



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE

NOTICE OF A MEETING

April 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 3-6-24**
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. Concert in the Park (Wrap-up)
 - b. Founders' Day – Apr 13th
 - c. Triathlon Update – May 5th
 - d. July 4th Event – July 4th
 - e. Carol Fox Sub-Committee Update
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 May 1, 2024**
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 March 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
3-6-2024

Call to Order

Doris called meeting to order at 5:33 pm.

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

Approval of Minutes from 2-7-24

A motion was made to approve the minutes by Edward and was seconded by Robyn

Citizens Comments

Kimberly Henao said that she is looking forward to Founders' Day and also mentioned that there is a CIRT meeting tonight at the fire station. She also volunteered her yard for Youth Triathlon sign.

Items for individual consideration

a. Concert in the Park (Quick Update) March 23, 6-9

- Had meeting with police and fire about concert in park and triathlon.
- Everything is ready to go, there are no jobs to do at this event.
- There are no changes to the plan. We are expecting 500 to 1000 persons.
- TABC details have been taken care of.

b. Founders day

- The biggest change is that we have replaced the chili cook-off with an art competition with the theme of "My JV". All of the judge positions have been filled and we have 7 kids registered so far. The art teacher at the High school will be one of the judges.
- Alex is working on getting more carnival games. Staff is also working on marketing wristband sales.
- Of the 70 volunteer positions, there are only 15 left to fill.
- Isaac talked about the plan to sync the DJ Music with the fireworks. Committee members decided to keep the music with the fireworks as a surprise
- Isaac is talking with Karie Lawrence about the cake walk.

c. Triathlon update - May 5th

- Rachel talked about the meeting with police and fire
- Registration is at 40, but will close on April 8th.
- Cross promoting the event.
- Added another age group for 13 to 14 year olds.
- The run club was discussed
- Committee is looking for one more sponsor
- Some of the public schools are restricting outside information from their newsletters.
- Adult volunteers are needed for the triathlon to help watching the route at street corners to make sure that the kids can cross the streets.
- The time period will be about 8am to 11am.

d. July 4th Event

- Event will take place from 7:15 to 9:30pm.
- Site Map – everything will be set up the same as last year.
- The music, and stage, have been ordered.
- Still need to order generators, message board and restroom trailers.
- For the parade route, entrants will line up at the Post bus loop.
- Isaac asked if we should have a BBQ and Lemonade competitions. Committee members want to eliminate the lemonade competition.
- Doris will contact a lead that she got to see if she can get someone to run the BBQ competition.

e. Carol Fox Playground Subcommittee

- Robert talked about the replacement of the play structure. He has met with the persons who originally planned the playground in 1990. About 400 volunteers worked on the park. Residents paid \$50 per sidewalk panel to raise funds to build the park.
- Robert stated that he will be forming a subcommittee which will start meeting in March. Robyn and Molly volunteered to be on the subcommittee.
- Miesha is working with Acton Academy to have the students create an underwater themed mural. They want the community to come out Summer Solstice to help paint the wall. We will have a food truck. Then the artists will put the stencils and finishing touches.
- Kimley Horn is the architect that is designing the park. They will have a booth at Founders Day.
- There will be a meeting for the community on Wednesday March 27 .It will be an opportunity to present ideas to the residents and to ask their opinions and suggestions.
- The goal is to somehow keep the message from the sidewalks and implement into the new park. There are about 200 names from the original design. Everyone with a sidewalk was automatically going to be included.
- Picnic area with a nature theme and pavilion was talked about. Maybe the names of the persons who built the playground can be put on the pavilion.
- Thinking about how to open it up to new residents, we might wind up with too many names. Robyn suggested that maybe the new residents could get involved by donating.
- Thinking about doing rubber mulch mixture, making it water themed to keep the shipwreck theme. Would also include decorative lights.

Parks and Recreation Directors Report

- Restrooms at Clark Henry were vandalized again. There are plans to synch the camera with the FLOCK system so that PD gets notifications; and to add wireless controls for door locks.
- We don't have water at the park right now due to a faulty valve; coordinating with Public Works.
- The pool will be ready to go for the swim team April 17th. Applications are being accepted for the formation of a bond committee for the pool.
- There is a contest to choose the name for the restaurant at the clubhouse. Robert did a walk through on Monday. Waiting on furniture and cabinetry to arrive.

Future agenda item request

Next Meeting Date

April 3, 2024

Adjournment

A motion was made to adjourn the meeting by Edward 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: April 3, 2024

Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report

Recreation

- Recreation division had a new staff member join this month. This month I helped him get situated with the pool and the department's day to day action items.
- This month I was able to receive my upgraded r.24 LGI certification. The Red Cross recently upgraded their curriculum which voided my old certification that was set to expire December of this year. However, this month I was able to find an r.24 class and certify for the next two years.
- This month our department hosted the Concert at the Park event featuring Music & food. The event went well overall. It was genuinely a community event.
- Staff spent this month finalizing details related to our Founders Day event upcoming on April 13th. This involved checking in with Food Vendors, Mechanical Ride company and our Fireworks vendor to ensure all things are lined up for April.
- Our final budgets for parks, recreation and facilities were presented to the Assistant City Manager for final discussions related to any open-ended budget questions our division had. Happy to say our department's budget was 95% complete before our meeting.
- Attended the Carol Fox Park meeting on March 27th. The purpose of this meeting was to present concepts to the public of what Carol Fox Park could be. The designs for the park were made and presented by Kimley-Horn. Overall, the meeting went well and our residents provided vital feedback.
- Successfully was able to help 13 lifeguards move through the hiring process. On April 8th we will have their orientation day. This is exciting news as we are a month ahead of schedule.
- Coordinated the Easter Egg hunt with our lifeguards and the Jersey Village Woman's group. Eggs were placed at Carol Fox Park and Clark Henry Park.
- Met with the JV Stars to talk about NWAL training dates as well as, the upcoming Swim Season and expectations going into 2024.
- Created the online rental system on Amilia for the golf course Simulators.
- Met with Golf Course and Assistant City Manager (ACM) related to online rentals for the golf course simulators.

Events

- Got an in depth introduction to Parks and Recreation goals and initiatives, including how the department wants to grow, the budget, and past event history
- Checked systems at Clark Henry Pool, scheduled various contractors and worked to ensure projects were completed in a timely manner and at a high quality
 - Main pump

- Water from main with public works
 - Chlorinator pumps
 - Mapping out a maintenance schedule to meet opening
- Drained the pool and cleaned some of it by hand with a pressure washer
- Worked with a student volunteer who needed hours for a college class to remove a significant portion of the leaves from our pool, for several days of the week. We also cleaned out the smaller pump room. Continued working with Progressive to make sure the pool is ready to go, and made sure that repair work being done (inset ladders, breaker work, chlorinator pump work is being seen to and scheduled)
- Attended an FUA meeting with JV Stars President to go over expectations, swim meet dates, and reservations for the pool, as well as confirmed starting dates for practice.
- Attended a meeting with JVSJ to go over the potential of plans regarding the Golf Club House.
- Worked with both Supreme Care ER and NRG as potential sponsors for various events. Will continue to work with them or will look elsewhere depending on their responses.
- Created and submitted all social media posts for upcoming events and programs through the end of March
- Managed setup and operations at Concert at the Park, 3/23 12pm-9:30pm
- Did a performance review of Concert at the Park, met with Robert, Isaac, and Sebastian to discuss concerns, potential improvements, and successes
- Worked with Paul Richard electric to get a new grounding and wiring for the main outdoor pool pump. It is now better grounded, and the wiring is insulated.
- Worked with Progressive pool techs to identify solutions to 4 issues
 - Acid feeder with splash pad
 - Chlorinator pump function for outdoor pool
 - Pressure issue with outdoor splash pad
 - ORP and pH sensor functions
 - Corrected these issues 3/26; new acid feeder parts, new solenoid valve, new sensors
 - More work was needed on the electrical panel and Paul Richard electric replaced part of the chlorinator pump for the outdoor pool
- Finished pool cleaning with Affinity Pool Service. Completed another superchlorination and acid input and scrubbed remaining debris. Pool is blue and looking good
- Had a lunch meeting with John Cao (NAA athletics) to discuss new marketing strategies and timelines for athletic leagues for summer 2024
- Updated and publicized new Yoga program with Jackie Rowan. Signups are live, calendar adjusted.
- Bought necessary pool supplies, including new padlock, ring buoys, gloves, and PPE
- Met with Rachel Beazley and Pool Manager/LG Christin to discuss how the swimming portion of the Youth Triathlon would work
- Continued work on developing proposals for new JV programs including outdoor education activities, a holistic health program targeting retirees, CPR training and Junior LG training, and potential grant programs to fund recreation activities
 - Cost (both to the City of JV and potential participants)
 - Locations
 - Goals
 - Potential partners
 - Timelines

- Equipment and training needs
- Processed refunds for March rentals to Carol Fox Park pavilion through 3/28

Parks

Activities Undertaken by Parks Supervisor and Crew

Stump Removal Initiative: The Parks Supervisor diligently allocated resources toward the ongoing project of stump removal citywide. This essential endeavor aims to enhance the aesthetic appeal and safety of our public spaces. Emphasis remains on expeditiously addressing stump removal following tree removal operations.

