

Jacqueline Steinbacher, Vice Chair
Mark Allen, Member
Gary Foree, Member



Marcus Gallegos, Member
Amy Shadowens, Member
Alwyn Dowell, Member

Robin Amerine, Chair
CITY OF JUSTIN
PARKS AND RECREATION ADVISORY BOARD AGENDA
APRIL 14, 2025
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.

DISCUSSION / ACTION ITEMS

1. Discuss and consider appointment for an Alternate Parks Board position.
2. Discuss and take appropriate action on monument sign renderings for the new city park.

CONSENT

3. Consider and act on meeting minutes from February 11, 2025, and March 11, 2025.

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 April 14, 2025, by 3:30 p.m., at least 72 hours preceding the scheduled meeting time.

Joshua Little

Joshua Little, Public Works Director



Parks and Recreation Advisory Board Coversheet
April 14, 2025
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247

Agenda Item: 1. (DISCUSSION / ACTION ITEMS)

Title: Discuss and consider appointment for an Alternate Parks Board position.

Department: Public Works

Contact: Joshua Little, Public Works Director

Recommendation:

Staff recommend the Parks Board review, discuss and take possible action to appoint a Parks Board alternate position.

Background:

The Parks Board currently has an open alternate position, and we have an applicant that has filed to fill this vacancy. The alternate position provides additional support and contributes to the decision-making process within the board. The alternate position plays a role in maintaining the continuity of the Parks Board. While the primary responsibility of board members is to attend meetings and make decisions related to parks and recreation, they also collaborate with staff and City Council to advocate for the community's needs and interests. The alternate member steps in when any of the regular board members are absent. This ensures that there is no disruption to the board's ability to conduct its business. In the absence of a sitting board member, the alternate should review the meeting materials, participate in discussions, and provide input on decisions. The alternate position does have a vote when they serve as a replacement for an absent member. This position helps maintain the necessary quorum for meetings and ensures that the board can continue to make decisions in a timely and efficient manner.

The criteria for eligibility to be selected for the Parks Board as a member are outlined in the Boards & Commissions Handbook.

Pg. 10 -12 Section D. Board Members 1. Selection and Appointment

City Attorney Review: N/A

Attachments:

1. Jason Palmer Board Application
2. Boards and Commissions policy manual 2024 rev

Board, Commission & Committee Application

First Name	Jason
Last Name	Palmer
Address	Honeysuckle Dr
City	Justin
State	TX
Zip Code	76247
Phone Number	
Email Address	
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	Health Care Service Corporation
Education, Licenses, or Certifications	Mass Communication, Journalism
Are you a current or past member of a Council-appointed Board, Commission, or Corporation?	Yes
If yes, please specify	<i>Field not completed.</i>

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.	Parks and Recreation 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?	Life-Long Outdoors lover, camping, boating, etc. Vice-President Of neighborhood HOA, volunteer at Justin Food Pantry for last 3 years.
List any additional information which you believe would be of value for the City Council to know about you.	N/a
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.	Jason L Palmer
Date of Submission	3/6/2025

2024



City of Justin
Boards, Commissions, and
Committees Policy Manual

Table of Contents

Introduction.....	Page 2
Definitions.....	Page 2
Roles and Responsibilities	Page 2
City Charter & Additional Provisions	Page 7
Standards of Conduct.....	Page 8
Advertising of Openings	Page 14
Conflict of Interest Affidavit	Attachment A
Code of Ethics	Attachment B
Code of Ethics Acknowledgment	Attachment C
Board & Commission Application.....	Attachment D

City of Justin Boards and Commissions Policy Manual

I. Introduction

It is the policy of the City of Justin that the proper operation of democratic government requires that members of boards and commissions be independent, impartial, and responsible to the City Council and the citizens of Justin; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. In recognition of these worthwhile goals, the following policy has been established for the City's appointed Board and Commission Members deemed necessary and appropriate to assure the faithful and impartial conduct of Boards and Commissions of the City of Justin.

II. Definitions

For the purposes of this policy, the following words, terms, and phrases shall have the meanings ascribed thereto:

Board: Any City Board or Commission whose members are appointed by the City Council in an advisory or official capacity.

City Employee: Any person employed by the City, including those employed on a part-time basis.

City Board or Commission Member: Members of the following Boards:

- Justin Community Library Board
- Parks and Recreation Board
- Planning and Zoning Commission
- Zoning Board of Adjustment
- Keep Justin Beautiful Committee

City Officer: A Member of the City Council, Planning and Zoning Commission, or the Zoning Board of Adjustment. Members of the other Boards are advisory members and not City Officers.

III. Board Roles and Responsibilities

All Board Members who are appointed by the City Council serve at the pleasure of the City Council and serve in an advisory capacity, except as otherwise provided by law, including city ordinance. The Staff liaison shall be required to bring all applications forward to the appropriate board for a recommendation before the applications are presented to City Council.

A. Justin Community Library Board

- i. **Composition:** Justin Community Library Board shall be composed of up to eight (8) members who reside within the City of Justin, and three of the (8) members residing within the City's Extraterritorial Jurisdiction (ETJ).
- ii. **Term:** Each member shall be appointed by the Justin City Council to serve two (2) year terms beginning on January 1st. Board members shall be designated as place numbers 1 through 8. The 8th place shall serve as an alternate and will be eligible to vote if a member of the Commission is absent. 7. The terms of those appointed to positions in odd-numbered places shall expire December 31st of odd-numbered years, and the terms of those appointed in even-numbered places shall expire December 31st of even-numbered years.
The City Council may remove a member at any time throughout their term.
- iii. **Vacancy:** In case of vacancy on the board for any reason, the City Council shall appoint a successor to serve the remainder of the unexpired term. A vacancy in a term of office shall occur when the Council finds that a member:
 - 1. Has resigned or has not maintained the qualifications required for appointment;
 - 2. Has failed to attend the required percentage of meetings; or
 - 3. Has been removed from the board by the Council;
- iv. **Organization:** Each year in January, the Justin Community Library Board shall select a Chair and Vice Chair from among its membership. In the event a Chair or Vice Chair leaves the Board, his or her position will be filled at the next regular meeting of the Board.
- v. **Meetings:** The Justin Community Library Board shall meet at least two (2) times each year. City Staff will coordinate meetings and will be responsible for creation of the agenda and minutes.
- vi. **Quorum:** A quorum shall be constituted by a standard majority (51%) of the total number currently appointed to the board.
- vii. **Purpose:** The purpose of the Justin Community Library Board shall be to serve in an advisory capacity for the City Council for strategic planning efforts related to the Justin Community Library. The Board shall also annually review policies and procedures for possible updates.

B. Keep Justin Beautiful Advisory Committee

- i. **Composition:** Keep Justin Beautiful Committee shall be composed of up to eight (8) members.
- ii. **Term:** Each member shall be appointed by the Justin City Council to serve two (2) year terms beginning on January 1st. Board members shall be designated as place numbers 1 through 8. The 8th place shall serve as an alternate and will be eligible to vote if a member of the Commission is absent. 7. The terms of those appointed to positions in odd-numbered places shall expire December 31st of odd-numbered years, and the terms of those appointed in even-numbered places shall expire December 31st of even-numbered years.

The City Council may remove a member at any time throughout their term.

- iii. **Vacancy:** In case of vacancy on the board for any reason, the City Council shall appoint a successor to serve the remainder of the unexpired term. A vacancy in a term of office shall occur when the Council finds that a member:
 - 1. Has resigned or has not maintained the qualifications required for appointment;
 - 2. Has failed to attend the required percentage of meetings; or
 - 3. Has been removed from the Committee by the Council;
- iv. **Organization:** Each year in January, the Keep Justin Committee Board shall select a Chair and Vice Chair from among its membership. In the event a Chair or Vice Chair leaves the Committee, his or her position will be filled at the next regular meeting of the Committee.
- v. **Meetings:** The Keep Justin Beautiful Committee shall meet at least three (3) times each year. City Staff will coordinate meetings and will be responsible for creation of the agenda and minutes.
- vi. **Quorum:** A quorum shall be constituted by a standard majority (51%) of the total number currently appointed to the board.
- vii. **Purpose:** The purpose of Keep Justin Beautiful shall be charitable and educational to promote the Keep Justin Beautiful program of litter prevention, beautification and community improvement, and minimization of the impact of solid waste in the City of Justin.

C. Parks and Recreation Board

- i. **Composition:** The Parks and Recreation Board shall be composed of up to eight (8) members who currently reside within the ETJ or are residents of the City of Justin.
- ii. **Term:** Each member shall be appointed by the Justin City Council to serve two (2) year terms beginning on January 1st. Board members shall be designated as place numbers 1 through 8. The 8th place shall serve as an alternate and will be eligible to vote if a member of the Commission is absent. 7. The terms of those appointed to positions in odd-numbered places shall expire December 31st of odd-numbered years, and the terms of those appointed in even-numbered places shall expire December 31st of even-numbered years.

The City Council may remove a member at any time throughout their term.

