

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
MAY 12, 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. Parks Design Manual Update
2. Discussion and Update regarding Old Town Plan
3. Discussion of potential CIP/Budget items for FY 2026/2027
4. 2026 Veterans Day Event
5. Community time capsule to commemorate US 250th celebration

ACTION ITEMS

6. Consider approving Park Board meeting minutes and take appropriate action.

FUTURE AGENDA ITEMS

7. Earth Day potential partnership with Ace Hardware

ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the City Council
Parks and Recreation Advisory Board Agenda May 12, 2026

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 5/6/26 at 8:20 a.m., in compliance with the Texas Open Meetings Act.

A handwritten signature in cursive script, appearing to read "Amy Luitke", is written in black ink on a light-colored background.

City Staff



Parks and Recreation Advisory Board Coversheet

May 12, 2026

415 NORTH COLLEGE AVE

JUSTIN, TEXAS 76247

Agenda Item: 3. (DISCUSSION ITEMS)

Title: Discussion of potential CIP/Budget items for FY 2026/2027

Department: Administration

Contact: Jarrod Greenwood, City Manager, Bobby Johnston, Public Works Operations Manager

Recommendation:

for discussion only

Background:

CIP / Budget Projects

- Bishop Park - parking and turf around memorial
 - Bishop Park / Justin Crossing connection
 - Community Park walkway completion
 - Community Park informational signage
 - Distance markers on trails
 - Community Park Master Plan
 - Reatta Park Master Plan
 - Misc Park Improvement List on current CIP
 - Misc Trail Connectivity
 - FM 407/FM 1171 Streetscraping
 - Timberbrook trail landscape improvements (Brookview/Park Vista area)
 - Healthy aging senior park
 - Explore alternative playground equipment: inclusive/interactive equipment, musical instruments, wind tubes, zip lines scent gardens, specialized climbing structures.
 - Polinator gardens
-

City Attorney Review: N/A

Attachments:

None



Parks and Recreation Advisory Board Coversheet

May 12, 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: Administration

Contact: Bobby Johnston, Public Works Operations Manager, Jarrod Greenwood, City Manager

Recommendation:

staff recommends approval

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.

- February 10, 2026
 - March 10, 2026
-

City Attorney Review: N/A

Attachments:

1. Parks and Recreation Advisory Board_Minutes_2.10.2026
2. Parks and Recreation Advisory Board 3.10.26_Minutes_Preview

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



Alwyn Dowell, Member
Jason Palmer, Member

Robin Amerine, Chair

MINUTES

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

Justin Parks and Recreation Advisory Board Meeting - February 10, 2026

CALL TO ORDER

The Park Board meeting was called to order at 6:03 p.m. by Chair Robin Amerine. The Chair led the Pledge of Allegiance and the Pledge to the Texas flag.

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

City Staff: Liaison City Manager Jarrod Greenwood, City Staff, Parks Superintendent Steve Hartman

PUBLIC COMMENT

There was no public comment provided.

DISCUSSION ITEMS

1. Boards and Commissions required training

City Manager Jarrod Greenwood provided an overview of the Boards and Commissions required training.

2. Discuss hosting a future Cleanup event

City Manager Jarrod Greenwood briefed the Parks and Recreation Board regarding this item.

The Parks and Recreation Board discussed extending an invitation to developers, identifying target dates, identifying areas that need cleanup, and bringing this item back to the March agenda for further discussion. It was noted that the Northwest Independent School District is holding a cleanup on April 11, 2026.

3. Facility Naming Survey update

City Manager Jarrod Greenwood provided an update on this item.

The Parks and Recreation Board discussed splitting out the surveys.

4. CIP / Budget Projects

- Bishop Park
- Bishop Park / Justin Crossing connection
- Community Park walkway completion
- Community Park informational signage
- Distance markers on trails

City Manager Jarrod Greenwood briefed the Parks and Recreation Board regarding this item.

After discussion, the consensus of the Parks and Recreation Board was to bring this item back for further discussion in March 2026.

ACTION ITEMS

5. Board Chair and Co-Chair Elections

City Manager Jarrod Greenwood briefed the Parks and Recreation Board regarding this item.

A motion was made by Park Board Member Dowell to take no action on this item. Motion seconded by Park Board Member Steinbacher. Motion approved unanimously.

6. Consider and approving the January 13, 2026 Park Board meeting minutes and take appropriate action.

A motion was made by Park Board Member Dowell to approve the minutes, as presented. Motion seconded by Park Board Member Palmer. Motion approved unanimously.

FUTURE AGENDA ITEMS

There were no future agenda items discussed.

ADJOURN

The chair adjourned the meeting at 7:25 p.m.

Seal:

Robin Amerine, Chair

Jacqueline Steinbacher, Vice Chair
Gary Foree, 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 10, 2026

CALL TO ORDER

The Park Board meeting was called to order at 6:03 p.m. by Chair Robin Amerine. The Chair led the Pledge of Allegiance and the Pledge to the Texas flag.

Board Members Present: Park Board Members, Chair Robin Amerine, Vice Chair Jacqueline Steinbacher, Gary Foree, and Alwyn Dowell.

City Staff: Liaison City Manager Jarrod Greenwood and Public Works Operations Manager Bobbie Johnston

PUBLIC COMMENT

There were no public comments provided.

DISCUSSION ITEMS

1. Discuss Spring Fest Flea Market

The City Manager, Jarrod Greenwood, explained that future agenda forms can be used to allow board members to submit items for future discussion.

Park Board Member Steinbacher discussed the idea of holding a Community Park garage sale (flea market) to allow all residents to participate, noting this could be a community event.

The Park Board discussed dates, holding the event when schools are out to allow youth participation, utilizing the parking area, utilizing food trucks, no charges in the initial year, how to promote, and what city resources would be necessary for its success.

The consensus from the Park Board was to bring this item back for discussion in March/April timeframe to allow for better planning.

2. Discuss adding signage and cameras to city-wide parks to prohibit vandalism.

The Park Board discussed adding signage, cameras, and having staff review the current ordinance and ensure vandalism is prohibited and outlined by city ordinances and in our design manual to ensure we are protecting city parks.

3. Discussion of potential CIP/Budget items for FY 2026/2027

The Park Board reviewed the CIP/Budget items for FY 2026/2027. The board agreed with the list, but suggested adding turf around workout equipment at parks, and suggested identifying future land for a fishing pond at Community Park.

4. Discuss hosting a future Cleanup event

The consensus of the Park Board was to hold a cleanup event on April 18th from 8 a.m. to noon.

5. Receive update and discuss the Parks Design Manual project

The Park Board discussed the Parks Design Manual project with interactive participation, and the consultant will bring forward a future item with the recommendations.

ACTION ITEMS

6. Discuss and take action regarding City Hall Park renaming Survey

The Park Board discussed the survey results and City Staff recommended the board take action to narrow down to three names for City Council recommendation.

After discussion, a motion was made by Board Member Dowell to approve the names as listed. Motion seconded by Board Member Foree. The motion approved by the following vote:

In Favor: Foree, Dowell, Amerine

Opposed: Steinbacher

7. Discuss and take action regarding Boardmember Amy Shadowens resignation.

After discussion, a motion was made by Board Member Foree to accept the resignation, as presented. Motion seconded by Board Member Steinbacher. Motion approved unanimously.

8. Discuss and take action regarding Boardmember Vanessa Whitehead resignation.

After discussion, Board Member Steinbacher moved to accept the resignation as presented. Motion seconded by Board Member Dowell. Motion approved unanimously.

FUTURE AGENDA ITEMS

None provided.

ADJOURN

The Chair declared the meeting adjourned at 8:42 p.m.

Seal:

