

PARKS AND RECREATION ADVISORY COMMITTEE
MINUTES OF MEETING
February 2, 2022

Call to Order

Doris called meeting to order at 5:30 pm

Jamie MacDonald	<i>present</i>	Lynda Schubring	<i>present</i>
Charlie Mattair		Michelle Mitcham	<i>present</i>
Ashley Brown	<i>present</i>	Luke Onorato	<i>present</i>
Doris Michalak	<i>present</i>	Isaac Recinos	<i>present</i>
Kristy Holder	<i>present</i>	Sebastian Marquis	<i>present</i>
Glenn Jackoviak	<i>present</i>	Robert Basford	<i>present</i>
Heather Tuggle	<i>present</i>	Maria Thorne	<i>present</i>

Approval of Minutes from January 5, 2022

Requests were made to amend minutes by Michelle Mitcham and Ashley Brown.
Motion was made to approve minutes by Ashley Brown and was seconded by Glen Jackoviak.

Citizen Comments

None

Items for individual consideration

Founder's Day event – Robert Basford

Robert brought his computer and projector and demonstrated the event planning software One Plan Studio Planner. The software allows them to create a site plan and site map for the Founders Day event. He pointed out the various areas of the proposed layout.

The mechanical rides will be located within the fireworks safety zone. They will operate until a certain time and then barriers will be moved into place at 8:45 to help direct people out of the fireworks zone.

There is enough space for about 18 or more 15x15 tents. There are designated trash areas, and staff is working on obtaining trash boxes. There will be light towers spread out throughout the park. Robert is looking for carnival themed kettle corn, food trucks, and concessions.

There will be a seating area and they are also looking at restroom options such as a restroom trailer. There will also be an area for a stage and Isaac is looking into getting an MC and a performer.

Robert pointed out the location of moonwalks, a hospitality area, police, fire, safety, first aid, time-out tent, sensory tent. They are planning to set up all chairs and tables for a food court, and bingo area. Robert explained that the hospitality area is where volunteers can go for a rest and snacks and drinks.

Robert is planning to ask the school if we can use the parking lot. With the surrounding parking lots, parking should not be an issue. The software program can provide the number of parking spaces available from an aerial image. Robert will get with the police department about traffic.

Robert said that some residents had expressed interest in a shuttle service. The topic was discussed and further research will be needed. He will get with police department about traffic and parking.

Robert is planning to talk to Harris County Flood Control about the silt fence. He would like them to clean up the fence and relocate it. He is going to ask if they will replace it with a better looking construction fence.

Robert gave an overview of the site layout and the activities:

Games, JVWG will host a cakewalk, JVSO will host a Bingo hour, JV Stars are considering a game, Parks and Rec department will have a bottle ring toss game, Jersey Meadow Golf will bring a chipping game and maybe other activities, Divine Mercy Church said they would build and staff a game, there are several sports challenge inflatables in the mechanicals quote – basketball, football, baseball speed pitch etc. There will be corn hole, gaming pits, sack races. JV Stars are also considering a water game. For entertainment there will be JV Cheer, bingo, maybe a DJ, a cake walk, fireworks, maybe a magician, a chili cook-off, maybe a massive cake, maybe a petting zoo,

Robert said that he needs about 75 volunteers for 1 hour each to man the inflatables. It was suggested to maybe change to 2 hour shifts. Decided to allow people to sign up for 1 or 2 hours for the inflatables. Mechanical rides will have attendants, traffic and trash will be handled by staff. The number of volunteers does not include manning the games. The goal is to have the games manned by whoever brings them.

Set up for the event will begin on the Monday before the event. Rides will need to go through an inspection. The hospitality tent and sensory tent were brought up. Open Door was mentioned. Robert said that he may have staff run the Ticket booth. Doris asked about the signup process and Robert said that there will be a way for residents to sign up to volunteer.

The cost of the wristbands was discussed in detail and whether or not to include all rides and inflatables. There were many questions asked and opinions expressed. Two main points were that 1, we have never charged for inflatables in the past, and 2, parents with young children may not be getting their money's worth if their kids are too young for all of the rides.

Doris said that the committee needs to see a complete list of rides and inflatables and the target ages in order to determine how much to charge, and what can be offered for free. Robert added that the games would be free.

Robert said that the target number of wristband sales is 1500 at \$10 to potentially fund the entire event. The goal is to self-fund it and to avoid it being a tax burden on the residents. There would be a presales window open for residents. Residency verification would be required. If enough are sold, may not need to open it up to the public outside of JV. A family cap was mentioned. A question was asked if adults riding with kids would need a wristband, and the consensus at this time was yes.

Heather brought up the idea of selling a limited number of VIP packages only for residents that include special seating, games passes, special parking, bingo cards, pieces of cake, event

keepsakes, etc. Maybe have Tic Tac Toe or checker boards painted on picnic tables. Using the empty parking lot as a VIP seating area was mentioned.

There is a concern that it might exclude some people. Maybe not capping the VIP packets would be an option? Doris asked if the plan is to raise funds without being a fundraiser. Robert discussed the recreation impact fee and the different tiers of costs. The goal is to have the event pay for itself, so that it is not a burden on the residents. Robert proposed price caps for residents, no price cap for non-residents.

