



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING

December 4, 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 11-6-24**
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. Holiday in the Village
 - b. Holiday Home Decorating Contest
 - c. Turkey Trot
 - d. 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 – To be determined**
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 25th day of November 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
11-06-2024

Call to Order

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

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

Approval of Minutes from 10-2-24

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

Citizens Comments

Kimberly Henao of Singapore Lane stated that she and her family had fun at the Fall Frolic event. She said that is looking forward to the Lazy Day and Holiday in the Village events.

A committee member voiced her concerns as a citizen on the subject of the playing fields being unfairly monopolized by some people, preventing residents from using them. Isaac stated that he and Robert would look into a possible solution of numbering the fields and managing them through online reservations.

Items for individual consideration

Brewfest wrap-up

Brewfest was a huge success, selling out and earning praise from attendees, staff, and police. Held in an underutilized park, the event showcased great beer, enjoyable music, and a welcoming atmosphere. Many attendees called it one of the best local events, appreciating the well-organized setup and venue.

To improve next year, several changes are planned. Adding more beer stations and staff will reduce long lines, while better lighting, especially near bathroom stalls, will enhance visibility and ambiance. Bistro or string lighting could also add charm. Activities like traditional Brewfest games (e.g., Stein holding or sausage tosses) and casual games (e.g., checkerboards) could engage more attendees and add variety.

Logistical tweaks include moving the registration table inside the event area to prevent road congestion and using sturdier tablecloths to withstand windy conditions. Food options will also be improved, with items like large pretzels and mustard offering better value.

With these adjustments, the team is confident next year's Brewfest will be even bigger and more enjoyable, solidifying its place as a signature community event.

Spooky House Decorating Contest Wrap-up

The first Spooky House Decorating Contest was a success, with strong participation and record social media engagement. The winner was thrilled, but suggestions included adding more winners

by section or categories like "Most Spooky" or "Most Festive" to encourage broader participation and reflect diverse decorating styles.

The contest brought excitement and community spirit, and plans for next year include refining the format to inspire more involvement. This promising event is poised to become a fun annual tradition.

Fall Frolic Wrap-up

The Fall Frolic event was generally successful despite several challenges. Staff shortages, including the absence of Isaac, Robert, and Sebastian, created difficulties in managing the event, and some food trucks arrived late, adding to the logistical issues. Volunteers for the haunted house were also insufficient, leading to a lack of scares and guidance at the entrance and exit. Additionally, the pavilion lights interfered with the haunted house's atmosphere, making it less dark and spooky. Alec gave kudos to Rachel whose help was invaluable.

Despite these obstacles, the event was well-received by attendees, with positive feedback on the layout and the increased participation compared to last year. The food vendors, though faced with space limitations, had a decent turnout, and the haunted house remained a key attraction. There was a suggestion to limit food trucks next year to reduce crowding and to schedule the event on a different day to avoid conflicts with the high school homecoming game. The committee also discussed potentially adjusting the haunted house's involvement in future events due to scheduling constraints. Overall, the event was a success, but improvements in staffing and logistics will be considered for next year.

Holiday in the Village 12/7/24 4pm to 7pm

The planning for "Holiday in the Village" is progressing well. Vendor registration is open, and registrations have been coming in steadily. The event will follow a similar format as previous years, with indoor vendors at the Civic Center and outdoor overflow spots. Action Academy is contributing their 75-business fair for the event. The first couple of parade of lights registrations are in, and half of the participants will be the same as previous years. The website for the event is live, and everything is on track. Additionally, a potential sponsor may cover the entire cost of the snow area, which is a great benefit.

Volunteers are needed for judging the contests and helping manage the snow area. A sign-up sheet will be created for these roles. Judging will be led by a team of experienced judges, with the goal of assessing the entries as they leave, after they've been lit up in the evening. The event starts at 4:00 PM, with the parade at 7:15 PM.

For decorations, help is needed between December 3rd and 5th, from 5:00 PM to 8:30 PM. Volunteers will be involved in setting up trees, lights, and general decor. A new Santa Claus will be present this year, and Santa letters will still be offered, likely in the Civic Center room. A few changes to judges and schedules are being worked out, with some volunteers stepping in for others. Lastly, the snow area will require additional adult volunteers to assist the lifeguards, and to facilitate frequent volunteer rotations to avoid fatigue.

