



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING

September 7, 2022 at 5:30 p.m.
Civic Center Auditorium
16327 Lakeview Dr. Jersey Village, TX 77040

AGENDA

1. **Call to Order & Attendance** *Doris Michalak & Maria Thorne*
2. **Approve Minutes from 8-3-2022** *Doris Michalak*
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. Lazy Day 1.5K
 - b. Fall Frolic
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 10-5-22**
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 general public at City Hall on the 1st day of September at 1:30pm.

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
August 3, 2022

Call to Order

Doris called meeting to order at 5:39 pm

Jamie MacDonald

Ashley Brown

Doris Michalak *present*

Kristy Holder

Heather Tuggle *present*

Lynda Schubring

Nancy Manlove *present*

Rachel Beazley *present*

Robyn Taylor

Clare Towery

Michelle Mitcham *present*

Felicity Singleton *present*

Isaac Recinos *present*

Sebastian Marquis *present*

Robert Basford *present*

Maria Thorne *present*

Approval of Minutes from (previous meeting)

A motion was made to approve minutes by Nancy and was seconded by Rachel.

Citizen Comments

None

Items for individual consideration

a. Lazy Day 1.5 K

The Lazy Day 1.5 K - "A run for non-runners" will be on October 1st. Isaac explained that the goal of the event is to go as slow as possible along the course with different stations and fun activities. He described last year's event and the stations that they had. Isaac said that he needs ideas for stops and self-led activities along the trail. Last year there were 6 stations. The tailgate station would be at the end of the course.

There was talk about making the Lazy Day 1.5K a yearly event and maybe registering it as a race route to contribute to the race series. The trails through the bayou were mentioned. Robert also talked about branding the event and designing a custom medal. The t-shirt design and stickers were also discussed.

The cost to enter was discussed. We only need about 50 people to sign up to fund it. Robert wants to target 100 participants. Last year's cost for participating was \$40 and adult participants received a t-shirt, a medal, a meal, and a free beer. Could we lower price and have food trucks for people to buy their own meal? Maybe charge \$25 to \$30? Can some of the money come from the events budget? Last year, Mr. Donut provided donut holes. Senate Avenue Brewery donated a beer to each person and Michelle said that they would do it again this year.

Having an inflatable as part of the course was discussed. The time of the event was discussed. Closing the bridge at the golf course was discussed. The resident that puts a tarp on the grass down the hill was brought up.

Robert asked the committee to come up with ideas for stops along the trail, but to also be the solution for implementing them. The stops should be self-led. Isaac listed the

stations that he would like to keep: the water balloons, joke water station, ice cream and the donut holes. Members also brought up a kiddie pool with gelatin, a foam truck, office chairs, golf carts, tandem bikes, and maybe rolling giant dice like a Candy-Land game with cards that send people back. Doris talked about having a station where runners have to stop to take a photo or photo booth station with polaroid photos. Would like to come up with enough activities so that we can start promoting soon on the JV Star, Play Guide, social media, etc. Want to get a picture of the medal on the marquee to advertise.

Robert talked about doing a spoof warm-up session similar to what Josh did last year. The event will start at 11 and will be about 2 hours long. Robert gave a rundown of the items on his list for the event: photo booth, lower price, obstacles, inflatable, custom medal, t-shirts, water sponge balls and buckets, ice cream in coolers, donuts, and yard games. The tailgate will be at the end with food, yard games, and picnic tables. Isaac will look into the cost of medals and t-shirts.

Robert talked about getting Sebastian to build a podium with 3 first places. There was talk about contacting Mattress Mack about getting recliners.

Someone asked about National Night Out and the committee explained that it is an event that is handled by the police department. Robert said that he would bring it up with PD.

Doris asked staff to figure out what they could do and then let the committee know what they need to help with. Set up and tear down are the things that staff needs help with.

b. Fall Frolic

Fall Frolic will be on Friday October 28th at the Clark Henry pool parking lot. Isaac asked committee members to decide, and that he will contact the DJ, the face painting, and food trucks. Doris brought up the photo booth. She will do a schedule like last year and will get committee members to sign up. Isaac asked committee members to solicit businesses and organizations for trunks to come and give candy away. Trunks will need to provide about 1200 pieces of candy to give away. Doris will get committee to sign up for things.

Lighting was a major issue last year. The plan is to have light towers this year and to have the entire trail lit. The location of the food trucks and generators were discussed. The layout and location of the trunks was talked about along the trail. Doris mentioned that there is a person that coordinates with Post Elementary and that they hand out flyers to solicit trunks. Rebecca will be invited to the next meeting. Isaac said that there were about 2000 people last year and that he may need to get about 9 food trucks.

A haunted school bus and a haunted trail were discussed. Doris asked Felicity to check with the school drama group about doing a haunted house or haunted trail. Bounce houses were discussed. Doris said that they might be needed based on experience from past years. The contests and activities that the DJ does were talked about.

Robert stated that we have a \$2000 budget for fall frolic, and he gave a recap of the items on his list: DJ, photo booth, food trucks, contacts for the school, haunted trail, and a scavenger hunt. Also discussed: having fire trucks, classic cars, trunk decorating contests. Doris will work on her spreadsheet. Isaac will call Billy Jack. Prizes are also needed for games. Otter pops were mentioned.

Robert mentioned that the city events are easily accessible on the website. Isaac mentioned adding a page for the Lazy Day event. Nancy asked about having an all season all event pass for the city. Robert said that it was being considered, but that the administering of that is complicated at this time. Park passports and bucket lists were discussed.

