

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



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

Robin Amerine, Chair
CITY OF JUSTIN
PARKS AND RECREATION ADVISORY BOARD AGENDA
OCTOBER 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 ITEMS

1. Parks and Recreation Update
2. Peterson Park Project Update
3. Flower Mound Veterans Memorial Relocation
4. Renaming of Parks

ACTION ITEMS

5. National Fitness Campaign Grant
6. Consider approving Park Board meeting minutes from September 9, 2025 and take appropriate action.

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 October 7, 2025 by 5 p.m., at least 72 hours preceding the scheduled meeting time.

City Staff



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

Agenda Item: 2. (DISCUSSION ITEMS)

Title: Peterson Park Project Update

Department: Public Works

Contact: Jarrod Greenwood, City Manager

Recommendation:

N/A

Background:

City Staff will provide an update on Peterson Park construction progress.

City Attorney Review: N/A

Attachments:

1. Peterson Park Update

PETERSON PARK

Restroom & Storage Building



Covered Pavilion



Pickle Ball Court



Basketball Court





Parks and Recreation Advisory Board Coversheet
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Agenda Item: 4. (DISCUSSION ITEMS)

Title: Renaming of Parks

Department: Public Works

Contact: Jarrod Greenwood, City Manager

Recommendation:

Staff recommends that board members discuss and provide feedback.

Background:

City Attorney Review: N/A

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 including parks, buildings and other significant structures. The policy involves the community in the decision-making process to ensure that the names chosen will reflect the values and history of the area.

This policy will be initiated under the following circumstances: Construction of a new facility, renovation or repurposing of an existing facility, consistency across facilities, commemoration of an event or legacy or recognition of significant contributions.

1. Policy Statement

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

2. Guidelines for Naming

- A. **Historical Significance:** Names that recognize historical events, places, or persons significant to the community.
- B. **Geographic Features:** Names that reflect the location, natural or geographic features of the area, such as nearby landmarks, rivers, parks or neighborhoods.
- C. **Community Values:** Incorporating public feedback on potential names that align with the values, culture, priorities and spirit of the community.
- D. **Contributions:** Names that honor individuals or organizations that have made significant contributions to the community.
- E. **Alignment with Facility Purpose:** Names that reflect the intended purpose or function of the facility, ensuring relevance to its use.
- F. **Service and Dedication:** Honoring individuals with outstanding records of public service, including first responders, educators, veterans or municipal employees. Recognizing individuals who dedicated their lives to the betterment of the community or facility purpose.

3. Initiation of Naming Process

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

4. Citizen Survey

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

5. Collection and Review of Survey Results

- A. The collected survey responses will be compiled and reviewed by the relevant Board or Commission members and staff.
- B. The Board or Commission 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.
- C. The shortlist will typically include 3-5 names.

6. Final Selection by Board or Commission Members

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

7. Review and Amendment

This policy will be reviewed periodically and amended as needed to ensure it continues to meet the needs of the community and the Board or Commissions.

8. Effective Date

This policy is effective as of January 23, 2025.



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Agenda Item: 5. (ACTION ITEMS)

Title: National Fitness Campaign Grant

Department: Public Works

Contact: Jarrod Greenwood, City Manager

Recommendation:

Staff recommends that board members discuss and provide a recommendation.

Background:

Staff applied for this grant back in 2023 and our application was approved. However it was decided not to move forward with the project due to the location and lack of funding. As the city has grown it has opened up more location options for the fitness court that would be better suited for the community. Staff applied for this year's grant cycle and the city was awarded an \$85,000 grant for the project.

City Attorney Review: No

Attachments:

1. NFC - Notice of Award
2. 2025 BCBSTX Funding Breakdown
3. Shade Structure Quote - Willy Goat



Congratulations!

The City of Justin, TX has been selected as a 2025 BCBS Texas Campaign Grant Recipient!

Dear Ms. Sedivy,

On behalf of the National Fitness Campaign Grant Committee, we are pleased to share that Justin, TX has been selected as a grant eligible partner in the 2025 BCBS Texas Campaign! This notification letter confirms eligibility for one (1) 2025 NFC Grant of \$85,000. The next step is to schedule your official Grant Eligibility Award Call within the next 10 days, where the qualifications submitted in your Grant Application will be confirmed by the NFC team, and your Grant Program Requirements (GPR) will be aligned for eligibility and participation in this year's campaign. A copy of your GPR Document is attached to this formal award letter for your review, and is based on dates submitted in your Grant Application.

The \$85,000 Grant Award will be confirmed pending 1) the submission of a Resolution of Adoption, endorsed by your local governing body or appropriate council within 30 days of the Award Call, 2) authorization to proceed, documented by formal funding confirmation (commonly a purchase order) and 3) confirmation of a scheduled shipping date for the Fitness Court and appropriate storage plans. Once set, GPR milestones must be met in order to maintain funding eligibility in the campaign.

To support this partnership and align your GPR milestones with your community's local adoption and funding processes, we have assigned a Partnership Manager – Brian Hudson – as your dedicated partner and champion in support of this partnership. Over the coming months, Brian will work with your team to support the path outlined in the GPR Document, assisting in the confirmation of required remaining funding, installation, and launch of your program.

The 2025 BCBS Texas Campaign is part of a national movement to make world-class fitness free and accessible in public spaces across the country, which is more important today than ever before – thank you for your commitment to supporting this goal.

