



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING

January 4th, 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 12-7-22**
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 home decorating contest and street themes discussion
 - b. Founders' Day
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 2-1-23**
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 21st day of December 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
December 7, 2022

Call to Order

Doris called meeting to order at 5:30 pm.

| | | | |
|-----------------|----------------|--------------------|----------------|
| Nancy Manlove | <i>present</i> | Clare Towery | |
| Jamie MacDonald | <i>present</i> | Edward Lock | <i>present</i> |
| Heather Tuggle | <i>present</i> | Michelle Mitcham | |
| 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 11-2-22

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

Citizen Comments

Items for individual consideration

a. Holiday in the Village wrap-up

Isaac talked about the two meetings they had this week with the police and fire departments. He also went over the following items from his list:

Estimated attendance based on parking (2500) parade route lined from Delozier to Carlsbad, along senate, and a good amount on wall street.

Budget

- *One-time purchases (A frames, inserts)*
- *Search for \$2500 snow sponsor next year with signage (A frame inserts)*

Site

- *Spot treat ants prior to event*
- *More snow?*
- *Restroom trailer 8 stalls*
- *Food truck alley was good, 8 max*
- *Let's add a lost and found/first aid tent/hospitality*
- *Vendor exit*
- *More S'mores, more fire sticks (do we need to keep S'mores?) Propane fire pit*
- *More letters to Santa resources*
- *Add a photographer for Sana*

Parade

- *No parking signs up the day before Friday morning.*
- *NO WALKERS NO CANDY (NIGHT)*
- *3-4MPH PACE nonstop*
- *Send email to all participants "no stopping and [stay right behind the car in front.]"*
- *Driver's meeting 6:30pm*
- *Judging floats before the parade*

- *Traffic control at Jersey and Lakeview controlling cars exiting the church parking lot while the parade is happening. Officer at City Hall sending vendors down Lakeview towards Jersey for exit.*
- *CERT blocking the streets was great, include them next year to man the intersection and ask them to collect their 1 barricade and bring it back to city hall. Gather CERT head count confirmation a few weeks prior (if it exists).*
- *Communicate street closures internally on radio as parade develops.*
- *Golf Carts died on the route send an email to golf cart entries to save battery, route will be shorter. We will provide a generator, bring your charger to charge your cart prior to start (probably only able to charge 4 at a time)*
- *Normal route next year with a candy cane lane twist*
- *Message boards*

Holiday Market

- *No more than 29 booths inside*
- *Using the float numbers for vendor spots*
- *People parked in the unload zone (A frame for that)*
- *Bump it up \$5 next year*
- *Block that exit sign*

Acton Market

- *Michelle manned the entrance and told them drive in unload and move car (20 min time frame she gave)*
- *Parents need to show up on time*
- *Parents need to know that they can't leave the parking between 6:45pm and 7:30*

Shuttle

- *We need more, we need a battery charger.*

Stanta

- *Fans for Santa [temperature]*
- *[opinions about the Santa]*
- *Stanchions were huge, maybe one more zig zag?*
- *Look into a different Santa*
- *Increase the height of the couch*

Clean up

- *Parks crew cleaning up church parking lot once parade leaves lot, using the truck and trailer then moving to no parking signs*
- *CERT picks up their barricades and brings them back to city hall*

Signage

- *QR code for survey around event*

Committee members added that more supervision was needed at the snow pile, and that there needs to be a separate snow pile for the older kids and one for the younger kids.

For parking they would like to have police officers present or helping because some people were angry about the parking situation. They would also like to have chairs.

Robert mentioned that the city can apply for a food permit that would allow for the distribution of food samples for people's choice for food competitions.

Committee members complimented the NHS high school kids and said that they were a great help at the event.

Isaac asked about the S'mores, and committee members said that they want to have them again next year and that more are needed.

Next year, the parade entries will be judged in the parking lot before the parade begins, and committee members would like to have a portable restroom at the staging area.

Robert said that he is hoping to get the second weekend in December for Holiday in the Village next year instead of the first weekend.

b. Holiday Home Decorating Contest

Doris handed out a guide for the holiday home decorating contest judging. (Attached) Clarified some of the addresses and who can and can't win. Committee members can't win, but city employees can.

c. Founders' Day

The event will be on April 15th. Isaac talked about the event layout, battle of the bands, rides, DJ, and entertainment. People's choice chili will be possible because the city can get a license and everyone can be under the umbrella.

Getting the schools involved is complicated - marching band and choir in parades - need to get permission from the district. The National Honor Society student volunteers are easier to work with.

Isaac is working on marketing right now and is also going to set up the Play Guide to be available in digital format. Committee members talked about using message boards to communicate about the streets that will be closed for parades, and about having a photographer at events.

d. Media Kit

Isaac is creating a media kit for company sponsorships. The packet will provide information to businesses and companies who wish to sponsor events, activities, He will share to the committee members via e-mail

Parks and Recreation Directors Report

The fire marshal requested that the restrooms at the park be locked. High school students are causing a lot of vandalism between 7:00 and 2:30pm. Committee members suggested maybe putting up decoy cameras to deter vandalism.

Future agenda item request

Street Themes Master List and information for new resident packet.

Next Meeting Date

1-4-23

Adjournment

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



Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bleess, City Manager

From: Robert Basford, Assistant City Manager

Date: January 4, 2023

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

Parks & Recreation Monthly Report

Recreation

- On December 3, we hosted Holiday in The Village 2022. On the week of the event Recreation made sure all materials needed for the event were in the event area. In addition, on this week all final communications took place with Vendors, Food Trucks, Parade Floats, Police, Fire and Volunteers. There were 8 food trucks, 30 vendors and 31 parade floats.
- After the Holiday in The Village event recreation hosted meetings with police and fire to assess the event. The purpose of these meetings is to collect feedback on the event and make adjustments for the future.
- This month recreation staff assisted with a Jersey Village High School Event. We helped them set up our movie screen and sound equipment for a holiday movie there were playing in the commons.
- Senior Fitness had a strong month; we averaged 10 persons a class this month.
- We held our movie in the park this month as well. However, because of inclement weather concerns we moved the event to the civic center. Around 45 persons attended this event. We were able to provide free hot chocolate to those who attended.
- This month our JVWG helped, reply to our letters to Santa that were collected at the HITV event. This year we received 115 letters. Letters mailed out on the 19th.
- This month there were a few mechanical issues in the main pool pump room. Our Chemtrol stopped feeding chlorine in our pool system due to a blown fuse. Progressive was able to fix this issue.
- This month Progressive commercial aquatics was contacted in regards to replacing the sand in our second sand filter (we were able to replace the sand filter on our first filter last fiscal year). We are now on their schedule and they are planning to start the project late January.
- On December 20-22, Recreation staff went to a Red Cross Lifeguard Instructor Certification class (LGI). They were able to complete the certification. Moving forward, recreation staff will be able to train our own lifeguards.

Parks

- We have cleaned up and removed the tree that had fallen at Clark Henry Park, we will using the trunk of the tree to make certain types of seating areas.
- We are awaiting a few materials to be ready for the dog park pavilion install. We are planning this stall for after the New Year.

- Finished creating the 2023 monthly planner for the facilities and parks preventative maintenance calendar. Also finished the 2023 facilities calendar for voting and court.
- We have finished one of the light towers; it is running and working smoothly. We are currently working on the second light tower. We are going to bring the second light tower over to get looked at to see why it is not starting. Once we get a word back on what is wrong with it we will decide what the plan of action is, if we are going to get it fixed or if we are going to take the motor out and swap it for a new generator. Once we decide what the plan is for this generator we will do what we did to the other one, we will paint it and add the new lights.
- We are still continuing to work on the enclosed event trailer; we have finished painting the trailer and added new tires. We have also added new flooring on the inside and got rid of the old rug. We put artificial turf on this inside to provide a scratch free surface for whatever we put in there. We have also added a trailer rail system on the inside to allow us to hold things to the walls to have an organized trailer. Our next steps for this project are to add decals to the side add more organization to the inside and add warning and trailer lights. Once we have added those things this trailer will be ready for use.
- We have ordered our new parks equipment trailer; this trailer will be ready by the end of January. This trailer is going to allow us to work on projects and events a lot smoother and easier because of the open frame trailer.
- We will be gathering quotes on the Carol Fox Mini City sandbox; we are going to start with the concrete wall first then move to the playground equipment after. The design of the wall will be very similar to the original wood wall with just a few little changes. There is currently no date set to start work on the concrete wall but soon to be determined.
- We unfortunately had ordered the wrong size hardware for the Carol Fox second expression swing we will be reordering the hardware and getting assembled and installed.

Parks and Recreation Advisory Committee,

Here are assignments and instructions for judging from **7:00 to 10:00 Wednesday December 14 to Thursday, December 15.** Please review and let me know if you have any questions.

INSTRUCTIONS:

You can judge one section a night, or you can judge all sections on the same night. You will need to set up a time with the other person judging the same section to meet/talk/email/text to discuss your choices and come up with **two winners for each of your assigned sections.** When discussing with the others judging, it helps to have taken a picture of the winners. It also helps the city personnel when they go to put the signs out to make sure they are putting it in the correct yard. Some of the addresses are difficult to see at night. Map with section numbers attached.

Each Section will have two winners—

- 1. "Most Merry"**
- 2. "Most Bright"**

It is difficult if not impossible to drive, look and take down addresses. For the safety of all, we suggest that you have someone drive you or you have someone ride with you. Also, it is important that you have a vehicle that can turn around on deadend streets. There are many of those where you will need to get to the end of the street and turn around to be able to see the houses all the way down the street.

One person from each group needs to send an email or text to Isaac (irecinos@jerseyvillagetx.com) no later than 9:00 am, Friday, December 16th with TWO winners from EACH section.

ASSIGNMENTS

By Name:

Nancy, Section: 4
Doris
Heather, Sections: 3 & 7
Clare, Section: 1
Lynda Sections: 2 & 5
Robyn, Section: 2
Jamie, Section: 7
Ashley, Sections: 3 & 4
Rachel, Section: 5
Edward, Section: 6
Doris, Sections: 1 & 6

By Section:

Section 1: Clare &
Section 2: Lynda & Robyn
Section 3: Heather & Ashley
Section 4: Nancy & Ashley
Section 5: Lynda & Rachel
Section 6: Edward & Doris
Section 7: Heather & Jamie

Section 3: southern boundary is bayou. Judge all streets up to bayou. Judge Epernay, Kari and Capri Dr.
Section 2 northern boundary is the bayou. Judge all streets up to bayou.
Section 5: Judge Country Club Ct. and then Wall St. is the southern boundary.
Section 4: Delozier is your northern boundary

Cell Numbers

Nancy [REDACTED]
Jamie [REDACTED]
Heather [REDACTED]
Lynda [REDACTED]
Ashley [REDACTED]
Doris [REDACTED]
Rachel [REDACTED]
Robyn [REDACTED]
Clare [REDACTED]
Edward [REDACTED]

THESE CANNOT BE WINNERS

Committee Homes

15714 Sierra Dr
16306 Acapulco
15602 Australia Street
15814 Tenbury Street
15602 Lakeview Drive
16002 Kevindale Court
15805 Singapore Lane
16318 Acapulco Drive
16105 Wall Street
7 Spyglass Court

Last Year Winners

Section 1: Merry: 15345 Clevedon
Bright: 8610 Argentina

Section 2: Merry: 15925 Congo
Bright: 15710 Lakeview

Section 3: Merry: 8402 Tahoe
Bright: 15805 Tahoe

Section 4: Merry: 16225 St. Helier
Bright: 16226 St. Helier

Section 5: Merry: 16206 Crawford
Bright: 16312 Smith Street

Section 6: Merry: 8606 Meadow View
Bright: 16413 Jersey Hollow

Section 7: Merry: 133 Watercress
Bright: 27 Pebble Beach

Call me on my cell at the number below if you have any questions.

Thank you,
Doris Michalak

[REDACTED]