



## REGULAR TREES & PARKS BOARD MEETING

September 17, 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>, 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 by 12:00 noon, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number.

#### **PROCLAMATIONS AND PRESENTATIONS**

#### **CONSENT AGENDA**

##### **1. Approve Trees And Parks Board Meeting Minutes From August 20, 2025.**

Documents:

## REPORT FROM COUNCIL LIAISON

### REGULAR AGENDA

- 1. Discussion And Possible Action Regarding Beautification Of The Rainwater Tank By Gazebo At Triangle Park.**
- 2. Discussion And Take Appropriate Action On Moving Forward With New Tree Planting At Brookmeadow And Shady Grove, Per Council's Recommendation.**
- 3. Workshop On November Tree Giveaway.**
- 4. Discussion And Possible Action On November Tree Giveaway.**
- 5. Discussion And Possible Action To Request Council's Approval Of Hiring A Landscape Company Focusing On Native Plants In The City's Parks, Not To Exceed \$6,000 From The Trees And Parks Board 2025-26 Budget, And Request Staff To Request Bids For The Services.**
- 6. Discussion And Possible Action On Recommendations For Council On Creating A Dog Park Within The City Of Woodcreek.**

### CONSIDERATIONS FOR AGENDA ITEMS FOR NEXT REGULAR MEETING

### ANNOUNCEMENTS

- 1. Please Go To The City Website To Sign Up For The Volunteer Appreciation Event.**

### 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](tel: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](tel: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 September, 2025.

By: \_\_\_\_\_

Kari Lebkuecher, City Secretary



## **TREES AND PARKS BOARD MEETING (CITY HALL)**

**August 20<sup>th</sup>, 2025**

**WOODCREEK, TX**

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### **CALL TO ORDER**

Jacob McElroy called the meeting to Order at 4:34PM

### **ROLL CALL AND ESTABLISH QUORUM**

#### **PRESENT**

Chairperson Jacob McElroy

Vice Chairperson Bill Drumwright

Secretary Shannon Suberbelle-Claussen

Member Judy Newton

Member Linda Swedberg

### **PROCLAMATIONS AND PRESENTATIONS**

Presentation To Trees and Parks Board By Tatum Davis On Girl Scouts Monarch Waystation in August Park.

### **PUBLIC COMMENTS**

No Public Comments were offered.

### **CONSENT AGENDA**

1. Approve Trees and Parks Board Meeting Minutes from July 16, 2025.  
A motion was made by Vice Chair Bill Drumwright to approve the Tree and Parks Board Meeting Minutes from July 16, 2025. Motion was seconded by Member Linda Swedberg. Motion passed by show of hands 5-0-0.

### **REPORT FROM COUNCIL LIAISON**

## REGULAR AGENDA

- 1. Discuss and Take Possible Action Regarding the November 9<sup>th</sup> Tree Giveaway.**  
Motion was made by Member Linda Swedberg to proceed with a November 9<sup>th</sup> Tree Giveaway from 3PM to 5PM at Triangle Park and Partner with AQUA Texas for Event. AQUA Texas to sponsor and provide refreshments. Special Speaker to provide Education on topic that supports the Tree Giveaway. Motion was seconded by Member Judy Newton.  
Motion passed with show of hands 5-0-0.
- 2. Discuss and Take Possible Action To Coordinate A Lunch and Learn with AQUA Texas for Educational Purposes.**  
Item 2 discussed in Item 1 with motion to move forward with partnership with AQUA Texas. Event will have an educational component for the public.
- 3. Discuss Trees and Parks Board Budget Line Items For Fiscal Year 2025-2026.**  
Motion was made by Member Linda Swedberg to submit a budget to council for the Trees and Parks Board to cover line items:
  1. Tree Giveaway - \$1,000
  2. Arbor Day - \$1,000
  3. Maintenance of Parks - \$6,000
  4. Two Parks Day Events - \$500 x 2
  5. Park Improvements - \$1,000  
Motion was seconded by Chairperson Jacob McElroy. Motion passed with show of hands 5-0-0.
- 4. Discuss Possible Tree Planting Areas on City Property .**  
Motion was made by Chairperson Jacob McElroy to ask Council for \$2,000 out of the \$5,000 budget for tree planting at Brookmeadow and Shady Grove. Member Linda Swedberg seconded the motion. Motion passed with show of hands 5-0-0.
- 5. Discuss And Take Possible Action Regarding The Woodcreek Community Garden.**  
Motion was made by Secretary Shannon Suberbielle-Claussen that Trees and Parks Board will take over the management of Woodcreek's Community Garden and will contact original organizer of garden for details. Chairperson Jacob McElroy seconded the motion. Motion passed with show of hand 5-0-0.
- 6. Discuss and Take Possible Action To Decide Which Member Will be Responsible For Watering At The Parks, To Be Initiated Immediately.**  
Discussion, no motion was made, to email City Manager Jim for immediate watering at the parks. Agenda Item 3 has proposed budget line item for regular, ongoing maintenance of parks, including watering.

**7. Discussion And Possible Action To Encourage City Council To Consider Water Control And Saving Measures Proposed By Jonah Stonesifer And/Or Other For Augusta Park.**

Agenda Item 3 has proposed budget line item for regular, ongoing maintenance of parks including watering.

**8. Follow-Up on Information And Action To Complete Reviewing And Any Revisions Of The Master Plan.**

Parks Master Plan will be reviewed and notes taken of items needing revision or updates within a planned workshop in the September Trees and Parks Board meeting.

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

1. Workshop for Parks Master Plan - discuss possible new park acquisition
2. Park Day Planting around Gazebo - Council member Debra Hines has approved plans.
3. Discussion and Possible action on details of a dog park.
4. Discussion and possible action on moving forward with tree planting of Brookmeadow and Shady Grove
5. Request Council's approval of hiring a landscape company focusing on native plants in our parks, not to exceed \$6,000 from the Trees & Parks Board 2025-26 budget, and request staff to request bids for the services.
6. Council asked both Trees and Parks and the Mayor's Arts Subcommittee to discuss and bring back any ideas. The Arts group has some thoughts that I'll share, and maybe I can bring recommendations from both groups to the Council in our first October meeting.

**ANNOUNCEMENTS**

**ADJOURN**

**Adjourned at 7:01PM**

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

Shannon Suberbielle-Claussen, Secretary  
Chairperson

**ATTEST:**

Jacob McElroy,