Here is a sneak peak at what's ahead:

- Fitness Court® Launch – Cut the ribbon on your beautiful new outdoor gym & announce free fitness to the community!
- Classes & Challenges – Get residents moving & keep them engaged with ongoing group classes, individual training, and competitive events.
- Press & Promotions – Shine a spotlight on your community and local partners for joining this exciting and innovative wellness movement!

Once again, we are thrilled to invite you to join us as a partner in the 2025 BCBS Texas Campaign, and we look forward to making world-class fitness free in the City of Justin!

Best in Fitness,

Mitch Menaged, Founder

FITNESS COURT WITH SHADE STRUCTURE

Fitness Court & Studio - \$85k grant	
\$ 120,000	Campaign Services
\$ 45,000	Concrete Slab
\$ 37,750	Fitness Court Studio Assembly
\$ 30,000	Shade Structure Assembly
\$ 100,000	Shade Structure
\$ 332,750	Total

Fitness Court - \$60k grant	
\$ 110,000	Campaign Services
\$ 25,000	Concrete Slab
\$ 30,000	Fitness Court Studio Assembly
\$ 18,500	Shade Structure Assembly
\$ 50,000	Shade Structure
\$ 233,500	Total

Fitness Court - \$85k grant	
\$ 85,000	Campaign Services
\$ 25,000	Concrete Slab
\$ 30,000	Fitness Court Studio Assembly
\$ 18,500	Shade Structure Assembly
\$ 50,000	Shade Structure
\$ 208,500	Total

FITNESS COURT WITHOUT SHADE STRUCTURE

Fitness Court & Studio - \$85k grant	
\$ 120,000	Campaign Services
\$ 45,000	Concrete Slab
\$ 37,750	Fitness Court Studio Assembly
\$ 202,750	Total

Fitness Court - \$60k grant	
\$ 110,000	Campaign Services
\$ 25,000	Concrete Slab
\$ 30,000	Fitness Court Studio Assembly
\$ 165,000	Total

Fitness Court - \$85k grant	
\$ 85,000	Campaign Services
\$ 25,000	Concrete Slab
\$ 30,000	Fitness Court Studio Assembly
\$ 140,000	Total

Kira Sedivy

From: WillyGoat Toys & Playgrounds <fun@willygoat.com>
Sent: Tuesday, September 30, 2025 3:28 PM
To: Kira Sedivy
Subject: WillyGoat Equipment Quote #D44549



QUOTE #D44549

WillyGoat Quote

Hi Kira,

Thanks for your interest in WillyGoat shade structures! You'll find your quote below. If you have any issues or questions, please don't hesitate to contact us.

Thanks and have a great week!

Nesty

All quoted prices assume payment via ACH, check, or wire. Paying with a credit card will void any discounts. Checks can be mailed to PO Box 59278, Birmingham, AL 35259. Please email us to request ACH/wiring instructions.

Quote summary

Standard Installation \$18,058.00

Quote: #D44549



Hip Roof Shade Structure with 4 Posts and 14 Foot Entry × 1 \$14,122.99

40 Feet / 40 Feet
HIP*40x40-14E

California resident: No



\$250.00



Parks and Recreation Advisory Board Coversheet
October 14, 2025
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Agenda Item: 6. (ACTION ITEMS)

Title: Consider approving Park Board meeting minutes from September 9, 2025 and take appropriate action.

Department: Public Works

Contact: Jarrod Greenwood, City Manager

Recommendation:

Staff recommends the Park Board approve the minutes

Background:

The Park Board shall review and approve minutes at the next meeting which shall be kept on file with the City Secretary for permanent retention.

City Attorney Review: N/A

Attachments:

1. 9-9-25 Park Minutes

Jacqueline Steinbacher, Vice Chair
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 – September 9, 2025

CALL TO ORDER

The Park Board meeting was called to order at 6:32 p.m. by Chair Robin Amerine. The Chair led the Pledge of Allegiance and Pledge to the Texas flag.

Present

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

City Staff Liaison

City Manager Jarrod Greenwood

PUBLIC COMMENT

There were no public comments.

DISCUSSION ITEMS

1. Staff Liaison Jarrod provided a Development Update.
2. Staff Liaison Jarrod provided an update on the Peterson Park construction project.
3. Staff Liaison Jarrod provided an update regarding Parks and Recreation investments included in the recently adopted FY 25-26 budget.
4. Board Chair Amerine introduced a potential project regarding the relocation of a Veterans Memorial from a church in Flower Mound. The item will be placed on a future Parks board meeting for an update and possible action once more information is obtained.
5. Board Chair Amerine provided an update about her meeting with a representative with the National Fitness Campaign regarding a potential grant that would be used for the purchase of a fitness court.

ACTION ITEMS

1. Eagle Scout Grill project

A motion was made by Member Foree to approve the project. The motion was seconded by Member Allen. The motion was approved unanimously.

2. Veterans Day Event

Event subcommittee members Steinbacher and Shadowens gave an update and presentation on the progress of their work. A request to put the event flyer in the utility bills was requested. Staff will work with Utility Billing to accommodate the request and will also work with the Communications Manager on a communication campaign.

A motion was made by Member Foree to approve the event plans. The motion was seconded by Member Dowell. The motion was approved unanimously. This event will be placed on the September 25th Council Meeting agenda.

FUTURE AGENDA ITEMS

1. Park Plan Design Manual – need to get additional examples of design manuals and to further refine the scope of work.

2. Potential renaming of parks

ADJOURN

The Parks Board Chair, Robin Amerine, adjourned the meeting at 8:52 p.m.

Park Board Chair, Robin Amerine

Jarrood Greenwood

Jarrood Greenwood, City Manager

Seal: