



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE

NOTICE OF A MEETING

May 1, 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 4-3-24**
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. Founders' Day (Wrap-up)
 - b. Triathlon Update – May 5th
 - c. July 4th Event – July 4th
 - d. 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 June 5, 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 25th day of April 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
4-3-2024

Call to Order

Doris called meeting to order at 5:30 pm.

Edward Lock *present*

Robyn Taylor

Heather Tuggle

Lynda Schubring

Ashley Brown *present*

Doris Michalak *present*

Rachel Beazley *present*

Thomas Huebner *present*

Karen Fitzgerald *present*

Molly Slaid *present*

Michelle Mitcham

Isaac Recinos *present*

Alexander Harris *present*

Sebastian Marquis

Robert Basford *present*

Maria Thorne *present*

Approval of Minutes from 3-6-24

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

Citizens Comments

Kimberly Henao of 15601 Singapore Lane. Mrs. Henao said that they enjoyed the concert in the park, that the weather was perfect, and that they are eagerly looking forward to Founders day. She informed all present that there will be a CERT Community Emergency Response Team meeting tomorrow, to discuss tasks for the first aid table and volunteers. She also volunteered to take and distribute posters to promote Founders' Day.

Items for individual consideration

a. Concert in the Park (Wrap-up) March 23, 6-9 – Alexander Harris

The concert went well. The stage, food trucks, face painting, and Senate Avenue were all on time. Everything started on time and the atmosphere was great and family friendly.

The event wound down by about 9pm. Cars filled up the Post Elementary school parking lot. Clean-up for the event was minimal, and staff is overall happy with how it went

Committee members heard good things about the event. The stage was placed facing out toward the larger part of the field, so it kept things from feeling crowded. There were three food trucks, but they did not have a lot of sales. Many people brought their own food because of the prices of the food trucks. We may have one less food truck next year.

b. Founders Day – Isaac Recinos

- We have 13 lifeguards lined up to work the event. There are only 4 volunteer spots left to be filled and he will get a pool manager to do it.
- Doris volunteered to will help with the art contest, and Edward also volunteered to help.
- Staff met with the fireworks company today and will meet with the mechanical rides company this week to finalize plans. We don't have a sponsor for fireworks yet but are still looking. Three rides have been sponsored.
- DJ is coordinating with the fireworks company and will have a playlist that goes along with fireworks.
- Staff is working with JV Women's Group. They are going to coordinate the bingo and cakewalk. The cakewalk and bingo will be at a later time to ensure more participation
- The face-painters will be free.
- Staff is looking into renting silent generators for the food trucks.
- We have 10 artwork entries. Judging will be on Wednesday. We have three art judges. Participants range from elementary age to high school age.

- Another change is that staff will put the food trucks on the Post parking lot.
- We have 18 carnival games, but are still looking for more.
- We have sold about 70 wristbands to date.

c. Triathlon update - May 5th -

- There are 53 participants signed up.
- Organizers will have a booth at Founders Day.
- The pool manager will help organize the swim leg of the triathlon.
- Met with Donnie from Run Time Houston, who will coordinate the timing.
- Scheduling the 25th of April for packet pickup and scheduling parent meetings.
- Would like to have help at the street corners. There is a volunteer signup genius page.
- The event starts at 8. There will be no parking on Jersey. Will keep the kids on the sidewalks. It will be on a Sunday morning.

d. July 4th Event – Isaac Recinos

- Will have the Seven Bridges Eagles tribute band.
- Everything is in line including food trucks, barricades, stage, and approval from high school to use parking lot.
- Staff is waiting to hear from Post Elementary about construction
- We may not need too many volunteers.
- Isaac may reach out to Nancy about a BBQ competition.

