



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE

NOTICE OF A MEETING

October 2, 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 9-4-24**
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. Brewfest
 - b. Fall Frolic & Spooky House Decorating Contest
 - c. Holiday in the Village
 - d. Summer Camp
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 November 6, 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 23rd day of September at 4:00pm.

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
9-4-2024

Call to Order

Doris called meeting to order at 5:31 pm.

Edward Lock	<i>present</i>	Karen Fitzgerald	<i>present</i>
Robyn Taylor		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	
Doris Michalak	<i>present</i>	Robert Basford	
Rachel Beazley	<i>present</i>	Maria Thorne	<i>present</i>
Thomas Huebner			

Approval of Minutes from 8-7-24

A motion was made to approve the minutes by Edwad and was seconded by Lynda.

Citizens Comments

Kimberly Henao, of Singapore Lane, expressed gratitude to the Parks Advisory Committee for organizing a successful 4th of July event despite the distraction caused by Hurricane Beryl. She highlighted the large crowd, enjoyment by attendees, and praised the fireworks display. Henao suggested having more face painters and snow cone vendors for future events to reduce long lines, which she observed while stationed at the first aid table. Overall, she enjoyed the event and looks forward to future community gatherings.

Items for individual consideration

Brewfest

The committee discussed concerns about controlling reentry during Brewfest, specifically how to prevent attendees from leaving to consume alcohol in their cars and then returning. Suggestions included implementing a "no reentry" policy, disallowing personal coolers, and ensuring clear communication to attendees before and during the event. Police officers will be present and are supportive of the event plans. The committee also considered ways to manage alcohol consumption limits, noting that only TABC-licensed vendors will serve alcohol, and staff will monitor for intoxication. They agreed that preventing reentry and prohibiting outside containers would help mitigate risks. Additionally, it was confirmed that the event will only allow 200 attendees, and 88 tickets have been sold so far. Overall, the focus was on ensuring clear rules and responsible participation.

Fall Frolic

The primary concern was whether to change the event date due to Jersey Village High School's homecoming game on October 25th, which may affect attendance and volunteer availability. If the event date were changed, they would lose the haunted house since that was the last available date for it. However, the haunted house was aimed at older students, many of whom will be attending homecoming events. The committee discussed volunteer options, particularly from other schools not involved in homecoming, and considered whether the event would still attract attendees without the haunted house. Ultimately, they voted unanimously to keep the event on October 25th with the haunted house, despite potential lower attendance from high school students.

The committee confirmed the date for the Halloween Spooky House Decorating Contest judging, which will take place on October 14th, a Monday. This date was decided in the previous meeting, and they noted the need to officially record it in the meeting minutes.

Holiday in the Village

The event is scheduled for Saturday, December 7th, from 4:00 to 7:00 PM, followed by a parade at 7:15 PM. The event will follow the same format as previous years, with plans already in place for vendors, food trucks, and snow. We will have a new Santa this year and a contract option is being considered, to lock in pricing. Staff is reaching out to vendors for the market and are aiming for 100 vendors this year. Decorating the Civic Center is the area where the most help is needed. Decorating will begin on Monday, December 2nd, after Thanksgiving and the court session.

The parade route will follow the original path used in past events, and the team will coordinate with the police in October to finalize logistics. The focus will be on improving snow management for better coordination during the event. The organizers are confident that everything is on schedule and running smoothly for another successful event. The Christmas house decorating contest judging will take place on December 11th and 12th

Triathlon -Duathlon - Rachel

The discussion about next year's triathlon highlighted that, due to the absence of a pool, the event will transition to a duathlon, necessitating changes to the route and potentially extending it for older participants. The team plans to collaborate with police to manage the new route and has decided to maintain last year's pricing after reviewing the budget. A subcommittee, including Rachel, Heather and one more PARAC committee member, will oversee planning, focusing on selecting the design and theme for marketing, with a goal to finalize everything by December 1st. The timeline from last year, with the event scheduled for early May, will be followed. Additionally, medals need to be ordered well in advance, and the previous logo will require changes to remove the swimming element. The team remains open to questions and collaboration as they move forward with planning the new format.

