

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
AUGUST 11, 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. Discussion of potential CIP/Budget Items for FY 2026/2027
2. Discuss Park Rules and the adopted Facility Use Policy
3. Discuss educational signage and maintenance of Timberbrook Park
4. Hometown Heroes
5. 2026 Veterans Day Event
6. Jack Allen Holloway Park sign design and location

ACTION ITEMS

7. **Consider approving Parks Board meeting minutes from the July 7, 2026 meeting; and take appropriate action.**
8. Discussion and Possible Action to Reschedule the September Parks Board Meeting as a Joint Stakeholder Meeting with the EDC/CDC on Thursday, September 10, 2026

FUTURE AGENDA ITEMS

ADJOURN

I, the undersigned authority, do hereby certify that the above notice of the meeting of the Parks and Recreation Advisory Board 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 on August 5, 2026, in compliance with the Texas Open Meetings Act.

Bobby Johnston

Staff Liaison

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 - July 7, 2026

CALL TO ORDER

The Park Board meeting was called to order at 6:02 p.m. by Chair Robin Amerine. The Chair led the Pledge of Allegiance and Pledge to the Texas flag.

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

City Staff: Liason - Public Works Operations Manager Bobby Johnston

PUBLIC COMMENT

Resident, Dave Barton 408 Oak Crest Dr. - He is speaking in reference to the vegetation growth at Timberbrook Park. He feels this is a potential hazard wih some wildlife that may be present.

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.

Board members were presented with the idea of a joint meeting with the EDC/CDC along with local stakeholders to discuss design concepts. All members were in agreement to hold this special meeting in September.

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

Public Works Operations Manager Bobby Johnston explained to the Board that the City has decided not to pursue potential 2026 grant opportunities due to timing constraints. He noted that this decision will allow staff additional time to better plan, prepare, and position future projects for upcoming grant opportunities.

A quote of **\$4,800** for the installation of windscreens at Peterson Park was presented to the Board. **Board Member Jason Palmer** requested that staff consult with **Dorothy Witmeyer** to obtain her input on using trees as a natural alternative to windscreens.

Board Chair Robin Amerine expressed a desire to begin planning for the development of Parks Master Plans and indicated that **Dorothy Witmeyer** would likely be brought in to assist with the process.

Vice Chair, **Board Member Jacqueline Steinbacher** requested information regarding proposed improvements to City Hall Park, including sidewalks and a pavilion. She also requested that this project be added to the Capital Improvement Program (CIP) discussion list.

3. Discuss potential educational signage to be displayed at Timberbrook Park

The Board discussed the potential installation of educational signage to inform residents about the park's natural habitat. Staff will reach out to neighboring municipalities to gather information and insights on similar educational signage initiatives.

4. 2026 Veterans Day Event

Board Member Jacqueline Steinbacher proposed creating a **Hometown Heroes Banner Program** for the City of Justin. The program would recognize local veterans and active-duty military members by displaying commemorative banners on City-owned light poles. Ms. Steinbacher volunteered to coordinate with neighboring municipalities that currently operate similar programs to gather information on best practices, program requirements, and implementation strategies for developing a program in Justin.

ACTION ITEMS

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

The Park Board approved the meeting minutes as presented. A motion to approve was made by Gary Foree and seconded by Jason Palmer. The motion carried unanimously.

6. Discuss and take action approving the Park Design Guidelines.

The Park Board approved the Park Design Guidelines as presented. A motion to approve was made by Jacqueline Steinbacher and seconded by Mark Allen. The motion carried unanimously.

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

The Park Board approved the Veterans Day Purpose Statement as presented. A motion to approve was made by Jason Palmer and seconded by Gary Foree. The motion carried unanimously.

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

The Park Board approved a partnership with the Nordic Sons Motorcycle Club to assist with planning and facilitating future Veterans Day events. A motion to approve the partnership was made by Gary Foree, seconded by Mark Allen, and carried unanimously.

FUTURE AGENDA ITEMS

9. Discuss Park Rules and the adopted Facility Use Policy

Park Board Chair Robin Amerine requested that a discussion of the existing Park Facility Use Policy be included on a future Parks Board agenda. Board members Gary Foree, Jason Palmer, and Jacqueline Steinbacher expressed their agreement with adding the item for future discussion.

ADJOURN

The Chair declared the meeting adjourned at 7:25 p.m.

Seal: