



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING

April 5th, 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 3-8-23**
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. Easter Egg Hunt
 - b. Founders' Day Event
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 5-3-23**
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 29th day of March at 8:00am.

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
March 8, 2023

Call to Order

Doris called meeting to order at 5:34pm.

Nancy Manlove	-	Edward Lock	-
Jamie MacDonald	<i>present</i>	Michelle Mitcham	-
Heather Tuggle	-	Isaac Recinos	<i>present</i>
Lynda Schubring	<i>present</i>	Sebastian Marquis	
Ashley Brown	<i>present</i>	Robert Basford	<i>present</i>
Doris Michalak	<i>present</i>	Maria Thorne	<i>present</i>
Rachel Beazley	<i>present</i>		
Robyn Taylor	<i>present</i>		

Approval of Minutes from 2-1-23

Isaac answered Doris' question about the GFAA state qualifier on the minutes.

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

Citizen Comments

Items for individual consideration

a. Founders' Day

Isaac gave an update about Founders' Day.

The mechanical rides have been secured and there will be a site visit later this month.

A real estate company has sponsored one of the carnival rides - the Wizzer.

The DJ, stage, restroom trailers, and light towers are all secured.

Chili cookoff application was submitted to Harris County for the food permit license.

Kari asked that the cakewalk start at 5pm and end by 6:15, needs megaphone and stanchions. Will bring cakes to the concession stand at 11:00am and will begin set-up at that time. They will need seven tables.

Fireworks are secure, and the tables and chairs are reserved. There are 11 organizations signed up to do carnival game booths. He reached out to PK & BK. They are not able to come, but they said they would promote the event. He is working on a press release - highlights to talk about on the show. We have 11 food trucks signed up including funnel cakes.

Isaac has been in contact with NHS. NHS will have a meeting tomorrow, and they will contact other clubs and groups and will spread the word about the need for volunteers. Isaac stated that we need about 100 volunteers. So far he has 3 lifeguards, some of the golf course cart attendants, and the city's finance department. Volunteers are needed at the hospitality tent to make sure that people have water and food. Isaac has Signup Genius up on the website.

There will be plenty of picnic tables and benches available. There are 2 or 3 people signed up for chili cook-off, and there have been lots of inquiries. Nancy registered the chili cook-off as a qualifier for the ICS Competition.

Cake update - the application process for Kroger has turned out to be very complicated. There has been no response from HEB. May try Sam's or other vendors. The car show is expected to have about 30 cars, which will be lined up down Shanghai St.

The Inflatables need a lot of supervision. Most of the volunteers are needed there. Isaac will get whistles for the volunteers. The police department will help with parking. Volunteers are also needed during set up for the event. A lot of the set-up will be done the day before.

Robert informed the committee that that there will be a special VIP guest at the event. The Astros World Series trophy will also be present at the event from 5:30 to 7:30pm. Advertising and Facebook posts were talked about. Jamie brought up the local rugby league and Ceri Davies. She said that they are very eager to get involved in community activities. She will reach out to them about setting up a booth at Founders' day.

Robert stated that he would like to have all of the involved stakeholders present at the April 5th meeting. It would be a short meeting after the PARAC meeting for the volunteers, food truck vendors, and anyone involved, to give them an orientation and to discuss final plans for locations of things, schedule of events, etc. He is planning to have the meeting take place via Zoom and in the Council Chamber. We will also have wristband pickup.

Pool memberships will also be will also be available for sale. There was a brief discussion about the pricing of the pool memberships and passes. VIP parking was discussed. Isaac said that he still needs more games or booths. We only have 11 so far. Music for event – still have 1 signed up and he is working on a second act. Isaac gave updates on some of the games and booths. A dunk tank was brought up for future events.

Parks and Recreation Directors Report

Dead trees at Clark Henry – Robert said they would get them taken care of.

Robert is looking into requesting budget amendment for security cameras.

Vandalism at restrooms was discussed.

Vincent Fink the mural artist was brought up – murals, graffiti coating

Future agenda item request

Easter egg hunt for the April agenda.

Next Meeting Date

4-5-23

Adjournment

A motion was made to adjourn the meeting by Jamie 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: April 5, 2023

Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report

Recreation

- Recreation staff organized IAP meetings with Police and Fire discussing Founders Day logistics, parking, street closures and event safety.
- Recreation staff held a final site visit with Showcase entertainment at Clark Henry Park. This visit was a walkthrough of the event discussing power logistics and arrival plans for the amusement ride company.
- Recreation staff created and ordered all A-frame inserts for Founders Day this month. The goal is to continue improving on our signage at events to help with event flow.
- Recreation staff was able to secure a sponsorship for the Petting Zoo at Founders Day. Huge thanks to Acton Academy/Foundry.
- Recreation staff finalized the budget for FY23-24.
- Recreation staff designed and ordered event shirts for current fiscal year.
- Recreation staff held a meeting with NAofA discussing summer programming and marketing approaches.
- Recreation staff interviewed 24 lifeguards this past month and have 16 currently going through the hiring process. The plan is to close the application in April.
- Recreation staff worked together with the IT department this month to set up our pool store on iPads. Our store was successfully built and linked with card readers. Currently we are testing the store and searching for bugs.
- Rock Painting class this month was a success, we had 40 register for this class
- Senior Fitness had a regular month averaging 9 persons a class.

Parks

- have had the wall poured and finished the wall. We are planting grass seed to have this area back to grass and not dirt all around. We will have this area open when the grass has been grown in.
- The dog park pavilion project, the poles have been installed and up the top frame section has been welded on. The top shade will be installed in the time coming.
- The playground equipment for carol fox has been ordered, we are currently waiting on a eta from the company.
- The Clark henry bathrooms are still locked, the camera for this site has been ordered.

- The new lights at the pool have been installed now all of the security lights have been installed at the pool and park. All of these lights are led and a high lamination and will provide us with the proper amount of light.
- The parks staff has selected when the borders around the flower beds on Rio Grande, this will happen in June or July.
- The pavilion poles and gutters have been painted to match the Clark Henry pavilion building.
- The parts for the dog park irrigation system did not come in and we are waiting for the parts to show up and then we will install the system.
- Parks staff met with Husqvarna's auto mower salesmen for a demo, we demoed the 30 inch deck mower that handles more of the flat turf areas. We also demoed the smaller one that handles all the slope areas. We are doing more research and seeing the feasibility for our parks to use one of these.
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Building maintenance

- The fire department gym bathroom remodel has been underway the shower drain has been installed and the new sheetrock is up in one of the bathrooms. The tile has also been installed in the shower.
- 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 is currently working on find a resolution to fix an ac at the fire department.
- The new water fountain has been installed at the police department.