

# Village of Timbercreek Canyon

April 8th, 2021

Members of the Board of Aldermen met in a Regular Meeting at 6:00 PM on April 8, 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	Police Chief:	Jeremy Hoffman
	Dickie Haney		
	Jennifer Huddleston		
	Mary Watley		

Not attending:  
Treasurer: Elaine Dollar  
Fire Chief: Eddie Wood

Also present: Kevin Willis.

## 1. CALL TO ORDER, QUORUM CHECK AND PLEDGE OF ALLEGIANCE

The Regular Meeting was called to order at the Timbercreek Canyon Gatehouse and via video/teleconference at 6:01 PM by Mayor Bill Young. Jeremy Hoffman led the Pledge of Allegiance. City Manager, Katie Paul, determined that a quorum was present.

## 2. PUBLIC COMMENTS

There were none.

## 3. CONSIDER AND TAKE APPROPRIATE ACTION APPROVING THE MINUTES FROM THE MARCH 11<sup>TH</sup>, 2021 MEETING

Mike Fuller made the motion to approve the Minutes of the March 11<sup>th</sup>, 2021 Meeting with corrections. On page 1, Item 2, First correction: "Chuck Lynch said the second-floor elevation does on appear on the drawing and will be for storage." should read "Chuck Lynch said the second-floor elevation does not appear on the drawing and the second-floor will be used for storage." Second correction: "Bill Young and Chuck Lynch agreed that the cleanup can be done and possibly the slab, but can't just sit and do nothing." Should read "Bill Young and Chuck Lynch agreed that the cleanup can be done now, progress made on the preparation of the site, and possibly the slab." The second for the motion was made by Brian Giffin. The motion passed unanimously.

## 4. CONSIDER AND TAKE APPROPRIATE ACTION APPROVING THE MINUTES FROM THE APRIL 1<sup>ST</sup>, 2021 SPECIAL MEETING

Dickie Haney made the motion to approve the Minutes of the April 1<sup>st</sup>, 2021 Special Meeting and the second was made by Jennifer Huddleston. The motion passed unanimously.

## 5. CONSENT ITEM – CONSIDER AND TAKE ACTION ON VARIOUS REPORTS

a) Village Treasurer: Ayne Sharp provided the financial reports for February and March for the packet and copies of the reports are attached. Elaine Dollar was not present. Bill Young noted that the reports show that 98.5% of tax revenue has been received so far this year. It was also noted that the gas bill was up due to the cold weather. City Manager Katie Paul said that Building Permits will likely bring in more income than expected by the end of the year and that most of the Budget looks to be on track for expenditures by the end of the year. Mary Watley made the motion to approve the February Financial Report and Brian Giffin seconded the motion. The motion passed unanimously.

Mike Fuller made the motion to approve the March Financial Report. Brian Giffin provided the second and the motion passed unanimously.

b) Fire Department: Chief Wood reported that there were no calls for service in March 2021. The Chief is still looking for a replacement tender truck.

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- c) Firewise: Brian Giffin reported that preparations are being made for the Spring Cleanup Day on April 25th. The dumpster has been delivered and a path for delivering material to be chipped has been set at the 102 Hackberry location. Residents are invited to bring small loads to the site from 4/16 to 4/25. Texas Forestry Service will provide the chipper and labor to process the brush. There have been discussions relating to the possible purchase of a chipper from Lake Tanglewood. No date has been set for the Firewise picnic to take place in the Fall.
- d) Police Department: Police Chief Jeremy Hoffman was present and provided a written report for March. A copy of the report is attached. There were eight house watches performed during March. The Department received one call from a neighbor about excessive horse manure. No citations, warnings, or violations were given in March 2021. The Board and City Manager initiated a search for a Chief of Police and conducted interviews. A new Chief should be appointed at this meeting.
- e) Emergency Management Report: Nothing new to report.
- f) Building Committee: No new permits issued or variances submitted. Bill Young said he had a call asking why a Building Permit could be issued before the building is approved by the Property Owners Architectural Committee. There was a lengthy discussion by the Board including: Should there be a line on the Building Permit for the Architectural Committee to approve; which comes first, the Building Committee approval or the POA Architectural Committee approval; the Village Building Committee cannot regulate aesthetics, only Health, Safety and Welfare; and the Village cannot enforce deed restrictions. The consensus of the Board was that the POA Architectural Committee should approve the permit first. Jennifer Huddleston, as Liaison to the Timbercreek Property Owners Association, will take the issue to the POA and request it be on their agenda suggesting the Architectural Committee signoff on Permits in some way. Bill Young noted that some currently existing properties would not meet Architectural Committee approval, but would be grandfathered.
- g) HOA Liaison Report: Jennifer Huddleston reported nothing new at this time, but will be taking the Architectural approval issue to the POA.
- h) Mayor's Report: Mayor Young provided a written report, a copy is attached, and has been sent via email to residents. The Mayor discussed the status of Covid and vaccinations, the ongoing fire danger, no motorized vehicles in the Creek, excessive noise ordinance, Cleanup Day, and upcoming events. He also said he replaced the flag at the McAfee gate which was torn. He said the flags seem to only last about six months in our high winds.
- i) PRPC City Manager: Katie Paul provided the written Panhandle Regional Planning Commission (PRPC) Report. A copy of the report is attached. Ms. Paul reported that during the month she worked on: items on the agenda and creation of the agenda packet; filed and organized previous meeting agenda and information; ensured compliance with the Texas Open Meetings handbook; referred citizens seeking the Code of Ordinances to the website; possible purchase of chipper from Lake Tanglewood; initiated search for Chief of Police and conducted interviews; sent updates for the website to Clay with Flatland Media; corresponded with Amarillo Area Office of Emergency Management regarding Emergency Management Coordinator and Liaison appointed to their office; worked with Amarillo Wireless on Lease Agreement of the Hackberry tower; submitted a nomination for "Keep Texas Beautiful Award" for the Timbercreek Canyon Garden Club; examined the Financial Reports; and looking into getting email addresses set up with @timbercreekcanyon.org.

