. Two TVs have been successfully installed at the Jersey Drive Marquee. We are currently awaiting the delivery of steel for our mounting brackets. Once these brackets are received, we will proceed with the remaining installations.

- **Facility Damage Assessment**

The Parks Supervisor collaborated with our insurance company to assess storm damage to our facilities. Together, they conducted a thorough building-by-building inspection, with the adjuster documenting and photographing each issue to determine the repair costs.

- **May Safety Meeting**

The Parks Supervisor conducted the May safety meeting, focusing on heat and sun exposure. The discussion centered on strategies for managing and protecting against the intense Texas sun, and the meeting facilitated a productive conversation on sun safety.

- **Rio Grande Esplanades Maintenance**

Efforts to improve the Rio Grande Esplanades are ongoing. The Parks Supervisor has overseen the application of grass seed and fertilizer, which has already resulted in noticeable improvements. Additional seed and fertilizer will be applied to further enhance the area.

- **Jersey Meadow Nature Trail Maintenance**

The Parks Supervisor began tilling the crushed granite on the Jersey Meadow Nature Trail. This process helps to break up compaction, making the trail surface more navigable. Approximately a quarter of the trail has been completed, though progress has been temporarily halted due to issues with the tiller. Repairs are underway, and we anticipate resuming this project shortly.

- **New Work Trucks Acquisition**

The Parks Supervisor has successfully acquired another new work truck for the Facilities Department. We are currently awaiting the delivery of five more trucks, after which the department will have received its complete fleet of new vehicles.

Facilities

- **Server Room AC Maintenance**

During the recent storms, we replaced a failed capacitor and contactor in the server room AC unit. Additionally, two fuses in the disconnect box were replaced. For the Civic AC unit, we identified blown fuses requiring replacement before further assessment. The unit is freezing up, indicating that the Freon level is low or depleted.

- **Sign TV Replacement**

We assisted in replacing the TVs on the sign and added rubber trim to the sides of the TVs to prevent water ingress.

- **Pool Chemical Room Door Repair**

The corroded and damaged door handle and latch in the pool chemical room were replaced. Significant modifications were necessary to ensure proper closure and latching. The malfunctioning pool pump flow ball switch was addressed by readjusting the sensor for correct operation.

- **Janitorial Supplies Wall Construction**

Construction of the new wall for janitorial supplies continued. The wall is fully erected but requires additional plywood sheets for reinforcement. A new light was installed in the storage room, and electrical wiring was run to the light and switch. The electrical work and wall securing will be completed by Friday, with door installation scheduled for next week.

- **Office Lighting Replacement**
Lights in the offices were replaced as needed. Desks and chairs were restored to their original positions following the voting event earlier in the week.
- **City Hall Roof Leak Repairs**
Two leaks in the City Hall roof affecting office interiors were repaired. The areas were patched, and the necessary shingles and flashing were replaced.
- **Executive Room Light Switch Replacement**
The light switch in the executive room, which had arced and burned out, was replaced and is now operational.
- **Pool Shower Faucet Trim Replacement**
The outer trim on the pool shower faucet was replaced to cover the hole in the brick area, following the faucet replacement on Friday.
- **Park Water Fountain Repair**
The leaking faucet in the park water fountain was fixed by capping off the water line. The fountain will remain non-operational until replacement parts are installed.
- **Police Department AC Maintenance**
The AC unit at the Police Department froze up and produced excessive water in the overflow pan. The unit was low on Freon and had dirty coils. After cleaning the coils and recharging the unit, it is now functioning correctly. The unit will be monitored for Freon leaks.
- **Golf Maintenance GFCI Outlet Replacement**
Two GFCI outlets at the golf maintenance area were replaced after being blown by two microwaves connected to the same outlet. The crew was advised to use only one microwave per circuit.
- **Civic Center Lighting Maintenance**
Several lights at the Civic Center were replaced, and chairs were removed for the voting event.
- **City Hall AC Charging and Cleaning**
AC units at City Hall were charged with Freon, and the coils were cleaned as each unit was serviced.
- **Trailer Inspection**
Trailers were taken to the inspection station for their scheduled inspection on Friday.
- **Pool Electrical Panel Repair**
The electrical panels at the pool were repaired. The splash pad, reported to have brown water, was run for 10 minutes with no issues observed.
- **Golf Maintenance Shelf Replacement**
A shelf at golf maintenance, which had separated from the wall, was replaced with reinforced anchors to hold the weight.
- **City Hall AC Belt Replacement**
The City Hall AC unit was not cooling due to low Freon and frozen coils. A worn blower belt was replaced and tightened. The coils were cleaned to improve airflow and reduce strain on the unit, and the Freon was topped off.
- **City Hall AC Power Issue**
The AC unit serving the back half of the finance department and the bay area was not receiving power. Troubleshooting is ongoing to identify the cause. The unit appears to be low on Freon, and the coils have been cleaned to improve airflow.
- **Police Department AC Units Drip Pan Installation**

AC units #6 and #11 at the Police Department lacked drip pans, causing water leakage. Drip pans were added, and both units are now operating correctly. Other PD units will be inspected for similar issues.

- **Golf Maintenance Breakroom Lighting and Outlet Repair**

The ballast in the golf maintenance breakroom light was replaced. Two GFCI outlets in the breakroom were replaced due to burn damage, and the wiring from the outlet to the junction box was changed. One microwave was removed from the circuit to prevent future issues.