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# CITY OF JERSEY VILLAGE, TEXAS

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## PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING

December 7, 2022 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 11-2-22**
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. Holiday in the Village wrap-up
  - b. Holiday Home Decorating Contest
  - c. Founders' Day
  - d. Media Kit
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 1-4-23**
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 general public at City Hall on the 29th day of November 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  
November 2, 2022

**Call to Order**

Doris called meeting to order at 5:34 pm.

Nancy Manlove		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	<i>present</i>	Robert Basford	<i>present</i>
Robyn Taylor	<i>present</i>	Maria Thorne	<i>present</i>

**Approval of Minutes from 10-5-22**

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

**Citizen Comments**

Resident Lynda Schubring brought up the subject of doing a Turkey Trot in Jersey Village for next year.

**Items for individual consideration**

**a. Fall Frolic wrap-up**

The event was cancelled due to the weather, so we will work on ideas for the future, with alternate event dates and rain plans.

Ashley said that she had heard comments that people wanted to have a Halloween decoration contest. Committee members said that they would like to have people sign up to join the contest and would also like to be able to nominate decorated houses. The new possibilities with Smart Rec were talked about. There could be a true people's choice where registered users can vote for their favorite house. Robert said that he would work on setting something up for the Christmas decoration contest in SmartRec.

Committee members and staff also talked about ways to coordinate with the high school on event scheduling and on getting students to help. They also discussed getting the booster clubs and parent organizations involved.

Doris thanked the committee members and staff for responding quickly and making the necessary decisions about Fall Frolic.

**b. Holiday in the Village**

Isaac said that he has secured the snow with a deposit, and that they have more than 30 vendors. He talked about the layout of the vendors and that there will be some inside and some outside.

Isaac talked about the new parade route. There will not be any walkers this year - they will all be vehicles. Doris said that the width of the street in some areas is an issue. The

committee members talked about notifying people not to park on the street. Robert will talk to police about enforcing.

Doris stated that it was the last meeting before Holiday in the Village and asked Isaac if they needed to meet again or if there was help needed with specific tasks. Isaac stated that help is needed to decorate the Civic Center and the MCM room for Santa.

A couple of Facebook groups were mentioned. Comments were made that there were people who said that they were willing to come and decorate. Robert stated that JVSJ had said that they would help decorate and the Employee Engagement Committee will also get involved.

Other topics included seating, light towers, arrival time for volunteers, parking, barricades, signs, golf cart shuttles and drop off area, parade float setup, vendor set-up, and handicapped parking. Senate Avenue Brewery will be there and will need trashcans and signs to designate the area where alcohol is permitted. Committee members also discussed the volunteers and supervision needed for the snow area. Robert will talk to police to get officers involved.

Doris and staff will work on getting a task list and signup list together for committee members. The possibility of having a meeting on the 16<sup>th</sup> was brought up. Isaac said that he would let the committee know if we needed to meet or not.

#### **c. Holiday Home Decorating Contest**

Doris asked the committee members if everyone will be available to judge on either Dec 14<sup>th</sup> and 15<sup>th</sup>. Everyone will be available for at least one of the nights. The definition of Merriest and Brightest. Doris said that she would work out the sections to assign to the judges.

#### **d. July 4th Bands**

Isaac talked about the different bands that he was looking into for July 4<sup>th</sup>. The bands included Sail On (Beach Boys tribute), the Red Not Chili Peppers, a Queen tribute band, an Eagles tribute band, and a George Strait tribute band. Most of the bands mentioned would require us to provide a sound system. The committee voted and unanimously chose the George Strait Show Tribute band - Southern County Line. The fiddle player graduated from JV High School. Isaac and Robert talked about the different levels of the bands, where some of them are more like big shows.

#### **e. Founders Day Rides**

Robert said that they were thinking about adding 2 more rides - a carousel and the Wizard. We also have a DJ that does magic. He said that we could add the 2 rides, or 1 ride and entertainment. A Battle of the Bands type of show was brought up.

