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## MEETING NOTICE

The Tree Board of the City of Woodcreek, Texas will conduct a meeting at City Hall, 41 Champions Circle, Woodcreek, TX. The meeting will be held on January 9, 2023 at 4:30PM.

All attendees are encouraged to wear face coverings when a minimum of six-foot social distancing cannot be maintained. Smoking is not allowed anywhere on the property of City Hall.

The public may watch this meeting live at the following link:

<https://microsoft.com/microsoft-teams/join-a-meeting>  
Meeting ID: 224 562 767 116 Passcode: MTFF6u

A recording of the meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request. This notice, as amended, is posted pursuant to the Texas Open Meetings Act (Vernon's Texas Codes Ann. Gov. Code Chapter 551).

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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.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

It is anticipated that members of other City Boards, Commissions, Panels and/or Committees may attend the meeting in numbers that may constitute a quorum of the other City Boards, Commissions, Panels and/or Committees. Notice is hereby given that this meeting, to the extent required by law, is also noticed as a meeting of the other City Boards, Commissions, Panels and/or Committees of the City, whose members may be in attendance. The members of the City Boards, Commissions, Panels and/or Committees may participate in discussions on the items listed on this agenda, which occur at this meeting, but no action will be taken by those in attendance unless such action item is specifically listed on an agenda during a regular or special meeting for the respective Board, Commission, Panel and/or Committee subject to the Texas Open Meetings Act.

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The City Council may retire to Executive Session any time during this meeting, under Texas Government Code, Subchapter D. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

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Any citizen shall have a reasonable opportunity to be heard at any and all meetings of the Governing Body in regard to: (1) any and all matters to be considered at any such meeting, or (2) any matter a citizen may wish to bring to the Governing Body's attention. No member of the Governing Body may discuss or comment on any citizen public comment, except to make: (1) a statement of specific, factual information given in response to the inquiry, or (2) a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting per Texas Local Government code Sec. 551.042.

Citizen comments will be allowed at the beginning of every meeting, or alternatively, before an item on the agenda upon which the citizen wishes to speak is to be considered. All citizens will be allowed to comment for three (3) minutes per person and shall be allowed more time at the Mayor or Chair's discretion. In addition, citizens may pool their allotted speaking time. To pool time, a speaker must present the names individuals present in the audience who wish to yield their three(3) minutes. Citizens may present materials regarding any agenda item to the City Secretary at or before a meeting, citizens attending any meeting are requested to complete a form providing their name, address, and agenda item/concern, but are not required to do so before speaking and presenting it to the City Secretary prior to the beginning of such meeting. Comments may only be disallowed and/or limited as per Government Code § 551.007(e).

Submit written comments by email to [woodcreek@woodcreektx.gov](mailto:woodcreek@woodcreektx.gov) by NOON, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number. Written comments will be part of the official written record only.

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# AGENDA

CALL TO ORDER

ROLL CALL AND ESTABLISH QUORUM

PUBLIC COMMENTS

CONSENT CALENDAR

1. Approval of Tree Board Meeting Minutes from December 12, 2022

REPORTS FROM OFFICERS AND COUNCIL LIAISON

Report by Council Liaison Brent Pulley

Report by City Manager Kevin Rule

Report by City Secretary Suzanne Mac Kenzie

REPORTS OF SPECIAL COMMITTEES

UNFINISHED BUSINESS AND GENERAL ORDERS

2. Discuss and Take Appropriate Action on the Request For Proposal (RFP) for City Arborist

NEW BUSINESS

3. Discuss Obtaining an Inventory of Current Oak Wilt Cases in Woodcreek and Create a Map of Diseased Trees in the City
4. Initiate Discussion on Fundraising to Strengthen the City Tree Care Budget for Homeowner Support and Search for Grant Possibilities

ANNOUNCEMENTS

ADJOURN

POSTING CERTIFICATION

I certify that the above notice was posted on the 6th day of January, 2023 at 2:25PM.

By: 

Suzanne J. MacKenzie, City Secretary

**TREE BOARD MEETING**  
**December 12, 2022; 4:30 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Chairperson Ramos called the meeting to order at 4:32PM.

**ROLL CALL AND ESTABLISH QUORUM**

**PRESENT**

Chairperson Iris Ramos  
 Vice-Chair Monica Rasco  
 Board Member Terri Burney-Bisett  
 Board Member Jacob McElroy  
 Board Member Dorothy Tasian  
 Council Liaison Brent Pulley

**ABSENT**

Alt. Board Member Nan Simpson  
 Alt. Board Member Cindy Jones

**STAFF PRESENT**

City Manager Kevin Rule  
 Administrative Assistant Maureen Mele

**PUBLIC COMMENTS**

No public comments were given.

