

# Village of Timbercreek Canyon

December 9, 2021

Members of the Board of Aldermen met in a Regular Meeting at 6:00 PM on December 9, 2021 at the Timbercreek Canyon Gatehouse with the following present:

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

Not attending:  
Fire Chief: Eddie Wood

Also attending: Stu Lake, Chairman of Building Committee; Judy and Kenji Skinner.

## 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 6:02 PM by Mayor Bill Young. Delaney Pruett led the Pledge of Allegiance. Village Secretary, Betty Howe, determined that a quorum was present.

### AT THIS POINT THE BOARD MOVED TO ITEM #3

## 2. RECEIVE PRESENTATION FROM DELANEY PRUETT REGARDING USE OF EMERGENCY MASS NOTIFICATION SYSTEM AND TAKE APPROPRIATE ACTION IF NEEDED

Delaney Pruett from the Panhandle Regional Planning Commission (PRPC) was present to give information to the Board about the PARIS system. Ms. Pruett provided a handout for the Board. The PARIS system is an emergency mass notification system that is capable of sending alerts to residents in the event of a fire, road closure, etc. The Village pays for a license, but has not used the system since 2017. The residents of the Village sign up and can receive notifications from the system. Reminding citizens of the PARIS system was discussed.

### THE BOARD THEN MOVED TO ITEM #4

## 4. PUBLIC COMMENTS

Bill Young called for public comments. Stu Lake, Chairman of the Building Committee, stated that Michael Gamble has resigned as Building Inspector and Mr. Gamble will need to be replaced. Mr. Lake said one option for the Village would be to contract with Amarillo to provide the service. Mayor Young noted that if the Village uses Amarillo, they would be tougher and would want more drawings. There would also be a scheduling problem. As for now the Village is in limbo. Mr. Lake provided information on RDS Inspection Service. This item will be discussed further under Agenda Item #7. Elaine Dollar said that there are still some roofs that have not been inspected.

Judy and Kenji Skinner were present and wanted information about the Timbercreek Property Owners Association. Bill Young explained that the Skinner's should contact the TCPOA for that information since the Village is a separate organization.

## 5. CONSENT ITEMS – CONSIDER AND TAKE ACTION ON THE FOLLOWING:

### a) MINUTES FROM THE NOVEMBER 8<sup>TH</sup>, 2021 SPECIAL BOARD MEETING AND NOVEMBER 11<sup>TH</sup>, 2021 REGULAR BOARD MEETING

No corrections were made to the November 8<sup>th</sup> meeting.

One correction was noted on the November 11<sup>th</sup> minutes. On page 3, Item #6, the following correction was made on the last line: "... that the deadline for the grant application is approaching. The grant will be awarded January to March." Should read: "... that the deadline for the grant application is January 19<sup>th</sup>. The grant will be awarded in March of 2022 and the Village will have two years to complete the work."

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

Ayne Sharp provided the financial reports for November and copies are attached. Elaine Dollar addressed a question from the previous meeting. Bill Young asked a question regarding the expense in Account #6196, General Liability & Worker's Comp, being over. Ms. Dollar said that it was for prepaid insurance.

## **c) STAFF REPORTS**

- 1) Fire Department: Chief Wood was present. Eddie Wood reported that there were two fire calls; Tender 1 had a water leak, but it has been repaired; and the Chief and Katie Paul have been working on a grant for a new Tender truck. Many thanks to Ms. Paul for her assistance.
- 2) Firewise: Alderman Giffin reported that the Forestry Service has completed the heavy work on the Firewise demonstration site across from the fire station and are scheduling the botanist to evaluate the next steps. Brian Giffin has completed the annual renewal process and received confirmation the Village is good for 2022. New signs to replace some older ones have been purchased and will be installed.
- 3) Police Department: Chief Willis provided a written report and a copy is attached. Chief Willis attended the meeting to answer questions. The report showed the Police Department completed 78 patrol hours during November. The department conducted 27 house/property watches; made 10 traffic stops; and had several mutual aid calls for RCSO and Lake Tanglewood. The ongoing issue with a dog that is allowed to run loose on Herring Lane has been addressed and should no longer be an issue. Inmates from the Randall County Jail have been scheduled to assist with improvement of the grade behind the Fire and Police Station. The Chief said that there are three paramedics now in the Department. He also said that all the new uniforms have arrived.
- 4) Emergency Management Report: The Board will have a presentation from Delaney Pruett at the meeting tonight.
- 5) Building Committee: Katie Paul reported that one building permit was issued in November for new home construction. There have been no variance requests submitted. Due to the resignation of Michael Gamble, the Board will be discussing this topic in the meeting.
- 6) HOA Liaison Report: Discussions are continuing regarding the Garden Club Osage Gate Beautification Project and the parking situation.
- 7) Mayor's Report: Mayor Young provided a report and a copy is attached and was also sent to residents by email. Mayor Young warned every one of the continuing wild fire dangers due to the dry conditions. The county has reinstated a burn ban. The Village owes a big "thank you" to the Forestry Service for a job well done removing trees, brushy undergrowth and unwanted vegetation. Mayor Young reported that work continues on the erosion abatement at the Fire Station. More rock has been delivered and the hope is that the weather will hold so the rock can be moved in place before winter weather moves in. Thanks go out to Mike Fuller for all his work on the erosion abatement at the Fire Station.
- 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; grants for the Village; revisiting the Hazard Mitigation Plan and possible grant opportunities; grants available for law enforcement equipment; Ms. Paul has also spent much of her time working on various grants; checking on street signs that may be available from the 911 District; and referring questions to the website and to Stu Lake.

