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# CITY OF JERSEY VILLAGE, TEXAS

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## PARKS & RECREATION ADVISORY COMMITTEE

### NOTICE OF A MEETING

February 7, 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 1-3-24**
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. Triathlon update - May 5<sup>th</sup>
  - b. Concert in the Park – Mar 23<sup>rd</sup>
  - c. Founders' Day – Apr 13<sup>th</sup>
  - d. Holiday In the Village Santa 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 3-6-24**
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 29<sup>h</sup> day of January at 10:00am.

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  
1-3-2024

**Call to Order**

Doris called meeting to order at 5:33 pm.

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

**Approval of Minutes from 12-6-24**

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

**Citizens Comments**

Citizen Kimberly Henao of Singapore Lane commented that she and her family have enjoyed all of the city's events.

**Items for individual consideration**

**a. Holiday Decorating Contest – Dec 13<sup>th</sup> & 14<sup>th</sup>**

- Isaac used AI to create a route to help him place the yard signs.
- Results and pictures were posted immediately.
- Doris reminded committee members that they will need to check list of prior winners and make sure that the pictures are clear.
- Some of the city sections didn't have any lights.
- Need to advertise the contest more. Will start advertising in October.
- Street themes were discussed and the possibility of listing the themes on the website and getting a deal with Minuteman Press to do the cutouts from corrugated plastic.

**b. Triathlon update - May 5th**

- It's been quiet for now, but subcommittee has a meeting on Friday.
- Will make sure that they cover all of the action items.
- Police department is on board.
- All things are ordered.
- Sponsorship from Pediatrics Medical Group.
- Will be promoting and advertising, contacting the schools, placing signs in yards.
- Swimming, biking, running, age group 7-12.

**c. Concert in the park**

- Willie and Waylon, March 23, 6-9pm.
- Stage and bathroom trailer have been arranged.
- Had about 500 people last year, how many food trucks? 3 food trucks?
- One of the Farmer's Market vendors sells popcorn.
- \$1000 sponsorship from the Pediatrics.
- Senate will be serving at the event.
- Will have the 40x40 event tent, and picnic tables.

- Layout is set, stage will be similar to July 4<sup>th</sup>, pavilion dance floor.
- Isaac has reached out to the schools.

**d. Founders day**

- Face Painters - Isaac has secured free face painting – Michelle.
- We will have same the DJ that we had at Fall Frolic.
- Working on advertising and getting volunteers.
- Chili cook-off – is anyone willing to spearhead it? May reach out to Nancy to see if she wants to do it or if she has another recommendation.
- Would we want to try a crawfish competition instead?
- Fireworks, rides, DJ, tables, chairs, stage, restroom trailers, petting zoo, are all arranged.
- Working on maps and lists of events.
- Parking lots need to have colored signs.
- Photo booth, professional photographer.

**Parks and Recreation Directors Report**

- Construction is ahead of schedule on the Golf Course clubhouse, expediting pro shop furniture. Looking at a Mid-March move-in. New golf carts, have started working on the other building as well. May be done entirely by Labor Day. Doris asked about an open house for residents. Little Kitchen will be the concessionaire.
- Robert talked about Isaac's promotion and new job duties and description.
- Convention Center rental details will be worked out.
- Monarch butterfly habitat fundraiser, seed balls in the rough. Our course is smaller than most.
- Pool - working on assessment report. May create a bond committee to go back again in November. Meeting with JV Stars next week.
- Committee suggested that staff gather a report of the issues with the pool and make it available to the public.
- Lights at Carol Fox Park are being dimmed.

**Future agenda item request**

**Next Meeting Date**

February 7, 2024

**Adjournment**

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



# *Jersey Village Parks & Recreation*

To: Parks and Recreation Advisory Committee

CC: Austin Bleess, City Manager

From: Robert Basford, Assistant City Manager

Date: February 7, 2024

Subject: Parks & Recreation Director's Monthly Report

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

### ***Recreation***

- Recreation staff hosted two bingo nights this month at the Jersey Village Civic Center. It was our third year collaborating with Loving Arms Pet Placement and our first year with an event sponsor. Family Bingo had 55 attendees and Adult Bingo had 80 attendees. Overall, we were able to serve 135 people through our bingo and we were able to raise \$700 for Loving Arms Pet Placement.
- Recreation staff worked on the marketing calendar through the first two weeks of February this month.
- Recreation staff received 150 applicants for the current vacancy in the Recreation & Events Supervisor position. Staff reviewed all applications and then sent 40 questionnaires out to candidates. Once staff finished reviewing all questionnaires, we selected 10 candidates for the interview process. The interview process will finish on January 26th and a decision will be made then.
- Recreation staff hosted the first Farmers Market under the new partnership with Braeswood Farmers Market this month. The market was successful we had roughly 25 vendors present and the customer traffic was improved. It was the first time in two years that there was produce at the market.
- Recreation staff signed up for the Certified Playground Safety Inspector certification. The examination will take place May 1st. The goal of this certification is to help improve the safety standards in our parks in the City.
- Recreation staff met with Ezee Fiber this month to discuss all the sponsorship opportunities available in the year 2024. Currently they have agreed to sponsor our Dixie Chair Swing at Founders Day 2024 and they agreed to set up a carnival game during the event.
- Recreation staff is currently soliciting for a Santa for our Holiday in The Village event. As of now, we have reached out to eight different companies and are waiting to hear back from 2 so that we can make a decision.
- Senior Fitness had a fantastic month! We broke our record for largest class. Previously our record was 18 this month we hosted a class with 23 persons.
- Recreation staff is still working on getting more sponsors involved with the youth triathlon. As of now, we have four committed organizations

## **Parks**

- Parks staff has successfully trimmed all of our trees in the City, we have found a handful of trees that are dead and need to come down. We are scheduling a time to get these trees down.
- Parks staff is assisting the fleet department in getting the new fleet vehicles picked up and outfitted for work. We have received about half of our fleet vehicles. We plan to keep picking these new ones up and start selling the old trucks.
- Parks staff has removed 4 dead and dangerous trees at Delozier Park.
- Parks staff has finished building another one of our event light towers, we have outfitted this one with 8 lights.
- Parks staff dealt with a few breaks from the freeze, we broke pipes at Carol Fox, Clark Henry and the dog park.
- Parks staff is working on changing out all the flowers across the city right now, we are doing a complete haul over.

## **Facilities**

- Continue to work on finishing touches for breakroom. Install cove base and baseboard in room. Install new shelves for computer and work station. Finish last row of wood flooring in breakroom. Add trim to the header and paint trim. Put sealant on sink and counter top area. Paint the baseboards and trim that needs to be painted.
- Work with plumber to fix gas leak from generator. Dig trench where gas leak was detected to replace the section. Replaced the turn valve next to the generator. Called for inspector to verify pressure test. Gas pressure test passed and waiting on CenterPoint to turn gas back on.
- Start to remove everything from restroom and get thing ready for remodel. Remove the old flooring. Start the painting in restroom. Continue for next week.
- Remove the light fixtures in Tim's office that currently do not work. Reinstall two new light fixtures in office. Fix toilet in the main lobby of city hall. Replaced the flags at city hall and PD.
- Continue to work on breakroom in golf maintenance remodel.
- Finish flooring in breakroom and add cove base around base of walls.
- Remove ac from walls and repair sheetrock in areas where ac were located. Add siding to exterior of building where ac were located. Add studs in walls where ac were at to support new sheetrock install.
- Touch up paint on walls in breakroom where is needed. Texture new wall areas and repaint areas. Add sheetrock to header and float to be painted. Add corner pieces to header to protect walls from damage by chairs.
- Install new cabinet on wall for rainbird system to be placed. Put together new breakroom table and bring new chairs form City hall to be put in breakroom.
- Install threshold on both door jams where wood flooring meets cement from bay area. Add door sweepers to doors to help prevent dirt from entering breakroom.
- Install new powerstrip for breakroom table. Hard wire new powerstrip for table area.