

JUSTIN PARKS AND RECREATION ADVISORY BOARD
TUESDAY, JANUARY 4, 2022
6:00 P.M.
415 NORTH COLLEGE STREET
JUSTIN, TEXAS 76247

I. CALL TO ORDER

II. PUBLIC COMMENT

III. 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.

IV. STAFF/BOARD UPDATE

- Hello Lamppost update from Chair, Alyssa Linenkugel
- Updates on new developments related to parks.

V. DISCUSSION / ACTION ITEMS

1. Discuss, and consider a recommendation to present Hello Lamppost to City Council.
2. Discuss, and consider potential funding for future projects and improvements.
3. Discuss, and consider a recommendation to City Council regarding the Disc Golf Course at Community Park.
4. Discuss, and consider the Keep Justin Beautiful Committee.
5. Discuss, and consider Parks and Recreation Advisory Board objectives, and statement that defines the Board.
6. Discuss fundraising.

VI. CONSENT

7. Consider and take appropriate action to approve Park Board minutes dated November 2, 2021, and November 30, 2021.

VII. FUTURE AGENDA ITEMS

VIII. ADJOURN

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 Municipal Complex, 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 30th day of December, 2021 by 5:00 p.m., at least 72 hours preceding the scheduled meeting time.

Brittany Andrews
City Secretary, Brittany Andrews

Parks and Recreation Advisory Board

January 4, 2022

Justin City Hall, 415 North College Street

Cover Sheet

Agenda Item: #1 and Board Presentation

Title: Discuss, and consider a recommendation to present Hello Lamppost to City Council.

Department: Administration

Contact: City Secretary, Brittany Andrews, Chair, Alyssa Linenkugel

Recommendation:

Background:

Park Board Chair, Alyssa, and Councilmember Clark have asked that this be on the agenda.

If the Board is ready and would like to make a recommendation to Council, a motion is necessary to do so.

City Attorney Review: N/A

Attachments:

Parks and Recreation Advisory Board

January 4, 2022

Justin City Hall, 415 North College Street

Cover Sheet

Agenda Item: Staff Update

Title: Discussion regarding an update on new developments and park amenities.

Department: Administration

Contact: City Secretary, Brittany Andrews

Recommendation: Discussion only

Background: Staff have provided updates as of 12/14/2021 within this coversheet.

- **Justin Crossing** - In the Development agreement a fee in lieu of parkland dedication was established because they were not meeting the Cities requirements. The developer has since met the minimum requirement to fund the pocket park located within these development improvements are in total over \$300,000. Because they met the requirement, and exceeded the City's portion, they no longer are required to issue a payment to the city for the fee in lieu of parkland dedication per the development agreement. However, they have asked the Park board to provide their wish list (pavilion, playground equipment, etc.) and they would consider contributing a small amount towards something of the boards choice. This development will have a trail system extending to Reatta Ridge Park. In the future, the trail system will then extend north toward Bishop Park through the future municipal complex property located adjacent to Bishop Park.
- **The Preserve** - is a newly approved development located at Boss Range Road and FM 407. Proposed Development will include 4 neighborhood parks, open space, and a trail system that will facilitate and connect to Community Park in the South and lead to connections to the Timberbrook master plan trail system on the north. An amenity center is included with park equipment, pool, and pond. The developer has agreed to maintain parks and open space exceeding city requirements and to construct trails.
- **Reatta Ridge Phases 3 and 5** – A Preliminary Plat was approved by City Council in May 2021. These phases will include a Community Pool, 9 acres of public

parkland, and reserved open space easement for Trail creek, walking trail and pedestrian bridge across trail creek for connection to existing and future trails.

- **Timberbrook** – City Council on 12/14/21 passed a second agreement by resolution accepting the transfer of another 19.49 acres of parkland, which also includes already completed concrete trails. Timberbrook is one of the Cities largest developments and wraps from FM 156 over to FM 407. The subdivision currently has constructed amenities, such as playgrounds, trails, and an amenity center. Future phases will add to these, as well as encourage more open space.

City Attorney Review: N/A

Attachments:

Parks and Recreation Advisory Board

January 4, 2022

Justin City Hall, 415 North College Street

Cover Sheet

Agenda Item: #2

Title: Discuss potential funding for future projects and improvements.

