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# CITY OF JERSEY VILLAGE, TEXAS

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## PARKS & RECREATION ADVISORY COMMITTEE

### NOTICE OF A MEETING

January 8, 2025, 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 12-4-24**
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. Concert in the Park
  - b. Founders' Day
  - c. Clark Henry Baseball Fields reservation process
5. **Parks and Recreation Directors Report**
6. **Future Agenda Item Request: Please email all future agenda item requests to [mthorne@jerseyvillagetx.com](mailto:mthorne@jerseyvillagetx.com).**
7. **Next Meeting Date: February 5, 2025**
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 31st day of December at 2:00pm.

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  
12-04-2024

**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		Molly Slaid	<i>present</i>
Heather Tuggle	<i>present</i>	Michelle Mitcham	
Lynda Schubring	<i>present</i>	Isaac Recinos	<i>present</i>
Jennie Kent		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 11-06-24**

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

**Citizens Comments**

Kimberly Henao of Singapore Lane expressed that she is looking forward to the upcoming event of Holiday in the Village. She also commented and inquired about the blocking of streets and intersections. Isaac stated that he would share the map of the parade route.

**Items for individual consideration**

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

Today, we began setting up for the event after court adjourned, and the lifeguards have been instrumental in the process. Five arrived at 11:30 AM to decorate the MCM room, which is now 95% complete, with minor tasks like cleaning and fluffing trees left for tomorrow. The remaining interior setup includes floor markers and one more tree, which we'll handle in the morning with Ms. Gloria.

Tomorrow, lifeguards will split into teams to finalize interior details and begin outdoor setup, aiming to have 90% of the event ready by evening. The parks crew will handle street signs, barricades, and picnic tables, ensuring everything is in place by Friday night for a smooth Saturday. The lifeguards' commitment throughout the week has been outstanding and a tremendous help.

Parade check-in starts at 5:35 PM, with judging at 6:00-6:30 PM. Snow station shifts will cover 4:00-7:00 PM, managed by lifeguards and supplemented by volunteers as needed. In case of rain, the event will proceed with tents covering key areas, though a downpour would cancel the parade. Vendors, volunteers, and participants have been informed of this plan.

The event's logistics are well-coordinated, with Doris assisting with check-ins, lifeguards managing Santa's area and snow zones, and the parks crew handling trash, bathrooms, and tech support. Post-event cleanup will be streamlined with the last parade vehicle collecting barricades and signs. Thanks to strong teamwork, we're confident in the event's readiness. If weather cooperates, everything should run smoothly. Any extra help is welcome, so let us know if you're available!

**Holiday Home Decorating Contest 11<sup>th</sup> & 12<sup>th</sup>**

Doris said that at the last meeting, Robin agreed to handle section assignments for judging decorated homes. Since many of you are familiar with the process, she'll assign sections and send out emails. If you can't participate, please let her know promptly so she can plan accordingly. Judging will occur on Wednesday, the 11th, and Thursday, the 12th. Instructions in her email will

outline the process. Be sure to take a landscape-format photo of each house along with its address and submit them to Alex. Once final results are in on Thursday night, staff will use ChatGPT to map the most efficient route for placing winner signs. If you have any questions, feel free to ask Robin or Doris.

### **Turkey Trot**

Lynda talked about a proposed Turkey Trot event on Thanksgiving morning, collaborating with the Run Club. It would be open to bikers, walkers, and runners. The event would feature 1K and 5K options, a refreshment table, a kickoff MC, and music. Support from staff would be needed with social media promotion, route signs, and start and finish banners. They suggested making it a citywide event with free entry and including a charity component like a canned food or toy drive.

The committee discussed whether the city would take full responsibility for the event or partner with the Run Club. It was agreed that the city would lead, with Run Club and committee members volunteering to help, as securing lifeguard staff on Thanksgiving at double holiday pay may be difficult. Planning should begin in March, following a process similar to the Triathlon, starting with police coordination on the route. A subcommittee will be formed, including Edward, Lynda, and Heather. The church parking lot was suggested as a potential venue, and additional volunteers will be recruited to support the event's success.

### **Discuss and take potential action regarding meeting time adjustment.**

Committee members decided to remove the topic from the agenda until Michelle is able to attend the meeting and discuss.

### **Parks and Recreation Directors Report**

The water at Carol Fox Park is off because the backflow valve was accidentally run over by a mower. Hoping to get Joey to repair it, or staff may need to call a contractor.

The bathrooms at Clark Henry park are locked due to vandalism again. Vandals set fire in the bathroom. Staff is hoping to improve police presence. Committee members suggested maybe getting a senior group to hang out at the parks.

