

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



Alwyn Dowell, Member
Jason Palmer, Member
Amy Shadowens, Member

Robin Amerine, Chair
CITY OF JUSTIN
PARKS AND RECREATION ADVISORY BOARD AGENDA
JANUARY 13, 2026
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. Future Agenda Item Request Form
2. Existing Park Projects

WORKSHOP ITEMS

3. City Hall Park Renaming Workshop
4. Timberbrook Dog Park Renaming Workshop
5. Future Parks and Trails Projects Workshop

ACTION ITEMS

6. Consider approving Park Board meeting minutes 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 January 6, 2026 by 5 p.m., in compliance with the Texas Open Meetings Act.

City Staff



Parks and Recreation Advisory Board Coversheet
January 13, 2026
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247

Agenda Item: 1. (DISCUSSION ITEMS)

Title: Future Agenda Item Request Form

Department: Public Works

Contact: Jarrod Greenwood, City Manager

Recommendation:

Staff recommends the Parks Board review the form, discuss and take possible action.

Background:

City Attorney Review: N/A

Attachments:

1. Future Agenda Item Request Form



CITY COUNCIL AGENDA ITEM REQUEST

Proposed agenda Item

Request by

Date Submitted

Priority

Background info

Expected Council Action

Staff Preparation



Parks and Recreation Advisory Board Coversheet
January 13, 2026
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247

Agenda Item: 6. (ACTION ITEMS)

Title: Consider approving Park Board meeting minutes and take appropriate action.

Department: Public Works

Contact: Jarrod Greenwood, City Manager

Recommendation:

Staff recommends the Parks Board approved the minutes.

Background:

The Parks Board shall review and approve the 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. 12-9-25 Park Minutes

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



Alwyn Dowell, Member
Amy Shadowens, Member

Robin Amerine, Chair

MINUTES

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

Justin Parks and Recreation Advisory Board Meeting - December 9, 2025

CALL TO ORDER

The Park Board meeting was called to order at 6:00 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, Amy Shadowens, Alwyn Dowell, Jason Palmer and Alternate Vanessa Whitehead.

City Staff Liaison

City Manager Jarrod Greenwood

PUBLIC COMMENT

There were no public comments.

DISCUSSION ITEMS

1. Park and Street Scaping Design Standard Manual

Westwood Engineering gave a presentation to board members regarding the parks design standard manual. Park Board members discussed ideas and how they would like to move forward with the project.

2. Discuss future Parks Board initiated events

Board members discussed the options and possibilities for future Park Board initiated events.

ACTION ITEMS

3. Board Application for Vanessa Whitehead

A motion was made by Park Board member Allen to recommend approval of Vanessa Whitehead application as an alternate Park Board member to City Council. The motion was seconded by Park

Board Member Dowell.

Support: Amerine, Steinbacher, Allen, Foree, Shadowens, Dowell and Palmer

Opposed: None

Motion was approved.

4. Resignation Letter for Marcus Gallegos

A motion was made by Park Board member Foree to accept Marcus Gallegos board resignation letter.

The motion was seconded by Park Board Member Steinbacher.

Support: Amerine, Steinbacher, Allen, Foree, Shadowens, Dowell and Palmer

Opposed: None

Motion was approved.

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

A motion was made by Park Board Member Dowell to approve the October 14, 2025 and November 10, 2025 Park Board minutes. The motion was seconded by Park Board Member Foree. The motion was approved unanimously.

FUTURE AGENDA ITEMS

None

ADJOURN

The Parks Board Chair, Robin Amerine adjourned the meeting at 8:35 p.m.

Seal: