



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING

August 3, 2022 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 7-6-2022** *Doris Michalak*
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. Lazy Day 1.5K
 - b. Fall Frolic
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 9-7-22**
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 general public at City Hall on the 27th day of July 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."

PARKS AND RECREATION ADVISORY COMMITTEE
MINUTES OF MEETING
July 6, 2022

Call to Order

Doris called meeting to order at 5:35 pm

Jamie MacDonald	<i>present</i>	Robyn Taylor	<i>present</i>
Ashley Brown	<i>present</i>	Clare Towery	<i>present</i>
Doris Michalak	<i>present</i>	Michelle Mitcham	<i>present</i>
Kristy Holder		Luke Onorato	<i>present</i>
Heather Tuggle	<i>present</i>	Isaac Recinos	<i>present</i>
Lynda Schubring	<i>present</i>	Sebastian Marquis	<i>present</i>
Nancy Manlove	<i>present</i>	Robert Basford	<i>present</i>
Rachel Beazley	<i>present</i>	Maria Thorne	<i>present</i>

Approval of Minutes from (previous meeting)

Corrections were made to the minutes and motion was made to approve minutes by Jamie and was seconded by Nancy.

Citizen Comments

Karie Lawrence of Achgill Street praised the Independence Day event. She thanked everyone on the committee and said that everything was great. She added that it was very hot during the parade and that maybe it could take place at a later time next year.

Items for individual consideration

a. July 4th event closeout

Doris handed out a detailed July 4th post event summary list covering all aspects of the event. Committee members were invited to comment after each category.

Parade additional items: move the parade to 6:30 due to the heat, the pace of the parade, lack of police officer at Lakeview and Jersey, getting HS band to lead the parade, signs for parade entries, judge each entry regardless of previous wins.

Lemonade contest additional items: eliminate decorating contest, serve smaller cups of lemonade, have something to identify the judges, and take pictures.

BBQ cook-off additional items: judge BBQ and lemonade at the same time, the cook-off was supposed to be amateur, confusion about how to serve the food, don't have to be present to win, winner should be called on stage. Want winner announced on Facebook with picture that gets taken when they bring in their entry. Access to stage and microphone was an issue.

Food additional items: need to have easy foods available, quiet generators, food trucks back out, can we sell other simpler foods like hot dogs or pizza. Will look into requirements for permitting, food safety handler's license.

Band/stage additional items: costume contest was brought up, but the important thing is to keep safety in mind. They don't want to create a situation where people may rush to the stage.

Fireworks additional items: did not turn off lights under pavilion for safety reasons, need to barricade streets and get police involved for better control. May apply Founders Day plan to July 4th. Surrounding areas cancelled the fireworks, so we were the only fireworks around.

Bounce house additional items: need to have age limits on the bounce houses, need more lights near the bounce houses, more bounce houses, lines were too long, monitors need to wear vests, may look into hiring staff for the bounce houses, traditional games, photo booth were mentioned but don't have enough people to man the activities.

Advertising/media additional items: added a link on the web site that leads to the event flyers, planning to do more advertising, including JV Star. Would like more photography.

Parking additional items: 87 spots, trailers, firetrucks, 17 VIP sold, remaining spots were for volunteers and staff. Police officer was manning the lot. Need to have more police presence.

Hospitality additional items: no comments

Overall additional items: committee members don't get to enjoy the events. Working too hard at events. Maybe need to eliminate the bounce house so that people don't get stuck, maybe cut the event shorter, need more volunteers. Event was on a Monday, maybe have it on a day where people don't have to go to work the next day.

b. Lazy Day 1.5 K

October 1st was chosen for the Lazy Day 1.5K. Robert will confirm the date by e-mail. Doris asked for a list of tasks so that they could be delegated at the next meeting. A comment was made that the cost to participate was too high.

c. Appointment of youth member

The committee members thanked Luke for his service as youth committee member. We received one application. The new youth committee member is Felicity Singleton.

Parks and Recreation Directors Report

Restroom at Carol Fox Park will arrive tomorrow morning.

Lighting at Carol Fox was asked about and discussed.

Future agenda item request

None

Next Meeting Date

8-3-22

Adjournment

Motion was made to adjourn the meeting by Robyn and was seconded by Ashley.

2022 4th of July Post Event Summary

Comments from Committee and Residents

Parade

- Start at Post parking lot much better than Civic Center
- Three judges worked well
- Minimum two people working check-in
- Need laminated numbers that can be reused
- One person managing lineup from time of check in until departure
- Need shade tents, water and cooling for parade participants
- Suggest moving the parade forward an hour to 6:30pm –addresses overheating and alleviates boredom from small children between the parade, the concert, and then the fireworks.
- No walkers, too slow
- Participants thought parade moved too quickly—questioned stop at end when back at park
- Suggestions 1) parade goes hand out LESS candy and consider things like glow sticks that can be used at the event 2)parade participants DO NOT want to have dictated what they throw
- Organizations questioned being in commercial category when most were residents
- Need to post parade winners on City website, City Facebook page, etc. ALSO post on white board/poster board etc at event so all can get info on site

Lemonade Contest

- more advertising needed—many were unaware and wanted to participate
- attendees wanted to taste lemonade –need signs stating “Lemonade for judges sampling. None available for public consumption”
- Need numbers on fence or on front of each table for judging purposes
- Need scorecards and pencils for judging
- If have judging of decorations, need marked containers as well as someone announcing the contest and several walking around with the tickets to vote—could eliminate decorating contest completely
- Need to post lemonade contest winners on City website, City Facebook page, etc. ALSO post on white board/poster board etc. at event so all can get info on site

BBQ Cook-off

- Needs to be run more professionally—1)precise instructions on amount and how to be packaged for judging 2)need ticketing system or something similar when entries are turned in 3)need scorecards pens for judges
- police chief says he wants to judge this next year
- Need to post event winners on City website, City Facebook page, etc. ALSO post on white board/poster board etc. at event so all can get info on site

Food

- Food Truck--wait time for food was long—some 45 min. some longer
- Need to have a volunteer group provide easy quick snacks at Pavilion for individuals who just want chips, candy, hotdog, water/Gatorade at a cheap price without a wait
- Cotton candy booth that also sold lighting for kids – would like to see more vendors like this
- Need quieter generators. Is generator truck that was to power all still an option?

Band/Stage

- Fab 5--Excellent Multi-generational band
- Only one band if parade moved later
- If two band, consider costume contests between bands when there is a band that has that following. Should be simple and impromptu – have the MC call people up who want to participate (no need to pre-sign up) and the person with the loudest crowd cheer wins—(need judges)

Fireworks

- AWESOME!
- Music during fireworks is needed (cost savings; remove band and play classic rock songs over the loudspeakers)
- Need more speakers in the back to hear contest winners and music during fireworks. Not needed for the band because you want people to sit close for live band (they like the energy)—how to control when heard in back?
- Lighting at pavilion didn't turn off for fireworks show and caused some light pollution

Bounce house

- When provided need to be adequately staffed—obstacle course needed minimum 2 people, 3 would be helpful. One person at small house was sufficient.
- Lines were very long for obstacle course. Need more activities to avoid lines
- Remove from this event all together
- Need more for kids to do if adults are listening to bands

Advertising/Media

- Each event could be its own flyer for advertising. These flyers could be collected in a card deck post on Social meeting so it's not all lumped together with small text forcing people to go to the website. Website is great for more or consolidated information, but it doesn't work for everyone just wanting a quick glance because it's not cell phone friendly.
- Card deck posts are easy to share and easy to forward screen shots
- Each time a post is sent out by Parks and Rec, an email should be sent to the committee so we are aware and can then immediately share out.
- Hire someone to do photography and media on event day (ex. high school yearbook team). They can post throughout the evening, use hashtags developed, and do an event winner post.

Parking

- Need an improved system for granting VIP parking. Tpar malfunction
- Need sandwich board signs for parking areas to assist drivers and attendants (i.e. VIP Parking ONLY, Event Parking)
- Parking attendants needed for the duration of the event
- Need additional parking for when lots fill—possible shuttle from JV Baptist?

Hospitality

- Pool gate open until committee got to that area from parade check-in
- Need to have someone manage food/water/snacks at hospitality

Overall

- Provide a hospitality tent for the public to address overheating. Include cooling fans, chairs, first aid, and ice water
- Volunteers/Staff should work a maximum 2 hours.
- A group text should be created with P&R, Committee members, and volunteers to support areas that aren't being adequately covered.

Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee
CC: Austin Bleess, City Manager
From: Robert Basford, Parks and Recreation Director
Date: July 28, 2022
Subject: Parks & Recreation Director's Monthly Report – June

Parks & Recreation Monthly Report

Admin

- Staff spent the month of July researching and evaluating recreational software. We evaluated the software across a multitude of factors and have selected one to move forward with. We will be implementing and onboarding our staff with SmartRec by Amilia during the month of August after which we will begin onboarding the community. This software will be more user and mobile friendly tenfold compared to our current software.
- Carol Fox Restroom: The restroom was delivered July 7th. Included in our restroom proposal was the final installation and commissioning of the building. The installer had a few issues with the first plumbing proposal and has elected to find a second plumber. This has taken a little longer than expected but we are hopeful to clear up the plumbing discrepancy within a few weeks. Electric will also be resolved in the month of August. We have obtained approval from CenterPoint and we are working to finalize the proposal so we can pull the permit.
- In addition to the recreation software, the golf course team received news that our Golfnow software will be upgraded at the end of its term. Staff spent time watching demonstrations and holding the initial implementation meetings. We will aim to roll that upgrade out in September.
- Council budget meeting were held during the month of July to review the budget.
- Staff has completed the schematic design phase for the golf course clubhouse and is now moving into the project financial forecast stage.
- Diving Board: Unfortunately, the material shortage has provided a delay on the replacement board we ordered near the beginning of the month. I cannot properly forecast its arrival after speaking with the installation company. As of now our tentative ship date is 8/2/2022.

Recreation

- Hosted our July 4th event this month. The event featured two musical acts (THE FAB 5 & MackMartin), parade, fireworks, food, drinks and bounces houses. Estimated attendance was around 4,700 persons.
- Created the Final July 4th thank you video based off some of the best footage that was taken at the actual event.
- Created the cover page for the fiscal year financial report for the Finance Department.
- Worked on the Fall-Winter edition of the Play Guide. The goal is to have it in residents' hands by the First week of September.
- Started initial discussion with food vendors in regards to events that are upcoming (Fall Frolic & Holiday in the Village).
- Started initial discussion with different entertainment options for our upcoming Fall Frolic & Holiday in the Village event.

- Recreation staff had the opportunity to speak at the JVSO dinner about different recreation opportunities available in the city and how to get involved with deciding which programs should be brought to the city.
- July was a busy month for programming. Active programs over the past month
 - Senior Fitness
 - Water Aerobics
 - I9 Summer Soccer
 - Camp Gladiator
 - GG Leagues Summer League
 - Art Class
 - Swim Lessons
 - Farmers Market
 - Fairbanks Branch Library Programming

Parks

- Welwyn Park is getting a nice new upgrade we are adding a new longer zip trak, also adding new baby swings and an expression swing to this park. This park is going to get a fresh new look. This project is rapidly approaching we are getting the park ready as in watering the area very hard so when we cut the sod out we can transport the sod to nearby parks or areas that need to be sodded.
- We have continued work on the irrigation systems at the front entrance of the golf course. There was an irrigation line hit while someone was out digging. Trying to track down who it was that hit the line. The line has been repaired and is back to working order.
- We worked on the irrigation system that is in place at Delozier green space, we have noticed an area that is not getting any water, we went in and extended the irrigation line to be able to water more of this green space. We will be moving more heads at this green space to be able to water more.
- We have been out rigorously watering our flowers and parks, with this constant and steady heat we are seeing the need to work more on making our irrigation systems better. We have moved irrigation heads in many of our watered areas which isn't an easy task it requires us to dig all the down to find the pipe, then cut the pipe and trench to wear we want this head and add new pipe to get us there. Once this is done it allows us to get water to more parts of the ground.
- The Clark Henry home plate is being completed with new clay in the batter boxes and catchers' box, we will also be adding a new home plate to the areas that do not have them. Once the areas are completed, we will be growing in new grass around the area.
- Met with Center Point at the golf course on running the electric for the automatic gates. We have gotten approval from Center Point to move forward on this project, we are just waiting on the sub-contractor's word to start.
- We have enacted a maintenance program for the pool, this happens on Mondays when we are closed. It gives us the opportunity to go with no one around and check on the amenities of the pool. We check to make sure the rock wall handles are all tight and safe for the users. We also check the slide for anything looking out of the ordinary. At this time we go in and check on the pump and filters for the main pool and the baby pool.
- The baby pool is giving us a bit of trouble with its pump and filter. The filter sand and media was changed the week before the opening and is still giving us trouble. We are currently looking into what is causing this. We are looking into how we can fix this.
- We currently have one of the playground amenities out of service at Clark Henry, we are working on getting in contact with the company that makes this piece of equipment to get parts for this.