



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE

NOTICE OF A MEETING

March 6, 2024 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 2-7-24**
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. Concert in the Park (Quick update) – Mar 23rd
 - b. Founders' Day – Apr 13th
 - c. Triathlon Update – May 5th
 - d. July 4th Event – July 4th
 - e. Carol Fox Playground Subcommittee
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 April 3, 2024**
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 29th day of February at 11:00AM.

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."

Notice removed on _____

PARKS AND RECREATION ADVISORY COMMITTEE
MINUTES OF MEETING
2-7-2024

Call to Order

Doris called meeting to order at 5:30 pm.

Edward Lock *present*

Robyn Taylor

Heather Tuggle *present*

Lynda Schubring *present*

Ashley Brown *present*

Doris Michalak *present*

Rachel Beazley *present*

Thomas Huebner

Karen Fitzgerald *present*

Molly Slaid *present*

Michelle Mitcham

Isaac Recinos *present*

Sebastian Marquis

Robert Basford

Maria Thorne *present*

Approval of Minutes from 1-3-24

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

Citizens Comments

None

Items for individual consideration

a. Triathlon update - May 5th

- Focusing on registrations for the event.
- There are 2 new companies that are doing cross promotion: Healthy Kids Running, and Kids Strong Camp. Waiting to hear back about sponsorship.
- Advertising in Community Impact and Cy-Fair ISD newsletter.
- Started a new running group on Tuesdays for kids.
- Waiting to hear from the swim team; the board will meet this month.
- Committee is putting out yard. Working on getting signs at park, but there is an ordinance. Committee members discussed options for placing signs.
- Will have a table at Post School family night.
- Also posted at Cook School.
- Cost to enter is \$30. There are 20 kids signed up so far, but the goal is 100.
- Will have flyers at Concert in the Park.

b. Concert in the park March 23, 6-9

- Willie and Waylon, March 23, 6-9pm.
- Everything is planned and ready to go.
- Working on marketing and advertising in Community Impact and Cy-Fair newsletter. Advertising prices are affordable.
- Police has approved the plans. The layout will be similar to what has been done in the past.
- Will have 3 food trucks on the park and will have a contingency plan to get them on hike and bike trail in case of rain.
- Will have Mexican food, and pizza truck, lemonade, may look at snow cone and root beer float truck. We will also have Senate Avenue Brewing.
- Committee members want to add another food truck like a burger truck or some quick food. It was mentioned that one of the farmers' market vendors sells popcorn.
- We will have a bathroom trailer.
- We had 500 people at the last concert.

- This will be a very simple event. The parking lots have been secured with Post.
- Isaac talked about giving away old event t-shirts.

c. Founders day

- Most exciting development – we will have music with the fireworks this year at no additional charge. The fireworks company will work with our DJ too coordinate.
- Everything has been ordered, except for tables, chairs and the Mustang Cat generators
- Locked in Ezee Fiber for the Dixie Chair swing. They sponsored \$1250.
- Working with Paul Richard Electric about possibly covering entire fireworks show
- Isaac will try to contact Rose Roofing for possible sponsorship
- We have 10 carnival games lined up – hoping to get more than 20
- Hoping to get more sponsorships
- Biggest question is whether or not to have the chili or crawfish competition. It is a huge undertaking since Nancy is no longer here and is unable to assist. Consensus is that if we don't have a professional running a competition and judging it then we should not have it. Thoughts are to skip this year and all discussed how to fill the gap in the event.
- A kid's art competition was brought up and discussed. Perhaps they could have a winner for Elementary, Middle School, and High School kids. The winner's art would get posted at city hall or at the clubhouse. Will talk to Clair about how to develop the plan. "Our JV" would be the theme. Could also ask retired art teachers and others to judge.
- Committee members talked about setting up a photo booth. We will have a photographer for Founders day.

d. Holiday in the village Santa Discussion

- Isaac has narrowed the replacement Santa down to 2 options. They are a little more expensive, but they have some good references. He is looking to hire one pretty quickly.
- Isaac will get a professional photographer to take pictures in the Santa room.

Parks and Recreation Directors Report

- The Farmers' market is now being run by Braeswood. They have many new offerings for the market. The fees for vendors have increased.
- Isaac explained the facilities remodeling at the golf course maintenance building.
- The lighting at Carol Fox Park was discussed. It is too bright.
- Pavilion restrooms have been locked for a week because of vandalism. The pool backflow valve was also vandalized.

