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# CITY OF JERSEY VILLAGE, TEXAS

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## PARKS & RECREATION ADVISORY COMMITTEE NOTICE OF A MEETING

December 1, 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 11-03-2021** *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. Decorating Contest – *Doris Michalak*
  - c. Founder's Day event – *Robert Basford*
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 1-5-22**
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 22nd day of November 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."

Notice removed on \_\_\_\_\_

PARKS AND RECREATION ADVISORY COMMITTEE  
MINUTES OF MEETING  
November 3, 2021

**Call to Order**

Doris called meeting to order at 5:30 pm

Bridget Martinez	<i>present</i>	Lynda Schubring	<i>present</i>
Jamie MacDonald	<i>present</i>	A4 - vacant	
David Lock	<i>present</i>	Michelle Mitcham	<i>present</i>
Charlie Mattair	<i>present</i>	Luke Onorato	
Ashley Brown	<i>present</i>		
Doris Michalak	<i>present</i>	Isaac Recinos	<i>present</i>
7 - vacant		Sebastian Marquis	<i>present</i>
Glenn Jackoviak	<i>present</i>	Robert Basford	<i>present</i>
Heather Tubble	<i>present</i>	Maria Thorne	<i>present</i>

**Approval of Minutes from 10-06-21**

Motion was made to approve minutes by Charlie and was seconded by Ashley.

**Citizen Comments**

Karie Lawrence of 8410 Achgill St. talked about the JV Women's Group. She explained that it is a service driven organization that was started in 2014 and has about 40-60 members. They meet every month and do fundraisers to raise money to do things for the city. They give a \$200 donation to the police department every year for quarterly police officer, they provide the snack for Santa during Holiday in the Village and used to do a home tour, but have stopped due to pandemic. The Women's group recently bought benches and tables for the city and every year. They have a new president Connie Paschar and will also have new board members.

Karie also talked about the JV Senior Outreach group. There are about 176 seniors in the organization and they have a big social calendar with lots of activities. They also have a number of vetted volunteers of all ages that assist seniors with small repairs and tasks in and around their homes. There are membership dues of \$50 per year for seniors 55 and up. Anyone is welcome to be a volunteer. The senior group had a trunk and gave out candy at the trunk or treat event. Kari complimented everyone who helped put on the event and said that they are in for next year.

Karie also talked about the play guide and the need for advertising in a way that seniors can access. The JV Star was mentioned, the back page of Mayor's newsletter, the JV website. She also said that it is difficult to find things on the website, and the calendar does not have everything on it.

Doris mentioned that improving the content on the website would be helpful and also asked members to share information about the two groups Karie talked about and to try to encourage people to participate.

Susan Edwards of 16001 Jersey Drive, said that the women's group used to put candy in the eggs and used to help with the egg hunt but have not been asked to help in several years. She said that the group is available to assist with activities like that. She also talked

about CERT, the Community Emergency Response Team. The team works with the fire department but is also available to assist with event set-up, traffic control, parades, etc. She talked about CERT training in January. The contacts for CERT are Linda Crowl, and Rob Missall from the fire department.

### **Items for individual consideration**

#### **a1 Fall Frolic post event report – *Doris Michalak***

Doris asked for a motion to amend the agenda to add a recap of the Fall Frolic. Ashley made the motion and David seconded the motion. Doris provided a detailed recap report (attached) and the fall frolic was discussed by all.

The event was very successful and the weather was great. The layout and spacing of the event and activities were discussed. Some ideas for next year were mentioned including possibly using the trail. The need for more lighting was brought up and discussed. It was also mentioned that a baseball team showed up unexpectedly and took up a lot of space. Rachel the cow was talked about and the topic of using hashtags for the event was discussed. The members gave lots of kudos to Isaac and Sebastian for all the work they did for the event. Doris expressed thanks to everyone who volunteered.

#### **a. Holiday in the Village - *Isaac Recinos***

Isaac said that advertising for Holiday in the Village is the only thing that had not been addressed. He said that everything else is good to go including the farmer's market, the snow, and Santa and Mrs. Claus. He has been working on the parade route and details. He plans to start marketing for parade entries and he asked the committee for assistance with getting more floats and participants for the parade. Still debating about whether or not to include walkers in the parade and keeping it short or making a longer route with only vehicles. We will not be charging participants to enter the parade. We may be more selective about participants next year. Robert talked about maybe encouraging people along the route to join in the parade at the end and walking to the event site

Doris asked committee members their opinion about having walkers and vehicles vs only vehicles, most committee members said that they would like to have both. Weather may be an issue affecting walkers. The issues with different streets were discussed. Cars park on the streets and could make it difficult.

