



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE

NOTICE OF A MEETING

April 3, 2025, at 5:30 p.m.

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

AGENDA

1. **Call to Order & Attendance**
2. **Approve Minutes from 3-26-25**
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. Parks Master Plan Discussion
 - b. Concert at The Park Wrap up discussion
 - c. Founders' Day
 - d. Youth Duathlon
 - e. Milky Way Summer Camp
 - f. Additional Fencing at Clark Henry Park - Robyn
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: May 8, 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 27th day of March 2025 at 2:30pm.

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
3-26-2025

Call to Order

Doris called the meeting to order at 6:30 pm.

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

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

Approval of Minutes from 3-6-25

A motion was made to approve the minutes by Robyn and was seconded by Lynda.
Correct last name Micham

Citizens Comments

None

Items for individual consideration

The Parks Master Plan, developed between 2019 and 2020, serves as a long-term strategic guide for the planning, development, and management of parks, trails, recreation facilities, and open spaces in the community. It was crafted with input from the public, data analysis, and professional expertise to ensure that the park system meets both current and future needs. The plan includes components such as a community needs assessment, inventory and analysis, demographic trends, goals, recommendations, funding strategy, and an implementation plan. Projects were prioritized into high, medium, and low tiers, with a focus on high-priority initiatives. At the five-year mark, most of these high-priority projects have been completed or are under review for feasibility. The meeting focused on reviewing completed and ongoing projects and discussing next steps, such as revisiting lower-priority projects, considering new initiatives, or conducting a five-year review in-house.

Recent updates include the completion of the Carol Fox Park Restroom project, which is now open for residents, and the phased improvements at Carol Fox Park. The first phase included updates to the playground, sidewalks, and picnic areas, and a new themed play structure inspired by a pirate ship is expected to be completed by summer. Future phases may include additional memorial areas, a rentable venue space, and further park-wide improvements, such as sidewalks and decorative lighting. Lighting issues have been addressed with adjustments to existing poles and the installation of new volleyball court lighting, set for completion in April.

The Clark Henry Park play fields are being redesigned, with Option B emerging as the preferred layout. This plan optimizes field usage for various age groups while addressing security concerns with potential fencing. Improvements will also include backstops, bleachers, dugouts, and turf enhancements. The project is moving into the construction document phase, with construction slated for the fall season or early spring.

Discussions also covered several other park improvements. At the Jersey Meadow Nature Trail, recycled plastic benches were added, improving accommodation for seniors. The city also installed

a filtered water bottle filling station, with ongoing discussions about visibility and maintenance. Other safety and infrastructure improvements, such as barricades at the volleyball area and the pavilion at the dog park, were discussed, alongside potential modifications to Philippine Park and concerns about flooding.

The committee explored several budget and prioritization issues, including the funding for park projects, with some high-cost items like shaded seating areas being prioritized over larger, more expensive initiatives. Equity in park development was also highlighted, focusing on providing amenities for underserved neighborhoods and apartment residents. The city aims to improve accessibility, with a goal of ensuring parks are within a ten-minute walk of residents, while addressing gaps in access.

Upcoming projects and discussions include expanding the trail system to connect with Houston's network, enhancing community engagement, and improving park facilities with a focus on safety and infrastructure. The committee also plans to refine the Parks Master Plan over the next 12 months, including preparations for budget discussions. Advocacy for additional funding and staffing, as well as creative solutions to stretch the budget, are part of the ongoing strategy. The next meeting is scheduled for April 3rd, where the committee will review progress on key initiatives and prioritize projects for the new facility, particularly the fitness center, which has received significant community interest.

Future agenda item request

Next Meeting Date

Next Regular PARAC meeting: Thursday, April 3, 2025 at 5:30 PM

Adjournment

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



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: April 3, 2024

Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report

Administration

Dueling Piano Event Sponsorship

- Secured one sponsor and continue efforts to obtain a second sponsor.

Administrative Tasks

- Reviewed, approved, and edited department timesheets.
- Coded P-cards and processed outstanding invoices in the AP folder.
- Attended the kickoff meeting for the **Civic Plus Work Order System**; ongoing meetings scheduled for onboarding.

Recreation

- Met with the Parks Supervisor for a weekly review of key projects, including Founders Day, Concert at the Park, work orders, and plans for flower beds at Jones, West, and Eldridge.
- Continued outreach for **Fall Frolic**, recruiting additional participants for Trunk-or-Treat.
- Scheduled an onboarding meeting next Thursday for the **Husqvarna Robot Mower System**.
- Led the **Senior Fitness Class** with 10 participants, slightly lower attendance due to weather.
- Attended the **PARAC Special Meeting**, discussing the parks master plan and progress at its five-year mark.
- Coordinated plans to stage a **fire truck at the Fajita Festival**.
- Met with **Jerry Creed** to finalize details for **Concert at the Park** this weekend.
- Finalized the event date after confirming with the Fire Chief to avoid conflicts with the Santa Program.
- Scheduled final site visits with **Michael (Fireworks)** and **Tyler (Mechanical Rides)** next week to finalize logistics.
- Finalized the **Dueling Piano Event** contract; a ticketed event is set for **May 16 at the Convention Center**.
- Attended the **Founders Day & Fajita Festival EAP Meeting** with KSBj, presenting both events to Fire and Police.
- Approved all **payroll** submissions.
- Led the **bi-weekly meeting** with the Recreation & Events Supervisor, discussing:
 - Founders Day
 - Open House (Milky Way Summer Camp)
 - July 4th Celebration
 - Fall Frolic
- Submitted the **SOP for the Parks Department** to my supervisor for approval.
- Hosted the **Senior Fitness Class** (21 participants). Attendance has grown significantly since launching four years ago with only one participant per class.
- Began recruiting **100+ trunks for Fall Frolic**, starting early to ensure strong participation.
- Secured **three carnival games** for Founders Day.
- Continued sponsor outreach for the **Dueling Piano Event in May**.

- Met with **Tim Duckworth (Cunningham Recreation)** at **Carol Fox Park** regarding a **swing bay issue**; a welder is scheduled for repairs next week.

Staff Engagement & Training

- Met with the parks crew to gather feedback on work conditions and operations.
- Registered the **Parks Crew Leader** and **Parks Supervisor** for CPSI certification courses, with the supervisor attending in Schertz, Texas.
- Conducted a **Janitorial Inventory Review** with Custodial Technician Gloria Hale, assessing upcoming supply needs.

Meetings & Training

- Met with **JVSO** at the new **City Hall campus** to discuss utilizing buildings for their programs.
- Met with **Craig Leblanc** to discuss **recreation trends** and explore new program ideas.
- Hosted **Senior Fitness Class**, averaging **13 participants per session** this week.
- Reviewed janitorial supply levels with **Facilities Staff**—ordered and stocked **toilet paper, urinal mats, and paper towels**.
- Held a **weekly meeting with the Parks Supervisor**, covering:
 - Current projects
 - Work orders
 - Introductory **P-card coding training** (to be expanded to include AP folder and Incode).
- Provided **budget updates** and departmental project status to the **Assistant City Manager** in our bi-weekly meeting.
- Continued work on the **Parks SOP Manual**, aiming for completion by **May 1** for staff presentation.
- Completed the **Recreation & Events Supervisor's Performance Review**, pending employee meeting.
- Attended the **PARAC meeting** on Thursday.
- Participated in **MyCivic Training** with IT to learn new software.
- Continued weekly planning meetings with **KSBJ** for the **Fajita Festival**.
- Held discussions with a **dueling piano company** to explore event logistics in Jersey Village.
- Researched potential **Casino Night** event for the Convention Center, tentatively planned for April.

Recreation

Milky Way Summer Camp & Open House

- Planned and directed the Summer Camp Open House event
- Created and delivered a presentation for the Open House
- Secured vendors, art teacher, and planned activities
- Prepped the summer rec campus:
 - Trained staff
 - Laid out activities
 - Purchased necessary equipment
 - Cleaned and organized facilities

Summer Camp Operations

- Continued development of Summer Camp SOPs
- Conducted 10+ camp counselor interviews, with more scheduled for 3/31-4/4
- Submitted payroll for all camp staff
- Met with:
 - **Lativia** at Challenge Cypress to discuss onsite field trip options

- Becca Franco (Camp Manager) – toured camp facilities
- Assistant Camp Manager & Lead Counselors

Events & Programming

- Attended:
 - Civic Ready training
 - PARAC meeting (Parks Master Plan discussion)
 - Founders Day & Fajita Fest Emergency Action Plan (EAP) meeting)
 - TRAPS TR Branch Meeting
 - TRAPS East Region Lunch & Learn (earned CEUs)
- Secured vendors and sponsorships:
 - Rodeo Dental (Founders Day Sponsor)
 - Ezee Fiber (\$750 for Dueling Pianos)
- Reserved the stage for July 4th event
- Met with Andrew Mitcham (Senate Ave Brewing) – Concert at the Park & JV Brewfest
- Organized printing for Concert at the Park shirts
- Finalized Founders Day volunteers (all needed roles filled!)
- Chick-fil-A confirmed as a food sponsor for volunteers, PD, and Fire

Youth & Community Programs

- Planned and promoted the beginner quilt class with Katie Moore
- Held meetings with:
 - Katie Moore (quilt class final details)
 - Rick Calderon (youth fitness programs)
 - Jennifer Withner (potential toddler program – meeting set up)
- Ran Senior Fitness classes (3/18 & 3/25)

Marketing & Outreach

- Created and posted marketing materials for:
 - Duathlon & Summer Camp Open House (signs, banners, social media)
 - Concert at the Park, Founders Day, and Youth Duathlon
- Introduced Farmers Market contractor to potential bands for live music

Facility & Equipment Management

- Updated Parks & Rec website pages
- Finalized kayak kiosk delivery (scheduled for 3/20)
- Met with Parks Supervisor & Parks & Rec Manager – kayak kiosk placement
- Secured bike maintenance station & rack quotes (ready for purchase)
- Started kayak purchase (Academy Sports, under \$3K, no additional quotes needed)
- Met with Trey (Landmark Aquatics) – Splash Pad audit
 - Line for splash pad controller damaged during demolition – getting a quote for replacement
 - Other systems functioning, features still need checking

Administrative & Staff Coordination

- Processed and coded all outstanding invoices and receipts

- Completed camp counselor payroll submission
- Attended Employee Engagement Committee meeting (Employee Appreciation Day planning)
- Completed reservation list for JVSO & JVWG
- Helped individuals place facility reservations
- Completed monthly facility & program impact reports

Parks Maintenance

Ongoing Tasks

These tasks are in progress or require continued attention:

- **Sprinkler & Irrigation Work:** Ongoing adjustments, repairs, and installations along Senate Avenue, 290 & Steeple Way, and various parks.
- **Pool Maintenance & Repairs:** Multiple leaks and broken pipes identified and repaired at the JV Pool due to demolition.
- **Facility & Grounds Maintenance:**
 - Routine cleaning of restrooms and trash pickup at parks and new city buildings.
 - Mowing and trimming grass at city facilities, parks, and major roads.
- **Senate Beautification Project:**
 - Continued planting of flowers and Foxtail Fern along Senate Avenue and Jersey Drive.
 - Installation of mulch and fertilizer to maintain landscape aesthetics.
- **Fireman Statue Area Revamp:**
 - Removal of old materials, leveling the ground properly, and reinstallation of weed mat and black rock.
 - Planting Big Blue Liriope around the statue base.
- **Clark Henry Park Infrastructure:**
 - Installation of 2" PVB to replace the one damaged by pool demolition.
 - Spreading cross-check insecticide for maintenance.
- **Retention Pond Kayak Kiosk Installation:**
 - Creating a landing pad and unloading kiosk.
 - Spreading black rock for proper installation.
- **Tree Maintenance & Landscaping:**
 - Tree trimming at Carol Fox Park for new construction.
 - Deep-root fertilization planning and debris removal.

Completed Tasks

These tasks have been successfully completed:

- **Senate Avenue Enhancements:**
 - Planted flowers and spread mulch along Senate and surrounding areas.
 - Fertilized grass and applied insecticide.
 - Installed and replaced necessary irrigation components.
- **Pool & Park Repairs:**
 - Located and repaired multiple leaks and broken pipes at JV Pool.
 - Installed a 2" PVB at Clark Henry Park.
 - Fenced off a broken swing set at Carol Fox Park.
 - Inspected and removed damaged swings for safety.
- **Public Spaces & City Building Maintenance:**
 - Routine cleaning of restrooms and trash pickup.
 - Mowed and maintained all city parks, police and fire stations, and city hall.
 - Sprayed weeds in flower beds at major intersections.
- **Fireman Statue Area Overhaul:**
 - Removed dirt and leveled correctly.
 - Installed weed mat, black rock, and planted Liriope.
- **Infrastructure & Equipment Work:**
 - Picked up and transported necessary equipment (backhoe, forklift, tractor).
 - Met with contractors and city departments for repair estimates and project coordination.
 - Obtained necessary landscaping supplies (flowers, mulch, fertilizer, irrigation parts).
- **Retention Pond & Kayak Kiosk:**
 - Constructed the landing pad.
 - Delivered and unloaded the kiosk.
 - Laid black rock for the foundation.

Facilities

Ongoing Tasks:

- Working on installing a water fountain at Carol Fox Park in the best possible location. Currently positioning the water supply and drain lines correctly. Installing all-thread anchors in concrete to secure the water fountain in place.
- Worked on the AC unit that supplies the permit office. The unit has frozen up again, with no problems detected except that the compressor will not disengage. Ordered a new contactor for the unit and will switch out the thermostat to eliminate a possible undetected circuit board problem.
- Continued work on the golf patio lighting project. Ran new guide wires to poles and attached cross wires to create a grid pattern. Changed the power supply to a direct wire so all string lights operate on one connection. Added a dimmer switch to the lights and a remote switch for operation from inside or outside. Set up a photocell for dusk-to-dawn operation.

- Worked on installing the new water fountain at Carol Fox Park. The water fountain needs to be looked at again before installation. The current fountain might not be the best solution for placement. Looking into other options and will share.
- The floor drain in D-cell at PD was clogged. Cleared the backup as best as possible and treated the drain with a drain opener. Used a shop vac to remove all buildup from the drain. Due to its location in the cell, welded bars over the top of the drain made it difficult to access deeper clogs. Will check on the drain in the next two days for improvement.
- Met with an electrician at Clark Henry Park to discuss a new plan for replacing the main power and breaker box. Due to demolition, the electrical lines have been pulled, and the conduit has been broken. The electrician will need to adjust the work project to account for the damage.
- Started working on the golf patio by setting the poles in the ground to run the string lights. Added an electrical outlet to the roofline for hardwiring the lights. Will begin hanging the wire and lights once the anchoring adhesive has cured (24+ hours). Measured final dimensions for supplies needed to complete the starter shack ceiling installation. Checked the power supply to ensure there is enough capacity to install the mini-split later.
- Started disassembling the drinking fountain at Carol Fox Park to be removed. Disconnected the drain and will fill with filler. If there is time, the plumbing will begin running for the new drinking fountain being installed between the restrooms.

Completed Tasks:

- Adjusted the patio lighting receptacle to a standard one instead of a GFCI. Covered all connections to prevent water from shorting out the receptacle. Set the pole tops with brackets for the installation of globe lights when they arrive.
- Worked on the PD A/C to adjust Freon levels from last week. The unit was still low on Freon, so added 2 lbs to bring the levels up. The system has a small leak and will need to be monitored every six months to maintain proper Freon levels and prevent freezing.
- Gathered all supplies needed for the ceiling project and the golf starter shack. Stacked the wood outside and covered it to protect against rain.
- Addressed a sewer line backup in the golf snack bar restrooms. The floor drains were backing up, indicating a blockage in the main line. Restrooms in the clubhouse were not affected. Ran an auger down the floor drain to clear the obstruction. Rechecked in the morning to confirm backup was resolved.
- Installed a new sink and faucet at the FD. The previous sink was broken, and the faucet was snapped. The new sink and faucet are now fully operational.
- Started installing a new drinking fountain at Carol Fox Park. Connected the existing water supply to the new fountain. Rerouted the drain pipe to allow proper drainage. Marked the hole for drilling to connect the plumbing to the water and drain lines. Drilled out the base of the fountain and anchored it to the concrete for safety.
- Addressed the burnt-out lights inside the Civic Center and replaced necessary bulbs.
- Replaced a seat cover in the City Hall restroom. Fixed the flapper valve in the lobby restroom. Replaced bulbs in the restrooms and the foyer as needed.

- Worked on the AC unit in the PD patrol room. The unit was low on Freon and required a refill. The coil also needed cleaning. Inspected all units and compiled a list of those that may need replacement in the near future.
- Washed the interior and exterior at Public Works. Cleaned all window sills and removed any webs or dust from windows.
- Removed cabinets from the office wall. Filled in holes with putty and prepped for painting.
- Removed the outdoor showerhead at the pool area. Capped off the water supply to the showerhead and rerouted the water supply to the women's restroom sinks.
- Repaired the ice maker at PD that was not making ice. Removed the ice pallet, cleaned all lines, and cleared the pump. Reassembled the ice maker parts and ran de-icing conditioner for two hours. The ice machine is now working correctly with no error codes present.
- The convention center toilet in the kitchen area was leaking around the flush valve. Removed the flush valve and replaced it with a new vacuum gasket. The toilet is no longer leaking.
- Worked on setting poles and anchors for patio lighting at the golf patio. Drilled 16 holes to attach all threads to the concrete for the poles to be surface-mounted. Attached eye hooks to the roofline to run cables for string lights from the roof to the poles.
- Installed a new door at the golf maintenance break room and replaced the old trim with new trim. Cleaned the mini-split AC while there and changed the filters as well.
- PD replaced the lighting inside the jail area. Two lights needed to be replaced and were installed with new light fixtures.
- Cleaned out the 2024 F-150 to move to the new truck. Detailed the interior and removed all materials from the truck. Washed and detailed the exterior. Removed the camper top and reinstalled it on the new truck. Restocked the new truck with tools and supplies.
- Lobby lights at PD needed replacement. Two light fixtures had burnt out. Replaced both fixtures with new LED fixtures for a longer lifespan. The men's restroom sink faucet had a broken handle. Unable to save the faucet, so it was replaced with a new one available at City Hall.
- The back patio door at the golf clubhouse was damaged, and the door closer was not working. The closer had been stretched too far, causing the hydraulics inside to lose pressure. Replaced the door closer with a heavy-duty one available at City Hall. The door is now operating correctly.
- Worked on the AC at the Civic Center, which was out of service. Recharged the unit due to a leak in the coil and added 4 lbs of Freon.
- Worked on the AC at the Permit Office, where the unit was not shutting off, causing the coils to freeze. Defrosted the unit, replaced the capacitor, and also replaced the contactor to ensure the unit runs correctly. Tested the unit, and it is working properly now.
- Worked on PD garage doors. One door was not shutting all the way, and the other door was not working at all. Replaced the broken tailpiece on the rail and readjusted the closing cycle to ensure the door closes correctly. The other door had both sensors not connecting, preventing the door from opening or closing. Reinstalled the sensors and adjusted them to activate the cycle correctly. Also readjusted the railing where the wheel sliders had damaged the rail. Both doors are now functioning properly.

IMPACT REPORT

Rentals

Facility	Total Hours Used
Civic Center Auditorium	91
Carol Fox Gazebo	41.25
Chapel Building	24
Civic Center	21.50
Executive Session Meeting Room	10.17
MCM Room	25.50
Virtual Meadow	0.00
Convention Center & Patio	184.48
Gymnasium	1.00
Clark Henry Park Pavillion	3.75
Total	402.65

Programs

Program Set	Total People Served	Hours of Service Delivered
Indoor Recreation	169	22
Outdoor Recreation	N/A	N/A
Events	90	3
Total	259	25