



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE

NOTICE OF A MEETING

June 26, 2024 at 5:30 p.m.

Civic Center Municipal Center Meeting Room
16327 Lakeview Dr. Jersey Village, TX 77040

AGENDA

1. **Call to Order & Attendance** *Doris Michalak & Maria Thorne*
2. **Approve Minutes from 6-5-24**
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. July 4th Event
 - b. Fall Frolic
 - c. Fishing Tournament
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 August 7, 2024**
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 21st day of June 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
6-5-2024

Call to Order

Doris called meeting to order at 5:32 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>	Isaac Recinos	<i>present</i>
Ashley Brown		Alexander Harris	<i>present</i>
Doris Michalak	<i>present</i>	Sebastian Marquis	
Rachel Beazley	<i>present</i>	Robert Basford	
Thomas Huebner	<i>present</i>	Maria Thorne	<i>present</i>

Approval of Minutes from 5-1-24

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

Citizens Comments

None

Items for individual consideration

a. Triathlon (wrap-up)

Alexander expressed satisfaction with the success of the triathlon, highlighting the good weather and strong participation. He commended the volunteers for their helpfulness and thanked those who participated and helped transport volunteers. Despite minor issues that were quickly addressed, the overall staff performance was praised. Feedback was given on an issue where a police presence was missing at a crucial turn point for young cyclists near the tennis courts. A suggestion was made for better signage or personnel to guide cyclists safely onto the road. Organizers confirmed there was a miscommunication regarding the presence of police and volunteers at specific locations and acknowledged the need for clearer instructions and better coordination before the event.

The event accommodated 80 sign-ups, despite some no-shows due to a date change to Memorial Day Weekend. Participants ranged from 7 to 14 years old, with a notable turnout in the 13-14 age group. Suggestions were made to plan longer routes for older participants next year. Isaac confirmed the triathlon's financial success, with total expenses of \$2,845.55 and a profit of \$3,600. He mentioned a budget line item of \$3,000 allocated for future triathlons to ensure sustainability. Plans for refining logistics based on lessons learned, such as better pre-event checks and improved signage, were discussed. The event will continue annually with a focus on efficiency and participant safety.

Doris praised Rachel for initiating and successfully executing the triathlon, encouraging proactive idea generation within the group. The triathlon was a success, and the constructive feedback will help shape improvements for future events.

b. July 4th Event

As was mentioned previously, the 4th of July event site has been officially moved from Clark Henry Park to the Detention Pond Area. After a site visit with the fireworks contractor, it was confirmed that the location meets safety requirements with a minimum distance of 300 feet from spectators. Firefighters and police will be on boats in the water to ensure safety. Coordination

with the golf course is ongoing to manage their operations on the day of the event. Food trucks are booked, and their menus will be posted online beforehand. Advertising efforts have been adjusted to reflect the new location, with corrective measures taken for previously distributed information. New signage will be installed to direct attendees to the correct site and avoid congestion at the golf course parking lot, which will be busy due to an afternoon tournament.

Parking logistics include secured spaces at the church off Jones Road, the Foundry, and Champions Forest, with the latter also serving as a staging and judging area for the parade. Discussions are ongoing about a potential new parade route, starting at Champions Forest and looping through Wyndham, which is pending final approval from the police.

- Eight food trucks are confirmed.
- A portable stage with a cover has been secured, and a refund was obtained for the previous stage.
- Generators are arranged to support the band.
- The event requires additional support for parade check-in and judging. A sign-up sheet will be distributed for volunteers.
- The parade is scheduled to start at 6 PM, with volunteer support needed from 4:30 to 6:15 PM.
- Parking management includes the placement of "no-parking" signs on key streets and shuttle services from Champions Forest and the Foundry to the golf course. This aims to alleviate traffic congestion and provide convenient parking options.