### **Future agenda item request**

### **Next Meeting Date**

January 8, 2025

### **Adjournment**

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



Maria Thome, Administrative Assistant



# Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bleess, City Manager

From: Robert Basford, Assistant City Manager

Date: January 8, 2025

Subject: Parks & Recreation Director's Monthly Report

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## Parks & Recreation Monthly Report

### Admin

- Developed a promotional video for the golf course grand opening, including an on-site shoot and social media campaign creation.
- Organized promotions for both the golf course grand opening and the Holiday in the Village (HITV) event.
- Conducted shopping trips to Sam's, Home Depot, and Walmart for event-related supplies, including Christmas lights and decorations.
- Coordinated rental of a lift for the Parks Crew to install street pole star lights.
- Held multiple meetings with the crew leader to assign tasks, discuss budgets, and address flower bed maintenance.
- Met with the facilities team to review supply needs, janitorial orders, and discuss future projects.
- Approved all timesheets for payroll and completed coding of all P-card and AP transactions.
- Conducted performance reviews for Gloria and Duane; reviews are completed and logged in the system.
- Collaborated with staff to set up decorations and logistics for HITV, including decorating the MCM Room and Civic Center Auditorium.
- Finalized and implemented rules for the convention center and secured its first rental booking, with another booking in progress.
- Participated in senior fitness programs, averaging 9-10 attendees per class for the month.
- Reviewed and shortlisted 165 applications for parks maintenance and supervisor vacancies, completing interviews and extending offers.
- Hosted a safety meeting for Public Works, golf, and parks staff.
- Finalized arrangements for the Civic Center carpet cleaning, scheduling H-Town Steam for the task.
- Engaged in planning meetings for summer camp timelines and work plans for the next 30 days.
- Coordinated with KSBJ on the potential partnership for a Fajita Festival in May or June.
- Addressed inquiries related to facility rentals, processed Amilia refunds, and assisted with logistics for the employee luncheon and JVSO dinner.

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### Recreation

- Directed the Lazy Day 1.5K event, coordinating event logistics and staffing.
- Oversaw payroll processing for lifeguards and completed related transactions.
- Procured supplies for HITV, including lights, gift boxes, and other decorations.
- Collaborated with various teams to set up HITV, including creating a website page, sending out vendor communications, and organizing event logistics.
- Hosted Letters to Santa and managed logistics for holiday movie night.
- Transitioned lifeguard positions to summer camp roles and initiated the hiring process for camp staff.
- Drafted materials for summer camp licensing and prepared marketing campaigns for upcoming Bingo nights in January.

- Worked on the 2025 play guide and began updates for the monthly impact report.
  - Managed maintenance at the pool, including shocking and filling the main and kid pools, as well as manually shocking the splash pad.
  - Organized cleanup efforts after HITV, ensuring venues were ready for upcoming events.
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### Aquatics

- Conducted routine maintenance on pool facilities, including pump and chlorination system checks.
  - Ensured pool water levels were optimal and addressed any mechanical issues.
  - Prepared facilities for off-season use, including manual shock treatment and overall equipment inspections.
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### Parks

- Completed regular trash collection and restroom maintenance across multiple locations.
  - Trimmed trees along Senate and other areas, focusing on Carol Fox Park and esplanades.
  - Conducted mowing operations at City Hall, Police Department, Fire Department, and additional city properties.
  - Addressed irrigation issues at Senate and Village Water, completing minor repairs.
  - Supported event preparations by relocating light towers and teaching staff how to operate generators.
  - Conducted leaf cleanup at Carol Fox and Rio Grande Church, while addressing other landscaping needs across the city.
  - Participated in a Thanksgiving potluck and safety meetings.
  - Addressed equipment issues, including fixing the Z970 mower throttle and performing general maintenance.
  - Assessed and began addressing water fountain drainage issues and relocation of a power pole at Carol Fox Park.
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### Facilities

- Adjusted Christmas lights in the median to use dusk-to-dawn sensors, optimizing energy efficiency.
- Repaired lighting issues at the golf clubhouse, temporarily bypassing blown fuses while awaiting replacements.
- Conducted a walkthrough of the fire department, compiling quotes for replacing lighting fixtures and transitioning to LED options.
- Resolved water fountain issues at Carol Fox Park, ordering and preparing for the installation of a new push valve.
- Installed a water filtration system for the pavilion's ice machine and verified proper functionality.
- Organized and assembled supplies for the convention center, ensuring readiness for upcoming rentals.
- Conducted maintenance on light towers, including battery repairs and lubrication, to ensure functionality for events.
- Supported the relocation of Christmas lights and decorations to various city facilities, coordinating with multiple teams.
- Managed canopy light repairs at several locations, including the police department and other municipal buildings.