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# CITY OF JERSEY VILLAGE, TEXAS

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## PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING

February 1st, 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 1-4-23**
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. Fall Frolic
  - b. Founders' Day
5. **Parks and Recreation Directors Report**
6. **Future Agenda Item Request: Please email all future agenda item requests to [mthorne@jerseyvillagetx.com](mailto:mthorne@jerseyvillagetx.com).**
7. **Next Meeting Date 3-8-23**
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 25th day of January 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  
January 4, 2023

**Call to Order**

Doris called meeting to order at 5:45 pm.

Nancy Manlove	<i>present</i>	Clare Towery	<i>present</i>
Jamie MacDonald	<i>present</i>	Edward Lock	<i>present</i>
Heather Tuggle	<i>present</i>	Michelle Mitcham	<i>present</i>
Lynda Schubring	<i>present</i>	Felicity Singleton	<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		Robert Basford	<i>present</i>
Robyn Taylor	<i>present</i>	Maria Thorne	<i>present</i>

**Approval of Minutes from 12-7-22**

A motion was made to approve the minutes by Nancy and was seconded by Clare.

**Citizen Comments**

None

**Items for individual consideration**

**a. Holiday home decorating contest and street themes discussion**

Committee members and staff talked about the Christmas street decoration themes. They would like to have a list of the themes and the stencils easily available for the residents. The digital versions of the designs could be available online listed by streets. Not all streets have themes. Doris has an old list and she will send it to Isaac to see what streets are missing. Staff will post what we have available.

Addresses of the home decorating contest winners were not posted because we did not have a process in place for the homeowners to sign a release or to opt in. The group came up with the idea of having the judges post the signs in the yards as they select the winners in each of their areas. There would also be a letter with the sign asking the winner to send a message if they want to allow their address to be posted. The Halloween decorating contest was briefly discussed along with ways to have people opt in for the contest and ways to vote and select winners. The topic will be discussed in detail at a later date.

**b. Founders' Day**

Staff members have addressed all issues from last year. Robert discussed the map. Two new rides have been added a Carrousel and The Wizzer. The barricades will be rearranged and there will be a "bouncer" checking for wristbands at the entrance. The team has also secured quiet generators, and will look into closing Ecuador Street. They will spread the food trucks out. The chili cook-off will be move to the area near the food trucks and there will be a hospitality tent nearby. There will also be a hospitality tent near the center. Police and fire departments are being consulted for safety and traffic, and we are coordinating with golf course about the shuttle.

The site map is still in development with the location of petting zoo being a major point to consider. They are looking into utilizing the hike and bike trail to help spread out the layout. There will be bathroom trailers like last year, an information booth, and A-frame signs. Wristband pickup will be on the day of the event and it will be located separate from sales to reduce congestion. We will work with National Honor Society and will also get some of the returning life guards to work the event. Pool passes will be available for sale at the event.

Our April 5<sup>th</sup> meeting will be the pre-event meeting where we will ask vendors and volunteers and booth sponsors to attend. We will coordinate with IT so that we can stream the meeting since some of the vendors are not local. There will also be a wristband pick up and farmer's market sales and pickup at the Civic Center. SmartRec has helped solve a lot of the issues. They will go on sale in SmartRec. Resident pricing will be \$10 with no cap and will go on sale soon. Non-resident pricing will be \$20 with no cap, and will go on sale at a later date. Wristbands were discussed and the team came up with the following: a parent can get a red escort, or "buddy band" for free so that they can accompany a small child into the rides area, but they would not be able to ride with it. Children 3 and under will get a free gold wristband, and the blue wristbands will be the all access for purchase.

The committee discussed the VIP add-on, parking, barricades, chairs, more shuttles, designating a walking isle between chairs, communication app, etc. We will have some tables and chairs, but not all the extra chairs like last time. We will communicate to the public that they need to bring their own chairs. We are also looking into getting picnic benches. Robert mentioned that he has concerns about work being done on Congo Street. He also talked about renting message boards and coordinating with the high school band to ensure that they don't have a competing event going on. Staff will work on the media kits, and will have meetings with PD&FD. The birthday cake was discussed. Ashley will contact HEB corporate to get gift cards that can be used for the cake.

The food event permit is free for government entities and the city can cover participants under one event permit. We will be able to have a people's choice chili winner in addition to the judged contest winners. Nancy will run the chili cook-off competition again. Isaac will look into keepsakes or trinkets for VIP.

Battle of the bands was discussed. Isaac will coordinate. It would be free to enter; stage and mikes will be available. Will do advertising and promotion. The flyer was brought up.

Heather volunteered to run the photo booth and an event photographer was discussed. Robert is hoping to get CERT to run the hospitality tents. Maria will run the wristbands booth and finance. Felicity said she would sign up volunteers from her school to help with communication.

Isaac requested help from the committee members with soliciting carnival games and getting volunteers.

Advertising, promotion, media kit, and flyers were discussed. Isaac distributed business cards. Robert asked committee members to work with Isaac and to have updates ready for February meeting. Need to get advertising out for the chili cook-off. Volunteers will get free wristbands, committee members will get two. Robert mentioned that there are benches are on order, fireworks are set, DJ is the same one from last year.

Doris said that she will talk to Karie Lawrence JVWG about the cakewalk. The cakewalk will be moved to a better location. There will be maps in several areas.

Robert brought up the rain plan. The main concern is that we have to pay for rides once they dispatch. He asked the committee if they wanted to have a plan to reschedule the event to Sunday or to the following weekend. All agreed that rescheduling would be very difficult and complicated and that the best option would be to make the decision to either go/no go on the Friday morning before the event. Wristband sales will be non-refundable.

### **Parks and Recreation Directors Report**

Sebastian talked about the event trailer that we obtained from another department.

The group discussed the vandalism at the restrooms, the possibility of asking the senior group to watch. Some of the seniors said that they feel intimidated by the teens that are hanging around the park. Security cameras were mentioned.

Carol Fox Park - staff talked about removing the tires, redoing the retaining wall and going down to one sandbox only.

Committee members shared that people want more Christmas decorations around the city. Sebastian mentioned that by the time he went to order the garland, they were out of stock. Power for lighted decorations is an issue.

### **Future agenda item request**

#### **Next Meeting Date**

3-8-23

#### **Adjournment**

A motion was made to adjourn the meeting by Ashley and was seconded by Lynda.



# *Jersey Village Parks & Recreation*

To: Parks and Recreation Advisory Committee

CC: Austin Bleess, City Manager

From: Robert Basford, Assistant City Manager

Date: February 1, 2023

Subject: Parks & Recreation Director's Monthly Report - November

## ***Parks & Recreation Monthly Report***

### ***Recreation***

- This month our main pool had a few issues with our chlorination system. We had an issue with our Chemtrol at the beginning of the month. Progressive was able to replace our Chemtrol with a temporary one while our current one is getting some repairs made. We had a blown fuse as well this month in the system that caused some issues. Both issues were resolved and our pool is working optimally.
- Our main pool's second sand filter needs to have its sand and laterals replaced. Every 5-10 years the sand in sand filters should be replaced to ensure that our pool has maximum filtration. Last Fiscal year we were able to replace the first one. This upcoming month progressive commercial aquatics will begin the project on our second filter.
- This month progressive was able to fix an issue with our splash pad pump room. Our chlorinator had a faulty ballcock, which was preventing our system from chlorinating properly. Progressive Commercial Aquatics was able to fix the issue and currently the splash pad is operating at optimal levels.
- Currently we are having issues with our baby pool. Our filtration pump broke down this past week and we were able to get it replaced. However, currently the pool system is shooting sand into the water, which is an indication of a broken lateral in our sand filter. Currently we are looking to get on Progressives Maintenance schedule so that the issue can be resolved as soon as possible.
- Recreation staff held two bingo nights this past month, which were a success! Both events saw more than 50 persons.
- Senior Fitness had a regular month; we averaged 10 persons per class.
- This month only one Farmers Market was held due to New Year's Day. Our Market on January 15 was slow and saw roughly 12 vendors.
- Recreation staff held meetings with Houston Sport and Social Club discussing the possibility of a partnership in adult sports. We held zoom meetings and did a site visit as well of our parks.
- Recreation staff held a meeting with the Fairbanks Branch Library this past month discussing possible partnerships in upcoming programs.

## **Parks**

- We have spoken with the dog park pavilion donator we have set a plan to drill the holes for the poles and set the pavilion in the near future. We are looking at options to put a concrete pad under the pavilion to have a better surface for people to be on.
- Parks staff is working on finding a solution to the muddy sidewalk at Clark Henry on the way to Post Elementary. We are looking at possibly installing curbs on both sides of the sidewalk and adding drainage to alleviate issues.
- The second light tower has been dropped off at the diesel mechanic shop to investigate the problem. We are currently waiting on the word to let us know what is wrong with it. We will wait to see what is wrong with it and when we can get it back. We will plan to have this light tower ready for our next event.
- The enclosed event trailer is about 98 percent complete, we have put a new floor, added lights to the inside, added EZ track rails on the inside and a little work station with tools. What we still have to do is add the decals to the side and install the new roof vents.
- We have picked up our new equipment trailer that we ordered in late November. This trailer is going to allow us to work on projects and events a lot smoother and easier because of the open frame trailer.
- Parks staff is working with a concrete contractor to set a date for the Carol Fox concrete wall. We are waiting to hear back from them of when they will be able to start working on the wall. We will be doing the demolition of the wood wall, we are playing to get in the sand box a few days before they are planning on pouring the new one to get the old wall cleaned up. With us doing the demolition we will be saving the city a good amount of money that can be put back into the project for more playground equipment.
- Parks staff is making the final decisions on the new playground equipment for Carol Fox Mini City, we are currently waiting on the manufacturer to get a quote back to us. Once we have a quote back, we will move to the color picking process and get the equipment ordered.
- Parks staff have cut and trimmed all the crepe myrtles along Senate Ave and Jersey Drive, we will be moving onto Rio Grande and more areas.
- The Clark Henry Pavilion bathrooms have received more vandalism. These bathrooms are locked until further notice.
- Parks staff is determining and doing research on what type of fertilizer and when we want to put it down.
- The 290/Jersey Gateway sign, electrician has been out and has determined that the ballast box in the gateway has gone bad. The electrician will be returning to replace the ballast box.
- Parks staff is looking into adding a new slab of concrete behind the Clark Henry Pavilion building, this will connect the building to the Clark Henry trail and allow us to get to the building easier with a path connecting us to it.