

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



Alwyn Dowell, Member
Amy Shadowens, Member

Robin Amerine, Chair
CITY OF JUSTIN
PARKS AND RECREATION ADVISORY BOARD AGENDA
DECEMBER 9, 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. Park and Street Scaping Design Standard Manual
2. Discuss future Parks Board initiated events

ACTION ITEMS

3. Board Application for Vanessa Whitehead
4. Resignation Letter for Marcus Gallegos
5. Consider approving Park Board meeting minutes from October 14, 2025 and November 10, 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 this

December 2, 2025 by 5 p.m., in compliance with the Texas Open Meetings Act.

City Staff



Parks and Recreation Advisory Board Coversheet
December 9, 2025
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247

Agenda Item: 3. (ACTION ITEMS)

Title: Board Application for Vanessa Whitehead

Department: Public Works

Contact: Jarrod Greenwood, City Manager

Recommendation:

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

Background:

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: No

Attachments:

1. Vanessa Whitehead Board Application

From: noreply@civicplus.com
To: [Abbey Reece](#); [Amy Piukana](#)
Subject: Online Form Submittal: Board, Commission & Committee Application
Date: Sunday, October 12, 2025 4:16:15 PM

Board, Commission & Committee Application

First Name	Vanessa
Last Name	Whitehead
Address	Palomino Court
City	Justin
State	TX
Zip Code	76247
Mailing Address (If different)	<i>Field not completed.</i>
City	<i>Field not completed.</i>
State	<i>Field not completed.</i>
Zip Code	<i>Field not completed.</i>
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	VP Healthcare Technology/ Oxford
Education, Licenses, or Certifications	<i>Field not completed.</i>

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)	Keep Justin Beautiful Committee
If you have a second choice for a Board, Commission, or Committee on which you would like to serve, please also select that.	<i>Field not completed.</i>
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?	In my current role I have to think strategically about the healthcare industry and come up with action plans for 2-5 years down the line. Then execute on them.
List any additional information which you believe would be of value for the City Council to know about you.	I have lived in Justin for 8 years and am very interested in the growth plans.
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	No

might constitute a
conflict of interest?

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

Vanessa Whitehead

Date of Submission

10/12/2025

Email not displaying correctly? [View it in your browser.](#)



Parks and Recreation Advisory Board Coversheet
December 9, 2025
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247

Agenda Item: 4. (ACTION ITEMS)

Title: Resignation Letter for Marcus Gallegos

Department: Public Works

Contact: Jarrod Greenwood, City Manager

Recommendation:

Staff recommends the Parks Board review, discuss and take action regarding Marcus Gallegos resignation and filling the open board position.

Background:

City Attorney Review: No

Attachments:

1. Marcus Gallegos Resignation Letter

From: MARCUS GALLEGOS <mgallegos77@msn.com>
Sent: Monday, November 24, 2025 11:24 AM
To: Jarrod Greenwood <jgreenwood@cityofjustin.com>
Subject: Park Board Resignation

Hello Mr. Greenwood,

I am writing to formally resign from my position on the City of Justin Parks and Recreation Board, effective November 24, 2025. It has been an honor to serve the City of Justin in this role, and I am grateful for the opportunity to contribute to our parks and recreation initiatives.

Thank you for the support, collaboration, and dedication shared by the board during my tenure. I look forward to seeing continued progress and success in the years ahead.

Sincerely,

Marcus Gallegos



Parks and Recreation Advisory Board Coversheet
December 9, 2025
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247

Agenda Item: 5. (ACTION ITEMS)

Title: Consider approving Park Board meeting minutes from October 14, 2025 and November 10, 2025; and take appropriate action.

Department: Public Works

Contact: Jarrod Greenwood, City Manager

Recommendation:

Staff recommends the Parks Board approve the minutes

Background:

The Parks 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. 10-14-25 Park Minutes
2. 11-10-25 Park Minutes

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



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

Robin Amerine, Chair

MINUTES

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

Justin Parks and Recreation Advisory Board Meeting - October 14, 2025

CALL TO ORDER

The Park Board meeting was called to order at 6:01 p.m. by Chair Robin Amerine. The Chair led the Pledge of Allegiance and the Pledge to the Texas flag.

Present

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

City Staff Liaison

City Manager Jarrod Greenwood

PUBLIC COMMENT

There were no public comments.

DISCUSSION ITEMS

1. Parks and Recreation Update

Representatives from Kemper Sports and Keep Calm and Baseball On provided board members with an update regarding the City of Justin JRec Youth Baseball and Softball program, Community Park renovations and the Dream Complex project.

2. Peterson Park Project Update

City Manager Jarrod Greenwood provided an update and slideshow of photos on the progress of Peterson Park. There was discussion about the amphitheater stage and whether it should be a concrete slab or decomposed granite. Staff will look into whether the plans show a concrete slab or decomposed granite. The city will notify the public when a ribbon cutting ceremony is scheduled.

3. Flower Mound Veterans Memorial Relocation

City Manager Jarrod informed board members that staff had spoken with a contractor to have them provide their opinion of relocating and transporting the memorial to Justin. The contractor was not confident that they would be able to move or transport the monument.