Maintenance at Clark Henry Park:

Bathroom Maintenance: Parks crew personnel dedicated efforts to refurbishing amenities at Clark Henry Park. This included meticulously removing dried paint from the women's bathroom sink and promptly rectifying a malfunctioning door lock in the men's bathroom, liaising with facilities teams to ensure swift resolution.

Fence Restoration: Proactive steps were taken to bolster infrastructure integrity with the repair and reinstallation of a fence segment within Clark Henry Park, showcasing our commitment to maintaining quality park facilities.

Infrastructure Enhancements:

Event Tent Installation: Under the supervision of the Parks Supervisor, the crew successfully installed a new event tent at the golf course. This versatile addition will serve multiple purposes, facilitating city events and accommodating tournament needs at the golf course, thereby enhancing community engagement and recreational opportunities.

Infrastructure Maintenance:

Power Pole Security: Attention to detail was demonstrated through the installation of securing screws on the power pole door at Clark Henry Park, ensuring operational safety and longevity of park amenities.

Irrigation System Repairs: Our dedicated crew addressed irrigation system malfunctions at key locations across the city. This included fixing a malfunctioning irrigation head in the marquee flower bed at Jersey and Lakeview, resolving a leak at the water meter supplying Senate Esplanade, and rectifying a leak on the large dog park side, safeguarding the vitality of our green spaces.

Park Beautification Efforts:

Rubbish and Brush Removal: In line with our commitment to maintaining pristine park environments, dedicated cleanup activities were conducted at each park. Crew members meticulously cleared rubbish and dead brush from tree lines and fence perimeters, enhancing the overall aesthetic appeal and safety of our parks for the enjoyment of residents and visitors alike.

Facilities

City Hall and Civic Center Maintenance Activities

HVAC and Facility Upkeep:

- Continued servicing of AC systems at City Hall, including the installation of a new drip pan and drain line by the Police Department (PD) to improve drainage.

- Replacement of all filters at the PD and remediation of restroom P-traps to address backups.
- Comprehensive cleaning and organization of mechanical rooms, with the installation of shelving for improved efficiency.
- Transfer of stored paint from the PD to the garage area, accompanied by meticulous documentation for future reference.
- Resolution of latch issues on the janitorial closet door and replacement of lights and emergency ballast in the CID room at PD.
- Enhancement of security measures through the addition of a lock to the evidence room door.

Structural and Facility Enhancements:

- Removal of railing at the bay door to facilitate the removal of voting machines, along with the replacement of an emergency exit sign in the hallway.
- Patching of wall holes resulting from the removal of door pockets, replacement of wax rings and tank seals in lobby restrooms, and installation of door stoppers as needed.

Roofing and Electrical Maintenance:

- Identification and resolution of a roof leak over Maria's office, involving shingle peeling, patching with sealant and underlayment, and replacement of lobby lights with new fixtures.
- Installation of new electrical conduit between fixtures and replacement of faucets in restrooms as required.
- Repair of backflow issues behind the Civic Center due to deteriorated seals.

Golf Course Maintenance:

- Completion of AC system setup at the golf maintenance shop, including flushing the system, charging with Freon, and successful test runs.
- Troubleshooting and repair of water heater issues at the golf maintenance facility, including element replacement and voltage assessment.
- Installation of a new lock and deadbolt for the evidence room at the PD, as well as addressing fruit fly issues in the women's restroom.
- Maintenance and repair of restroom locks at the park, addressing jammed locks and installation of new deadbolts.
- Investigation and adjustment of the golf course main entrance electric gate for proper functionality, including communication with the manufacturer for technical support.

Pool Area Maintenance:

- Replacement of the water fountain inside the pool area, addressing broken supply lines and drainage issues near the pump house.
- Replacement of emergency exit lights at City Hall and repair of trip hazards in park walkways.
- Installation of a new photo cell for park lights and replacement of exterior lights at City Hall and the Civic Center.