



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE

NOTICE OF A MEETING

November 6, 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 10-2-24**
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 Wrap-up
 - b. Fall Frolic & House Decorating Contest Wrap-up
 - c. Holiday in the Village
 - d. Holiday Home Decorating Contest
 - e. Discuss and take potential action regarding meeting time adjustment (Ex. A)
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 December 4, 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 29th day of October at 3:00pm.

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
10-02-2024

Call to Order

Doris called the meeting to order at 5:30 pm.

Edward Lock	<i>present</i>	Karen Fitzgerald	<i>present</i>
Robyn Taylor	<i>present</i>	Molly Slaid	<i>present</i>
Heather Tuggle		Michelle Mitcham	
Lynda Schubring		Isaac Recinos	<i>present</i>
Jennie Kent	<i>present</i>	Alexander Harris	<i>present</i>
Doris Michalak	<i>present</i>	Robert Basford	
Rachel Beazley		Maria Thorne	<i>present</i>
Thomas Huebner	<i>present</i>		

Approval of Minutes from 9-4-24

Corrections requested: spelling of Edward's name.

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

Citizens Comments

None

Items for individual consideration

Brewfest

The Brewfest is well-prepared, with all contracts signed and paid. Currently, there are 172 sign-ups, with a maximum capacity of 200, indicating a strong potential for selling out. Six breweries and a musician are confirmed, with all necessary equipment and supplies scheduled for delivery. The event is registered with Harris County, and both food vendors have their permits.

The budget is around \$6,500, covering tent and stage rentals, kegs, tables, chairs, porta-potties, and the musician's fee. Thanks to sponsorships and careful budgeting, the event will break even financially.

To accommodate for potential rain, a large tent will be set up to ensure guests can stay dry. Food options are affordable, with meals costing around \$8–9 and mini doughnuts available. Attendees will receive wristbands with five drink tabs, controlled by brewery staff, and no re-entry is allowed. Each attendee will receive a commemorative mug, enhancing the event's appeal.

Children attending the movie night at the Civic Center will watch a Harry Potter movie, with pizza and drinks provided. Lifeguards will assist with the event, and everyone involved is encouraged to wear festive costumes.

Fall Frolic & Spooky House Decorating Contest

Planning for the Fall Frolic is going smoothly, with food trucks confirmed and 18 sign-ups for the trunk event, which typically increases as the date approaches. Marketing efforts are ongoing, and community organizations are encouraged to participate for free advertising.

The event will feature a haunted house under the pavilion, food trucks, trunk setups, and a DJ. A new addition this year is a dog costume competition, with about ten entries so far.

Volunteers are needed, particularly for the haunted house, as many regular staff are unavailable due to a high school homecoming game. Maria will assist with ticket sales and has enlisted her family to help scare in the haunted house. National Honor Society students will help with setup, but additional scare volunteers and event staff are still needed.

The event is scheduled for October 25th, and anyone interested in volunteering or needing community service hours is encouraged to contact Alex. Overall, the event promises to be engaging and fun for all involved.

A spooky house decorating contest will also take place, with winners receiving yard signs. The spooky house decorating contest is causing some concern among organizers, particularly regarding how to structure the competition. Unlike the holiday contest, which had distinct sections, there will be one overall winner, making it complicated to manage judging across the entire city in a single day.

Currently, fewer than ten houses are decorated, likely due to residents waiting until October to start. A suggestion was made to collect photos of decorated houses in a shared drive for voting, possibly making the process easier. Organizers also discussed whether to divide the city into sections for judging but recognized that this might complicate things further if certain areas have few entries.

They considered whether committee members could enter their own houses in the competition, deciding that they could participate as long as they are not judges. Voting would be anonymous, and they plan to communicate details via email, including how to submit photos and the maps of judging sections. The event is expected to be a learning experience, and feedback will be gathered to improve future contests.

Holiday in the Village

Planning for the holiday event is progressing well. Key points include:

- Assistance is needed with decorating before the event.
- A new Santa has been secured for the event.
- Efforts are underway to find sponsorships, particularly for the snow aspect, which is crucial for budget management.
- Seven food trucks have been confirmed, including a new BBQ vendor, with familiar favorites returning.
- The holiday market will be held at the Civic Center, featuring limited space for vendors, with plans to finalize details soon.
- The parade route will remain the same as in previous years, starting on Lakeview and finishing at the stop sign on Jersey.

Overall, about 80% of the event details are solidified, with only market coordination remaining. The group plans to add a discussion about the decorating contest to the agenda for next month. Overall, things are moving forward smoothly, despite the team's primary focus on the Brew Fest.

Summer Camp

The dialogue centered on planning for a summer camp and included a vote on potential names and logos. Three name options were presented, each reflecting Jersey Village's history:

- Milky Way Summer Camp - Ties to the area's dairy farming and Houston's identity as a space city.
- Open Range Adventure Camp - Evokes outdoor experiences and a connection to the expansive Texas landscape.
- Cowboy Galaxy Summer Camp - Combines camping themes with a nod to Texas heritage.

The group discussed the designs and agreed that "Milky Way Summer Camp" was their favorite due to its clarity and vividness. The chosen name will be used on marketing materials and T-shirts to promote the camp, which serves children aged 7 to 12. The conversation also touched on involving a mascot, with a mention of a cartoon cow named Bessie. Overall, the planning is progressing well, with excitement about the camp's future.

Parks and Recreation Directors Report

My Civic work order system tracks issues reported by residents and employees about parks and issues around the city.

The missing robotic mower was tracked down and retrieved with help from the police department. It was found hidden behind a dumpster at Target.

Future agenda item request

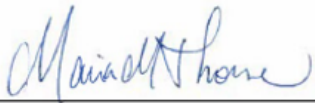
Holiday Decorating contest

Next Meeting Date

November 6, 2024

Adjournment

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



Maria Thome, Administrative Assistant

RESOLUTION NO. 2020-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS, RENAMING THE RECREATION AND EVENTS COMMITTEE AS THE PARKS AND RECREATION ADVISORY COMMITTEE; ESTABLISHING NEW REQUIREMENTS RELATED TO COMMITTEE MEMBERSHIP, TERMS OF OFFICE, REMOVAL FROM OFFICE AND VACANCIES, DUTIES AND RESPONSIBILITIES, QUORUM AND VOTING, AND MEETING PROCEDURES FOR THE NEWLY ESTABLISHED PARKS AND RECREATION ADVISORY COMMITTEE; AND MAKING COMMITTEE APPOINTMENTS.

WHEREAS, on October 18, 2004 the City Council created a Recreation and Events Committee for the purpose of making recommendations on recreational programs and events, promoting public interest in parks and recreational programs, and organizing volunteer groups to conduct recreational events for the City; and

WHEREAS, on October 19, 2009, City Council established place numbers and two (2) year staggered terms for the seven (7) members of the Recreation and Events Committee; and

WHEREAS, over the course of years since 2009, the needs and direction of Recreation and Events Committee have changed, requiring different involvement from the Committee; and

WHEREAS, a change in name from the Recreation and Events Committee to the Parks and Recreation Advisory Committee is needed since this change will better represent the new direction of Committee; and

WHEREAS, it is the desire of City Council to rename the Recreation and Events Committee as the Parks and Recreation Advisory Committee; to establish new requirements related to Committee Membership, Terms of Office, Removal from Office and Vacancies, Duties and Responsibilities, Quorum and Voting, and Meeting Procedures for the Parks and Recreation Advisory Committee; and to make Committee appointments; **NOW THEREFORE**,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JERSEY VILLAGE, TEXAS THAT:

Section 1. The facts and recitations contained in the preamble of this Resolution are hereby found and declared to be true and correct.

Section 2. **New Name**

Effective October 1, 2020, the Recreation and Events Committee is hereby renamed the Parks and Recreation Advisory Committee.

Section 3. **Committee Membership**

The Parks and Recreation Advisory Committee shall be composed of seven (7) regular voting members appointed by City Council during the month of October. Each member shall be a resident of the city and should be interested in public parks and public recreation, and the general use of leisure time of the people of the city.