Parks and Recreation Directors Report

Still working on the restroom at Carol Fox Park. Diving board replacement for the pool is delayed due to supply chain issues. Our new recreation software will be implemented this month. The Golf Course is doing very well. We are still waiting for items to arrive for the Welwyn Park improvements: zip line, swings, gazebo, benches.

Future agenda item request

Next Meeting Date

9-7-22

Adjournment

Motion was made to adjourn the meeting by Nancy and was seconded by Rachel.



Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bless, City Manager

From: Robert Basford, Assistant City Manager

Date: September 1, 2022

Subject: Parks & Recreation Director's Monthly Report – August

Parks & Recreation Monthly Report

Recreation

- This month Recreation staff was able to secure Medals, Stickers and a Food truck for the Lazy Day 1.5k to be held on October 1st. Currently, staff is still trying to get t-shirts for this event ordered. Other than that, this event is for the most part planned. The bulk of the work left for this event is mostly marketing.
- This month Recreation staff was able to secure a DJ and 7 food trucks for our Fall Frolic event to be held October 28th. The committee is currently working on the Trunk-or-Treat aspect of the event as well as the activities that will take place during this event.
- This month Recreation staff was able to secure Snow, Santa, 8 Food trucks and the Champions Forrest Baptist Church parking lot (will be used as parking during Holiday in The Village). The market component of this event is still currently being planned, as well as the Parade of lights component.
- This month we had two farmers markets take place on August 7th & 21st.
- This month Recreation staff was able to create the Play Guide for the upcoming Fall/Winter season of recreational activities. The Play Guide has already been submitted to Minute Men Press and is set to release on September 6th. A digital copy of our Play Guide has already been posted to our website.
- During this month Aquatics had a shift in the operating hours of the pool. During the month of August, we saw our staff numbers drop from 18 to 9 as our staff headed off to college. After August 14th Clark Henry Pool switched to operating only on the weekends. The last operating weekend for 2022 pool season is Labor Day weekend (September 3, 4, 5). On Labor Day Monday, Clark Henry Pool, will be open from 12-5PM. The very last day that the pool is open to the public is Doggy Dip Day which is September 6th from 6:45PM-8:45PM.
- This month recreation staff was able to meet with the National Academy of Athletics (NAA). This organization is trying to partner with the city to provide more recreational opportunities. The NAA has submitted a program proposal and staff is currently in the reviewing process.

Parks

- Parks staff inspected and repaired an irrigation leak at the new marquee on Senate and Seattle.
- Parks staff installed three new dog poo waste stations in the city, one is located at the entrance of Clark Henry Park. The second one is located at the corner of the bridge on the Clark Henry Hike and Bike Trail. The third

dog poo waste station is located at the Jersey Drive entrance of Carol Fox. We are also looking at adding a handful more dog poo waste station in the city.

- The Carol Fox bathroom we are currently waiting on Center Point to run overhead lines and connect the meter. Once this is done we will have power to the bathroom.
- We installed baby changing stations in each bathroom of Carol Fox Restroom.
- The electric gates at the golf course, the boring has been completed and the conduit has been run, we are now scheduling the electrician to come out and run the wire for the mechanical boxes for the gates. The electrical wire has been ran through the conduit and we are waiting on Center Point to install the transformer and connect the electrical to the power pole. After the electrical is connected we can have the gate motors installed.
- Removed a few trees from Philippine Park that came down in the storms.
- We had a big tree come down at Clark Henry Park, we have cut most of the tree cut up and are waiting for the ground to dry up so we can access the tree.
- The Cy Fair Lions group is donating two benches, these benches are made out of recycled stretchable plastic. It takes 5 thousand pounds of plastic to make one bench. They have decided to donate both benches to the City of Jersey Village.
- Parks staff took the tree that was down at Philippine Park. We also had a couple branches come down there. The crew will be going out and picking up the remaining branches that are still down.
- We will be planning a time to cut down a few dead trees at Philippine and possibly one at Clark Henry.
- We had a few ac vents in city hall that were not blowing air, we went and assessed the situation and came up with a plan to get this fixed. We noticed that the return vent duct was busted and not connected. We reconnected the pipe and the airflow was returned to the two offices that didn't have air flow.
- We installed a new drug take back box out front of the police department.
- The police department IT server room's ac was having issues staying on, we took a look at the machine and took care of the error code and not had issues since. The portable ac in that room also broke at the same time we purchased a new ac for that room and the room is the temperature it needs to be.
- Clark Henry home plates are finished up, the back 2 have had the home plates dropped in and mound clay has been mixed into the surrounding area around the home plate on both back fields. As I was out there after some of the rain that we had gotten there are no soft spots. I really think with the clay mixed in it will harden up and last a long time and resistant. The last home plate by the pavilion I tilled the area around the home plate to loosen up the dirt. Then put mound clay in the batters boxes and the catcher's box. Then poured field conditioner in the surrounding area and also mixed in more mound clay.
- Currently waiting on a response from Playcraft systems on the wiggle worm at Clark Henry. I reached out a few weeks back and the consultant that was assigned to me went on vacation. We recently spoke and she requested pictures of the problem, and I sent them back to her. I am now waiting on a response from her of prices and lead times.
- The fire department front sign has its grass all grown in, when October 1st rolls around I will be purchasing a landscape light to aim back at the sign. The crew accidentally mowed the new grass area which might stunt the grasses growth but only time will tell. In the near future we will be removing the jasmine that is wrapped around the bays along Lakeview. This request comes from chief Bitz, this will make maintaining the fire department a lot easier as it a lot of tedious work to maintain the jasmine.