



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

***SEPTEMBER 5, 2023 at 6:00 PM***

415 NORTH COLLEGE ST  
JUSTIN, TEXAS 76247

## **COMMITTEE MEMBERS:**

Robin Amerine – Chair  
Jacqueline Steinbacher – Vice Chair  
Juli Cuthbertson  
Marcus Gallegos  
Tara Osborne

## **STAFF / COUNCIL LIAISON:**

Kira Sedivy – Public Works  
John Mounce – City Council

## **CALL TO ORDER**

**Invocation and Pledge of Allegiance**

**CONSENT ITEMS: NONE**

**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. Citizen Letter regarding Volleyball Court

**Page 1**

## **DISCUSSION / ACTION ITEMS**

1. Discuss, consider and take appropriate action to recommend  
Park Board applicants for appointment to City Council **Pages 2-6**
2. Discuss relationship with JYSA **Pages 7-8**
3. Review Reatta Park Citizen Survey Results **Pages 9-13**
4. Discuss and review Tree Canopy & Memorial Tree Programs **Pages 14-25**
5. Discuss changing Park Board meeting dates in October 2023

## FUTURE AGENDA ITEMS

## ADJOURN

## NEXT MEETING: OCTOBER 3, 2023

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 Ave, Justin, Texas, a place of convenience and readily accessible to the general public at all times, and said notice posted this **1<sup>st</sup> day of September, 2023 by 5:00 p.m.**, at least 72 hours preceding the scheduled meeting time.

*Kira Sedivy*

Public Works Administrative Coordinator

# STAFF UPDATE #A - Citizen Letter Regarding Volleyball Court at City Hall

Dear Park Board of Justin,

As part of the JYSA Give Back program, we are looking at opportunities to support our community. For our first initiative, we will be having a food drive for the Justin Community Food Pantry at our Opening Day Ceremonies on Sept. 9th. We are challenging every team to bring in needed food items for the Pantry. At the end of the evening, we will be delivering the food items.

We would like our next initiate to be a Water Bottle Drive for the Justin Police Department and Justin Fire Department. We were hoping to do this in the form of a sand volleyball tournament to be located at the double sand volleyball courts at City Hall; a central location for our members, and for ease of delivery for those two entities.

If the volleyball courts are no longer going to be serviced, I'm afraid this fundraiser will not happen.

I would also like to note that the City Hall Park is a favorite of the Justin Homeschool Group, as it continues to be our primary location for PE on Thursday afternoons. Last fall, we were able to utilize the courts and the nets and do a complete unit on Volleyball for our PE group.

At our End of Year Homeschool Party last year, we had over 50 families, and over 85 kids at City Hall Park.

We love the park and are grateful for the upkeep and maintenance that has been put into the park, including the new mulch that went around the play equipment last spring.

Please consider keeping the sand volleyball courts maintained for the duration of their time at the park before they are removed.

Regards,

***Emily Slyder***

Director of Marketing & Events  
Justin Youth Sports Association



Parks and Recreation Advisory Board

**September 5, 2023**

Justin City Hall, 415 North College Street

**Cover Sheet**

**Agenda Item: # 1**

**Title:** Discuss and consider Park Board applications

**Department:** Administration

**Contact:** Public Works Administrative Coordinator, Kira Sedivy

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**Recommendation:** Discuss and consider current applicants to City Council for appointment.

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**Background:** Rachel Cristiano and Bret Taylor have submitted applications to join the Parks Board/Keep Justin Beautiful Committee. Staff reached out to Mrs Cristiano and Mr. Taylor and invited them to the meeting. Should they not be able to attend their applications are attached for your review.

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**City Attorney Review:** N/A

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## Board, Commission & Committee Application

First Name	Bret
Last Name	Taylor
Address	
City	Justin
State	Tx
Zip Code	76247
Phone Number	
Email Address	
Are you over the age of 18?	Yes
Are you a registered voter in Justin?	Yes
Are you a Justin resident, property, business owner, or City Staff?	Yes
Current Occupation/Employer	<i>Field not completed.</i>
Education, Licenses, or Certifications	<i>Field not completed.</i>
Are you a current or past member of a Council-appointed Board, Commission, or Corporation?	No
On which Board, Commission, or Committee are you interested in serving? (First Choice)	Parks and Recreation Board
What work experience, educational experience, community involvement, and/or other skills do you have that would qualify you for a Council-appointed Board, Commission, or Committee?	I've been a firefighter/paramedic for 5 years while living in Justin. I was also the founder and president of the Flower Mound Firefighter Foundation 501c3. My children both have attended Justin schools. I understand how a city government functions as it would relate to being a board member. I also spent 10 years in the financial corporate world so I have a wide knowledge to pull from. I've also been working with Kira for several months to assist in improving Reatta park where I live.

List any additional information which you believe would be of value for the City Council to know about you.	I believe my relevant past experience and resourcefulness, coupled with my desire to see the city growth in the best direction possible, would make me a valuable member of the parks board.
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Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or organization, or have a contract with or any obligation to any person or entity which might constitute a conflict of interest?	No
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Have you ever been convicted of a felony, violation of law, or misdemeanor involving moral turpitude (any offense involving lying, stealing, or cheating?)	No
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Are there any criminal charges or proceedings pending against you?	No
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By typing your full name in the box, you acknowledge that the information provided is correct to the best of your ability.	Bret Taylor
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Date of Submission	7/20/2023
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## Board, Commission & Committee Application

First Name	Rachel
Last Name	Cristiano
Address	
City	Justin
State	TX
Zip Code	76247
Phone Number	
Email Address	
Are you over the age of 18?	Yes
Are you a registered voter in Justin?	Yes
Are you a Justin resident, property, business owner, or City Staff?	Yes
Current Occupation/Employer	Homemaker
Education, Licenses, or Certifications	Some college
Are you a current or past member of a Council-appointed Board, Commission, or Corporation?	No
On which Board, Commission, or Committee are you interested in serving? (First Choice)	Parks and Recreation Board
If you have a second choice for a Board, Commission, or Committee on which you would like to serve, please also select that.	Event Committee

What work experience, educational experience, community involvement, and/or other skills do you have that would qualify you for a Council-appointed Board, Commission, or Committee?	I have held leadership/management positions in several previous jobs, so I possess qualities like teamwork, communication and maintaining responsibilities and obligations that I think would prove useful in this position. I have also done community work through my church, volunteering my time and helping lead a counseling service at my old church.
List any additional information which you believe would be of value for the City Council to know about you.	I have a young family and I would like to see the city of Justin thrive and help make it a great place to live for them as well as for others. I think being involved in your local community is important, so if I can help out and contribute to that in some way then I will be happy to do so!
Do you or any member of your immediate family residing in your household, hold a position (paid or unpaid) with any person or organization, or have a contract with or any obligation to any person or entity which might constitute a conflict of interest?	No
Have you ever been convicted of a felony, violation of law, or misdemeanor involving moral turpitude (any offense involving lying, stealing, or cheating?)	No
Are there any criminal charges or proceedings pending against you?	No
By typing your full name in the box, you acknowledge that the information provided is correct to the best of your ability.	Rachel Cristiano
Date of Submission	8/19/2023



Parks and Recreation Advisory Board

**September 5, 2023**

Justin City Hall, 415 North College Street

**Cover Sheet**

**Agenda Item: #2**

**Title:** JYSA

**Department:** Administration

**Contact:** Public Works Administrative Coordinator, Kira Sedivy

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**Recommendation:** Discuss the relationship between JYSA and the city

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**Background:** Tara requested this item be on the agenda. She would like to discuss the relationship between JYSA and the city and how the Park Board can support Council.

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**City Attorney Review:** N/A

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## Kira Sedivy

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**From:** Tara Osborne  
**Sent:** Friday, August 25, 2023 1:36 PM  
**To:** Kira Sedivy  
  
**Subject:** Justin Parks Board  
**Attachments:** Volleyball Request.pdf

Good afternoon Parks Board!

I hope everyone is doing well this week! I have a request for an agenda item, please see attached letter, she is looking for the nets to be put up at the Volleyball Courts to host a tournament that will provide community support. I explained that the area is on schedule to be torn down and they are not currently maintaining them.

I also think that we should gain more insight as a board on how the current relationship works with the City & JYSA and how we can support the council, etc. based on last week's meeting. Can we possibly talk about if there are any bigger plans for the community parks to expand and improve sports and recreational areas (courts, fields, etc).

Is this the process to request an agenda item? If not, please let me know the best way. :)

Thank you and I hope everyone has a wonderful weekend! I look forward to seeing you all in a few weeks.