Future agenda item request

Next Meeting Date

March 6, 2024

Adjournment

A motion was made to adjourn the meeting by Ashley 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: March 6, 2024

Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report

Recreation

- This month staff worked on updating our SOP's for Clark Henry Pool. Our document outlines all aspects of operations and is roughly 29 pages. The goal is to have this book printed, one waterproof copy that will remain at the pool at all times and a second copy to have at the office.
- Recreation staff worked on the Summer edition of the play guide this month. When making the play guide staff uses this opportunity to update all the website information so that it is matching what is listed on the play guide. Right now our printing company has let us know that it will be in residents mailboxes by the first week of March.
- Recreation staff scheduled over 60 social media posts this month related all to activities going on in the City. Right now staff schedules our promotions 2 weeks in advance.
- Recreation staff interviewed 11 lifeguard candidates this month and has started the hiring process for seven of those candidates (returners). The other 4 that remain interviewed recently and will be notified of the decision February 26th.
- Met with a local retired Art Teacher to establish the guidelines for our Art Competition that will be a part of Founders Day 2024.
- Recreation staff created the cover page for the annual financial report for the Finance Department. This is our 3rd year helping out with the design of the cover.
- Recreation staff is currently dealing with a low water pressure issue at Clark Henry Pool. The gate valve that feeds water to the facility is faulty and scheduled for repair.
- Recreation staff is currently dealing with issues related to our pool pump. When it is running it makes a horrible sound, progressive commercial aquatics believes our barring's inside the pump have gone bad. Our goal is to resolve this issue as quickly as possible because our pump is currently shut off to avoid causing more damages.
- Senior Fitness had a great month we averaged 15 persons a class this month.
- Our Library Play production had 15 persons in attendance.

- Our two farmers markets had an average of 18 vendors in attendance and the foot traffic seen at both was very healthy. This is a good sign because typically for markets winters can be very slow.

Parks

- Parks crew staff and parks supervisor fixed the large dog park irrigation by pulling the old irrigation heads off the main water line in the park that serves the water fountains. We installed our own separate water line for the irrigation alone. We installed a main line and lines off the main line, on the lines off the main line we installed heads on each of these lines. We also ran wire in the trenches to allow to use only 4 controllers instead of a controller on head irrigation head. Our plan is to do the same on the small dog side, to trench wires in so we can run a few controllers on this side too.
- Parks crew staff and parks supervisor spent a lot of the month working on all of our flowers beds, we have replaced 85% of our flower population in the city. We replaced close to 350 roses across all of our flower beds. but we are back to a fresh start across the city.
- Parks crew staff and parks supervisor worked on all the irrigation across the city getting it turned on and prepped for the summer. We replaced a lot of irrigation heads fixed a lot of leaks and drip line issues. We also programmed our controllers to start watering everything.
- Parks supervisor selected two new mowers that were up for replacement, we picked up a new zero turn and new stand on mower for our Senate esplanades but also for our tight areas we can get to on the zero turns.
- Parks crew staff went to all of our flower beds and sprayed pre-emergent on all of the weeds in the flower beds. The team also sprayed roundup on the established weeds, we will see the weeds go down over the next week.
- Parks crew staff worked on removing the graffiti from the slide tunnel at Carol Fox Park, we are keeping an eye on all of our parks and equipment for graffiti.
- Parks crew staff worked on tilting the LED lights down at Carol Fox. We are still experimenting with these lights we are looking at alternate options for dimmer lights at this park.
- Parks supervisor met with a young gentleman for his Eagle Scout project, we discussed multiple ideas, but he is looking into the option of building a small gazebo at Clark Henry Park. This gentleman is working on getting all of the information he needs to move forward with this.
- Parks supervisor is meeting with Cunningham Recreation to plan our shade structure at Carol Fox. In this meeting we are going over the possible location of the poles in the sand box. We are currently working on 3 different options of shade structures.
- Parks supervisor will be receiving our new small pieces for the Carol Fox sandbox. These pieces included a new sand table and spring rocker. The parks crew staff will be installing these after spring break.

Facilities

- Continued to work on A/C system at Golf Maintenance. Ran liquid lines and applied all flare connections to correct lines. Will need assistance on charging and recovery of nitrogen in liquid lines, as we do not have the equipment to connect the liquid lines nor evacuate system requirements. Will need to call A/C company to do final hook up of liquid lines. Once liquid lines connected the units are completed.
- Finished the final hook up of water supply to the eye wash station. Water line connected and eye station is working correctly. Installed door jambs and sweepers to all doors where remodel areas were completed. Installed the TV antenna on roof of golf maintenance shop. Ran cable to inside of break room. TV is working correctly. All golf maintenance jobs are completed and have cleaned up areas where needed.
- Installed the door closure on golf carts barn door. The door was ripped off hinges weeks ago. Added door closure to prevent door from swinging open too far.
- Started to work on A/C systems over at city hall. Checked all units for areas being supplied by A/C units to certain areas of building. Checked all units for problems and make list of parts needed to be fixed correctly. Made a list of systems not working correctly and cost to repair each unit to determine if best solution for each unit. Started to change filters where needed and cleaned coils on units. Performed PM's on all units to run more efficiently. Checked drain lines and drip pans on units and cleaned and treated where needed. Made a list of each unit where supplying areas of building.
- The door project at police department has had their wired doors installed and they are working great. The wires have been run for all the other buildings. We are making good progress on these doors.
- Attended the owner trainings at the new club house, these trainings were for the fire alarm and landscape.