Dickie Haney made the motion to accept the minutes as corrected and all reports as presented. Jennifer Huddleston seconded the motion. The motion passed unanimously.

## **AT THIS POINT THE BOARD MOVED BACK TO ITEM #2**

## **2. RECEIVE PRESENTATION FROM OJD ENGINEERING AND CHUCK LYNCH REGARDING SENIOR CENTER PROJECT**

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Chuck Lynch was present to discuss the Senior Center with the Board. As an architect, he is working with ODJ Engineering to develop the drawings, construction plans, and budget to be used for the grant. Mr. Lynch said he needed to know what the approximate amount the Board wants to ask for in the grant. They also need to know what the Board wants to include in the building. The Board discussed needing \$1.5 million. Mr. Lynch suggested looking at 3,600 to 4,000 square feet and looking at \$300 per square foot. The Board said they definitely need a meeting room or conference room. The Board discussed some options for the building and what Seniors in the community would want. Katie Paul said no furnishings would be included in the grant. Mr. Lynch told the Board that the minimum number of parking spaces required would be related to the number of square feet in the grant. Ms. Paul will send out what will be expected by the grant for the Board to examine. The Board will need to pass a Resolution to apply for the Community Resiliency Program grant.

## **AT THIS POINT THE BOARD RETURNED TO ITEM #6**

### **6. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON DRAFT OPERATIONS AND MAINTENANCE PLAN FOR SENIOR CENTER**

Katie Paul explained that to apply for the Community Resiliency Program grant to fund the Senior Center a draft plan for operations and maintenance of the Senior Center. Ms. Paul explained further that as part of the Community Resiliency Program (CRP) grant application process, the Village will need to consider and adopt a Maintenance and Operations Plan for the Senior Center. This plan will guide the procedure for renting the space and the planned maintenance on the building going forward. Katie Paul provided a draft plan that is modeled on a plan from another city. This plan will change as the project continues to progress, but the Village must have something on file for the application. This plan will make up five points of 100 points in the rating of the grant. The plan can be amended later. A copy of the draft is attached. Janis Naiman made the motion to approve the draft of the Operations and Maintenance Plan for the Senior Center provided by Ms. Paul. The second was made by Brian Giffin and passed unanimously.

### **7. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON BUILDING INSPECTION UPDATES**

As discussed by Stu Lake and the Board during Public Comments, Michael Gamble has notified the Village that he will no longer be doing inspections for the Village. The Village is currently working on getting an agreement in place with the City of Amarillo in order to complete inspection in the short term. The Village staff will be working on a long-term solution. Mr. Gamble has done inspection in the Village for over 10 years. Stu Lake provided information about a possible replacement for Mr. Gamble. The company is RDS Inspection Service out of Amarillo. Information regarding the company was given to the Board and a copy is attached. Mike Fuller commented that it would be best to avoid services from Amarillo if possible. Bill Young noted that the Village has been without an Inspector for two days already and a plan is needed. The possibility of contracting with RDS was discussed with the time period of six months. Katie Paul said the Board will need to examine the cost in the current ordinance. A line needs to be added for the inspection of roofs. Jennifer Huddleston provided the motion to draw up a contract for a six-month period and bring it to the January meeting. Brian Giffin seconded the motion and it passed unanimously.

### **8. BOARD MEMBER COMMENTS AND ESTABLISH FUTURE AGENDA ITEMS**

Items to possibly be on the January agenda could include the grant for the Senior Center; updates on inspection services; the 2021 Audit; and the personnel issue of the Municipal Judge. It was suggested that a proclamation or a letter of recognition be written to thank Mike Fuller for his assistance with equipment and manpower needed for the erosion project at the Fire Station.

### **9. ADJOURN**

Mike Fuller made the motion to adjourn. Dickie Haney seconded the motion and it passed unanimously. Mayor Bill Young adjourned the meeting at 8:15 PM.

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Mayor, Bill Young

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City Secretary, Betty Howe