



**JUSTIN PARKS & RECREATION ADVISORY BOARD &
KEEP JUSTIN BEAUTIFUL COMMITTEE**

TUESDAY, JUNE 7, 2022 at 6:00 PM

415 NORTH COLLEGE ST
JUSTIN, TEXAS 76247

COMMITTEE MEMBERS:

Andrea Pasnewski – Chair
Jacqueline Steinbacher – Vice Chair
Alyssa Linenkugel
Juli Cuthbertson
Katie Fry
Robert Gonzales

STAFF / COUNCIL LIAISON:

Kira Sedivy – Public Works
John Mounce – City Council
James Clark – City Council

CALL TO ORDER

Invocation and Pledge of Allegiance

CONSENT ITEMS:

1. Consider and take appropriate action to approve minutes dated April 5, 2022
2. Consider and take appropriate action to approve minutes dated May 3, 2022

Pages 1-4

Pages 5-6

PUBLIC COMMENT: To expedite the flow of business and to provide all the citizens the opportunity to speak, the Parks and Recreation Committee Chair may impose a three-minute limitation on any person addressing the board.

STAFF UPDATE

- A. Arbor Day 2022 Event
- B. Tree City USA

Pages 7-13

Pages 14-20

DISCUSSION / ACTION ITEMS

1. Discuss, consider and take appropriate action regarding the Veterans Memorial
2. Discuss, consider and take appropriate action regarding Hello Lamp Post
3. Discuss, consider and take appropriate action regarding QR Code account from Jotform.com

Pages 21-42

Pages 43-58

Pages 59-61

FUTURE AGENDA ITEMS

ADJOURN

NEXT MEETING: TUESDAY JULY 5, 2022

I, the undersigned authority, do hereby certify that the above notice of the meeting of the Justin Parks and Recreation Committee is a true and correct copy of the said notice that I posted on the official bulletin board at Justin City Hall, 415 North College Street, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this **3rd day of June, 2022 by 5:00 p.m.**, at least 72 hours preceding the scheduled meeting time.

Kira Sedivy

Public Works Administrative Coordinator

Parks and Recreation Advisory Board

June 7, 2022

Justin City Hall, 415 North College Street

Cover Sheet

Agenda Item: #1

Title: Consent minutes

Department: Administration

Contact: Public Works Administrative Coordinator, Kira Sedivy

Recommendation: Approve board minutes as presented

Background: Minutes from the April 5, 2022 and the May 3, 2022 meeting are included in the packet.

City Attorney Review: N/A

MINUTES

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

Justin Parks and Recreation Committee – April 5, 2022

The Justin Parks and Recreation Committee convened into a regular meeting the same being open to the public the 5th day of April at 6:00 p.m. at the Justin Municipal Complex, and notice of said meeting giving the time, place, date, and subject thereof having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit: Public Works Admin, Kira Sedivy, City Secretary, Brittany Andrews, Councilmember Clark, and Councilmember John Mounce.

Justin Parks and Recreation Committee Members: Alyssa Linenkugel, Members Pasnewski, Cuthbertson, Steinbacher and Fry in attendance.

CALL TO ORDER

Chair, Alyssa Linenkugel called the meeting to order at 6:03PM.

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.

Tom Cronberger, 806 W. 12th St. Justin, TX 76247 - Has missed several meetings and proposed suggestions.

Russ Allen, 9521 Hackamore Ct. Justin, TX 76247 - Mr. Allen is a Master Gardner with the Denton County Master Gardner's Association. There are 3 Master Gardner's that live in Justin, and 350 in Denton County. DCMGA brings in the horticultural education to towns to help with Butterfly Gardens, raised vegetable gardens, community gardens, and more. They will come and use volunteer hours to do something for the community, both educational classes and help to create gardens.

STAFF/BOARD UPDATE

- Updates on new developments related to parks - Kira Sedivy provided the staff update.

DISCUSSION / ACTION ITEMS

1. Discuss, and consider the appointment of a Chair to the Parks and Recreation Advisory Board.

Member Cuthbertson moved to appoint Member Andrea Pasnewski as Chair.

Seconded by: Member Fry

Aye votes: Members Fry, Cuthbertson, Steinbacher, Pasnewski, and Linenkugel

Motion carries

2. Discuss, and consider the appointment of a Vice Chair to the Parks and Recreation Advisory Board.

Member Pasnewski moved to appoint Member Jacqueline Steinbacher as Vice Chair.

Seconded by: Member Cuthbertson

Aye votes: Members Fry, Cuthbertson, Pasnewski, Steinbacher and Linenkugel

Motion carries

3. Discuss, and consider recommendation to present Hello Lamppost to City Council.

Board members tabled the item until another meeting with Hello Lamppost is scheduled.

4. Discussion regarding a Veterans Memorial.

Member Cuthbertson met with two monument vendors and will be providing their quotes once received.

5. Discuss and consider planning an event for Keep Justin Beautiful.

Members discussed hosting a Trash into Treasures recycled art contest. At the direction of the board, staff will create a memo and guidelines for the contest and coordinate with the Justin Elementary School.

6. Discussion regarding ways to involve and partner with Justin sport associations and other organizations that utilize city parks and recreation.

Mike Erwin with the JNWSA Soccer Association attended the meeting. Member Linenkugel asked if there were any obstacles for the association; Mr. Erwin stated the space can only accommodate a certain number of fields and age groups. Member Cuthbertson asked how many fields would be ideal? Mr. Erwin feels 8 would be ideal and could accommodate the number of games and age groups in the organization.

7. Discuss fundraising.

No Action

CONSENT

8. Consider and take appropriate action to approve Parks and Recreation Board minutes dated February 1, 2022.

Member Cuthbertson moved to approve item 8.

Seconded by: Member Pasnewski

Aye votes: Members Fry, Cuthbertson, Pasnewski, Steinbacher and Linenkugel

Motion carries

ADJOURNMENT

Motion to adjourn at 8:05 PM

Passed and approved on the 7th day of June 2022.

SEAL:

Brittany Andrews

Brittany Andrews, City Secretary

MINUTES

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

Justin Parks and Recreation Committee – May 3 2022

The Justin Parks and Recreation Committee convened into a regular meeting the same being open to the public the 3rd day of May at 6:03 p.m. at the Justin Municipal Complex, and notice of said meeting giving the time, place, date, and subject thereof having been posted as prescribed by Article 5 of the Texas Government Code, with the following members present and in attendance to wit: Public Works Admin, Kira Sedivy, City Secretary, Brittany Andrews, Councilmember Clark, and Councilmember John Mounce.

Justin Parks and Recreation Committee Members: Linenkugel, Gonzales, Cuthbertson, Steinbacher and Fry in attendance.

CALL TO ORDER

Invocation and Pledge of Allegiance

ANNOUNCEMENT OF KEEP JUSTIN BEAUTIFUL TRASH INTO TREASURES CONTEST WINNERS

Chair Alyssa Linenkugel announced the winners and presented them with certificates, congratulations.

1st Place: Bryce Branam

2nd Place: Justice Flamont

3rd Place: Noah Linenkugel

CONSENT ITEMS:

1. Consider and take appropriate action to approve minutes dated March 1, 2022.

Member Cuthbertson moved to approve minutes dated March 1, 2022.

Seconded by: Member Fry

Aye votes: Members Fry, Cuthbertson, Steinbacher, and Gonzales

Motion Carries

PUBLIC COMMENT: To expedite the flow of business and to provide all the citizens the opportunity to speak, the Parks and Recreation Committee Chair may impose a three-minute limitation on any person addressing the board.

No comment

STAFF UPDATE

- A. Park Updates
- B. Arbor Day 2022 / Tree City USA
- C. Tree Canopy / Memorial Tree information

Kira Sedivy presented updates and information regarding items B and C.

DISCUSSION / ACTION ITEMS

1. Discuss, consider, and take appropriate action regarding the Veterans Memorial.

Member Steinbacher moved to have Bishop Park Opt. 3 set as the Veterans Memorial location.

Seconded by: Member Cuthbertson

Aye votes: Members Fry, Cuthbertson, Steinbacher, and Gonzales

Motion Carries

2. Discuss QR Code Scavenger Hunt.

No Action

3. Discuss water bill option fee.

No Action

4. Discuss implementation of Justin Community Garden in partnership with Denton County Master Gardeners Association.

No Action

FUTURE AGENDA ITEMS

ADJOURN

Motion to adjourn at 7:59 PM

Passed and approved on the 7th day of June 2022.

SEAL:

Brittany Andrews

Brittany Andrews, City Secretary



DONATE



National Arbor Day is April 29, 2022. This year marks the 150th Anniversary of the tree planter's holiday, and we're excited to celebrate with you! Below you will find information about Arbor Day events happening where you live as well as resources to help you plan a celebration in your community.



ARBOR DAY DATES ACROSS AMERICA

National Arbor Day is always celebrated on the last Friday in April, but many states observe Arbor Day on different dates throughout the year based on best tree planting times in their area. Find out when your state celebrates.

Texas



Friday November 4th

TEXAS ARBOR DAY:

FIRST FRIDAY IN NOVEMBER

FIND OUT WHEN PEOPLE ACROSS THE GLOBE CELEBRATE TREES →

SHARE YOUR
#ARBORDAY

During the week of Arbor Day, your social post can turn into trees planted! The Arbor Day Foundation will plant one tree for EACH Instagram, Twitter, or Facebook post with the hashtag #ArborDay, up to 75,000 trees. What's more, Kimberly-Clark is matching our efforts, so up to 150,000 trees will be planted.

A Checklist of Ideas

Tree City USA Standard 4 requires “an Arbor Day observance and proclamation.” Here are some time-tested ideas that go beyond the basics and can help your community to a new and broader level of participation during the tree planting holiday.

INCLUDE COMMUNITY AWARDS

This can be a one-time award, such as a tribute to someone who was the driving force behind a tree or environmental project or who made a significant donation of land or money. Or, it can be an annual award. Examples include best commercial landscaping (or renovated landscape), outstanding school program, an exceptional Scout project, and others that benefit the community.

TIE IN WITH A SERVICE PROJECT

Before or after the traditional ceremony, sponsor a litter pickup and recycling event. Parks, river banks, and other areas that are safe from traffic can usually use a cleanup, and the activity will help attract media coverage. Other service projects might include painting over graffiti, landscaping a public housing project, helping Habitat for Humanity, or providing for other local needs.

PLANT A TREE – THE RIGHT TREE – AND A PLEDGE

It almost goes without saying, but select trees for planting that are appropriate to the site(s) in every way. Explain to your audience why the species or cultivar was selected. For a little something different – and to call attention to the need for follow-up watering and care – have the individuals responsible for the tree sign a pledge, put it in a time capsule jar, and plant it along with the tree.

FIND AND HIGHLIGHT A SPECIAL TREE

Sponsor a contest or search for legacy trees in your community. These may include the largest tree, the largest tree of a selected (desirable) species, trees associated with local history in some way, one-of-a-kind trees, or other features that make the winner(s) special. Name it “Tree of the Year” so the event can be repeated each year.



SPONSOR OR PARTICIPATE IN AN ARTISTIC CONTEST

This might be a poster contest for specific grades; a photo, poetry, or essay contest; a wood craft competition; or a creative art and crafts show. More possibilities include dried flower arrangements, dolls made from corn husks or native materials, and pine cone wreaths. A tree theme that resonates locally might be made part of the rules. Winners, or all participants, can be part of an exhibit made public at the Arbor Day event.



Poster contests and other artistic competitions should be focused on a tree-related theme and can be for both adults and children. The awards can be spread out by age or other categories. This proud child was given the “people’s choice” award in Punta Gorda, Florida. Other categories were “overall winners” and “the mayor’s artistic choice.”

THEATRICALS AND MUSIC

If your community is fortunate enough to have a theatrical group, suggest that they perform a tree-related play either in their usual venue or a short one at the Arbor Day ceremony. More commonly, schoolchildren are asked to do a skit about Arbor Day. Musical performances can also be made. To get extra mileage, repeat the performance at a nursing home or retirement village or at a school.

FOODS FROM NATURE

Cooking demonstrations, recipes, and cookbooks (ideally with the author present) always create interest, especially if samples are available. Emphasis should be on apples, nuts, or other local products from trees.

A CELEBRITY PRESENTATION

By celebrity, this can include someone locally known as an authority on the subject. A PowerPoint presentation or well-done talk with other visual aids will be popular. Ideas include experts on birds, trees, butterflies, or history. Or, it might be authors, Arbor Day award winners who were guests at Arbor Day Farm, or other speakers with interesting, tree-related topics.

A DEMONSTRATION

This might be on pruning, or some aspect of an arborist’s job such as tree climbing, lift truck operation, or aerial rescues. A clinic on power mower or chain saw maintenance for homeowners may be of interest, or free sharpening or trouble shooting.



First-grade students are shown how tree roots impact underground utilities by the Punta Gorda Utilities Department, Florida.

A READ-IN ABOUT TREES

Work with your local library to have a week that features all its fiction and non-fiction books related to trees. The event might include a story hour for children and parents, a book display, a book-signing by a local author, and anything else that might make residents more aware of the resources available to them when they consider planting or tree maintenance.

CEREMONY BASICS

- ✓ Welcome by a master of ceremonies, often the tree board chair.
- ✓ The mayor reads an Arbor Day proclamation.
- ✓ A history of Arbor Day is read.
- ✓ (If a Tree City USA, the flag and other award items are presented, ideally by someone from the state forester’s office).
- ✓ Schoolchildren read poetry, sing, or present a skit.
- ✓ One or more trees are planted.
- ✓ Refreshments and free seedlings are usually made available.

EULESS, TEXAS

Like much else in Texas, Arbor Day in many of its communities is BIG! The annual Arbor Daze Festival in Euless is an example. It is a 1½-day celebration of trees that attracts some 8,000 visitors. More than 200 volunteers pitch in to make it possible and the results have yielded international attention and 50 awards for excellent programs and publications. Thanks to its tree giveaway feature, it is also responsible for more than 150,000 trees being planted since the festival's inception in 1989. This is an especially important part of the festival in that it helps counter the area's dwindling tree canopy. This "tree-mendous" event, as it has been called, is held on the grounds of city hall and includes such attractive features as:

- Family-oriented stage entertainment.
- Commercial art and craft vendors and food booths.
- Forestry Village, with tree-related information and tree cookies for the kids. For this popular event, limbs of trees that have been removed by the city are cut into thin slices, drilled, and made into necklaces. Crayons are available for the kids to draw on their necklaces. Up to 3,000 are given away each year!
- Some 1,500 seedlings grown from acorns by the parks department and distributed free along with pecans, dogwoods, and occasionally other species appropriate for the area.
- "Kidz Zone," which has performances, towel art, and other activities especially for children.
- A juried art contest and exhibition.
- Ample parking at the municipal complex and with the cooperation of a nearby church.

Beautiful spring weather enabled the Fairbanks Arbor Day Committee and friends to plant trees on the University of Alaska campus. Different locations in the Fairbanks area benefit each year from the annual event.



SAN DIEGO, CALIFORNIA

In many communities, private or public utilities are a helpful partner for Arbor Day celebrations. An exemplary company is San Diego Gas & Electric®. Each year the company's vegetation and forestry staff conduct an Arbor Day celebration at a local school. The goal is to start young people thinking not only about the benefits provided by trees, but also the importance of proper management of the urban forest. For example, Lilac School in Valley Center, California, was selected for the celebration after several large sycamores at the school were removed because they posed a danger to pedestrians and overhead lines. Children helped plant appropriate replacement trees and company arborists taught a vivid lesson about planting the right tree in the right place. Additional trees were then planted around a large play field to provide much-needed shade.

Do such efforts have an effect? One little girl later wrote, "Have you ever wished that you could help the earth? Well, I did and my wish came true on Arbor Day."

HOW TO INCREASE YOUR AUDIENCE

In some communities, it is a struggle to bring out residents to attend an Arbor Day celebration. Here are some ways to ensure that more than the tree board shows up:

- ✓ Hold the event at a place that will have a built-in audience, such as a school, retirement home, popular commercial area, or noon time at an office complex or government facility.
- ✓ Involve other organizations in your ceremony or activities.
- ✓ Have the school or community band or choir perform.
- ✓ Invite the Scouts to present the flag, serve refreshments, or otherwise participate.
- ✓ Create a publicity plan, including who exactly will execute each part of it. Consider all local mass media and their deadlines or other requirements, and personally contact the appropriate person at the newspaper or station. If posters are used, distribute them widely and include details about time, location, and such things as refreshments, free trees, a drawing, or other enticements.

Arbor Day at School

J. Sterling Morton had the pleasure of seeing Arbor Day spread nationwide during his lifetime. His biographer, James C. Olson, wrote that particularly gratifying to Morton was when schools began observing the tree planting holiday. "It appealed to his sense of the fitness of things," Olson wrote. "Tree planting possessed distinct educational values." Today, more than ever, those values need to be instilled in our youth. Here are some ideas about how to do that.

INCLUDE CHILDREN IN ARBOR DAY CEREMONIES

This can be done through some of the activities listed on the previous pages, such as poetry reading, skits, or poster contests. The school band or choir might add a pleasant dimension, and Scouts can be asked to help in many ways. It can also be very effective to hold the ceremonies on school sites with the added benefits of a guaranteed audience and a harbor from bad weather if necessary.

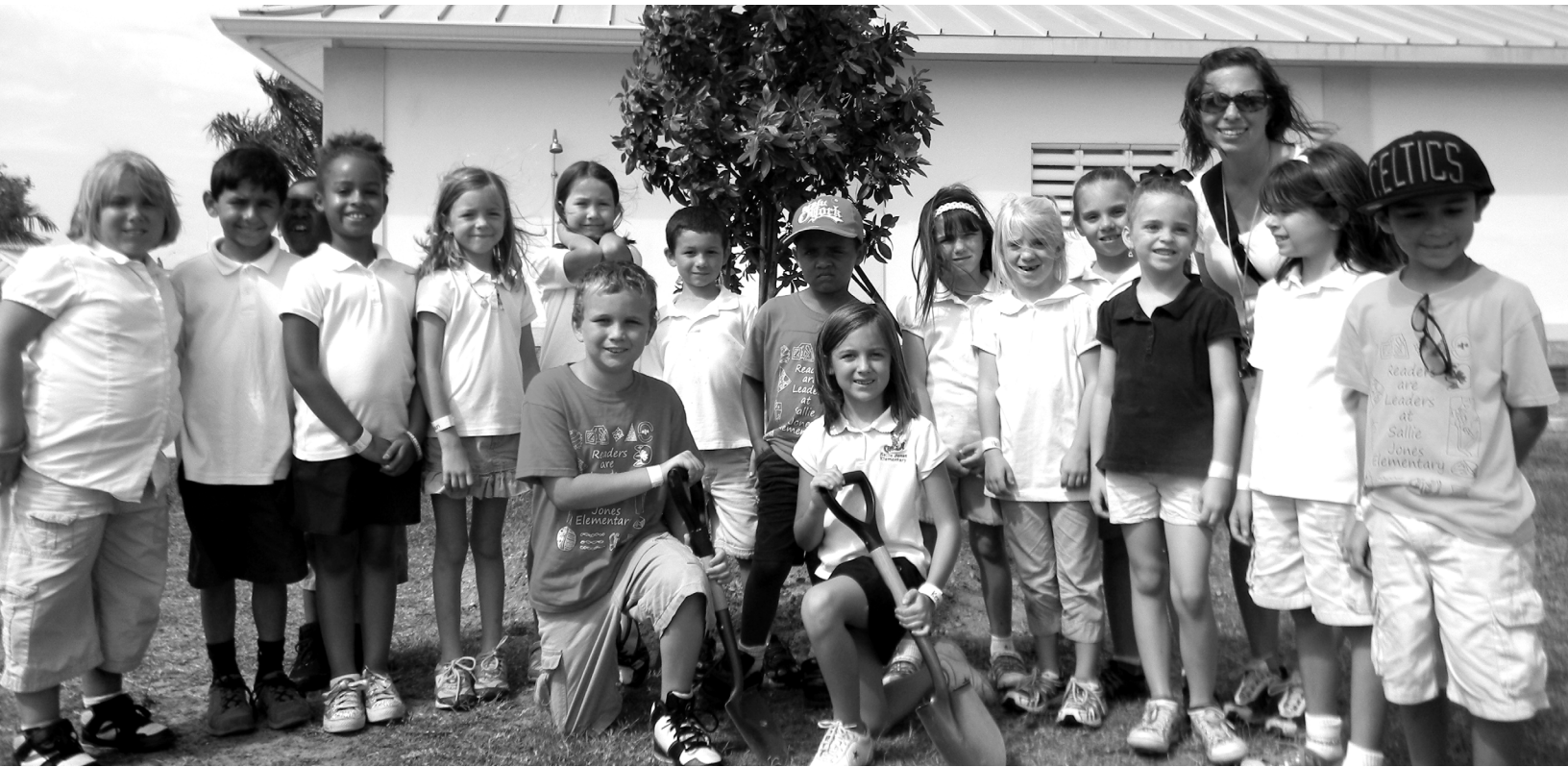
A NATURE EXPLORE CLASSROOM

What better time to break ground for a Nature Explore Classroom or to dedicate one just completed than to do it as part of an Arbor Day celebration. For an existing classroom, consider holding the Arbor Day ceremonies at this site or conducting tours and explanations for the public. More information about Nature Explore Classrooms can be found at natureexplore.org/classrooms.

CLASSROOM ACTIVITIES

It must be understood that teachers are extremely busy and have a full agenda of curricular needs to be met. This is why they will usually welcome someone else stepping in to make a presentation, lead an activity, and provide materials. Better yet, by planning ahead with a teacher, if your program can tie in with their curricular requirements, you will be especially welcome. Some suggested activities include:

- Reading a book about trees or tree planting. A librarian will have ideas.
- Teaching tree identification or how identification is done using leaf shapes, bark, and other characteristics. Include hands-on activities such as bark rubbings, leaf mounting or tracing, collecting seeds, drawing silhouettes, tree planting, etc.
- Explaining the ecological relationship between trees and birds or other animals.
- Visit arborday.org/ways for more ideas, including ways to incorporate Arbor Day and tree education into school classes and education.





OFFICIAL PROCLAMATION

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS 2022 commemorates the 150th anniversary of Arbor Day, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, _____, Mayor of the City of _____, do hereby proclaim _____ as ARBOR DAY

In the City of _____, and I urge all citizens to celebrate 150 years of Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS _____ day of _____, _____ Mayor _____



Tree City USA® Application Checklist

- This checklist will help you organize everything you need for your application before you apply online
- You can save your application and come back
- Application deadline varies by state; check arborday.org/treecity for the official deadline in your state.
- If your community is having difficulty meeting a specific standard, reach out to your state coordinator to learn more.

COMMUNITY INFORMATION

Information Required for Application

Contact Information for:

- ☐ Mayor
- ☐ City Forestry Contact

STANDARD 1: A Tree Board or Department

Do you have an entity responsible for your community's trees?

- ☐ Yes ☐ No

Do you have a Tree Board?*

Check out <https://treeboardu.org/>

- ☐ Yes ☐ No

Information Required for Application

- ☐ Information on Tree Board/Department Meetings
- ☐ Names/Emails for Tree Board Members of Staff

STANDARD 2: A Tree Care Ordinance

Does your city have a tree ordinance that:

- Establishes a tree board, forestry department, or both, that assigns one of these entities responsibility over public trees?

— AND —

- Provides clear guidance about the planting, removal, and/or maintenance of public trees?

- ☐ Yes ☐ No

Information Required for Application

- ☐ Date Tree Ordinance was Adopted
- ☐ Upload current ordinance

**Having a Tree Board is optional if your community has a city department responsible for public trees.*





STANDARD 3: A Community Forestry Program With an Annual Budget of at Least \$2 Per Capita

Does your community spend \$2 or more per capita?

☐ Yes ☐ No

Information Required for Application

Expenditures on:

- ☐ Tree Planting and Initial Care, Tree Maintenance, Tree Removal, Management, Utility Line Clearance, Volunteer Time (in hours), Hours Other (please explain), and Total Community Forestry Expenditures
- ☐ Annual Work Plan*
- ☐ Supporting Budget Documents*

Number of:

- ☐ Total Trees Planted, Trees Pruned, and Trees Removed

STANDARD 4: An Arbor Day Observance and Proclamation

Did your community celebrate Arbor Day this year?

☐ Yes ☐ No

Does your community have a signed Arbor Day Proclamation this year?

☐ Yes ☐ No

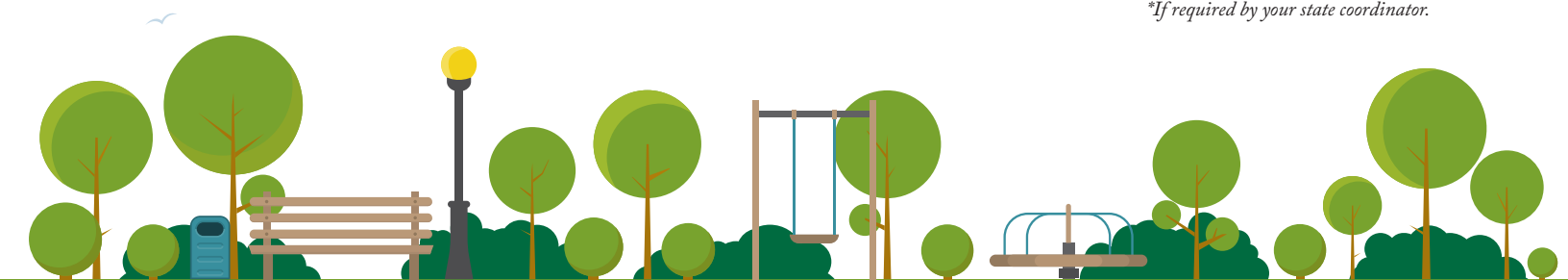
Information Required for Application

- ☐ Date of Observation
- ☐ Evidence of Arbor Day Event activities, photos, and/or news coverage
- ☐ Signed Arbor Day Proclamation

Verification Information

- ☐ Mayor or Equivalent's Signature

**If required by your state coordinator.*



SAMPLE MUNICIPAL TREE ORDINANCE—ANNOTATED

[with 'RECOMMENDED' and 'OPTIONAL' clauses]

Be it ordained by the City Council of the City of:

(City) _____

(State) _____

[RECOMMENDED—Section 1 offers the rationale for creating the ordinance and summarizes the major provisions contained in the ordinance. Municipal governments should review their charter under state law and add (or subtract) clauses that begin this section.]

Section 1. Purpose.

To enhance the quality of life and the present and future health, safety, and welfare of all residents, to enhance property values, and to ensure proper planting and care of trees on public property, the City Council herein delegates the authority and responsibility for managing public trees, creates a Tree Advisory Board, establishes practices governing the planting and care of trees on public property, and makes provision for the emergency removal of trees on private property under certain conditions.

[RECOMMENDED—Section 2 provides definitions for words or phrases used in the ordinance to clarify how a particular section or sentence shall be interpreted.]

Section 2. Definitions.

As used in this Article, the following words and phrases shall have the meanings indicated:

Damage – any injury to or destruction of a tree, including but not limited to: uprooting; severance of all or part of the root system or main trunk; storage of material on or compaction of surrounding soil; a substantial change in the natural grade above a root system or around a trunk; surrounding the tree with impervious paving materials; or any trauma caused by accident or collision.

Nuisance – any tree, or limb thereof, that has an infectious disease or insect; is dead or dying; obstructs the view of traffic signs or the free passage of pedestrians or vehicles; or threatens public health, safety, and welfare.

Parkway – the area along a public street between the curb and the sidewalk; or if there is no curb or sidewalk, the unpaved portion of the area between the street right-of-way line and the paved portion of the street or alley.

Public property – all grounds and rights-of-way (ROWS) owned or maintained by the City.

Public tree – any tree or woody vegetation on city-owned or city-maintained property or rights-of-way.

Top or Topping – the non-standard practice of cutting back of limbs to stubs within a tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

*[RECOMMENDED—Section 3, clause (a) is essential for enacting a municipal forestry program. To enroll in the **Tree City USA** program, a public tree care ordinance **MUST** contain a "delegation of authority" by city leadership—either to a named Director, department, or tree advisory board (see Section 4). The most effective ordinances delegate responsibility for operational management of public trees to a department Director and establish a volunteer tree advisory board to provide input and community representation.]*

Section 3. Authority and power.

- (a) **Delegation of authority and responsibility.** The Director of the (**insert Managing Department**) and/or their designee, hereinafter referred to as the "Director", shall have full authority and responsibility to plant, prune, maintain and remove trees and woody plants growing in or upon all municipal streets, rights-of-ways, city parks, and other public property. This shall include the removal of trees that may threaten electrical, telephone, gas, or any municipal water or sewer line, or any tree that is affected by fungus, insect, or other pest disease.
- (b) **Coordination among city departments.** All city departments will coordinate as necessary with the Director and will provide services as required to ensure compliance with this Ordinance as it relates to streets, alleys, rights-of-way, drainage, easements, and other public properties not under direct jurisdiction of the Director.
- (c) **Interference.** No person shall hinder, prevent, delay, or interfere with the Director or his agents while engaged in carrying out the execution or enforcement of this Ordinance.

[RECOMMENDED—Volunteers in the community provide a link between the city tree manager and the residents who receive the benefits of those tree management services. Section 4 creates a tree advisory board to support and advise the Director in the execution of the municipal tree management program. Clauses below for board governance should conform to existing city rules for volunteer advisory boards.]

Section 4. Tree advisory board.

The City Council hereby creates a "Tree Advisory Board," hereinafter referred to as the "Board."

- (a) **Duties.** The Board shall act in an advisory capacity to the Director and shall:
 - (1) Coordinate and promote Arbor Day activities;
 - (2) Review and update a five-year plan to plant and maintain trees on city property;
 - (3) Support public awareness and education programs relating to trees;
 - (4) Review city department concerns relating to tree care;
 - (5) Submit an annual report of its activities to the city council;
 - (6) Assist with the annual application to renew the Tree City USA designation;
 - (7) Recommend a list of tree species for planting on city property, and a list of prohibited species; and
 - (8) Other duties that may be assigned by City Council.
- (b) **Membership.** The Board shall consist of seven members approved by City Council. Members of the Board will serve without compensation.
- (c) **Term of office.** Board members shall be appointed for three-year staggered terms¹. If a vacancy shall occur during the term of any member, a successor shall be appointed by City Council.
- (d) **Officers.** The Board shall annually select one of the members to serve as chair, may appoint a second member to serve as vice-chair, and may appoint a third member to serve as secretary.

¹ At the first appointment of Tree Advisory Board members, Council will appoint all members at once. A staggered board can be arranged by giving the initial members different term lengths. For a seven-member board, two members can be given one-year terms, two members can be given two-year terms, and the remaining three members given three-year terms. After the initial members' terms expire, all future members would be given three-year terms.

- (e) **Meetings.** The Board shall meet a minimum of four times each year. All meetings shall be open to the public. The Board chair may schedule additional meetings as needed.

[OPTIONAL—Section 5 identifies industry standards and best practices for tree care in the United States. By including them in the ordinance, the city may enforce proper tree care standards with the force of law. Specific “planting distances” in clause (d) should be developed by the Director (and/or the Tree Advisory Board) in consultation with other city departments.]

Section 5. Tree planting and care standards.

- (a) **Standards.** All planting and maintenance of public trees shall conform to the American National Standards Institute (ANSI) [A-300 "Standards for Tree Care Operations"](#) and shall follow all tree care [Best Management Practices \(BMPs\)](#) published by the International Society of Arboriculture.
- (b) **Requirements of franchise utility companies.** The maintenance of public trees for utility clearance shall conform to all applicable utility industry standards.
- (c) **Preferred species list.** The Director shall maintain an official list of desirable tree species for planting on public property in two size classes: Ornamental (20 feet or less in height at maturity) and Shade (greater than 20 feet at maturity). Trees from this approved list may be planted without special permission; other species may be planted with written approval from the Director.
- (d) **Planting distances.** The Director shall develop and maintain an official set of spacing requirements for the planting of trees on public property. No tree may be planted within the visibility triangle of a street intersection or within 10 feet of a fire hydrant.
- (e) **Planting trees under electric utility lines.** Only trees listed as Ornamental trees on the official city tree species list may be planted under or within 15 lateral feet of any overhead utility wire.

[RECOMMENDED—Besides the “delegation of authority” declared in Section 3, Section 6 is critical for declaring the specific set of protections given to public trees, under penalty of law.]

Section 6. Prohibition against harming public trees.

- (a) It shall be unlawful for any person, firm, or corporation to damage, remove, or cause the damage or removal of a tree on public property without written permission from the Director.
- (b) It shall be unlawful for any person, firm, or corporation to attach any cable, wire, sign, or any other object to any street, park, or public tree.
- (c) It shall be unlawful for any person, firm, or corporation to “top” any public tree. Trees severely damaged by storms or other causes, where best pruning practices are impractical may be exempted from this provision at the determination of the Director.
- (d) Any person, firm, corporation, or city department performing construction near any public tree(s) shall consult with the Director and shall employ appropriate measures to protect the tree(s), according to procedures contained in the Best Management Practices (BMPs) for [“Managing Trees During Construction”](#) published by the International Society of Arboriculture.
- (e) Each violation of this section as determined and notified by the Director shall constitute a separate violation, punishable by fines and penalties under Section 10, in addition to mitigation values placed on the tree(s) removed or damaged in violation of this section.

[OPTIONAL—Section 7 describes the responsibility of adjacent landowners and may not be applicable in every situation. Some city governments will retain all rights for planting and maintaining trees in the public right-of-way, and for addressing hazards.]

Section 7. Adjacent owner responsibility.

- (a) The owner of land adjacent to any city street or highway, when acting within the provisions of this Ordinance, may plant and maintain trees in the adjacent parkway area.
- (b) No property owner shall allow a tree, or other plant growing on his or her property to obstruct or interfere with pedestrians or the view of drivers, thereby creating a hazard. If an obstruction persists, the Director shall notify the property owner to prune or remove the tree or plant. If the owner fails to comply with the notice, the City may undertake the necessary work and charge the cost to the property owner.

[OPTIONAL—Section 8 provides the circumstances under which the Director may declare a "nuisance" and act or require action to mitigate the risk to residents.]

Section 8. Certain trees declared a nuisance.

- (a) Any tree, or limb thereof, on private property determined by the Director to have contracted a lethal, communicable disease or insect; to be dead or dying; to obstruct the view of traffic signs or the free passage of pedestrians or vehicles; or that threatens public health, safety, and welfare is declared a nuisance and the City may require its treatment or removal.
- (b) Private property owners have the duty, at their own expense, to remove or treat nuisance trees on their property. The City may remove such trees at the owner's expense if the owner does not comply with treatment and/or removal as specified by the Director within the written notification period.

[OPTIONAL—Section 9 describes how a violation shall be enforced, but there may be other enforcement mechanisms that a municipal authority may use.]

Section 9. Violations and penalty.

Any person, firm or corporation violating any provision of this Ordinance shall be deemed guilty of a misdemeanor and shall be subject to a fine not to exceed five hundred dollars (\$500.00) for each offense.

[OPTIONAL—Section 10 provides a mechanism for an individual or firm that has been penalized under this ordinance to take their case to a higher authority. This situation and clause should conform to the specific requirements of state and local law.]

Section 10. Appeals.

Appeals to decisions by the Director or the Tree Advisory Board, or to penalties imposed after violations of this ordinance, shall be heard by City Council.

[OPTIONAL—Section 11 may be standard procedure in your municipality. It solves potential conflicts between this public tree care ordinance and existing ordinances.]

Section 11. Savings and repeal.

All ordinances or parts of ordinances in conflict with this Ordinance are repealed to the extent of such conflict.

*[**OPTIONAL**—Section 12 may be required under municipal or state law. If, on some future date, any clause, section, or provision of the ordinance is ruled to be unconstitutional at the state or federal level, all other clauses, sections, or provisions will remain in effect.]*

Section 12. Severability.

Should any word, sentence, clause, paragraph, or provision of this Ordinance be held to be invalid or unconstitutional the remaining provisions of this Ordinance shall remain in full force and effect.

Parks and Recreation Advisory Board

June 7, 2022

Justin City Hall, 415 North College Street

Cover Sheet

Agenda Item: #1

Title: Discussion regarding a Veterans Memorial

Department: Administration

Contact: Public Works Administrative Coordinator, Kira Sedivy

Recommendation: Staff would recommend the board review material, quotes and gather the information they want to create a presentation to present to City Council during their July 26th meeting.

Background: The Lions Club donated \$15,000 towards the memorial. It must begin construction within the next 2 years from when the agreement was signed in March 2022. There is the potential to seek additional funding from other sources; City Council, EDC/CDC and Rotary.

City Attorney Review: N/A

Bishop Park Memorial location





Park Entrance Sign location



Flag Pole location



Memorial Location



Memorial Location

Option #1



Option #2



Option #3



Option #4



MEMORIAL MONUMENTS

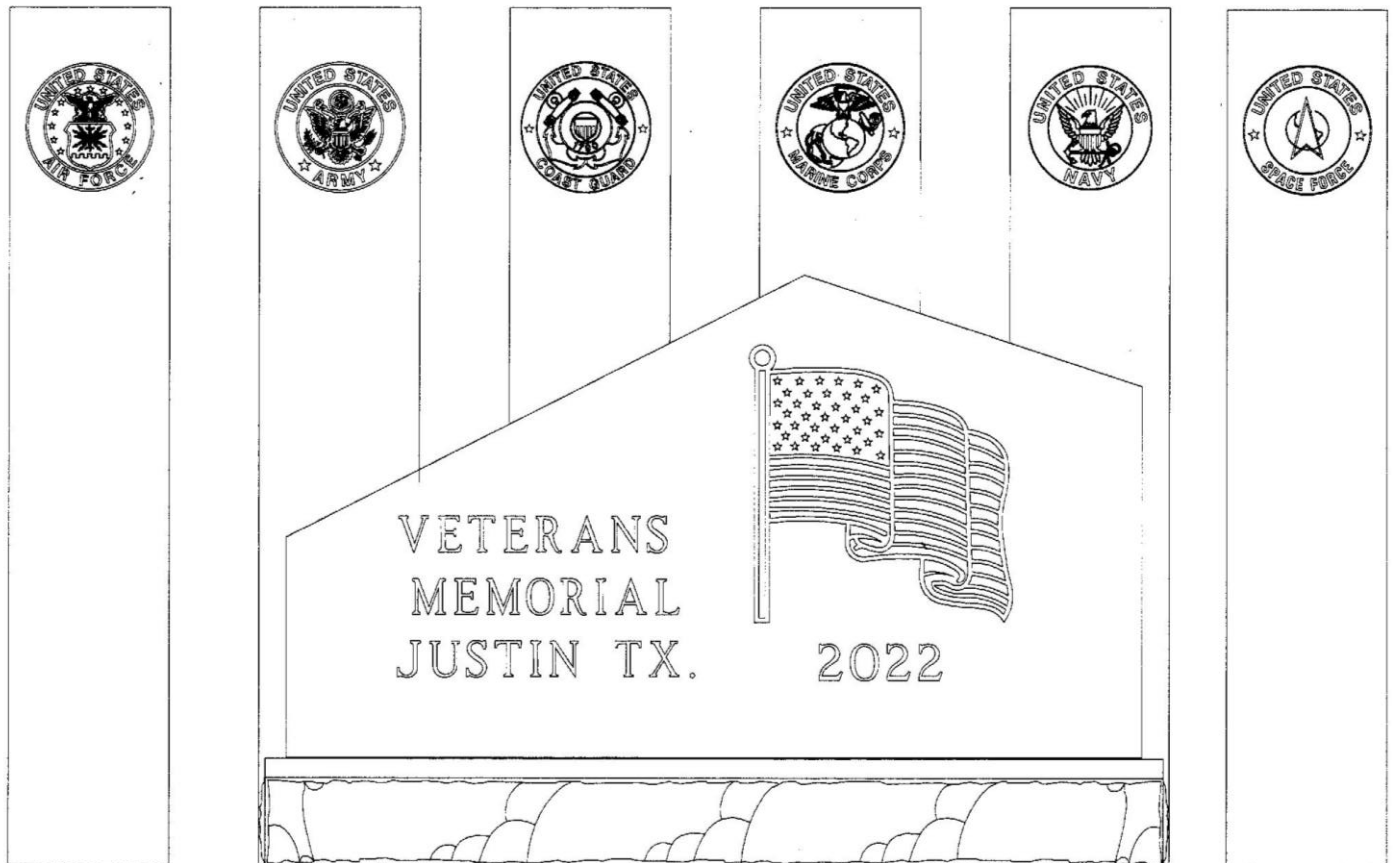
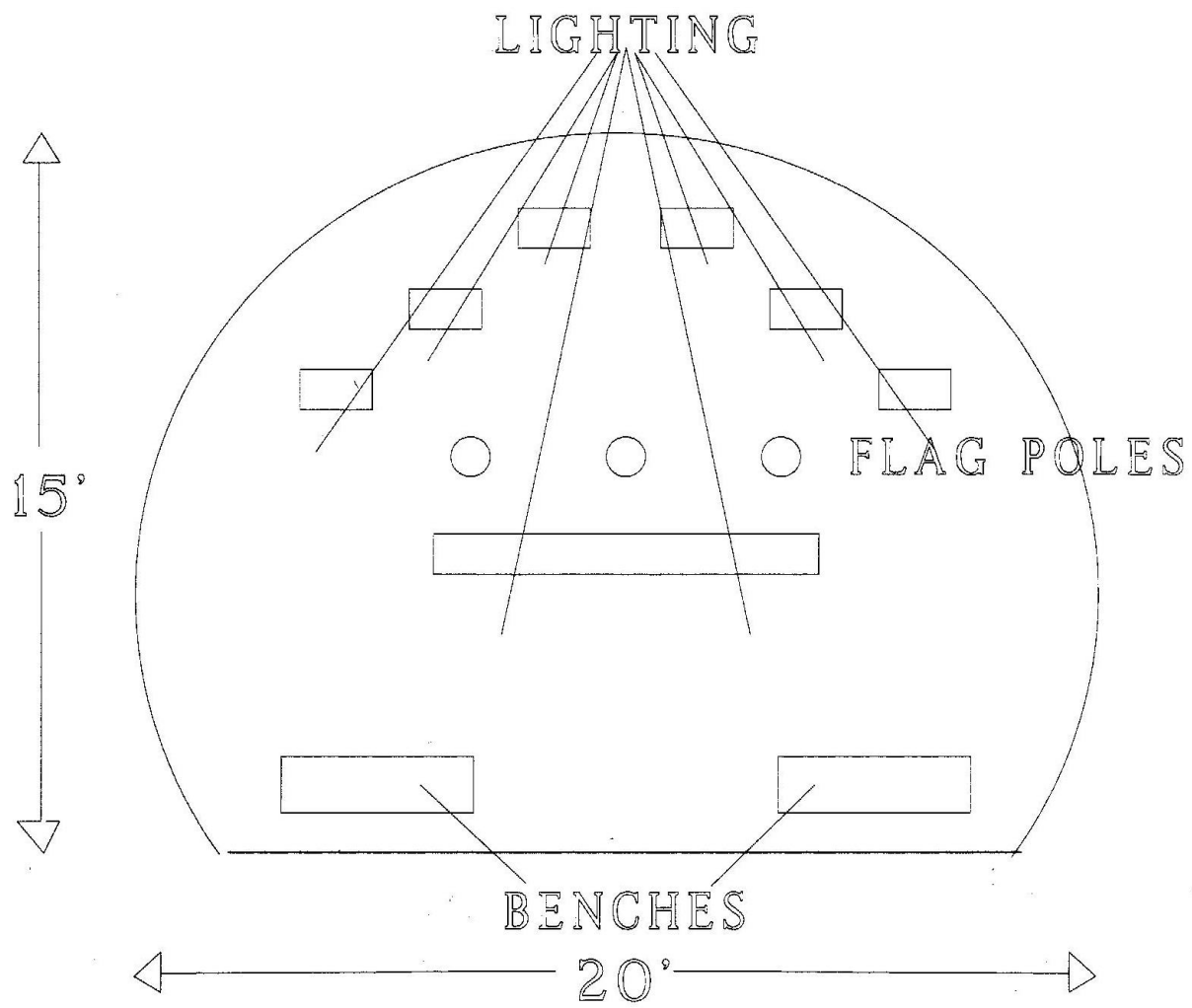
8006 JACKSBORO HWY
FORT WORTH, TEXAS 76135
817-237-2800
Sam Masner

memorialmonuments@gmail.com

May 23, 2022

PROPOSAL: Justin Veterans Memorial

Item Description	Amount
(6) COLUMNS 1' 6" x 10" x 8' all polished	
GRAY GRANITE	\$19,630.00
AMERICAN BLACK GRANITE	\$40,015.00
(1) DIE 8' X 8" X 4' 6" all polished	
GRAY GRANITE	\$9,700.00
AMERICAN BLACK GRANITE	\$15,418.00
(6) 12X12 BRONZE MEDALLIONS	
ARMY NAVY AIR FORCE MARINES COAST GUARD SPACE FORCE	\$6,270.00
(1) BASE 8' 6" X 1' 2" X 1' PFT, BRP	
GRAY GRANITE	\$2,437.00
AMERICAN BLACK GRANITE	\$4,230.00
BLACK GRANITE TOTAL: \$65,933	
GRAY GRANITE TOTAL: \$38,037	
TIME FRAME WILL BE MINIMUM 6-9 MONTHS BASED ON AVAILABILITY OF GRANITE BLOCKS	
INSTALLATION EQUIPMENT, SUPPLIES AND LABOR ON CUSTOMER'S PREPARED FOUNDATION IS INCLUDED	



MEMORIAL MONUMENTS

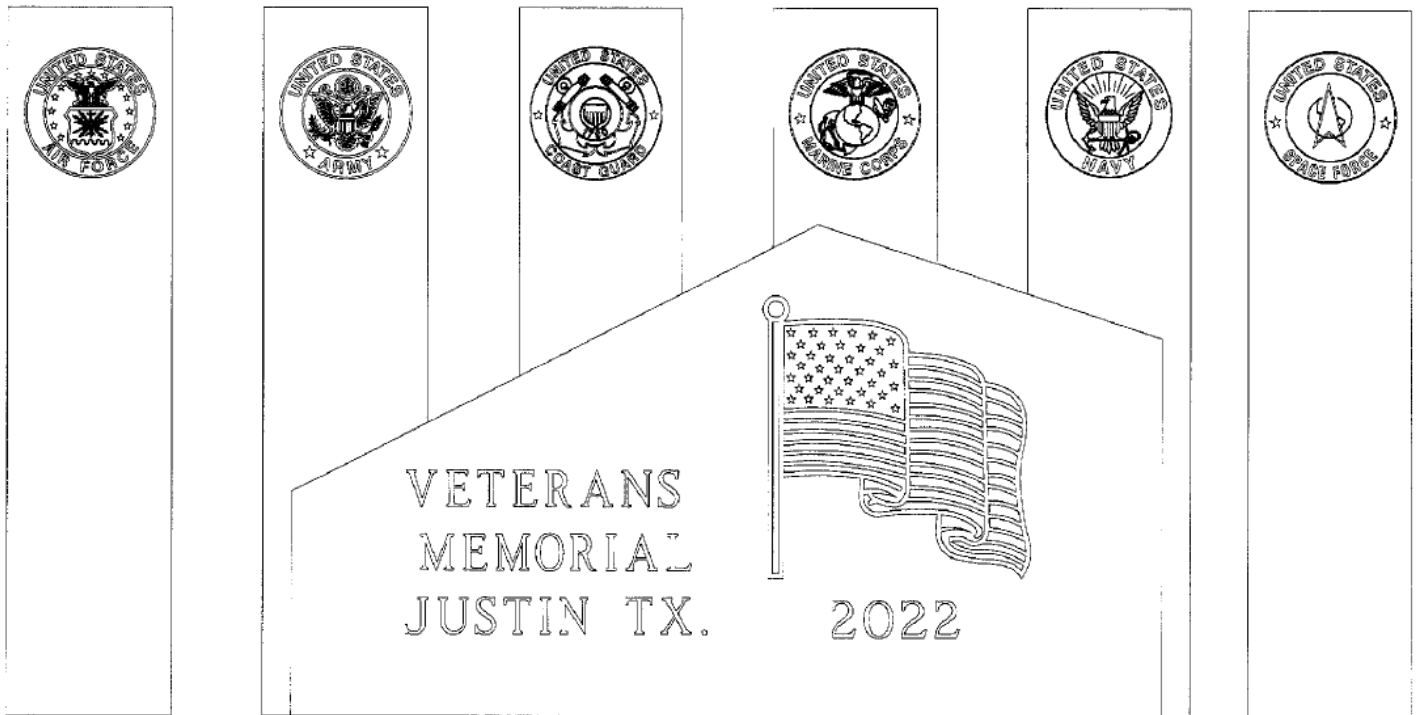
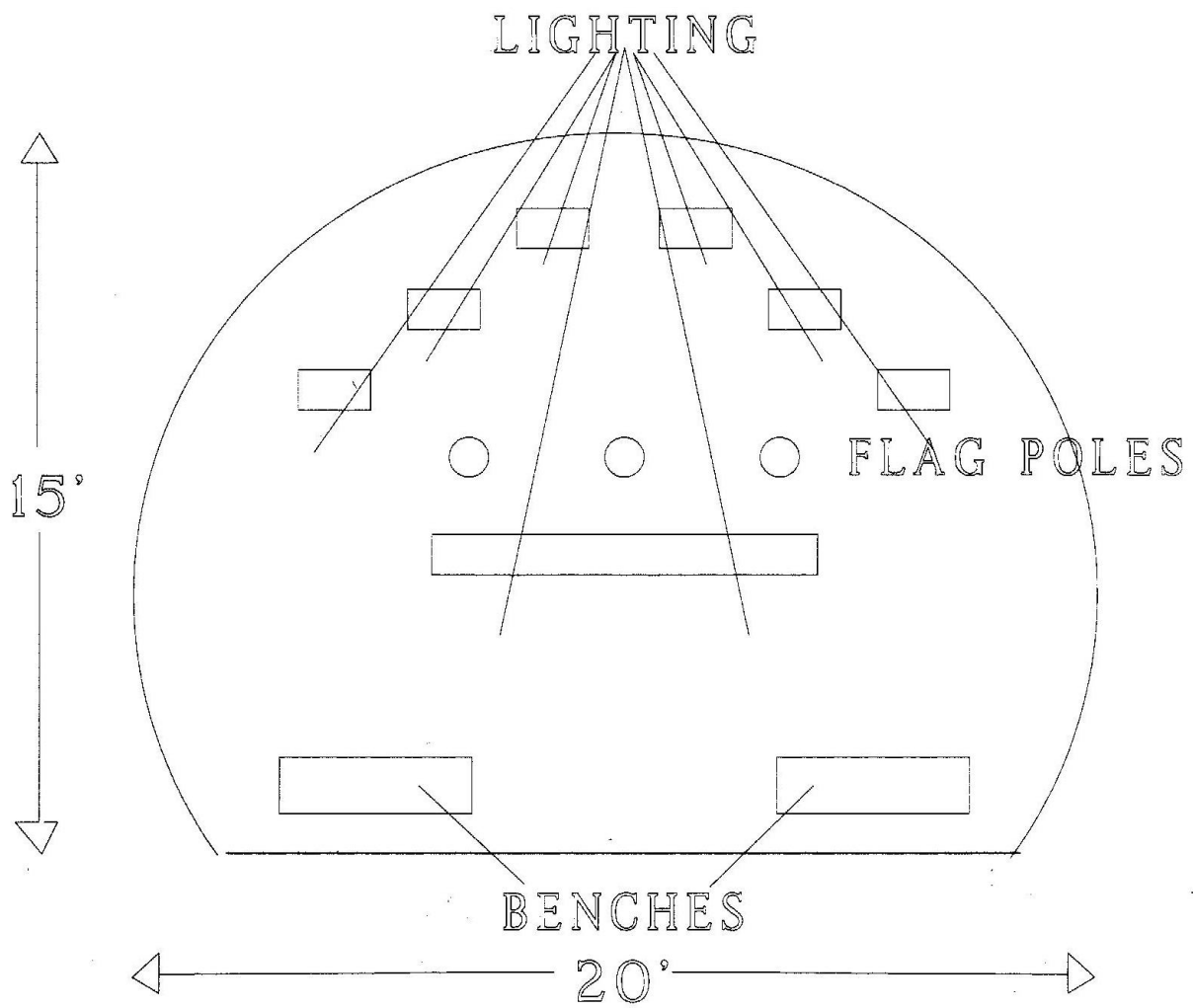
8006 JACKSBORO HWY
FORT WORTH, TEXAS 76135
817-237-2800
Sam Masner

memorialmonuments@gmail.com

June 1, 2022

PROPOSAL: Justin Veterans Memorial

Item Description	Amount
(6) COLUMNS 1' 6" x 10" x 6' 6" all polished	
GRAY GRANITE	\$15,494.00
(1) DIE 8' X 8" X 4' 6" all polished	
GRAY GRANITE	\$9,700.00
(6) 12X12 BRONZE MEDALLIONS	
ARMY NAVY AIR FORCE MARINES COAST GUARD SPACE FORCE	\$6,270.00
GRAY GRANITE TOTAL: \$31,464	
TIME FRAME WILL BE MINIMUM 6-9 MONTHS BASED ON AVAILABILITY OF GRANITE BLOCKS	
INSTALLATION EQUIPMENT, SUPPLIES AND LABOR ON CUSTOMER'S PREPARED FOUNDATION IS INCLUDED	





May 27, 2022

Josh Little
City of Justin
217 E. 4th St.
Justin, Texas 76247

Reference: Justin Bishop Park – Monument & Flag Pole Lighting - revised

Please see the scope and pricing for the above referenced project at the Bishop Park location.

Work Scope: Furnish and Install the following

- 100 amp 120/240v single phase service with N3R panel (see attached service design)
- Five (5) LED light fixtures for the Monument location (see attached lighting layout design)
- Three (3) LED light fixtures for the one flag pole location (3 per flag pole) (see attached lighting layout design)
- 1 – 20a 120 volt circuit for each location (total of two locations)
- Photocell controlled contactor for the lighting circuit control
- Conduit, wiring, termination and labor
- Permit if required for city inspections
- Exclusions:
 - Sales Tax
 - Excavation and backfill of underground installation

Quote Amount:

\$ 14,646.00

Please feel free to contact me if you need additional information or if you have any questions.

Regulated by the Texas Department of Licensing & Regulations
PO Box 12157
Austin, TX 78711
1.800.803.9202
www.license.state.tx.us

Leo Wise
817-944-5468 mobile



Bullet shape die cast aluminum flood with spotlighting for over 40 feet away.

Color: Bronze

Weight: 3.5 lbs

Project:

Type:

Prepared By:

Date:

Driver Info

Type	Constant Current
120V	0.12A
208V	0.07A
240V	0.06A
277V	0.06A
Input Watts	13.5W

LED Info

Watts	13W
Color Temp	5100K (Cool)
Color Accuracy	71 CRI
L70 Lifespan	100,000 Hours
Lumens	1,640
Efficacy	121.5 lm/W

Technical Specifications

Compliance

UL Listed:

Suitable for wet locations. Suitable for ground mounting.

IESNA LM-79 & LM-80 Testing:

RAB LED luminaires and LED components have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80.

DLC Listed:

This product is on the Design Lights Consortium (DLC) Qualified Products List and is eligible for rebates from DLC Member Utilities. Designed to meet DLC 5.1 requirements.

DLC Product Code: PSEHVPID

Performance

Lifespan:

100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations

Optical

Spotlight Distribution:

Beam Angle of 11° and Field Angle of 24° enables the HSLED to produce a very narrow spot distribution

NEMA Type:

NEMA Beam Spread of 3H x 3V

LED Characteristics

LEDs:

13 Watt high output, long-life LED

Lumen Maintenance:

100,000 hours Life Based on LM-80 Tests

Color Consistency:

7-step MacAdam Ellipse binning to achieve consistent fixture-to-fixture color

Color Stability:

LED color temperature is warrantied to shift no more than 200K in color temperature over a 5-year period

Color Uniformity:

RAB's range of Correlated Color Temperature follows the guidelines of the American National Standard for (SSL) Products, ANSI C78.377-2017.

Electrical

Driver:

Constant Current, 120-277V with 4kV surge protection, 120V: 0.12A, 208V: 0.07A, 240V: 0.06A, 277V: 0.06A

THD:

10.11% at 120V, 10.95% at 277V

Power Factor:

99% at 120V, 91.7% at 277V

Technical Specifications (continued)

Electrical

Surge Protection:

4kV

Construction

Ambient Temperature:

Suitable for use in up to 40°C (104°F)

Cold Weather Starting:

The minimum starting temperature is -40°C (-40°F)

Thermal Management:

Cast aluminum Thermal Management system for optimal heat sinking. The HSLED is designed for cool operation, most efficient output and maximum LED life by minimizing LED junction temperature.

Housing:

Precision die-cast aluminum housing, hood and mounting arm

Gaskets:

High-temperature Silicone

Finish:

Formulated for high durability and long-lasting color

Green Technology:

Mercury and UV free. RoHS-compliant components.

Other

Warranty:

RAB warrants that our LED products will be free from defects in materials and workmanship for a period of five (5) years from the date of delivery to the end user, including coverage of light output, color stability, driver performance and fixture finish. RAB's warranty is subject to all terms and conditions found at rablighting.com/warranty.

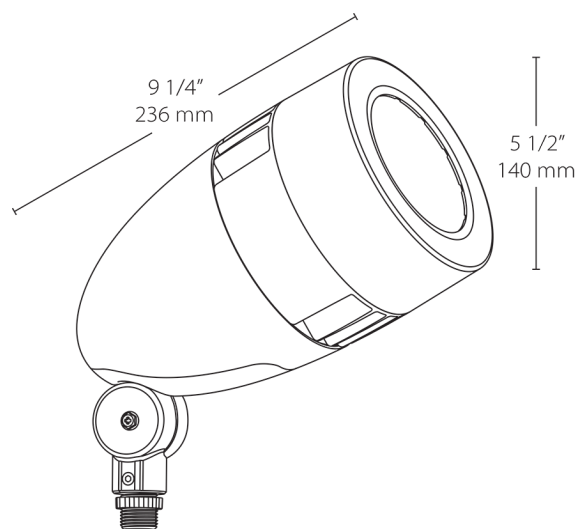
Patents:

The design of the HSLED is protected by Taiwan Patent 01510965 and patents pending in US, Canada, China, and Mexico

Buy American Act Compliance:

RAB values USA manufacturing! Upon request, RAB may be able to manufacture this product to be compliant with the Buy American Act (BAA). Please contact customer service to request a quote for the product to be made BAA compliant.

Dimensions



Features

Spot lighting for over 40 feet away

Perfect for flag lighting

NEMA type - 4H x 4V

Available in four colors

100,000-hour life based on LM-80 results and TM-21 calculations

5-Year, No-Compromise Warranty

Ordering Matrix

Family	Wattage	Color Temp	Finish	Driver Options	Other Options
HSLED	13		A		
	26 = 26W 13 = 13W 18 = 18W	Blank = 5000K Cool N = 4000K Neutral Y = 3000K Warm	Blank = Bronze W = White B = Black VG = Verde Green A = Bronze	Blank = No Option /D10 = 0-10V Dimming /480 = 480V (Only available for 26W)	USA = BAA Compliant Blank = Standard



Color: Bronze

Weight: 4.3 lbs

Project:

Type:

Prepared By:

Date:

Driver Info

Type	Constant Current
120V	0.12A
208V	0.07A
240V	0.06A
277V	0.06A
Input Watts	13.5W

LED Info

Watts	13W
Color Temp	5000K (Cool)
Color Accuracy	71 CRI
L70 Lifespan	100,000 Hours
Lumens	1,980
Efficacy	146.7 lm/W

Technical Specifications

Compliance

UL Listed:

Suitable for wet locations. Suitable for ground mounting.

IESNA LM-79 & LM-80 Testing:

RAB LED luminaires and LED components have been tested by an independent laboratory in accordance with IESNA LM-79 and LM-80.

DLC Listed:

This product is listed by Design Lights Consortium (DLC) as an ultra-efficient premium product that qualifies for the highest tier of rebates from DLC Member Utilities. Designed to meet DLC 5.1 requirements.

DLC Product Code: PV5TSVJA

Performance

Lifespan:

100,000-Hour LED lifespan based on IES LM-80 results and TM-21 calculations

Construction

Swivels:

Fully adjustable with sure-grip locks. 1/2" NPS threaded arm with serrated locking swivel fits all standard mounting covers. Color matched EZ Grip lock nuts. Stainless steel screw.

Housing:

Precision die-cast aluminum housing

Gaskets:

High-temperature Silicone

Finish:

Formulated for high durability and long-lasting color

Green Technology:

Mercury and UV free. RoHS-compliant components.

Cold Weather Starting:

The minimum starting temperature is -40°C (-40°F)

Maximum Ambient Temperature:

Suitable for use in up to 40°C (104°F)

LFLOOD 13W:

LED Floodlight that reduces energy consumption by 85% compared to 100W PAR38. Spot and Flood beam patterns. Recommended for Residential and Commercial applications.

Other

Warranty:

RAB warrants that our LED products will be free from defects in materials and workmanship for a period of five (5) years from the date of delivery to the end user, including coverage of light output, color stability, driver performance and fixture finish. RAB's warranty is subject to all terms and conditions found at rablighting.com/warranty.

Equivalency:

250W BR40

Technical Specifications (continued)

Other

Patents:

LFLOOD thermal Management technology is protected under utility patents pending in the U.S., Canada and China.

Buy American Act Compliance:

RAB values USA manufacturing! Upon request, RAB may be able to manufacture this product to be compliant with the Buy American Act (BAA). Please contact customer service to request a quote for the product to be made BAA compliant.

LED Characteristics

Lumen Maintenance:

The LED will deliver 70% of its initial lumens at 100,000 hours of operation

Color Consistency:

7-step MacAdam Ellipse binning to achieve consistent fixture-to-fixture color

Color Stability:

LED color temperature is warranted to shift no more than 200K in color temperature over a 5-year period

Color Uniformity:

RAB's range of Correlated Color Temperature follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2017.

Optical

Reflectors:

NEMA 5x5 floodlight reflector. Photometrics show flood configuration.

Electrical

Driver:

Constant Current, 120-277V with 4kV surge protection, 120V: 0.12A, 208V: 0.07A, 240V: 0.06A, 277V: 0.06A

THD:

10.08% at 120V, 10.94% at 277V

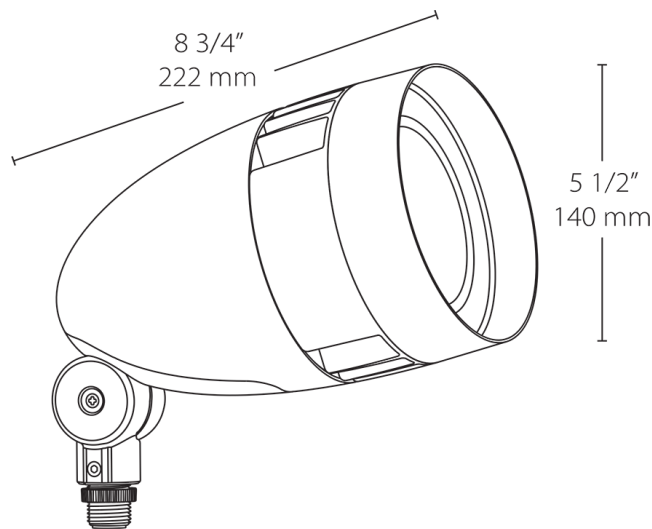
Power Factor:

99% at 120V, 91.7% at 277V

Surge Protection:

4kV

Dimensions

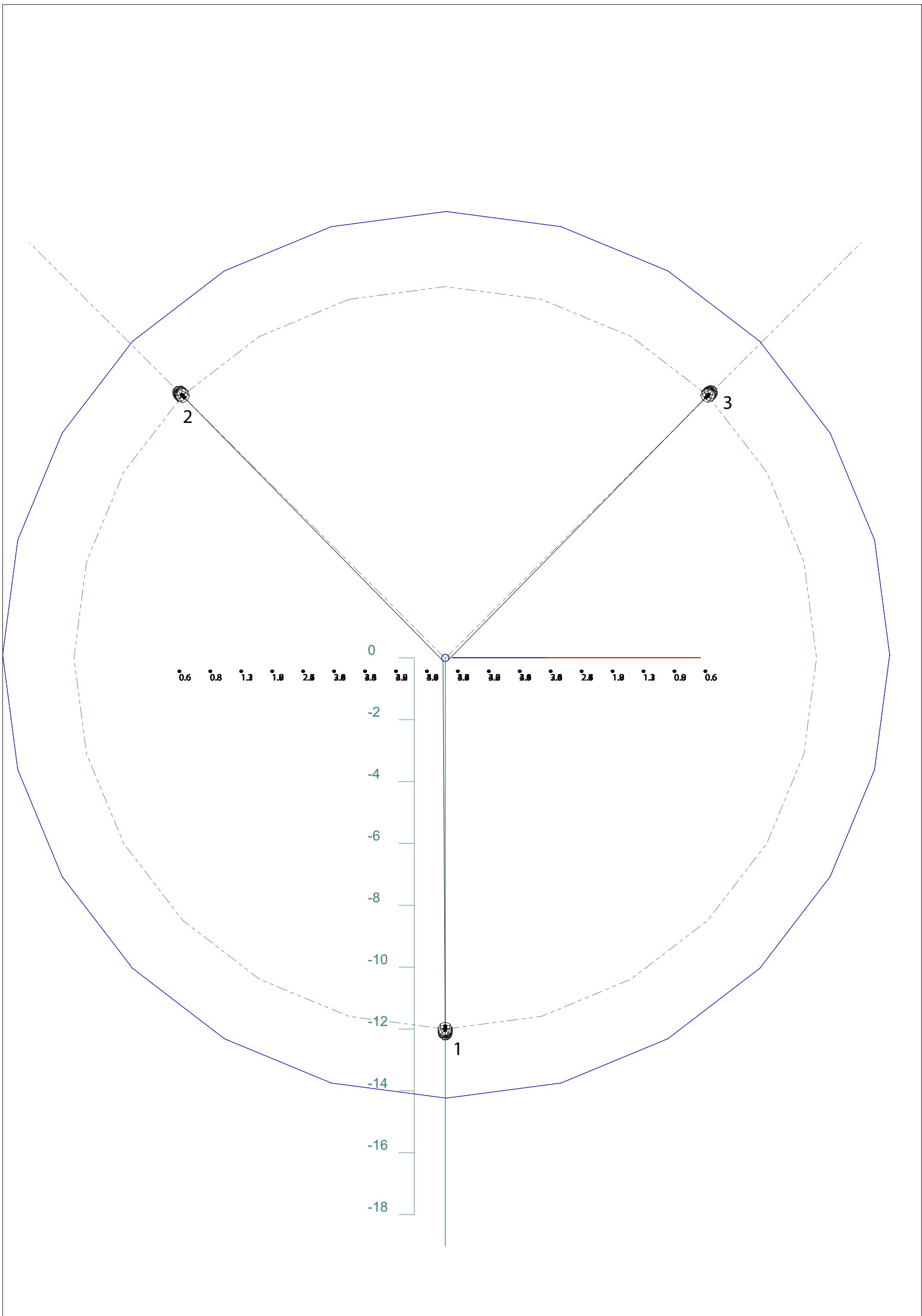


Features

- 80% energy savings vs. PAR floods
- Mount on junction box or on RAB Mighty Post
- Patent-pending "Air-Flow" technology
- 5-Year, No-Compromise Warranty

Ordering Matrix

Family	Wattage	Color Temp	Finish	Driver Options
HBLED	13		A	
	18 = 18W 26 = 26W	Blank = 5000K Cool N = 4000K Neutral Y = 3000K Warm	A = Bronze W = White B = Black VG = Verde Green	Blank = No Option /D10 = 0-10V Dimming /480 = 480V - Only available for 26W



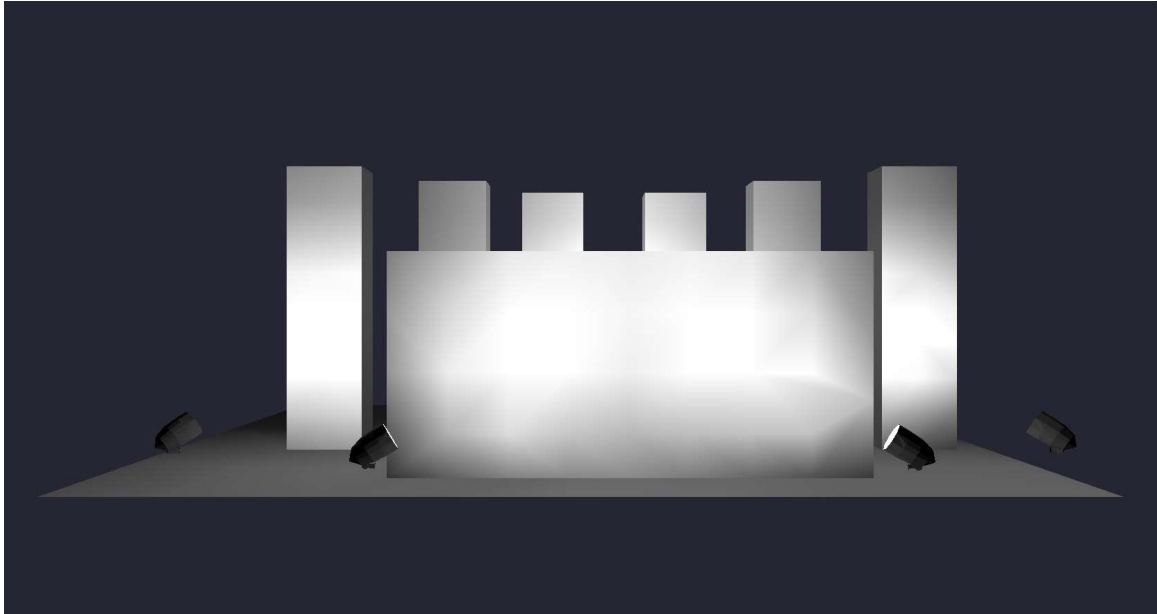
Plan view of Point by Point
Scale: 1 inch= 3 Ft.

The Lighting Analysis, ezLayout, Energy Analysis and/or Visual Simulation ("Lighting Design") provided by the RAB Lighting Inc. ("RAB") represent an anticipated prediction of lighting system performance based upon design parameters and information supplied by others. These design parameters and information provided by others have not been field verified by RAB and therefore actual measured results may vary from the actual field conditions. RAB recommends that design parameters and other information be field verified to reduce variation.

RAB neither warranties, either implied or stated with regard to actual measured light levels or energy consumption levels as compared to those illustrated by the Lighting Design. RAB neither warranties, either implied or stated, nor represents the appropriateness, completeness or suitability of the Lighting Design intent as compliant with any applicable regulatory code requirements with the exception of those specifically stated on drawings created and submitted by RAB. The Lighting design is issued, in whole or in part, as advisory documents for informational purposes and is not intended for construction nor as being part of a project's construction documentation package.



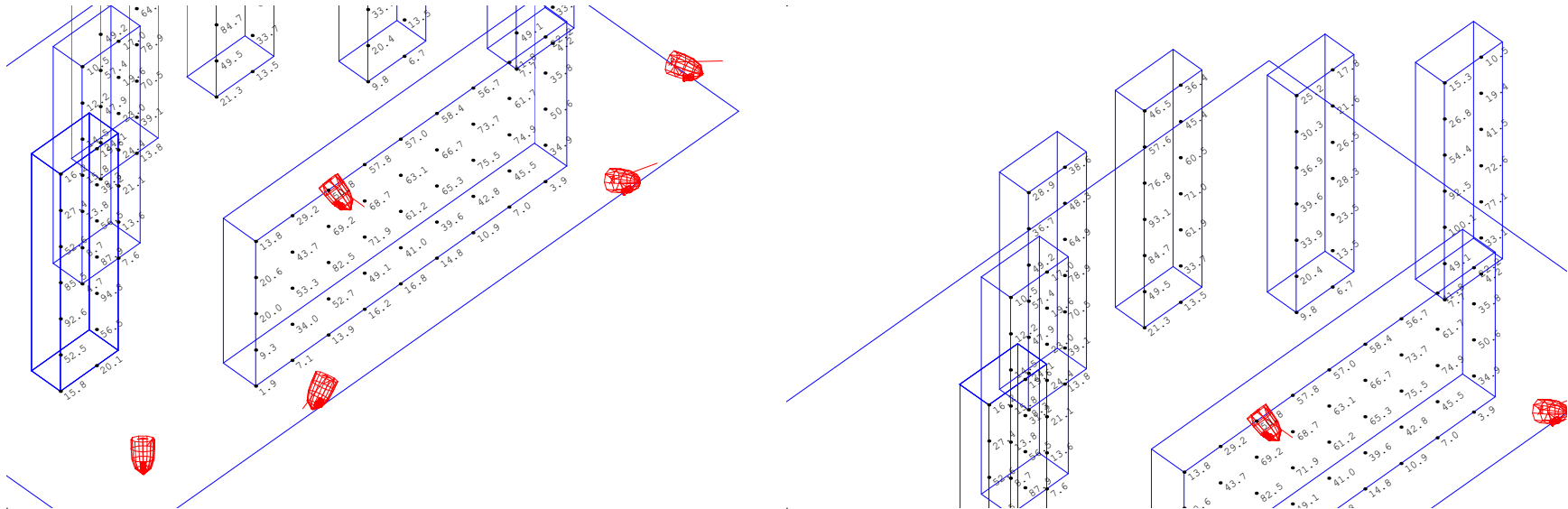
RAB LIGHTING 170 LUDLOW AVE. NORTHVALE, NJ 07647 888-722-1000 WWW.RABWEB.COM	PREPARED FOR:	JOB NAME: 30' Flag Pole Fixture: HSLED13 3 @ 120°	SCALE: as noted
			DATE: 10/04/16
			FILE:
			DR. BY: EL/DGA



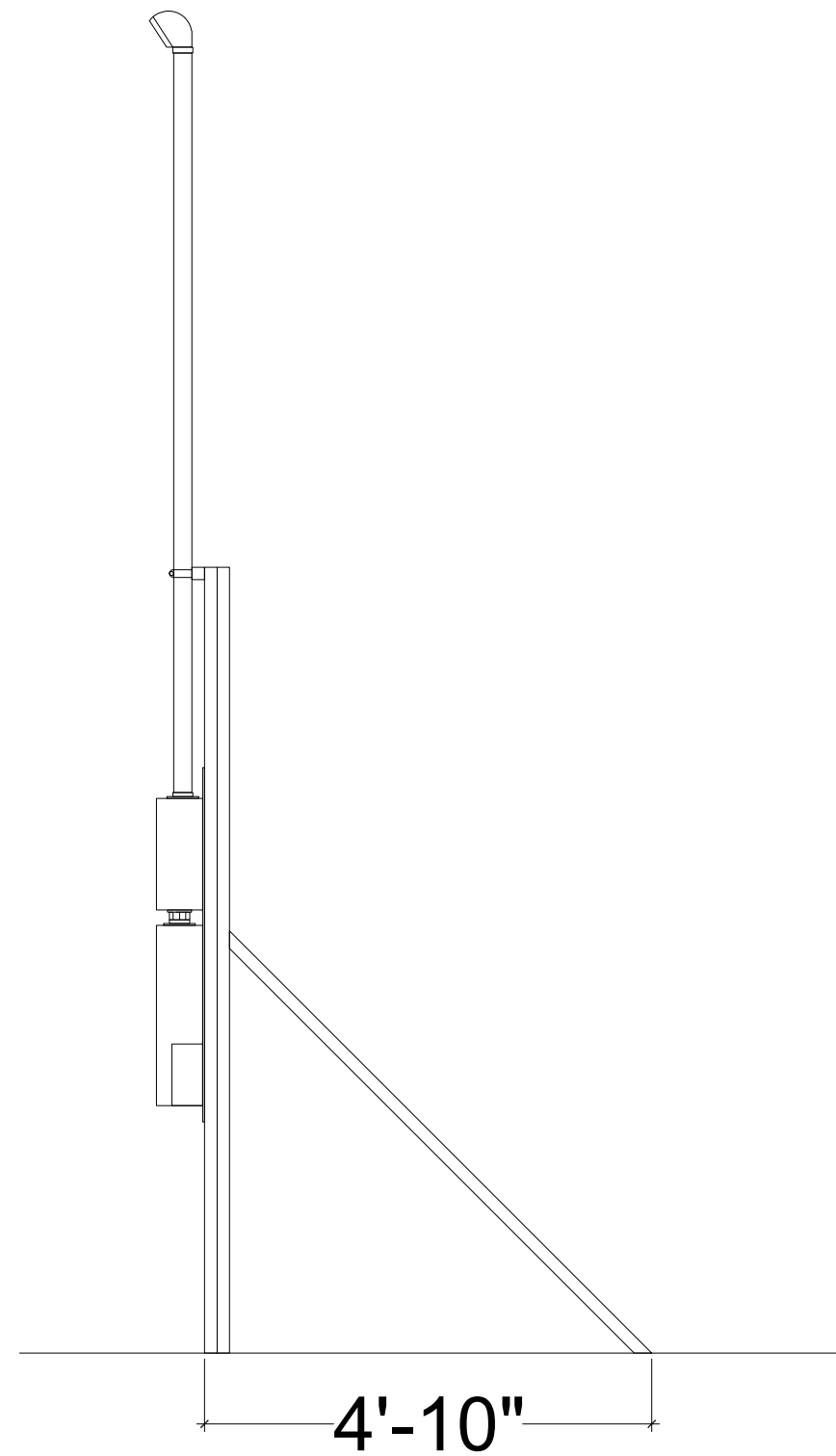
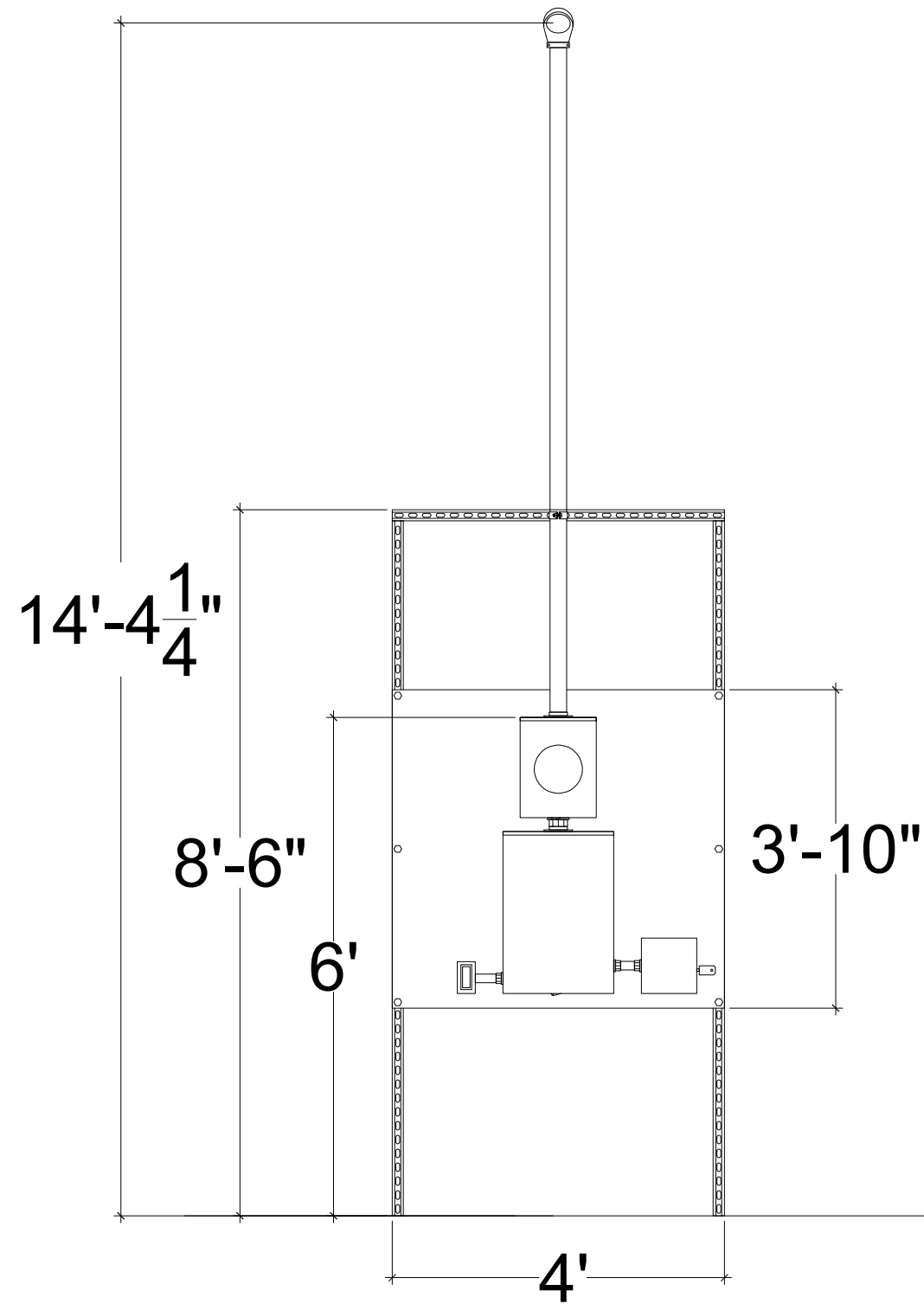
Luminaire Schedule						
Symbol	Qty	Label	Arrangement	Total Lamp Lumens	LLF	Description
	5	HBLED13	SINGLE	N.A.	1.000	

