



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING - AMENDED

June 7th, 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 5-10-23**
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. July 4th Event Discussion
 - b. Youth Triathlon – Rachel Beazley
 - c. Clark Henry Master Plan Discussion
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 7-5-23**
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 1st day of June at 3:00pm.

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
May 10, 2023

Call to Order

Doris called meeting to order at 5:33pm.

Nancy Manlove	<i>present</i>	Thomas Huebner	<i>present</i>
Edward Lock	<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>
Robyn Taylor	<i>present</i>	Maria Thorne	<i>present</i>

Approval of Minutes from 3-8-23

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

Citizen Comments

None

Items for individual consideration

a. Founders' Day Closeout

Isaac began by saying that the issues that had been brought up from last year's event were all addressed and improved at this year's event.

The layout of the site was discussed. Staff is always working on finding a balance between setting things up too far apart and too close together. They would like to move the Chili cookoff area closer to the center. The food truck vendors were unhappy about being so far away from the main event area, so staff will work on moving them closer for next time. The main issue is their power requirements and the noise from the generators. We may look into setting them up in a circle configuration with tables in the center in the Post parking lot next year. Most of those food trucks are coming to the July 4th celebration.

The weather caused some people to hold off on purchasing wristbands until the day of the event. Many attendees were asking where things were located. Others were asking where the ticket booth was, or what time things were taking place. It would be good if there were regular updates and announcements throughout the day and more signage and maps. Next year we will combine the wristband/ticket booth and the information booth, and they be located up front.

Isaac talked about the food tent, moving food to Post, cold water for volunteers and having additional trashcans. He also talked about the street closures and barricades needing to have water in them because people were just moving them. There was a person driving through the event in a golf cart. Maybe signs are needed to ensure that it does not happen again.

The quality of the carnival rides and the fireworks was brought up. The Fire Department inspected the rides. Robert explained that the goal of the event is a local community celebration. There is a higher tier of rides that can be had, more light towers, quiet generators, but the cost would increase exponentially. That is something that would have to be decided by city council if they wanted to move in that direction.

We will work off the feedback that we receive and the lessons learned and will set goals. Doris talked about feedback she received about signage and maps. She stated that attendees were asking police officers where things were and the officers did not have any information to provide. It was suggested that the officers be provided with maps.

The attendance this year was about the same as last year or maybe a bit less. The weather was big factor in attendance. There were about 2800 people based on car counts. The price of the wristbands was discussed, along with maybe getting rid of the three and under bands and the buddy bands.

All agreed that handing out the Easter eggs did not turn out as expected and we will not be doing that again. We had a lot of negative feedback about the plastic eggs scattered everywhere.

A suggestion was made to make sure to turn on the air conditioners in the bathroom trailers earlier. There was talk about purchasing more a-frame signs. The location of the photo booth and layout of the games were discussed. Drainage in the park is an issue that will need to be addressed.

Robert talked about having a large map or directory where everyone could see it. He also mentioned barricades, access control and color-coded signs for the parking lots

Staff has met with police and fire departments and have discussed various scenarios for traffic control and parking. There was discussion about renting shuttles. Robert mentioned that there is a possibility that Congo Street may be under repair next year.

Staff mentioned the numbers associated with the event. It cost \$58K to run the event. The revenue expectation for the event was \$13K and we made \$24K. We had various sponsorships.

Committee members talked about the benches. There were many good comments about them.

b. Fourth of July

The celebration will be on a Tuesday. Isaac said that we have a budget of 17K for the Fourth of July celebration. He has a George Strait tribute band lined up and the stage is taken care of. Sebastian will get the restroom trailers reserved. Isaac has the food trucks signed up. May locate the food trucks in Post parking lot.

Staff talked about getting an inflatable mechanical bull ride. Committee members said yes. The possibility of opening the pool was discussed. The event will be laid back - bring your own chair, BBQ, concert, etc.

The parade will be at 6:30 and the band will play after it ends. The band will have their own lights and a sound system Isaac gave details about the parade route. There will be no walkers this year. Last year's parade fell apart – need to make sure that all entrants keep it together. Judging will take place in the parking lot before the parade begins.

Staff discussed the fireworks. The group talked about having a watermelon seed spitting contest. They also talked about a lemonade contest and a BBQ competition. Isaac said that the event scope will go out tomorrow

Parks and Recreation Directors Report

None

Future agenda item request

Youth Triathlon Rachel Beasley

Next Meeting Date

6-7-23

Adjournment

A motion was made to adjourn the meeting by Robyn 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 7, 2023

Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report

Recreation

- Recreation Staff prepped for the opening of the Pool. This involved general maintenance, checking lifeguards in for work, prepping SOPs.
- This past month we introduced a brand new cashiering system to the pool that has taken off without a hitch. We also introduced a new scan in feature at the pool that has helped smooth out pool operations.
- Recreation staff was able to secure a pool sponsorship this past month.
- Recreation staff has finished ordering all materials related to July 4th, Band, stage, restrooms Mechanical Bull. The only thing left is to promote is the actual event itself.
- Senior fitness had a normal month, numbers have gone down just a bit due to water aerobics starting.
- Recreation staff was able to sell out swim lessons for the first session, currently less than 50 percent of available spots remain.
- Recreation staff prepped for the farmers market, this involved contacting vendors and creating maps for them to check in. The first of the month was normal the second market of the month was cancelled due to rain.
- Recreation staff had our quarterly meeting with Amilia (our recreation software) I am happy to report we are in the highest percentile for self serves rate out of all of their clients.

Parks

- The grass that was planted at the new Carol Fox retaining wall has grown in and established well. We will continue to work on making the grass thicker and more resilient for better grass in this area.
- We placed 18 pallets of new sod in Carol Fox; we hit the majority of the areas that were just dirt. We will be leaving the orange construction fence up until the sod can grow roots and get established. We will be spending a lot of time watering the sod and fertilizing the sod.
- We have removed all the old benches at Carol Fox Park; we will also be spending some time removing the old benches throughout the city.
- We have received a ship date for the Carol Fox mini city equipment, the equipment will ship out the first week of September and we will work with the installation company to get a date selected for this.

- We have installed an irrigation system in the large and small dog park; we installed five irrigation heads on the large side alongside the main water line through the park. On the small dog park side, we connected to the main water line on the large side and trenched across to the small side. We installed over a thousand feet of pipe. We installed twelve irrigation heads across the entire small dog side; we have about a ninety five percent coverage rate on the small side and about an eighty percent coverage rate in the large side.
- Parks staff are currently changing out all of the old irrigation timers to new Bluetooth timers.
- Parks staff will be spraying down the following parks to kill weeds and prompt grass growth: dog park, Delozier, and Country Club Park. We will also be spraying down the following parks with stuff that will keep the seed heads down: Jersey Meadow Nature Trail, City Hall, and Village Green Drive. This will allow us to stay up to date with mowing.
- Parks staff assisted recreation staff with fixing the baby pool coupling; we pulled half of the bricks up and reinstalled them.
- Parks staff assisted recreation staff with replacing the pool electrical panel. This panel had completely corroded out and was having a grounding issue.
- Parks staff assisted the public works streets department with building temporary mailboxes for the waste water project on Tahoe.
- Parks staff assisted public works streets department with removing a fallen tree on Steeplechase. We removed the tree and piled it on the side of the road for the property company to clean up.
- Parks staff spent some of the rainy days of May cleaning up the concession stand and the pavilion bathrooms. We applied a new coat of floor paint to both pavilion bathrooms and the concession stand floor. We also painted the concession stand walls and cabinets a fresh new color. We also installed three new fans in the concession stand.

Building maintenance

- Building maintenance staff had the final walkthrough with the fire department bathroom remodel company, we created a small but very tedious punch list for the company to fix. The project all went well, just some trivial things they need to fix.
- New A/C filters have been put in in each of the buildings.
- Staff are finding two new phones for the police department jail.