Department: Administration

Contact: City Manager, Chuck Ewings, City Secretary, Brittany Andrews

Recommendation:

Background:

At the November 30th meeting, staff discussed that the both the EDC/CDC and the Lions Club have mentioned they may provide funding towards a park project/improvement. Lions club did mention that should they choose to provide funds, \$5000 of their total donation would be towards a veteran's memorial, and the remaining funds towards park improvements. The board discussed utilizing the potential Lions Club donation to address the monument signs currently at Community Park. Staff looked at a variety of plaque styles and have those attached as examples.

Pictures of the current monuments are attached, as well as measurements. Unfortunately, the history of these particular monuments is that they are vandalized every so often, which is why they currently do not have any plaque attached. In past conversations with the Parks Board, a proposal to somehow place the monument in an area that can have a flowerbed or something surrounding it that would deter the vandalism had been discussed. However, this was not something that was favored by majority and therefore no action taken for a recommendation. Because of all the vandalism, what is put in the current monuments place, or placed on the current monument, stability and type of materials should be carefully considered.

City Attorney Review: N/A

Attachments:

Parks and Recreation Advisory Board

January 4, 2022

Justin City Hall, 415 North College Street

Cover Sheet

Agenda Item: #3

Title: Discussion regarding the Disc Golf location and parking.

Department: Administration

Contact: City Secretary, Brittany Andrews

Recommendation:

Background:

In November the board unanimously voted to recommend the Disc Golf be relocated to the new acquired 40 acres located in the Timberbrook development, pull up the current course, and in the meantime directed staff to acquire quotes on design and re-placement.

Josh Little, Public Works Director is working on each of these items. Below is what costs or information is gathered thus far.

Signs (\$3000 with using existing poles)/New Baskets (\$500 each + installation)/Concrete (\$150 yd. + delivery charge) \$15-\$20K total for the above.

Design of new course – Josh Little is in the process of finding a company that will come and prepare a cost for design.

City Attorney Review: N/A

Attachments:

Parks and Recreation Advisory Board

January 4, 2022

Justin City Hall, 415 North College Street

Cover Sheet

Agenda Item: #4

Title: Discuss, and consider the Keep Justin Beautiful Committee.

Department: Administration

Contact: City Secretary, Brittany Andrews

Recommendation:

Background:

The Keep Justin Beautiful Committee is consistent of 7 members (currently one vacancy), 2 of which are currently staff members; Abbey Reece, and Brittany Andrews. Since 2018 when the Committee was created, it has met a total of 3-4 times. In the last 2-3 years since the creation of this Committee, there have been little to no interest or new applicants.

Almost all of the planning for roadside cleanups are done by city staff, the biggest issue is gathering volunteers and deciding on the best location. The last event was done in April of 2021 and included over 30 volunteers (many scout troops) meeting at city hall and then going all through downtown and the alleyways picking up trash. Nobody from the committee planned or attended this event other than city staff.

Current members expressed earlier this year that they were not as interested in serving on the Committee and were looking to apply to a more active board. While their time is appreciated, these particular members just as staff, do not live in the City Limits, therefore are not able to apply to City of Justin boards.

A few months ago in passing and short mentioning, it was brought up that most cities utilize their Parks Board as their Keep ___ Beautiful Committee, and that staff have discussed doing so in the near future. It was not brought up again until staff placed the item on the agenda to appoint the Parks Board members to the Committee during the 12/14 Council Meeting. Alyssa has asked that the board discuss this to determine if it is something that the board would be comfortable with.

Again, this is not a big-time commitment. This committee was created in order to encourage more cleanups in the area and allow folks to volunteer. We have just seen a lack in participation, and therefore feel that with minimal effort and time, the Parks Board could be utilized as this Committee as well.

City Attorney Review: N/A

Attachments:

Parks and Recreation Advisory Board

January 4, 2022

Justin City Hall, 415 North College Street

Cover Sheet

Agenda Item: #5

Title: Discuss, and consider Parks and Recreation Advisory Board objectives, and statement that defines the Board.

Department: Administration

Contact: City Secretary, Brittany Andrews

Recommendation: Consider a motion to approve the statement presented and recommendation to have it placed on the City Website.

Background:

With a few members missing from the November 30th meeting, the Parks Board made a final statement revision, and asked for this to be brought before you for a final vote.

“The Parks Board is an advisory board, appointed by the City Council to make recommendations on policies relating to the operation, promotion, improvements and planning of the city parks. The Parks Board will assist in the promotion of park use and recreational program participation and the recruitment of volunteers that will enrich people of all ages and abilities.”

City Attorney Review: N/A

Attachments:

Parks and Recreation Advisory Board

January 4, 2022

Justin City Hall, 415 North College Street

Cover Sheet

Agenda Item: #6

Title: Discuss fundraising

Department: Administration

Contact: City Secretary, Brittany Andrews

Recommendation:

Background: In September members agreed that some fundraising would be of benefit to address park related improvements, and other projects. Mayor Woodall would like the Parks board to come up with a veterans' memorial/ plaque to be placed in one of our parks to honor any deceased soldiers from Justin. Mayor mentioned that the local Rotary club might be interested in helping fund such a project. While this may take some planning and research, it could be a goal for the fundraiser. Another project that has been brought up by a few residents is to create a butterfly garden in the blank areas of Reatta Park. Keeping in mind that irrigation could be an issue, this too might be a fundraising project to consider.

Member, Tresha Stearns, with previous experience was able to look into the brick pavers and will be bringing samples to the meeting. Should the board decide to move forward, staff will work on addressing where the collected funds would go, and ensuring the board/boards have a table at the upcoming events, and future events in the City. If signage is desired for the tables, staff can look into options and pricing, and whether it is something that would need to go to Council.

During the Christmas event Board Members attended and were present at the table. There were several donated items to include a bike, gift cards, fishing kits, camping gear, and more. \$35 in raffle tickets were raised, and while that didn't cover the cost for even one of the items we decided to go ahead and draw names for those that did participate. The winners were excited and most have picked up their items.

A takeaway from the event was that having a banner or signage for the table would be beneficial in being noticed/recognized. Having an informative flyer or tri-fold to hand out with specific park information and details as to what the fundraisers are for, and lastly, to have more time to plan and organize for an event.

City Attorney Review: N/A

Attachments:

Parks and Recreation Advisory Board

January 4, 2022

Justin City Hall, 415 North College Street

Cover Sheet

Agenda Item: #7

Title: Consent minutes

Department: Administration

Contact: City Secretary, Brittany Andrews

Recommendation: Approve board minutes as presented

Background:

Minutes from November 2, 2021 and November 30, 2021 are included in the packet.

City Attorney Review: N/A

Attachments:

1. November 2, 2021 minutes
2. November 30, 2021 minutes

MINUTES

State of Texas
County of Denton
City of Justin

Justin Parks and Recreation Committee – November 2, 2021

The Justin Parks and Recreation Committee convened into a regular meeting the same being open to the public the 2nd day of November at 6:02 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: City Manager, Chuck Ewings City Secretary, Brittany Andrews, Councilmembers John Mounce and James Clark.

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

I. CALL TO ORDER

Invocation led by City Manager, Chuck Ewings

II. 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.

Carey Mendoza, 320 Hardeman Blvd. Justin, TX 76247 – Residents were not asked about the disc golf course, it was just there one day. First experience was Cato showing up in her yard, as well as people showing up at her house, on her roof, trespassing whether they are home or not. Personally feels the course and location is a safety concern. 2008 she spoke at Council regarding the initial planning of Community Park and the disc golf was not a part of that. She would prefer it be removed.

III. DISCUSSION / ACTION ITEMS

1. Discussion regarding updates on new developments and park amenities.

Staff discussed any updates, and received direction to invite the Parks Superintendent to a future meeting to discuss any needs they see for the parks.

2. Discussion regarding the Fee in lieu of Parkland Dedication from the Justin Crossing Development.

Board Chair, Alyssa Linenkugel spoke to the item. When we left off the discussions, the options were narrowed down to 3. With the current options presented the board felt the item needed to be revisited and discussed given the

costs increases to materials, etc. The board agreed to a Saturday park tour, so they would be able to have a better visual of each park to know what needs there are.

3. Discuss Parks and Recreation Advisory Board objectives, and statement that defines the Board.

Members discussed the samples provided, and agreed to an initial statement. This item will be on the next agenda to approve and recommend a final statement to City Council.

4. Discussion regarding options for fundraising.

Board tabled item to next meeting.