Doris volunteered to help with parade check-in, with 20 parade entries confirmed. No walkers will participate this year. JV Firefighters will run a food station to raise funds for their nonprofit, offering brisket sandwiches, chips, and water. The discussion concluded with a call for additional suggestions and feedback to ensure the event's success. Committee members were requested to report any inaccuracies on the website or advertisements to keep information accurate and up-to-date.

c. Fall Frolic

The discussion started with news from KSBJ, who were pleased with the success of their previous event and expressed interest in holding a fall event at Clark Henry Park. Their event, featuring a candy drop and various activities, is planned for October 19th, expecting around 5,000 attendees. There was a proposal to merge this event with the Fall Frolic, scheduled for October 25th, to share resources and potentially create a larger event.

Concerns were raised about how merging might affect the Haunted House, a popular attraction for older kids, which is already set for October 25th. It was decided that the Haunted House would remain separate from the KSBJ event to respect their preference to avoid Halloween associations.

Further discussion touched on logistical considerations, including managing increased crowds and the clean-up responsibilities post-event, which KSBJ would handle. It was also noted that the Fall Frolic and Trunk or Treat provide valuable community engagement and advertising opportunities for local businesses.

Due to the presidential election, the Civic Center Auditorium is unavailable for the Fall Frolic, necessitating a return to Clark Henry Park for the event. Suggestions included utilizing the

park's pavilion for the Haunted House and relocating the DJ and trunks to the pool parking lot or the hike and bike trail.

After deliberation, the committee voted 8 to 1 in favor of keeping the Fall Frolic, Trunk or Treat, and Haunted House events separate from the KSBJ Fall event. The decision ensures the preservation of community traditions while still benefiting from the positive exposure provided by KSBJ's involvement.

d. Field Day

The Field Day event for kids would feature various sports and activities at Clark Henry Park. Initially planned as a free summer event, it has been postponed due to a spending freeze. However, it could still proceed if sponsors are found. The event would involve different activity stations staffed by volunteers or lifeguards, aiming for a morning start to avoid the heat. While the spending freeze is in place, efforts to secure sponsorships continue. The target budget is \$750, with at least one potential sponsor on hold. A minimum sponsorship contribution of \$250 was suggested to help move the event forward.

Committee members raised questions about the required equipment, noting that many activities like sack races or obstacle courses would need minimal supplies. Despite the current budget constraints, the committee remains hopeful that sponsorships will come through, allowing the event to take place in early August. It was suggested that the event should include water-based activities and breaks to keep kids cool and hydrated. There were also ideas for creative, less physically demanding activities, such as filling bottles with colored sand.

Staff aims to confirm the feasibility of the event by the end of the month. The target age group is elementary-aged children, with plans to provide color-coded T-shirts. Committee members were encouraged to direct any leads on potential sponsorships from local businesses to the organizing team for further discussions. The goal is to maintain the positive momentum of community programs and events.

e. Fishing Tournament

A fishing tournament has been scheduled for August 10th and September 28th at the retention pond on the Jersey Village Nature Trail, in collaboration with the nonprofit Fishing's Future. This organization, which promotes youth fishing and conservation, will provide all necessary equipment and volunteers for free. The event will have a minimal entry fee, part of which will go towards a donation to Fishing's Future, with the remainder covering costs or contributing to city profits.

The event is primarily geared towards children aged 7 to 13. Discussions are ongoing about including older teenagers and possibly adults, either at this event or in future iterations. The tournament will include educational components on ethical fishing practices, catch-and-release techniques, and safety. Food vendors and music will also be part of the event. Further details will be confirmed following a meeting with Fishing's Future representatives in early July. This initial event aims to gauge interest and logistics, with the potential to expand and include more age groups in future events.

Parks and Recreation Directors Report

- Bond Committee is still in discussion about the pool. There are no developments yet.
- The Clark Henry Park multiuse fields meeting is for input from residents.
- Carol Fox – no updates for now but will have presentation and information at the next meeting
- Dog Park area that is very wet – staff is working on addressing the issue

- Do we have a Photographer that can come and take photos at our events and post more pictures on city website or Facebook. Staff will reach out to the high school to see if there is a photography club. Staff tries to avoid posting pictures of kids unless permission is granted.
- Can residents buy the mulch from the trees that came down during the last storm – Isaac will ask and perhaps the much can be sold as a fundraiser for the city.

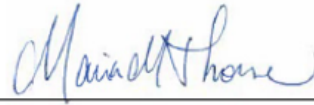
Future agenda item request

Next Meeting Date

June 26, 2024

Adjournment

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



Maria Thorne, Administrative Assistant



Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee
CC: Austin Bless, City Manager
From: Robert Basford, Assistant City Manager
Date: June 26, 2024
Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report

Director

- Carol Fox Renderings

Staff and Kimley Horne took the feedback from Founders Day and worked on another revision using all the feedback. The slide through the mountain was a popular choice but gametime mentioned that due to maintenance issues, they no longer offer that custom feature. This design incorporates a lot more climbing and offers opportunities for all ages 2-12 on all of the equipment.

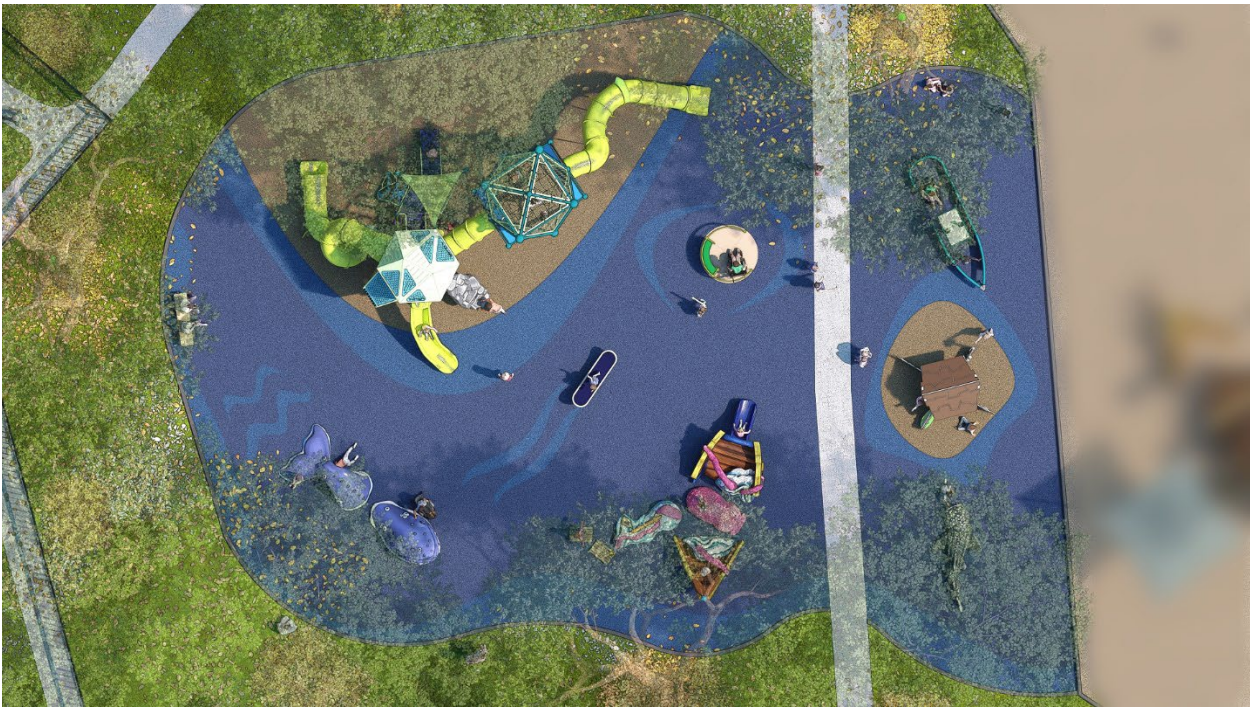








An alternative kraken along with a house was provided and gametime mentioned that the pricing was similar. They believe that the first kraken option provides more opportunity and playability than the second given the comparable pricing and offers a “grow with me” play approach whereas children can outgrow the alternate. We are also installing a third house in the sandbox area in the summer of 2024 so the design team feels that the second option may provide repetitive play structures.



