



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

NOVEMBER 14, 2023 at 6:00 PM

415 NORTH COLLEGE ST
JUSTIN, TEXAS 76247

COMMITTEE MEMBERS:

Robin Amerine – Chair
Jacqueline Steinbacher – Vice Chair
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 July 10, 2023 **Pages 1-3**
2. Consider and take appropriate action to approve minutes dated September 5, 2023 **Pages 4-6**
3. Consider and take appropriate action to approve minutes dated October 11, 2023 **Pages 7-9**

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:

1. Review answers to questions Member Osborne submitted **Page 10**

DISCUSSION / ACTION ITEMS

1. Discuss, consider and take appropriate action to recommend Park Board applicant for appointment to City Council **Pages 11-13**
2. Discuss how to properly add items to the agenda
3. Discuss creating a vision for long term Park plan and creating a recommendation list for future developers and developments

FUTURE AGENDA ITEMS

ADJOURN

NEXT MEETING: DECEMBER 12, 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 **9th day of November, 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

November 14, 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

Recommendation: Approve board minutes as presented

Background: Minutes from the July 10, 2023 and September 5, 2023 and October 11, 2023 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 Advisory Board – July 10, 2023

The Justin Parks and Recreation Advisory Board convened into a regular meeting the same being open to the public the 10th day of July 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, Cuthbertson and Osborne in attendance.

CALL TO ORDER

Invocation and Pledge of Allegiance

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

CONSENT ITEMS

1. Consider and take appropriate action to approve the minutes dated February 7, 2023
2. Consider and take appropriate action to approve the minutes dated April 4, 2023

Member Gallegos moved to approve the minutes dated February 7, 2023 and April 4, 2023.

Seconded by Member Cuthbertson

Aye Votes: Members Amerine, Gallegos, Cuthbertson and Osborne

Motion Carries

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

None

DISCUSSION / ACTION ITEMS

1. Discuss Tree Canopy and Memorial Tree program
Members discussed the applications for each program. Members decided to remove the list of tree species options for the Memorial Tree program. Members discussed what species of trees they would like to be as options for the Tree Canopy application. Members decided to add the following trees to the approved species list: Texas Ash, Cypress, Honey Locust, Lacey Oak, Texas Red Oak, Texas Little Walnut, Texas Pistache and Mexican Redbud.
2. Discuss recommendations of park improvements to provide to Public Works
Members discussed improvements they would like to use the remaining money in this year's budget on.

Members would like staff liaison to check with Matt Cyr and Jarrod Greenwood about Park recommendations for future developments and would like to invite them to a future meeting. Members would like to create a park development standard/request for future developments.

Member Gallegos said he will bring a development standard list he has for members to be able to review and use as a starting point.

FUTURE AGENDA ITEMS

None

ADJOURN

Motion to adjourn at 7:02 PM

Passed and approved on the 14th of November 2023.

SEAL:

Kira Sedivy

Public Works Administrative Coordinator

MINUTES

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

Justin Parks and Recreation Advisory Board – September 5, 2023

The Justin Parks and Recreation Advisory Board convened into a regular meeting the same being open to the public the 5th day of September 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 Staff Liaison, Kira Sedivy.

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 6:32 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.

A citizen requested that we add a Pickleball net to the existing Tennis Court at City Hall and stripe the court for Pickleball.

STAFF UPDATE

A. Citizen Letter regarding Volleyball Court.

This was requested to be put on the agenda by Member Osborne who was unable to attend the meeting. The members decided to table it until the October meeting.

DISCUSSION / ACTION ITEMS

1. Discuss, consider and take appropriate action to recommend Park Board applicants for appointment to City Council.
Members review the application and Member Gallegos motioned to approve and recommend the applicants for appointment to City Council. Seconded by Member Cuthbertson. Aye Votes: Members Amerine, Gallegos and Cuthbertson.
2. Discuss relationship with JYSA
Member Osborne requested this item be placed on the agenda but was not able to attend the meeting. Item will be tabled until the October meeting.
3. Review the Reatta Park Citizen Survey results
Citizen Bret Taylor reviewed the results with the board members as he organized the survey for the Reatta neighborhood. 58 households participated and 64% have school aged children. The top 3 improvements residents wanted to see are more covered seating areas or a large covered pavilion, a shade canopy over the playground and general playground updates such as lighting for safety, new equipment, more slides, repainting, etc. Members are interested in doing similar surveys for other HOA neighborhoods to get feedback.
4. Discuss Tree Canopy and Memorial Tree program
Member Steinbacher was going to give an update on the HOA's she had reached out to but was unable to attend the meeting. The discussed changes to the applications will be made and brought forward to another meeting.
5. Discuss changing Park Board meeting dates in October 2023.
Members discussed moving Park Board meetings from the first Tuesday of each month to the second Tuesday of each month. Members Amerine, Cuthbertson and Gallegos agreed to moving the meeting date but wanted to check with the members that were not in attendance.

FUTURE AGENDA ITEMS

1. Invite Development Director Matt Cyr to next meeting to go over development and including the Parks Board in future developments.

ADJOURN

Motion to adjourn at 7:21 PM

Passed and approved on the 14th of November 2023.

SEAL:

Kira Sedivy

Public Works Administrative Coordinator

MINUTES

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

Justin Parks and Recreation Advisory Board – October 11, 2023

The Justin Parks and Recreation Advisory Board convened into a regular meeting the same being open to the public the 11th day of October 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 Staff Liaison, Kira Sedivy and Council member Dylan James.

Justin Parks and Recreation Committee Members: Amerine, Steinbacher, Cuthbertson, Osborne, Taylor and Cristiano in attendance.

CALL TO ORDER

Invocation and Pledge of Allegiance

Chair Amerine called the meeting to order at 6:00 pm

CONSENT ITEMS

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

Member Cuthbertson motioned to approve the minutes dated June 6, 2023

Seconded by: Member Steinbacher

Aye Votes: Members Amerine, Steinbacher, Cuthbertson, Osborne, Taylor and Cristiano

Motion Carries

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. Discussion with Development Director Matt Cyr
Matt went over the future proposed open space map for the City of Justin and development procedures. It was suggested that members create a park standards/requirements list that they would like to see for future developers and developments. It was discussed that the members should come up with a vision for the parks board.
- B. Park Improvement Budget Update
Staff updated board members that there is not an available budget for park improvements like what was available last year.
- C. Shade Structure and Net Climber project update
Staff provided board members with an update on the shade structure project and expected date of completion and photos of the completed net climber project.

DISCUSSION / ACTION ITEMS

- 1. Discuss relationship with JYSA
Member Osborne inquired as to how the board could build a relationship with council to help build up JYSA. Member Osborne asked how to help with community events to support JYSA and how much they are growing with all the kids that are signing up to play.
Staff liaison reached out to board members via email to inform them that the feedback I received from management was that all communication from JYSA needs to be handled thru city staff and not thru the Parks board. Any requests that board members receive should be redirected to city staff.
- 2. Discuss implementation of Tree Canopy & Memorial Tree Programs
Member Steinbacher reached out to multiple HOA boards and received feedback that they are excited about the Tree Canopy program. HOA boards would be willing to simplify the process so citizens that live in an HOA wouldn't have to apply thru their HOA and thru the city if they want to participate in this program. Members requested that the tree canopy application have the verbiage added that specifies that the homeowner is responsible for tree planting.

Member Taylor motioned to approve the applications with the amendments
Seconded by: Member Steinbacher
Aye Votes: Members Amerine, Steinbacher, Cuthbertson, Osborne, Taylor and Cristiano
Motion Carries

FUTURE AGENDA ITEMS

None

ADJOURN

Motion to adjourn at 7:45 PM

Passed and approved on the 14th of November 2023.

SEAL:

Kira Sedivy

Public Works Administrative Coordinator

Questions from board member Tara Osborne

Thanks Dylan, I was thinking after I left that it would be so helpful to meet with you & the board and establish a guiding vision. Then when we present something we can ask ourselves, does this align? Especially now that there is no budget to work with, knowing exactly what we are expected to be looking at and advising/recommending on.

- Do we make recommendations for improvements and then the council can possibly approve?

Yes recommendations can be brought forward to be reviewed at a future council meeting.

- How do we advise on trails and parks when developers have a vision/plan already in motion?

Depending on how far along in the process the development is we may no longer be in the negotiation stage and the plan is already set in place.

- How do we find out strategic vision of park and Rec and what it includes? (Sports fields, community centers, etc.) or is that something that we advise on?

We will get a hard copy of the comprehensive plan to every board member. This will be your bible and what you use to reference for creating a vision and long term strategic plan for the park board.

Parks and Recreation Advisory Board

November 14, 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

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

Background: Amy Shadowens has submitted an application to join the Parks Board/Keep Justin Beautiful Committee. Staff reached out to Mrs. Shadowens and invited her to the meeting. Should she not be able to attend her application is attached for your review.

City Attorney Review: N/A

Board, Commission & Committee Application

First Name	Amy
Last Name	Shadowens
Address	
City	Justin
State	TX
Zip Code	76247
Phone Number	
Email Address	amy.shadowens@gmail.com
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	Project Manager/DPR Construction
Education, Licenses, or Certifications	BA Liberal Studies AA Church Leadership and Ministry
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.	Planning and Zoning Commission
What work experience, educational experience,	I'm a project manager for a general contractor currently overseeing a \$140M ground up build. I am my company's

community involvement, and/or other skills do you have that would qualify you for a Council-appointed Board, Commission, or Committee?	central region community initiative representative supporting DFW, Houston, Austin, and Denver committed to building better communities through facility construction and renovation, providing career and education guidance for youth, and providing operational support for our non-profit partners. I lead a Small Group with my husband out of FOTP Northlake and help coach our son's 4U t-ball team with JYSA.
List any additional information which you believe would be of value for the City Council to know about you.	Raising my family in a city we are active in and committed to growing in and with has been a goal of mine since moving here in 2022. Pouring into the village that pours in to my kids and into kids for generations to come is the least I can do to give back. We spend countless hours at the parks and at the ball fields. I find solace and peace running and biking around the city trails. These are amenities I would love to see all citizens use and enjoy and would be honored to help grow our parks to accommodate all of the new residents moving to Justin in the coming years.
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?	Yes
By typing your full name in the box, you acknowledge that the information provided is correct to the best of your ability.	Amy Shadowens
Date of Submission	10/11/2023