



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

***OCTOBER 11, 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  
Bret Taylor  
Rachel Cristiano

**STAFF / COUNCIL LIAISON:**

Kira Sedivy – Public Works  
Dylan James – City Council

**CALL TO ORDER**

**Invocation and Pledge of Allegiance**

**CONSENT ITEMS:**

1. Consider and take appropriate action to approve minutes dated June 6, 2023

**Pages 1-3**

**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. Discussion with Development Director Matt Cyr
- B. Park Improvement Budget Update
- C. Shade Structure and Net Climber project update

**Pages 4-5**

**DISCUSSION / ACTION ITEMS**

1. Discuss relationship with JYSA
2. Discuss implementation of Tree Canopy & Memorial Tree Programs

**Pages 6-7**

**Pages 8-12**

## FUTURE AGENDA ITEMS

## ADJOURN

## NEXT MEETING: NOVEMBER 14, 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 **6<sup>th</sup> day of October, 2023 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

**October 11, 2023**

Justin City Hall, 415 North College Street

**Cover Sheet**

**Agenda Item:** #1

**Title:** Consent minutes

**Department:** Administration

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

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**Recommendation:** Approve board minutes as presented

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**Background:** Minutes from the June 6, 2023 meeting are included in the packet.

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**City Attorney Review:** N/A

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## **MINUTES**

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

### **Justin Parks and Recreation Advisory Board – June 6, 2023**

The Justin Parks and Recreation Advisory Board convened into a regular meeting the same being open to the public the 6<sup>th</sup> day of June 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 and Council member John Mounce.

Justin Parks and Recreation Committee Members: Amerine, Gallegos and Cuthbertson in attendance.

### **CALL TO ORDER**

#### **Invocation and Pledge of Allegiance**

Chair Amerine called the meeting to order at 6:05 pm

### **CONSENT ITEMS**

None

### **PUBLIC COMMENT**

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

**No comment from the Public**

### **STAFF UPDATE**

- A. Veterans Memorial Reveal Ceremony recap  
Staff Liaison Kira Sedivy presented updates and information regarding item A

## **DISCUSSION / ACTION ITEMS**

1. Discuss Tree Canopy and Memorial Tree program  
**Members discussed the applications for each program. They want to make sure the tree options for citizens to choose from are on the city's ordinance list of approved tree species. Staff liaison will verify if they are on the approved tree list.**
2. Discuss recommendations of park improvements to provide to Public Works  
**Members discussed improvements and what improvements they would like to use the remaining money in this year's budget on. Members will prioritize the list of improvements and email it to staff liaison.**

## **FUTURE AGENDA ITEMS**

- Where is our next park to be developed at?
- Make a list for the council of what we need from developers for future projects.

## **ADJOURN**

Motion to adjourn at 7:06 PM

Passed and approved on the 11<sup>th</sup> of October 2023.

SEAL:

Kira Sedivy

Public Works Administrative Coordinator

## Community Park Shade Structure Project





## City Hall Park Net Climber Project



Parks and Recreation Advisory Board

**October 11, 2023**

Justin City Hall, 415 North College Street

**Cover Sheet**

**Agenda Item:** #1

**Title:** JYSA

**Department:** Park Board Member

**Contact:** Tara Osborne

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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

**October 11, 2023**

Justin City Hall, 415 North College Street

**Cover Sheet**

**Agenda Item: #2**

**Title:** Tree Canopy and Memorial Tree Program

**Department:** Park Board Member

**Contact:** Jacqueline Steinbacher

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**Recommendation:** Discuss the implementation of Tree Canopy and Memorial Tree programs. Jacqueline has an update regarding this program and HOA boards.

Review the updated applications. The Memorial Tree program application had the list of tree choices removed. The Tree Canopy program application removed the verbiage stating city staff would plant the tree and the tree list was updated.

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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 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: \_\_\_\_\_



# 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. 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.

**Tree location for the Tree Canopy Program is for front yards only.**

**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: \_\_\_\_\_

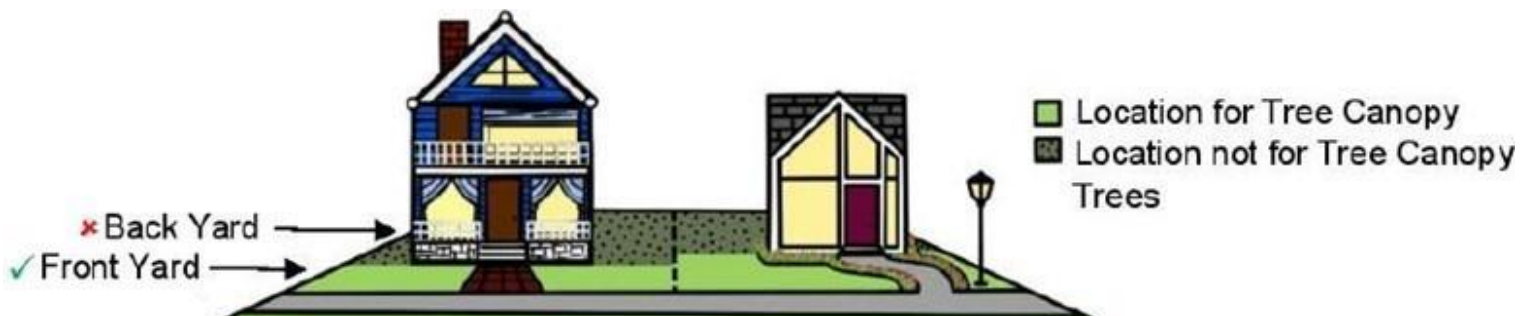
Owner's Email Address: \_\_\_\_\_

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.



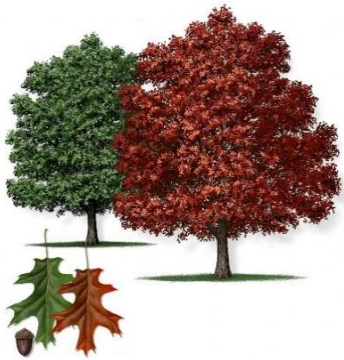
### Texas Ash

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 produce small oblong shaped acorns in the fall and winter.

**Height:** 50 ft

**Canopy Width:** 50-60 ft

**Sun Preference:** Full Sun