There are plans to place the inflatables behind the barricades this year so that all activities that require a wristband are together. Robert said that the biggest concern is where a parent wants to go in there with the child. The committee came up with having a different color wristband for non-riding parent or escort.

The parking lot situation from last year was talked about. Robert asked if they want to do the VIP parking again. We only sold 20 last year. The parking lot layout could affect where we set the rides.

Robert said that there was a new development on the Chili cook-off and that we may be able to have a peoples' choice.

The topic of business sponsorships came up. Robert said that they are working on a media kit, community development, and business sponsorship process. He said staff would present more information in the December meeting.

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

Committee members and staff congratulated Sebastian on getting the Employee of the Month award.

Doris asked about the mailbox banks on Seattle and Robert explained that Sebastian assisted the Public Works Department with installation.

Ashley asked about the social media goals and Isaac said that they had increased the reach by 10% on Facebook and Instagram.

Sebastian talked about putting garland around the electronic marquees and asked the committee's opinion about the color scheme to use. They liked the blue color.

The decorating has started for Christmas. The giant Christmas tree and the skating rink were not approved.

We got some of the money back for Fall Frolic, but not all of it. They asked if we could use the money to buy a tree or more lights. The committee members talked about the face painter.

### **Future agenda item request**

None

### **Next Meeting Date**

12-7-22

### **Adjournment**

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



# Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bless, City Manager

From: Robert Basford, Assistant City Manager

Date: December 2, 2022

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

## Parks & Recreation Monthly Report

### Recreation

- This month the Recreation team was able to finalize the partnership with the NAA. They will host their first camps in December.
- Progressive Commercial Aquatics was able to install our replacement diving board. Our original diving board broke down in June.
- Progressive Commercial Aquatics made a few repairs in our main pool pump room this month as well. Our Chlorinator Pump was replaced, our Chemtrol received some servicing, and our Vaccum had its belt tracks replaced.
- Recreation staff signed up for a Lifeguard Certification Instructor Course this month. However, that class was cancelled due to lack of sign-ups (need at least 4). The class has been pushed to December and it already has the minimum 4.
- This month the Recreation staff finalized all details related to the upcoming Holiday in The Village event and held meetings with the Police and Fire department to finalize details in relation to the Parade of Lights.
- Recreation staff successfully implemented the Holiday in The Village marketing plan this month and made adjustments as necessary based on post engagement. The goal moving forward in the department is to enhance our marketing
- This month Recreation staff met with the Northwest Bee Keepers association in regards to a new partnership. The association would meet in the Civic Center once a month and possibly introduce a new program here in the City.

### Parks

- We have experienced some vandalism at the Clark Henry bathrooms; we will have them closed in the meantime while we repair the damage. Students have been causing trouble before and after school.
- Parks staff started putting the Christmas decorations up throughout the city. We have finished putting lights on Rio Grande, Senate, and Jersey Drive. We have installed more lights on each crepe myrtle - we now have about 5 strings of lights per crepe myrtle. We have put up the snowflakes on Senate and we will be fixing the few that are not coming on. We have a few more decorations to be put up.
- Building maintenance staff finished working with the paint contractor in the executive session room and it looks excellent. We will be working on getting a few more offices painted in city hall in the coming weeks.

- Building maintenance staff called in an electrician to replace and upgrade the parking lot lights at city hall and the fire department.
- We are installing all new LED exterior lights at the fire department, this will be a new sleek look to match the rest of the LED lights around the area.
- We have been taking a few hours each day to work on the light towers we purchased for events. We have one tower fully operational. The light tower has been sanded primed and painted. We put new tires, trailer jack, new trailer tongue and new trailer lights on. We have also installed new lights on the tower. This light tower is ready to roll.
- Assisting recreation staff with prepping for Holiday in the Village, we are helping with the decorating and parking set up and placing barricades.
- Parks staff is working on setting a date to start the assembling the dog park pavilion, we are currently awaiting the arrival of some materials.