**CONSENT AGENDA**

**1. Approval of Tree Board Meeting Minutes from November 14, 2022**

A motion was made by Member Tasian to approve the Tree Board Meeting minutes of November 14, 2022 (5:21). The motion was seconded by Vice-Chair Rasco.

A roll call vote was held.

Voting Yea: Member Tasian, Member McElroy, Member Burney-Bisett, Vice-Chair Rasco, Chairperson Ramos

The motion carried with a 3-0-0 vote.

**REGULAR AGENDA**

**2. Report from Council Liaison Brent Pulley Regarding Council Activities**

Council Liaison Pulley reported that:

- the Tree City USA application had been submitted and further documentation was requested and supplied by Mayor Rasco.
- the City Council is seeking advice from the Tree Board on qualifications for an arborist "on call."
- the City Council is asking the Tree Board for possible revisions to the "Oak Wilt Abatement Application"

- Mayor Rasco has contacted the Double J Ranch owner about their oak wilt problem and stressed that the golf course must be in compliance with city ordinances.

### 3. Clarification of Members Terms of Service

The members' terms-of-service were clarified; since August 2022, Board Members are nominated by Council Members and the Board Members' terms are linked to the Council Members terms and expire when the Council Member is no longer in service.

### 4. Report and Discussion from Board Member Terri Burney-Bisett's on On-Line Research of City Arborist

Board Member Burney-Bisett reported that she researched qualifications for City Arborists on several websites. Discussion ensued about: the scope of work, insurance issues, qualifications, hourly wage, hours to be worked, and schedule. Board Member Burney-Bisett preferred the Johnson City RFP (request for proposal) and recommended a "How to Write an RFP for City Arborist" document.

### 5. Discuss the "Oak Wilt Abatement Application" Provided by the City Council

The "Oak Wilt Abatement Application" was discussed and several queries were directed at the City Council,

- 1) what is the max reimbursement allowed per household?
- 2) the Tree City USA application is for all trees and the Oak Wilt Abatement Application is for oak trees only, will homeowners be able to receive compensation for the treatment of trees besides oak in order to be consistent with the Tree City USA requirements?
- 3) what is the mechanism for abatement application decisions and who will make them?

Council Liaison Pulley will direct the City Council to address these questions.

### 6. Report from Council Liaison Brent Pulley on Key Points of Tree Ordinance

Council Liaison Pulley distributed a handout and described the key points of the current tree ordinance.

Chairperson Ramos adjourned the meeting at 5:53PM.

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Iris Ramos, Chairperson

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Suzanne Mac Kenzie, City Secretary

## **The City of Woodcreek Requests Proposals For Certified Arborist**

(Release Date: Jan 2023; Proposals will be accepted thru Feb 2023)

The City of Woodcreek was incorporated as a city in 1984 in Hays County, Tx, and became a Type-A General Law City in 1989. It operates according to state statues, and functions with a Mayor and City Council. This small and prosperous city consists of approximately 696 acres of land, with approximately 800 housing units with a growing population of 2,050 residents. It is currently operating under the “Vision 2030 Master Plan” and is in the process of creating its first Comprehensive Plan. A Tree Ordinance was enacted in the Fall 2022.

The City of Woodcreek ‘s governing council appreciates the importance and benefits of properly managing our precious tree resources. Our community boasts an abundance of Heritage trees, including Oak, Elm, and other valuable public trees. In response to the community needs for tree care, conservation and protection, the City of Woodcreek is requesting the submission of proposals from qualified applicants, or tree service, for an appointment as a part-time TCIA or ISA certified Arborist consultant to support the city efforts. The mission is to conserve, protect and maintain the health of all public trees under the City’s auspice and Tree Ordinance.

### **Qualifications:**

1. The applicant must be currently certified by TCIA (Tree Care Industry Association) or have completed the ISA Certified Arborist program as accredited by the ANSI National Accreditation Board.
2. The applicant must present a certificate of specialty qualification as an “Oak Wilt Specialist”.
3. The applicant must present proof of existing Business Insurance for personal liability Purposes.
4. The applicant must be available for consultation and service of at least 10 hours a week, and on an “as needed” basis.
5. The applicant must have a strong familiarity with the topography of Woodcreek, as well as strong knowledge of existing tree diseases and treatment.

