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## MEETING NOTICE

The Tree Board of the City of Woodcreek, Texas will conduct a meeting at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas. The meeting will be held on Monday, September 09, 2024 at 4:30 PM.

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

<https://zoom.us/j/99505576251?pwd=dAfnqhGFLG4uj4cmlCzyP2AlutptV7.1>

Meeting ID: 995 0557 6251; Passcode: 884776

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 [City.Secretary@woodcreektx.gov](mailto:City.Secretary@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 AGENDA

1. Approval of Minutes From Regular Tree Board Meeting on August 12, 2024.

## REPORTS FROM OFFICERS AND COUNCIL LIAISONS

2. Report From Tree Board Liaison, Krista Richardson.
  - a) Certified Arborist RFP Status
  - b) Any application communications from City Council.

## REGULAR AGENDA

3. Discuss and Take Possible Action on the Scheduling, Planning and Advertising of Future Tree Board Events, Including Arbor Day Celebrations, Tree Give-Away on November 9, 2024, and Fun Walk/Run on April 4, 2024.
4. Discuss and Take Possible Action to Implement a Tree Care Management Plan Committee, including the collaboration, interviewing and contracting with Certified Arborist for select trees.
5. Discuss and Take Possible Action to Use Remaining FY 2023-2024 Tree Board Budget Fund Monies for Future Event Purchases.
6. Discuss and Take Possible Action On Seasonal Community Education, Including posters for Oak Wilt and Tree Trimming and Reviewing and Refreshing Existing Materials Stored at City Hall.

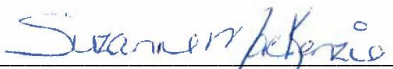
## ANNOUNCEMENTS

7. Next Meeting Date: October 14, 2024.

## ADJOURN

## POSTING CERTIFICATION

**IT IS HEREBY CERTIFIED** that the foregoing agenda has been posted on the outdoor Notice Board of Woodcreek City Hall on the **6th day of September, 2024 at 1:45PM.**

By: 

**Suzanne MacKenzie, City Secretary**

This Notice and Meeting Agenda, and the Agenda Packet, are posted online at:

<https://www.WoodcreekTX.gov/Meetings>



**TREE BOARD MEETING (CITY HALL)**  
**August 12, 2024; 4:30 PM**  
**Woodcreek, Texas**

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**MINUTES**

**CALL TO ORDER**

Chairperson Iris Ramos Called the Meeting to Order at 4:33 PM.

**ROLL CALL and ESTABLISH QUORUM**

PRESENT

Chairperson Iris Ramos  
Vice-Chairperson Jacob McElroy  
Board Member Cheryl Mills  
Board Member Judy Newton  
Council Liaison, Krista Richardson (Arrived at 4:55PM)

ABSENT

Board Member Terri Burney-Bisett

STAFF PRESENT

City Secretary, Suzanne MacKenzie

**PUBLIC COMMENTS**

No Public Comments were offered.

**CONSENT AGENDA**

1. **Approval of Regular Tree Board Meeting Minutes From July 8, 2024.**

Motion was made by Member Mills to approve the minutes. Motion was seconded by Vice-Chairperson McElroy.

Chairperson Ramos Called for the Vote by Show of Hands.

Motion Passed: 4-0-0.

**REPORTS FROM OFFICERS AND COUNCIL LIAISONS**

2. Report by Tree Board Liaison. (Richardson)

a) Request for Proposal for Contracted City Arborist Position -  
RFP Closes August 31, 2024.

b) City of Woodcreek 2024-2025 FY Budget - Final Adoption in September 2024.

**REGULAR AGENDA**

3. **Discuss and Take Possible Action Regarding 2024-2025 Future Arbor Day Celebration, To Possibly Partner With The Parks and Recreation Board For Scheduling An Event at Augusta Park.** (Ramos)

Motion was made by Member Mills that we schedule a Fall Tree Give-Away on Saturday, November 9, 2024, from 9:00AM-11:00AM at Augusta Park, in collaboration with the Parks and Recreation Board. Motion was seconded by Member Newton.

Chairperson Ramos Called for the Vote by Show of Hands.

Motion Passed: 4-0-0.

4. **Discuss and Take Possible Action To Search and Purchase Tree Saplings for Giveaways.** (Ramos)

Motion was made by Member Mills to have Jacob source and purchase 25, 1-gallon tree to giveaway at the Fall Tree Give-Away Event. Motion was seconded by Member Newton.

Chairperson Ramos Called for the Vote by Show of Hands.

Motion Passed: 4-0-0.

5. **Discuss and Take Possible Action To Request Clarification On City Council's Purchase Approval Process of Replacement Trees in City Rights-of-Way, Based On Recommendations From the Tree Care Management Plan Committee.** (Ramos)

Motion was made by Chairperson Ramos that City Council approve the replacement of trees as identified as hazardous by the Tree Board and an arborist, with money in the Tree Fund. Motion was seconded by Member Mills.

Chairperson Ramos Called for the Vote by Show of Hands.

Motion Passed: 4-0-0.

5:30 PM – Vice-Chairperson left the meeting.

6. **Discuss and Take Possible Action For Creating and Organizing the Tree Board into Action Committees.** (Ramos)

No formal voting action was taken on this agenda item.

7. **Discuss and Take Possible Action To Consider The Collaboration with the Woodcreek Community Garden Club For Nursery Care of City Purchased Trees.** (Ramos)

Motion was made by Chairperson Ramos to reserve one(1) garden bed and collaborate with the Woodcreek Community Garden for planting of young trees. Motion was seconded by Member Mills.

Chairperson Ramos Called for the Vote by Show of Hands.

Motion Passed: 3-0-0.

- 8. **Discuss and Take Possible Action To Consider A City-Wide Fruit Orchard.** (McElroy)

No formal voting action was taken on this agenda item.

- 9. **Discuss and Take Possible Action To Consider Pursuing Funding From The Arbor Day Foundation Community Roots Program.** (Ramos)

No formal voting action was taken on this agenda item.

**ANNOUNCEMENTS**

Next Tree Board Meeting Date: August 12, 2024.

**ADJOURN**

Chairperson Iris Ramos Adjourned the Meeting at 6:06 PM.

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*Iris Ramos, Chairperson*

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*Krista Richardson, Council Liaison*

DRAFT

Published on *Woodcreek, TX* (<https://www.woodcreektx.gov>)

## Request for Proposal City Arborist (Contracted Position)

**Bid/RFP Status:** Closed - no longer accepting bids and proposals

**Bid/RFP Due Date:** Saturday, August 31, 2024 - 5:00pm

**Bid/RFP Reference Number:** 2024-01

[Back to Bids/RFPs](#) <sup>[1]</sup>

The City of Woodcreek seeks an experienced, certified and highly rated company to perform basic tree care, maintenance, removal, and diagnostics for all trees located on city-owned lands and public rights-of-way.

This is an annually reviewed and renewed contract for a Certified City Arborist service company for the City of Woodcreek. The contract's scope of work would entail, but is not limited to, the following types of work:

tree removal, tree trimming, brush collection and disposal, right of way clearing and tree inventory file updates, diagnostic work, and the creation of a Tree Care and Maintenance Plan for the City of Woodcreek.

Please review additional RFP details, and how to apply for this position, in the attachment under "Supporting Documents", below.

## Supporting Documents

 [City of Woodcreek Request for Proposal, Certified City Arborist](#) <sup>[2]</sup> (160 KB)

- [Home](#)
- [Logout](#)
- [Accessibility](#)
- [Dashboard](#)

41 Champions Cir | Woodcreek, TX 78676 | (512) 847-9390

[a municode design](#)

**Source URL:** <https://www.woodcreektx.gov/administration/page/request-proposal-city-arborist-contracted-position>

### Links

[1] <https://www.woodcreektx.gov/rfps> [2]

[https://www.woodcreektx.gov/sites/default/files/fileattachments/administration/page/13569/2024\\_rfp\\_city\\_arborist\\_clean.pdf](https://www.woodcreektx.gov/sites/default/files/fileattachments/administration/page/13569/2024_rfp_city_arborist_clean.pdf)

# The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

## REQUEST FOR BID/PROPOSAL (RFP): Certified Arborist Contract Services

**\* Candidates can apply for this position through August 31, 2024 at 5:00P (CST) \***

The City of Woodcreek seeks an experienced, certified and highly rated company to perform basic tree care, maintenance, removal, and diagnostics for all trees located on city-owned lands and public rights-of-way.

### JOB SUMMARY:

This is an annually reviewed and renewed contract for a Certified City Arborist service company for the City of Woodcreek. The contract's scope of work would entail, but is not limited to, the following types of work:

tree removal, tree trimming, brush collection and disposal, right of way clearing and tree inventory file updates, diagnostic work, and the creation of a Tree Care and Maintenance Plan for the City of Woodcreek.

### REPORTING RELATIONSHIPS:

Reports to the City Administrator

Supervises on-site project management and provides crew

### MAIN JOB TASKS and RESPONSIBILITIES:

- Submit scope of work and budget proposals, as requested, to the City Administrator
- Manage on-site work and crews for all projects
- Ensures compliance with all City ordinances throughout the duration of the project
- Coordinates communication on project timelines and expenditures with the City Administrator
- Must be willing to submit receipts and await payment according to the City's regular Accounts Payable cycle
- Must be willing to accept projects unexpectedly, in the event of an emergency
- May consult with the City's Tree Board upon their discretion
- May consult on behalf of the City, on tree trimming and removal permit requests from private residential and commercial properties
- May NOT solicit work from private property owners while in direct service to the City of Woodcreek on a permit request consultation
- If qualified, may provide Oak Wilt diagnosis and treatment

### REQUIRED QUALIFICATIONS and CERTIFICATIONS:

- Current, verifiable accreditation through the International Society of Arboriculture (ISA) or the Tree Care Industry Association (TCIA)
- The company must possess current Business Liability and Personal Injury Insurance

### PREFERRED QUALIFICATIONS and CERTIFICATIONS:

- Oak Wilt Identification and Management qualified, with the appropriate permits to apply treatment solutions

**PROPOSAL FORMAT:**

- A copy of Certificate of Business Liability and Personal Injury Insurance
- A copy of all required and preferred certifications, qualifications and/or licenses
- A brief introduction to the company, including links to an active website containing customer reviews
- A proposal including cost of service minimum and hourly service rate for various types of services

**SELECTION PROCESS:**

The selection of the Certified City Arborist Contract will be awarded based on the company's qualifications, program work and approach, competitive fees and rates, work history and references. The City of Woodcreek reserves the right to reject any incomplete proposals.

**SUBMIT A PROPOSAL OR BID FOR THE CITY CONTRACT TO:**

Mayor Jeff Rasco at [Jeff.Rasco@WoodcreekTX.gov](mailto:Jeff.Rasco@WoodcreekTX.gov)  
Please copy: [City.Secretary@WoodcreekTX.gov](mailto:City.Secretary@WoodcreekTX.gov) and  
[CodeAdmin@WoodcreekTX.gov](mailto:CodeAdmin@WoodcreekTX.gov)

*Disclaimer: The City of Woodcreek prohibits discrimination and harassment of any type and affords Equal Employment Opportunities to applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The City of Woodcreek conforms to the spirit as well as to the letter of all applicable laws and regulations.*