5. Discussion regarding the Disc Golf location and parking.

After much discussion the board agreed that the address needed to be changed to reflect the Community Park address to relieve the homeowner. Members also agreed to have Councilmembers Clark and Mounce meet with Cato to discuss the options for the Disc Golf; moving the pads that are affecting the homeowners, pulling up the course, and pulling up the course and moving it to a potential new location at another park.

6. Discuss Ballfield lighting at Community Park.

City Manager, Chuck Ewings provided an update on the lighting. There are a couple of options with the \$30k that can be done. Replace the lights as is, or change to LED's. LED's are brighter and require more down flow and the poles would possibly need changed as well. Members discussed the safety concern with the lack of lighting currently there, and gave a short history on the lighting. Board members gave staff direction to have an assessment completed to have a better understanding of what it would take to upgrade or keep as is and replace lights.

IV. CONSENT

7. Consider and take appropriate action to approve Park Board minutes dated March 11, 2021 and September 7, 2021.

Member Cuthbertson moved to approve the minutes as presented.

Seconded by: Member Pasnewski

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

Motion carries

V. FUTURE AGENDA ITEMS

- Mission Statement
- Hello Lamp Post
- Disc Golf

VI. ADJOURNMENT

Motion to adjourn at 8:07 PM

Passed and approved on the 4th day of January 2022

SEAL:

Brittany Andrews, City Secretary

MINUTES

State of Texas
County of Denton
City of Justin

Justin Parks and Recreation Committee – November 30, 2021

The Justin Parks and Recreation Committee convened into a regular meeting the same being open to the public the 30th day of November at 6:05 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: City Manager, Chuck Ewings City Secretary, Brittany Andrews, Councilmembers John Mounce and James Clark.

Justin Parks and Recreation Committee Members: Chair Alyssa Linenkugel, Members Pasnewski, and Stearns, in attendance.

I. CALL TO ORDER

Invocation by: Councilman Clark

II. 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.

No comment

III. DISCUSSION / ACTION ITEMS

1. Discussion regarding updates on new developments related to parks.

City Secretary, Brittany Andrews provided an update. The funding expected from Justin Crossing staff were informed may no longer be available. The developer has met the requirements to provide into their park which more than exceeds the expected amount, therefore the fee in lieu of parkland dedication has been met as well.

2. Discuss potential funding for future projects and improvements.

Staff discussed that the Lions Club has proposed some funding towards a veteran's memorial and some additional funding to be allocated to park improvements. Members discussed their appreciation for the Lions Club proposal and will continue discussions at their next meeting. The EDC/CDC has also discussed funding a park project, and will be discussion this at their next meeting in order for the Park Board to join and discuss with the other boards.

3. Discuss, and Consider Ballfield lighting at Community Park.

City Manager – the proposal for the design and concept to change out the current lights in order to accommodate the LED’s would be around \$52,000, exceeding the budgeted amount. Public Works Director, Josh Little did reach out to a few companies and to do the entire project it will cost upwards of \$200,000.

Member Pasnewski moved to make the recommendation to City Council to use the funds allocated to upgrade the current equipment.

Seconded by: Tresha Stearns

Aye votes: Members Linenkugel, Pasnewski, and Stearns

Motion carries

4. Discuss, and Consider regarding the Disc Golf location and parking.

Councilman Clark updated the board on his conversation with Cato stating he is amenable to the idea of moving the course to the Timberbrook Park within the 40 acres that the City Council approved for the City to obtain. Members mentioned that the address change still needed to be addressed.

Members made the recommendation, proposing the course be moved to the Timberbrook Park open space, to pull up the current course, and in the meantime staff acquire quotes on design and re-placement if the Council chooses to move it.

5. Discuss, and Consider Parks and Recreation Advisory Board objectives, and statement that defines the Board.

Members will be tabling the item to the next meeting in order for all members to approve.

6. Discussion regarding options for fundraising.

Member Stearns discussed the brick paver fundraising and how that works. The board discussed their potential projects that the funds would contribute to; a gazebo, shade covers over the playground equipment.

IV. CONSENT

7. Consider and take appropriate action to approve Park Board minutes dated November 2, 2021.

No action

V. FUTURE AGENDA ITEMS

- Hello Lamp Post
- Disc Golf
- Update on outside organizations proposed park funding

VI. ADJOURNMENT

Motion to adjourn at 8:14 PM

Passed and approved on the 4th day of January 2022.

SEAL:

Brittany Andrews, City Secretary