

Village of Timbercreek Canyon

January 11, 2022

Members of the Board of Aldermen met in a Regular Meeting at 6:00 PM on January 11, 2022 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	Treasurer:	Elaine Dollar
	Dickie Haney		
	Jennifer Huddleston		
	Janis Naiman		
Not attending:			
Fire Chief:	Eddie Wood		
Police Chief:	Kevin Willis		

Also attending: John Merriss, from Doshier, Pickens, & Francis.

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 Bill Young. Betty Howe led the Pledge of Allegiance. Village Secretary, Betty Howe, determined that a quorum was present.

2. RECEIVE PRESENTATION FROM DOSHIER, PICKENS, & FRANCIS ON THE VILLAGE'S FY21 FINANCIAL AUDIT

John Merriss with Doshier, Pickens, & Francis presented copies of the 2021 Audit for the Village. Mr. Merriss guided the Board through the various parts of the audit and noted that Ayne Sharp and Elaine Dollar do a good job providing Treasurer services for the Village. He said that the Village is in an excellent financial position with 21 months in reserve. With revenues increasing and expenses only up 1%, the Village had a very good year. And noted that the Village has plenty of room to handle any unforeseen events. Bill Young thanked John Merriss for presenting the audit to the Board.

3. PROCLAMATION 2022-2: THANKING THE RANDALL COUNTY SHERIFF'S DEPARTMENT

This proclamation thanks the Randall County Sheriff's Department for their continued support of the Village of Timbercreek Canyon and their help in completing the erosion project with help from the jail trustees. Jennifer Huddleston moved to approve the Proclamation 2022-2. Brian Giffin seconded the motion and it was approved unanimously. The Proclamation will be printed, signed and presented to the Sheriff's Department.

4. PUBLIC COMMENTS

No public comments were made.

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

a) MINUTES FROM THE DECEMBER 9TH, 2021 REGULAR BOARD MEETING

Three corrections were noted on the December 9th minutes. 1) On page 2, Item #7) Mayor's Report, the following words should be added to line 4: "... vegetation." "... vegetation on the property across from the Fire Station." 2) On page 3, Item #6, the following words should be added to line 2: "... Senior Center." "... Senior Center must be adopted." 3) On page 3, Item #7: the sentence "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." should be deleted.

b) VILLAGE FINANCIAL STATEMENTS FOR THE MONTH OF DECEMBER

Ayne Sharp provided the financial reports for December and copies are attached. Elaine Dollar was present to answer any questions.

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c) STAFF REPORTS

- 1) Fire Department: Chief Wood was not present, but reported that four fire fighters are now trained at the basic level and there were no new service calls submitted. Katie Paul said that the Assistance to Firefighters Grant was submitted in December for a new tender truck and training on the vehicle. Ms. Paul noted that the Fire Department will be a good choice to receive the grant. The Village match for the grant will be 5%, or about \$20,000.00.
- 2) Firewise: Alderman Giffin reported that the Forestry Service is wrapping up the odds-and-ends at the Firewise demonstration site across from the fire station. Brian Giffin said several new signs have been purchased to replace some older ones and they will be installed.
- 3) Police Department: Chief Willis provided a written report and a copy is attached. Chief Willis was not able to attend the meeting. The report showed the Police Department completed 74 patrol hours during December. The department conducted 21 house/property watches; made 7 traffic stops; and had several mutual aid calls for RCSO. There has been an issue with reports of tractor-trailers left parked on the road while heavy equipment brought by them is used for new construction. This will be addressed on a case-by-case basis with each contractor. There are some places where there is not another option whereas other places the tractor-trailer could be parked off the roadway. The Chief also reported he submitted Annual reports to the Texas Commission on Law Enforcement; submitted the application for a First Responder Organization with the TDSHS; and is obtaining quotes for various grants Ms. Paul has found.
- 4) Emergency Management Report: Nothing new to report.
- 5) Building Committee: Katie Paul reported that there have been no new building permits issued and no variance requests submitted. Ms. Paul has been meeting with Robert at RDS Inspection Services and should be able to bring a contract to 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 was also sent to residents by email. Mayor Young said that during the recent high winds that the Fire Department sign blew down and will need to be replaced. The high winds also tear up the American flags on the flag poles. He has ordered five new flags as replacements. The Mayor warned every one of the continuing wild fire dangers due to the dry conditions. The Covid Omicron numbers continue to rise especially in the unvaccinated and he recommended vaccination and boosters.
- 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; working on the CRP grant for the Senior "Community" Center; grants available for law enforcement equipment; and met with Robert from RDS Inspection Services. Ms. Paul has also spent much of her time working on various grants; checking on street signs that were received with spelling errors; and referring questions to the website.

Brian Giffin made the motion to accept the minutes as corrected and all reports as presented. Mike Fuller seconded the motion. The motion passed unanimously.

6. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2022-6 AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS' COMMUNITY RESILIENCY PROGRAM (CRP) AND DESIGNATING THE MAYOR AS THE AUTHORIZED OFFICIAL

Katie Paul explained that Resolution 2022-6 will authorize the submission of an application to the Texas Department of Housing and Community Affairs (TDHCA) for the Community Resiliency Program (CRP). This program is 100% grant funded and would construct the Senior Center in the Village. The attached resolution details the total CRP grant fund request and the total project cost. Following the discussions at previous Board meetings and the recommended plans by the Contractor and Architect, the suggested amount to ask for in the grant is \$2.3 million. The Board held lengthy discussions about the size of the proposed building, the high

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amount being asked for, and the expense required for upkeep with a facility of the proposed size. Katie Paul noted that the grant recipient is held to the dollar amount requested rather than the square footage. Jennifer Huddleston made the motion that the amount requested in the grant should be set at \$1.5 million. The second was made by Janis Naiman and passed unanimously. Mike Fuller then provided the motion to approve Resolution 2022-6 approving the submission of the application. Dickie Haney seconded the motion. The resolution was approved unanimously.

7. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON AUTHORIZING THE EXECUTION OF A CONTRACT WITH RDS INSPECTION SERVICES FOR BUILDING INSPECTION SERVICES

Katie Paul provided a draft of a contract for building inspection services and said the details are still being worked out on how many inspections are needed for each permit and notification information. A proposed fee schedule is attached with the draft contract. Dickie Haney made a motion to postpone this item to a future meeting, probably February, until a final contract can be presented to the Board. The second by made by Brian Giffin and passed unanimously.

8. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2022-7 AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE CRIMINAL JUSTICE DIVISION OF THE OFFICE OF THE GOVERNOR FOR FUNDING ASSISTANCE FOR THE PURCHASE OF RIFLE-RESISTENT BODY ARMOR

Katie Paul explained that Chief Kevin Willis is working on getting a quote for additional body armor for the Police Department. This grant from the Office of the Governor is funded at 100% grant funds and is due on February 10th. Once a quote is received, the application will be submitted with the attached resolution to apply. Jennifer Huddleston moved to approve Resolution 2022-7 and Janis Naiman seconded the motion. The motion to approve passed unanimously.

9. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2022-8 AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE CRIMINAL JUSTICE DIVISION OF THE OFFICE OF THE GOVERNOR FOR FUNDING ASSISTANCE UNDER THE JUSTICE ASSISTANCE GRANT (JAG) PROGRAM

The resolution was explained by Katie Paul. The resolution would authorize the submission of an application to the Edward Byrne Justice Assistance Grant program and the program has a minimum funding award of \$20,000.00 and will require 50% match funds. At this time, Chief Willis and his staff are working to identify essential equipment still needed to outfit the department including, but not limited to: a new in-car camera unit, an in-car laptop, a desktop computer for the office, an animal handling kit, binoculars, etc. The application would be submitted only if the minimum grant award of \$20,000 could be reached. Though the Department does not have \$10,000 budgeted for this project, the Village does have an option to utilize American Rescue Plan funds to cover other PD expenses that would offset this cost. The deadline for this opportunity is February 10th. Brian Giffin made the motion to approve the resolution with Jennifer Huddleston providing the second. The motion passed unanimously.

10. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON POSSIBLE SALE OF LOT AT 303 S. TIMBERCREEK DRIVE

The Village currently owns a plot of land that was donated to the Village. Bill Young provided some background information and Katie Paul informed the Board of the process required to sell the property, as well as, copies of the PRAD documents. Someone wants to purchase the land. There was a brief discussion by the Board and Bill Young said he would contact the parties to check on the information. No action was taken.

11. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION TCEQ STORM WATER PERMIT ISSUE

Mayor Young has received a number of calls regarding the road that has been cut through the property on McAfee on the West side of the Village. At this time, it has been determined that the Village may not take any action to abate the construction of the road as it is not in our ordinances as needing to be permitted. This item is largely for discussion and update purposes only.

12. EXECUTIVE SESSION PURSUANT TO 551.074 PERSONNEL MATTERS (MUNICIPAL JUDGE)

At 8:19 PM the Board went into Executive Session.

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13. RECONVENE INTO OPEN SESSION: CONSIDER AND TAKE APPROPRIATE ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

At 8:36 PM the Board reconvened into Open Session. Janis Naiman made the motion to reduce the salary of the Municipal Judge to \$1.00 pending consultation with the Village Attorney. Mike Fuller seconded the motion and it passed unanimously. Katie Paul will seek the opinion of the Village Attorney.

14. BOARD MEMBER COMMENTS AND ESTABLISH FUTURE AGENDA ITEMS

Items to possibly be on the February agenda could include various grants; the contract for inspection services; approving the 2021 Audit; and the personnel issue of the Municipal Judge. Bill Young would like to discuss the purchase of a television for the Gatehouse to handle video conferences and agenda discussions.

15. ADJOURN

Dickie Haney made the motion to adjourn. Jennifer Huddleston seconded the motion and it passed unanimously. Mayor Bill Young adjourned the meeting at 8:45 PM.

Mayor, Bill Young

City Secretary, Betty Howe