Recreation

- Progressive installed both ADA lifts this month.
- Attended a meeting with the golf course related to July 4. The majority of discussion was spent on Shuttles, Parking and Event layout.
- Was able to secure MOU's this month with Fueltime, Quality Suites and Lone Star Chevrolet. Still waiting on Exxon and Sam's Club.
- Attended the division managers monthly meeting. Purpose of these meetings are to increase synergy between divisions.
- Created and implemented a new Lifeguard Inservice Policy.
- This month I started the process of creating a safety policy for the department. Right now, I am analyzing other departments across Texas to see what their safety policies look like. I want to emulate CAPRA accredited departments.
- Spent time studying this month for my upcoming CPSI on June 28th.
- Reached out to all the Parks and Recreation Departments in our area and asked them for their SOP documents. Most of the departments that I reached out to are CAPRA certified. The goal is to update our SOPs to match CAPRA certified departments. This will help us improve our operations.
- Made edits to the Parks and Recreation websites. July 4th page was updated, Recreational Activities and the main page were all updated. I was also able to create a "contact us" page and a "report an issue" page. The goal is to make our department more accessible.
- Was able to attend two in-services this month. While I was there, I helped the guards work on their water rescue skills.
- Met with Melinda Brinkley this month to discuss ways we could partner for summer programs and to plan out our Trail Tails which was placed out on June 21st.
- Met with Michael Nov of the Farmers market at the Verde Greens Farm in Acres Homes Houston. The purpose of this meeting was to discuss the market and its future. Also, to collect marketing materials for future advertisements.
- Senior Fitness had a regular month averaging 10 people a class. This is actually a very good number for the summer considering water aerobics is in full swing.
- I attended all Pool Bond committee meetings this month. This month Councilman-Hunsaker gave their full report of Clark Henry Pool and presented options with associated costs. The committee is now looking at the value of the bond they want to recommend to the council.
- Hosted the Carol Fox Park Art Day. This event was to encourage members of the community to come out and paint the base for a new mural that will be placed at Carol Fox Park.
- Met with High School student Janelly twice this month to discuss a tree planting event she wants to host in JV. She is inspired and wants to replace all the trees that were lost during the El Derecho storm. Her main area of focus is the trees that were lost on Rio.

Events

- Setup for Youth Triathlon, Directed Youth Triathlon, Uploaded materials for Youth Triathlon (photos and website updates)
- Created and uploaded all social media posts regarding events and programs including
 - Farmer's Market
 - Town meetings/forum

