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# CITY OF JERSEY VILLAGE, TEXAS

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## PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING

November 3, 2021 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 10-06-2021** *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. Holiday in the Village - *Isaac Recinos*
  - b. Founder's Day event – *Robert Basford*
  - c. Carol Fox Bathroom update - *Robert Basford*
5. **Staff briefings**
  - a. Parks and Recreation Updates – *Isaac Recinos, Robert Basford, Sebastian Marquis*
6. **Future agenda Item request: Please email all future agenda item requests to [mthorne@jerseyvillagetx.com](mailto:mthorne@jerseyvillagetx.com) .**
7. **Next Meeting date 12-1-21**
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 29th day of October at 1:00 pm.

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."

PARKS AND RECREATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
October 6, 2021

**Call to Order**

Doris called meeting to order at 5:31 pm

Travis Coggin	<i>p</i>	Michelle Mitcham	<i>p</i>
Jamie MacDonald	<i>p</i>	Luke Onorato	
Ashley Brown	<i>p</i>	Josh Rodrigue	<i>p</i>
David Lock	<i>p</i>	Robert Basford	<i>p</i>
Bridget Martinez	<i>p</i>	Sebastian Marquis	<i>p</i>
Doris Michalak	<i>p</i>	Isaac Recinos	<i>p</i>
Charlie Mattair	<i>p</i>	Maria Thorne	<i>p</i>

**Approval of Minutes from 9-01-21**

Motion was made to approve minutes by Ashley. Motion was seconded by Bridget.

**Citizen Comments**

None

**Items for individual consideration**

- a. Parks and Recreation Committee restructure discussion - *Robert Basford*  
Robert informed the committee that city council had discussed expanding the number of committee members to 11 by adding 4 alternate members. Council also considered doing away with the committee's requirement to conform to the open meetings act. Robert added that he spoke with several people, including our city secretary, Lorri Coody, and in order to better meet requirements of certain grant applications, it was determined that continuing to operate under the Open Meetings Act was to our benefit.

Concerns were brought up about committee members voting. Going forward, items will be brought up for input and votes from members.

At the next council meeting, the resolution will be amended to add the 4 alternate places, and the selection of alternate members will take place.

- b. Fall Frolic updates – *Doris Michalak*  
Activities for the Fall Frolic event were discussed including the hay ride, a possible art project, sidewalk chalk art, and a Halloween themed movie.

Doris briefly covered some of the activities planned for the Fall Frolic including the classic cars for the trunk or treat, face painting, bounce houses, and the photo booth. She added that specifics would be discussed in detail during the workshop meeting following the regular meeting.

Doris asked about the budget for Fall Frolic and Josh said it was \$2500.00. She also asked about prizes for the DJ games. Josh said that he would take care of that.

c. Christmas Event discussion - *Joshua Rodrigue*

Josh said that the snow and Santa and Mrs. Claus have been reserved. He also has most of the vendors signed up and is working on parade entries. He has not heard back from the band director yet but he does have a caroling group. Josh is also looking for volunteers to work and help on Dec. 4<sup>th</sup>.

The committee talked about a master of ceremonies to do a play-by play for the parade and a grand marshal to lead the parade. The grand marshal would be someone like a "citizen of the year" ad that may be someone that city council can help choose. The event will take place at city hall. The parade will start at the park and will come down Jersey towards City Hall.

## **Staff briefings**

### **Recreation**

Josh announced that he has taken a job at another city and is leaving Jersey Village. He talked about upcoming activities including pumpkin carving on Friday, the kickball league, Texas Arbor Day on November 5<sup>th</sup>, and art classes. Isaac will be the main contact for Fall Frolic. Sebastian will coordinate the hay ride and will also assist with other things.

### **Parks**

Sebastian gave updates about the Summit play structure, the new mulch, and the gaga ball pit. He is looking into what to do about bottom of the pit. Sebastian also talked about the new benches and picnic tables that were donated by the Women's Club. He mentioned that the Volleyball court project will begin on Monday.

Michelle Mitcham added that the local Girl Scouts used proceeds from their cookie sales to purchase a new bike rack that will be located on the side of City Hall under the tree by the picnic table.

Robert talked about finishing up the fiscal year and gave kudos to his staff. He talked about the work on the berm project and the new lock system. He also talked about the Summit play structure walkthrough, and the sign issues, and added that they plan to expand the mulch zone to have larger borders around it. The Rio Grande fence, and the Carol Fox bathrooms were also mentioned. There are a couple of options for bathrooms but there are concerns about ventilation. They are looking into modular A/C units on timers. We are limited on where the restrooms can go due to location of electrical and plumbing lines.

