



CITY OF JERSEY VILLAGE, TEXAS

PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING

November 2, 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 10-5-22**
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. Fall Frolic wrap-up
 - b. Holiday in the Village
 - c. Holiday Home Decorating Contest
 - d. July 4th Bands
 - e. Founders Day Rides
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 12-7-22**
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 26th day of October at 12:00pm.

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
October 5, 2022

Call to Order

Doris called meeting to order at 5:32 pm.

Nancy Manlove	<i>present</i>	Clare Towery	
Jamie MacDonald		Edward Lock	
Heather Tuggle	<i>present</i>	Michelle Mitcham	<i>present</i>
Lynda Schubring	<i>present</i>	Felicity Singleton	<i>present</i>
Ashley Brown	<i>present</i>	Isaac Recinos	<i>present</i>
Doris Michalak	<i>present</i>	Sebastian Marquis	<i>present</i>
Rachel Beazley	<i>present</i>	Robert Basford	<i>present</i>
Robyn Taylor	<i>present</i>	Maria Thorne	<i>present</i>

Approval of Minutes from 9-7-22

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

Citizen Comments

None

Items for individual consideration

a. Fall Frolic

Doris passed an assignment sheet around with a list of duties for Fall Frolic and she asked committee members to fill the spots on the list. Doris asked committee members to select an area and to let her know how many volunteers they wanted and what supplies they needed for their station or task. Doris said that she would send the list to staff to let them know what items are needed.

Isaac said that HOSA and National Honor Society had volunteered to help and Robert mentioned Kurt Beasley with the scouts.

The layout of the trunks route was briefly discussed. The plan is to have cars enter through Post parking lot. Staff will come up with a layout map and traffic route. Staff will create a free event in Smart Rec so that people can register their trunks and receive information about it. The SmartRec app was discussed along with the topic of setting up volunteers as memberships in SmartRec and possible discounts.

The committee talked about prizes for the games and contests. Glow in the dark items, plush toys, fidget spinners, and phone cables and chargers were mentioned. A pumpkin patch or pumpkin painting activities also came up.

The question about parking for the public was brought up and Robert said that he would be contacting the police. He mentioned the concept of branding by using colored flags to designate different areas. We will be using the school parking lot.

The drama clubs that were contacted by committee members declined to do a haunted house or trail. Staff members stated that they want to have a haunted house for next year and will begin planning earlier for it.

b. Holiday in the Village

Isaac says he has ordered everything needed including the snow, and Santa & Mrs. Claus. He is working on planning the holiday market and he has more than 30 vendors. He has 8 food trucks lined up and is working on getting sponsorships for a petting zoo.

A decorating party was discussed. The Employee engagement committee and JVSO will help with set up, and the plan is to leave the decorations up in civic center.

Isaac mentioned that we will need help with the S'mores station, the letters to Santa, and the toy drive. Also, there will be more snow this year, but no bounce house. Judging for the parade, a possible judging app, and numbers for the entries were also talked about.

c. Holiday Home Decorating Contest

Doris explained how the judging is done – where the city is divided into 5 sections and 2 committee members judge the sections on the categories of most merry and most bright. Ashley volunteered to organize the judging and the committee agreed to discuss in more detail next month.

Parks and Recreation Directors Report

Isaac talked about the Lazy Day 1.5K event and thanked everyone who helped. The team received lots of positive feedback. The event made about \$100 after expenses. There was a conversation about earnings and expenses, revenue line items, the general fund and requesting a budget increase, and budget amendments.

Additional comments were that the popsicles melted, a bounce house was requested, and that more places to sit were wanted. The idea of having punch cards at each table and then a raffle was brought up, along with maybe adding \$5 to the cost of participating and providing food.

Other items that were touched on were the dog park donation, the work at Welwyn Park, and the shipping of the diving board. Benches and tables were discussed. Staff wants to the design of the benches to match. Would like to have chessboards and tic-tac-toe painted on the tables.

Committee members asked about setting up barriers on some streets to designate them for walkers only on Halloween.

Nancy said she would like to cook dinner for the committee during one of the meetings.

Future agenda item request

None

Next Meeting Date

11-2-22

Adjournment

A motion was made to adjourn the meeting by Ashley, and was seconded by Robyn.



Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bless, City Manager

From: Robert Basford, Assistant City Manager

Date: November 2, 2022

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

Parks & Recreation Monthly Report

Recreation

- This month recreation staff was having issues with the chlorinating system at the pool. The system was not effectively chlorinating our pool on its own. Progressive was finally able to find the root of the issue which was our pool chlorinator pump. The pump was old and needed to be replaced. Now our pool chlorinating system is running effectively.
- Recreation worked on Fall Frolic for a large part of October. This involved calling trunks, soliciting more trunks, contacting stakeholders and organizing event logistics.
- Recreation staff is still looking for a Lifeguard Instructor Certification class to lower cost of training lifeguards. Paying for lifeguards training has proven to be an effective method to recruit lifeguards. Having a LGI on staff will drastically lower the cost of training lifeguards.
- Recreation staff worked on narrowing down the final candidates for our July 4th entertainment, the committee will make a final decision in our meeting in November.
- Recreation staff was able to have a site visit at Clark Henry Park with Showcase Entertainment (Mechanical Ride Provider at Founders Day 2022) to begin initial plans for Founders Day 2023. We have received a quote, which is currently under review by staff.
- Recreation staff has been working on setting goals for our social media sites. This month staff set two goals, one was related to increasing Facebook reach and the other was related to increasing Instagram reach. Staff was able to successfully hit our Instagram reach goal this month. We have set a new goal of increasing our reach by 20% in the month of November on both Instagram and Facebook.
- Recreation staff was able to implement the first 3 weeks of our Holiday in The Village marketing plan on, Buffer, our social media posting software this month. This is ideal because it makes it easy to make adjustments to our plan if things change.
- Recreation staff worked on a media kit this month. The goal with this kit is to provide sponsors packet that explains exactly what our events are and how it can benefit their organizations. Our goal is to increase sponsorship in our events moving forward with this media kit.

Parks

- We have finished the Welwyn Park project; we installed a new 56-foot zip trak. We also installed new swings in all the bays including a new expression swing. We gave the gazebo a face lift with some new paint, and we will be adding a wraparound bench in the gazebo. We are also waiting for the delivery of two new swing benches.
- Visited government surplus to inspect and purchase two light towers for events. We will fix these up and they will save us money on future rentals. The ROI on these light towers is 2 years of events (roughly 10 uses total).
- Parks staff worked with PW department to install mailbox banks on Seattle Street.
- Parks staff is working on setting a date to start the assembling the dog park pavilion, we are currently waiting on some of the materials to come in for this project.
- Parks staff had a little work party for a cub scout troop, these kids are in kindergarten, and they assisted with raking the Carol Fox sand box.
- Parks staff removed a broken and unsafe piece of playground equipment from Clark Henry Park.
- Assisting the police department with the remodel that they are currently doing, we have had a few issues with the electrical panels and the fire alarm system but have been able to get them handled.
- We have started creating a preventative maintenance calendar for parks/facilities, this will allow us to keep a record of when we need to do the tasks and know when they were done last.