

Marcus Gallegos, Member
Jacqueline Steinbacher, Member



Amy Shadowens, Member
Rachel Cristiano, Member

Robin Amerine, Chair
CITY OF JUSTIN
PARKS AND RECREATION ADVISORY BOARD AGENDA
NOVEMBER 12, 2024
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247
6:00 PM

CALL TO ORDER

Convene into Session:
Invocation and Pledge of Allegiance
American Flag

Texas Flag: *"Honor the Texas Flag; I pledge allegiance to thee, Texas, one state, under God, one and indivisible"*

PUBLIC COMMENT

In order to expedite the flow of business and to provide all the citizens the opportunity to speak, the Park and Recreation Committee Chair may impose a three-minute limitation on any person addressing the board.

CONSENT

1. Consider and act on meeting minutes from September 10, 2024.

DISCUSSION / ACTION ITEMS

2. Discuss and consider recommending appointments to the Parks and Recreation Advisory Board.
3. Discuss, consider and take appropriate action on the City Facility Naming policy.

FUTURE AGENDA ITEMS

ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council of the City of Justin, Texas, is a true and correct copy of the said notice that I posted on the official bulletin board at Justin Municipal Complex, 415 North College Ave, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this 5th day of November by 5 p.m., at least 72 hours preceding the scheduled meeting time.

Josh Little



Parks and Recreation Advisory Board Coversheet
November 12, 2024
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247

Agenda Item: 1. (CONSENT)

Title: Consider and act on meeting minutes from September 10, 2024.

Department: Administration

Contact: Josh Little, Public Works Director

Recommendation:

To approve board minutes as presented.

Background:

Minutes from the September 10, 2024 meeting are included in the packet.

City Attorney Review: No

Attachments:

1. 9-10-24 Park Minutes

MINUTES

**State of Texas
County of Denton
City of Justin**

Justin Parks and Recreation Advisory Board – September 10, 2024

The Justin Parks and Recreation Advisory Board convened into a regular meeting the same being open to the public the 10th day of September at 6:00 p.m. at the Justin Municipal Complex, and notice of said meeting giving the time, place, date, and subject thereof having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit: Public Works Admin Staff Liaison, Kira Sedivy, and Public Works Director Josh Little.

Justin Parks and Recreation Committee Members: Amerine, Steinbacher and Shadowens were in attendance.

CALL TO ORDER

Invocation and Pledge of Allegiance

Member Amerine called the meeting to order at 5:58 pm

PUBLIC COMMENT

To expedite the flow of business and to provide all the citizens with the opportunity to speak, the Parks and Recreation Committee Chair may impose a three-minute limitation on any person addressing the board.

No comment from the Public

DISCUSSION / ACTION ITEMS

1. Consider and act on meeting minutes from July 9, 2024 and August 27, 2024 Parks and Recreation Advisory Board meeting and take appropriate action.

Member Steinbacher motioned to approve the minutes dated July 9, 2024 and August 27, 2024 as they exist right now.

Seconded by: Member Shadowens

Aye Votes: Members Amerine, Steinbacher and Shadowens

Motion Carries

2. Park Board Training

Members reviewed the presentation created by the City Secretary. It covers training requirements, roles of chair and vice chair, character and decorum, voting in a meeting, purpose of the park board and vacancies.

FUTURE AGENDA ITEMS

- None

ADJOURN

Motion to adjourn at 6:39 PM

Passed and approved on the 12th of November 2024.

SEAL:

Robin Amerine
Parks & Recreation Board Chair



Parks and Recreation Advisory Board Coversheet
November 12, 2024
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247

Agenda Item: 2. (DISCUSSION / ACTION ITEMS)

Title: Discuss and consider recommending appointments to the Parks and Recreation Advisory Board.

Department: Public Works

Contact: Josh Little, Public Works Director

Recommendation:

Discuss, consider and make recommendations for appointments to the Parks and Recreation Advisory Board to City Council.

Background:

Applications will be reviewed and recommendations for appointments will be presented to the City Council at their December 12, 2024 meeting.

City Attorney Review: No

Attachments:

1. Board Applications

Board, Commission & Committee Application

First Name	Alwyn
Last Name	Dowell
Address	Wyndbrook Dr
City	Justin
State	TX
Zip Code	76247
Are you over the age of 18?	Yes
Are you a registered voter in Justin?	Yes
Have you previously served on Justin City Council as a City Council member?	No
Current Occupation/Employer	Sr. Integrity specialist Atmos Energy
Education, Licenses, or Certifications	3.75 years of college
Are you a current or past member of a Council-appointed Board, Commission, or Corporation?	Yes
If yes, please specify	Timberbrook HOA and Timberland Estates HOA
On which Board, Commission, or Committee are you interested in serving? (First Choice)	Parks and Recreation Board
If you have a second choice for a Board, Commission, or Committee	Planning and Zoning Commission

on which you would like to serve,
please also select that.

What work experience, educational experience, community involvement, and/or other skills do you have that would qualify you for a Council-appointed Board, Commission, or Committee?

While as the vp of the HOA of Timberland Estates I worked the city of Fort-Worth, Wild life and fisheries and the neighborhood to add parks come up with plans for a city park to say the least I have work experience with R.O.W and land owners. I hosted many lunch and learns with many fire and police departments to inform them of the transmission gas lines throughout Denton County

List any additional information which you believe would be of value for the City Council to know about you.

I am quite personable and like taking on challenges to help the community

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or organization, or have a contract with or any obligation to any person or entity which might constitute a conflict of interest?

No

By typing your full name in the box, you acknowledge that the information provided is correct to the best of your ability.

Alwyn Dowell Jr

Date of Submission

10/4/2024

Board, Commission & Committee Application

First Name	Gary
Last Name	Foree
Address	Kettlewood Dr
City	Justin
State	TX
Zip Code	76247
Are you over the age of 18?	Yes
Are you a registered voter in Justin?	Yes
Have you previously served on Justin City Council as a City Council member?	No
Current Occupation/Employer	Facility Lead
Education, Licenses, or Certifications	Apprentice Electrician. I hold CTSBO certification from TASBO
Are you a current or past member of a Council-appointed Board, Commission, or Corporation?	Yes
If yes, please specify	Charter Review committee
On which Board, Commission, or Committee are you interested in serving? (First Choice)	Parks and Recreation Board

If you have a second choice for a Board, Commission, or Committee on which you would like to serve, please also select that.

Planning and Zoning Commission

What work experience, educational experience, community involvement, and/or other skills do you have that would qualify you for a Council-appointed Board, Commission, or Committee?

I have worked for school maintenance for over 20 years

List any additional information which you believe would be of value for the City Council to know about you.

I believe in fair evaluation

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or organization, or have a contract with or any obligation to any person or entity which might constitute a conflict of interest?

No

By typing your full name in the box, you acknowledge that the information provided is correct to the best of your ability.

Gary Foree

Date of Submission

10/18/2024

Board, Commission & Committee Application

First Name	Mark
Last Name	Allen
Address	Kettlewood Dr
City	JUSTIN
State	TX
Zip Code	76247
Are you over the age of 18?	Yes
Are you a registered voter in Justin?	Yes
Have you previously served on Justin City Council as a City Council member?	Yes
Current Occupation/Employer	Self employed Sales Construction
Education, Licenses, or Certifications	Bachelor's degree
Are you a current or past member of a Council-appointed Board, Commission, or Corporation?	Yes
If yes, please specify	P & Z, Parks, EDC
On which Board, Commission, or Committee are you interested in serving? (First Choice)	Planning and Zoning Commission
If you have a second choice for a Board, Commission, or Committee on which you would like to serve, please also select that.	Type A Economic Development Board
What work experience, educational experience, community involvement, and/or other skills do you have that would qualify you for a Council-appointed Board, Commission, or Committee?	Previously elected to city council 3 times. Enid, Ok. Runaway Bay, Tx.

List any additional information which you believe would be of value for the City Council to know about you.

Police, Fire and EMS experience.

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or organization, or have a contract with or any obligation to any person or entity which might constitute a conflict of interest?

No

By typing your full name in the box, you acknowledge that the information provided is correct to the best of your ability.

Mark Daniel Allen

Date of Submission

1/27/2024

Board, Commission & Committee Application

First Name	Mark
Last Name	Montanari
Address	Misty Ridge Dr
City	Justin
State	TX
Zip Code	76247
Are you over the age of 18?	Yes
Are you a registered voter in Justin?	Yes
Have you previously served on Justin City Council as a City Council member?	No
Current Occupation/Employer	Retired
Education, Licenses, or Certifications	Bachelor of Science from Rochester Institute of Technology. 2003.
Are you a current or past member of a Council-appointed Board, Commission, or Corporation?	No
On which Board, Commission, or Committee are you interested in serving? (First Choice)	Parks and Recreation Board
If you have a second choice for a Board, Commission, or Committee on which you would like to serve, please also select that.	Justin Community Library Board

What work experience, educational experience, community involvement, and/or other skills do you have that would qualify you for a Council-appointed Board, Commission, or Committee?

I have a desire to participate in Justin's growth. My family moved here because we were told this is a growing area, and with growth comes opportunity and challenges. Therefore be part of solutions rather complain.

List any additional information which you believe would be of value for the City Council to know about you.

I applied for the open position on City Council, And was interviewed for the position, I was not chosen, but was encouraged to pursue other opportunities within the city of Justin govt.

Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or organization, or have a contract with or any obligation to any person or entity which might constitute a conflict of interest?

No

By typing your full name in the box, you acknowledge that the information provided is correct to the best of your ability.

Mark Joseph Montanari

Date of Submission

8/14/2024



Parks and Recreation Advisory Board Coversheet
November 12, 2024
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247

Agenda Item: 3. (DISCUSSION / ACTION ITEMS)

Title: Discuss, consider and take appropriate action on the City Facility Naming policy.

Department: Public Works

Contact: Josh Little, Public Works Director

Recommendation:

Discuss, consider and take appropriate action on the City Facility Naming policy.

Background:

The facility naming policy was established to guide Park Board members on the requirements for naming future facilities and parks within the City of Justin.

City Attorney Review: No

Attachments:

1. Facility Naming Policy

City of Justin Facility Naming Policy

Purpose

The purpose of this policy is to establish a clear and transparent process for naming public facilities. The policy aims to involve the community in the decision-making process and ensure that the names chosen reflect the values and history of the area.

Scope

This policy applies to the naming of all public facilities including parks, buildings, and other significant structures.

Policy Statement

1. **Community Involvement:** The community will have a significant role in the naming process through a citizen survey.
2. **Transparency:** The process will be transparent, with opportunities for public input and review.
3. **Respect and Relevance:** Names should reflect the local culture, history, or geography, and should be respectful and relevant to the community.

Procedures

1. Initiation of Naming Process

- A public announcement will be made to inform citizens about the opportunity to participate in the naming process.

2. Citizen Survey

- A survey will be distributed to gather name suggestions from the community. The survey will be available online.
- The survey period will last for a minimum of 30 days to ensure ample time for participation.

3. Collection and Review of Survey Results

- The collected survey responses will be compiled and reviewed by the Park Board and staff.
- The Park Board members and staff will create a shortlist of names based on the survey results. The criteria for shortlisting may include the number of times a name was suggested, the relevance of the name to the facility, and any potential concerns or conflicts.
- The shortlist will typically include 3-5 names.

4. Final Selection by Park Board

- The Park Board will make a recommendation to the City Council. City Council will review and approve all facility names.
- The chosen name will be announced publicly, and appropriate signage and documentation will be updated accordingly.

Criteria for Naming

- **Historical Significance:** Names that recognize historical events, places, or persons significant to the community.
- **Geographic Features:** Names that reflect the natural or geographic features of the area.
- **Community Values:** Names that embody the values, culture, and spirit of the community.
- **Contributions:** Names that honor individuals or organizations that have made significant contributions to the community.

Review and Amendment

This policy will be reviewed periodically and may be amended as necessary to ensure it continues to meet the needs of the community and the Park Board.

Effective Date

This policy is effective as of [Insert Date].