Warmly,  
Tara Osborne

Parks and Recreation Advisory Board

**September 5, 2023**

Justin City Hall, 415 North College Street

**Cover Sheet**

**Agenda Item:** #3

**Title:** Reatta Park Citizen Survey

**Department:** Administration

**Contact:** Public Works Administrative Coordinator, Kira Sedivy

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**Recommendation:** Discuss and review the list of recommendations from the citizen survey results for Reatta Park.

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**Background:** Bret Taylor compiled the results of a citizen survey for recommendations and comments regarding Reatta Park.

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**City Attorney Review:** N/A

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# **Reatta Park Survey results**

58 total participants

64.3% have school aged children

***What improvements would you like to see to the playground? (Covered area, specific equipment, theme, more seating, etc..) 51 responses***

- More covered seating areas and/or large covered pavilion x 20
- Covered playground x 11
- General Playground updates (paint, new equipment, more slides, etc.) x 10
- Remove sand and replace with rubber/turf x 7
- Splash pad x 7
- More seating x 7
- Additional lighting around park x 4
- Better grass and maintenance x 4
- Toddler friendly equipment x 4
- Fence around pond for safety x 3
- Rock climbing x 2
- Rope type playground equipment
- Trees trimmed
- Better disabled persons equipment
- Fence around playground
- More trees along street side and apartment side

***Would you like to see more health/fitness improvements? If so, what are some examples?(jogging track improvements, fitness related equipment, etc..) 31 responses***

- Yes x 26
- Widen and resurface track x 7
- Outside workout equipment x 6
- Longer track x 2
- More trees for shade and lighting for evenings
- Mile Markers/painted lanes
- Connected trails to other city parks and Justin elem
- Outdoor Ninja equipment
- Balance beam, step up beams

***What sports related improvements would you like to see? (Fence around basketball court, soccer goals, baseball backstop, pickleball court, etc...) 45 responses***

- Tennis/pickleball court x 19
- Baseball backstop x 13
- Soccer field/goals x 12
- Fence around basketball court x 10
  - (Or at least street facing side, safer with traffic)
  - Cover basketball court
  - seating around court
  - lighting for court
- Beach volleyball x 5
- Improve/resurface basketball court x 4
  - Level court with ground x 2
  - More basketball hoops(multi basket options)

- Cornhole(installed type, see Pecan Square ex.) x 3
- Leveling the empty field and improve its maintenance to be better useful x 3
- No fence x 3

***Would you like to see any improvements made to the pond? If yes, please include below. 30 responses***

- More seating/Shaded seating areas around pond x 9
- Stock fish, expand pond x 7
- Better pond maintenance x 5
- Extend walking, jogging path around pond x 3
  - Incorporate educational signage for local birds, trees, etc..
- Another dock/expand dock x 2
- Landscaped areas to add color, better appeal

***Would you like a dedicated area for pets? 51 votes***

- 54.9% Yes
- 45.1% No

***Please include any other ideas and suggestions you may have.***

"It would be so amazing to have an area with fire pits where people can gather and hang out. It would also be nice to have a community Facebook page so we could host events and meet more people around us. For example, I'd love to host a game night, or coffee social, but have no where to post or meet people. Next door is awful as well!"

"Pets should be allowed in the entire park as long as they are on a leash"

"A parking lot to prevent children in streets"

"A fenced off pet area would be amazing, I like those built in cornhole boards, the ninja warrior playground equipment would be great to keep kids active"

"Do away with the sand so it's not a mud pit when it rains, timberbrook and harvest park equipment"

"It would be nice to have a public restroom/water fountains especially if equipment/courts are going to be added to the park."

"Permanent corn hole, remove sand"

"A dog park area where dogs can run off leash would be nice. A splash pad area near the playground would be great too. Roanoke park off Byron Nelson has a nice little one."

"It would be nice to see the different parks offer a little something different. Our park in the city are generally lacking in general and we go to surrounding cities( Ponder, Denton, Haslet) when we want a few hours at a park."

"I would love to see a community "gathering place" for all ages. A place for movie nights or s'mores and storytelling."

"More trees or areas for shade would be great! More seating/tables and benches would also be wonderful. The corn hole idea from pecan square is really cool! Love the idea of this being more of a community gathering space."

"a small splash pad would be great in the summer when you want to get your kids outside to play at the park but don't want to go to the pool. It doesn't even have to be big, just something where water is flowing and little ones can splash around and get wet."

"Splash pad, workout equipment with a cover over the equipment. More covered seating by the pond. More lighting"

"More play equipment for small children"

"AREA FOR ADULTS GAMES WHILE KIDS ARE PLAYING WOULD BE NICE. TETHERBALL, CORNHOLE, ETC. SMALL SPLASH PAD FOR KIDS"

"keeping the grounds better"

"Shaded areas, more than 1"

"do maintenance to playground area"

"Public water fountain and maybe restroom complex"

"Water bottle refill station." X 3

"Horseshoe poles."

"I think we need to elevate our community spaces as a whole. With the growing community & surrounding developments we are very run down in comparison."

"...More community engagement locations to relax, play and meet with neighbors."

Parks and Recreation Advisory Board

**September 5, 2023**

Justin City Hall, 415 North College Street

**Cover Sheet**

**Agenda Item: #4**

**Title:** Tree Canopy and Memorial Tree Programs

**Department:** Administration

**Contact:** Public Works Administrative Coordinator, Kira Sedivy

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**Recommendation:** Review the updated list of trees for the Tree Canopy application. Review Memorial Tree applications from other nearby cities to compare them to the City of Justin's Memorial Tree application.

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**Background:** This will coincide with the city's Tree City USA designation and the yearly application requirements.

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**City Attorney Review:** N/A

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# City of Justin Tree Canopy Program

## Fall 2023 Application

Thank you for considering the Tree Canopy Program! This program helps our community by providing shade, cleaner air, reduced energy demands, improved health, wildlife habitat and so much more! Your new tree will not just make your property a more beautiful place, it will improve the lives of your neighbors and community members.

The City has 50 trees for this season. Trees only cost the homeowner \$100. This includes the cost of the tree and planting by the City of Justin Public Works department. Once the tree is planted the homeowner is responsible for the tree care. For information on tree care check out [www.treesaregood.org/treeowner](http://www.treesaregood.org/treeowner)

Applications with payment must be submitted by September 29, 2023. Payments can be in the form of cash, check or credit card. Payments can be made at City Hall or by phone at 940-648-2541 press 2. On the following page you will find the list of available trees. Due to limited quantity of each type your first choice may not be available at the time of your application submission. Therefore please select a second choice as trees are on a first come first serve basis.

The Tree Canopy Program is only for front yards. Trees will be planted in the fall. The City's Public Works department will evaluate your tree site prior to planting.

### Complete all lines below:

*Must be submitted with payment by September 29, 2023*

*Submit to: City of Justin, Tree Canopy Program, 415 N College Ave, Justin, TX 76247*

Name of Homeowner: \_\_\_\_\_

Tree Planting Address: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

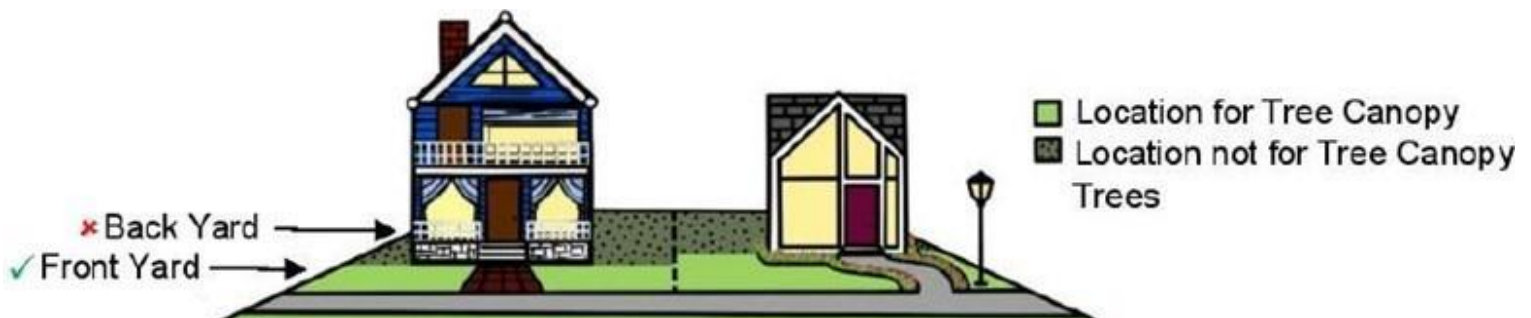
Owner's Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Tree Species Choice #1: \_\_\_\_\_

Tree Species Choice #2: \_\_\_\_\_

How did you hear about this program? \_\_\_\_\_



Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Tree Species Available

Tree species are on a first come first serve basis. Please make sure to select a 2<sup>nd</sup> choice in case we run out of a certain species.



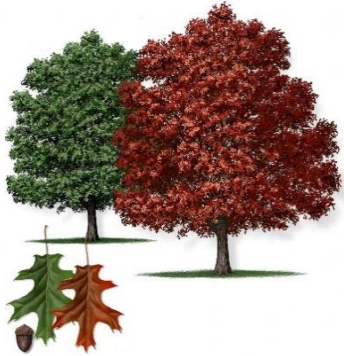
### Texas Ash

Fast growing tree that is native to Texas. Good and long-lived shade tree with fall colors in yellow, orange and maroon. Once established it is drought tolerant and low maintenance with sprawling and dense canopies. Fairly resistant to pests and diseases

**Height:** 30-45 ft

**Canopy Width:** 25-35 ft

**Sun Preference:** Full Sun



### Texas Red Oak

Medium to Fast growing tree that is native to the Southern states. It is drought and heat tolerant and is great for smaller yards and landscape areas. In the fall the leaves turn brilliant red to red/orange. The small acorns from this tree are a favorite for wildlife.

**Height:** 40-50 ft

**Canopy Width:** 20-40 ft

**Sun Preference:** Full Sun



### Honeylocust

Fast growing tree with fragrant spring flowers. Tiny leaflets turn yellow or yellow/green in the fall. Once established it is drought tolerant and adapts to a wide range of soils. The brown seed pods resemble twisted leather straps and are a favorite for wildlife.

**Height:** 30-70 ft

**Canopy Width:** 30-70 ft

**Sun Preference:** Full Sun



### Lacey Oak

Slow growing tree with a dense crown of distinctly bluish foliage. It produces peach and red color leaves in the spring that mature into a striking blue/green color. The leaves are rarely bothered by insects or disease and is drought tolerant. Acorns will grow in clusters of one to three per cluster.

**Height:** 25-35 ft

**Canopy Width:** 15-20 ft

**Sun Preference:** Partial Sun/Shade



### Texas Little Walnut

Medium growing tree that is a miniature version of its relative the Black Walnut. It is often irregular with an open and rounded crown. The walnuts are small and less than an inch in diameter. It flowers in early spring but the nuts don't ripen until late summer/fall.

**Height:** 20-30 ft

**Canopy Width:** 15-25 ft

**Sun Preference:** Partial Sun/Shade



### **Texas Pistache**

Medium growing tree that is tough and native to Texas. Dark green foliage has a nice red tinge as new leaves emerge in the spring. Small clusters of seeds that start out red and turn blue/black at maturity. Leaves will usually stay on the tree during the winter unless it is very cold.

**Height:** 15-20 ft

**Canopy Width:** 10-15 ft

**Sun Preference:** Full Sun



### **Mexican Redbud**

Medium growing tree that's brilliant pink/purple blooms appear in spring just before the leaves emerge. It is a multi-trunked tree with the trunk divided close to the ground and reddish brown seed pods. It has unique heart shaped leaves with wavy edges. It is more drought tolerant and has a higher heat tolerant than the Texas Redbud variety.

**Height:** 10-20 ft

**Canopy Width:** 10-20 ft

**Sun Preference:** Partial Sun/Shade



### **Live Oak**

Slow to Medium growing tree that is native to Texas and extremely heat and drought tolerant. They are beautiful trees with wide spreading canopies that offer deep shade. They shed their leaves every year in the spring but are evergreen so it doesn't lose its leaves in the fall or winter. It will product small oblong shaped acorns in the fall and winter.

**Height:** 50 ft

**Canopy Width:** 50-60 ft

**Sun Preference:** Full Sun



## City of Justin Memorial Tree Program Application

The goal of the City of Justin Parks and Recreation Board is to revitalize the City Parks by planting trees that are donated to honor individuals, organizations or causes.

Memorial Trees are planted on city property normally in a park or at a municipal building. Once planted the tree is exclusive property of the City who will be responsible for watering, fertilizing, pruning and mulching as it deems necessary.

Memorial Trees will be planted by the City and the location and will be announced during the City's Arbor Day Celebration. All donors will be notified of their tree's location after the tree is planted. Donors will be invited to the Arbor Day Celebration event held the first Friday in November.

For more information contact the Public Works Department at 940-648-2541



### Donor Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Donation: ☐ \$100 ☐ \$200 ☐ \$300

Please make checks payable to the City of Justin with the notation "Memorial Tree"  
Mail to: City of Justin, Memorial Tree Program, 415 N College Ave, Justin, TX 76247

### Tree Information

In ☐ Memory ☐ Honor: \_\_\_\_\_  
*Name of Person, organization or cause*

The tree is for a: ☐ Person ☐ Organization ☐ Cause

Tree Species 1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

### Send Arbor Day Celebration Invitation to the following person

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_



**LIVING TREE DONATION PROGRAM  
A LIVING GIFT TO HONOR**

\_\_\_\_\_  
(NAME)

FROM:

\_\_\_\_\_  
(NAME)

\_\_\_\_\_  
(ADDRESS)

\_\_\_\_\_  
(CITY, STATE, ZIP)

\_\_\_\_\_  
(TELEPHONE)

\_\_\_\_\_  
(EMAIL)

\_\_\_\_\_  
(PARK OF CHOICE)

**\$350-Includes a tree and an  
engraved paver marker**

Colleyville Parks staff will provide a list of trees acceptable for planting in our parks, according to the park choice of your donation. Certain tree species are preferred due to their adaptability to our climate and maintenance requirements.

Place  
Stamp  
Here

City of Colleyville  
Parks and Recreation Department  
2512 Glade Road  
Colleyville, Texas 76034



Parks and Recreation

***Living Tree  
Donation Program***




**Through the provision of parks, open spaces, and protected natural environments, recreation can contribute to the environmental health of our communities. This is an essential life-sustaining role.**

The Colleyville Living Tree Donation Program is sponsored by the City's Parks and Recreation Department.


By donating a tree to this special program, you can help beautify your city parks while at the same time celebrating life by planting a tree!

### PLANT A TREE IN TRIBUTE


 Celebrate a birth, a wedding, an anniversary or honor the memory of a loved one through the Living Tree Donation Program!

Throughout the ages, trees have stood as strong life symbols. Trees improve our air quality and beautify our parks. A tree can also serve as a living and loving remembrance of a special event.

### PERFECT AS A FAMILY TREE


 Plant a tree to honor the birth of a child, to serve as a symbol of a growing family. Like the tree, the family spreads its roots as it branches out, preparing a strong base for future generations.

### PERFECT AS A MONUMENT

 The donation of a tree is a wonderful testimonial to a life well lived. Family and friends will have a living monument for a loved one, which will also provide beauty, shade and landscaping for city parks.



### HOW TO DONATE A TREE

 You may donate money towards the purchase of a special tree(s), and select your park of choice. The parks staff will arrange the planting and marking of the tree along with all future tree maintenance. Family and friends are welcome to have a ceremony after the tree is planted.

Your tree may be planted at any park owned by the City of Colleyville dependent upon irrigation water availability at your selected park. Staff will work with you regarding the type of tree and the tree location within the park of your choice. After your tree is planted the Parks Department will maintain your tree. However, please remember a tree is a living organism and can develop a disease and is exposed to the weather elements and vandalism. If you notice the weather elements or vandals have damaged your Living Tree, please contact the Parks Department immediately. We will take corrective measures as soon as possible. If the tree develops a disease or is damaged it may be necessary to replace the tree.

With a donation of \$350 you will receive a tree and an engraved paver which will be installed at the base of your tree. Verbiage for your marker should be included in writing and cannot exceed 3 lines with 15 letters per line.

Complete the donation form on the back of this brochure. Make check payable to "City of Colleyville" and return to:

**City of Colleyville  
Parks and Recreation Department  
2512 Glade Road  
Colleyville, Texas 76034**



### CITY OF COLLEYVILLE PARKS

- City Park-5205 Bransford Road
- Bransford Park-408 Shelton Drive
- Colleyville Senior Center-2512 Glade Road
- Kimzey Park-Melanie Drive at Atlanta Dr.
- McPherson Park-240 W. McDonwell School Road
- Pleasant Run Soccer Complex and Park-6501 Pleasant Run Road
- Woodbriar Park-301 W. Greenbriar Drive



All tree donations are tax-deductible.

For further information regarding this special program, please contact the Parks and Recreation Department at 817-503-1180.

FOR MORE INFORMATION ABOUT THE  
MEMEMORIAL TREE PROGRAM

PLEASE CALL 817-222-7767

OR VISIT OUR WEBSITE AT

WWW.HALTOMCITYTX.COM

KEEP HALTOM CITY BEAUTIFUL  
CITY OF HALTOM CITY

5024 Broadway Ave, Haltom City, Texas, 76117



## KEEP HALTOM CITY BEAUTIFUL MEMORIAL TREE PROGRAM

Keep Haltom City Beautiful: an affiliate of  
Keep Texas and Keep America Beautiful  
Haltom City Parks & Recreation

Haltom City Beautification  
&  
Revitalization Board



## MEMORIAL TREE PROGRAM

A GIFT FOR THE  
EARTH...  
A TRIBUTE TO A  
LOVED ONE



# KEEP HALTOM CITY BEAUTIFUL MEMORIAL TREE PROGRAM

**Option One: \$ 50.00** - *The purchase and planting of a tree selected by the purchaser from the city's list of tree species. A gold 4" x 6" name plate will be attached to the tree, engraved with the person's name and the year of planting.*

**Option Two: \$125** - *The purchase and planting of a tree selected by the purchaser from the city's list of tree species. A boulder, engraved with the name of the person remembered and the year of planting, will be placed next to the tree.*

**Option Three: \$ 200.00** - *The purchase and planting of a tree selected by the purchaser from the city's list of tree species. A cast bronze 5" x 9" name plate, mounted on a concrete base next to the tree, will display the person's name and the year of planting.*

Complete the Memorial Tree registration.  
Return the completed registration form with payment to City Hall, 5024 Broadway Ave., Haltom City, TX 76117

Contact Fran Burns at 817-222-7767 to discuss the type of trees available and the locations for planting. Haltom City staff will oversee the installation and placement of the plaque.

KEEP HALTOM CITY BEAUTIFUL  
CITY OF HALTOM CITY  
5024 Broadway Ave \* Haltom City, Texas, 76117 \* 817-222-7767

## MEMORIAL TREE REGISTRATION

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

email: \_\_\_\_\_

Desired Option: (check one)

☐ Option One: \$50.00

☐ Option Two: \$125.00

☐ Option Three: \$200.00

In Memory of: \_\_\_\_\_

(please print name as it is to appear on plaque)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Memorial trees are planted on city property normally in a park or at a municipal building. Please circle a preferred location for your tree: Library, City Hall, Recreation Center, Fire Station #1, #2, #3, Senior Center, Public Works or one of the following parks: Buffalo Ridge, Broadway, Sandy Oaks, Pecan, Haltom Road, Little Fossil, North Park, Parrish Road, Revere Street

*Names of those remembered will be added to a Memorial Plaque located at Haltom City Hall.*

SPECIES LIST - CIRCLE YOUR PREFERENCE  
Live Oak, Bur Oak, Texas Oak, Chinquapin Oak, Texas Ash,  
Crepe Myrtle, Pecan, Cedar Elm, Chinese Pistache,  
Desert Willow

Specific species may be determined by spacing restriction,  
site conditions, utilities, irrigation and care requirements.

Planting is done by City staff.





## Other Opportunities

### Memorial Bench Program

The Memorial Bench Program provides the opportunity for our community to honor a loved one, celebrate a special event in your life or honor a person or organization that has made a difference in the community through the purchase and dedication of a bench to be placed in a park or along a City trail. Bench sponsorship fee is \$1500 for a 6 foot bench with plaque in the backrest. The fee covers the cost of the bench, its installation and recognition plaque.

### Support Your Parks Program

- **Adopt-A-Park / Trail**
- **Be a Volunteer**

In order to enhance the quality of our parks and trails, the City of Highland Village Parks and Recreation Department encourages volunteers. Whether it is volunteering for litter pickup, reporting park maintenance needs, maintaining a flowerbed or volunteering a hand at any of our City sponsored special events there are a variety of volunteer opportunities waiting for you! These programs are designed to be fun and educational, to promote civic responsibility, community spirit and camaraderie, and to provide an opportunity to accomplish something positive for the community.

*For more information on these programs contact the Parks and Recreation Department by calling: 972-317-7430*

## *Thank You For Supporting The Memorial Tree Dedication Program*



1000 Highland Village Road  
Highland Village, TX 75077  
972-317-7430  
hvparks.com



## **City of Highland Village Parks and Recreation**

### *Memorial Tree Dedication Program*

Planting a tree in a City Park is a wonderful way to honor a loved one and also provides a gift to the whole community. Trees are planted in public parks and along trails so that citizens can enjoy the shade, beauty, and enjoyment a living tree provides. By planting trees, the community makes meaningful contributions by greening our City, improving air and water quality, reducing erosion, providing wildlife habitat and reforesting our parks for future generations.



## Memorial Tree Program Details:

A memorial tree can be planted for many occasions: in memory of someone who has passed away; in honor of a dedicated service member; to celebrate major milestones of life such as anniversaries, births, weddings, retirement or other special occasions.

Planting a memorial tree is a remembrance of the past and at the same time a renewing of life. It is a gift that can last through several lifetimes; truly a gift that keeps on giving.

Individuals and groups may initiate the memorial tree process by submitting an application to the City Parks and Recreation Department. Spacing requirements, irrigation, future park improvements and utilities may affect the final tree selection and location. Parks and Recreation Department staff will review each application and communicate with the donor to ensure acceptable results.

Tree donations and plantings shall be restricted to City parks, open spaces and other City-owned right-of-ways within the corporate limits of Highland Village, Texas.

All costs associated with the donation and planting of the tree(s) will be at the expense of the donor(s) unless otherwise approved in writing by the Director of Parks and Recreation.

Donors are not permitted to add additional plantings, flowers or decorations to the memorial's area. Memorial plaques are allowed at the individual's expense. The size of the plaque must be no larger than 4" x 8", located at the foot of the tree and surrounded/encased in concrete to secure the plaque. Memorial inscriptions are limited to who the tree is in honor/memory of, and the date of birth and death, or dedication. Additional inscriptions, religious symbols, and extraneous content are not permitted. The City is not responsible for the replacement of stolen or damaged plaques.

Trees must be on the City's approved tree list and must be a minimum of 3" in caliper.

If the desired location of the tree planting is not in an area serviced by an existing irrigation system, the donor will be responsible for watering of the tree until the tree is mature and established.

Large trees will require staking and small trees may require protective fencing depending on the location of the tree. All staking or fencing must be approved in advance by the City to ensure public safety within the planting site.

A Certificate suitable for framing can be sent to the purchaser or honoree by the City at the donor's request.

## Memorial Tree Application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

This tree is:    ☐ In Memory  
                         ☐ In Honor  
                         ☐ To Celebrate

Person / Event: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested location for the tree planting: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For park locations visit the Parks web site  
[www.vhparcs.com](http://www.vhparcs.com)

Proposed Tree(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you plan to place a memorial plaque:    ☐ Yes    ☐ No

Do you request a certificate of planting be sent?    ☐ Yes    ☐ No

If yes, mail to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_



## City of Taylor

### Memorial Tree Program

The City of Taylor Parks & Recreation Department sponsors a program of planting trees on publicly owned land and parks. The City provides tree at a cost of \$500 each. Plantings will occur only during the months of October through March. The donor will be contacted after the tree is planted.

For additional information, contact the Parks & Recreation Department at [parks@taylortx.gov](mailto:parks@taylortx.gov).

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### Memorial Tree Program Application

- Complete request and email to [parks@taylortx.gov](mailto:parks@taylortx.gov) or mail to 1412 Davis St., Taylor, TX 76574.
- Tree will be planted between October and March, during favorable planting conditions, in a location determined by the Parks & Recreation Department.
- Donor will be notified after planting.
- Please make check out to "City of Taylor"

Date of Request: \_\_\_\_\_

Donor Name: \_\_\_\_\_

Donor Address: \_\_\_\_\_

Donor Phone & Email: \_\_\_\_\_

Choice of Tree:

- ☐ Mexican Plum
- ☐ Texas Redbud
- ☐ Mexican White Oak
- ☐ Cedar Elm
- ☐ Bur Oak
- ☐ Chinquapin Oak