- iii. **Vacancy:** In case of vacancy on the board for any reason, the City Council shall appoint a successor to serve the remainder of the unexpired term. A vacancy in a term of office shall occur when the Council finds that a member:
 - 1. Has resigned or has not maintained the qualifications required for appointment;
 - 2. Has failed to attend the required percentage of meetings; or
 - 3. Has been removed from the board by the Council;
- iv. **Organization:** Each year in October, the Parks & Recreation Board shall select a Chair and Vice Chair from among its membership. In the event a Chair or Vice Chair leaves the Board, his or her position will be filled at the next regular meeting of the Board.
- v. **Meetings:** The Parks & Recreation Board shall meet at least eleven (11) times each year. City Staff will coordinate meetings and will be responsible for creation of the agenda and minutes.
- vi. **Quorum:** A quorum shall be constituted by a standard majority (51%) of the total number currently appointed to the board.
- vii. **Purpose:** The purpose of the Parks and Recreation Board shall be to serve in an advisory capacity for the City Council for projects designated by the City Council related to public parks and recreation in the City of Justin. The board shall also assist with strategic planning efforts related to public parks & recreation of the City.

D. Planning and Zoning Commission

- i. **Composition:** The Planning & Zoning Commission shall be composed of up to eight (8) members who are all residents of the City of Justin, and must be a registered voter.
- ii. **Term:** Each member shall be appointed by the Justin City Council to serve two (2) year terms beginning on January 1st. Commission members shall be designated as place numbers 1 through 8. The 8th place shall serve as an alternate and will be eligible to vote if a member of the Commission is absent. 7. The terms of those appointed to positions in odd-numbered places shall expire December 31st of odd-numbered years, and the terms of those appointed in even-numbered places shall expire December 31st of even-numbered years.

The City Council may remove a member at any time throughout his or her term.

- iii. **Vacancy:** In case of vacancy on the Commission for any reason, the City Council shall appoint a successor to serve the remainder of the unexpired term. A vacancy in a term of office shall occur when the Council finds that a member:
 - 1. Has resigned or has not maintained the qualifications required for appointment;
 - 2. Has failed to attend the required percentage of meetings; or
 - 3. Has been removed from the Commission by the Council;
- iv. **Organization:** Each year in December, the Planning & Zoning Commission shall select a Vice Chair from among its membership. The Chair is required to be affirmed by City Council in January each year. In the event the Chair leaves the Commission, his or her position will be selected by the Commission at the next meeting and affirmed by City Council at the next available meeting.
- v. **Quorum:** A quorum shall be constituted by a standard majority (51%) of the total number currently appointed to the Commission.
- vi. **Meetings:** The Planning & Zoning Commission shall meet at least eleven (11) times each year. City Staff will coordinate meetings and will be responsible for creation of the agenda and minutes.
- vii. **Purpose:** The purpose of the Planning & Zoning Commission shall be that which is outlined in Chapters 211 and 212 of the Texas Local Government Code regarding planning and zoning of the City and its extraterritorial jurisdiction. The Commission shall also assist with recommendations for new ordinances or revisions to existing ordinances related to planning and zoning within the City, and shall serve in an

advisory capacity for strategic planning related to long-term planning for the City.

- viii. The Commission shall adopt from time to time such rules and regulations as it may deem necessary to carry into effect the provision of the ordinance.

E. Zoning Board of Adjustment

The Zoning Board of Adjustment shall consist of the members of the City Council of Justin, as authorized by Section 211.008 of the Texas Local Government Code, regarding the zoning of cities and with the powers and duties as provided in said statutes and the comprehensive zoning ordinance.

IV. City Charter and Additional Provisions

A. Personal Interest in City Contracts

No officer or employee of the City of Justin shall have a financial interest, direct or indirect, in any contract with the City, or be financially interested directly or indirectly in the sale to the City of any land, materials, supplies, or services, except on behalf of the City as an officer or employee. Any knowing and willful violation of this Section shall constitute malfeasance in office and any officer or employee guilty thereof shall be removed from his office or position. Any violation of this Section with knowledge, expressed or implied, of the person or corporation contracting with the governing body of the City shall render the contract involved void.

B. Chapter 171, Local Government Code. Conflicts of Interest

A City Official who has a substantial interest in a business entity or in real property that be subject to a special economic effect by an action of the body to which he or she belongs must file an affidavit and must abstain from further participation in the matter.

C. Section 553, Government Code. Disclosure of Interest in Property

A public servant who has a legal or equitable interest in property that is to be acquired with public funds shall file an affidavit disclosing his interest within 10 days before the date on which the property is to be acquired by purchase or condemnation. A form affidavit for this purpose is attached.

V. Commissions and Boards Standards of Conduct

A. Policy

As mentioned in this Policy and Procedure Manual, State Law is very specific in defining conflict of interest and defines prohibited conduct for City Officials. This

Section reinforces those laws and is cumulative of State Law requirements. It is important that City Officials be independent, impartial, and responsible to the Citizens of the City, and that no member of a City Board permit any interest, financial or otherwise, direct or indirect, or engagement in any business transaction or professional activity to conflict with the proper discharge of their duties. Public office will not be used for personal gain. Each member shall adhere to the code of ethics as set forth by adoption of the City Council,

B. Standards of Conduct

1. Conflict of Interest

No Board Member shall actively participate in the deliberation and/or approval of City business in which he or she, or a relative of the member, has a direct or indirect financial interest that can be determined to be in conflict with the duties of his or her office. If there is a conflict of interest, the member must leave the room during debate or hearing, refrain from discussing the matter at any time with members of the body of which he/she is a member or any other body which will consider the matter and abstain from voting on the matter. A Conflict of Interest Affidavit in the form of Attachment A must be filed with the City Secretary prior to the issue being deliberated by the City Council or Board. The following are defined as substantial interests in a business entity:

- a. owning 10 percent or more of the voting stock or shares of a business entity or 10 percent or more of \$15,000 or more of the fair market value of a business entity;
- b. funds received by the person from a business entity exceed 10 percent of the person's gross income for the previous year;
- c. having a financial interest in real property which is at least \$2,500 in fair market value.

2. Code of Ethics

All Board, Commission and Committee Members shall adhere to the code of ethics as adopted and set forth by the City Council.

3. Gifts, Grants, Donations, Entertainment

A Commission or Board Member shall not accept or solicit any benefit, gift, or favor from any person that might reasonably tend to influence them in the discharge of their official duties, or grant in the discharge of their official duties any improper favor, service, or thing of value.

A Commission or Board Member shall not accept any transportation or entertainment as a guest, unless it is associated with a City Council approved municipal meeting or conference.

Nothing in this Code shall be construed to mean that the acceptance of the following types of items are unethical:

- The acceptance of gifts, grants, and donations to the City of Justin. (State Law)
- Fees or benefits received that the official is entitled to for which he/she gives legitimate consideration in a capacity other than as a public servant. (State Law)
- Gifts received due to kinship or a personal, professional, or business relationship, independent of the official status of the recipient. (State Law)
- Any item or meal with a value of less than \$50. (State Law).

4. Disclosure of Confidential Information

A Board or Commission Member shall not disclose information that could adversely affect the property, government, or affairs of the City, nor directly or indirectly use any information gained solely because of his official position or employment with the City for his own personal gain or benefit or for the personal interests of others.

5. Use of City Supplies or Facilities

City supplies, equipment or facilities will not be used for any purpose other than conduct of official business, unless otherwise provided by law, ordinance, or City Policy.

6. Conduct

No Board or Commission Member shall engage in any conduct prejudicial to the government of the City.

7. Opinion of Commission and Board Members

Individual Commission and Board Members shall avoid expressing views or opinions that could be interpreted to represent those of the City or its citizens. No Board or Commission Member shall purport to speak or express opinions on behalf of the City.

C. City Travel Policy

This policy allows reimbursement of members of Boards and Commission members for budgeted training opportunities, upon approval by the City Manager. In the event of unforeseen requirements, a Board Member may request approval from the City Manager to cover expenses for special, unbudgeted trips. Board and Commission members will submit such unbudgeted request to the City Manager for approval.

In most circumstances, travel reimbursement will not be approved if the distance is less than twenty-five (25) miles from Justin City Hall when calculated via the most direct route between Justin City Hall and the destination.

D. Board Members

1. Selection and Appointment

- a. Applicants must use the form provided as Attachment B to this manual when applying for any board or commission.
- b. Applicants may apply for more than one board or commission by indicating 1st, 2nd, 3rd, etc. preferences. Individuals currently serving on a city board are not prevented from applying for a different board. However, that volunteer would first be required to resign from the previous board.
- c. Appointees shall be qualified by City staff prior to being appointed by the City Council.
- d. Qualified applications will be provided to the City Council for further review.
- e. It is the policy of the City Council to evaluate applicants on an objective basis, utilizing the following criteria:

1. Residency – Residency requirements for advisory boards and commissions are noted in applicable sections of Justin Municipal Code, and are summarized in the Board Roles and Responsibilities section of this manual.

2. Sectional Composition – Normally, consideration should be given toward maintaining an equitable balance of community representation on all boards and commissions.

The City Council will not appoint multiple members from the same immediate family or household to a single board or commission, to avoid the reality or appearance of improper influence or favor. If multiple people from a family or household are currently serving on a board, the Council shall select which member shall remain beginning with the next term.

The City Council will not appoint a member of any Council Member's immediate family or household to a Board or Commission, to avoid the appearance of favor and to increase community representation.

3. Occupation – The Council will attempt to maintain a broad mix of occupational backgrounds on all boards and commissions.

