



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING

January 5, 2022 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 12-01-2021** *Doris Michalak*
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. Founder's Day event – *Robert Basford*
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 2-2-22**
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 30th day of December at 1:00 pm.

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 1, 2021

Call to Order

Doris called meeting to order at 5:30 pm

| | | | |
|------------------|----------------|-------------------|----------------|
| Bridget Martinez | <i>present</i> | Lynda Schubring | <i>present</i> |
| Jamie MacDonald | <i>present</i> | A4 - vacant | |
| David Lock | <i>present</i> | Michelle Mitcham | <i>present</i> |
| Charlie Mattair | | Luke Onorato | <i>present</i> |
| Ashley Brown | <i>present</i> | | |
| Doris Michalak | <i>present</i> | Isaac Recinos | <i>present</i> |
| Kristy Holder | | Sebastian Marquis | <i>present</i> |
| Glenn Jackoviak | | Robert Basford | <i>present</i> |
| Heather Tuggle | <i>present</i> | Maria Thorne | <i>present</i> |

Approval of Minutes from 11-3-2021

Motion was made to approve minutes by David and was seconded by Ashley.

Citizen Comments

Bryden MacDonald of 16306 Acapulco addressed the committee. He said that he would like for there to be a community garden located on the empty lot at Tahoe and Hawaii. He would also like for there to be a small pond at that location. Robert said that he will check into that.

Items for individual consideration

a. Holiday in the Village – Isaac Recinos

All of the decorations for the room where Santa will be have been acquired. Only need to make sure that person working the room does some traffic control to give Santa some breaks.

The snow is scheduled and will arrive between 2:30 and 3:30 pm. For setup he only needs someone to let the company know where to put the snow. The activity will need adult supervision due to the slide. Ashley and Michelle volunteered to help with this activity.

All of the holiday market vendors have been sent detailed information and maps. Doris is doing the vendor check-in. The bounce house has been ordered and will be free of charge this time. It should arrive at 3:00. David and Bridget volunteered to help with the bounce house. Set-up will be on Saturday before the event. Several committee members volunteered to help with set-up.

Isaac has a candy cane hunt planned. He also has a corn-hole game and Michelle volunteered to bring a Jenga game. Isaac said that he needs volunteers to help come up with games and to run them. Other games for kids were discussed including sharks and minnows, red light/green light, Simon says, a snowball toss, etc. Robert mentioned organizing the games on a schedule. One vendor is bringing free craft kits for the kids.

There are 12 entries registered for the parade, plus police and fire. Isaac has made arrangements to use the church parking lot. One side will be for event attendees and the far side will be for the parade floats and participants. The route for the parade and the process

of judging the entries was discussed. The grand marshal will announce the start of the parade and will announce the entries as they come by. The process for selecting a grand marshal for next year was discussed. There will be an agenda item for the October City Council meeting.

Doris asked about candy, and Isaac said that there is leftover candy from Fall Frolic to hand out. Isaac will obtain Christmas themed buckets for the candy. There will be a Santa in the parade with a mini horse at the end.

There will be a live musician starting at 4:30 and Isaac will play the violin on a few songs. Robert will go around making sure that people working the event get breaks and he will have volunteers with him to rotate people out. Robert also talked about the s'mores station and plans to promote on social media. There will also be cotton candy, popcorn, snow cones, hot chocolate, hot dogs, and pizza truck.

The topic of the parade was brought up again. The Santa walking with the horse will lead the parade. Staff will use Gators to get around. Handicapped access was discussed. Rachel the cow was talked about. The weather was discussed.

b. Decorating Contest - Doris Michalak

The committee will conduct the house decorating contest as usual. Houses will be judged on the 15th and 16th from 7pm to 10pm. Doris explained the judging process for the contest. They take a Map of city and divide into 7 sections and each committee member will judge two sections. Winners from last year can't win this year, committee members can't win and can't judge their own section. Judges need to try not to judge the same section from last year. The winners will get a sign in the yard with a letter that goes with the sign. Doris said that they will need 14 signs – 2 for each section: "Most Merry" and "Most Bright".

c. Founder's day Event – Robert Basford

Founder's day will be a carnival with games, activities, rides, and fireworks. The event will be from 4:30 to 9:00pm. The parking lots have been secured for the event and that he has talked to the fire and police departments. He and Isaac are trying out a new events software to help plan the event. He is waiting on a quote for fireworks. Will set official date in next 2 weeks and will likely do it on April 9th. He is waiting on reserving games until the date is set. The event planning software calculates, parking, egress, and evacuation routes.

He asked committee members to direct anyone who is interested in setting up a game to him. Robert will begin marketing for the event after Holiday in the Village. He is talking to JVSO, JV Women's club, the scouts, community organizations, and the high school. Games were discussed, and the plan is to acquire some pop-up play kits like Connect Four, Jenga.

Doris mentioned that the weekend before Easter is typically when we have the egg hunt. It was decided that there will be an egg hunt at the event. The JVSO has signed up for a cake walk, and a bingo hour. There will be music, games, and bounce houses. Robert also talked to staff at the golf course to come up with ideas for activities. We are considering a chili cook-off earlier in the day and a BBQ or brisket contest. Robert talked about having an MC or someone to announce things and make it an interactive event.

Robert mentioned the lights that Sebastian put up at the pavilion. The pool, pavilion, splash pad, and play structure are all well-lit now. He also talked about the city's goal to step up the city's game with decorations in the esplanades and throughout the city. We did not budget for it this year, but he is working on the plan for next year to include funds for beautification and for decoration.

Parks and Recreation Directors Report

Doris asked about the short term lighting improvements on the report and Robert explained that he has ideas about decorating the esplanades more, the golf course, having a Christmas tree at city hall, and more lighting. Will begin in October next year. Want to do lights at Carol Fox Park. May look into lights bollards, safety lighting. Wanting to beautify the esplanades. Lighting in the parking lot was mentioned and an ice rink was also brought up. Robert will look into it.

The golf course is very dark at night and staff is looking into solutions for year-round lighting. David said that he and his wife used to decorate the golf course inside and out. The fence at golf course was also talked about.

Robert said that they are still working on the trail at Clark Henry and he will ask for an update on the completion date.

It was mentioned that the grey paint on the bridges over the bayous was very slippery. Robert said that he would address it with Public Works.

Future agenda item request

Founder's Day Event

Next Meeting date

January 5, 2021

Adjournment

Motion was made to adjourn the meeting by David and was seconded by Ashley



Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bleess, City Manager

From: Robert Basford, Parks and Recreation Director

Date: December 30, 2021

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

Parks & Recreation Monthly Report

Admin

- Berm is 99% complete, substantial walkthrough in December went well. We are back to 18 holes open and on pace to post the best December revenues EVER.
- Holiday in the village and the parade of lights was a huge success. Thanks to all Committee members and volunteers that helped make this event so special. We have taken feedback from all and have made adjustments for next year to ensure it is even better. We will have multiple categories for parade entries such as residential, commercial, golf carts, and other. The date for our Holiday in the Village will be Saturday December 3rd 2022.
- Worked on our 2022 Parks and Recreation Calendar. This calendar maps out key dates for our programs, events, swim season, movies in the park, etc.
- Work on the pool rock wall has begun and will be completed in January.

Recreation

- Worked the farmers market twice this month (1st & 3rd Sunday). The process involves contacting vendors, making a list then creating a map for them so they know where they are for the upcoming market.
- Continued teaching my senior fitness class. We have been having strong numbers recently. For the month of December we had an average of 6 residents per class.
- Oversaw the Holiday in the Village event. In my opinion, the event was a success and it created a solid base that we can build upon moving forward. The inaugural parade of lights was a success. Next year the goal is to have 45 registered and three different award categories.
- Planned and coordinated the Staff Holiday Luncheon event. This event was a success and multiple staff members were vocal about their positive feelings surrounding the event.
- Working on getting a new sand filter at the pool. We had a leak in our pool room and progressive concluded that our sand filter was the issue. This problem will be resolved in the next week or so. The

reason for the uncertainty in a completion date is because parts are in shortage and are a little more difficult to find during this time.

- The Pool Rockwall project has officially kicked off. Progressive has installed the anchors that will hold the wall. They plan on finishing this project in January.
- Sebastian and I have officially begun looking for quotes for our bathroom fixture project. We are looking to have all bathroom fixtures replaced at the pool. We are also planning repainting the bathroom floor with new paint. Our goal is to have this project completed by the end of February.

Parks

- Helped coordinate and facilitate the Holiday in the Village Event, in my opinion this event was a huge success. The foundation that we have built for this event is really good. We had an amazing turn out for the event.
- Helped Isaac with the staff lunch in event, it went very well. The food and desserts were great. The city staff were very thankful for us helping out and putting it on.
- The volleyball court project is wrapped up, a couple days of digging it out and putting the drainage in. another day of leveling out the sand to make it playable. The weekend after the net was put up we already had people out there playing on it.
- Finished the lighting project at Clark Henry Park with new lights underneath the pavilion, new lights around the top, and lights on the pool house pole. The new lights provide ample light a night for security and for continued play by the community.
- Starting working on park portfolios for each park that will tell us all the information about the park. Also with these new park portfolios it will be able to tell us what we have for equipment what we have for amenities.
- Helping Robert with the final details of the Carol Fox Bathroom.
- Working on getting quotes for pool house bathrooms. Looking to get this projects finished up by the end of February
- We had a huge bee hive on one of our trees at Clark Henry the bee hive has since been removed and a total of about 100,000 bees were taken to a bee sanctuary.
- Installed a few new doggy poo stations at the dog park.
- We installed a new bench and a new trash can that was donated to us by the JVSO.
- Our parks crew had the opportunity to help build the float for the Parade of Lights, they did an outstanding job.