- Art classes & Summer art camp
- July 4th float sign ups- including reaching out to businesses
- Yoga programming
- Carol Fox Mural event
- Worked with Joey Schroeder on main chlorinator ball cock valve and pump room door latch
- Met with Fire Dept., Parks & Rec. Dept., and Fireworks contractor to discuss July 4th placement and concerns onsite at JM Nature Trail
- Directed pool operations and office as stand in manager on 5/30
- Helped Landmark Aquatics install first ADA lift
- Worked to find sponsors for July 4th event (ongoing)
- Coded necessary expenditures
- Worked to manage/balance budget and expenditures
- Worked to develop expenditures and revenues for a summer 2025 day camp program- met with Parks & Rec Team
- Scheduled a variety of private swim lessons
- Attended PARAC meeting
- Attended Town Forum for Clark Henry Fields
- Met with Michael from Braeswood Farmers Market and did a livestream on the FB page
- Did significant work on Chlorinator pump with Facilities staff and with the help of Landmark Aquatics over the phone
- Created and uploaded all social media posts regarding events and programs including
 - Farmer's Market
 - Town meetings/forum
 - Art classes & Summer art camp
 - July 4th float sign ups- including reaching out to businesses
 - Yoga programming
- Updated JV Parks and Recreation website pages
- Worked to develop expenditures and revenues for a summer 2025 day camp program
- Met with Parks & Rec Department to discuss Summer Camp ideas
- Met with Parks & Rec Department to discuss July 4th parade route- identified better route
- Worked on food vendor communications
- Completed several minor but necessary purchases of first aid and LG equipment
- Helped Progressive to begin the process of installing a new ADA chair, including sight preparation and equipment setup
- Led Lifeguard in-service training
- Developed and presented new protocols for Lifeguard hiring and attendance at mandatory in-service trainings
- Painted a pickleball court in the Clark Henry pavilion
- Worked to maintain pool and splash pad pump and chemical systems
- Checked in on water aerobics. Classes are going well!
- Did reconciliation for a couple of our contracted programs, including Yoga with Jackie Rowan
- Attended an EAP meeting between the Parks and Rec. Dept., Police Dept., and Fire Dept. To discuss July 4th parking and other potential issues.
- Worked to develop a summer plan for a summer camp for JV including
 - Field trips

- Activity schedule
- Finances/budgeting
- Equipment purchases and rentals
- Led Lifeguard in-service training, solo
- Met with several Youth Triathlon winners to give them their trophies and take a photograph of them for our website and social media
- Worked on splash pad chlorinator pump and main pump room lights with Joey Schroeder
- Completed several sign ups for July 4th parade float participation
- Sought July 4th sponsorships by calling and emailing a variety of businesses
- Met with Robert Basford & Isaac to discuss the Summer Camp 2025 budget
- Water aerobics is going well. Had some sign up issues but that has been fixed.
- Updated various pages of the website
- Worked with Landmark Aquatics on scheduling 2nd ADA chair installation- still in progress
- Met with high school student to discuss potential Tree planting, fundraising, and running project for the fall
- Got a Harris County permit for the Carol Fox park mural painting event
 - Food trucks approved
 - Fire marshal approved
- Created various plans and visuals for the July 4th event
- Walked lifeguards through various maintenance procedures for both splash pad and main pool pumps and chlorination systems
- Attended several meetings for the 4th of July event
- Ran a first aid in service for Lifeguards, solo
- Introduced several new protocols for Lifeguards
- Worked with HR to create and post the Pool Manager position in anticipation of Pool Managers leaving for school
- Set up and directed the Carol Fox Park mural event
- Completed several pieces of pool maintenance with Joey Schroeder and Landmark Aquatics
- Pool Attendance Numbers

2024 Pool Season Attendance													
MONTH	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	
Friday		43	51	44	44	71	87	45	26	38	26	13	
Saturday			20	25	20	35	59	47	63	89	81	3	
Sunday				29	110	192	192	263	226	238	119	0	
Monday													
Tuesday		55	106	95	76	69	50	34	34	31	9	0	
Wednesday		37	22	10	28	43	21	54	75	47	31	0	
Thursday		41	61	47	73	60	77	59	46	26	23	0	

Resident						Non Resident				
	Day Pass Sold		Season Pass Sold	Season Pass used	Rentals	Day Pass Sold		Season Pass Sold	Season Pass used	Rentals
	Kids	Adult				Kids	Adult			
MONTH										
Friday	50	18	6	35	0	20	21	0	0	0
Saturday	36	33	3	29	1	18	34	0	2	1
Sunday	54	43	24	51	1	85	97	1	2	1
Monday										
Tuesday	102	24	5	25	0	21	20	0	0	0
Wednesday	14	12	4	35	0	13	4	0	0	0
Thursday	35	21	5	37	0	9	8	8	5	0
TOTAL	291	151	47	212	2	166	184	9	9	2

Parks & Facilities

Parks

Tree Maintenance and Safety Enhancements

- Removed a dead and cracking tree at Clark Henry Park, ensuring safety for park visitors.
- Safely pulled down a cracked and leaning tree using a truck, minimizing risk at Clark Henry Park.

