

Village of Timbercreek Canyon

August 14 2025

Members of the Board of Aldermen met in a Regular Meeting at 6:00 PM on August 14th, 2025, at the Timbercreek Canyon Gatehouse with the following present:

Mayor: Brian Giffin
Aldermen: Dickie Haney
Tim Satterwhite
Mike Fuller
Janis Naiman
Jennifer Huddleston

~~Co-Treasurer: Ayne Sharp~~
Co-Treasurer: Eliane Dollar
City Secretary: Amber Satterwhite
City Manager: Max Seymour
~~Fire Chief: Eddie Wood~~
Police Chief: John Vaught

Not Attending:

Co-Treasurer: Ayne Sharp
Fire Chief: Eddie Wood

Also attending:

Blaine Bertrand-Randall County Sheriff's Office Emergency Communications
Alex Guerrero-PRPC
Tim Koetting-PBI

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 6:00 PM by Mayor Brian Giffin. Mayor Brian Giffin led the Pledge of Allegiance. Village Secretary, Amber Satterwhite, determined that a quorum was present.

2. PUBLIC COMMENTS

None

3. DISCUSS UPDATE ON THE SENIOR CENTER

Tim Koetting with PBI was in attendance with an update on the Senior Center. Mr. Koetting stated that color/finish selections continue on interior tile, fixtures, and countertops. Painting is finished. Fixtures and masonry installations start next week. Currie Well will finish in the next day. Once the site is finished, the septic can be installed. Alex Guerrero with PRPC also spoke regarding the additional funding. Mr. Guerrero stated that the funding should be approved soon, as all paperwork has been submitted for the change orders and funding. Alderman Fuller stated that he would like to see more of an update on the change order process. Mr. Koetting stated the building will finish in the next three to four weeks, with the site being later due to change orders. He estimates approximately two more months of work if all change orders are approved. Mr. Koetting also stated that he was going to order the concrete for the park sidewalk and bench pads next week, and he is covering those costs personally.

4. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION #2025-06 ENTERING INTO AN INTERLOCAL CONTRACT FOR CITY MANAGEMENT SERVICES WITH THE PANHANDLE REGIONAL PLANNING COMMISSION.

Alex Guerrero discussed the updated Interlocal Governmental Cooperation Contract for Professional Services. He stated that the service fees have not been increased since 2021. Typically, the fee is adjusted every year; however, Mr. Guerrero had kept it the same as City Manager Max Seymour was new. He stated that City Manager Seymour planned to stay on in this position, plans to spend additional time monthly in the role, and his experience brings more value to the board. Due to these facts, the fees charged by PRPC will increase by

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\$2340.00 per year. After a short discussion, Alderman Haney made a motion to pass the Resolution No. 2025-06 A Resolution of the Board of Aldermen of the Village of Timbercreek Canyon, Texas, Entering Into An Interlocal Agreement With the Panhandle Regional Planning Commission for City Management Services. Alderwoman Huddleston seconded the motion. The motion passed unanimously.

5. **DISCUSS THE RANDALL COUNTY TOWER WITH A REPRESENTATIVE FROM RANDALL COUNTY**

Blaine Bertrand with the Randall County Sheriff's Office Emergency Communications division was present to discuss the tower. Mr. Bertrand stated there are currently gaps in emergency communication portable radio coverage for the Timbercreek Village and Camp Don Harrington. Mr. Bertrand stated another tower location had been discussed in Tanglewood, but had been unacceptable due to coverage gaps in Timbercreek Canyon and Camp Don Harrington. The Hackberry location has been studied and found to be the best available spot for the emergency communications tower to provide the best coverage for our area. The tower will be 180' tall to get maximum range while staying under the regulations for flight safety that require strobe lighting. The 911 committee has approved the site at Hackberry and will provide funding for the tower setup in three stages. The first stage includes the freestanding tower, generator, building, and microwave links at a cost of half a million dollars and will be in this fiscal cycle. After completion of the three phases by 911, the ongoing maintenance costs of the site will be the responsibility of the Randall County Sheriff's Office. The next step is a geo study of the site to determine pier depth. Mr. Bertrand estimated a completion of the first phase in late October to early November 2025. When asked about Amarillo Wireless equipment and the Village camera equipment being allowed to be placed on the tower, Mr. Bertrand stated that it would be allowed. Fencing material was also discussed. An interlocal contract will have to be signed after attorney review. After a lengthy discussion, City Manager Seymour stated that permission for the geo study to begin could only be given by the board through an agenda item. The board then decided to have a special meeting with this item on the agenda.

6. **CONSENT ITEMS – CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:**

a) **MINUTES FROM THE JULY 10th, 2025 REGULAR BOARD MEETING**

Add "CD" to item 7, first sentence to read "The current village CD matures..."

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

Co-Treasurer Elaine Dollar provided the financial reports for July; a copy is attached. Co-Treasurer Dollar was present to answer questions. She stated that Judge Welch is sharing her pay with her court clerk, who is doing most of the court filing. Mayor Giffin explained the reimbursement checks paid to him. No other questions or comments.

d) **STAFF REPORTS**

1) Police Department: Chief Vaught provided a written report for July and was present to answer questions and comment. A copy of the report is attached. The report showed that the officers conducted 86 hours of patrol. Two house watches were performed, the chip site was routinely checked, construction permit/site checks, ordinance enforcement, worked the Village Day, and wrote warnings for moving violations. The chief attended mandated chief school, checked into electronic court record systems, oversaw repairs to Tahoe AC, and assisted the Village Treasurer with technical issues on PC.

2) Fire Department: Chief Eddie Wood was not present at the meeting. A copy of the two calls was provided.

3) Building Committee: no update

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4) Planning & Zoning: no update

5) POA Liaison Report: no update

6) Garden Club: No update

7) Firewise:

Mayor Brian Giffin reported that the chip site is open. The brush will be chipped again soon. The dumpster will have to be emptied soon.

8) Emergency Management Report: No update.

9) Mayor's Report: No report other than what will be discussed as agenda items.

8) PRPC City Manager: City Manager Seymour said that the rules for posting an agenda would be changing on September 1st, 2025. The timeline for posting will change from 72 hours to 3 business days.

Aldерwoman Huddleston made the motion to accept the minutes (as corrected) and all reports as presented. Aldерwoman Naiman seconded the motion. The motion passed unanimously.

7. DISCUSS CURRENT STATUS OF PARK AND INSTALLATION OF SIDEWALK AND PARKING
Previously discussed in the agenda.

8. DISCUSS THE BUDGET DRAFT FOR 2025 AND TAKE APPROPRIATE ACTION TO SET DATE AVAILABLE TO THE PUBLIC FOR REVIEW

City Manager Seymour began the discussion by setting the date for the public to review the budget as August 28th, 2025. The Co-Treasurers have been in contact with the City Manager, and together they have produced a draft of the 2025/2026 budget for the board to review. Co-Treasurer Dollar was unable to get an estimate of the insurance costs for the upcoming cycle. The draft shows \$34,908.00 in shortfall, which would have to be taken out of the reserve account. The board began by reducing this amount. It was decided that the Fire Department budget would be updated to remove the transfer from the reserve account in the amount of \$18,300.00. This decision was made because the money needed for the fire department's upcoming expenses is available to them in their bank account. The court budget was left as drafted. The police department budget was discussed at length with some re-allocating of expenses. Co-Treasurer Dollar will make changes discussed by the board and send an updated budget to the Village Secretary, Amber Satterwhite, by the August 28th deadline.

9. DISCUSS TAX RATE FOR 2025

City Manager Max Seymour has recently attended a workshop and provided the 2025 Tax Rate Calculation Worksheet from the county. He is recommending to the board a tax rate of .17200 per 100-dollar evaluation. He stated that a higher rate is not recommended because it could result in a rollback election.

10. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON GRANTING THE AUTHORITY TO THE MAYOR, FIRE CHIEF, AND VILLAGE TREASURER TO FILE FOR A LOST TITLE FOR THE SOON TO BE RETIRED FIRE TRUCK.

No longer needed. Co-Treasurer Dollar was able to obtain, before the meeting with additional documents found.

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11. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON GRANTING THE AUTHORITY TO THE MAYOR AND VILLAGE TREASURER TO OBTAIN THROUGH APPLICATION A FLEET CREDIT CARD FOR PURCHASING FUEL FOR FD AND PD DEPARTMENTS

Short discussion. Co-Treasurer Dollar explained significant money savings with the fleet card. Alderwoman Huddleston made a motion to grant the authority to the Mayor and Treasurer to obtain, through application, the fleet card. Alderman Haney seconded the motion. The motion passed unanimously.

12. BOARD MEMBER COMMENTS, ESTABLISH FUTURE AGENDA ITEMS FOR SEPTEMBER 2025 MEETING

Village Secretary Satterwhite stated that she would like to volunteer when the time comes to help manage the senior center activities and oversee the building. The next regular meeting was set for Thursday, September 11th. A special meeting was set for Monday, August 18th, to grant permission for RCSO to conduct the soil survey. Another special meeting was set for September 25th to discuss the budget.

ADJOURN

Alderwoman Huddleston made the motion to adjourn, Alderwoman Naiman seconded the motion, and it passed unanimously. Mayor Brian Giffin adjourned the meeting at 9:03 PM.

Mayor, Brian Giffin

City Secretary, Amber Satterwhite

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August 18 2025

Members of the Board of Aldermen met in a Special Meeting at 5:00 PM on August 18, 2025, at the Timbercreek Canyon Gatehouse with the following present:

Mayor: Brian Giffin
Aldermen: Dickie Haney
Tim Satterwhite
Mike Fuller
Janis Naiman
Jennifer Huddleston

~~Co-Treasurer: Ayne Sharp~~
~~Co-Treasurer: Eliane Dollar~~
City Secretary: Amber Satterwhite
~~City Manager: Max Seymour~~
~~Fire Chief: Eddie Wood~~
~~Police Chief: John Vaught~~

Not Attending:
Co-Treasurers, Police Chief, Fire Chief, City Manager

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 5:03 PM by Mayor, Brian Giffin. Mayor Brian Giffin led the Pledge of Allegiance. Village Secretary, Amber Satterwhite, determined that a quorum was present.

2. PUBLIC COMMENTS

None

3. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON GRANTING RANDALL COUNTY AUTHORITY TO START SITE WORK FOR 911 AERIAL TOWER AT 101 HACKBERRY DRIVE.

Mayor Giffin began by discussing a concerned citizen whose property borders the location of the proposed tower. A lengthy discussion ensued. The board decided to arrange a meeting between the citizen, the Mayor, the Chief of Police, and Blaine Bertrand to provide answers to the citizens' questions. Alderman Fuller made a motion to grant Randall County authority to complete a soil survey at the site on 101 Hackberry Drive. Alderman Satterwhite seconded the motion. The motion passed unanimously.

4. ADJOURN

Alderwoman Naiman made the motion to adjourn. Alderwoman Huddleston seconded the motion, and it passed unanimously. Mayor Brian Giffin adjourned the meeting at 5:33 PM.

Mayor, Brian Giffin

City Secretary, Amber Satterwhite