



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE

NOTICE OF A MEETING

January 3, 2024 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 12-1-23**
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. Holiday Decorating Contest close-out
 - b. Triathlon update - May 5th
 - c. Concert in the Park – Mar 23rd
 - d. Founders' Day – Apr 13th
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 2-7-24**
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 28th day of December at 12:00pm.

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
December 6, 2023

Call to Order

Doris called meeting to order at 5:37 pm.

Edward Lock *present*

Robyn Taylor

Heather Tuggle

Lynda Schubring *present*

Ashley Brown *present*

Doris Michalak *present*

Rachel Beazley *present*

Thomas Huebner *present*

Karen Fitzgerald *present*

Molly Slaid *present*

Michelle Mitcham

Isaac Recinos *present*

Sebastian Marquis

Robert Basford *present*

Maria Thorne *present*

Approval of Minutes from 11-1-23

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

Citizens Comments

Citizen Kimberly Henao of Singapore Lane commented that she and her husband enjoyed Holiday in the Village and that it looked like it was a good turnout.

Items for individual consideration

a. Holiday in the Village event closeout

- Staff has met with PD and FD. The barricades worked out very well.
- Ashley said that the volunteers were good, but they needed to be directed to help. Isaac will create job descriptions for volunteers so that tasks are clearer next time.
- Doris said that the vendors were very good at unloading and then moving on to the parking lot. She also said that the restrooms were in good shape because there was someone attending them.
- We had 29 vendors inside. Karen asked about the number of people in the Civic Center. The fire marshal was present and did not have any concerns.
- The shuttles worked out well. Robert mentioned that we purchased 2 people transport carts at auction that we will get running to shuttle people during events.
- The volunteers at the snow and on the slide did a good job. The free play area needs better planning. There were some complaints from parents about having to wait. Committee members said that they would like to have more snow next year. Maybe will have adults to police that area instead of young volunteers and also set up a small area for the younger kids. The slide was \$3600, the snow was \$2200. The snow costs 22 cents per pound. We ordered 30K lbs. of snow.
- Doris asked about having music in the Civic Center for next year. The plan to have music did not work out this year.
- The committee wants a new Santa for next year. Overall consensus was that Santa and Mrs. Claus were not very personable and did not smile. That they were not very involved. Ashley said that the lifeguards were great in the Santa room.
- Committee talked about how to encourage more parade float entries. Advertising more for floats would result in more outsiders coming. We had prepared charging stations for golf carts, but they were not used. Isaac said that he will reach out to the schools and to small businesses.
- Ashley said that the judging worked out great with 3 judges walking and talking to the entrants. We need to make sure that we set a specific time for the judging to begin. Judging would take about a minute per float.

- There were 6 businesses and 2 organizations, may need to clarify the divisions - residents, organizations, and businesses.

b. Holiday Decorating Contest – Dec 13th & 14th

- Doris sent out a draft of the house decorating contest assignments last night.
- She is working with Isaac to send out a list of last year's winners.
- Committee members and winners from last year can't win this year.
- Doris suggested that committee members place the signs and take a picture of the winner. Committee members want the city employees to place the signs instead.

c. Triathlon update - May 5th

- Everything is moving along. Registration opened on the 1st
- Age group is 7 to 12.
- They have a sign-up for volunteers going and subcommittee will confirm sponsors
- Isaac is trying to establish relationship with Langham creek YMCA to help

d. Concert in the park

- Willie and Waylon show
- Stage is reserved
- Working on getting food trucks
- Will send out list of volunteers needed. Will have the 7 lifeguards working.
- Will have a relaxed environment like 2021 event

e. Founders day

- Planning is going well. We have two organizations signed up for carnival games.
- Isaac is calling all who participated last year and will start scouting for new businesses.
- The stage and DJ are booked
- The fireworks have been reserved
- Isaac needs to finalize food trucks
- Start assigning volunteers
- The carnival rides are booked.
- May reach out to Astros contact to ask if they can bring out the 2 previous trophies
- Hoping to have the two people shuttles running for the event.
- Isaac mentioned that a new employee has a petting zoo that he will bring to the event.
- Committee members felt that the face painter last year was too expensive and they want the city to pay for the face painter and provide the service for free.

Parks and Recreation Directors Report

- Jersey lights – staff repaired the power in the esplanades.
- Marquee on Village is glitching – they are set to be replaced.

Future agenda item request

Next Meeting Date

January 3, 2024

Adjournment

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



Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bless, City Manager

From: Robert Basford, Assistant City Manager

Date: January 3rd, 2024

Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report

Recreation

- Recreation Staff hosted the Holiday in The Village event on December 2nd. Overall the event was a success, we had 70 vendors participate, 6 food trucks and 20 parade floats.
- Recreation staff assisted with the Holiday Decorating competition. PARAC committee members judged the winners and staff placed winner signs.
- Recreation staff coordinated the response to Santa's letters this month as well. Through the help of JWVG we were able to hand write responses to 123 letters.
- Art class had a great month, there were 7 participants in the class.
- Rock painting had a great month as well, there were 6 participants in the class.
- Senior Fitness had a regular month, averages were 12 persons a class.
- Recreation staff hosted a play production this month in collaboration with the Fairbanks Branch Library. The play had 20 persons in attendance.
- Recreation staff hosted the Grinch movie night as well this month. There were 20 persons in attendance for the film.
- Recreation staff hosted JVHS for their senior movie night as well this month. There were 120 students in attendance.
- Recreations staff has begun reviewing applications for the lifeguard position opening.
- Recreation staff met with the National Academy of Athletics to plan athletic programming in the year 2024.
- Recreation staff continued general maintenance of the pool.

Parks

- Parks staff recently attended an auction to purchase more crowd control barricades, two more light towers and another transport golf cart. We picked up all of these items and are working on getting them cleaned up and fitted to our standards.
- Parks staff on worked one of the lights towers that we originally purchased, we primed and painted the light tower.
- Parks staff got to work on one of the new light towers we purchased at auction, we have removed the old metal halide lights and will be installing new led lights on them. We have also removed the old paint and primed and painted the light tower.

- Parks staff took our new gator we bought from surplus and added new tire and sprayed in a new bed liner to prolong the last of the bed.
- Parks staff removed a total of six dead trees at Philippine park.
- Parks staff is working on lifting all of our tree population to our city ordinance.
- Park staff removed 4 dead trees at Delozier Park.
- Parks staff spent a few days cleaning up the pump station area, we had well over a hundred trailer loads of brush and branches. We chipped all the brush and logs into chip piles, we used the chip piles as a layer to cover the ground and wet areas we now can use this area to park equipment when we need to.
- Parks staff assisted the fleet department in picking up one of our new admin pool vehicles we spent time putting the decals on and the floor mats in, this truck is ready to be used when we need it.
- Parks staff has received our new event tent, the tent is a 40x40 pole tent that will work great for our events.

Facilities

- Continue to work on golf maintenance remodel. Completed all paint, tile, and electrical.
- Floor tiles need to have certain tiles re-glued back down due to moisture. Installed insulation on top of office as well as adding new decking to top of room. Wade's office is completed and ready for move in as of 12/21/2023. **Needs install from IT new internet connection to new office**.
- Assembled new office desk and chair for Wade's new office. Clean up glue from new floor install. Sweep and mop office area. Patched walls where needed and sand down for final paint.
- Repaint office area where needed repairs where done. Start to remove items from breakroom to get ready for the remodel after Christmas break.
- Work on work orders that needing attention at city hall. Continue to work of faucets change out, Egress lighting in civic center, and ac unit in city hall as well as unit 2 in civic center.
- Toilet repairs for men's restroom in lobby. Change out tank screws as well as tank gasket. Replace handle in women's restroom on 2 toilets.
- Replace door stoppers that need replacing throughout building where is needed.