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# CITY OF JERSEY VILLAGE, TEXAS

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## PARKS & RECREATION ADVISORY COMMITTEE

### NOTICE OF A MEETING

November 1, 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 10-4-23**
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 close out
  - b. Triathlon update - May 5<sup>th</sup>
  - c. Lazy Day 1.5k - Nov 4<sup>th</sup>
  - d. Holiday in The Village - Dec 2<sup>nd</sup>
  - e. Carol Fox playground discussion
  - f. Amelia resident store discussion
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 12-13-23\***
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 23th day of October at 8:00 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  
October 4, 2023

**Call to Order**

Doris called meeting to order at 5:31 pm.

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

**Approval of Minutes from 9-6-23**

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

**Citizens Comments**

Kimberly Henao spoke about hosting a citizen's night out. She also mentioned that she is hoping to participate in Fall Frolic.

**Items for individual consideration**

**a. Lazy Day 1.5k Nov 4th**

Isaac gave a brief overview of the event for the new committee members

The shirts have been ordered

Needs help assigning stations – load up truck the Friday before the event, get 7 golf carts, take the supplies took 30 minutes to set up last year.

Setup time is 9:45 AM

Water station - Isaac and Sebastian

Water slide - Beasley's

Water balloon station - Robyn

Donut station - Ashley

Game station - Thomas

Popsicles - Lynda

Registration station - Doris

Isaac will re-open registration online. We have 20 persons signed up, the same number signed up as last year. Wants to ensure that residents get t-shirts.

Will use the the Pax card readers. Everything is ready to go.

**b. Fall Frolic**

Everything is ordered. Heather is working on the photo booth. Light towers will be ordered. Haunted house – will be in contact with us as the day gets closer.

The fee is \$3 – lifeguards and Maria will handle the cashiering.

Isaac has lifeguards and volunteers signed up to help with the haunted house.

Committee members want a social media post for the Haunted House.

Isaac asked committee members to reach out for more trunks. Committee discussed how to get more trunks. Each will need about 800 pieces of candy.

**Parks and Recreation Directors Report**

Staff talked about the pool leaks.

Mini City at Carol Fox Park, new play structures.

**Future agenda item request**

Triathlon update

**Next Meeting Date**

November 1, 2023

**Adjournment**

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

DRAFT



# *Jersey Village Parks & Recreation*

To: Parks and Recreation Advisory Committee

CC: Austin Bless, City Manager

From: Robert Basford, Assistant City Manager

Date: November 1st<sup>th</sup> 2023

Subject: Parks & Recreation Director's Monthly Report

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

### ***Recreation***

- Recreation staff hosted one farmers market this month. Numbers for vendors and people attending were low for the month of October.
- Recreation staff hosted an in house First Aid certification course for city employees. We were able to successfully certify 7 City employees.
- Art Class had a great month. We had 15 persons attend our October class.
- Rock painting class had another good month with 6 persons participating in the class.
- The HEB Pumpkin Carving Party was a massive success. HEB was able to donate 82 pumpkins and we had over 120 persons in attendance.
- Recreation staff hosted our movie night with a free showing of "Haunted Mansion". Numbers were low for this event. This may be due to the PG-13 rating of the film. Staff will look to show PG movies moving forward. As those have had better success.
- Senior Fitness had a fantastic month we averaged 15 persons a class. There has been a huge increase in demand for the class that staff is considering adding a third day of fitness to the week.
- Recreation staff hosted the Fall Frolic event on October 27. There were roughly 2,000 in attendance, it was a huge success! The original goal for trunks was 30, we were able to have 34 trunks in attendance. Majority of the trunks were local organizations/businesses. The addition of the Haunted House was a first time ever for this event. We were able to serve 541 people through the Haunted House!
- Staff was able to secure sponsorships for July 4th entertainment this month as well.
- Recreation staff prepared for the Lazy Day 1.5k this month. Currently we sit at 36 online registrations.
- Recreation staff worked on the Triathlon event that will be taking place in May. Currently staff/committee members are working on soliciting sponsorships, securing time companies and preparing the logistics for the launch of online registrations as well as the online page for the event.

### ***Parks***

- Parks staff is working on pulling all the dead flowers across the city, we will remove all dead flowers and move onto filling everything in with mulch. Once we have put all the mulch out we will plant all the new flowers across the city.

- Parks staff worked on installing all the play equipment at the Carol Fox sandbox, we also installed new sand in the box. The parks crew hauled in approximately 230 tons of sand. The equipment that was installed looks awesome.
- Parks staff is working on ordering spring riders for the sand box, new sand table and another little play house. We are also working on the shade for the park.
- Parks staff is working on replacing the swing set at Carol Fox with a new shaded swing set.
- Parks staff worked on the new dog leaks that popped up this month, we repaired 4 leaks. We also lifted each irrigation head on the large side to keep the irrigation heads from flooding.
- Parks staff also worked on fixing a few of the gates at the dog park.
- Parks staff is working on fixing the water fountain at Clark Henry Park.
- Parks staff added new Adirondack chairs at Carol Fox Park, we are working on adding three more high top chairs and adding umbrellas on each chair.
- Parks staff also ordered a new swing bench for Carol Fox.

## **Facilities**

- Facilities staff wrapped up the new gym at the fire department.
- Replaced ac filters in city hall as well as civic center. Need 2 filters that we did not have on hand at the time. Cleaned the return and supply vents before changing new filters.
- Checked all ac units on city hall and civic center to identify location of supply to each area. Was able to determine which ac systems are operating at standards, and which are not. Only 2 ac systems need attention. One unit is low on Freon and possible leak that needs to be identified before adding Freon. System 2 currently is not working at all. The disconnect box needs to be replaced before assessing other issues.
- Replaced burnt out lights in city hall fixtures and checked for ballast issues. Replaced all the fixtures with new bulbs. The 8' light fixture in lobby at city hall needs to be replaced with new fixture. Currently the fixture is 8', but could replace with a 4' fixture instead.
- Restrooms in civic center and men's restroom in city hall. There is two faucets need replacing in women's restroom and two in men's restroom as well. There is a total of five toilets that need flappers (flush valve) replaced. All the faucets are flared connections which will need replacing at time of changing faucets out.
- Checked work order for golf cart barns door. The metal door and frame is rotted out and currently door is not sitting properly in frame. There is no support to support the door frame from twisting or closing correctly. The door and frame needs replacing.
- Checked work order for public works and waste water treatment plant. At public works there is an over the door light (side of building) that has broken off frame and was hanging when found fixture. The fixture has water damage and has destroyed the circuit board inside fixture. Have picture of fixture, but not sure where to get same fixture from. Fixture can be changed to any door fixture if prefer. Waste water treatment building found no issues with work order that was submitted. All lights turn on and off by switch. The light switch in control room has a timer switch that is not working correctly which leaves light on all the time. The timer switch could be switched to a regular light switch if preferred.
- Changed out toilet seat in men's restroom at police station. Checked work order for broken phones in B cell. All phones have been removed from the cells and a blank face plate has been installed. Ac drip pan had

clogged line and has been cleared. Checked all other ac's in building and replaced filters where needed. No further action required at police station.

- Trouble shooting light fixtures in civic center to determine why fixtures are not working. Will replace all bulbs that need to be replaced. Fire doors in civic center has broken latch at bottom of door. Was able to temporarily fix, but will require new screws. Need following to complete
- Unloaded pallet of water to the bay area. Threw all the old pallets behind the garage doors to the trash. Removed both cabinets from the police station and disposed cabinets. No further action needed.
- Gym at fire station windows remove old sealant and apply new sealant to the window seals. Replace the flags at fire station.
- Continue to assess ac systems in building and determine work needed on each unit. Identify the locations of each units supply. Exterior units clean to evaporators to remove all dirt to allow systems to be more efficient.