Staff also reached out to a crew member of the original contractor that constructed the monument. The feedback was that the monument was constructed in place and they were not confident the monument could be relocated or transported.

The decision was made to not move forward with the memorial relocation.

4. Renaming of Parks

City Manager Jarrod provided background to the board members regarding the creation and purpose of the Facility Naming Policy. Staff recommendation is that we always refer to the Facility Naming Policy and that Park Board members present to City Council and provide the background on the policy. This item will be placed on the November 10th Parks Board agenda for further discussion.

ACTION ITEMS

5. National Fitness Campaign Grant

City Manager Jarrod provided board members with additional information regarding the financing or funding portion of the fitness court. Board Chair Amerine provided board members with background on the meetings that have been held with National Fitness Campaign representatives. Board members reviewed multiple funding options for the fitness court with a shade structure and without a shade structure. Board members discussed whether to move forward with presenting to EDC/CDC to request funds for the Fitness Court.

A motion was made by Park Board Member Gallegos to not move forward with the project.

The motion was seconded by Park Board Member Foree.

Support: Gallegos, Allen, Dowell, Foree.

Opposed: Steinbacher and Amerine.

Motion was approved.

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

A motion was made by Park Board Member Gallegos to approve the September 9, 2025, Park Board minutes. The motion was seconded by Park Board Member Dowell. The motion was approved unanimously.

FUTURE AGENDA ITEMS

1. Parks Design Manual
2. Facility Naming Policy
3. JRec Scholarship program

ADJOURN

The Parks Board Chair, Robin Amerine adjourned the meeting at 8:15 p.m.

Jarrold Greenwood
Jarrod Greenwood, City Manager

Seal:

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



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

Robin Amerine, Chair

MINUTES

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

Justin Parks and Recreation Advisory Board Meeting - November 10, 2025

CALL TO ORDER

The Park Board meeting was called to order at 6:01 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, and Jason Palmer.

City Staff Liaison

City Manager Jarrod Greenwood

WORKSHOP ITEM(S)

1. Receive a Texas Municipal League (TML) Recap

City Manager Jarrod provided board members with an update regarding the TML conference. City Manager Jarrod did not attend any sessions regarding parks since he left that to board members Gary Foree and Robin Amerine.

Board Member Foree gave an update that he attended leadership classes and learned about a citizen's academy that he felt would be a wonderful opportunity for our citizens to provide education and information on all the city departments and how they operate.

Board Member Amerine attended leadership classes and one regarding how a local library partnered with the parks board to increase community engagement and participation. They offered programs like Cops and Kids in the Park, where officers would participate in activities in the park with local kids. Member Amerine also attended a class regarding native plants and how to incorporate them into your city's green spaces.

2. Receive an update on the PROS and Comp Plan

City Manager Jarrod provided an update on the PROS and Comp Plan moving forward. Development Director Matt Cyr also provided board members with an update regarding the development side of the PROS and Comp Plan regarding park/green spaces and walking trails.

3. Discuss the Parks Design Manual

Dorothy with Westwood Engineering gave a presentation to board members regarding the parks design manual and provided examples of other cities park design manuals. City Manager Jarrod was going to provide an updated quote to EDC and CDC
get quote back to EDC and CDC board to get funding approval

4. Discuss the Facility Naming Policy

City Manager Jarrod mentioned that Board Member Shadowens recently inquired about the potential renaming of city parks, and a City Council member has proposed renaming City Hall Park. Staff will remind City Council members of the City's Facility Naming Policy and will recommend that, should the Council wish to pursue park renaming, they provide direction and allow the Parks Board an opportunity to offer feedback.

Board members discussed and agreed they would like to have a survey put out to the citizens to rename Timberbrook Dog Park.

5. Recap of Veterans Walk

Member Steinbacher mentioned a porta potty would be a needed addition to next year's event at Bishop Park. There was an issue with the shuttle going to the incorrect address.
Member Shadowens stated the schedule wasn't followed as closely as it should have been.

Overall it was agreed that the event was a huge success despite it raining during the event. We had about 50 participants in the Honor Walk. Board Members will present a slide show of photos from the event and a recap at the December 11th City Council meeting.

PUBLIC COMMENT

There were no public comments.

ACTION ITEMS

6. Consider approving Park Board Meeting Minutes; and take appropriate action.

The minutes were not ready in time for the meeting so staff recommended no action be taken.

7. Consider approving Parks Improvement Projects in an amount not to exceed \$200,000; and take appropriate action.

Matt Cyr provided an update on the joint work session with the Parks board and EDC / CDC board members. EDC/CDC visited their development plan and there is a desire to start partnering on more projects with the Parks board. Project quotes will be brought forward to Park board members for review.

A motion was made by Park Board member Foree to approve the Parks Improvement project list but to not exceed \$200,000. The motion was seconded by Parks Board Member Steinbacher. The motion was approved unanimously.

FUTURE AGENDA ITEMS

ADJOURN

The Parks Board Chair, Robin Amerine adjourned the meeting at 8:11 p.m.

Jarrood Greenwood
Jarrod Greenwood, City Manager

Seal: