

Village of Timbercreek Canyon

July 15th, 2021

Members of the Board of Aldermen met in a Regular Meeting at 6:00 PM on July 15, 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	Treasurer:	Elaine Dollar
	Dickie Haney	Police Chief:	Kevin Willis
	Jennifer Huddleston		
	Mary Watley		

Not attending:
Fire Chief: Eddie Wood

Also attending: Janis Naiman, Future Alderwoman. Ann Harrel was present for public comments regarding Item #6. Larry Naiman and Ayne Sharp from the Property Owners.

1. BOARD OF ALDERMEN WILL DISCUSS THE FOLLOWING CURRENT MATTERS:

Discussions Began at 6:07 PM.

- a) Review Staff Proposed FY2022 Village Budget;
Katie Paul and Elaine Dollar provided a Proposed FY2022 Budget Summary and Tax Information for FY22. The Board discussed expected revenues and expenditures. It was noted that the American Rescue Funds should be \$50,000.00 and the Village should receive \$5,600.00 revenue from Amarillo Wireless in FY22. Jennifer Huddleston asked what the "Restricted Revenue" was for and it was explained that these are funds received from Randall County for the Fire Department and can only be used by the Fire Department. It was explained that the funds received from Inspection fees are no longer being received as the Inspector receives the full amount of these fees. Katie Paul suggested that a staff salary raise of 3% was possible. She also said that the budget for the Municipal Judge remains the same, the budget for the Police Department is up, and the budget for the Fire Department is much lower. The Board will be looking at the Proposed Budget again in August and September. The expected tax revenue should be \$110,755.90 and this should allow the tax rate to remain the same.
- b) Review FY2022 Village Budget Timeline
Katie Paul provided a Budget and Tax Calendar for the Board. The Calendar showed the important dates for Budget/Tax Rate Adoption. A copy is attached.

REGULAR MEETING

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 and via video/teleconference at 6:32 PM by Mayor Bill Young. Janis Naiman led the Pledge of Allegiance. Village Secretary, Betty Howe, determined that a quorum was present.

2. PUBLIC COMMENTS

There were none.

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

a) MINUTES FROM THE JUNE 10TH, 2021 REGULAR BOARD MEETING

Two corrections will be made to the minutes. On page 3, Item #7: "Dickie Haney and Mike Fuller opposed the motion." Should read "Dickie Haney opposed the motion and Mike Fuller abstained. Also on page 3, Item #8: The date on line two: Monday, June 26th, ..." should be "Monday, July 26th, ...".

Village of Timbercreek Canyon

b) VILLAGE FINANCIAL STATEMENTS FOR THE MONTH OF MAY

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

c) STAFF REPORTS

- 1) Fire Department: Chief Wood was not present, but reported there were two medical calls during June. The Department is still looking for a replacement tender truck.
- 2) Firewise: Alderman Giffin reported that the Forestry Service was diverted to Canyon for a project, but will hopefully begin the demonstration project in the Village across from the Fire Station very soon. The Firewise Awareness Event is tentatively scheduled for October 23, 2021.
- 3) Police Department: Chief Willis provided a detailed written report and a copy is attached. During June the Department conducted 32 house watches and answered four calls for service for on golf carts and four-wheelers. Chief Willis also reported that another Reserve Officer has been added to the program. The P.D. had full repairs to police emergency equipment, MDT, and weapons locks. He also said that Katie Paul has ordered the radios funded by the 100 Club. The Chief is awaiting quotes, with an agreement on services with RCSO for an in-car camera system.
- 4) Emergency Management Report: There may be an issue with the Dam/Spillway and is included for discussion at the meeting. The Village will be looking at an update to the Hazard Mitigation Plan in August and Delaney Pruitt should be attending the meeting.
- 5) Building Committee: Katie Paul reported that three building permits were issued in June: solar panels, garage, and roof.
- 6) HOA Liaison Report: No updates.
- 7) Mayor's Report: Mayor Young provided a report and a copy is attached and was also sent to residents by email. He reported that water has been over the dam because of the recent heavy rains two or three additional times and warned everyone to take caution when the water is rising. He said when the water level is over 12 inches the road is closed. The Mayor reported that the Timbercreek Village Day on June 26th was a great success, although, it was cut short by rain. The band "Geezers Gone Wild" provided great music. Thanks to David Bernal for preparing the grounds and to Brian and Dorothy Giffin and crew for the great food. Thank You to the Garden Club for outstanding desserts. Mayor Young also noted that several members of the Timbercreek Police Department and their families attended the celebration and we welcome the new officers to the community. The festivities were highlighted by the marriage proposal of Doug Messer to Carol Williams. Carol accepted Doug's proposal and we wish them the best. The Mayor also noted that there were no reports of fireworks being discharged in the Village. Thanks to Ayne Sharp and Elaine Dollar for having the "no fireworks" signs printed.
- 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 preparing the agenda; on the sign ordinance; possible technical inspection of the Dam; grants for the Village; executing the lease agreement with Amarillo Wireless; working on the budget; revisiting the Hazard Mitigation Plan; and the procurement of Audit Services.

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

AT THIS POINT IN THE MEETING THE BOARD MOVED TO ITEM #6

6. DISCUSS UNPAVED ROAD USAGE WITHIN THE VILLAGE OF TIMBERCREEK CANYON

Katie Paul explained that recently the Timbercreek Canyon Property Owners Association (TCPOA) requested information from the Village regarding roads that are unpaved and not maintained by the TCPOA. Larry Naiman and Ayne Sharp of the TCPOA were present to speak on this item. Larry Naiman explained that with construction going on at the end of Mesquite, Ann Harrel and other residents have requested that Mesquite be

Village of Timbercreek Canyon

blocked at Poplar to block the use of Poplar to reach the Mesquite construction site. The builder of the new construction has already regrated the road to make it passable now. The road cannot be blocked or sold. Ayne Sharp said that when it rains, the road will wash out. The Village has recently placed signs at the location. Bill Young asked if the signs need to be taken down and Larry Naiman replied that they should. The owner of the new construction had originally intended to pave Mesquite, but found it too expensive. Homeowners on an unimproved road are required to pay for paving. Larry Naiman suggested the contractors should use Mesquite rather than Poplar. Bill Young noted that the Village cannot require contractors to use Mesquite and cannot close the road since it is needed for access by emergency vehicles. Ayne Sharp asked if emergency vehicles could come in on Mesquite and Police Chief Willis said he could request emergency vehicles to use Mesquite instead of Poplar.

7. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON MAINTENANCE AND UPKEEP OF THE GATEHOUSE

Mayor Young would like to discuss with the Board the maintenance and upkeep of the gatehouse. The Village received the Gatehouse from the TCPOA last year and several items regarding the structure need to be discussed. Bill Young called the Board's attention to the new heating/air conditioning unit that has been purchased and installed in the south wall of the gatehouse. All those at the meeting found this addition a great purchase making the gatehouse meeting room far more comfortable for the meetings. The Mayor said that with the new unit, it could be possible to terminate the gas service to the old heating units and maybe remove them. Mayor Young also explained to the Board that the room needed to be painted and the two windows possibly replaced.

8. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON APPOINTMENT OF A SCORING COMMITTEE FOR AUDIT PROCUREMENT

Katie Paul explained to the Board that the Village issued a Request for Proposals for professional audit services in June. Proposals have been received and need to be scored. This time commitment will be minimal as the committee can score the evaluation at tonight's meeting. The committee consists of Mayor Young, Alderwoman Huddleston, and Alderman Haney. The awarding of the contract for audit services will be placed on the August agenda. It was noted that the contract will be for three years at a set price.

9. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON TECHNICAL INSPECTION OF DAM AND POSSIBLE REPAIRS

Katie Paul presented information about the Request for Qualifications (RFQ) for Engineering Services for Dam Inspection and possible repairs. Ms. Paul explained that the "dam" has sustained damage from sudden increased rainfall. The last technical inspection of the dam was in 2017 which did not have recommendations for repair. At this time, there is at least one leak on the downstream side of the dam. These concerns have brought to light the need to procure an engineer in order to complete a technical inspection and report for recommended repairs to the structure. Katie Paul has prepared an RFQ and a copy is attached. The point of the RFQ is to procure an engineer for a negotiated fee to complete an inspection and report on the structure. Ms. Paul has put in a contingency that if the repairs would exceed the bidding threshold for construction contracts that the engineer would prepare bid documents and complete construction phase services. This is an unlikely scenario, but something that the Village needs to plan for in the future.

Dickie Haney asked if an engineer was needed and it was established that no money has been spent with any contract. Mike Fuller said that it could easily be \$10,000.00, but as far no money has been spent. Bill Young said that the Village needs to be sure that the dam can handle the weight of construction and cement trucks crossing the dam and noted that this is preliminary and no money has been spent. Jennifer Huddleston made the motion to approve the RFQ for engineering services. Mary Watley provided the second and the motion passed unanimously.

10. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON POSSIBLE TEXAS PARKS AND WILDLIFE GRANT APPLICATION

Katie Paul noted that "Master Parks Plan" that was approved last year indicates three top priorities. #1 is the Community Center, #2 is recreational trails/walking paths, and #3 is playground equipment. There are three possible grant programs within Texas Parks and Wildlife that may fit these needs. Ms. Paul apprised the Board of details of the three grants. The grant which is a 50/50 matching grant and most within the reach of

Village of Timbercreek Canyon

the Village is a “Local Parks Small Communities” grant with a ceiling of \$150,000.00. This program has helped various communities in the region to purchase and install new playground equipment, build splashpads, install benches, and other equipment in the past. The grant for Recreational Trails may be an option in FY22-23. After a discussion of the condition of the present playground equipment by the Board, Dickie Haney moved to have Katie Paul write and pursue the grant from Texas Parks and Wildlife for playground equipment for the park in Village of Timbercreek Canyon. Jennifer Huddleston made the second and the motion passed unanimously.

11. RECEIVE UPDATE ON MAINTENANCE STORAGE PROJECT AT HACKBERRY SITE

Mayor Young provided an update to the Board on the Maintenance Storage Project. The Mayor has been working with Stu Lake to make progress on the project. At this time, the pad could be done.

AT THIS POINT IN THE MEETING THE BOARD MOVED TO ITEMS #4 AND #5

4. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON THE RESIGNATION OF MARY WATLEY FROM THE VILLAGE BOARD OF ALDERMEN

Alderwoman Mary Watley has submitted her resignation from the Board. Mary is moving out of the Village and she will be dearly missed. The Board must take action on her resignation in order to fill the vacancy. Dickie Haney made the motion to accept Mary Watley’s resignation and the second was made by Jennifer Huddleston. The motion passed unanimously. The Board voiced their well wishes to Ms. Watley.

5. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON FILING OF VACANCY FOR THE REMAINDER OF THE TERM VACATED BY ALDERWOMAN MARY WATLEY

This agenda item affords the opportunity for the Board to fill the vacant seat left by the resignation of Mary Watley. The term will be through May 2023. Janis Naiman has been nominated and agreed to serve in this position. Bill Young asked for any other nominations. Since there were none, Jennifer Huddleston made the motion to appoint Janis Naiman to the position of Alderwoman to complete the term of Mary Watley. The motion was seconded by Brian Giffin and passed by a vote of five to zero. Janis Naiman was sworn in by Betty Howe following the meeting.

12. BOARD MEMBER COMMENTS AND ESTABLISH FUTURE AGENDA ITEMS

Items suggested for the August agenda are audit services contract; the FY21-2022 Budget; levying ad valorem taxes; the Texas Parks and Wildlife grant; engineering statements of qualification for technical inspection of the Dam, and the Hazard Mitigation Plan. Brian Giffin is concerned about the signs and whether they should be moved and also the posting of signs at Poplar. Bill Young said he would check on the signs. Dickie Haney has access to granite for the erosion at the fire station. Jennifer Huddleston said she has a front-end loader that can move the rock. Dickie Haney said he would take the lead on the project. Katie Paul reminded everyone of the Open Meetings training on July 26th at Lake Tanglewood. Ms. Paul also hopes to have more information on when the American Rescue funds may be available to the Village and have discussions on projects for using the funds.

13. ADJOURN

Jennifer Huddleston made the motion to adjourn. Dickie Haney seconded the motion and passed unanimously. Mayor Bill Young adjourned the meeting at 8:17 PM.

Mayor, Bill Young

City Secretary, Betty Howe