4. Knowledge of Municipal Processes – When ranking equally qualified applicants, the Council will consider background experience and knowledge of the municipal process as appropriate to the position, in reaching its decisions.
 5. Contributive Potential – The Council will evaluate the potential contribution that each applicant may make if appointed to a board or commission. Criteria to guide the Council in its evaluation may include:
 - i. Ability to communicate
 - ii. Desire to perform public service
 - iii. Ability to express ideas, concepts, or philosophies
 - iv. Desire to participate in decision-making process.
 6. Leadership Potential – Since each appointee may be called upon to serve as a Chair, the Council will evaluate leadership abilities such as:
 - i. Past or present leadership experience (current employment, special interests, etc.)
 - ii. Past or present participation in community services
 - iii. Expressed interest in a leadership role
 7. Time Available to Serve – City Council will need to be assured that the candidate will be available to serve at the scheduled meetings.
 8. The City Council will not appoint persons to serve as members of more than one board or commission at the same time; however, persons serving on a board or commission who have requested appointment to another board or commission position may be appointed to such position if they, concurrent with the appointment, resign from the board or commission position they are holding at the time of the new appointment. If a member is currently serving on multiple boards at the adoption of this policy manual, Council shall determine on which board said member shall remain at the beginning of the next term.
- f. Board and Commission Members may propose to City Council a nomination for one of the qualified applicants to a vacancy for which the applicant has applied.

- g. A majority of the City Council Members must approve any appointment.
- h. Appointed Board and Commission Members will be notified in writing of their appointment and term dates.
- i. Applicants not selected for appointment may be kept on file for consideration of future vacancies.
- j. With the exception of the Keep Justin Beautiful Advisory Board, employees of the City of Justin are not permitted to serve on any board or commission.
- k. Members of the Board and Commissions can also serve on the Keep Justin Beautiful Committee.
- l. With the exception of the Keep Justin Beautiful Committee, all board and commission, and committee members should be residents of the City, or who own property within the corporate limits of the City of Justin unless otherwise stated under Terms.
- m. With the exception of the Zoning Board of Adjustment, each board shall consist of 8 members. The 8th place shall serve as an alternate and will be eligible to vote if a member of the Board, Commission or Committee is absent.

2. Meetings

- a. All meetings of Boards and Commissions shall be posted in accordance with the Texas Open Meetings Act.
- b. If it is determined by the chairman or acting chairman that an emergency exists requiring immediate attention, the City Manager, and Mayor shall be notified prior to posting of the emergency agenda.
- c. The proceedings of all boards and commissions shall be governed by the most current edition of *Robert's Rules of Order*.
- d. The staff liaison for each board or commission will assist with ensuring that meeting notifications and recordkeeping occurs consistent with the applicable state laws; to provide professional guidance, issue analysis and recommendations; to assist the board or commission with research, report preparation, and to perform other committee liaison duties as may be assigned by the city manager or designee.

3. Attendance Policy

To ensure that all appointed Boards and Commissions have sufficient members present to transact business, it is important that Board Members

maintain a good attendance record. The policy of the City Council is to require that Board Members maintain a record of at least 80% attendance (during any twelve-month period) at the official meetings of the Board to which they were appointed. If the attendance rate of any Board Member falls below 80%, the appropriate Staff liaison will notify the City Manager and the Mayor regarding the fact. The City Council may inquire of the Board Member regarding his/her continued ability to serve and may remove the Member at any time.

4. Relationship to Staff

Appointed Board Members should deal with the City Staff only through the Staff Member designated as the liaison for the Board to which they were appointed. Instructions and requests should be made by the Board acting as a group, through Board Chair.

Communication with the City Council could take place with the Mayor or any Council Member on an informal basis by any Commission or Board Member.

5. Conflict of Interest Provisions

Appointed Board and Commission Members should be aware of conflict-of-interest provisions of State Law and the need to avoid participating in decisions of the Board to which they belong, if they are in a situation which presents a conflict. If the Member finds that a decision of the Board of which he/she is a member will create a conflict of interest as defined by State Law, the Member should not attempt to influence the decision and should not participate in official or unofficial discussion with other Board Members, City Staff Members, or others about the item. Such Member may not participate in meetings, hearings, or vote on the item, and should be absent from the meeting room during the deliberation of the item.

6. Financial Responsibility of Board and Commission Members

Appointed Board and Commission Members shall not be in arrears on the payments of any taxes or other financial obligation due to the City.

7. New Member Orientation

Newly appointed Board and Commission Members will be given a new member orientation packet by the appropriate staff liaison within 30 days of appointment.

Newly appointed members must also agree to complete online Open Meetings training from the Texas Office of the Attorney General within 90 days of appointment.

8. Abstentions from Voting

It is the policy of the City of Justin that all Members of Boards and Commissions should vote on all items before them, except for matters where a

Member has a conflict of interest as described in this policy manual or for lack of information. Any member prohibited from voting due to a conflict of interest shall announce such conflict at the commencement of consideration of the matter, briefly stating the reason. The Member shall be excused from voting.

VI. Advertising of Openings on Boards and Commissions

At least 90 days before terms of Board and Commission Members expire, the City will advertise the upcoming openings on the City's website. The advertisement will include the need for a completed application to be submitted to the City Secretary's office at least thirty days before the expiration of the term. Although there are no limits to the number of terms any Board or Commission member can serve, a member wishing to be reappointed will need to apply just as any applicant for the opening created by the expiration of a term.

**AFFIDAVIT OF ABSTENTION
CONFLICT OF INTEREST**

THE STATE OF TEXAS §
 §
COUNTY OF DENTON §

I, _____, as a member of the _____, make this affidavit and hereby on oath state the following: I, and/or a person or persons related to me in the first degree by either affinity or consanguinity, have a substantial interest in a business entity that would be peculiarly affected by a vote or decision of the _____ as those terms are defined in Chapter 171 of the Local Government Code.

Date of Meeting: _____

Agenda Item Number: _____

The Business Entity is: _____

I have a substantial interest in this business entity for the following reasons: (check all which are applicable)

- _____ Ownership of 10% or more of the voting stock or shares of the business entity.
- _____ Ownership of 10% or \$15,000 or more of the fair market value of the business entity.
- _____ Funds received from the business entity exceed 10% of my gross income for the previous year.
- _____ Real property is involved and I have an equitable or legal ownership with a fair market value of at least \$2,500.
- _____ I have a vested interest in the decision made by the Ore City City Council.

Upon the filing of this affidavit with the Official Record Keeper of the City, I affirm that I will abstain from voting on any decision involving this business entity and from any further participation on this matter whatsoever.

Signed this _____ day of _____, _____.

Signature of Official

Title

BEFORE ME, the undersigned authority, this day personally appeared _____ and on oath stated that the facts hereinabove stated are true to the best of their knowledge or belief.

SWORN TO AND SUBSCRIBED BEFORE ME on this _____ day of _____, _____.

Notary Public in and for the State of Texas

City of Justin
Code of Ethics

I. DECLARATION OF POLICY

It is hereby declared to be the policy of the City of Justin that the proper operation of representative government requires that public officials and employees be independent, impartial and responsible only to the people of the City; that the governmental decisions and policy be made in the proper channels of the governmental structure; that no official, employee or member of any standing committee or board should have any interest, financial or otherwise, direct or indirect, or engage in any business transaction or professional activity, or incur any obligation of any nature, which is in conflict with the proper discharge of duties in the public interest; that public office not be used for personal gain; and that the City Council of the City of Justin (the “City Council”) at all times shall be maintained as a nonpartisan body. The City Council, with the support of the City’s residents, desires to implement such a policy. Therefore, the City Council deems it advisable to enact a code of ethics for all officials and employees, whether elected or appointed, paid or unpaid, to serve not only as a guide for official conduct of the City’s public servants, but also as a basis for discipline for those who refuse to abide by its terms.

II. DEFINITIONS

In this article, unless the context otherwise requires:

Employee means any person employed by the City, including those individuals on a part-time basis, but shall not be extended to apply to any independent contractor.

Official means any elected or appointed member of the City Council and any person appointed by the City Council to a board, commission, or committee of the City of Justin..

III. STANDARDS OF CONDUCT

No official or employee of the City shall:

- Accept any gift or favor from any person, firm or corporation that might reasonably tend to influence the official or employee in the discharge of official duties or grant in the discharge of official duties any improper favor, service, or thing of value. This shall not include a de minimis gift or favor with a value of less than \$100.
- Use the official’s or employee’s official position to secure special privileges or exemptions for any person, including the official or employee.
- Grant any special consideration, treatment, or advantage to any citizen, individual, business organization or group beyond that which is available to every other citizen, individual, business organization or group. This shall not prohibit the granting of fringe benefits to City employees as a part of their contract of employment or as an added incentive to the securing or retaining of employees.

- Disclose information that could adversely affect the property, government, or affairs of the City, nor directly or indirectly use any information gained by reason of the official's or employee's position or employment for personal gain or benefit or for the private interest of others.
- Transact any business on behalf of the City in an official capacity with any business entity with which the official or employee is an official, agent or member, or in which the official or employee owns a substantial interest. In the event that such a circumstance should arise, then the official or employee shall make known the interest, and in the case of an official, abstain from voting on the matter, or in the case of an employee, turn the matter over to a superior for reassignment, state the reasons for doing so, and have nothing further to do with the matter involved.
- Engage in any outside activities which will conflict with, or will be incompatible with, assigned duties in the employment of the City, or reflect discredit upon the City, or in which employment in the City will give the employee an advantage over others engaged in a similar business, vocation, or activity.
- Accept other employment or engage in outside activities incompatible with the full and proper discharge of duties and responsibilities with the city, or which might impair independent judgment in the performance of public duty.
- Receive any fee or compensation for services as an official or employee of the city from any source other than the City, except as may be otherwise provided by law. This shall not prohibit performing the same or other services for a private organization that the employee or official performs for the City if there is no conflict with duties and responsibilities to City.
- Represent, directly or indirectly, or appear in behalf of private interests of others before any agency of the City or any City board, commission or committee, nor shall such official or employee represent any private interest of others in any action or proceeding involving the City, nor participate on behalf of others in any litigation to which the City might be a party, nor shall such official or employee ever accept any retainer or compensation that is contingent upon a specific action taken by the City or any of its agencies.
- Use the prestige of the official's or employee's position in behalf of any political party, but shall at all times maintain the nonpartisan policy of the City, provided that all officials and employees are encouraged to register and vote as they may choose in all local, state and national elections.
- Knowingly perform or refuse to perform any act to deliberately thwart the execution of the City ordinances, rules or regulations, or the achievement of official City programs.
- Use City supplies, equipment, or facilities for any purpose other than the conduct of official City business.
- Engage in any dishonest or criminal act or any other conduct prejudicial to the

government of the City or that reflects discredit upon the government of the City.

IV. COMPLIANCE WITH THE LAW

All officials shall comply with the laws of the nation, the State of Texas, and the Town in the performance of their public duties. These laws include but are not limited to the United States and Texas constitutions; Texas civil statutes; Texas penal laws; and the Town Ordinances and policies.

- Elected officials and appointed officials, advisory boards and commissions must adhere to the following Texas statutes: Civil Statutes - Open Meetings Act (Texas Government Code, Ann. Chapter 551) Public Information Act/Open Records Act (Texas Government Code, Ann. Chapter 552) Conflicts of Interest (Texas Local Government Code, Chapter 171) Official Misconduct (Texas Penal Code, Chapter 36, Chapter 39) Nepotism (Texas Local Government Code, Chapter 573) Whistleblower Protection (Texas Local Government Code, Chapter 554) Competitive Bidding and Procurement (Texas Local Government Code, Chapter 252)
- State Penal Laws - Bribery (Texas Penal Code, 36.02) Coercion of Public Servant or Voter (Texas Penal Code, §36.03) Improper Influence (Texas Penal Code §36.04) Tampering with a Witness (Texas Penal Code §36.05) Retaliation (Texas Penal Code §36.06) Gifts to Public Officials (Texas Penal Code §36.08) Offering Gift to Public Servant (Texas Penal Code §36.09) Abuse of Office (Texas Penal Code, Chapter 39) Official Misconduct (Texas Penal Code §36.02) Official Oppression (Texas Penal Code §39.03) Misuse of Official Information (Texas Penal Code §39.06).

V. DISCLOSURE OF INTEREST

Any official, who has either a personal or private interest in any matter pending before the official's committee or board, shall disclose such interest to the other members of the committee or board and shall refrain from discussing the same with any other member of the committee or board and shall not vote thereon.

VI. ONE-YEAR PROHIBITION OF TRANSACTIONS WITH CITY AFTER OFFICIAL'S TERMINATION OF SERVICE

All officials, whether elected or appointed, shall be disqualified, for a period of one (1) year after termination of service with the City, from entering any transactions or contracts with the City where such former official has a financial interest either directly or indirectly.

VII. COMPLAINTS; HEARING

Any person who believes that there has been a violation of a provisions of this code may file a sworn complaint with the City Secretary. The complaint shall:

- (1) identify the person or persons who allegedly committed the violation;
- (2) provide a statement of the facts on which the complaint is based;
- (3) to the extent possible, identify the rule or rules allegedly violated; and
- (4) be sworn to in the form of an affidavit and be based on personal knowledge of the affiant and be subject to the laws of perjury.

A copy of the complaint shall be forwarded to the person charged in the complaint. The person charged in the complaint shall also be provided with a copy of the ethics rules and shall be informed that a response may be filed with the City Secretary any time before a hearing on the matter is held by the city council.

The City Council shall hold a hearing at an open meeting to determine whether a violation of this code has occurred as alleged by a sworn complaint. Not less than 10 days before the hearing, the City Secretary shall give written notice of the hearing to both the person who made the complaint and the person about whom the complaint was made.

The person charged in the complaint and the complainant have the right to attend the hearing, to make a statement, to present witnesses, and the right to be accompanied by legal counsel or another advisor. The time permitted for presentation will be at the discretion of the City Council.

At the conclusion of the hearing, the City Council shall either:

- (1) dismiss the complaint; or
- (2) upon finding that there has been a violation of the ethics laws,
 - (A) impose sanctions in accordance with these regulations; or
 - (B) state why no remedial action is imposed.

VIII. REPORTS BY CITY AUDITOR

Each year, at the time of the annual audit of the financial affairs of the City, the City's auditor shall comment in a special report to the City Council on any and all financial transactions between the City and its officials and employees.

IX. VIOLATIONS; DECISIONS

The failure of any official or employee to comply with or who violates one or more of the foregoing standards of conduct shall constitute grounds for expulsion, reprimand, and removal from office or discharge, whichever is applicable. In the case of a City Councilmember, the matter shall be decided by a majority of the remainder of the Councilmembers. In the case of members of boards or commissions, the matters shall be decided by the City Council. The decision of these bodies shall be final in the absence of bias, prejudice, or fraud.

Adopted and approved on September 28, 2021, by the Council of the City of Justin during a regularly scheduled meeting.



Acceptance of the City of Justin's Code of Ethics

This Code of Ethics supersedes all former Code of Ethics for the City of Justin.

I acknowledge that I have received, reviewed, and fully understand the City of Justin's Code of Ethics dated September 28, 2021. I, hereby, agree to abide by the foregoing City of Justin's Code of Ethics. I understand by executing this agreement, that I will be held to the City of Justin's Code of Ethics dated September 28, 2021.

Printed Name of City Board, Commission, and/or Council Member

Signature of City Board, Commission, and/or Council Member

Date



Parks and Recreation Advisory Board Coversheet
April 14, 2025
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247

Agenda Item: 2. (DISCUSSION / ACTION ITEMS)

Title: Discuss and take appropriate action on monument sign renderings for the new city park.

Department: Public Works

Contact: Joshua Little, Public Works Director

Recommendation:

Staff recommends that the Parks Board select a monument sign design for the new city park.

Background:

The Parks Board recently conducted a review of the new Peterson Park plans and provided comments for improvement and clarification. One of the key points of discussion was the inclusion of a park monument sign. This monument sign is an essential feature of the park, serving as a welcoming marker. The Parks Board requested its installation to enhance the park's visibility and provide clear identification for visitors. In response, city staff gathered all the comments and recommendations and compiled a comprehensive list of suggestions to share with the developer. The developer, after reviewing these comments, agreed to incorporate the monument sign into the park's design. To assist with the decision-making process, city staff provided the Parks Board with examples of monument sign designs. These examples were intended to align with the park's vision, ensuring that the monument sign would be both visually appealing and functional, with clear, legible text that would be easily noticeable to visitors. The Parks Board will review these options and finalize the design of the monument sign as part of the next steps in the development of the park. Once the final design is chosen, the sign design will be presented as part of the overall park development project, fulfilling both the Park Board's request and the city's commitment to providing a well-designed, accessible, and welcoming community space.

City Attorney Review: N/A

Attachments:

1. Art (v4) - City of Justin, TX - Monument Sign Options - 03.28.2025
2. Community Sign Sheet



JUSTIN
— 1887 —

Median Monument + North Monument

JUSTIN, TX



UL E479782 TDLR 18785

990 HALTOM RD. FORT WORTH, TX 76117
682-312-5338 — www.mello-signs.com

FINAL APPROVAL

CLIENT SIGNATURE _____

PRINTED NAME _____

DATE: _____ SALESMAN: _____ JOB #: _____

OPTION 1

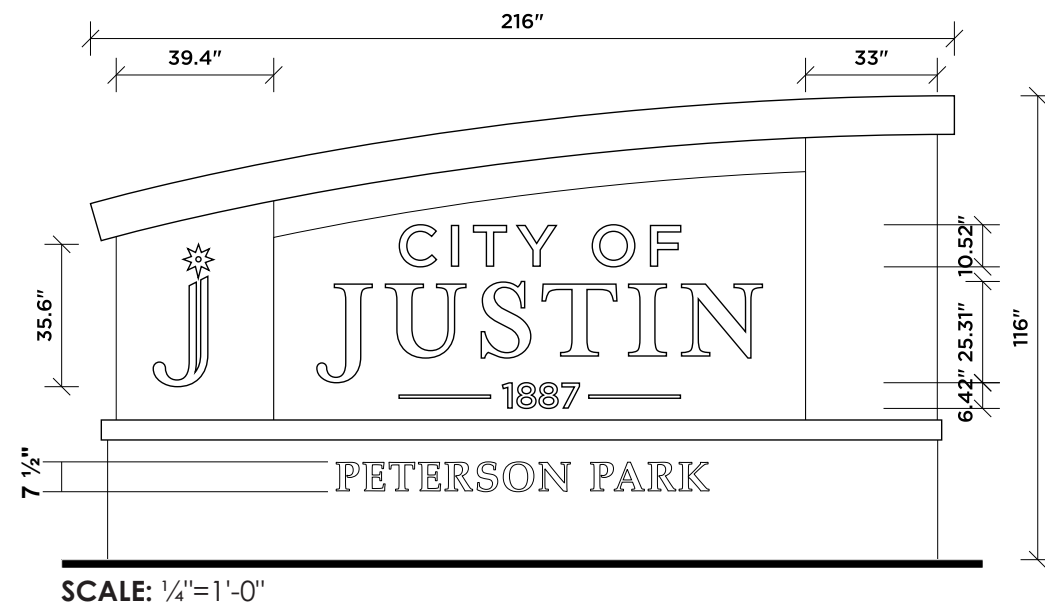
FRONT VIEW



PERSPECTIVE



MEASUREMENTS



DETAIL



UL E479782 TDLR 18785

CLIENT SIGNATURE _____

PRINTED NAME _____

DATE: _____ SALESMAN INITIALS: _____

GENERAL DISCLAIMERS: All signs to be manufactured and installed in accordance with local and state regulations. This drawing is the property of IMAGE 212. It shall not be produced, copied or distributed without authorization of IMAGE 212.