Facility and Equipment Management

- Organized storage area at Clark Henry Park, improving accessibility and efficiency.
- Prepared an old mower for auction, ensuring it is in suitable condition for sale.
- Coordinated with GFL to replace the dumpster, facilitating disposal of tree debris.

Infrastructure and Technology Upgrades

- Installed and began programming new robotic mowers at Clark Henry Park and Village Water Plant.
- Received confirmation of arrival of two new Ford F150 work trucks, awaiting service at the dealership.

Maintenance and Operational Support

- Replaced mufflers on chainsaws to enhance performance.
- Participated in monthly safety meeting focused on safe use of power tools and mowers.

Project Coordination and Planning

- Discussed door system project timelines with ICs to ensure timely completion.
- Conducted aeration projects at Delozier Park and Village Animal Hospital Plot using solid deep tine machine.

Facility Upkeep and Improvements

- Mowed area near retention pond for event parking, created parking maps for demonstration.
- Addressed issues with mowing trailer including brakes, lights, and wheel bearing; plans for further repairs.

Collaboration and Community Engagement

- Provided generator support to Assistant Fire Chief Jacob for command trailer at brush site.
- Met with fireworks launcher to plan new launching site for Fourth of July event at retention pond.

Additional Highlights

- Installed new screens on Jersey Drive Marquee using custom-designed brackets for secure mounting.
- Conducted maintenance on mowing trailer, including reinstallation of week wacker holder rack and repair of gate.

Upcoming Initiatives

- Planned placement of new playground and installation of playground equipment at Carol Fox Park.
- Conducted property damage assessment with insurance carrier across all facilities.

Facilities

Supply Room Installation

- Completed the installation of the new supply room.
- Added electrical wiring for a new light switch and lighting fixture.
- Installed a new door and lock for enhanced security.

Pool Pump Maintenance

- Investigated repeated tripping of the pool pump motor breaker.
- Identified issues with slipping bearings and a malfunctioning fan motor.
- Determined motor needs a rebuild and further inspection for the fan.

Water Line Repair

- Addressed underground water line break near the pavilion leading to a water fountain.
- Replaced broken section and added a shut-off coupling for future maintenance.

Television Installation

- Assisted in installing new televisions for signage across Jersey Village.
- Replaced six televisions at various locations.

Supply Closet Setup

- Installed new racks in the cleaning supply closet.
- Organized and relocated supplies from the old area to the new racks.

Police Department Door Adjustment

- Fixed issue with back door not latching properly.
- Adjusted door closer tension for correct latching.

Pavilion Leak Repair

- Replaced damaged PVC coupling to fix leak at the pavilion.
- Restored water service to the building after repair.

Golf Barn

- Replaced faulty water turn-off valve to resolve persistent leak.

Golf Course

- Replaced air conditioning unit in starter shed.
- Adjusted lighting for better illumination and reduced light pollution.
- Replaced GFI outlet and fixed receptacles in golf cart barn.
- Replaced air fresheners in golf clubhouse.
- Identified and planned repair for broken photocell on light pole.

Civic Center and City Facilities

- Set up courtroom and MCM room for events.
- Assumed cleaning responsibilities for multiple facilities.

Fire Department

- Replaced toilet components to fix maintenance issue.
- Conducted maintenance on server room AC unit.
- Assisted with sign TV replacement and pool chemical room door repair.
- Continued construction of janitorial supplies wall.
- Completed office lighting replacements and roof leak repairs at City Hall.