

Village of Timbercreek Canyon

November 13, 2025

Members of the Board of Aldermen met in a Regular Meeting at 6:00 PM on November 13th, 2025, at the Timbercreek Canyon Gatehouse with the following present:

Mayor:	Brian Giffin	Co-Treasurer:	Eliane Dollar
Aldermen:	Dickie Haney	City Secretary:	Amber Satterwhite
	Tim Satterwhite	City Manager:	Max Seymour
	Mike Fuller	Fire Chief:	Eddie Wood
	Jennifer Huddleston	Police Chief:	John Vaught

Not Attending: Janis Naiman, Ayne Sharp

Also attending: Tim Koetting, Pamela Bengel-Comtech Representative

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 Giffin led the Pledge of Allegiance. Village Manager, Max Seymour, determined that a quorum was present.

2. PUBLIC COMMENTS

No Public Comments

3. Village Reports moved up the agenda order

- a. Police Report—Chief Vaught gave his monthly Police Report. 80 hours of Patrol and three property watches were conducted. All other information can be found in his report which is attached.

4. DISCUSS UPDATE ON THE SENIOR CENTER

a. Tim Koetting

Tim Koetting was in attendance with an update on the Senior Center. The Mayor recessed the meeting to tour the Senior Center at 6:32p.m.

The meeting was reconvened at 7:05 p.m.

5. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON GRANTING AUTHORITY FOR THE FIRE CHIEF TO ACCEPT A GRANT FROM THE TEXAS FORESTRY SERVICE FOR NEW PERSONAL OXYGEN BOTTLES FOR FIREMEN BREATHING APPARATUS.

- a. Chief Wood explained that the Forestry Service will provide funding for oxygen bottle replacement. The Grant amount is for 20 oxygen bottles and the Chief plans to purchase 10 bottles each year for the next two years so that when they expire, they won't all be expired at the same time. Alderwoman Huddleston made the motion to grant authority to Fire Chief on behalf of the Village, Alderman Haney seconded the motion. Motion passed unanimously.

6. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON GRANTING AUTHORITY TO THE FIRE CHIEF TO ACCEPT A GRANT FROM THE TEXAS FORESTRY SERVICE FOR THE PURCHASE OF NEW TRUCK CHASSIS TO BE USED AS A FIRETRUCK.

- a. Chief Wood explained the purpose of the grant was to provide funding for a new truck chassis for the Fire Department. The new chassis would be funded by the Texas Forestry Service up to \$60,000 and the Village would be required to do a 10% match. Any additional over the

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\$60,000 would be covered by the Village plus the 10% match. Alderman Satterwhite made the motion for the Fire Chief to be granted authority on behalf of the Village to accept the grant, Alderwoman Huddleston seconded the motion. The motion passed unanimously.

7. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON ENTERING INTO A CONTRACT WITH COMTECH FOR THE PURCHASE, INSTALLATION AND MAINTENANCE OF VILLAGE OWNED AERIAL TOWER.

- a. After conducting a Request for Proposal which was due on November, 4, 2025, one company submitted two proposals for the Village to review. ComTech was the company who submitted proposals and Pamela Benge attended the meeting to discuss the proposals. After a lengthy discuss between Board members it was determined that the Mayor and Village Manager would continue negotiations with ComTech. Alderman Fuller made the motion to continue negotiations with ComTech, Alderman Haney seconded the motion. The motion passed unanimously.

8. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON ESTABLISHING A COMMITTEE TO FORMULATE USAGE POLICIES FOR THE SENIOR CENTER.

- a. The Board discussed the future policies that would be needed for the Senior Center. Alderman Haney made the motion to appoint Amber Satterwhite, Jennifer Huddleston, and Tim Satterwhite to serve as the Usage Policy Committee, Alderman Fuller seconded the motion. Motion passed unanimously.

9. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON AUTHORIZING THE VILLAGE TREASURER TO OBTAIN NEW CARDS FOR FUEL PURCHASES FOR THE VILLAGE.

- a. The Village Treasurer had suggested the Village switch over to the Toot N'Totem Gas Card which would be a cost saving measure for fuel purchases. Alderman Haney made the motion authorizing the Village Treasurer to obtain new gas cards for the Village, Alderman Satterwhite seconded the motion. The motion passed unanimously.

10. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2026-01, RANDALL COUNTY APPRASIAL DISTRICT BOARD MEMBER ELECTION.

- a. The Board discussed the list of candidates provided by the Appraisal District and it was determined who the Board was collectively voting for. Alderwoman Huddleston made the motion that Timbercreek Canyon Board of Aldermen would be pledging (2 votes) for Tom

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

a) **MINUTES FROM THE OCTOBER 15TH 2025 REGULAR BOARD MEETING,**

b) **VILLAGE FINANCIAL STATEMENTS FOR THE MONTH OF OCTOBER 2025**
Tabled until January

d) **STAFF REPORTS**

1) Police Department: Chief Vaught provided the Police Report earlier in the meeting.

2) Fire Department:

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Chief Eddie Wood was present at the meeting. Chief Wood reported that the department had two calls for the month of October. He gave a report on the status of the building renovations that have occurred. Chief Wood report a valve is not working on the new truck and he is currently working with the manufacture to get this issue solved. Chief Wood announced his retirement as Fire Chief and will occur in January of 2026.

- 3) Building Committee
- 4) Planning & Zoning: No update.
- 5) POA Liaison Report: POA President, Larry Naiman sent a report which was provided to the Board. The report gave a status report on the culvert project, Wild Plum gate and the McAfee Bridge. The POA is proposing the McAfee Bridge to be closed to all trailer traffic and a \$500 fine per violation is being proposed. The POA requested any input from the Police Department as it relates to this proposal.
- 6) Garden Club: No update.
- 7) Firewise:
Mayor Brian Giffin stated the Chipping Site was full at the current time.
- 8) Emergency Management Report: No update.
- 9) Mayor's Report: No report.
- 8) PRPC City Manager:
Village Manager Max Seymour discussed that according to the Building Committee Chair, that permits for the Mimosa properties had been paid for previous months.

Alderman Huddleston made the motion to accept the minutes, table the Financials until January, and all reports as presented. Alderman Haney seconded the motion. The motion passed unanimously.

12. BOARD MEMBER COMMENTS, ESTABLISH FUTURE AGENDA ITEMS, AND SET DATE FOR THE REGULAR MEETING IN DECEMBER 2025

The next regular meeting was set for Wednesday, December 3th, 2025. Possible items added to the agenda are:
Aerial Tower

13. ADJOURN

Alderman Huddleston made the motion to adjourn, Alderman Fuller seconded the motion, and it passed unanimously. Mayor Brian Giffin adjourned the meeting at 8:40 PM.



Mayor, Brian Giffin



Village Manager, Max Seymour