

# Village of Timbercreek Canyon

August 12th, 2021

Members of the Board of Aldermen met in a Regular Meeting at 6:00 PM on August 12, 2021 at the Timbercreek Canyon Gatehouse and via video conference with the following present:

Mayor:	Bill Young	City Secretary:	Betty Howe
Mayor Pro-Tempore:	Brian Giffin	City Manager:	Katie Paul
Aldermen:	Mike Fuller	Treasurer:	Elaine Dollar
	Dickie Haney	Police Chief:	Kevin Willis
	Jennifer Huddleston		
	Janis Naiman		

Not attending:  
Fire Chief: Eddie Wood

Also attending: No one.

- 1. CALL TO ORDER, QUORUM CHECK AND PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG**  
The Regular Meeting was called to order at the Timbercreek Canyon Gatehouse at 6:04 PM by Mayor Bill Young. Elaine Dollar led the Pledge of Allegiance. Village Secretary, Betty Howe, determined that a quorum was present.
- 2. PUBLIC COMMENTS**  
There were none.
- 3. RECOGNIZE MARY WATLEY FOR HER SERVICE TO THE VILLAGE OF TIMBERCREEK CANYON**  
Since Mary Watley was unable to attend the meeting, Brian Giffin made the motion to postpone the "Recognition for her Service" to a date when Mary will be available.
- 4. RECEIVE PRESENTATION FROM DELANEY PRUITT, REGIONAL EMERGENCY MANAGEMENT PLANNING COORDINATOR, REGARDING HAZARD MITIGATION PLAN**  
Delaney Pruitt was present to provide information regarding the Timbercreek Canyon Hazard Mitigation Plan. Ms. Pruitt provided a handout and explained how the plan was developed what it means, and how it can be used to mitigate future hazards. Possible grants that might be available to the Village were discussed. Bill Young asked if the Village could apply for more than one and the answer was yes.
- 5. EMERGENCY ITEM: DISCUSS, CONSIDER, AND TAKE ACTION ON FUTURE BOARD MEETINGS AND MITIGATION EFFORTS RELATED TO THE COVID-19 PANDEMIC**  
This item was added to the agenda as an emergency item. The city of Amarillo just changed the Covid status from Orange to Red. With this change, there was a discussion by the Board as to how many of the Board would be willing to meet in person in September. Since the Texas Governor has removed the suspension of the Open Meetings Act, it will be necessary to meet in person. The members of the Board all agreed they were willing to meet in person for the September meeting.
- 6. CONSENT ITEMS – CONSIDER AND TAKE ACTION ON THE FOLLOWING:**
  - a) MINUTES FROM THE JULY 15<sup>TH</sup>, 2021 REGULAR BOARD MEETING**  
The following corrections will be made to the minutes. On page 3, Item #6: "The Village has recently placed signs at the ..." should read "The Village has recently placed signs (No Through Traffic) at the ...". Also on page 3, Item #8: The last sentence reading "... for three years at a set price." Should read "... for three years at a set amount for each year." On page 3, Item #9, on the second line: "... that the "dam" has sustained damage ..." should read "... may have suspected potential damage ...".

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## **b) VILLAGE FINANCIAL STATEMENTS FOR THE MONTH OF JULY**

Ayne Sharp provided the financial reports for July and copies are attached. Elaine Dollar was present to answer questions. It was noted that the Board will need to amend the 2020-2021 Budget at the September meeting.

## **c) STAFF REPORTS**

- 1) Fire Department: Chief Wood was not present, but reported there were no calls during July. The Department is still looking for a replacement tender truck.
- 2) Firewise: Alderman Giffin reported that the Forestry Service is still planning on working on the Demonstration Project across from the Fire Station. The Firewise Awareness Event is tentatively scheduled for October 23, 2021.
- 3) Police Department: Chief Willis reported that there are now three part-time officers working 15 hours per month. The Department will need \$3,000.00 for body armor this year. He also said that the Police unit will need to be repaired, but he doesn't know yet what the cost will be.
- 4) Emergency Management Report: The Dam/Spillway issue is on the agenda.
- 5) Building Committee: Katie Paul reported that three building permits were issued in July: solar panels, fence, and outbuilding.
- 6) HOA Liaison Report: The pavement project was successful. The POA will continue to meet via Zoom and the next meeting is September 7<sup>th</sup>.
- 7) Mayor's Report: Mayor Young provided a report and a copy is attached and was also sent to residents by email. He reported that, although we are no longer in a drought condition here, everyone needs to keep grass and weeds mowed so fuel for fires will not accumulate. With the increase in moisture there will probably be an increase in mosquitoes. The Mayor encouraged children and grandchildren to write letters in support of the grant the Village is applying for to provide much needed new playground equipment. At the Ice Cream Social \$147 was donated for the playground equipment matching grant. Mayor Young also reminded everyone that the Amarillo area Covid code has been raised to Red. Installing gates, to block entrance to the road, at the dam when the water is high was discussed. Bill Young said there are pros and cons, but the Board can look at the possibility. Mike Fuller wondered if there might be liability issues. Katie Paul said that FEMA has guidelines.
- 8) PRPC City Manager: Katie Paul said she worked on a number of Village projects this month. Ms. Paul noted that she has been working on preparing the agenda; on the lease agreement with Amarillo Wireless; Engineering Statements for technical inspection of the Dam; grants for the Village; working on the ordinance to approve the Ad Valorem Taxes; revisiting the Hazard Mitigation Plan; the 2021-2022 Budget; the Atmos Energy resolution; and the contract for Audit Services. Ms. Paul also reported that one Code Enforcement case has been opened for tall weeds, with a follow up on approximately August 16<sup>th</sup>

Jennifer Huddleston made the motion to accept minutes with corrections and all reports as presented. Brian Giffin seconded the motion. The motion passed unanimously.

## **7. PUBLIC HEARING: VILLAGE OF TIMBERCREEK CANYON 2021-2022 BUDGET**

The public hearing was opened at 7:29 PM. Since no Public Comments were made, the Hearing was closed at 7:30 PM.

## **8. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON ADOPTION OF THE 2021-2022 BUDGET FOR THE VILLAGE OF TIMBERCREEK CANYON**

Katie Paul provided the background information on the Budget. She noted that increases in staff salaries have been added. Bill Young explained that the Fire Department Restricted Funds are provided by Randall County and are paid quarterly from Randall County sales taxes. Mike Fuller suggested it might be possible to add funds to the Police Department from the Fire Department's funds. Janis Naiman moved that the Board adopt

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the 2021-2022 Budget as presented. This constitutes the first reading of the motion to adopt the Budget for 2021-2022. There was no further discussion and Jennifer Huddleston provided the second. The motion was approved unanimously.

**9. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON THE FIRST READING OF ORDINANCE 2021-3 LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE VILLAGE FOR THE 2021-2022 FISCAL YEAR**

This functions as the first reading of Ordinance 2021-3 which would levy ad valorem taxes for FY2022 in the Village of Timbercreek Canyon. This is the first reading and will be considered again at the September Regular Board Meeting. Jennifer Huddleston made the motion to approve the first reading of Ordinance 2021-3 and Mike Fuller seconded the motion. The motion was approved unanimously.

**10. PUBLIC HEARING: TEXAS PARKS AND WILDLIFE SMALL COMMUNITIES APPLICATION 2021**

The public hearing was opened and since no Public Comments were made, the Hearing was closed at 7:49 PM.

**11. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2021-7 AUTHORIZING THE SUBMISSION OF A TEXAS PARKS AND WILDLIFE LOCAL PARKS GRANT APPLICATION**

Katie Paul explained that a requirement of the Local Parks Grant Program is the submission of a resolution to apply for the program grant. This resolution would authorize the Mayor and Village Manager to submit a grant application to this program. The deadline for the program is 10/1/2021. The estimated cost of the playground equipment is \$64,000.00 making the matching amount from the Village \$32,000.00. If approved, the grant funds would be awarded in May of 2022. Dickie Haney made the motion to approve Resolution 2021-7 authorizing the submission of the Texas Parks and Wildlife Local Parks Grant Application. Brian Giffin seconded the motion and it passed unanimously.

**12. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON ORDINANCE 2021-2 PROHIBITING MINING AND DRILLING WITHIN THE DESIGNATED PARK AREA OF THE VILLAGE**

Katie Paul gave the Board an explanation for passing this Ordinance. The Texas Parks and Wildlife Local Parks grant program requires the adoption of an ordinance that prohibits drilling and mining in designated park areas of a municipality. This is a procedural requirement and will ultimately have little impact on the Village as there is no current or future plan to re-purpose the park land in the Village or to allow activities of this type. Brian Giffin made the motion to waive the first reading of the Ordinance 2021-2 and Jennifer Huddleston made the second. The motion was passed unanimously. Mike Fuller moved to approve Ordinance 2021-2. Jennifer Huddleston provided the second and the motion was approved unanimously.

**13. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2021-8 APPROVING A NEGOTIATED SETTLEMENT WITH ATMOS ENERGY REGARDING THE 2021 RATE REVIEW MECHANISM**

The background on this item was provided by Katie Paul. The Village received the Atmos RRM filing in April 2021. The Village are part of a consortium of cities that are represented by a law firm that negotiates a settlement with the energy company. In this case, Atmos was seeking a rate increase due to increased costs in the year ending 2020. The settlement reflects an increase of approximately \$152,000 from customers in cities within the consortium. The impact of this increase in revenues to an average residential customer's bill is an increase of approximately \$0.07 per month. Comparison of the new rates to rates in effect for areas not under the RRM process reveals that settling Cities will maintain an economic monthly advantage over rates in effect in Amarillo, Lubbock, and Environs. Jennifer Huddleston made the motion to approve the negotiated settlement in Resolution 2021-8. Brian Giffin seconded the motion and it passed unanimously. Alderman Dickie Haney left the meeting at 8:05 PM but a quorum was still present.

**14. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2021-9 AWARDED CONTRACT FOR AUDIT SERVICES**

It was explained that the Village initiated the Request for Proposals process in June 2021. At the July meeting, the proposals were scored. Doshier, Pickens, and Francis were the highest scoring firm. The Resolution would award a multi-year contract to the firm at a set price for each year. If approved, the Village Manager will direct the firm to draw up a contract with the specific costs and dates as outlined in the proposal. The Mayor

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will sign the contract after it has been reviewed. Mike Fuller made the motion to approve Resolution 2021-9 and Janis Naiman seconded the motion. Resolution 2021-9 was approved unanimously.

**15. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON AUTHORIZING THE TREASURER TO OPEN A BANK ACCOUNT FOR THE AMERICAN RESCUE PLAN FUNDS**

City Manager Katie Paul explained that at the guidance from the Dept. of the Treasury and various city organizations across the country in agreement, the American Rescue Plan funds should be kept in a separate interest-bearing account until needed. This will allow for better reporting of the use of those funds and increase accountability and transparency. Janis Naiman made the motion to authorize the Treasurer to open an account for this purpose. The second was provided by Jennifer Huddleston and passed unanimously.

**16. DISCUSS, CONSIDER AND TAKE APPROPRIATE ACTION TO SCORE ENGINEERING STATEMENTS OF QUALIFICATION FOR DAM INSPECTION PROJECT**

Katie Paul said that the Village initiated the RFQ process for a technical inspection of the dam/spillway in July. The Board will look at the highest scoring firm and commence negotiations for a scope of work and price for the work. Depending on how those negotiation work out, we may progress to the next step. Board members scored the only bid received, J. Shehan Engineering.

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

Items for upcoming meeting include second reading of the Ordinance 2021-3 Levying Ad Valorem Taxes and Dam inspection project. No Board comments were made.

**18. ADJOURN**

Brian Giffin made the motion to adjourn. Jennifer Huddleston seconded the motion and it passed unanimously. Mayor Bill Young adjourned the meeting at 8:22 PM.

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Mayor, Bill Young

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City Secretary, Betty Howe