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Object 4 2 1 Side 3	Illuminance	Fc	14.75	24.4	4.7	3.14	5.19
Object 4 2 2 Side 3	Illuminance	Fc	43.33	78.9	8.3	5.22	9.51
Object 4 2 3 Side 3	Illuminance	Fc	53.71	93.1	13.5	3.98	6.90
Object 4 2 4 Side 3	Illuminance	Fc	23.86	39.6	6.7	3.56	5.91
Object 4 2 5 Side 3	Illuminance	Fc	43.16	100.1	4.2	10.28	23.83
Object 4 2 Side 3	Illuminance	Fc	50.66	94.8	15.8	3.21	6.00
Object 4 Side 3	Illuminance	Fc	41.94	82.5	1.9	22.07	43.42

Expanded Luminaire Location Summary										
LumNo	Label	X	Y	Z	Orient	Tilt	X-Aimpt	Y-Aimpt	Z-Aimpt	TCF
1	HBLED13	13.446	-0.299	1	162.504	120	11.794	0.222	2	1
2	HBLED13	5.656	-0.206	1	17.103	120	7.311	0.303	2	1
3	HBLED13	1.894	1.12	1	46.042	120	3.096	2.367	2	1
4	HBLED13	16.572	1.185	1	136.736	120	15.311	2.372	2	1
5	HBLED13	9.5	3.6	1	90	120	9.5	5.332	2	1



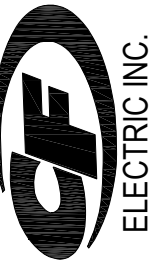
- NOTES:
- * The light loss factor (LLF) is a product of many variables, only lamp lumen depreciation (LLD) has been applied to the calculated results unless otherwise noted. The LLD is the result (quotient) of mean lumens / initial lumens per lamp manufacturers' specifications.
 - * Illumination values shown (in footcandles) are the predicted results for planes of calculation either horizontal, vertical or inclined as designated in the calculation summary. Meter orientation is normal to the plane of calculation.
 - * The calculated results of this lighting simulation represent an anticipated prediction of system performance. Actual measured results may vary from the anticipated performance and are subject to means and methods which are beyond the control of Burrus and Matthews, Inc.
 - * Mounting height determination is job site specific, our lighting simulations assume a mounting height (insertion point of the luminaire symbol) to be taken at the top of the symbol for ceiling mounted luminaires and at the bottom of the symbol for all other luminaire mounting configurations.
 - * It is the Owner's responsibility to confirm the suitability of the existing or proposed poles and bases to support the proposed fixtures, based on the weight and EPA of the proposed fixtures and the owner's site soil conditions and wind zone. It is recommended that a professional engineer licensed to practice in the state the site is located be engaged to assist in this determination.
 - * The landscape material shown hereon is conceptual, and is not intended to be an accurate representation of any particular plant, shrub, bush, or tree, as these materials are living objects, and subject to constant change. The conceptual objects shown are for illustrative purposes only. The actual illumination values measured in the field will vary.
 - * Photometric model elements such as buildings, rooms, plants, furnishings or any architectural details which impact the dispersion of light must be detailed by the customer documents for inclusion in the Burrus and Matthews, Inc. lighting design model. Burrus and Matthews, Inc. is not responsible for any inaccuracies caused by incomplete information on the part of the customer, and reserves the right to use best judgement when translating customer requests into photometric studies.
 - * RAB Lighting Inc. luminaire and product designs are protected under U.S. and International intellectual property laws. Patents issued or pending apply.



NOTES:

1. LEGS TO EXTEND 18" BELOW GROUND AND ENCASED IN CONCRETE
 2. RACK TO BE 316 STAINLESS STEEL
 3. BACK PLATE TO BE $\frac{1}{4}$ " ALUMINUM PLATE
 4. 2" CONDUIT RISER TO BE ALUMINUM
- (NONFERRUS MATERIALS USED TO PREVENT CORROSION)

DWG:	--	CITY OF JUSTIN BISHOP PARK	DRAWN BY: BT	REV.	DATE
	--				
	--				
	--				
OF:	--	MONUMENT LIGHTING PANEL RACK	DATE: 5/18/2022	REV.	DATE
	--				
	--				
	--				
REF:	--	MONUMENT LIGHTING PANEL RACK	JOB NO: --	REV.	DATE
	--				
	--				
	--				



Flag Systems
 13830 N Stemmons Frwy Ste. B
 Dallas, TX 75234
 972-607-0958
 www.TheDallasFlagStore.com

Estimate

Date	Estimate #
5/24/2022	8954

BILL TO				
Bishop Park Kira Sedivy Justin, TX 76247		Project		
Item	Description	Qty	Rate	Total
Continental 25x5x125 SAT	25' Exposed Height Satin Finish 27.5' Overall Length 5" Base Diameter .125" Wall Thickness 136 MPH Un-flagged Wind-speed 102 MPH Flagged Wind-speed External Rope Halyard System Standard Fittings: Gold Spun Aluminum Ball, Cast Aluminum Single Sheave Revolving Truck Assembly, Braided Nylon Halyard, Brass Flag Snaps, Cast Aluminum Cleat, Spun Aluminum Collar (Decorative Base Plate), and Corrugated Ground Sleeve Assembly.	1	2,053.26	2,053.26T
Flagpole Installation 25'	1 Year Warranty Flag Systems PRO 25' Flagpole Installation Includes: Materials, Equipment, Labor, Pole Transport, 1 Year Warranty	1	952.40	952.40
quote valid for 30 days.		Subtotal \$3,005.66		
		Sales Tax (8.25%) N/A		
		Total \$3,005.66		

Flag Systems
 13830 N Stemmons Frwy Ste. B
 Dallas, TX 75234
 972-607-0958
 www.TheDallasFlagStore.com

Estimate

Date	Estimate #
5/24/2022	8955

BILL TO				
Bishop Park Kira Sedivy Justin, TX 76247				
		Project		
Item	Description	Qty	Rate	Total
Continental 30x5x125 SAT	30' Exposed Height Satin Finish 33' Overall Length 5" Base Diameter .125" Wall Thickness 96 MPH Un-flagged Wind-speed 80 MPH Flagged Wind-speed External Rope Halyard System Standard Fittings: Gold Spun Aluminum Ball, Cast Aluminum Single Sheave Revolving Truck Assembly, Braided Nylon Halyard, Brass Flag Snaps, Cast Aluminum Cleat, Spun Aluminum Collar (Decorative Base Plate), and Corrugated Ground Sleeve Assembly.	1	2,427.82	2,427.82T
Flagpole Installation 30'	1 Year Warranty Flag Systems PRO 30' Flagpole Installation Includes: Materials, Equipment, Labor, Pole Transport, 1 Year Warranty	1	1,124.25	1,124.25
quote valid for 30 days.		Subtotal \$3,552.07		
		Sales Tax (8.25%) N/A		
		Total \$3,552.07		

Parks and Recreation Advisory Board

June 7, 2022

Justin City Hall, 415 North College Street

Cover Sheet

Agenda Item: #2

Title: Discussion regarding Hello Lamp Post

Department: Administration

Contact: Public Works Administrative Coordinator, Kira Sedivy

Recommendation:

Background: Hello Lamp Post has been a topic of discussion for several meetings. Staff have been in contact with HLP and received the attached quote and packet to implement the program.

Should board members choose to continue there are items that should be completed before taking action and recommending HLP to City Council. In the Object Playbook there are 3 pages that ask a variety of questions based on what to inform the audience on, parks of focus, what topics within those parks should be introduced and lastly resources such as upcoming events or historical park information.

City Attorney Review: N/A

HELLO

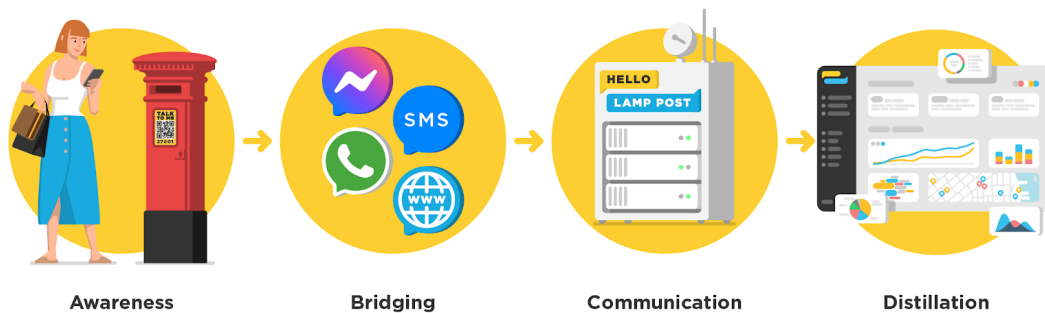
LAMP POST

Hello Lamp Post & City of Justin, TX

What is Hello Lamp Post

Hello Lamp Post is a human-centric engagement platform that makes urban environments interactive using AI. By encouraging people to strike up playful conversations with familiar street objects (air quality sensors, lamp posts, parking meters, bus stops etc), Hello Lamp Post creates interactive touchpoints for citizens to access hyper local information, share insights and make improvements to the neighborhoods in which they live, work and play.

THE ABCD OF HELLO LAMP POST



From driving footfall, digital trail-making, improving visitor satisfaction, collecting public feedback and drawing insights to make destinations more accessible and attractive by reimagining public spaces, Hello Lamp Post is helping build people-centred resilient cities for the future.

Initial Focus for City of Justin

- Engage with residents and visitors to the parks for the city of Justin
- Hello Justin! Interactive objects offering information related to the parks in the city
- Conversations will be customized with hyper localized information relevant to the immediate vicinity where the interactive objects are deployed:
 - Share information to educate community about local businesses
 - Automated FAQ answering
 - Offer opportunities to connect in multiple languages
- Gather and measure public responses, sentiment and feedback
- Provide additional context for ways the community can stay engaged

QUOTE

Hello Lamp Post - City of Justin Annual License

As part of the proposal, Justin, TX can create interactive touch points throughout the community. The Hello Lamp Post team will work with city staff and provide recommendations and guidance based on our extensive experience from similar deployments. The Hello Lamp Post team will be responsible for building out the entire system for “Hello Justin!” based on feedback from the city team’s knowledge of the local area and outcome priorities.

For example, Hello Lamp Post will build out the personality, question, and answer knowledge base for each interaction while routinely adding new material to keep conversations fresh. City staff to provide guidance where it wishes to engage the community.

Example:

- **Hello Justin!** activates the City of Justin
- **Hello Park!** activates 5 city parks
- **Hello Lamp Posts!** activates up to 10 lamp posts

Hello Justin! -- License	
Includes Dedicated Project Manager and ongoing Account Manager Creation of City of Justin themed content System Set Up (standardised persona and changeable, customised knowledge base) Real time Access to Data and Insights Dashboards (Engagement Hub) On going marketing support, including templates for multiple channels Multiple languages feature Interactive FAQ's Design of Object Signage Biannual Engagement report Virtual chatbot available via website (optional)	
One time set up: \$500 Annual license: \$5,000 1st year total: \$5,500	

- **Additional projects:** One new object \$1,000 per project | \$0 one time set up

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Hello Lamp Post works on a **12 month license** basis due to the time and set up of the first installation. The initial package for Hello Lamp Post license starts at the 1st year license cost and then can be easily updated to meet the goals for the City of Justin, TX. This proposal includes an initial project to engage the community around the any project the city chooses. The City of Justin team can choose to reallocate or modify each touchpoint and/or update locations to target new areas in the city over the course of the license.

Additionally, the City of Justin can choose to upgrade the license to set up permanent opportunities to engage the community or run multiple projects concurrently. For example, if city staff would like to activate statues, trees, and trash bins to engage on new community plans/developments, etc. The additional cost would be \$1,000 and would increase the total number of interactive touch points available for residents and visitors to connect with. **The new annual license would be \$6,000.**

Outcomes

- Create innovative and unique interactive touch points throughout Justin
 - Engage the community
 - Hyperlocal targeting for economic development
 - Collect evidence from members in the community in real time
 - Gather feedback, insights and opinions to inform future planning and decision making
 - Share hyperlocal information related to the city to keep people informed
 - Establish 'always available' touchpoints within the community
 - Target conversations according to locations
-

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Hello Lamp Post typically takes 4-6 weeks to set-up and go live with an installation.

Pre setup:

1. Project approval and procurement sign-off
2. Identify together list of potential locations and objects
3. Group 'kickoff' meeting

Installation and ongoing management:

1. Advise HLP on the locations, requirements, and outputs.
2. Share any local information/fact sheets pertinent to the locations for each interaction.
3. HLP customises conversation knowledge base and content
4. Justin, TX feedback and approval
5. HLP design signage with required specifications.
6. Justin, TX to install signage for go live.
7. HLP launch
8. HLP and Justin, TX PR, online and social media release.
9. HLP provides ongoing support and data reporting.

Hello Lamp Post - Track record

Hello Lamp Post has already been used for diverse projects across the world including;

Tourism and consultation in [Sydney, Australia](#)

Tourism and increasing footfall in [Belfast, Northern Ireland](#) (video [here](#))

Tourism and Arts Festival in [Leicester, England](#) (video)

Environmental surveys in [London, England](#)

Entertaining residents and visitors to [Lerwick, Scotland](#)

Digital Festival in [Singapore](#)

UN Global Goals - sharing information with citizens in [Malmo, Sweden](#)

Shaping the city of [Utrecht, Netherlands](#)

Parking FAQ's and student welfare in [UBC, Canada](#)

Citizen input to local decision making in [Independence, US](#)



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Object Playbook

Picking Objects to Talk

This is a guide to picking which objects to animate based on our experience of working within cities and urban environments.

From our experience it is advisable for each object to have content which is contextually relevant to that object and it's characteristics and 'persona'.

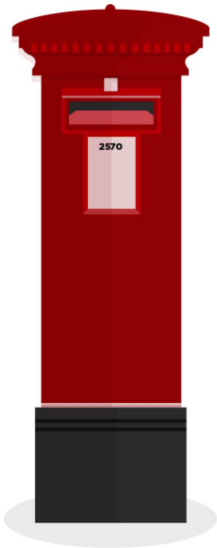
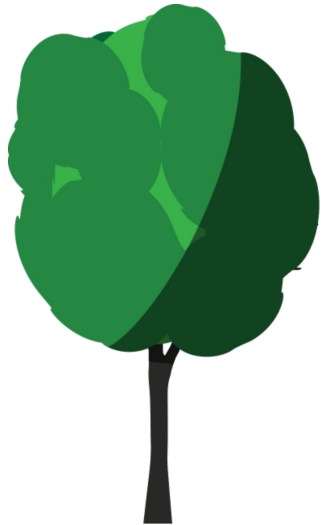
For example, it makes sense for a bin to ask you questions about sustainability and recycling, and a bus stop to tell you about transportation in that area!

Note that these are merely our recommendations and are not fixed for your project.

We have given unique personalities to a whole range of unique objects and artefacts found across cities, including a Pier, The Olympic Stadium and even a Giant Fish!

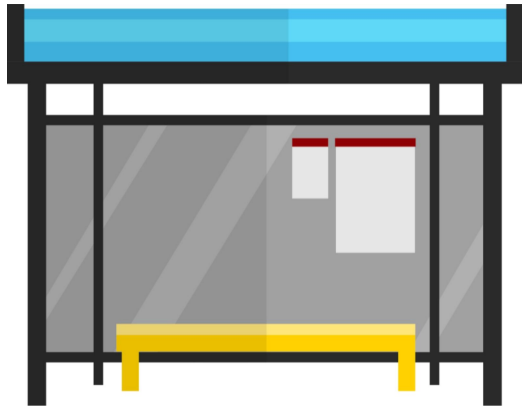
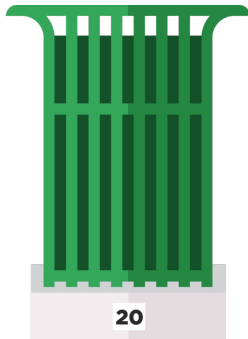
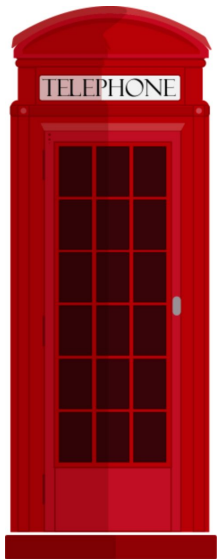
For each project, we encourage our clients to think of special 'superhero' objects which are unique to that area and that can provide a great introduction to the concept.

Examples

Lamp Post	Parking Meter	Bench	Post Box	Tree
				
Friendly	Transportation	Development	Community	Health & Wellbeing

Examples

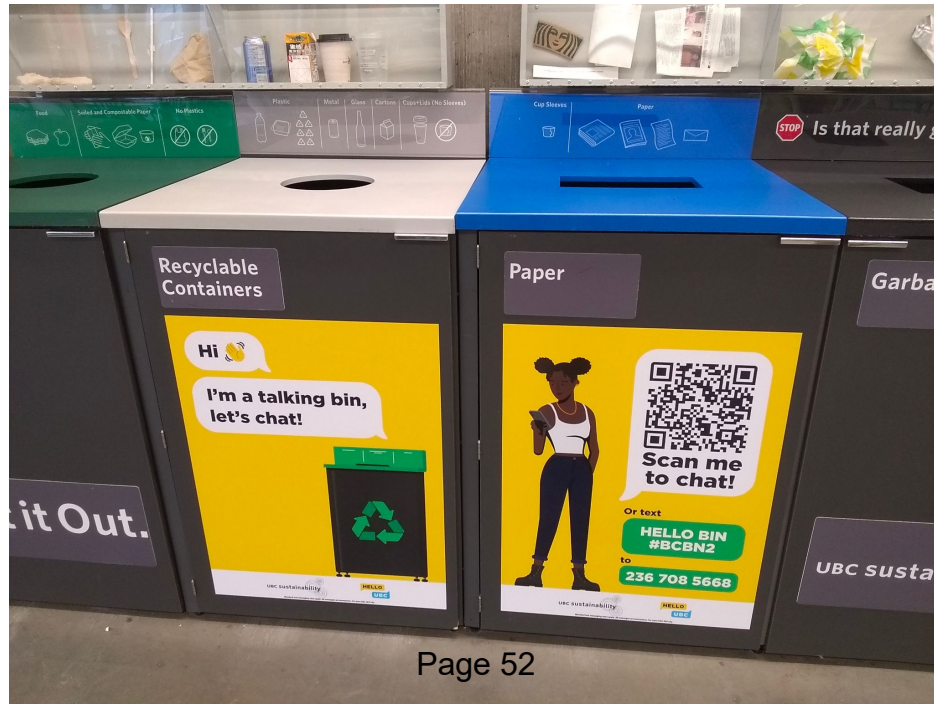
Utility Box	Phonebooth	Trash Bin	Bus Stop	Statue
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Smart City	Democracy	Sustainability	Urban Planning	Culture & Heritage
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Example Outcomes: Environment & Sustainability

- Create awareness on climate issues
- Increase recycling through behavior change
- Challenge thinking on sustainable living
- Combat misinformation on Climate Crisis



Example Questions: Environment & Sustainability

Do you know what your carbon footprint is? If yes, what is it?

How would you improve the green spaces around the local area?

How important is protecting our natural environment?

Would you consider getting an electric vehicle?

What would encourage you to recycle more of what you use?

How clean would you say the air is around here?

How clean is the area near me?



Example Outcomes: Urban Planning

- Find ways to grow the region
- Consultation for long term vision plan
- Feedback for improvements to the downtown area
- Future infrastructure investments



Example Questions: Urban Planning

If you could fix one bridge or road, which would you repair?

Can you think of any businesses missing in the community?

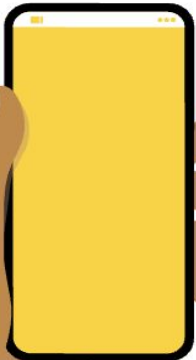
What are your dreams for the future of the community?

What would encourage you to say in town longer?

How affordable is finding and maintaining a place to live here?

What is unique about the community that would attract people from other areas?

Is it important to see the region grow? If yes, how would you like to see it?



First, think about the objects which will be interacted with:

For best results, select objects which are:

- Located in high footfall / dwell time areas
- Local or cultural significance
- Suitable for signage

Example: Statue, Flagpole,

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Now, Think about:

What do you want to **learn** from the audience?

Example: Public opinion on play facilities

- 1.
- 2.
- 3.

What do you want to **inform** the audience on?

Example: Development plans

- 1.
- 2.
- 3.

Themes & topics

The Hello Lamp Post system is inherently designed to:

1. **Q&A** for the participants who interact, around key themes.
2. **Disseminate information**, playfully and creatively through each conversation.

So, What are the 3 key themes you want to learn/inform around?

Example: Parks in San Francisco

- 1.
- 2.
- 3.

Within these themes, are there any topics we should explore?

Example: Cleanliness and Maintenance

Example: Safety and Opening hours

Topic 1:

-
-

Topic 2:

-
-

Topic 3:

-
-

Insights & Resources

Now, Are there any particular insights you want to find out, and any key questions you definitely want to ask the audience?

Insights

Example: Percentage % of citizens who want cleaner parks

- 1.
- 2.
- 3.

Questions:

Example: How would you improve this area?

- 1.
- 2.
- 3.

Finally, what resources do you have available which will help us to create the conversations with these objects?

This could be any of the following:

- A list of potential questions
- Bitesize chunks of information to feedback to participants
- Historical/cultural information on each object/location
- Facts; regarding the object / area it's located
- Statistics
- Relevant quotes/references
- Calendar of any relevant events during the deployment

Parks and Recreation Advisory Board

June 7, 2022

Justin City Hall, 415 North College Street

Cover Sheet

Agenda Item: #3

Title: QR Code website

Department: Administration

Contact: Public Works Administrative Coordinator, Kira Sedivy

Recommendation: Discuss if we would like to recommend using Jotform.com to create QR codes

Background: The Master Naturalists Elm Fork Chapter have a Scavenger Hunt that is accessed via a QR code at one of their Parks. You scan the QR code and it pulls up a scavenger hunt chart. Kids can click on the items as they find them while walking thru the park.

This could be personalized to any City Park or facility and items included would be specific to that area. It is a fun way to draw families to the parks and provide an activity that any child could participate in.

Reporting options that a QR code creates would allow us to see which parks are the most popular, what days have the most visits, and what time parks are utilized most.

Master Naturalists used the www.Jotform.com website to create their scavenger hunt form and have their QR code located in the Thrive Nature Park in Lewisville.

Should you decide to move forward and finalize information to implement the QR Code staff will bring back final implementation processes.

For any additional questions, the Master Naturalist contact for this project is Michele Rawleigh (214) 444-4567.

City Attorney Review: N/A

JOTFORM.COM Nonprofit Account Pricing

Bronze	Silver BEST VALUE	Gold
\$29/month \$14.50 /month	\$39/month \$19.50 /month	\$99/month \$49.50 /month
25 Forms Form Limit	50 Forms Form Limit	100 Forms Form Limit
1,000 Monthly Submissions	2,500 Monthly Submissions	10,000 Monthly Submissions
1 GB Available Space	10 GB Available Space	100 GB Available Space
10,000 Monthly Form Views	100,000 Monthly Form Views	1,000,000 Monthly Form Views
10,000 Total Submission Storage	25,000 Total Submission Storage	100,000 Total Submission Storage
250 Fields per form	500 Fields per form	1,000 Fields per form
100 Monthly Payment Submissions	250 Monthly Payment Submissions	1,000 Monthly Payment Submissions
 No HIPAA Compliance	 HIPAA Compliance	 HIPAA Compliance
 No Branding	 No Branding	 No Branding



JUSTIN
— 1887 —

Email *

example@example.com

Park Scavenger Hunt

See how many items you can find in our City Park! Good luck on your hunt and have fun!

- ☐ Tall Grass
- ☐ Bird
- ☐ Butterfly
- ☐ Large Rock
- ☐ Big Tree
- ☐ Flowers
- ☐ Bee
- ☐ Something Blue
- ☐ Water
- ☐ Leaf
- ☐ Sign
- ☐ Trash Can
- ☐ Tree Bark
- ☐ Cloud
- ☐ Pond or Creek

1 - Take Photo

Take Photo

2 - Take Photo

Take Photo