



# CITY OF JERSEY VILLAGE, TEXAS

## PARKS & RECREATION ADVISORY COMMITTEE

### NOTICE OF A MEETING

March 6, 2025, at 5:30 p.m.

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

### AGENDA - Amended

1. **Call to Order & Attendance**
2. **Approve Minutes from 2-5-25**
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. PARAC Meeting Date/Time Change Discussion
- b. July 4<sup>th</sup> Parade Discussion
- c. Concert in the Park
- d. Founders' Day
- e. Youth Duathlon
- f. Milky Way Summer Camp
- g. Fall Frolic Date Discussion

5. **Parks and Recreation Directors Report**

6. **Future Agenda Item Request: Please email all future agenda item requests to [mthorne@jerseyvillagetx.com](mailto:mthorne@jerseyvillagetx.com).**

7. **Next Meeting Date: April (TBD), 2025**

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 26<sup>th</sup> day of February 2025 at 4:30pm.

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  
2-5-2025

**Call to Order**

Doris called the meeting to order at 5:30 pm.

Edward Lock	<i>present</i>
Robyn Taylor	<i>present</i>
Heather Tuggle	
Lynda Schubring	<i>present</i>
Jennie Kent	<i>present</i>
Doris Michalak	<i>present</i>
Rachel Beazley	<i>present</i>
Thomas Huebner	<i>present</i>

Karen Fitzgerald	<i>present</i>
Molly Slaid	
Michelle Mitcham	
Isaac Recinos	<i>present</i>
Alexander Harris	<i>present</i>
Robert Basford	
Maria Thorne	<i>present</i>

**Approval of Minutes from 1-8-25**

A motion was made to approve the minutes by Thomas and was seconded by Lynda.

**Citizens Comments**

None

**Items for individual consideration**

**a. Concert in the Park – March 29th**

The Concert in the Park event is fully prepared, with all necessary arrangements in place, including food vendors, concessions, stage setup, and the musical act. The event will feature a tribute band - Toby Keith's Tribute to the American Soldier and is scheduled for March 29 from 6 to 8 PM at the pavilion in Clark Henry Park. Volunteer support is not needed, as staffing levels from Parks staff and lifeguards are sufficient. The primary need at this stage is promoting the event through word of mouth and social media. In the event of rain, the plan is to proceed as scheduled, potentially using tents to provide additional cover. However, there is an option to reschedule if necessary, with a backup date to be determined based on availability. A decision regarding rescheduling would likely be made the week of the event. The team will check on potential alternative dates and notify the committee accordingly. Given the unpredictability of March and April weather, postponing remains a risk, but for now, efforts are focused on spreading the word and ensuring a successful turnout.

**b. Founders' Day – April 12<sup>th</sup>**

The Founders Day discussion focused largely on the potential return of the chili cook-off and the logistical challenges involved. The event requires compliance with county regulations, including food handler certifications and a \$100 fee per team, which covers both county fees and certification costs. There is concern over whether participants will be willing to pay and meet these requirements, and discussions are ongoing with Kevin Ross, who initially envisioned a free and simple cook-off. If at least five teams do not sign up by March 30, the event may be canceled. Additionally, event preparations are progressing smoothly, with contracts signed, fireworks scheduled, and carnival vendors confirmed. Parking may be an issue due to a conflicting event at Jersey Village High School, and discussions with police and fire officials are planned to address street parking. Promotion efforts will ramp up in the coming weeks, with a focus on securing 70 volunteers, which remains a significant challenge. Volunteers will receive incentives, such as ride wristbands and meals, and outreach efforts are being made to local schools and organizations. The team is also working on art judging logistics and continuing

business outreach. Overall, while the event planning is on track, securing enough volunteers and ensuring compliance with food regulations remain key concerns.

**c. Youth ~~Triathlon~~ Duathlon - May 4<sup>th</sup>**

The Youth Duathlon event has replaced the previous triathlon due to the lack of a pool. Registrations have begun, and the Police Department has approved the extended race routes, especially for the 13-15 age group. Medals and T-shirts have already been ordered, and advertising efforts are underway, including outreach through a local radio station and direct emails to past participants. To compensate for the absence of a swimming portion, a water-based activity will be added at the finish line. Promotions and sponsorship efforts are ongoing, with a registration goal of 100 participants, compared to last year's 80. Currently, about 15-16 people have signed up. The event is scheduled for May 4. The race structure consists of different running and biking distances based on age groups, with routes designed for safety and control around schools. The Police Department will provide five units and an ambulance for support. The discussion also touched on the possibility of using this larger race route for future events, as it aligns well with police blockade requirements. The planning team expressed confidence in the event's organization and safety measures.

**d. Milky Way Summer Camp**

The Milky Way Summer Camp website is officially live, with registration open and a few sign-ups already confirmed, including some for the full camp experience. The hiring process for camp managers is in its final stages, with a director and assistant director being selected based on extensive camp management experience. Promotional efforts include newsletters, community impact outreach, and online marketing, with non-resident registration opening on February 17 at a higher rate. The camp will offer a variety of activities, including art programs, animal outreach classes, planetarium experiences, and archery, with certified staff ensuring safety. Weekly themes and varying field trips will provide diverse experiences for campers. Early drop-off is available for an additional fee, and a late pick-up option is under consideration. A new emergency response software will allow instant communication with parents in case of weather delays or health concerns. Accreditation is nearly finalized, and all camp protocols and handbooks have been completed. Registration will continue until late April, with adjustments to marketing efforts if necessary. Future camp locations are still being determined due to potential changes in city facility allocations, but plans ensure a dedicated indoor recreation space remains available. Overall, the team is excited about the camp's potential and hopes to build a strong foundation for its success.

**Parks and Recreation Directors Report**

- **Senate Esplanade Landscaping:** The new Parks Supervisor, Greg, has 40 years of commercial landscaping experience and has been given permission to redesign the first esplanade near Hwy 290 as a trial. His plan includes soil testing, new mulch, and a shift to native plants that require minimal replanting. If the trial is well received, similar changes will be made throughout Senate. Greg prefers using rock for lower maintenance and cost savings.
- **Past Landscaping Issues:** Concerns were raised about previous plantings, including the failure of Texas sage and the condition of crepe myrtles on Rio Grande. The department is now focused on sustainable, well-planned landscaping.
- **Irrigation Repairs:** Greg is also addressing irrigation issues to ensure water efficiency and prevent street watering.

- Electrical Tower Box: The previously exposed electrical box has been successfully buried, improving safety.
- Water Fountain Installation: A new water fountain with a bottle filler will be installed between the restrooms, now that the necessary power relocation has been completed.
- Carol Fox Park: Construction is expected to begin within the next two months.
- Clark Henry Park: This project remains on hold.
- Sidewalk Project: The city will soon be reaching out to residents to coordinate sidewalk replacements. There will also be an opportunity for residents to contribute donations for engraved sidewalk markers, though details are still being finalized.

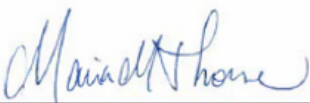
#### **Future agenda item request**

#### **Next Meeting Date**

March 5, 2025

#### **Adjournment**

A motion was made to adjourn the meeting by Rachel and was seconded by Edward.



Maria Thorne, Administrative Assistant



# Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bleess, City Manager

From: Robert Basford, Assistant City Manager

Date: February 5, 2025

Subject: Parks & Recreation Director's Monthly Report

## Administration

### *Department Operations*

- Attended the **TRAPS Annual Institute and Expo**, participating in sessions on:
  - Municipal summer camps and ACA accreditation.
  - Managing small-team events efficiently.
  - Improving workplace culture and employee engagement.
  - Enhancing online registration processes.
  - Pursuing excellence in public service.
  - Using technology to streamline marketing efforts.
  - The role of AI in Parks & Recreation.
- Continued work on the **Parks Standard Operating Procedures (SOP) Manual**.
- Assisted in hosting a **multi-division safety meeting** for Parks, Golf, and Public Works.
- Reviewed and updated **insurance equipment records** with HR.

### *Facility & Grounds Management*

- Had a carpet cleaning company come out to clean the convention center in preparation for rentals in March.
- Provided a **facility tour to Judy Harris from the Girl Scouts** to discuss usage for Twilight Camp.
- Met with a **wedding coordinator** for a tour of the convention center.
- Moved forward with **Highlights Electrical** for the pool electrical project.
- Met with **four electricians** for quotes on relocating the pool's electric panel.
- Coordinated **robotic mower training** for the new Parks Supervisor.
- Restocked **janitorial supplies** after receiving a bulk ULINE order.
- Discussed **flower bed maintenance** with the Parks Supervisor.
- Met with **Progressive** regarding potential pool feature sales.

### *Financial & Administrative Tasks*

- Coded all **credit card transactions and invoices** for the department.
- Worked on **budget planning** for Parks, Recreation, and Facilities.
- Hosted a **budget planning meeting** with the Parks Supervisor.
- Met with the **ACM** to discuss upcoming fiscal year budget priorities.

### *Programs & Community Engagement*

- Senior Fitness Program:
  - Attendance remained strong, averaging **16 participants per class**.

- **Event & Program Planning:**
  - Met with the **Houston Hockey Association** to discuss involvement in Founders Day and Holiday in the Village.
  - Currently meeting weekly with Sara Nackoul (KSBj) to plan the upcoming Fajita Fest.
  - Coordinated with the **Recreation & Events Supervisor** on upcoming programs, including:
    - Founders Day
    - Youth Duathlon
    - Farmers Market
    - Summer Camp
    - Play Guide Development
  - Hosted a **Founders Day planning meeting** with Parks & Events staff.
- **Art Competition Coordination:**
  - Met with **Founders Day Art Competition judges** to review rules and discuss ways to increase participation.

### *Training & Staff Development*

- **First Aid Certification:**
  - Prepared and **taught a First Aid class** for all Parks staff.
  - Submitted certification paperwork to the **Red Cross**, officially certifying all staff.
- **Professional Development:**
  - Attended a **GIS presentation** on its potential applications for Parks & Recreation.
  - Initiated training sessions on **Incode, Wells Fargo, and the AP folder** with staff.

## **Recreation**

### **Meetings & Collaborations:**

- Met with Paul Richard Electric for pool electrical panel quote (awaiting quote).
- Met with Houston Hockey Community about Founders Day involvement.
- Discussed biweekly objectives with Parks & Rec Manager.
- Attended GIS meeting; explored opportunities for the city.
- Met with Skyworx Drone for potential drone shows.
- Held meeting about Civic Center rental.
- Attended IT, PARAC, and art competition meetings.
- Met with Fire Department for lunch discussion.
- Attended convention center finance meeting with new finance director.

### **Training & Staff Development:**

- Completed Summer Camp Handbook (editing in progress).
- Started Child Abuse Prevention training for camp staff; completed the course myself.
- Extended camp manager job offers.

### **Event Management:**

- Secured vendors, sponsors, and equipment for Founders Day event (photo booth, tables, chairs, bathroom trailers).
- Worked on contracts for Concert at the Park (hotel, music deposit, food trucks).
- Conducted final pool chemical test on 2/24.

- Met with Parks & Rec Manager and ACM to discuss summer camp marketing strategies.
- Worked on summer camp advertising (Facebook ads, community impact, newsletter, website).
- Secured \$700 sponsorship for an event.

#### Camp & Program Operations:

- Held kayak kiosk info meeting with Outdoor Vending Solutions.
- Worked with camp staff to clean up rec center (multiple sessions in February).
- Supported civic center and pavilion rentals.

#### Budgeting & Reporting:

- Completed FY 25-26 Recreation budget spreadsheet.
- Completed facility impact and program reports.
- Coded all invoices (including CC and event-related invoices).
- Completed kayak kiosk invoice.

#### Marketing & Social Media:

- Managed social media and marketing for Concert at the Park, Founders Day, and JV Farmers Market.
- Worked with Custom Ink on shirts for Concert at the Park and summer camp.
- Summer camp advertising reached multiple channels: Facebook, newsletter, play guide, website, and email.

#### Conference & Professional Development:

- Attended TRAPS conference (2/25-2/28), including the following sessions:
  - Camp Resource Building: Discussed ACA accreditation process.
  - Mastering Small-Team Events: Focused on event management, role assignments, and reducing burnout.
  - Workplace Culture Transformation: Covered employee engagement and retention strategies.
  - Improving Registration Processes: Discussed automation and modernizing registration.
  - Pursuing Excellence in Public Service: Focused on improving performance in government work.
  - Marketing Efficiency with Tech: Explored marketing programs, project organization, and website design.
  - AI in Parks & Recreation: Learned how to integrate AI for program data insights and website improvements.

## Parks Maintenance

#### Ongoing Tasks:

- Irrigation Maintenance:
  - Adjusting and replacing sprinklers at Senate/290
  - Addressing weak water pressure at Senate/290 (**Needs new timer**)
  - Replacing a valve on Senate due to a leak
- Landscape Enhancements:
  - Continued Rio Grande esplanade project (removing grass/jasmine, adding stone)
  - Ongoing mulching at various locations, including Senate and Jersey Dr.
- General Grounds Maintenance:
  - Regular mowing across city parks and facilities
  - Weed control and spraying in various locations (Carol Fox, Village, Senate, etc.)
  - Ongoing trash and bathroom maintenance throughout the city parks and public areas
- Safety & Training:

- First Aid/CPR/AED certification completed by all staff
- Regular safety meeting held on workplace safety

#### Completed Tasks:

- Irrigation & Water Management:
  - Completed dripline installation at Jersey Dr./290
  - Completed irrigation for Senate Food Mart gardens
  - Fixed leaking valve at Senate
  - Adjusted irrigation times across various locations
- Landscape Maintenance & Cleanup:
  - Removed juniper at Senate
  - Removed jasmine at Rio Grande and began adding rock
  - Planted foxtail ferns at Senate
  - Spread mulch on crepe myrtles at Senate
  - Cleaned and trimmed gardens at multiple locations (Eldridge, West Rd., Beltway 8, Philippine, etc.)
  - Cleaned Jones Rd. and CVS garden beds
- Mowing & Weed Control:
  - Mowed key areas such as Castlebridge Water, Village Water, Animal Hospital, West Road, Eldridge, Carol Fox, Senate, Ginger St., Elwood St., and Welwyn
  - Mowed and weed-whacked Clark Henry
  - Cleared fence and cleaned Jones lift station
- Repairs & Infrastructure Maintenance:
  - Removed concrete on Ginger
  - Completed backfilling electrical cables at Carol Fox
  - Performed oil changes on city maintenance trucks
  - Addressed a leak at the firehouse
  - Graded low areas in front of the dog park

## Facilities

#### Completed Tasks

- Garage Shed Relocation: Moved the garage shed from golf maintenance to the PD back parking lot using a forklift.
- PD Server Room: Worked on the sensor thermostat inside the server room at the PD, confirmed proper functioning.
- Water Heater: Removed and relocated the old water heater from the PD to the City Hall garage, disposing of old hardware.
- Ice Machine Repair: Repaired the ice machine at the pavilion by installing new O-rings, replacing the canister, and ensuring it is leak-free and functioning properly.
- Door and Frame Replacement: Replaced the door and frame at the golf maintenance office.
- Breakroom Lighting: Replaced two overhead light fixtures in the golf maintenance breakroom.

- Fire Department Project: Continued work adding a new 240V circuit and water line to the extractor machine; also added new outlets inside the bay area.
- AC Unit (Permit Office): Defrosted the AC unit with a frozen coil and performed inspection.
- AC Unit (Public Works): Worked on two units; one had a fan motor replaced, the other had no power (awaiting electrician inspection).
- Landscape Cleaning: Cleaned landscape beds at City Hall, Police Station, Fire Station, Jersey Dr., Village Dr., Rio Grande, and Philippine & Beltway 8.
- Civic Center AC Unit: Recharged and added Freon to the AC unit due to a leak in the coil.
- PD Garage Door Repair: Replaced the broken tail piece on the garage door rail and readjusted both garage doors to function properly.

#### Ongoing Projects

- Ice Machine (PD): Worked with an electrician to install a new 240V plug for the water heater.
- AC Units (Permit & Finance Offices): Continuing work to resolve issues with heating; waiting for parts (capacitor and contactor) to arrive.
- Kitchen Door Repair: Working on a back door that wasn't shutting properly. New closer and safety chain were added; the door now stays shut.
- FD Water Lines: Running new water lines for the extractor machine; waiting on the FD to provide required PSI for completion.
- Fire Department Extractor Installation: Running new water lines through concrete walls and working on sink reinstallation for extractor hookup.
- Golf Course Patio Lights: Started installing poles for string lights and adding an electrical outlet for hardwiring the lights.
- Golf Maintenance Office Trim and Lighting: Installed door trim and new lighting in the breakroom.
- Drinking Fountain (Carol Fox Park): Disassembling the old drinking fountain and preparing for the new installation.

## IMPACT REPORT

### *Rentals*

Facility	Total Hours Used
Civic Center Auditorium	80.50
Carol Fox Gazebo	18.75
Chapel Building	16.00
Civic Center	42.00
Executive Session Meeting Room	9.00
MCM Room	26.50
Virtual Meadow	0.00
Convention Center & Patio	38.00

Gymnasium	6.00
Clark Henry Park Pavillion	0.00
<b>Total</b>	<b>236.75</b>

### *Programs*

Program Set	Total People Served	Hours of Service Delivered
Indoor Recreation	131	11
Outdoor Recreation	N/A	N/A
Events	0	0
<b>Total</b>	<b>131</b>	<b>11</b>