e. Carol Fox Playground Subcommittee Update

- Staff held a community meeting. There were about 60 persons in attendance. There was a mix of people who worked on the project and some new residents.
- The Kimley-Horn presentation is on the city website.
- Received the go ahead to move the sidewalks. They will attempt to save the panels when they move them. Options for donor appreciation include historical picture plaques on the wrought iron fence, or a concrete wall with plaques.
- Feedback on the play structure was mixed, and many residents want to keep the nature theme.
- Kimley horne will have a booth at founders day to get feedback from residents.
- Staff might have one more community meeting to present the feedback.
- Ideas for the sand area – there are recommendations for flow and accessibility – mixture of rubberized flooring and mulch, a sensory play, a deck near the sand for access without having to get in it.
- Talked about adding a shade structure that resembles beach umbrellas.
- Ms. Corrie and Acton Academy have been working on a mural for the concrete wall. People can come and paint the background on June 20, and Ms. Corrie and students will add the finishing touches. There will be a chalk area.
- Staff would like to add another picnic party area and discussed improved lighting.

Parks and Recreation Directors Report

- A Bond Committee was established and the first meeting will be on April 15 at 6:30.
- Tent at the Golf Course – we were able to buy one at auction and split the cost with the Golf Course. We will use it at Founder’s Day.
- Clark Henry Bathroom door locks are on timers.
- Pool is looking good. The water is back on at Clark Henry
- The fences at Clark Henry Park were discussed along the Post side.
- The water fountain at Carol Fox Park was discussed.

- The new Golf Course Clubhouse has passed inspections and we are only waiting on art and cabinetry. It will open on April 19. The restaurant name is Little Meadow Kitchen and Cocktails.

Future agenda item request

Next Meeting Date

May 1, 2024

Adjournment

A motion was made to adjourn the meeting by Ashley and was seconded by Molly.

DRAFT



Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee
CC: Austin Bleess, City Manager
From: Robert Basford, Assistant City Manager
Date: May 1, 2024
Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report Recreation

- Ordered the winners trophies for the Youth Triathlon through Monarch
- Coordinated with Belknap to address water leaks in the pool bathroom.
- Coordinated the fix of the pool lights with Paul Richard. I helped them identify where the issue was located so that a proper repair was made.
- Coordinated the installation of a Backflow preventer at the pool with Belknap plumbing.
- Coded all P-card expenses and approved all expenses within our department.
- Helped coordinate our Founders Day event, which was a success. Also met with police, fire, and stake holders to discuss things that could have gone better at the event.
- Attended the Packet pick up for the Youth Triathlon which is taking place on May 5th.
- Met with Andrew Mitcham to discuss plans for a potential Octoberfest event on October 5th.
- Attended the April 23rd bond committee meeting in relation to the pool.
- Continued to teach senior fitness, our numbers are strong. We averaged 13 persons a class this month. Next month we could experience a decline in participation with the start of water aerobics.
- Reached out to James Browning (City of West University Place) to schedule a lifeguard certification course for the only two guards that needed a complete class. The reason we couldn't host them is because we need at least four persons to host a class. We didn't have enough lifeguards on staff that needed a certification.
- Hosted a lifeguard recertification class on April 27th for our lifeguard staff that have certifications expiring during season.
- Coordinated a second recertification course for the weekend of May 3rd.
- Confirmed with food trucks that are attending July 4th Festival. So far, we have 7.
- Started working on our Event Scope for July 4th, there are a few possible changes that could happen to the event. Updates will come later once information is more concrete.
- Attended a meeting with Councilman Hunsaker regarding a pool assessment they will conduct at our facility. This was also discussed at the Bond committee meeting on April 23rd.
- Held a quick meeting with one of the Day care facilities that attends are pool and updated them regarding Cati's law which recently passed in Texas (House Bill 59). It was an extremely productive conversation, and we were able to get the day care up to speed on the new process for day cares/childcare centers visiting our pool.

Events

- Did a risk management and radio meeting and training with Fire Department
- Bought supplies and prizes for bingo
- Bought food and drinks for volunteers
- Met with Tyler Schroeder to walk and plan where rides will go
- Completed LG training during the weekend

- Moved supplies and planned logistic timelines for managing Founder's Day event
- Coordinated volunteers o Coordinated LG staff o Coordinated carnival game vendors
- Had follow up meetings about Founder's Day Challenges and successes with all stakeholders
- Sought event feedback from carnival game providers, food trucks, and volunteers
- Worked on new recreation pool upkeep
- Posted all social media content related to events and programs
- Investigated prices and bought significant pool safety equipment
- Worked on early proposals with various partners to identify program providers for summer and future programs
- Made progress towards planning and providing summer sports leagues o Two partnerships in progress
- 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 several issues
 - Acid feeder
 - Splash pad surge tank ball cock valve replacement
 - Chlorinator pump function for outdoor pool
 - Pressure issue with outdoor splash pad
 - ORP and pH sensor functions
- Finished pool cleaning with Affinity Pool Service.
- Created and posted several social media postings for JV Farmers market and Carol Fox subcommittee meeting.
- Updated calendar for events
- 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.
- Had a meeting with Rachel Beazley and Pool Manager/LG Christin to discuss how the swimming portion of the Youth Triathlon would go
- Had a meeting with Rachel Beasley and Donnie (timing company) regarding Youth Triathlon would work (event timing and flow)
- Met with Jackie Rowan to go over access, flow, payment and expectations for her new Yoga program being hosted in the Civic Center Wednesday evenings
- Worked on plans and communications for inaugural Youth Triathlon
 - Social media
 - Meetings
 - Planning
 - Volunteer information
 - Staffing
 - Purchases
- Worked on and turned in program proposals for 2024 summer and 24-25 fiscal year
 - Outdoor education
 - CPR and LG programs
 - Programs for older residents
 - Science camp
 - Summer sports and camps

- Events
- Coded various purchase expenses
- Updated JV Parks and Recreation website pages
- Department meeting about Founder's Day successes and future needs, followed up by a meeting with Police & Fire to discuss concerns and successes
- Attended Texas Parks and Wildlife Dept. Angler Educator training in Katy, TX
- Significant work on pool maintenance and upkeep

Parks

Parks Department

The Parks Department has been actively working on maintaining and improving various parks across the city. The Parks Supervisor and crew have been focused on several key tasks, including:

- **Stump Removal:** Continuing the effort to remove tree stumps from city parks, enhancing the overall safety and aesthetics of these public spaces.
- **Pump Station Maintenance:** The pump station area has been cleaned and maintained, including leveling dirt and creating a ramp for easier access by our sprayer for weed control.
- **Founders Day Event Support:** The team assisted the Recreation Department with the Founders Day Event by setting up an event tent, transporting picnic tables and benches, placing barricades, and managing trash and lighting. The event was a success, thanks to the Parks crew's efforts.
- **Tree Pruning:** The crew pruned trees around the retention pond, improving visibility and walkability for park visitors.
- **Irrigation Maintenance:** Parks staff worked on irrigation systems across the city, repairing and updating irrigation heads and nozzles at various locations such as DeLozier Park, Rio Grande fence line, and Senate Ave esplanades.
- **Flower Bed Care:** In addition to routine mowing, the team has incorporated additional care for flower beds, including spraying for weeds and adding black mulch as needed.

Facilities Management

The Facilities Management team has been addressing maintenance and improvements across city facilities, including:

- **Repairs and Installations:** The team repaired a roll-up door at the pavilion, installed new access points in the golf clubhouse, and installed door closures in the golf maintenance shop.
- **Pressure Washing:** The front of City Hall and other areas were pressure washed to remove mold and algae buildup.
- **HVAC Maintenance:** The team addressed cooling issues in the main offices and installed new air compressors at golf maintenance.
- **Lighting Installations:** Exterior area lights were installed at golf maintenance, and new lighting was added to containers.
- **Plumbing Repairs:** Work was done to address a leaking shower faucet in the Police Department's men's locker room.
- **Backflow Management:** A new manifold was installed in the backflow at Clark Henry Park.
- **Miscellaneous Tasks:** Additional tasks included installing shelving, treating clogged toilets, addressing fruit fly problems, and conducting electrical work.
- **HVAC Inspections:** The team conducted inspections and assessments of HVAC units across city facilities, including the Police and Fire Departments, and provided key information for future budgeting.