

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



Alwyn Dowell, Member
Jason Palmer, Member

Robin Amerine, Chair
CITY OF JUSTIN
PARKS AND RECREATION ADVISORY BOARD AGENDA
MARCH 10, 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. Discuss Spring Fest Flea Market
2. Discuss adding signage and cameras to city-wide parks to prohibit vandalism.
3. Discussion of potential CIP/Budget items for FY 2026/2027
4. Discuss hosting a future Cleanup event
5. Receive update and discuss the Parks Design Manual project

ACTION ITEMS

6. Discuss and take action regarding City Hall Park renaming Survey
7. Discuss and take action regarding Boardmember Amy Shadowens resignation.
8. Discuss and take action regarding Boardmember Vanessa Whitehead resignation.

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 3/4/26 7:30 a.m., in compliance with the Texas Open Meetings Act.



City Staff



PARKS BOARD AGENDA ITEM REQUEST

Proposed agenda Item

Request by

Date Submitted

Priority

Background info

Expected Board Action

Staff Preparation



PARKS BOARD AGENDA ITEM REQUEST

Proposed agenda Item

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Parks and Recreation Advisory Board Coversheet

March 10, 2026

415 NORTH COLLEGE AVE

JUSTIN, TEXAS 76247

Agenda Item: 4. (DISCUSSION ITEMS)

Title: Discuss hosting a future Cleanup event

Department: Administration

Contact: Jarrod Greenwood, City Manager

Recommendation:

Background:

The board discussed the idea of hosting a cleanup event this spring. This timing coincides with the annual **North Texas Community Cleanup Challenge (NTCCC)**, and we have been invited to join this region-wide effort to keep North Texas clean.

<https://www.communitycleanupchallenge.com/>

City Attorney Review: N/A

Attachments:

1. FAQs-North-Texas-Community-Cleanup-Challenge

North Texas Community Cleanup Challenge

Frequently Asked Questions

ACCOUNTS & ORGANIZATIONS:

Q: I am getting an error when I try to register for an account on the Texas Litter Database. Help!

A: Please contact texaslitter@ktb.org for technical assistance with the website and getting signed up.

Q: My neighborhood association is interested in participating. Should we sign up as an organization? We are not representing a city per se.

A: Yes, if your HOA is the **organizer** of a litter cleanup event, please sign-up as an organization and report the data for your event(s). It will then count towards the overall goals for your community.

Q: I am with a KTB affiliate. Do I sign-up my city and then we are the NTCCC coordinators for our community?

A: All cleanup activities that occur and are reported in the [Texas Litter Database](#) using the External ID of “**CCC25**”, will count for your community regardless of who reports them. However, we do encourage coordination between KTB affiliates and local government staff to help promote participation amongst their wider community in as many cleanup efforts as possible.

DEADLINES:

Q: Is there a deadline to sign-on?

A: Yes, communities wanting to officially participate should sign-on by the date posted in announcements or on the website. This date is typically 45 days after the Community Cleanup Challenge has started, or April 15th. However, the earlier you sign-on the more time there is to advertise your participation, plan events, and gather participants who are interested.

Q: Is there a deadline to report my data?

A: Yes, all cleanup data must be reported/entered within 30 days of the end of the Community Cleanup Challenge, or by June 30th.

MAYORS' CHALLENGE:

Q: How do I participate in the Mayors' Challenge?

A: To participate in the Mayors' Challenge a community needs to have their Mayor, Council, or Commissioner issue a proclamation in support of the North Texas Community Cleanup Challenge. A template can be found in the Resources dropdown on the [program page](#) for the NTCCC. A copy of the resolution needs to be shared by email with the NCTCOG at stormwater@nctcog.org by the sign on deadline of April 15th.

Q: I participated in the Mayors' Challenge in the past. Do I need to submit another proclamation?

A: Each year, a community who wishes to participate in the Mayors' Challenge will need to issue a new proclamation for the current year and submit it to NCTCOG by the sign on deadline of April 15th.



QUALIFYING EVENTS/ACTIVITIES:

Q: Are there any requirements or restrictions around the kinds of events that qualify for the challenge?

A: Yes, there are some. The events should be any litter cleanup event that takes place outside at parks, in neighborhoods, along roadways/waterways, etc. Don't forget that clean ups of Adopt-A-Spots can count too! Basically, if people or volunteers are outside cleaning up trash and litter...that counts!

Q: What about larger events that include litter cleanup as just part of the overall activities such as a campus or city-wide Big Event?

A: For larger events that include activities besides just litter cleanup, only the volunteers, hours, and trash collected as part of the litter collection portion of the larger event should be reported for the Community Cleanup Challenge.

Q: Can litter cleaned up by city staff in the course of their normal job duties (example: maintenance crews, Parks and Rec crews, etc.) be reported?

A: No, the intent of this program is for only activities that fall outside of normal job duties may count or those that are connected to volunteer events/activities.

GENERAL QUESTIONS:

Q: Who can I reach out to if I have questions about the Community Cleanup Challenge?

A: Please contact Crysta Guzman, cguzman@nctcog.org, or the NCTCOG stormwater team, stormwater@nctcog.org, for questions about the Community Cleanup Challenge and the Mayors' Challenge.

REPORTING DATA:

Q: How do I measure the litter data that I am reporting?

A: We utilize the common metrics that are used by Keep Texas Beautiful such as estimated weights for small, medium, and large bags. To ensure accuracy of heavy items or bags, you may want to consider using a luggage scale or fish scale that can readily be purchased online or at a sporting goods store and report your data by weight. For larger events with roll-offs, your waste hauler should be able to provide a report on total pounds or tonnage. To help avoid double counting of metrics for the same event, please only report bag count or weight on your trash reports. However, if you are reporting both bag counts and weight for larger items such as tires and white goods, please include a note on your trash report indicating such.

Q: I noticed that the NTCCC now links to the Texas Litter Database to collect cleanup data. Why is this and how will you track my data for the Community Cleanup Challenge so my community receives credit?

A: We are so glad that you noticed and asked! We are excited to link to the Texas Litter Database as this allows for a centralized collection of trash and litter data across the state. The Texas Litter Database also has the capacity to collect very detailed and granular information should the user wish to input that level of detail.

Please check out this [user guide](#) to help walk you through the process of entering your data on the Texas Litter Database. To link your trash report data to the [2025 North Texas Community Cleanup Challenge](#), please enter "**CCC25**" in the External ID field when entering your data so that we can export your data



reports for the Community Cleanup Challenge separate from all other data being entered into the database. We do our best to catch errors when importing the reporting data, but we will only count data that is marked with “CCC25” in the External ID field. We also encourage, but don’t require, that you provide detailed names for events or locations, particularly if there are multiple activities happening in your community on the same day. This helps us catch mistakes or determine if an event was double reported.





Parks and Recreation Advisory Board Coversheet
March 10, 2026
415 NORTH COLLEGE AVE
JUSTIN, TEXAS 76247

Agenda Item: 6. (ACTION ITEMS)

Title: Discuss and take action regarding City Hall Park renaming Survey

Department: Administration

Contact: Jarrod Greenwood, City Manager

Recommendation:

Staff recommends the Board consider survey results and provide a recommended action to Council.

Background:

The Facility Naming Policy was officially adopted by the Justin City Council through Resolution 730-25 on January 23, 2025. This policy establishes clear guidelines and procedures for the naming of parks, recreational facilities, and other public spaces within the city of Justin. It ensures that the naming process is transparent and aligned with the community's values and interests.

The policy outlines specific criteria that must be considered when naming a park or facility. These criteria include but are not limited to:

- Historical Significance: Names that recognize historical events, places, or people significant to the community.
- Geographic Features: Names that reflect the location, natural or geographic features of the area, such as nearby landmarks, rivers, parks or neighborhoods.
- Community Values: Incorporating public feedback on potential names that align with the values, culture, priorities and spirit of the community.
- Contributions: Names that honor individuals or organizations that have made significant Contributions to the community.
- Alignment with Facility Purpose: Names that reflect the intended purpose or function of the Facility, ensuring relevance to its use.
- 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.

During the January Parks Board Meeting, Councilmember Council presented an opportunity to consider the renaming of the City Hall Park. The Board asked for a survey to be completed and presented at the

next available meeting in accordance with the Facility Naming Policy timelines.

The Parks Board will review the proposed names and consider the feedback received from residents. The Board will discuss the viability of each name based on the established criteria and the input gathered from the survey. A final name will be selected. This name will then be presented to City Council for consideration and approval. The City Council will review the recommended name and, if it meets the required criteria of the Facility Naming Policy and is in alignment with community values, the City Council will consider possible action approving the name of the park at City Hall.

Based on the survey results the top 3 names were:

1. Jack Holloway Park
2. Old Town Park
3. (Justin) Sherman Park

City Attorney Review: No

Attachments:

1. City Hall Park Renaming Community Survey (Responses) - Google Sheets

Timestamp	Name	Street	City, State, ZIP	Please share your recommendation for the possible re-naming of City Hall Park.
2/5/2026 10:18:17				Pillar Park
2/5/2026 10:19:20				I believe the park name should remain City Hall Park. Historic locations help tell Justin's story, and city officials should help to preserve their legacy.
2/5/2026 10:21:50				Justin Commons
2/5/2026 10:26:53				Jack Holloway Park - The Holloway Family, while not Justin Residents were a key part of Justin History and deserve to be recognized for their contributions to the community.
2/5/2026 10:42:53				Old Town Park
2/5/2026 11:08:33				Old Town Park Leo Adams Park - 10 plus year mayor of Justin and built more than 300 buildings here in Justin Clara Love Park - Educator in Justin for 40 years between JES and being a substitute for bias for 29 years after retirement
2/5/2026 11:13:35				"City Hall Park", park names should also help people find their location, not just a name.
2/5/2026 11:25:46				Pennington College Park, named for Pennington College that was established in 1898 on Jackson St.
2/5/2026 11:34:30				Holloway Park
2/5/2026 11:36:11				Jack Holloway Park
2/5/2026 11:36:33				Ryan Dietzman Park

Timestamp	Name	Street	City, State, ZIP	Please share your recommendation for the possible re-naming of City Hall Park.
2/5/2026 11:37:01				Railroad & Founding Roots Justin exists because of the railroad, and that story matters. - Justin Junction Park Nods to the railroad junction that sparked the town's founding. - Railway Heritage Park Clean, timeless, and easy for the city to stand behind. - Founders Crossing Park Represents where trade, travel, and community crossed paths.
2/5/2026 12:41:06				Oliver Park
2/5/2026 13:22:13				Palisade Park
2/5/2026 13:27:29				Old Town Community Park
2/5/2026 13:27:31				Pennington College Park College Commons Education Preserve Original Town Park Old Town Park
2/5/2026 14:15:58				Railroad Heritage Park
2/5/2026 14:16:15				Sherman Heritage Park
2/5/2026 14:30:02				Carolyn Love Park
2/5/2026 14:33:49				Grace Parr
2/5/2026 14:44:37				Lone Spur Park
2/5/2026 15:54:00				Frank & Toots Wallace Park
2/5/2026 15:58:50				Janice Peterson May Park, Justin City Park, THE City Park (like THE Ohio state university), Texan Park, Bluebonnet Park (plant bluebonnets in the empty flower beds),
2/5/2026 16:40:20				Jack Hollaway

Timestamp	Name	Street	City, State, ZIP	Please share your recommendation for the possible re-naming of City Hall Park.
2/5/2026 16:42:13				Jack Holloway
2/5/2026 16:55:14				Founders Grove Park
2/5/2026 16:57:25				Jack Holloway Park
2/5/2026 17:53:01				Jack Holloway Park
2/5/2026 18:08:59				Gathery Park - When we first drove through Justin, before purchasing our house, my first thought was how home-y it felt. Such a small town, but still near the big city. Old homes fill the streets and line it with character and upon driving around we noticed the park! The park is literally the heart of the town. Children GATHER and families watch their little ones play. It's a hub for all; it's a home. Hence Gathery Park!
2/5/2026 18:17:56				Jack Holloway Park
2/5/2026 18:22:02				Jack Holloway Park
2/5/2026 18:25:31				Jack holloway
2/5/2026 18:26:00				Jack Holloway
2/5/2026 18:27:39				Green Park (after the green family)
2/5/2026 18:28:51				Old town park
2/5/2026 18:36:41				Jack Holloway Park
2/5/2026 18:37:14				Jack Holloway Park
2/5/2026 18:37:35				Jack Holloway Park
2/5/2026 18:46:58				Mike Dooley memorial park
2/5/2026 18:51:25				Jack Holloway Park
2/5/2026 18:52:28				Jack Holloway Oark
2/5/2026 18:52:48				Jack Holloway Park