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CLIENT NAME	CITY OF JUSTIN	DATE	BY	REV #
ST. ADDRESS		00-00-0000	AB	R1
CITY/STATE				
PHONE				
EMAIL				
SALESMAN	REBECCA			
DESIGNER	AMANDA			
FILE NAME	IMAGE 212 - CITY OF JUSTIN - MEDIAN MONUMENT			

OPTION 2

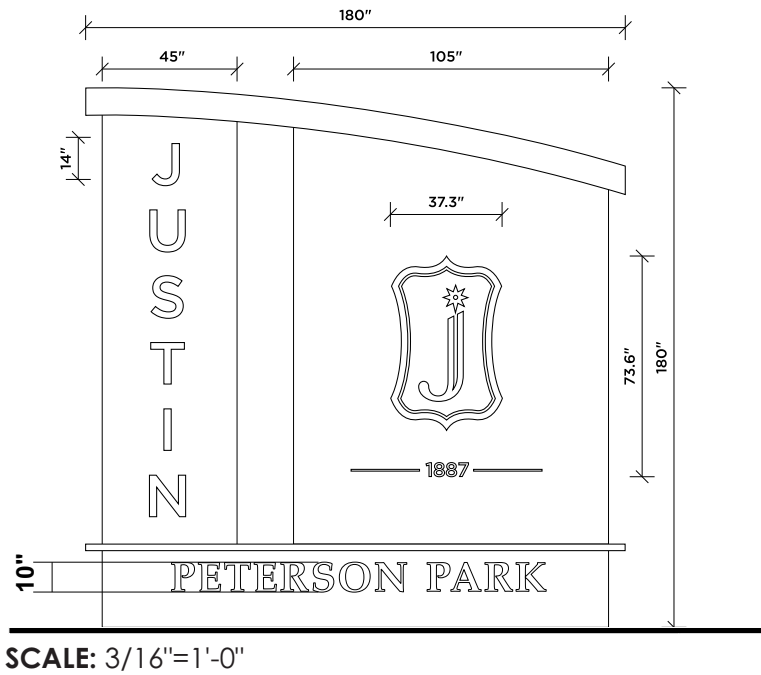
FRONT VIEW



PERSPECTIVE



MEASUREMENTS



DETAIL





GRAPHICS & SIGNAGE THAT CHANGE THE WORLD

UL

E479782

TDLR 18785

CLIENT SIGNATURE

PRINTED NAME

DATE: SALESMAN INITIALS:

GENERAL DISCLAIMERS: All signs to be manufactured and installed in accordance with local and state regulations. This drawing is the property of IMAGE 212. It shall not be produced, copied or distributed without authorization of IMAGE 212. **RENDERING APPROVAL:** Please carefully review all drawings and material specifications. Color samples can be provided upon request. All PDF files are approximate representations. **PLEASE READ CAREFULLY BEFORE FINAL APPROVAL:** Review all files and check for all errors. Please review all spelling, material and color specifications, and installation notes. Changes after approval and the start of manufacturing may incur additional charges. By signing this proof you are acknowledging that you have read and fully reviewed all drawings, proposals, and IMAGE 212 Terms and Conditions. **BY LAW PRIMARY ELECTRICAL CONNECTIONS MUST BE RUN WITHIN 6 FEET OF SIGN LOCATION BY A LICENSED ELECTRICIAN.**

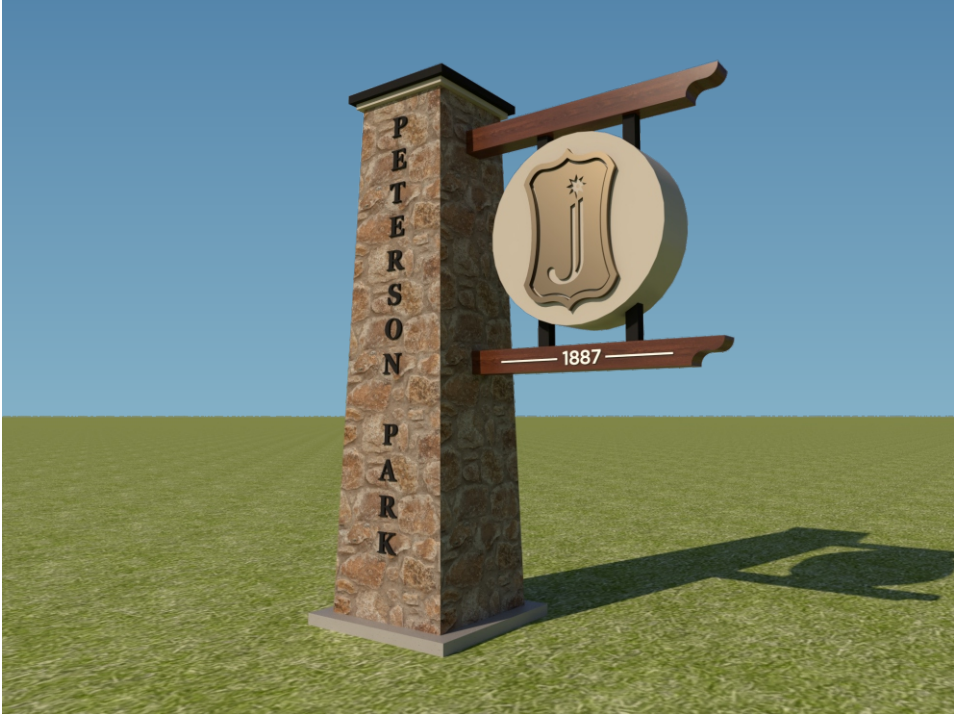
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SALESMAN	REBECCA			
DESIGNER	AMANDA			
FILE NAME	IMAGE 212 - CITY OF JUSTIN - MEDIAN MONUMENT			

OPTION 3

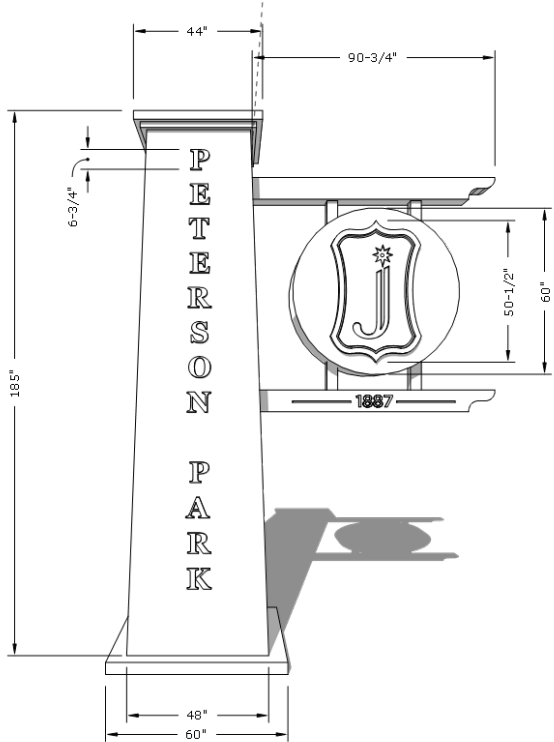
FRONT VIEW



PERSPECTIVE



MEASUREMENTS



SCALE: NTS

DETAIL



UL E479782 TDLR 18785

CLIENT SIGNATURE _____
PRINTED NAME _____
DATE: _____ SALESMAN INITIALS: _____

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CLIENT NAME	CITY OF JUSTIN	DATE	BY	REV #
ST. ADDRESS		00-00-0000	AB	R1
CITY/STATE				
PHONE				
EMAIL				
SALESMAN	REBECCA			
DESIGNER	AMANDA			
FILE NAME	IMAGE 212 - CITY OF JUSTIN - MEDIAN MONUMENT			

OPTION 4

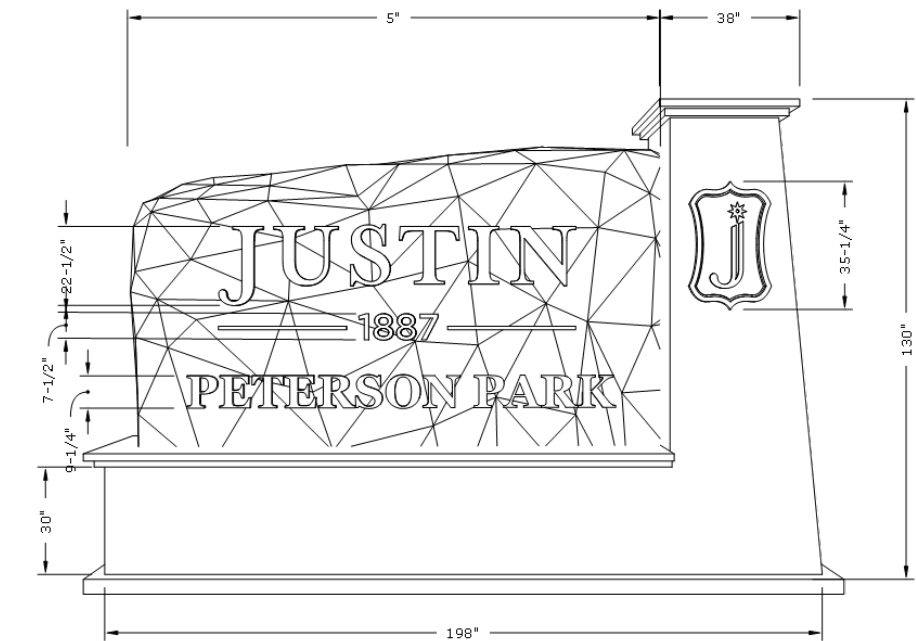
FRONT VIEW



PERSPECTIVE



MEASUREMENTS



SCALE: NTS

DETAIL





GRAPHICS & SIGNAGE THAT CHANGE THE WORLD

E479782

TDLR 18785

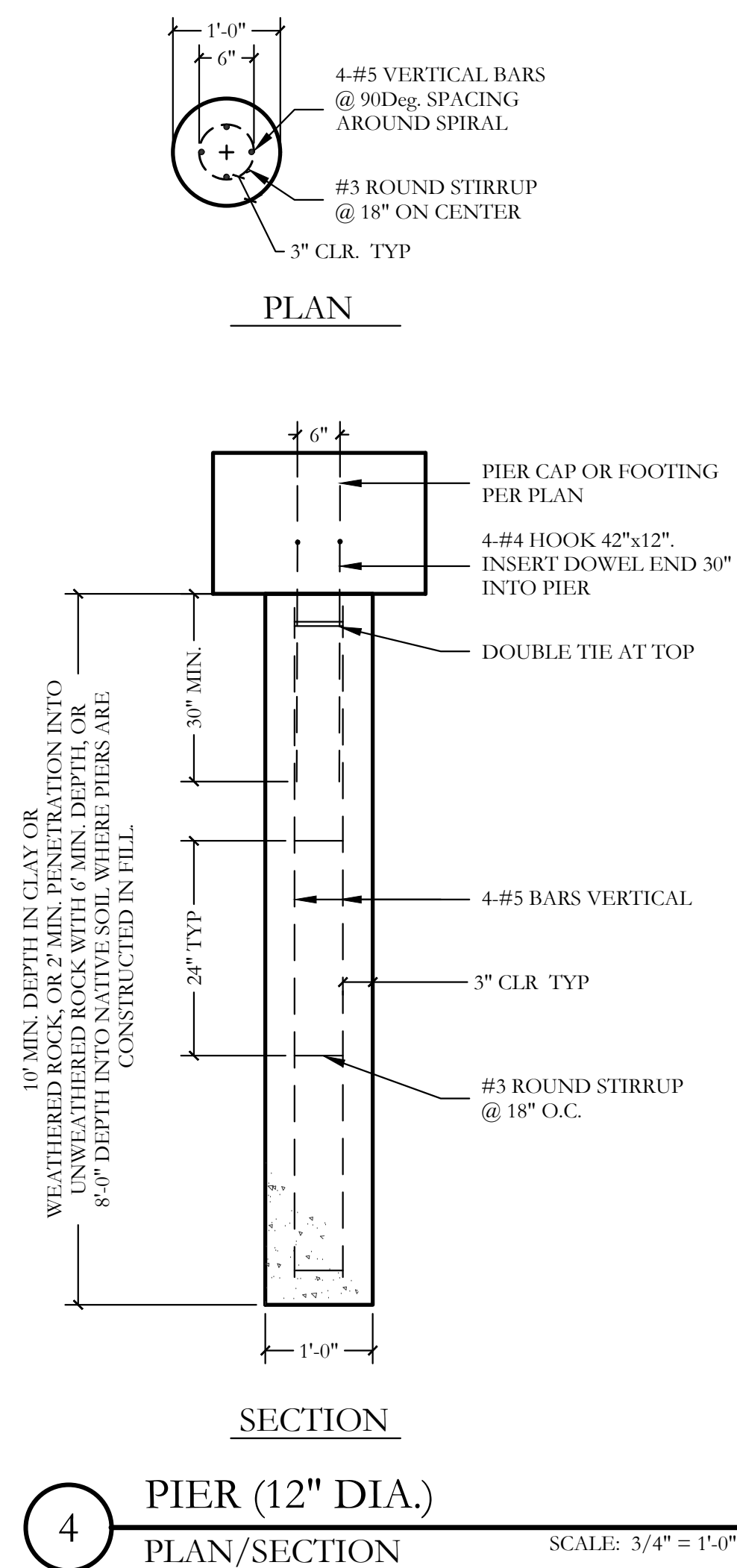
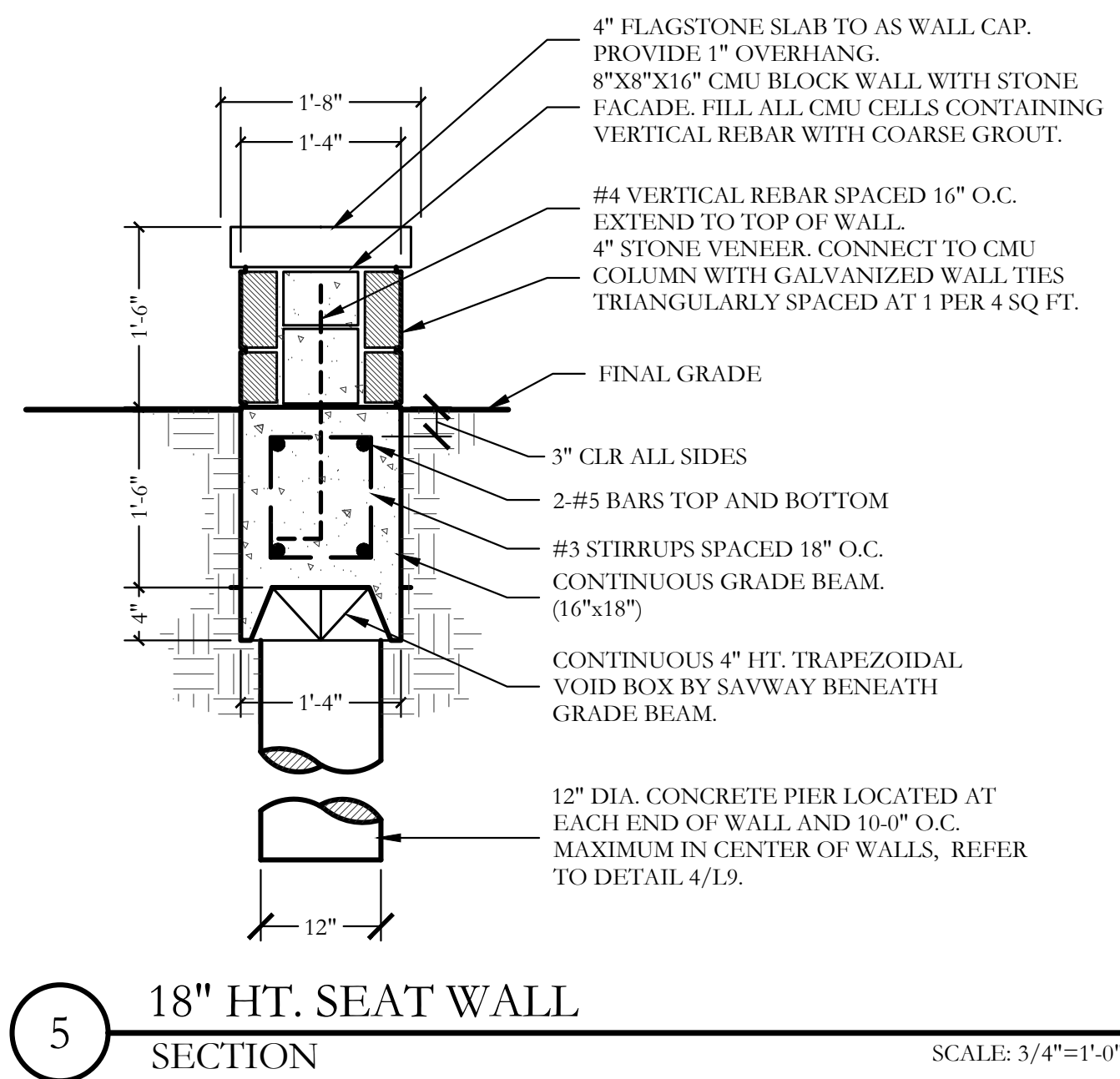
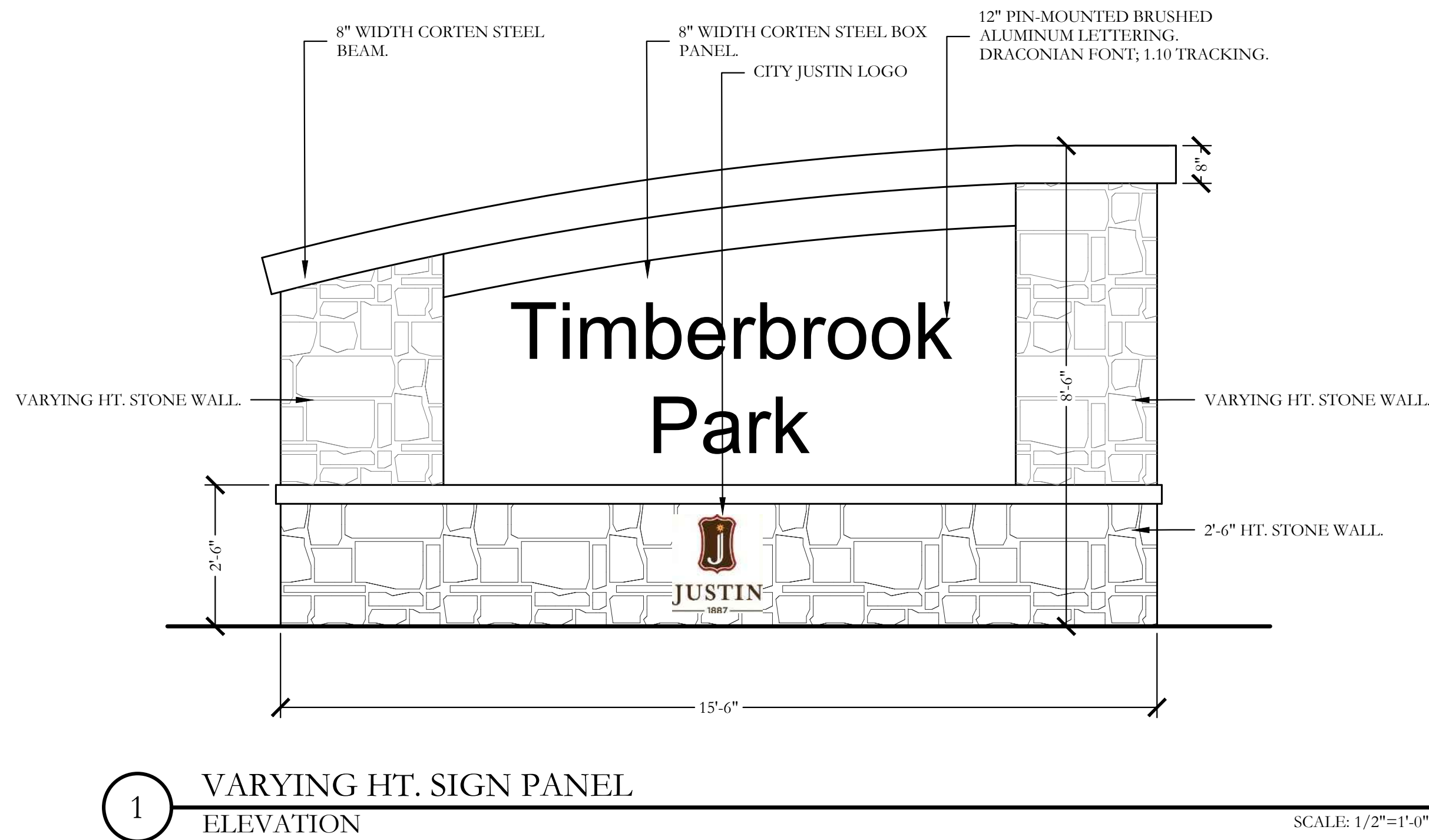
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DATE: _____ SALESMAN INITIALS: _____

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CITY/STATE				
PHONE				
EMAIL				
SALESMAN	REBECCA			
DESIGNER	AMANDA			
FILE NAME	IMAGE 212 - CITY OF JUSTIN - MEDIAN MONUMENT			



GENERAL NOTES - HARDSCAPE CONSTRUCTION

CAST-IN-PLACE CONCRETE

1. ALL CONCRETE SHALL BE 3000 PSI, NORMAL WEIGHT, 28 DAY STRENGTH WITH A 4 TO 6 INCH SLUMP. THE CEMENT SHALL BE TYPE I AND SHALL CONFORM TO ASTM C150. AGGREGATES SHALL CONFORM TO ASTM C33.
2. ALL MIXING, TRANSPORTING, PLACING, AND CURING OF CONCRETE SHALL COMPLY WITH ACI 318.
3. CONCRETE SHALL NOT BE PLACED IN RAINING OR FREEZING WEATHER.
4. CHLORIDES SHALL NOT BE USED.
5. MAXIMUM AGGREGATE SIZE = 1".

CONCRETE REINFORCING STEEL

1. ALL REINFORCEMENT SHALL CONFORM TO ASTM A615 60 GRADE AND DEFORMED PER ASTM A305. PROVIDE 3/8 BAR DIAMETER LAP SPLICES FOR ALL CONTINUOUS BARS UNLESS NOTED OTHERWISE.
2. PROVIDE THE FOLLOWING MINIMUM COVER FOR CONCRETE CAST IN PLACE REINFORCEMENT:
 - 2.1. CONCRETE CAST AGAINST EARTH AND PERMANENTLY EXPOSED TO EARTH 3 INCHES
 - 2.2. CONCRETE EXPOSED TO EARTH OR WEATHER:
 - 2.2.1. (A) BARS LARGER THAN NO. 5 2 INCHES
 - 2.2.2. (B) BARS NO. 5 AND SMALLER 1-1/2 INCHES.
 - 2.3. CONCRETE NOT EXPOSED TO EARTH OR WEATHER:
 - 2.3.1. SLABS, WALLS AND JOISTS
 - 2.3.1.1. (A) BARS, LARGER THAN NO. 1: 1-1/2 INCHES
 - 2.3.1.2. (B) BARS NO. 11 AND SMALLER: 3/4 INCHES.
 - 2.3.2. BEAMS AND COLUMNS: 1-1/2 INCHES
 - 2.3.3. SHELLS AND FOLDED PLATES
 - 2.3.3.1. (A) BAR LARGER THAN NO. 5: 3/4 INCHES.
 - 2.3.3.2. (B) BARS NO. 5 AND SMALLER: 1/2 INCHES.
3. ALL REINFORCING STEEL SHALL BE CLEAN AND FREE OF GREASE.

DRILLED PIERS

1. PIERS NOT SPECIFICALLY LOCATED ON THE PLAN SHALL BE CENTERED ON WALL OR BEAM.
2. PIER REINFORCING AND CONCRETE SHALL BE PLACED IMMEDIATELY OR TO WITHIN A MAXIMUM OF 8 HOURS AFTER DRILLING IS COMPLETE.
3. STEEL CASING REQUIRED WHEN MORE THAN 2 INCHES OF STANDING WATER IS PRESENT AT THE BOTTOM OF THE SHAFTS PRIOR TO PLACEMENT OF STEEL AND CONCRETE.
4. PROVIDE 64 BAR DIAMETER LAP SPLICES IN ALL VERTICAL PIER REINFORCING AS REQUIRED.
5. PROVIDE PIER TO GRADE BEAM DOWELS TO MATCH SIZE, QUANTITY, AND LOCATION OF LONGITUDINAL REINFORCING IN GRADE BEAM. PROJECTION INTO PIER = 30 BAR DIA. MIN. DOWEL PROJECTION INTO BEAM = TOP LONGITUDINAL BEAM REINFORCING. PROVIDE STANDARD HOOK AT TERMINAL END OF DOWEL IN GRADE BEAM.

STRUCTURAL CONCRETE MASONRY UNIT

1. CONCRETE MASONRY UNITS SHALL BE HOLLOW LOAD-BEARING TYPE N-1 CONFORMING TO ASTM C90 AND HAVE A MINIMUM COMPRESSIVE STRENGTH OF 1900 PSI.
2. CONCRETE MASONRY UNITS SHALL HAVE A MINIMUM PRISM STRENGTH OF 1500 PSI AT 28 DAYS.
3. MORTAR SHALL BE ASTM C270 TYPE S WITH A MINIMUM COMPRESSIVE STRENGTH OF 1800 PSI IN ACCORDANCE WITH ASTM C780. MASONRY CEMENT IS PROHIBITED.
4. COARSE GROUT SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 2500 PSI AND A MAXIMUM AGGREGATE SIZE OF 3/4" IN ACCORDANCE WITH ASTM C476. REFER TO DETAILS FOR WALL REINFORCING BAR SIZE AND SPACING.
5. REINFORCE HORIZONTAL JOINTS WITH GALVANIZED LADDER-TYPE STEEL IN ACCORDANCE WITH ANSI/ASTM A82. SIDE AND CROSS RODS SHALL BE 9 GA MINIMUM.
6. HORIZONTAL REINFORCEMENT SHALL BE SPACED AT 16" MAXIMUM. PROVIDE A 16" LAP AT SPLICES.
7. JOINT REINFORCING SHALL BE DISCONTINUOUS AT CONTROL AND EXPANSION JOINTS.
8. LAP VERTICAL REINFORCING BARS AT 72 BAR DIAMETERS.
9. LAP HORIZONTAL REINFORCING BARS AT 48 BAR DIAMETERS.
10. PLACE GROUT USING LOW-LIFT METHOD, 6-8" MAXIMUM LIFTS.

WALL NOTES

1. THESE DETAILS AND SPECIFICATIONS ARE APPLICABLE ONLY FOR THE SITE CONDITIONS AND HEIGHTS SHOWN HEREIN. IF CONDITIONS CHANGE FROM THOSE DESCRIBED HEREIN, THE ENGINEER SHOULD BE NOTIFIED IMMEDIATELY TO DETERMINE THE EFFECT, IF ANY, ON THE STRUCTURAL DESIGN AND LAYOUT.
2. THE CONTRACTOR IS RESPONSIBLE FOR MAKING HIMSELF FAMILIAR WITH ALL UNDERGROUND UTILITIES, PIPES, AND STRUCTURES EITHER SHOWN OR NOT SHOWN ON THE PLANS. THE CONTRACTOR WILL BE RESPONSIBLE FOR ANY COST INCURRED DUE TO DAMAGE OR REPLACEMENT OF SAID UTILITIES AND STRUCTURES CAUSED BY HIS FORCES.
3. ALL EARTHWORK SHALL BE PERFORMED AS INDICATED IN THE GEOTECHNICAL INVESTIGATION. PROPER EXECUTION OF EARTHWORK SHALL BE VERIFIED BY AN INDEPENDENT TESTING LAB. PRIOR TO THE OBSERVATION OF FOOTINGS, BEAMS, AND PIERS IS RECOMMENDED BY OR UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER.
4. ALL CONCRETE USED IN FOOTINGS AND PIERS SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3000 PSI @ 28 DAYS. CONCRETE USED IN COLUMNS SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3000 PSI @ 28 DAYS
5. ALL REINFORCING SHALL BE NEW BILLET STEEL, ASTM A615, GRADE 60 EXCEPT STIRRUPS SHALL BE GRADE 40 AND SPIRALS SHALL BE ASTM A615, GRADE 60.
6. CONCRETE FOR DRILLED PIERS SHALL BE POUURED WITHIN 8 HOURS OF DRILLING PIER HOLES. REFER TO DETAILS FOR TYPE AND SIZE OF STONE WALL REINFORCING.
7. ALL MORTAR TO BE TYPE S, MORTAR COLOR TO BE SELECTED BY OWNER. MASONRY CEMENT WILL NOT BE ALLOWED.
8. ALL MORTAR JOINTS ARE TO BE 3/8" CONCAVE TOOLED JOINTS.
9. STONE AND BRICK VENEER MATERIAL SHALL BE SELECTED BY OWNER.
10. THE CONTRACTOR IS RESPONSIBLE FOR ALL REQUIRED PERMITS, APPLICABLE FEES, AND CITY INSPECTIONS.
11. LAYOUT OF THE PROPOSED SCREENING WALL SHALL BE PERFORMED IN THE FIELD BY THE OWNER'S REPRESENTATIVE AND THE CONTRACTOR PRIOR TO BEGINNING CONSTRUCTION.
12. THE STONE WALL SHALL BE CONSTRUCTED TO BE AT LEAST 1/4" VARIATION FROM LEVEL ON LAY STONE COURSES LEVEL AND PLUMB, DO NOT EXCEED 1/4" VARIATION FROM LEVEL IN 20 FEET MAXIMUM.
13. CLEAN STONEWORK PROMPTLY AFTER COMPLETION WITH FIBER BRUSHES, CLEAN WATER OR APPROVED CLEANING AGENT. DO NOT USE WIRE BRUSHES OR ACID TYPE CLEANING AGENTS.
14. THE CONTRACTOR SHALL PROVIDE A 4' x 4' MOCKUP OF THE STONE AND BRICK SCREEN WALL FOR THE OWNERS REVIEW PRIOR TO BEGINNING THE STONE WORK. THE APPROVED "MOCKUP" SHALL BE KEPT AS THE STANDARD OF QUALITY FOR THE ENTIRE PROJECT.
15. THE CONTRACTOR SHALL OBTAIN A PERMIT FOR ALL WALL CONSTRUCTION AND SECURE ALL NECESSARY INSPECTIONS AND CERTIFICATIONS REQUIRED.

Jacqueline Steinbacher, Member
Mark Allen, Member
Gary Foree, Member



Marcus Gallegos, Member
Amy Shadowens, Member
Alywn Dowell, Member

Robin Amerine, Chair

MINUTES

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

Justin Parks and Recreation Advisory Board Meeting - February 11, 2025

CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Parks Board Chair Robin Amerine.

Convene into Session:

Invocation

Pledge of Allegiance

American Flag

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

Present

Parks Board Members, Chair Robin Amerine, Vice Chair Jacqueline Steinbacher, Mark Allen, Gary Foree, Alwyn Dowell, Marcus Gallegos and Amy Shadowens

City Staff Liaison

Kira Sedivy

PUBLIC COMMENT

No Public Comment

WORKSHOP

1. Park Design Standard Manual

The Parks Board members reviewed and discussed the Park Design Standard Manual from the City of Lewisville.

Will Jones from Garrison / Jones Landscape Architects presented materials and discussed an option to the City of Justin to provide contract service to draft a Parks Design Standard Manual.

STAFF/BOARD UPDATE

2. City of Justin 5 Year CIP Update

The Parks Board reviewed the City of Justin's 5-Year CIP and discussed the two potential Park Improvement CIP Worksheets.

3. Ridgeview Gate Accessibility

Staff provide an update on the Ridgeview gate opening for golf carts.

4. City Hall Park Sidewalk Repairs

Staff provided an update on the sidewalk repair quotes for City Hall Park. Parks Board members expressed concern on the condition and the safety of the sidewalks.

CONSENT

5. Consider and act on meeting minutes from January 14, 2025

DISCUSSION / ACTION ITEMS

6. Consider approving the monument sign design for the new city park.

The Parks Board discussed and reviewed monument sign renderings for the new city park in the Timberbrook Addition.

Parks Board member Gary Foree made a motion for staff to provide monument sign renderings for further review and approval.

Second by Parks Board member Amy Shadowens

Aye: Parks Board Members Steinbacher, Allen, Foree, Amerine, Dowell, Gallegos and Shadowens
Motion Carries

FUTURE AGENDA ITEMS

Discuss the new city park amphitheater orientation

ADJOURN

The Parks Board Chair adjourned the meeting at 7:30 p.m.

Joshua Little

Joshua Little, Public Works Director

Seal:

Jacqueline Steinbacher, Member
Mark Allen, Member
Gary Foree, Member



Marcus Gallegos, Member
Amy Shadowens, Member
Alwyn Dowell, Member

Robin Amerine, Chair

MINUTES

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

Justin Parks and Recreation Advisory Board Meeting - March 11, 2025

CALL TO ORDER

The meeting was called to order at 6:00PM by Parks Board Chair Robin Amerine.

Convene into Session:

Invocation

Pledge of Allegiance

American Flag

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

Present

Parks Board Members, Chair Robin Amerine, Vice Chair Jacqueline Steinbacher, Mark Allen, Gary Foree, Alwyn Dowell, Marcus Gallegos and Amy Shadowens

City Staff Liaison

Public Works Director Joshua Little

PUBLIC COMMENT

No Public Comment

STAFF/BOARD UPDATE

1. Storm Damage to City Parks Update

Staff liaison, Public Works Director Joshua Little provided the Parks Board with a Storm Damage Update.

Several city parks sustained storm damage on 3/4/2025.

DISCUSSION / ACTION ITEMS

2. Discuss and Take Appropriate Action to select a name for the new park in the Timberbrook

Addition.

The Parks Board members reviewed and discussed the results of the Resident Survey for the naming of the new city park in the Timberbrook Addition. The Parks Board reviewed eighteen submissions and decided on two names for a potential name for the new city park in the Timberbrook Addition.

Parks Board member Mark Allen made a motion to approve the recommended names for the new city park in the Timberbrook Addition.

Second by: Marcus Gallegos

Aye Votes: Members Steinbacher, Allen, Foe, Amerine, Dowell, Gallegos and Shadowens

Motion Carries

3. Discuss and Take Appropriate Action to Finalize the Parks Board Park Improvement Priority List

The Parks Board members reviewed and discussed the Parks Improvement List.

A priority list was established and requested that staff add top priority items to the next fiscal year city budget.

Parks Board member Gary Foree made a motion to approve the priority list and request that staff add these items to the 25/26 FY Budget proposal.

Second by: Parks Board member Alwyn Dowell

Aye: Parks Board Members Steinbacher, Allen, Foree, Amerine, Dowell, Gallegos and Shadowens

Motion Carries

4. Discuss the Amphitheater Orientation at the new park in the Timberbrook Addition.

This was a discussion item only.

FUTURE AGENDA ITEMS

New Parks Board Application

Parks Board requested sign renderings for the new city park.

ADJOURN

The Parks Board Chair adjourned the meeting at 7:30 p.m.

Joshua Little

Joshua Little, Public Works Director

Seal: