



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE

NOTICE OF A MEETING

October 4, 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 9-6-23**
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. 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 11-1-23**
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 27th day of August at 2:00pm.

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
September 6, 2023

Call to Order

Doris called meeting to order at 5:32 pm.

Edward Lock

Robyn Taylor *present*

Heather Tuggle

Michelle Mitcham

Lynda Schubring *present*

Ashley Brown *present*

Isaac Recinos *present*

Doris Michalak *present*

Sebastian Marquis

Rachel Beazley *present*

Robert Basford *present*

Thomas Huebner

Maria Thorne *present*

Approval of Minutes from 8-2-23

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

Citizen Comments

None

Items for individual consideration

a. Triathlon Subcommittee Formation

Rachel and Isaac are looking to form a subcommittee. There can only be 3 members from the PARAC committee. Robyn volunteered to help. Need two more volunteers. Rachel stated that she will look for volunteers to join the subcommittee. The subcommittee will provide updates as the plan develops and will request help if there are areas that they need support with.

b. Lazy Day 1.5k - November 4th

Isaac reported that things are going well and that everything is on schedule. The medals are in production and will be here on time for the event. The T-shirts are designed and approved. He will start promoting with the t-shirt and the medals. The slide and stations are coordinated. Isaac will ask for volunteers to handle specific tasks as we get closer to the date. Staff will do the same thing we did last year with the truck and golf carts to set up the individual stations. We will pack the truck and will have everything ready to in the morning. We may have lifeguard support with the event if budget permits. The committee talked about setting up the water slide.

c. Fall Frolic Friday - October 27th

Staff had meetings with police and fire departments to work out details. Isaac informed the committee that we are considering moving Fall Frolic to the Civic Center to prevent having to cancel the event due to weather like last year. The Haunted House would be set up in the Auditorium and the trunks, DJ, and activities would be outside.

There is early voting going on until 8:00pm. We will discuss with Lorri (city secretary) to see if she has any concerns. We may require more staffing to direct people and to ensure that voters have parking spaces and easy access to the voting room. We can

use the back doors to enter the auditorium. The committee members liked the idea of having Fall Frolic at the Civic Center. The photo booth was discussed.

Isaac is finalizing the last few details of the event and he will get some of the lifeguards to help. The company that he booked the DJ through will also provide games, activities, and prizes. He will be set up at "Chaos Corner".

Ashley stated that she may be able to help with parking, but suggested that we have police officers assist with directing traffic and parking. We have asked about using the church parking lot. The chaplain at the church is also the police chaplain, so we have a contact.

Isaac asked if anyone had a contact for the Post PTO. Committee members and staff talked about getting the school involved and past issues and concerns. The topic about judging the trunks was brought up. The winner would be chosen by committee members and maybe the winners could get a sign to set up by their car.

Parks and Recreation Directors Report

Staff answered questions about the robotic mowers.

Isaac stated that he booked Willie and Waylon for March 23rd concert.

Robert gave Kudos to Isaac for a good pool season.

Robert talked about the bond and possible construction schedule. We received 295 pool survey responses. Responses on the amenities were positive. We also received park survey responses. The skate park was not very popular.

Future agenda item request

Next Meeting Date

10-4-23

Adjournment

A motion was made to adjourn the meeting by Robyn and was seconded by Rachel



Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bless, City Manager

From: Robert Basford, Assistant City Manager

Date: October 4th 2023

Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report

Recreation

- Recreation staff successfully completed the Certified Parks and Recreation Professional (CPRP) examination.
- Recreation staff organized an in house First Aid Training course for city employees that will take place on October 23. We have six registered for the course so far.
- Senior Fitness had a great month. We are averaging 15 persons a class and broke our attendance record this month. We had 18 attend in one class (new participation record). The previous attendance record was 15 persons.
- Staff is working with our water aerobics instructor Janet to try to bring a Tai Chi class to the Civic Center. Currently we are working on picking a date that does not conflict with court scheduling.
- There was only one Farmers Market this past month. We did not have a market on the 17th. Our first market of the month did well.
- Play guide hit mailboxes this month. The next edition will go out in March.
- Staff coordinated with CFISD to approve our usage of the parking lots for our spring and summer event. We also had them send an email mentioning their awareness of the fireworks shows taking place in 2024. This was a request from our fireworks company.
- Staff was able to secure the musical acts for our March concert and July 4th show.
- Recreation staff hosted a Lunch and Learn event for City staff at Clark Henry Pool. We discussed what we do as a department, what goes in to events and basic pool care/maintenance.
- Recreation staff hosted Doggy Dip Day this month as well. We had 30 dogs in attendance. The event went very well overall.
- Pool season ended this month. Overall, it was a great season for the City, we broke our revenue record and had the least amount of saves on record. Huge kudos to our lifeguard staff who worked very hard this summer to keep our pool safe.
- Recreation staff held meetings this month with police and fire in regards to our upcoming events Fall Frolic and Holiday in The Village. These meets are to discuss logistics and safety of the event.

Parks

- Parks staff was notified of a gas leak in Carol Fox park Center Point was contacted and they fixed the issue quickly
- Parks staff built and placed new Adirondack chairs on the Carol Fox hill, these were a great addition to the park.
- Parks staff has been working closely with Lonestar Recreation and our Carol Fox mini city playground equipment. The playground equipment has arrived at their shop in Houston, and the current install date is set for October 2nd. We will remove the old equipment before they arrive to install the equipment. After they have installed the equipment we will install the sand.
- Parks staff was notified of water leaks at the dog park, these leaks were accessed and fixed. We also spent time backfilling the ditches in the small side. We fixed a hole in the large side.
- Parks staff has removed the 3 dead trees at Clark Henry.
- Parks staff assisted the recreation department with a broken mainline pipe to the pool.
- Parks staff worked to get the golf course fountain up and going.
- Parks staff picked up our new metal barricades for events.
- Parks staff worked on our mowing trailer and added a new weed wacker rack and a new blower rack on each side. This will allow us to be more efficient in getting out and mowing quicker.
- Parks staff worked on irrigation leaks across the city, we replaced valves in two of Senate Avenue's medians. We also changed out a complete valve and fixed the piping at St. John Park.

Facilities

- Facilities staff is working closely with Advanced Fitness and our new gym equipment for the city gym. We are slotted for the first week in October install.
- Facilities staff has been working on city gym, we have installed a speaker system in the ceiling. We have replaced all the lights to new led lights.