Timestamp	Name	Street	City, State, ZIP	Please share your recommendation for the possible re-naming of City Hall Park.
2/5/2026 18:53:04				Jack Holloway Park
2/5/2026 18:53:20				Jack Holloway Park
2/5/2026 18:53:41				Jack Holloway Park
2/5/2026 18:53:56				Jack Holloway Park
2/5/2026 18:54:11				Jack Holloway Park
2/5/2026 18:54:26				Jack Holloway Park
2/5/2026 18:54:40				Jack Holloway Park
2/5/2026 18:54:56				Jack Holloway Park
2/5/2026 18:55:11				Jack Holloway Park
2/5/2026 18:55:25				Jack Holloway Park
2/5/2026 18:55:42				Jack Holloway Park
2/5/2026 18:55:58				Jack Holloway Park
2/5/2026 18:56:17				Jack Holloway Park
2/5/2026 18:56:33				Jack Holloway Park
2/5/2026 18:56:48				Jack Holloway Park
2/5/2026 18:57:10				Jack Holloway Park
2/5/2026 19:22:32				Michael Peterson Park
2/5/2026 19:36:20				Jack Holloway Park
2/5/2026 19:45:44				Jack Holloway
2/5/2026 19:46:41				Lisa Cate Park
2/5/2026 19:53:28				Lisa Cate Park
2/5/2026 19:53:35				Lisa Cate Park

Timestamp	Name	Street	City, State, ZIP	Please share your recommendation for the possible re-naming of City Hall Park.
2/5/2026 19:53:42				Lisa Cate Park
2/5/2026 19:53:47				Lisa Cate Park
2/5/2026 19:55:47				Jaguar Park (since the building was the original Justin Elementary School)
2/5/2026 19:57:59				Our Town Park OR. Old Town Park
2/5/2026 20:14:56				Epstein Files Memorial Garden
2/5/2026 20:16:49				Jack Holloway
2/5/2026 20:17:44				Jo Ann Holloway Montya "Big Boobs" Park
2/5/2026 20:19:54				Christopher Columbus Park
2/5/2026 20:20:06				Jack Holloway park
2/5/2026 20:20:16				Linda Gunnels Park
2/5/2026 20:20:22				Martin Luther King Jr. Power Park
2/5/2026 20:20:46				Justin Discount Boots Park
2/5/2026 20:21:08				Henderson Oil and Propane Memorial Park
2/5/2026 20:21:26				First Baptist Park of Justin
2/5/2026 20:22:30				George Floyd Park
2/5/2026 20:22:50				ICE Park
2/5/2026 20:23:10				Ponder Texas Park
2/5/2026 20:23:37				Texas Motor Speedway Park
2/5/2026 20:23:59				Margarita's Park
2/5/2026 20:24:18				Edward Curtis Tally II Park (Curtis Tally Park)
2/5/2026 20:26:08				Jack Holloway Park
2/5/2026 20:27:38				Tobi VanStory Botanical Gardens

Timestamp	Name	Street	City, State, ZIP	Please share your recommendation for the possible re-naming of City Hall Park.
2/5/2026 20:28:45				Jack Holloway Park!
2/5/2026 20:32:49				Jack Holloway Park
2/5/2026 20:33:41				Jack Holloway Park
2/5/2026 20:34:08				Jack Holloway Park
2/5/2026 20:43:45				Mitchell park
2/5/2026 20:47:22				Jack Holloway Park
2/5/2026 20:51:46				Jack Holloway Park
2/5/2026 21:02:23				Jack Holloway Park
2/5/2026 21:14:48				Jack Holloway Park
2/5/2026 22:01:52				Bryson Park (that's who built it from scratch before anything was there)
2/5/2026 22:20:42				Jack Holloway Park
2/5/2026 22:24:37				Jack Holloway Park
2/5/2026 22:30:33				Jack Holloway
2/5/2026 22:31:13				Jack Holloway
2/5/2026 22:36:22				Sherman Park
2/6/2026 0:56:44				Jack Holloway Park
2/6/2026 1:25:22				Old Town Justin Park
2/6/2026 5:31:41				Freedom park
2/6/2026 7:19:56				Jack Holloway
2/6/2026 7:47:48				Jack Holloway
2/6/2026 7:48:51				Jack Holloway park
2/6/2026 7:55:04				Justin Town Park

Timestamp	Name	Street	City, State, ZIP	Please share your recommendation for the possible re-naming of City Hall Park.
2/6/2026 7:57:47				"Justin Sherman " Town Park
2/6/2026 8:03:56				Jack Holloway Park
2/6/2026 8:06:43				Jack Holloway Park
2/6/2026 10:02:24	Joanna	7th	Justin TX 76247	Old town park or if after a person- John Beck Park
2/6/2026 13:11:35	Chelsie	Chaplin	Justin, TX, 76247	Emerald Grove
2/6/2026 15:52:37	Doug Dolley	904 Wilson Drive	Justin, TX 76247	Gratitude Park: When parents bring their children to this park, I hope the name reminds them how blessed we all are to live where we live. While they may be going through hard times at home, at work, or at school I hope the name Gratitude Park reminds kids and parents how important it is to be thankful in all circumstances.
2/6/2026 16:24:19	Tony Neely	6500 High Mesa Dr	Justin, Tx 76247	Jack Holloway would be an excellent choice! Jack was a life long resident of Justin where he conducted his business and raised his family. As Lance Morris pointed out, Jack influenced many young people's lives, including mine.
2/6/2026 18:19:12	Launs	Justin	Justin TX 75247	Legacy Park... or.... Unity Square
2/6/2026 19:21:33	Jack Holloway Park	603 west 4th Street	76247	Jack Holloway Park
2/6/2026 19:30:50	Deanna Turner	13831 Melissa ct	Justin Tx 76247	W.J. Sherman Park: Named after Walter Justin Sherman, the railroad engineer for whom the town is actually named
2/6/2026 22:21:50	Mac Scott	407	Justin TX	Herman Justin Park or Bootmaker's Green
2/7/2026 4:48:34	Cheyenne	3rd st	Justin tx 76247	Jack Holloway park
2/7/2026 7:55:51	Nancy Haas	480 Catherine Branch Ci	Justin TX 76247	Justin Community Park
2/7/2026 7:57:41	Nancy Haas	480 Catherine Branch Ci	Justin TX 76247	The Park at Justin
2/7/2026 9:39:11	Jack Holloway	604 West 3rd	Justin Texas	Jack Holloway
2/7/2026 9:39:25	Jack Holloway	604 West 3rd	Justin Texas	Jack Holloway
2/7/2026 13:13:35	Mac Scott	407	Justin TX	Herman Justin Park or Bootmaker's Green

Timestamp	Name	Street	City, State, ZIP	Please share your recommendation for the possible re-naming of City Hall Park.
2/10/2026 20:24:38	Evan	High Point Way	76247	Jack & Susie Holloway Park
2/11/2026 11:14:32	Rodric Harris	501 Lakeway Ln	Justin, Tx 76247	Old City Park
2/20/2026 17:27:53	Monica	Pafford Ave.	Justin,Texas	Carolyn Love or Love park



Parks and Recreation Advisory Board Coversheet

March 10, 2026

415 NORTH COLLEGE AVE

JUSTIN, TEXAS 76247

Agenda Item: 7. (ACTION ITEMS)

Title: Discuss and take action regarding Boardmember Amy Shadowens resignation.

Department: Administration

Contact: Jarrod Greenwood, City Manager

Recommendation:

Staff recommends the Parks Board review, discuss and take action regarding Amy Shadowens resignation.

Background:

City Attorney Review: N/A

Attachments:

1. Amy Shadowens Parks & Rec Board Resignation

From: [Amy Shadowens](#)
To: [Jarrod Greenwood](#)
Subject: Parks & Rec Board Resignation
Date: Sunday, February 8, 2026 6:40:12 PM

Good evening,

Please accept this note as my resignation from the board. Thank you for the opportunity to serve alongside such dedicated members and to support work that benefits our community.

I'm grateful for the experience and wish the board continued success moving forward.

Sincerely,

Amy Shadowens



Parks and Recreation Advisory Board Coversheet

March 10, 2026

415 NORTH COLLEGE AVE

JUSTIN, TEXAS 76247

Agenda Item: 8. (ACTION ITEMS)

Title: Discuss and take action regarding Boardmember Vanessa Whitehead resignation.

Department: Administration

Contact: Jarrod Greenwood, City Manager

Recommendation:

Staff recommends the Parks Board review, discuss and take action regarding Vanessa Whitehead resignation.

Background:

City Attorney Review: N/A

Attachments:

1. Vanessa Whitehead Parks & Rec Board Resignation

From: [Vanessa Whitehead](#)
To: [Jarrod Greenwood](#)
Subject: Re: Blank Parks Board Agenda Request Form
Date: Friday, February 6, 2026 9:26:06 PM

Hi Jarrod

Sorry we couldn't connect today. I've thought about it and we have an elderly family member that needs assistance that will take up my time so I would like to withdraw from the group.

Thank you and apologies
Vanessa

Sent from my iPhone

On Feb 6, 2026, at 12:13 PM, Jarrod Greenwood
<jgreenwood@cityofjustin.com> wrote:

Good afternoon. Please find the attached form fillable Agenda Item Request Form for your use.

Fell free to let me know if you have any questions.

Thank you,

Jarrod

<Parks Board Agenda Item Request Form.pdf>