Holiday Home Decorating Contest

The discussion about the Holiday Home Decorating Contest focused on finalizing the judging assignments and ensuring everything is set for the event. The group agreed to follow the same structure as previous years, with each judge assigned to a specific section. There were no major concerns, but it was emphasized that judges should not assess the same section as last year. The exclusion list should be updated to remove past winners and committee members' homes. One person volunteered to take over the task of assigning judges to sections, with the understanding

that the instructions and assignment details would be sent via email. The judging days will be the 11th and 12th, and Alex will collect the completed information from the judges.

Discuss and take potential action regarding meeting time adjustment.

This topic was tabled for next month since the requestor, Michelle Mitcham, was not in attendance.

Parks and Recreation Directors Report

There will be no pool next summer.

Carol Fox water fountain is shut down due to a leak that is being addressed

The grass is dead due to irrigation issues.

Future agenda item request

Discuss and take potential action regarding meeting time adjustment.

Next Meeting Date

December 4, 2024

Adjournment

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



Maria Thorne, 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.

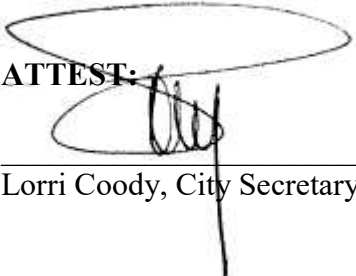
The Committee will meet on an as needed basis with a regular meeting being held on the first Wednesday of every other month.

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: December 4, 2024

Subject: Parks & Recreation Director's Monthly Report

Parks & Recreation Monthly Report

Admin

- Golf Course Grand Opening Preparations:
 - Created and posted a promotional video on Facebook.
 - Coordinated weekly promotions and designed event flyers.
 - Attended event planning meetings with golf staff and ACM to assign tasks related to the event.
 - Organized materials, secured Star Cinema raffle tickets, and relocated supplies to the event site.
 - Coordinated with Karie Lawrence for bingo plans at the grand opening.
 - Met with Ezee Fiber to discuss sponsorship of event.
 - Conducted walkthroughs of the golf course and convention center, participating in the final punch list review.
 - Discussed catering menus with Little Kitchen for the convention center rentals.
- Fall Frolic Event:
 - Uploaded event videos to the video editor; final version of video posted online and on social media.
- Holiday Preparations:
 - Secured Christmas lights and a lift rental for the parks crew.
 - Met with police and fire departments to plan the Holiday in the Village event.
 - Coordinated with staff on street pole star light installation and other holiday setup tasks.
- Staff and HR Tasks:
 - Conducted Joey's annual review and began reviews for Gloria and Duane.
 - Completed HR training videos.
 - Embroidered uniforms for the facilities staff.
 - Ordered recreation staff t-shirts, expected by November 22.
 - Coordinated promotions for a parks crew member to crew leader.
- Recruitment:
 - Hosted interviews for the park's supervisor position
 - Reviewed applications for the park's supervisor role.
- Facility and Supply Management:
 - Met with the facilities team to address current needs and supply shortages.
 - Ordered janitorial supplies for the upcoming month from Uline.
- Meetings and Events:
 - Senior Fitness had a great month averaging 12 persons a class.
 - Attended TRAPS East Region Golf Tournament and GCDA meeting in Pearland.

- Conducted weekly meetings with the Recreation and Events Supervisor.
- Participated in biweekly ACM meetings.
- Administrative Duties:
 - Coded and approved AP invoices and Wells Fargo P-card transactions, including Facebook ad expenses for the grand opening.
 - Approved all employee time sheets for payroll.
 - Created a cover page for the GFOA budget book.
 - Worked on department budgeting.
 - Addressed and responded to outstanding emails upon returning from time off.
- General:
 - Met with Musco Lighting at the golf course.
 - Finalized work plans with the facilities team for upcoming events.
 - Organized logistics for HITV, including parking, snow, and market arrangements.

