

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
JULY 7, 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 the creation of a stakeholder meeting to present potential design concepts for the FM 407 project and gather feedback from residents and business owners.
2. Discussion of potential CIP/Budget items for FY 2026/2027
3. Discuss potential educational signage to be displayed at Timberbrook Park
4. 2026 Veterans Day Event

ACTION ITEMS

5. Consider approving Parks Board meeting minutes from the June 9, 2026 meeting; and take appropriate action.
6. Discuss and take action approving the Park Design Guidelines
7. Discuss and consider approving Veterans Day Event Purpose Statement and take appropriate action
8. Discuss and consider a partnership with Nordic Sons Veterans Motorcycle Club to assist in planning and facilitating future Veterans Day events.

FUTURE AGENDA ITEMS

9. Discuss Park Rules and the adopted Facility Use Policy

ADJOURN

I certify that the above notice of meeting was posted on the City of Justin official website (<https://cityofjustin.com/129/Agendas-Minutes>) and bulletin board at the City of Justin Municipal Complex, 415 North College Ave, Justin, Texas, on June 30, 2026, in advance of the three (3) business day posting deadline, as applicable, and in accordance with Chapter 551 of the Texas Government Code.

City Secretary



Parks and Recreation Advisory Board Coversheet

July 7, 2026

415 NORTH COLLEGE AVE

JUSTIN, TEXAS 76247

Agenda Item: 5. (ACTION ITEMS)

Title: Consider approving Parks Board meeting minutes from the June 9, 2026 meeting; and take appropriate action.

Department: Administration

Contact: Bobby Johnston, Public Works Operations Manager

Recommendation:

Staff recommends approval of the June 9, 2026 meeting 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.

- June 9, 2026
-

City Attorney Review: No

Attachments:

1. Parks Board Minutes DRAFT 06.09.2026

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 - June 9, 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.

Present:

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

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

PUBLIC COMMENT

No public comments were received.

DISCUSSION ITEMS

1. Veterans Day Event: Discussion of Potential Partnership with Veteran Suicide Prevention Group (Presentation by Justin Merchantson)

The Board discussed the Veterans Day event and agreed to include an action item on the next agenda to consider proceeding with the Nordic Sons Veterans Motorcycle Club as an event partner. Member Jacqueline Steinbacher will draft a mission statement for Board review, which will be included as an action item on the next agenda.

Member Jason Palmer and Vice Chair Jacqueline Steinbacher will form a subcommittee to develop event concepts and recommendations for the Veterans Day event. Consideration of the subcommittee's recommendations will be included as a future action item.

2. Parks Design Manual Update

The final draft was presented to the board. The document will be distributed to Board members in the coming days for final review, with approval anticipated at the July 7, 2026, Board meeting.

3. Peterson Park Update

The Board was briefed on the rescheduling of the Peterson Park Grand Opening to July 30, 2026. The

addition of wind screens for the pickleball courts was also discussed. Matt Cyr, Development Director, recommended presenting the item at the upcoming EDC/CDC meeting for consideration as a potential future project.

4. Discuss TPWD grant opportunities

The Board received an update on a recent meeting with Texas Parks and Wildlife attended by Parks Board Chair Robin Amerine, Mayor Pro Tem St. Clair, Matt Cyr and Bobby Johnston. The Board was advised on next steps for the grant application process to move forward: The Parks Board will need to recommend that City Council approves a resolution for a grant application. The resolution will then be presented to City Council for final approval at an upcoming City Council meeting.

ACTION ITEMS

5. Consider approving Park Board meeting minutes from the May 12, 2026 meeting; and take appropriate action.

A motion to approve the Park Board minutes for May 12, 2026 was made by member Mark Allen and seconded by member Jason Palmer. The motion carried.

6. Consider approving the change of date for the July 2026 Parks Board meeting from July 14th to July 7th; and take appropriate action.

A motion to change the date of the next Park Board meeting from July 14 to July 7 was made by member Alwyn Dowell and seconded by member Gary Foree. The motion carried.

