



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE

NOTICE OF A MEETING

September 6, 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 8-2-23**
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. Triathlon Subcommittee Formation
 - b. Lazy Day 1.5k
 - c. 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 10-4-23**
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 30th day of August at 10:00 am.

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
August 2, 2023

Call to Order

Doris called meeting to order at 5:33 pm.

Edward Lock	<i>present</i>		
Robyn Taylor	<i>a</i>		
Heather Tuggle	<i>a</i>	Michelle Mitcham	<i>present</i>
Lynda Schubring	<i>present</i>		
Ashley Brown	<i>a</i>	Isaac Recinos	<i>present</i>
Doris Michalak	<i>present</i>	Sebastian Marquis	<i>present</i>
Rachel Beazley	<i>a</i>	Robert Basford	<i>present</i>
Thomas Huebner	<i>present</i>	Maria Thorne	<i>present</i>

Approval of Minutes from 6-21-23

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

Citizen Comments

None

Items for individual consideration

a. July 4th Event Closeout

Isaac said that they accomplished all of the goals that they had taken notes on from 2022. The only thing left to do was to list the parade entry winners on city website.

Parade Isaac received feedback from the police department that the pace of the parade was perfect. Doris added that she thought that it went well. The weather was good. Robert said that next time when the parade ends, they will tell the participants to stage for 5 to 10 minutes back on the loop to keep from crossing in front of pedestrians. The cash prizes were discussed. Committee members decided to eliminate the cash prizes and go with yard signs for the winners instead. Ashley stated that the judging went well, that they had enough supplies and she also gave kudos to PD for support

Lemonade and BBQ Contest – The contests were not very popular. Doris recommended that we eliminate the contests next year and the committee members agreed.

Layout - The location of the ADA bathrooms was brought up. Robert talked about creating a large map and adding more signs.

Food Vendors were happy. There were long lines for food, so we may need to add 1 or 2 more food trucks. The quiet generators worked out well once we solved the power connector issues. We may advising food truck vendors to limit the menu to improve speed, and will ask if they can add online ordering capability. We did not sell a lot of water, it was not well publicized. We will do it again next year.

Band and Stage – The band was great and the stage set-up was good. For next year we are considering tribute bands for the Eagles, the Beach Boys, Waylon and Willie, or Queen.

Fireworks – The show was great - better than last year.

Parking – was a nightmare. There were over 7000 people there. Need to set up some “No Parking” signs. The School parking lot filled up. We need the shuttle and to close off some of the streets. We may look into having parking at the church and will have a large shuttle. Will get two 12 seater golf carts. Had a good meeting with the police department. Police will have more officers at future events.

b. Lazy Day 1.5k

The committee selected Nov 4th for the event. The medal for this year will be in the shape of a recliner. Michelle stated that she will reach out to Mr. Donut.

c. Fall Frolic

The event will be on Friday, October 27th. We need to volunteers to help with the set-up of the Haunted House. We will also need volunteers to be “scarers”. The haunted house will have the first hour less scary for younger kids.

We have 7 food trucks signed up. Isaac asked the committee to assist with getting people to sign up for trunks for the trunk or treat. We will be using Smart Rec to register the trunks. The vehicles will be located along the trail. If it rains, it will have to move everything to the Civic Center

We will have the same DJ from Founders Day –DJ Brettman. We will need help with the photo booth and will need 1 person to assist DJ with the games.

d. Concert Series

The desire for having concerts was brought up during a City Council meeting. We are thinking about having a concert on March 23rd. The committee likes that idea of having a Willie and Waylon tribute band (Spence)

e. Triathlon Subcommittee Formation

The topic was tabled for the next meeting.

Parks and Recreation Directors Report

Committee and staff talked about the types and number of pool passes that were purchased.

Future agenda item request

Triathlon Subcommittee Formation

Next Meeting Date

9-6-23

Adjournment

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



Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bless, City Manager

From: Robert Basford, Assistant City Manager

Date: September 6th 2023

Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report

Recreation

- Recreation staff extended our pool hours of operation this month. Historically, we have closed our pool the second week of August and continue operation weekends only. This season we were able to operate fully until August 27th. This upcoming weekend is the last weekend of pool season.
- Recreation staff worked on the Playguide this past month for Fall/winter. The guide was submitted to the printing company on August 14th. They will have it out the first week in September.
- Recreation staff worked on our Fall Frolic event this past month. This involved updating the website page online, creating promotions, updating the event scope and reaching out to vendors.
- Recreation staff worked on our Holiday in The Village event this past month. This involved securing snow, vendors, Food vendors and Santa Claus. Staff also updated the website page and the event scope.
- Recreation staff worked on the Lazy Day medal design and submitted it to the company. We are ahead of schedule. Typically, these companies require 8 weeks lead-time.
- Secured the band for our Concert in the Park event in March. We will be hosting the Willie and Waylon show.
- Recreation staff was able to secure a sponsorship From HEB for our Pumpkin Carving party. They will be providing all the pumpkins for the event.
- Recreation staff continued with pool maintenance and pool chemistry checks.

Parks

- Parks staff assisted the golf course with installing 400 feet of electrical conduit and pulling in 400 feet of electrical wire. This project was done for the new fountain going in on hole 3 lake. By doing this project in house we saved roughly 3,500 dollars on labor and materials.
- Parks staff is working on fixing the irrigation valves that are broken on Senate Ave esplanade. We are experiencing a lot of problems in this esplanade, but are hopeful that fixing these valves will resolve the issues.
- Parks staff has been out fixing and replacing all the irrigation heads and nozzles in the city. We have changed over 50 irrigation rotors and over 250 nozzles throughout the city. Our goal is to have an irrigation inventory list of all of our irrigation systems, all rotors and all types of irrigation heads in each area of irrigation.

- Parks staff handled an emergency water line break at the fire department, the line that broke was a line that came out of the building to feed the irrigation system. We had to shut all the water down to the building to fix this issue but water was restored a few short hours later.
- Parks staff ordered our new robots for parks we are hoping for an early September delivery. Once these robots arrive our plan is to install and set up these robots immediately.
- Parks staff worked on chipping the rest of the brush from the back of the pump station. We have accumulated a lot of wood chips from the brush we are working on finding a use for these chips.
- Parks staff sprayed the dog park, Delozier Park and Country Club Park, we sprayed these parks with weed killer, fertilizer, soil amendment and growth regulator. We are already seeing a difference in the grass.

Facilities

- Facilities staff spent time ordering all the pieces for the new gym at the fire department. All equipment has been ordered we are working on ordering the accessories for the gym. We have selected and ordered the TV's, the speakers, and new lights for the gym.