### **Scope of Services for Appointment as Certified City Arborist:**

1. The appointed Certified Arborist will be responsible for the routine maintenance and monthly inspections of existing trees in Woodcreek’s public, right of way areas, using the best and current management practices and compliance with the current Tree Ordinance.
  - a. The City Arborist will create and distribute a document that lists tree care and management practices that will be used consistently in Woodcreek.
  - b. The City Arborist will initiate, supervise, and manage healthy tree service operations in Woodcreek.

- c. Routine healthy tree management services for existing trees include, but are not limited to, pruning, trimming, removal, fertilization, mulching, and ball moss removal.
  - d. This management also includes treatment for and the potential removal of diseased trees, along with the planting of replacement trees.
2. A City Arborist will have consultation duties. These duties include:
- a. The City Arborist will review and consult as needed with all trees trimming and pruning permits prior to approval.
  - b. The City Arborist will meet with Woodcreek City residents upon reasonable request and provide a one-time consultation with assessment regarding the health of trees on private property for a nominal City fee. If the property has diseased trees, the Arborist will present a written assessment with recommendations to the property owner and the Tree Board within one week of the consult.  
\*Note: The City Arborist will refer the homeowners to City Hall for a list of certified arborists to complete private property tree care. The City Arborist may not self-refer to homeowners. The city Arborist can be included in this city-wide list of certified arborists, provide requested bids, and accept jobs with prior notice to the Tree Board.
  - c. The City Arborist will update the current public tree inventory, with statements regarding health conditions and needed interventions, as well as (dated) provided care practices. This person or entity will also serve as an advisory capacity to the city staff with the Tree Ordinance as a guiding reference.
  - d. The City Arborist will consult with the Tree Board on an “as needed” basis and provide a monthly report of public tree inspections and recommendations. Quarterly in-person meetings at the Council or Tree Board will be expected of the City Arborist.
3. With a specialty in Oak Wilt Disease, the city Arborist must be able to diagnose Oak Wilt Disease and/or provide mitigation services, as well as compliance to mandatory diseased tree removal guidelines. All diagnoses of Oak Wilt must be reported for future inventory of Oak Wilt Disease to the City Council or Tree Board immediately.

**Proposal Format:**

Proposals are to follow the following format, and provide all requested information for consideration as a City Arborist:

1. Your personal or company letter of introduction with your qualifications.
2. A brief narrative with resumes of the personnel to be assigned with the specific reference to knowledge and experience in tree care and management.
3. Present prior work experience, including past contracts as Certified Arborist.
4. Include at least 3 references with names and contact information.
5. Provide a flat rate fee for listed arborist duties with rates for special services (ie Oak Wilt diagnosis, treatment and mitigation services).
6. Provide current certificate of liability insurance policy.

**Evaluation Criteria and Selection Process:**

The selection of the Certified City of Woodcreek Arborist will be awarded based on the candidate’s qualifications, program work and approach, competitive fees and rates, and work history and references.

Interviews may be necessary. Selected individuals and firms will be notified with an advance notice of 5 business regarding date, time, and place.

The City of Woodcreek reserves the right to award the contract to the highest ranked form without further consideration of discussion. The City of Woodcreek also reserves the right to reject all proposals received.

All inquiries regarding the RFP should be directed to xxxxxxxxxxxxxxxxxxxx.

Proposals can be submitted electronically to xxxxxxxxxxxxxxxxxxxx . The deadline for all proposals is 5pm on Feb 28, 2023.

*\*Special Notice:*

*Fair treatment of all people within our municipality, regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, is a core value, priority, and commitment of the City of Woodcreek. Any action taken by an employee or contractor that is reported to be out of alignment with this commitment is grounds for termination or dissolution of contact.*

Prepared by Tree Board members  
Iris Ramos, Tree Board Chairperson  
Jan1, 2023



Questions and further development issues:

1. Who is taking responsibility for the City Arborist?
2. Is there a budget for the Arborist position? Will there be a contract? Will the fees be salaried or contracted by the hour? What is a reasonable fee? And how many hours constitute “part-time”?
3. Who will manage the file of property owner requests for arborist consult, and collect fees?
4. Who will keep diseased tree inventories and manage removal/replacement histories?
5. Where will diseased trees be removed to?
6. A referral list of certified arborists is needed.
7. When will the RFP be submitted, and when will the proposal request close?
8. Who will review the proposal submissions and potentially interview candidates?