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

## **6. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESIGNATION OF CHIEF OF POLICE JEREMY HOFFMAN**

Katie Paul explained that Jeremy Hoffman, Police Chief, has submitted his letter of resignation to the Village. Jennifer Huddleston made the motion to accept the resignation of Jeremy Hoffman as Police Chief. The motion was seconded by Mary Watley and passed unanimously. Bill Young thanked Chief Hoffman for his service to the Village of Timbercreek Canyon and its residents for eleven years. The Mayor presented Chief

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Hoffman with a signed card of appreciation and a gift card. Hoffman thanked the Board for their patience as he went through personal changes and said he felt Kevin Willis would be a good pick for the new Chief.

- 7. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON APPOINTMENT OF CHIEF OF POLICE**  
The Board of Aldermen considered applications for the position and held interviews with two candidates. Kevin Willis was selected as the successful candidate and has accepted the position. Dickie Haney moved to appoint Kevin Willis as Police Chief for the Village of Timbercreek Canyon. Mike Fuller seconded the motion and it passed unanimously. Chief Willis discussed with the Board his plans for the Department including staffing, uniforms, body armor, badges, and radios needed. Katie Paul explained that any expense of under \$3,000.00 may be approved by the Mayor, but over that amount would require three bids. Bill Young said there is about \$21,000.00 remaining in the Budget for the Police Department this year. Chief Willis said he would get quotes and put together a budget for the necessary items. The Chief will get together with Katie Paul and discuss any changes to the website and email addresses.
- 8. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON POTENTIAL PURCHASE OF WOOD CHIPPER FROM LAKE TANGLEWOOD**  
Jennifer Huddleston made the motion to table this item to the May meeting for additional information. The motion was seconded by Mary Watley and passed unanimously.
- 9. DISCUSS, CONSIDER AND TAKE APPROPRIATE ACTION APPOINTMENT OF EMERGENCY MANAGEMENT LIAISON TO THE AMARILLO AREA OFFICE OF EMERGENCY MANAGEMENT**  
Katie Paul explained that the Village participates in an interjurisdictional emergency management agreement that is managed by the Amarillo Area Office of Emergency Management (OEM). Chip Orton is our Emergency Management Coordinator. Traditionally, the Village has had a liaison to the OEM who provided reports at Village Board Meetings. Currently, Fire Chief Eddie Wood serves in this capacity. Given that Chief Wood is already responsible for the Fire Department, this will allow for the Village to consider the appointment of another individual to serve as the Emergency Management Liaison to the Amarillo Area Office of Emergency Management. Brian Giffin agreed to serve as the Emergency Management Liaison for the Village. The motion to appoint Brian Giffin as Liaison for the Village and “Chip” George K. Orton III as Emergency Management Coordinator for the Village was made by Dickie Haney and seconded by Jennifer Huddleston. The motion passed unanimously.
- 10. DISCUSS COMMUNICATIONS TOWER CONSTRUCTION AT HACKBERRY SITE**  
Bill Young said that the construction continues on the communications tower at Hackberry. The Mayor explained that Dick Baker will be moving from the Village. Assistance will be required to complete the tower. Mr. Baker will try to add items to the tower prior to leaving, but he will need help, possibly on cleanup day.
- 11. DISCUSS VILLAGE CLEAN UP DAY**  
Brian Giffin and Bill Young said that preparations are being made for the Spring Cleanup Day on April 25th. The dumpster has been delivered and a map showing the path for delivering material to be chipped has been prepared for the 102 Hackberry location. Residents are invited to bring small loads to the site from 4/16 to 4/25. Texas Forestry Service will provide the chipper and labor to process the brush.
- 12. BOARD MEMBER COMMENTS AND ESTABLISH FUTURE AGENDA ITEMS**  
Items suggested for the May agenda include the possible purchase of a chipper from Lake Tanglewood; the swearing in of Aldermen and Mayor; election results; the tower at Hackberry; planning for the June 26<sup>th</sup> Village Day.
- 13. ADJOURN**  
Brian Giffin made the motion to adjourn. Jennifer Huddleston seconded the motion and it passed unanimously. Mayor Bill Young adjourned the meeting at 8:10 PM.

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Mayor, Bill Young

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City Secretary, Betty Howe