Parks and Recreation Directors Report

- Fishing tournament was a success, but it was very hot, so it ended early.
- Lazy day will be held in November, but staff still does not have an exact date.
- There will be a movie night on the same day as the Brewfest so parents can drop kids off and go to the Brewfest.
- A meeting with Questar Technology about options to reduce park vandalism was mentioned.
- Lonestar Stampede – Texas Exes is a company wanting to bring 5k and 10k runs to the city in March.

Future agenda item request

Next Meeting Date

October 2nd

Adjournment

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



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: October 2, 2024
Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report

Isaac Recinos

- Finalized rental details related to the convention center this month. Created the website page, which is currently not live. However, it is ready to be published. Met with Golf staff to make sure we understood the booking aspect of the venue when it comes to internal rentals.
- Senior fitness had a great month we average 13 persons a class!
- Met with three different landscape companies this month related to flowerbed maintenance. Just waiting on all their proposals to come through.
- Created marketing materials for the brewfest. Mainly working on the video that went live on the last week of September. We met with Andrew Mitcham to film an interview and some b-roll footage.
- Spent time organizing our Mycivic orders this month. I am pleased to say there are only 7 active work orders and all of them are current from September. None are carried over from previous months.
- Met with Chief Bitz in regard to the fire inspection of City Hall. Our facilities department has taken this by the reins and will look to have everything complete by the end of this week.
- Attended a virtual demo with CivicPlus. This is a recreation software. Currently the City is switching over to various softwares owned by the parent company of Civic Plus.
- Attended the TK supervisor Academy hosted by TML this month. These were all day trainings related to risk management in a leadership perspective. We also spent time analyzing the different types of leadership styles and how they affect different personalities. Overall, it was a very interesting and helpful training.
- Worked with the police department this month to recover a stolen Robot Mower from one of the water treatment plants. The alarm on the robot and notification system worked as intended to prevent permanent loss so we are happy for that.
- Helped set up the Civic Center for the state of the department meeting. Organized tables, chairs, and food. Also helped with the clean up after the conclusion of the event.
- Was able to have the chevy 2500 repaired from body damaged and cleaned so that it could go for sale this month.
- Met with Cliff Braddock from Metco Engineering to do a facility tour of City Hall, Police, and Fire.
- Met with Husqvarna this month to do a walkthrough of all of our Robot mowers

Alexander Harris

- Completed final payroll of regular pool season for Lifeguards
- Picked up and delivered pallet of sod for the Parks crew
- Bought drinks and eating materials for State of the Department meeting
- Attended departmental meeting 'State of the Department'
- Had a phone check-in meeting with our Yoga instructor. Classes are going well, averaging 10-12 people per class.
- Created and put in postings for the October STAR newsletter
- Did daily checks of DPD chemicals for splash pad and some general pool maintenance

- Met with Dave Rainey over the phone to go over some event details related to a Texas A&M alumni run in March
- Maintained pool and splash pad- DPD checks, cleaning, maintenance
- Continued creating booklet/play guide and SOP document for Summer Camp 2025
- Secured 4 sponsorships for JV Brewfest
- Secured one \$1,200 sponsorship for Fall Frolic
- Secured one \$2,500 sponsorship for Holiday in the Village
- Had a phone meeting with contract manager for Red Not Chili Peppers (July 4th musician)
- Ordered a variety of materials for JV Brewfest
- Completed new Sponsorship/media kit
- Had phone meeting with SportsKind to discuss marketing strategies for Volleyball League
- Attended East Region TRAPS lunch meeting (9/19) and became Committee Chair of Therapeutic Recreation Committee
- Secured 200-250 trees from Trees for Houston for replanting project
- Created Spooky decorating lawn sign and Sponsor banners order with Minuteman Press
- Completed 2 TRAPS award submissions, innovative program and marketing excellence
- Met with JV Brewfest sponsor Red's Radiant Results
- Had a phone call meeting with JV Brewfest sponsor Fancy Yancy Cookie
- Attended CivicRec parks and recreation software demo
- Completed final pool season analytics
- Completed and coded all contracts for JV Brewfest
- Met and filmed a promo featuring Andrew Mitcham for JV Brewfest
- Adjusted contracts for fall and winter movies with Swank
- Managed and advertised content for JV Brewfest, Pumpkin Carving, Volleyball League, Fall Frolic, and Garage Sale on social media outlets