



REGULAR TREES & PARKS BOARD MEETING  
\*\*\*(change me)\*\*\* DATE; TIME  
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

### PROCLAMATIONS AND PRESENTATIONS

### 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.

### CONSENT AGENDA

#### 1. Approve Trees And Parks Board Meeting Minutes From October 15, 2025.

Documents:

## **REPORT FROM COUNCIL LIAISON**

### **REGULAR AGENDA**

- 1. Discuss And Take Possible Action On Trees And Parks Participation At The Jingle And Mingle Event In December.**
- 2. Discuss And Take Possible Action On Updated Tree Survey And Tree City USA Application.**
- 3. Discuss And Take Action On What To Do With Extra Trees From Tree Giveaway.**
- 4. Discuss And Take Action On Tree Planting At Brookmeadow And Shady Grove.**

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

### **ANNOUNCEMENTS**

- 1. If You Want To Continue On With Your Position On The Trees And Parks Board After December Please Email The City Secretary With Confirmation-- This Will Take Place Of Having To Fill Out A New Application.**

### **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 13th day of November, 2025.

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

Kari Lebkuecher, City Secretary

## **TREES AND PARKS BOARD MEETING**

**October 15<sup>th</sup>, 2025: 4:30**

**WOODCREEK CITY HALL – 41 CHAMPIONS CIRCLE**

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### **MINUTES**

**CALL TO ORDER: Call to order at 4:36PM**

**ROLL CALL and ESTABLISH QUORUM**

**PRESENT:**

**Chairperson Jacob McElroy**

**Secretary Shannon Suberbielle-Claussen**

**Board Member Judy Newton**

**Board Member Linda Swedberg**

**Absent: Vice Chairperson Bill Drumwright**

### **PUBLIC COMMENTS**

**No Public Comments Were Offered**

### **CONSENT AGENDA**

**1. Approval of Trees and Parks Board Minutes from September 17<sup>th</sup>, 2025.**

A motion was made by Chairperson Jacob McElroy to approve the September 17<sup>th</sup> Minutes. Secretary Shannon Suberbielle-Claussen seconded the motion.

Voting yea; All members present

Motion passed 4-0-0

## **REPORT FROM COUNCEL LIAISON**

**Mayor Jeff Rasco relayed that the Trees and Parks Board ideas were presented to Council regarding the beautification of the water cistern at Triangle Park. City Council will decide on the next step to be taken.**

## **REGULAR AGENDA:**

### **1. Workshop on Master Parks Plan**

Discussion on how to proceed with updating the Master Parks Plan.

Entered: 4:41 PM

Exited: 5:07 PM

### **2. Discuss and Take Possible Action Regarding the Master Parks Plan.**

No action was taken.

### **3. Workshop On The November 9<sup>th</sup>, 2025 Tree Giveaway.**

Discussion on budget and other details of the tree giveaway.

Entered: 5:08 PM

Exited: 5:41 PM

### **4. Discuss and Take Possible Action on The November 9, 2025 Tree Giveaway.**

No action was taken.

### **5. Discuss and Take Possible Action on The Possible Dog Park In Woodcreek, Texas.**

No action was taken.

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

Agenda item: Application for the Tree City USA Recognition

Agenda Item: Workshop for the Parks Master Plan. Review Slides

## **ANNOUNCEMENTS**

## **ADJOURN**

Meeting Adjourned at 5:52 PM

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

***Shannon Suberbielle-Claussen, Secretary***

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

***Jacob McElroy, Chairperson***