



**REGULAR TREES & PARKS BOARD MEETING**  
**July 16, 2025; 4:30 PM**  
**WOODCREEK CITY HALL - 41 CHAMPIONS CIRCLE**

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**MEETING NOTICE**

The public is invited and welcome to attend all meetings of the City of Woodcreek Trees & Parks Board. If you would like to stream this Trees & Parks Board meeting live, please request the link by 12:00pm the day before the scheduled meeting [by emailing woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov). A video recording of the meeting will be made available to the public on [the city's website: https://www.woodcreektx.gov](https://www.woodcreektx.gov), usually within 48 hours.

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**MEETING AGENDA**

**CALL TO ORDER**

**ROLL CALL And ESTABLISH QUORUM**

**PUBLIC COMMENTS**

This provides an opportunity for the citizens to comment on agenda and non-agenda items in advance of the regular business of the Trees and Parks Board. Those wishing to speak must sign-in before the meeting begins and observe a three-minute time limit when addressing the Board. Speakers will have one opportunity to speak during the time period. Comments from speakers should not be directed towards any specific member of the Trees & Parks Board, City Council or City staff. Comments should not be accusatory, derogatory or threatening in nature.

Submit written comments by [email to The City of Woodcreek](mailto:email to The City of Woodcreek) by 12:00 noon, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number.

**CONSENT AGENDA**

**1. Approval Of Trees And Parks Board Minutes From June 18, 2025.**

Documents:

[250618 Trees and Parks Board Meeting Minutes \(1\).pdf](250618 Trees and Parks Board Meeting Minutes (1).pdf)

## **REPORT FROM COUNCIL LIAISON**

### **REGULAR AGENDA**

- 1. Discuss And Take Possible Action For A Volunteering Trees And Parks Board Member To Be Point Of Contact With The Community Relations Committee.**
- 2. Discuss And Take Possible Action Of Setting November 9, 2025 Between 3-5 PM As The Tree Giveaway Date.**
- 3. Discuss And Take Possible Action To Coordinate A Lunch And Learn With AQUA Texas For Educational Purposes.**
- 4. Discuss And Take Possible Action Of Consulting Ray Don Tilley In Regards To The Parks Plan.**
- 5. Workshop To Discuss Trees And Parks Board Budget Line Items For The Fiscal Year Of 2025-2026.**
- 6. Discuss And Take Possible Action On Trees And Parks Board Budget Line Items For The 2025-2026 Fiscal Year.**
- 7. Discuss And Take Possible Action On Notes Taken From The Augusta Park Meeting.**

Documents:

[Augusta Park Meeting Information.pdf](#)

- 8. Discuss And Take Possible Action On Scheduling A Meeting Of The Trees And Parks Board At Triangle Park To Discuss Possible Beautification Plan For The Water Tank As Part Of An Overall Review Of Park Progress And Need. (No Actions To Be Taken In The Meeting).**

### **CONSIDERATIONS FOR AGENDA ITEMS FOR NEXT REGULAR MEETING**

### **ANNOUNCEMENTS**

#### **ADJOURN**

The City of Woodcreek is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary's Office at [512-847-9390](#) for information. Hearing-impaired or speech disabled persons equipped with telecommunications devices for the deaf may call 7-1-1 or may utilize the statewide Relay Texas program at [1-800-735-2988](#).

**EXECUTIVE SESSION NOTE:** The Trees & Parks Board may adjourn into Executive Session to consider any item listed on this agenda if a matter is raised that is appropriate for Executive Session discussion. An announcement will be made of the basis for the Executive Session discussion. The Trees & Parks Board may also publicly discuss any item listed on the agenda for Executive Session.

#### **POSTING CERTIFICATION**

IT IS HEREBY CERTIFIED that the foregoing agenda has been posted on the outdoor Notice Board of Woodcreek City Hall at 4:00 PM on the 11th day of July,

2025.

By: \_\_\_\_\_  
Kari Lebkuecher, City Secretary

# **TREES & PARKS BOARD MEETING**

**June 18th, 2025; 4:30 PM**  
**Woodcreek, Texas**

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## **MINUTES**

### **CALL TO ORDER**

### **ROLL CALL & ESTABLISH QUORUM**

#### **Present:**

Chair Jacob McElroy  
Vice Chair William Drumwright  
Secretary Shannon Suberbelle-Claussen  
Judy Newton  
Linda Swedberg  
Mayor Jeff Rasco

### **PUBLIC COMMENTS**

No public comments were made

### **CONSENT AGENDA**

- 1. Approve Minutes from the April 14, 2025 meeting.**  
Approval of minutes passed by show of hands 4-0-0

### **REPORT FROM COUNCIL LIAISON**

### **REGULAR AGENDA**

- 2. Discuss and take possible action Educating the Public on Trees in Woodcreek.**

Vice Chair William Drumwright made a motion to get AQUA together for a breakfast/lunch and invite the master naturalist/gardeners and the homeowners of Woodcreek for educational purposes. Seconded by Board Member Linda Swedberg.