Robert talked about the fall zone for the rock wall amenity and the fixtures in restrooms at pool. He also talked about the NRPA conference that he attended

and said that he had the opportunity to speak with a lot of people and made contact with some good vendors. They are looking into bringing in E-sports, and E-gaming during the winter time. The marquee in front of the fire station was also brought up and Robert said that the screen is being installed by the manufacturer's contractors.

**Future agenda item request**

**Next Meeting date**

November 3, 2021

**Adjournment**

Motion was made to adjourn the meeting by Bridget and was seconded by Ashley.

DRAFT



# Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bleess, City Manager

From: Robert Basford, Parks and Recreation Director

Date: November 1, 2021

Subject: Parks & Recreation Director's Monthly Report - October

## Parks & Recreation Monthly Report

### Admin

- Worked with the fencing contractor as well as berm and Wall Street contractors to coordinate the installation of the new golf course fence along Rio Grande.
- Worked on finalizing hole 3 and 4 for the berm project. We are sodded out completely and we are moving to punch list items for the projects. We should be back to full strength here soon.
- Worked with recreation team on fall frolic, kickball, pool training, holiday in the village etc.
- Worked on transitioning Isaac into the Recreation and Events Coordinator role.
- Worked on the rental procedure with Maria to streamline rentals.
- The facilities department completed the installation of the software to transition our lock system to a real time system. We have been working through some kinks but this software will streamline facilities access control.
- Began the initial work on founder's day. An event scope has been created, and the poll regarding the event date was sent out. The official date for the 2022 Founders Day is April 16, 2021.

### Recreation

- Worked the farmers market twice this month (1<sup>st</sup> & 3<sup>rd</sup> Sunday). The process involves contacting vendors, making a list then creating a map for them so they know where they are for the upcoming market.
- Continued working with my fitness class. This happens Tuesdays and Thursdays every week. Usually our classes are inside the Civic Center. However, due to voting we had our classes outside for most of this month.
- Planned our Pumpkin carving event which had 50 pumpkins disappear in 18 minutes. The part of this event that was the most difficult was securing a sponsorship for pumpkins from HEB.
- The Concert in The Village event was also this past month. The event was a massive success and drew large crowds. Josh handled most of the big items for this event, I was more involved in the marketing and visual items part of the event.
- Foodie Fridays have continued to run smoothly. They are scheduled to end November 12<sup>th</sup>, our food truck contact just schedules trucks for us. All the P&R department has to do is market the event via social media.

- Fall Frolic, although majority of the planning was spearheaded by the committee. The P&R department was the engine pushing the event along. We ordered materials, mapped the event, set up the event and helped with marketing items. Event was a major success.
- Movie in the park went very well. We hosted a double feature and saw a crowd as large as 50 people enjoying the movies. This was also our first opportunity to day view our brand new movie screen. Event was a success and the screen was a big hit with the community.
- Trail tails, most of the heavy work for this program was done this month. Signs arrived from minutemen press and then I had to laminate them manually. After the lamination process they were placed in their proper frames. The program is ready to go and is set to debut November 3<sup>rd</sup> at 5:30PM in Carol Fox Park. Featuring a special story time mini kickoff event.

## **Parks**

- I was involved with the planning and running of the concert in the park, helped out with the getting ready and setting up with the event. We had a little miss step with the food trucks not showing up but we covered it by me cooking and Isaac handing out the hot dogs.
- My crew and I put the new and fixed screen back in the marquee in front of the fire station, which went in with ease. I was able to get the chance to learn how and what goes into those signs.
- Installed a new fence around the communications tower out back of the police department, the old fence was falling apart and rotted and needed to be replaced.
- We are going to be bringing the border of the new summit wall structure out a little bit and moving the ramp I am waiting on the shipment of pieces for this little project.
- We had the Texas Parks and Wildlife team out to the retention pond they delivered to us 800 catfish with an average of nine inches. They will be looking to stock this pond twice a year for a long time. This gives people the opportunity to fish for multiply types of fish in this pond.
- If you notice any imperfections in the new summit wall don't worry we will be taking care of it.
- We had some extensive clean up to do after those few days of wind that came through, we did have a few trees come down and a lot of branches. Those have since been cleaned up and taken care of.