Recreation

- Planned and coordinated the Grand Opening event, including meetings with staff and sponsors, marketing, equipment placement, merchandise, and signage creation.
- Directed and co-directed the Lazy Day 1.5K event, including staff/vendor organization, meetings, and coding invoices for event expenses.
- Managed social media postings and website updates for Arbor Day, Grand Opening, Holiday in the Village, and Lazy Day events.
- Directed Arbor Day tree planting and organized tree storage and watering with Wade and Johnson & Co.; secured 1,000 tree donations from Trees For Houston and Johnson & Co.
- Met with Luke Beasley to manage Arbor Day project and tree maintenance.
- Held meetings for potential new events: Eagle Scout Planting project, a 5K/10K running event in JV, and a kayak rental kiosk.
- Attended key industry events: PARAC Committee meeting, TRAPS Golf Tournament, and Gulf Coast Directors Association Meeting.
- Secured sponsorships for the Grand Opening and Holiday in the Village with Ezee Fiber and Rodeo Dental.
- Processed payroll for part-time staff and coded outstanding invoices and p-card transactions for various events and purchases.
- Met with Community Impact and Braeswood Farmers Market to discuss future advertising and collaboration.
- Organized and attended the Thanksgiving potluck for staff.
- Studied for and passed the Certified Parks and Recreation Professional (CPRP) exam.
- Worked on summer camp materials and updated Lazy Day and Grand Opening logistics.
- Attended eight interviews for the Parks Supervisor position.

Aquatics

- Daily checks of pool pumps
- Checked pool chemicals 4 times/week
- Cleaned pool as necessary

Parks

- Collected trash and cleaned bathrooms at various locations, including Clark Henry, Carol Fox, and BR, on multiple dates.
- Performed preventive maintenance (PM) on equipment.
- Repaired leaks and sprinkler issues at various locations, including the Firehouse, dog park, Rio Grande fence line, and Steepleway.
- Adjusted water timers at PD, Fire, and Rio Grande Church.
- Repaired cracked backflow PVC.

Mowing and Landscaping

- Mowed and maintained multiple locations:
 - City Hall, PD, Fire Department, West Water Plant, West Road Gateway, Clark Henry Trail, Jones, Eldridge, Welwyn, Honolulu, Carol Fox, VB, Senate, and DeLozier Bayou.
 - Retention Pond, Rio Grande Fence Line, Country Club, Village Dr. Marquee, GC Fence, and Animal Hospital.
- Weeded PD, Fire, and Senate.
- Trimmed trees at Senate/290 and the dog park.
- Sprayed pansies with insecticide.
- Handled leaf cleanup at Senate and VB.

Irrigation and Water Management

- Lowered sprinklers:
 - Rear sprinklers at the Firehouse and along the Rio Grande fence line (total of 15 adjusted).
- Fixed a drip line at the Philippine area and turned off water due to wet conditions.
- Added a protective box on exposed timers and valves along Rio Grande.

Lighting and Electrical

- Noted and reported light pole issues at Senate/Lakeview (pole numbers: 49/50, 48, 41, 29, 22/23, possibly 21).
- Installed Christmas lights:
 - Locations included Beltway, Philippine, Castlebridge, Jersey Dr., Rio Grande, Church Esp., City Hall, and Police Department.

Special Projects

- Directed and supported the large-scale Christmas light installation across Jersey Dr. and other locations.
- Organized tree trimming to address visibility and safety concerns.

Facilities

- Addressed Public Works AC unit issue:
 - Replaced damaged breaker causing current to flow when switched off.
 - Ordered transformer and fuses to repair lobby AC.
- Adjusted and rewired malfunctioning outside lighting at City Hall.
- Golf Course Projects:
 - Continued painting project, set to finish by week's end.

- Installed two sunshades on the driving range; one shade still awaiting delivery.
- Completed touch-up painting in the clubhouse.
- Replaced GFCI outlet in the kitchen with a standard receptacle to prevent tripped breakers.
- Installed temporary umbrella lights; patio string light installation planned in coming weeks.
- Installed dispensers in the new building and relocated supplies to City Hall.
- Police Department Tasks:
 - Replaced burnt-out ballast in the men's restroom light fixture.
 - Assisted with addressing a blockage in the women's restroom.
 - Set up Civic Center for police training on Thursday and Friday.
- Civic Center and Event Support:
 - Cleaned up after the election, including removing equipment, vacuuming, and mopping.
 - Set up for court sessions, police training, and city council meetings.
- Cleaning Duties:
 - Covered cleaning responsibilities at Golf, PD, City Hall, and the Civic Center during staff vacations.
 - Added extra cleaning days at Golf due to tournaments.
- Additional Maintenance:
 - Cleaned AC unit coils at Public Works after flooding and monitored breaker performance.
 - Prepared estimates for additional patio lighting at the clubhouse.
- Pending Work:
 - Inspect lighting issues at Carol Fox Park.
 - Await Lakey Electric for breaker replacement and voltage monitoring at Public Works.
 - Focus on completing golf course projects for the grand opening on the 22nd.