7. Consider approving the Parks Design Manual; and take appropriate action.

A motion to table approval of the Parks Design Manual to the Park Board meeting on July 7, 2026, was made by member Jason Palmer and seconded by member Gary Foree. The motion carried.

FUTURE AGENDA ITEMS

8. Safety Fair

Board Member Jacqueline Steinbacher presented a request she had received to consider adding a community safety fair as a future agenda item. Following discussion, the Board determined that the item would not be placed on a future agenda.

ADJOURN

The Parks Board Chair, Robin Amerine, adjourned the meeting at 7:14 p.m.

Jarrold Greenwood
City Manager

Seal:



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Agenda Item: 6. (ACTION ITEMS)

Title: Discuss and take action approving the Park Design Guidelines.

Department: Administration

Contact: Bobby Johnston, Public Works Operations Manager, Matthew Cyr, Director of Planning and Development, Jarrod Greenwood, City Manager

Recommendation:

Staff recommend the Board consider approval of the Park Design Guidelines as presented and recommend adoption by the City Council.

Background:

The City has worked with its park planning consultant to develop the Park Design Guidelines that establishes consistent design standards and guidelines for the planning, development, renovation, and maintenance of the City's park system. The manual is intended to provide a framework for future park improvements, ensuring that parks are safe, functional, accessible, and aesthetically consistent while supporting the goals of the City's Parks Master Plan.

The Parks Board previously reviewed the draft manual and provided comments for consideration. Revisions have been incorporated into the final document. Approval of the Park Design Guidelines will establish the City's standard for future park design projects and provide guidance for staff, consultants, and developers as park improvements and new park facilities are planned and constructed.

City Attorney Review: N/A

Attachments:

None



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Agenda Item: 7. (ACTION ITEMS)

Title: Discuss and consider approving Veterans Day Event Purpose Statement; and take appropriate action.

Department: Administration

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

Recommendation:

Staff recommend approval of the Veterans Day Event Purpose Statement as presented.

Background:

At the direction of the Parks Board, Board Member Jacqueline Steinbacher developed a Purpose Statement to guide the planning and implementation of the City's annual Veterans Day event. The Purpose Statement establishes the event's mission and serves as a foundation for future planning by defining the goals, values, and intended community impact of the observance.

The proposed Purpose Statement is intended to provide consistency from year to year while honoring the service and sacrifice of veterans, fostering community engagement, and promoting patriotism. Board approval will formally establish the statement as the guiding purpose for the City's Veterans Day event and provide direction for future event planning.

City Attorney Review: N/A

Attachments:

1. Veterans Day Event - Purpose Statement

Purpose Statement – City of Justin Veterans Day Observance

The purpose of the City of Justin's Veterans Day observance is to bring our community together in a dignified and unified expression of gratitude for the service, sacrifice, and enduring contributions of the men and women of the United States Armed Forces. Through this civic event, the City affirms its commitment to honoring veterans' role in safeguarding our nation's freedoms and strengthening the values that define our community.



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Agenda Item: 8. (ACTION ITEMS)

Title: Discuss and consider a partnership with Nordic Sons Veterans Motorcycle Club to assist in planning and facilitating future Veterans Day events.

Department: Administration

Contact: Bobby Johnston, Public Works Operations Manager

Recommendation:

None. The Parks Board is requested to discuss and consider establishing a partnership with the Nordic Sons Veterans Motorcycle Club to support the planning and facilitation of future Veterans Day events.

Background:

At the previous Parks Board meeting, a representative of the Nordic Sons Veterans Motorcycle Club presented information regarding the organization's interest in partnering with the Parks Board to support future Veterans Day events.

The presentation included the club's experience in coordinating veteran-focused activities and its willingness to assist with event planning, volunteer coordination, and other event-related support.

Based on the information presented, the Board is asked to discuss the potential partnership and consider whether to move forward with collaborating with the Nordic Sons Veterans Motorcycle Club for future Veterans Day events.

City Attorney Review: N/A

Attachments:

None