



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING

March 8th, 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 2-1-23**
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
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 4-5-23**
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 public at City Hall on the 2nd day of March at 3:30pm.

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
February 1, 2023

Call to Order

Doris called meeting to order at 5:36 pm.

Nancy Manlove	<i>present</i>	Clare Towery	-
Jamie MacDonald	-	Edward Lock	<i>present</i>
Heather Tuggle	<i>present</i>	Michelle Mitcham	
Lynda Schubring	<i>present</i>		
Ashley Brown	-	Isaac Recinos	<i>present</i>
Doris Michalak	-	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 1-4-22

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

Citizen Comments

Citizen Bruce Marshall spoke about having the classic cars at Founders Day and asked staff to let him know if they were interested in having them there.

Citizen Kimberly Nolan wants to see more emphasis placed on the jersey cows and the dairy farm history of the city during events.

Items for individual consideration

a. Fall Frolic

Isaac talked about the haunted house company that we are looking at. They are only available on Friday, October 27th. The haunted house would require 10 volunteers to be actors and we would have to sign a contract soon if we decide to do it. The committee members want to go ahead with the haunted house and all agreed with charging a small fee of \$3 to \$5 for entry. Fall Frolic is tentatively scheduled for October 27. We need to find out if the high school is having a football game on that night. Robert brought up the rain plan for the haunted house and Isaac said that the backup location would be the Auditorium.

b. Founders' Day

Isaac gave an update about Founders' Day. He has 10 food trucks and 6 carnival games signed up so far. Isaac asked for the committee's help in soliciting more carnival games or booths. There is one musical act lined up so far for the battle of the bands. There are 3 lifeguards available to work the event.

We have sold 7 wristbands and one VIP parking pass to date on Amilia SmartRec. Robert talked about the layout of the event including the location of VIP and ADA Parking. He stated that those that park in the bus loop won't be able to leave until the very end due to pedestrians crossing and police barricades.

The JVSO is having a meeting to organize the Bingo. The JVWG is planning the cake walk.

Isaac is working with Ashley on the Kroger and HEB applications for the cake donations. Robert mentioned DK and PK in the morning that do live podcasts. Isaac said that he would contact a local radio station.

Nancy gave an update on chili cook-off. She is updating registration form but would like to have layout information so that she can put it in the packet and she would also like some colored flyers. The cook-off will be set up in the pool parking lot. She has recruited some judges, and is looking for people with culinary background. Last year's champion is returning to compete again. Nancy talked about registering this cook-off so that the winner could qualify to attend the 56th World Chili Cook-off competition at Myrtle Beach at their own expense if they desired. Nancy would like to approach local restaurants to see if they would provide the meat for the contest.

Isaac talked about getting the food permit application from the county. He will meet with Josh and Nancy stated that she would like to be present as well. Nancy asked if there was any update about sponsors for the cook off and Heather said that she would contact a possible sponsor.

Isaac talked about needing to get volunteers. We need more. He is waiting to hear from JV NHS. Inflatables will need supervision and the minimum age for volunteers 16. May put up signs with rules.

Help is needed for the hospitality tent. Isaac will contact CERT to see if they will be available. Isaac asked committee members to get the word out that volunteers are needed. Volunteers will be invited to the April meeting so that we can communicate plans.

Parks and Recreation Directors Report

Restrooms at Clark Henry Park are locked due to vandalism. Need to get power run and network upgrades to them so that cameras can be installed.

The new golf carts were ordered but supply issues are causing delays. The company is doing a buy back of the old golf carts as part of the deal.

We are hosting a GFAA state qualifier here. July 17th Monday. The pool opens May 27th

Park benches and the dog park pavilion were talked about. Carol Fox project will finish end of February. The new sand, play structures, and shade structure will be finished by summer.

Future agenda item request

Easter egg hunt for the April agenda.

Next Meeting Date

3-8-23

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: March 8, 2023

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

Parks & Recreation Monthly Report

Recreation

- Recreation staff worked on and finalized the Play Guide this month. We submitted it to Minutemen Press on February 13; they have let us know that they will be able to have it out by the first week of March. We have also added an interactive digital version on our website that we plan to keep current.
- Recreation staff worked on the July 4 website page this past month and the page has all the current up to date information on the event. This website will be updated as needed; the goal was to have out all the information as early as possible.
- This month Recreation staff has been working together with the JMGC staff to help them transition into taking online registration through Amilia. We met a few times this month and gave basic tutorials on how to use the software and how to develop programs. The goal is to have them up and running by the first week of March.
- Recreation staff has started the hiring process for Clark Henry Pool. As of now, we have 22 lifeguard applications. The goal is to have the interview process done by March 13th.
- This past month we had 2 Farmers Markets on February 5th & 19th. Both markets averaged about 15 vendors per market.
- Senior Fitness had a regular month. We averaged roughly 9 persons per class this month.
- Recreation staff has continued with preparations for Founders Day. The focus moving forward is getting more volunteers. Our marketing plan is under way and wristbands are on sale.

Parks

- Parks staff has worked with the concrete company that is installing the new concrete wall at Carol Fox. The concrete wall will be installed in March, the parks crew will be removing the wood from the wall before the concrete contractors come in.
- The dog park pavilion project, we have drilled the holes for the poles. The pavilion poles will be cemented shortly and going up soon.
- We are working with Lonestar Recreation on picking the colors for the Mini City playground equipment. We have decided to go with the two mini play structures, that will fit in the sand box nicely. We are looking at other pieces that we can put into the sand box.

- Parks staff has cut and trimmed all the crepe myrtles in the city, we have moved onto putting new flower bed mulch in each of the flower beds, we should be wrapping this up shortly.
- The Clark Henry Pavilion bathrooms are still locked we are waiting on the installation of cameras then they will be reopened.
- Parks staff has installed the concrete pad behind the pavilion building. This will allow us to access the garage with ease.
- Parks staff is working with the border company that installed the border around the golf course front entrance, they are going to be installing the border around all the flower beds along Rio Grande. This project will happen during the summer months.
- Parks staff is working on the dog park irrigation project the supplies for the irrigation project have been selected we will just need to order all of these parts and select a week to install in March.
- Parks staff worked with recreation staff to select new lights for the pool, these lights have been delivered and we are waiting for the electrician to install them.
- Parks staff is working with a paint contractor to have the pavilion poles painted, they have started this project.

Building maintenance

- Building maintenance staff has been working with the fire department bathroom remodel company to schedule a date to start the work. This project will be happening in the month of March.
- We are working with our locksmith to look into a new card reader system, we want to have door locks on each door at the city's facilities. The door locks we are going to be demoing are built to use your phone to badge in and out.
- Building maintenance staff had the fire departments water heater pump replaced due to breaking down.
- Building maintenance staff installed new paper towel dispensers, toilet paper dispenser and soap dispensers at the PD. These dispensers are a part of a unified system that we will be implementing across the city.
- We had a leaky toilet at the PD which resulted in the PD receiving a new toilet in the men's bathroom.
- Building maintenance staff has replaced and installed new led bulbs in all the fixtures in the civic center.
- Building maintenance staff worked with the plumber to have the pool bathroom sink pipe fixed from the freeze.
- Building maintenance staff is working with the plumber to have a new water fountain installed at the pd.