

# Village of Timbercreek Canyon

August 13, 2020

Members of the Board of Aldermen met in a Work Session at 5:30 PM and a Regular Meeting at 6:00 PM on August 13, 2020 at 1000 Tanglewood Drive, Amarillo, TX 79118 and via video and phone conference call with the following present:

Mayor:	Bill Young	City Secretary:	Betty Howe
Aldermen:	Mike Fuller	City Treasurer:	Elaine Dollar
	Brian Giffin	City Manager:	Katie Perkins
	Dickie Haney	Police Chief:	Jeremy Hoffman
	Jennifer Huddleston		

Not attending:  
Alderwoman: Mary Watley  
Fire Chief: Eddie Wood

Also present: Ayne Sharp.

## WORK SESSION

The Work Session was called to order at 5:30 PM by Mayor Bill Young.

- 1. BOARD OF ALDERMEN WILL DISCUSS THE FOLLOWING CURRENT MATTERS:**
  - a) Review Staff Proposed 2020-2021 Village Budget.
  - b) Review 2020-2021 Village Budget Timeline

## REGULAR MEETING

Also present: Jennifer Huddleston, Jeff Roddahl, Tracy & Terrance Sommers, Alan Egoodkin, Mark & Nancy Britten, Paul & Amanda Clark, Ayne Sharp, and Brenda English.

### **1. CALL TO ORDER AND QUORUM CHECK**

The Regular Meeting was called to order at 6:05 PM by Mayor Bill Young. Village Secretary, Betty Howe, determined that a quorum was present.

### **2. PUBLIC HEARING ON VARIANCE REQUEST AT 129 WILD PLUM TO CHAPTER 9, SECTION 9.08**

Mark and Nancy Britten are requesting a variance for the construction of a house at 129 Wild Plum. The Britten's provided a letter from Mike King with Advanced Technology Engineering Group stating that the proposed site will be constructed on rock and will support the residence to within 25 feet of the canyon edge and will support porches/decks to within 10 feet of the canyon edge. Jeff Roddahl, who has property adjacent to the lot in question, said he wanted to know what the setback is from the cliff and if the barn would be left in place. Mark Britten responded that the barn would remain in place and access to the property would be they will use the driveway at the barn. Mr. Britten also said that the house will be east of the barn and should be 30 to 40 feet from the cliff. Mr. Britten stated that he would be putting in a 15-foot deck that will have piers down to the rock. The Britten's need extra space to get the septic located. Bill Young explained that the structure should be no less that 16 feet from the edge of the cliff and only with the deck. Tracy Sommers commented on the distance and location. Jeff Roddahl said that it sounds like the construction would not affect his property. There were no other comments and the public hearing was closed at 6:20 pm. There were no other comments and the public hearing was closed at 6:20 pm.

### **3. PUBLIC COMMENTS**

Ayne Sharp would like to see better coverage and scheduling of police protection. Jeff Roddahl would like to have had more information regarding the variance prior to the meeting.

### **4. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON APPOINTING JENNIFER HUDDLESTON TO THE BOARD POSITION VACATED BY TARA MURRELL**

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Dickie Haney made the motion to appoint Jennifer Huddleston to the Board position vacated by Tara Murrell. Mike Fuller seconded the motion and no comments were made. The motion passed unanimously. Ms. Huddleston was welcomed to the Board of Aldermen.

**5. ADMINISTER THE OATH OF OFFICE TO JENNIFER HUDDLESTON**

Secretary Betty Howe administered the oath of office to Jennifer Huddleston.

**6. ADMINISTER THE STATEMENT OF OFFICER TO JENNIFER HUDDLESTON**

Secretary Betty Howe administered the oath of office to Jennifer Huddleston.

**7. CONSIDER AND TAKE APPROPRIATE ACTION ON APPROVING THE MINUTES FROM THE JULY 9<sup>TH</sup> 2020 MEETING**

Brian Giffin moved to approve the minutes from the July 9<sup>th</sup>, 2020 meeting with one correction. Under item 13: The sentence "There would be parking on the west side and handicapped parking near the front." Should read: "There would be public parking on the south side and handicapped parking near the front on the east side.". The motion to approve the corrected minutes was seconded by Dickie Haney and passed unanimously.

**8. CONSIDER AND TAKE APPROPRIATE ACTION ON APPROVING THE MINUTES FROM THE JULY 20<sup>TH</sup> 2020 MEETING**

Mike Fuller moved to approve the minutes from the June 11<sup>th</sup>, 2020 meeting. The motion to approve the minutes was seconded by Brian Giffin and passed unanimously.

**9. CONSENT ITEM – CONSIDER AND TAKE ACTION ON VARIOUS REPORTS**

a) Village Treasurer: Ayne Sharp provided the July reports for the agenda packets and copies are attached. Elaine Dollar was in attendance, as was Ms. Sharp. It was noted that 98.2% of tax revenue has been collected thus far through July. The fuel expense for the Police Department was discussed.

b) Fire Department: Eddie Wood, Fire Chief, did not attend, but provided reports covering two months, June and July. The Chief reported assisting with two grass fires and one structure fire in June. In July he reported assisting with two medical calls and four fire calls. Bill Young said that the Fire Department needs new radios and will be. The radio purchase for the Fire Department will be discussed under Item #12.

c) Firewise: Alderman Giffin said the Texas Fire Service will provide chipping for the Fall Clean up.

d) Police Department: Police Chief Jeremy Hoffman was present and provided a written report. A copy is attached. During July there were two house watches; one call regarding a vehicle and golf with neither vehicle located; and one call about a loud, speeding vehicle on S. Timbercreek with no information about the vehicle.

e) Emergency Management Report: Katie Perkins reported that Emily Nolte has the Emergency Plan on disc and it has been approved by the state. Bill Young explained to Jennifer Huddleston about the Emergency Plan and its importance.

f) Building Committee: Bill Young said that several projects are in the works, but nothing new to report.

g) HOA Liaison Report: Nothing to report at this time.

h) Mayor's Report: Mayor Young provided copies of the Mayor's Message provided to residents through email. He noted that the Village is still under condition Orange for Covid-19. He reminded everyone to be safe: continue to wear a mask in public, practice social distancing, and wash hands. A copy of the Mayor's Message is attached. The Mayor said that a special thank you goes out to Eddie Wood and Dick Baker for their hard work erecting the new tower. As of now all events will be put on hold through the end of the year due to Covid. The Mayor reminded everyone to get their flu shot in light of the upcoming flu season. The Mayor reported that the website will be progressing and should be up in the next week or two. The cost of the website and website hosting were discussed.

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i) PRPC City Manager: Katie Perkins provided the written Panhandle Regional Planning Commission (PRPC) Report for July. A copy of the report is attached. Ms. Perkins reported that during the month she worked on: items on the agenda and creation of the agenda packet; filed and organized previous meeting agenda and information; ensured compliance with the Texas Open Meetings handbook; provided the code of ordinances to citizens; worked on a variance request for 129 Wild Plum; opened a code enforcement case and completed necessary steps for notification of property owner; completed the Village Master Parks Plan; and worked on content for the Timbercreek Canyon website.

Brian Giffin made the motion to accept all reports as presented. Jennifer Huddleston seconded the motion. It passed unanimously.

**10. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON ORDINANCE 2020-4 FOR VARIANCE REQUEST AT 129 WILD PLUM TO CHAPTER 9, SECTION 9.08**

The Board discussed the comments from the Public Hearing and the issues involved in approving the variance. It was noted that the west side of the property is solid rock, this is the last lot on Wild Plum, and the ordinance is set. Bill Young said the property owners could put in an aero septic system. Some of the issues discussed by the Board concerning approval of the variance were that it would set a precedence, that there may be a problem with the deck being so close to the cliff, erosion problems, closeness to the neighbors below, and the cliff dropping off. Ms. Perkins said the options available to the Board at this time were 1) to pass the variance; 2) to deny the variance; or to 3) table the item for additional information. Jennifer Huddleston moved to table the item for further information and Dickie Haney provided the second for the motion. The motion to table the variance was approved unanimously.

**11. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON THE AMENDMENT OF THE 2019-2020 VILLAGE BUDGET**

Katie Perkins provided a copy of the Proposed Amended 2019-2020 Village Budget and a copy is attached. The Board discussed the recommended changes amending the budget. Brian Giffin made the motion to approve the Amendments to the 2019-2020 Budget, Jennifer Huddleston made the second and it passed unanimously.

**12. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2020-7 AUTHORIZING THE PURCHASE OF RADIOS FOR THE VILLAGE OF TIMBERCREEK CANYON VOLUNTEER FIRE DEPARTMENT**

Katie Perkins explained that Randall County has upgraded their fire radios and the new ones are not useable with the current handheld radios that the Village of Timbercreek Canyon VFD uses. Once our volunteer firefighters get out of the trucks, they are unable to hear radio calls with the handhelds that are currently owned. Ms. Perkins noted that the Fire Department has the funds available to purchase the radios. The Board discussed whether it would be better to purchase the radios from this year's budget or next year's budget beginning October 1<sup>st</sup>. Following discussion, Brian Giffin made the motion to table the radio purchase to the next meeting. The second was made by Mike Fuller and passed unanimously.

**13. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2020-8 TO ENTER INTO A CONTRACT FOR TAX ASSESSMENT SERVICES BY RANDALL COUNTY ON BEHALF OF THE VILLAGE OF TIMBERCREEK CANYON**

Ms. Perkins provided background information explaining that the Village has traditionally contracted with the Randall County Tax Assessor's office to collect the property taxes for the Village. The presented resolution and associated contract will provide for the collection of taxes by Randall County for the next fiscal year. The motion to approve the contract with Randall County for collection of taxes for the Village was made by Dickie Haney and seconded by Jennifer Huddleston. It passed unanimously.

**14. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2020-9 AUTHORIZING THE VILLAGE OF TIMBERCREEK VOLUNTEER FIRE DEPARTMENT TO ENTER INTO A CONTRACT FOR FIRE PROTECTION WITH RANDALL COUNTY**

Each year, the Village enters into an agreement for Fire Protection services with Randall County. This mutual aid agreement is longstanding and must be signed each year. This agreement provides for mutual

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fire protection for the Village by Randall County and protection for the County from the Village of Timbercreek Canyon. Brian Giffin made the motion to approve Resolution 2020-9 and the contract for fire protection for the Village by Randall County. The motion was seconded by Mike Fuller and passed unanimously.

**15. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2020-10 ADOPTING THE VILLAGE OF TIMBERCREEK CANYON MASTER PARKS PLAN**

Katie Perkins and the PRPC staff created the Timbercreek Canyon Master Parks Plan and presented a copy to the Board for their approval in Resolution 2020-9. Ms. Perkins provided the following background for this Plan. PRPC staff administered a survey to the residents of Timbercreek Canyon regarding parks and recreation in the Village. The survey asked residents to rate their priority items from 1, being the highest priority to 5 being the lowest. Options included a Community Center, Fitness Facilities, Walking/Hiking Trails, Wildlife/Bird Viewing, and Playground Equipment. The survey also asked the respondents age range. This data was incorporated into the presented Master Parks Plan, which was developed by the PRPC staff. The information provided by the Plan will be needed for the Village to apply for any grants that might be available in the future. The Board of Aldermen examined the Plan and found it very well done and prepared. A few changes were suggested including the number of lots in the Village and changing the time period from 10 years to two years. Katie Perkins will make the changes. Mike Fuller moved the Board approve Resolution 2020-10 adopting the Village of Timbercreek Canyon Master Parks Plan with the discussed changes. Dickie Haney provided the second and it passed unanimously. A copy of the plan is on file with the Village Secretary.

**16. DISCUSS POSSIBLE CHANGE TO ORDINANCE GOVERNING ALLOWABLE USE OF MOTORIZED VEHICLES, CHAPTER 10, SECTION 5**

There have been reports of motorized vehicles being driven/ridden in the dry creek bed. This is an opportunity for the Board to discuss the allowable use of motorized vehicles within the Village, which is Chapter 10, Section 5 of the Ordinances. A discussion of the restrictions in the Ordinance was held by the Board. It was noted that the Village owns the property in the area of the dam and vehicles are not allowed. The various parts of the creek bed are owned by individual property owners and the Property Owners Association.

**17. DISCUSS AND CONSIDER POTENTIAL TIMBERCREEK CANYON COMMUNITY BUILDING**

This is an ongoing agenda item and will appear on the agenda again.

**18. BOARD MEMBER COMMENTS AND ESTABLISH FUTURE AGENDA ITEMS**

Dickie Haney commented that people are upset by the poor service being provided at the Postal Boxes. Bill Young suggested that residents call the Postal Service about these problems. Possible Items to be included for the next agenda will include establishing the 2020-2021 Budget; approving the tax rate; flag pole placement; the possible Community Center; and the purchase of radios for the Fire Department.

**19. ADJOURN**

Brian Giffin made the motion to adjourn. Jennifer Huddleston seconded the motion and it passed unanimously. Mayor Bill Young adjourned the meeting at 8:55 PM.

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Mayor, Bill Young

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City Secretary, Betty Howe