In addition to the regular voting members of the committee, the committee has the discretion to identify and name one youth member, who resides within Jersey Village city limits, to serve on

the committee as an ex-officio, non-voting youth member of the committee. The youth member shall be enrolled in grades 9—12 and serve a 6th month term.

In addition to the regular voting members of the Committee, the City Parks and Recreation Director shall serve as an ex-officio member of the Committee with no voting privileges.

All committee members of the Parks and Recreation Advisory Committee shall receive no salary or compensation for serving on the Committee with the exception of the Director of Parks and Recreation, who shall receive no extra compensation other than as employed by the City of Jersey Village.

Section 4. Terms of Office

The Parks and Recreation Advisory Committee members shall hold office and serve from and after the date of their respective appointments, subject to the conditions provided herein.

The members of the Parks and Recreation Advisory Committee shall be identified by place numbers (1) through (7) effective October 1, 2020. Places (1), (2), (3) and (4) shall initially serve for a term of one year beginning October 1, 2020. Places (5) and (6) and (7) shall initially serve for a term of two years beginning October 1, 2020. Thereafter, all members shall be appointed for a term of two years.

The following individuals are appointed to serve as Committee Members on the Parks and Recreation Advisory Committee for the initial one (1) year term to begin on October 1, 2020 and end on September 30, 2021: Bridget Martinez, Place 1; Nora R. Hahn, Place 2; David L. Lock, Place 3; and Charles Mattair, Place 4.

The following individuals are appointed to serve as Committee Members on the Parks and Recreation Advisory Committee for the initial two (2) year term to begin on October 1, 2020 and end on September 30, 2022: Ashley Brown, Place 5; Doris Michalak, Place 6; and Travis Coggin, Place 7.

Section 5. Removal from Office and Vacancies

Any committee member may be removed at any time by a majority vote of the City Council for inefficiency, neglect of duty, malfeasance in office, or failure to maintain eligibility.

A vacancy arises if any committee member is absent from three (3) consecutive regular meetings or resigns.

If for any reason the position of any committee member shall have been vacated by removal or otherwise, the appointment and confirmation to fill such vacancy shall be made by the City Council for the unexpired term of the vacated office.

Section 6. Duties and Responsibilities

The Parks and Recreation Advisory Committee shall have the following duties and responsibilities:

- (A) Review and make recommendations on parks and recreation programs and events for the city to the Parks and Recreation Director;
- (B) Make recommendations on implementation of the Parks Master Plan to the Parks and

- Recreation Director;
- (C) Review and make recommendations when requested by the Parks and Recreation Director, City Manager, and/or City Council;
 - (D) Serve as advocates and promote public interest for the Jersey Village Parks and Recreation System, by understanding and interpreting the Jersey Village's Parks and Recreation System's work to the community;
 - (E) Assist with soliciting funds, volunteers, and bequests for parks and recreation programs and events; as well as the preparation, participation and operation of said events on an as desired basis and
 - (F) The Parks and Recreation Advisory Committee shall have no right, power, or authority to obligate or bind the city in any manner.

Section 7. Quorum and Voting

A minimum of four (4) Committee members are needed to form a quorum.

An official recommendation requires a majority vote of the quorum of Committee members present (e.g., 4 of 7 members present, 3 of 4 members present).

Section 8. Meeting Procedures

All meetings of the Parks and Recreation Advisory Committee shall be open to the public and shall be governed by the Open Meetings Act.

The voting membership of the Parks and Recreation Advisory Committee shall elect, in October of each year, a Chairperson and Vice-Chairperson to serve a term of one year to conduct the meetings and the voting members shall fill any vacancy in either of the offices of Chairperson or Vice-Chairperson.

The Parks and Recreation Advisory Committee shall have the authority and duty to adopt rules governing its official meetings.

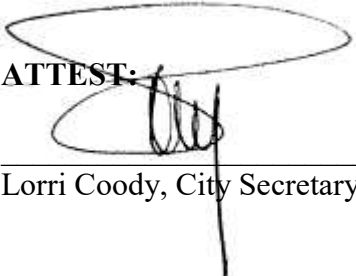
The Committee will meet on an as needed basis with a regular meeting being held on the first Wednesday of every other month.

The Director of Parks and Recreation or his/her designee will serve as the Committee's Secretary and shall be responsible for preparing and posting the Committee's agendas and keeping and recording minutes for all meetings. It shall be the duty of the Committee to approve the minutes for each meeting.

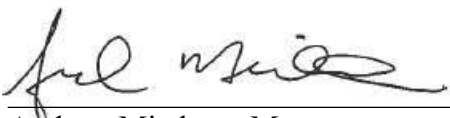
Any member of the committee may submit an agenda item request to the Chairperson to be considered for the meeting agenda.

PASSED AND APPROVED this the 19th day of October, A.D., 2020.

ATTEST:



Lorri Coody, City Secretary



Andrew Mitcham, Mayor





Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee
CC: Austin Bleess, City Manager
From: Robert Basford, Assistant City Manager
Date: November 6, 2024
Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report

Isaac Recinos

- Assisted with planning and logistics for the Fall Frolic event.
- Reviewed 72 applications for the Parks Supervisor position.
- Coded all outstanding invoices and P-card transactions from time out of the office.
- Produced a thank-you video for the Fall Frolic event.
- Organized and supported Brewfest event details, including a thank-you video.
- Arranged and purchased pumpkins for the carving event.
- Secured movie licenses for the Harry Potter Movie Night.
- Launched the online rental system for the new convention center.
- Senior fitness classes averaged 14 participants per session this month.
- Ordered and embroidered uniforms with the city logo for the Parks crew.
- Coordinated sod replanting at the Fire Department.
- Oversaw sage planting on Senate Avenue.
- Ordered and embroidered uniforms with the city logo for the Facilities team.
- Designed and ordered new Parks and Recreation staff T-shirts.
- Developed marketing materials for the JMGC Grand Opening event.
- Met with Musco Lighting about the golf course driving range project.
- Completed all required HR annual training videos.

Alexander Harris

- Completed final pool season analytics
- Met and filmed a promo featuring Andrew Mitcham for JV Brewfest
- Continued work to seek volunteers for Fall Frolic
- Worked with Michael Nov to improve JV Farmers Market visibility
- 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
- Completed monthly impact report documentation
- Worked on Milky Way camp materials
- Worked on spring Library program partnership
- Succeeded in getting a 200 tree donation from Trees for Houston and 800 from Johnson & Co. for replanting project
- Directed JV Brewfest event- setup, event operations, cleanup
- Went to HEB and picked up 95 pumpkins, went to Walmart and got 75 carving kits

- Directed pumpkin carving event- setup, event operations, and cleanup
- Met with ACM, Parks and Rec Manager, and golf course staff at JM to discuss Convention Center Grand Opening
- Had several virtual meetings with ACM, Parks and Recreation Manager, and Golf Course management staff to discuss Grand Opening event
- Registered Fall Frolic event with Harris County Public Health
- Worked with food vendors for fall frolic, gave instructions
- Created maps for Fall Frolic
- Did a walkthrough for Grand Opening event
- Created the webpage and fully integrated Grand Opening with Amilia
- Ran Fall Frolic EAP meeting with Police Dept
- Created and sent out Fall Frolic instructional emails for
 - Vendors
 - Trunks
 - Food Trucks
 - Volunteers
- Met with Rachel Beazley to discuss Duathlon spring event
- Directed Fall Frolic event
- Cleaned up Fall Frolic event trash & other materials the next day
- Attended an office debrief meeting regarding Fall Frolic
- Did program and facility impact reports
- Attended Grand Opening event meeting
- Met with Luke Beasley to work on Eagle Scout Planting Arbor Day project
- Met with Zane to discuss potential 5k/10k running event in JV
- Ordered some items for Lazy Day and tree planting
- Registered Holiday in the Village with Harris County Public Health