Aged-based wristband pricing and packages were mentioned and Isaac expressed the limitations of TPAR, the registration software that we use.

Someone asked the amount of the budget, and Robert said it was \$20,000. Some things have been sponsored, but expenses are about \$35,000. That is why we need to raise about \$15,000 through wristband sales. The money from sales of the wrist bands would not cover the shuttle. Some residents talked about funding the shuttle themselves. Robert mentioned that there is a sponsorship opportunity for the Ferris wheel.

The proposed \$10 cost of wristband was brought up again. The question of "What do you get for that?" was asked. Inflatables and rides? Members want to make sure that there is something free for small kids, maybe one of the moon walks. Wristbands for 5 and under were discussed. On some rides, kids 5 and under can't ride without a parent and parent needs to have a wristband.

Doris stated that the committee needs to see a concrete list of rides and age ranges so that they can make better determinations and she requested that the committee add 2 additional planning meetings in the middle of February and the middle of March.

Glenn commented that not knowing the age and height ranges is the biggest obstacle to determining the price of the wristband.

Robert listed the different price tiers. Some committee members said they would like for the 5 and under band to allow the small kids to access all the moon walks. Robert said that some of the inflatables fall under the category of games, which would be free to all.

Ashley? brought up the question that if the parent buys a wristband, can the 5 and under child ride with that parent for free. Need to find out if a parent and small child can ride together.

A workshop meeting was agreed to and scheduled for Monday February 7th at 5:30.

Michelle talked about the JV Cheerleader team and asked what time they wanted them to perform. Robert said that they have not set the schedule yet. He also talked about possibly bringing in a magician.

The Village Dance Center performers were brought up. Doris volunteered to contact the Village Dance Center to ask if they would participate in the event.

Doris recapped and asked that Robert make a list for the tickets to present on Monday so that the committee can make the decision on Monday at the Workshop meeting. Doris asked for a list of the other items and Robert said that he would put it in the packet for everyone.

Ashley said that she got in touch with the Boy Scouts and that they have about 10 to 15 volunteers lined up to help with the inflatables. They would still need to have an adult at those stations.

Robert talked about getting vests for volunteers instead of getting t-shirts for everyone for every event. Sebastian, Isaac, and Robert demonstrated a phone app that functions like a communications radio or walkie-talkie.

Michelle introduced Chef Nancy Manlove who has agreed to run the chili cook-off. Nancy has been on the Food Network and has a lot of experience. Nancy said that there are things that need to be decided such as dates, time, entry fee, prizes, advertising, will this be a repeat event or a onetime shot? What categories of Chili? Need specifics for flyer.

Nancy says that she will be the one to choose and train the judges. Judges can't be involved in politics. Judges will present the grand prize to the teams. Can also have a "People's Choice" award. People's choice will get judged by residents. They will need to serve samples to the people for judging. The participants will provide their own supplies, so no cost to the city. Sponsors were discussed. Will need to determine the cost to enter the contest.

The city will have to apply for a temporary license from the county and may require the 3 wash tubs at each station. Need to have water for hand washing station. The location was discussed.

Robert suggested that we open the competition to amateurs, look for \$250.00 sponsorship, and charge \$30 to enter with a \$500.00 purse to be split. Will get trophies and maybe some paddles. Only residents can vote for people's choice.

Judges will award 1st, 2nd and 3rd prizes for best tasting. First place will get the \$400 prize. The residents will determine the "People's Choice" and will get a \$100 prize.

Founder's day flyer, chili cook-off will have its own section. Advertising will be on Website, Playguide, JV Star, Marquees, Facebook event, etc.

Will shoot for at least 10 competitors, will cut it off at 20 or 22. Competitors will each need to supply their own 10 x 10 tent. Robert asked if they should allow chili competitors to leave. Nancy said that she would not let them leave until the event is over.

Food for the event was discussed. Robert explained that there will be a revenue split with the food trucks. There will be a dessert area, deep fried everything, carnival type foods. There will also be chicken, and tacos. The big cake was asked about. Robert said that he is waiting for registration numbers to see if we can add it. Ticket sales will begin after February 7th.

Nancy said that she will be the point of contact for the chili cook off. Nancy will be a subcommittee and she said that she will need 6 volunteers to help for cook-off. Nancy asked for the contacts for the high school culinary club.

Parks and Recreation Directors Report

Robert reported that he spoke with Austin Bless and asked if there was any liability to the committee members at events. Austin said that there is zero liability if there is any type of legal action. The committee is covered by the city.

The slippery paint on bridge was brought up. Robert said that he had brought it up with public works. They have been working on sidewalks all over the cit.

Future agenda item request

Youth committee member position

Robert gave an update on the garden and pond request at North Tahoe. The water source is the largest issue. Any resident or a 51C3 organization could apply easily with Harris County Flood District. The city would have a lot of red tape trying to develop that area. Would take a lot of time. The city could assist once permit was granted.

The committee discussed the location of the new restrooms at Carol Fox Park. The restrooms will lock and unlock on a timer.

Next Meeting date

3-2-22

Adjournment

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