Motion passed by show of hands 4-0-0

Will be on next agenda for further discussion

**3. Discuss and take possible action on Parks Master Plan.**

Board Member Judy Newton made a motion to proceed with meeting at each of the parks starting with Augusta Park, and meeting the second week of July. The board will meet with no actions to be taken, only to evaluate and determine the needs and potential improvements. Seconded by Board Member Linda Swedberg.

Motion passed by show of hands 4-0-0

Board Member Linda Swedberg left meeting at 5:39 PM

**4. Discuss and take possible action on Tree Care for our Newly Planted Trees in various places around the neighborhood.**

No action was taken on this agenda item.

**5. Discuss and take possible action regarding areas in Woodcreek for Wildscaping that encourages insects, birds, bees and butterflies.**

Board Member Judy Newton made a motion to consider Jonah Stonesifer to volunteer to do 20 hours of work in a week at \$25 an hour and for Council to review the proposal for the Augusta Park design to begin the initial phase.

Motion passed by show of hands 4-0-0

**6. Workshop on the Trees and Parks Binders including a possible mission statement and continuing education for the Trees and Parks Board.**

Workshop entered at 6:08 PM

Workshop ended at 6:25 PM

**7. Workshop on Budget for the 2025-2026 Fiscal Year.**

Workshop entered at 6:25 PM

Workshop ended at 6:38 PM

**8. Discuss and take possible action on the Budget for the 2025-2026 Fiscal Year.**

Secretary Shannon Suberbelle-Claussen makes a motion to go to Council for a \$10,000 budget for the Trees and Parks Board for the fiscal year of 2025-2026.

Seconded by Chair Jacob McElroy.

Motion passed by show of hands 4-0-0

**CONSIDERATIONS FOR AGENDA ITEM ON NEXT REGULAR MEETING**

**ANNOUNCEMENTS**

**ADJOURN**

Meeting adjourned at 6:41 PM.

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

*Jacob McElory, Chairperson*

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

*Shannon Suberbelle-Claussen, Secretary*

Linda Swedberg Notes:

Notes from Gathering of Trees and Parks Board at Augusta Park, 7/1/2025.

Members of the Board gathered as part of its plan to review all parks within Woodcreek and compare them with the most recent Woodcreek Parks Master Plan written by Ray Don Tilley. This was not a formal meeting of the Board. No decisions have been made. The goal of this Board in reviewing the Woodcreek parks in person is to start to identify recommended changes to the plan (probably not a rewrite) to address problems or improvements not identified earlier, and recommend changes for the good of the park and the community. The Board will meet informally at each Woodcreek park over the next month. (Correct?)

Advisors who have worked on Augusta Park include:

Becky Denton, Master Naturalist. (Becky has been instrumental in helping maintain Augusta Park, is moving from Woodcreek soon, and very much wants the Board to put in place volunteers or contract personnel to fix existing drainage problems and maintain the park on a regular basis.)\*

Linda Land. Also a Master Naturalist.

Katherine Evans. Certified Landscape Architect (CLA). Katherine worked on the original park plan.

Ruth Ann Gilbert. Former Chair of Parks Board.

Claire Palmer. Master Naturalist.

Jonah (last name?). Permaculture. (I'd like more info on Jonah's role.)

*\*Side Note: A very small part of maintaining the park includes putting mosquito "dunks" in the water trough attached to the rainwater collection system on the 1st of each month. I have agreed to take over this onerous task.*

Judy Newton met with Katherine Evans to look at the park, its drainage issues, and other future needs. Katherine recommended making additions to the Parks Master Plan, not redoing it. Judy summarized their discussion and afterwards, the group did a walk-about of the park and and reviewed the following:

- The drainage and overflow problem was discussed at length.
- Is a bigger culvert needed? This may be a bigger project than is needed, as the strip of road above the culvert on Augusta Drive would have to be taken up over the existing culvert to replace it. Cleaning out the culvert is needed no matter what other solutions are proposed.
- Remove invasive plants, e.g., King Ranch blue stem grass.
- Plant muhly grass to slow down water flow?

- Add turf grass?
- There is no longer a path between Augusta Lane and Augusta Drive. Should this be addressed?
- Develop a park maintenance plan, e.g., regular clean-up and watering. Not needed too frequently. Build up volunteer group and/or hire someone. Use current city resources (Kelly or Jonah)?
- If looking at contract work, write an RFP (Request for Proposal) to send to three potential applicants.\*

*\*Side Note: All the parks need maintenance plans.*

Jeff gave an informal update on the budget work in progress (not to be discussed outside the group at present).

Chris Grummert is working on a tree-planting grant proposal to be submitted to Texas Parks & Recreation. The grant would be for \$10,000 and would require a \$10,000 cash match by the city. The Board's role in the grant process is to identify what trees will be planted and where (and included in maintenance plan(s)?).

The group continued the walk-about to discuss potential improvements to the park to address the drainage issues, make the park ADA-compliant, and generate ideas for improvements that will be used by the community.