The idea was brought up about doing part of the route with only floats and then have the walkers join in at Carol Fox Park. Robert said that the ideas will need to be presented to the police department.

The time of the parade was also discussed. The committee talked about whether to *start* the event with the parade or *end* the event with the parade? Event was originally scheduled to run from 4 to 7pm with the parade starting at 6:30, but that would pose a problem for people who were at the event but wanted to be at the parade. Several options were discussed. Doing it before – it wouldn't be dark enough for lights. Start points and end points were discussed. Robert talked about sunset and levels of darkness. It needs to be dark for the parade, but doesn't want to push the event too late. The committee talked about doing the parade as a loop with staging and ending at the church parking lot. The committee agreed to have the parade at the end of the event.

Issues with cars parked on Lakeview Dr. were discussed. Committee members talked about putting door hangers on the doors of residents along Lakeview to ask them to keep the street clear.

Staff members will meet with our fire department, police department and public works to discuss. Robert mentioned contests and advertising for event volunteers. The committee will meet for a workshop at 5:30 on Nov 17th

b. Founder's Day event – *Robert Basford*

Robert brought in the painting of the Founder's Day celebration. He would like to recreate the activities as closely as possible to the painting.

The date of the event was discussed. Robert sent out a poll to choose the date for the event. April 16<sup>th</sup> won, but there are concerns because it is right before Easter Sunday. The committee members chose April 9th.

Robert talked about the fireworks and the need for a safety radius.

c. Carol Fox Bathroom update - *Robert Basford*

Robert stated that he is looking at designs for the bathroom, a locking system, and plans for ventilation.

**Staff Briefings**

Robert explained that going forward the Staff Briefing will be supplied to committee members as a report for review as part of the meeting packet and that questions about any of the items will be answered briefly at this part of the meeting. The report is attached.

There was a question about changing the time of the farmer's market, and Isaac stated that for now, the time will stay at 11am to 2pm.

**Future agenda item request**

**Next Meeting date**

December 1, 2021

**Adjournment**

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

# FALL FROLIC 2021

## POST EVENT REPORT

October 29, 2021  
6:00-9:00 p.m.  
Clarke Henry Park

### ATTENDANCE

The event was held in conjunction with the Post Elementary Trunk or Treat. The attendance was exceptional. The weather was perfect for this event—high 70s to mid 60s range.

### CAR SHOW/TRUNK OR TREAT (coordinated by David Lock and assisted by Charlie Mattair)

- There was an excellent showing of Trunk or Treat participants. There were more vehicles than space in the pool parking lot. For future events with similar participation, additional space will be needed.
- Vehicles with games seems to slow the flow of those seeking treats. The suggestion was made that those with games be moved to the grassy area or somewhere to keep things moving.

### FOOD TRUCKS (coordinated by David Lock)

- Two food trucks (Sam's and Guasakaca) provided by Lena, who David has coordinated with for years, served burgers and a variety of food items. The food trucks made a donation of \$100 to the City in lieu of paying a fee.
- Post Elementary provided the Kona Ice truck

### PHOTO BOOTH (coordinated by Bridgette Martinez and assisted by Sonya Burluson, resident)

- The photo booth was a heavily frequented spot. It was a nicely decorated area on the northeast corner of the pool fence with wooden fencing as a background, mums, scarecrows and wood art gracing bales of hay providing seating for those being photographed.
- Rachel the Cow made an appearance. Thanks to the City staff for releasing her from storage.

### DISC JOCKEY (coordinated by Doris Michalak)

- DJ Billy Jack Eversole was his usual vibrant and vivacious self. He keeps the crowd of all ages engaged with upbeat tunes. He directed games for all age groups—hoola hoops, mummy wrap (toilet paper), choose the number game, costume contests etc.
- Isaac and staff purchased prizes for the winners of the games. David and Charlotte Lock generously donated a large number of prizes including Beanie Babies (which were a big hit with the younger kids) and a variety of other prizes.
- Three Jersey Village Girl Scouts assisted Billy Jack with the games. It is important to have several volunteers working this part of the event as someone has to be in the prize area most of the time. Volunteers are needed to hand out the hoola hoops, collect hoola hoops, hand out toilet paper, judge contests, etc.

- The prizes were laid out on the counters in the kitchen at the pavilion. That allowed for the winners to come in several at a time to make their selections. It is important to have the prizes spread out as much as possible to allow them all to be seen. The winners are serious about making their selections.

#### FACE PAINTING & BALLOON ARTIST (coordinated by Jamie McDonald)

- The location just southeast of the splash pad was easily seen and assessable.
- Two (2) artists were necessary to manage the demand. In the future the artists need to limit the number of selections and keep those selections relatively simple. The intricacies of some of the painting caused the line to back up. That has been done this at previous events and it keeps the line to a reasonable length.
- Lighting placed on the poles of the popup tent was necessary and adequate.
- The balloon line stayed reasonable.
- The artists were friendly and talented.

#### INFLATABLES (coordinated by Ashley Brown)

- The inflatables were a hit once they arrived. They were over an hour late. Isaac is handling that issue.
- With three inflatables, at least five (5) volunteers are needed to man the entrances and exits of the inflatables.
- Chairs need to be placed near the inflatables so the volunteers can sit rather than stand the entire event.

#### CITY STAFF ATTENDING

Isaac Recinos  
Sebastian Marquis

Both these gentlemen worked relentlessly before and during the event. They were a tremendous help to the committee.

#### COMMITTEE MEMBERS ATTENDING:

Ashley Brown  
Bridgette Martinez  
Charlie Mattair  
David Lock  
Doris Michalak  
Jamie McDonald

*By Doris Michalak  
11-1-2021*



# Jersey Village Parks & Recreation

To: Parks and Recreation Advisory Committee

CC: Austin Bless, City Manager

From: Robert Basford, Parks and Recreation Director

Date: November 22, 2021

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

## Parks & Recreation Monthly Report

### Admin

- Fence along Rio Grande has been completed.
- Berm is 95% complete, set to have a substantial walkthrough in December. We are back to 18 holes open.
- Worked with recreation team on pool training, holiday in the village, etc.
- Worked with parks on some potential short term park lighting improvements, holiday decorating ideas and equipment replacement options.
- Worked on the pool Rockwall quote and installation schedule.
- Worked through all of the kinks in the new Cloud based lock system.
- 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 has been tabled. IT is looking like April 9<sup>th</sup> per committee and resident request, waiting on final vendor availability before cementing the date in.

### 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. This past month was a strong month for the class averaged 6 people per class.
- Worked on planning the Parade for our December 4<sup>th</sup> event and attended multiple meetings related to planning parade. So far we have about 13 registrants for the parade and a few more applications pending.
- Foodie Fridays ended November 12<sup>th</sup>. Looking to bring it back in the spring.

- Spent the month working on my CPO certification and was able to pass the final exam and become certified.
- Pool maintenance has been a huge area of focus this past month. Planning to do a safety audit on the pool to see where we stand heading into pool season 2022.
- New Pool lights have been installed on the pump room.
- Trail Tails is officially up and running. So far it has been received very well by the community.

## **Parks**

- Spent most of the month of November working on my CPO certification. I passed my exam and looking forward to helping out Isaac at the pool this summer.
- Working on learning the in and outs of the pool, including pool chemicals and the maintenance side of things.
- Starting work on the volleyball court, with new drainage and new sand.
- Working on planning an irrigation project for the dog park to be able to have plush grass at this park. This planning involves deciding what type of heads to go with and determining zones for the dog park.
- Working on placing the new lights at Clark Henry Park there will be 3 around the top of the pavilion to add ample light for events and for people wanting to continue play at night. Also in this project we will be replacing the lights underneath the pavilion to a more energy efficient light and a brighter light. We are replacing the lights on the pole near the pump house to add light to the splash pad and to the pool. We will also be adding lights to the pole inside the playground area of Clark Henry.
- Worked with the golf course and adding a light for their cart attendants to be able to see at night. Also ordered lights for the light pole right by the club house to add ample light for safety.
- Working with an electrician to add area lights on the two powered poles at Carol Fox to add light for those kids that want to play later in the night.
- Looking into ideas to do something festive with the marquee's for the holidays.