

Village of Timbercreek Canyon

January 9, 2020

Members of the Board of Aldermen met in a Regular Meeting at 7:00 PM on January 9, 2020 at the Timbercreek Canyon Gatehouse with the following present:

Mayor:	Bill Young	City Secretary:	Betty Howe
Aldermen:	Mike Fuller	City Treasurer:	Elaine Dollar
	Brian Giffin	City Manager:	Kurt Grant
	Dickie Haney	Police Chief:	Jeremy Hoffman
	Tara Murrell	Fire Chief:	Eddie Wood
	Sarah Wilson		

Not attending:

Also present: Dick Baker and Randy Robb.

- 1. CALL TO ORDER, QUORUM CHECK AND PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG**
The Regular Meeting was called to order at 7:02 PM by Mayor Bill Young. Sarah Wilson led the Pledge of Allegiance. Village Secretary, Betty Howe, determined that a quorum was present.
- 2. PUBLIC HEARING FOR TOWER AT HACKBERRY**
There were no comments relating to this item.
- 3. PUBLIC HEARING FOR HAZARD MITIGATION PLAN**
There were no comments on this item.
- 4. PUBLIC COMMENTS**
There were none.
- 5. CONSIDER AND TAKE APPROPRIATE ACTION ON APPROVING THE MINUTES FROM NOVEMBER 14TH, 2019**
Mike Fuller made the motion to approve the minutes of November 14th meeting with minor corrections. second for the motion was made by Brian Giffin and passed unanimously.
- 6. CONSENT ITEM – CONSIDER AND TAKE ACTION ON VARIOUS REPORTS**
 - Village Treasurer: Ayne Sharp provided the November and December reports for the agenda packets and copies are attached. Elaine Dollar was present to answer questions. Ms. Dollar said that Michael Young was to be there to present the Audit, but wasn't able to make it. Since there was no meeting in December, two months of reports are included with the packet.
 - Fire Department: Eddie Wood, Fire Chief, said the Department answered one medical call in November. The Chief also said that the radios came in and are being installed by Randall County. He noted that there is a burn ban and that there is a lot fuel for wildfire. The Department is in need of volunteers.
 - Firewise: Alderman Giffin reported that the renewal for Firewise 2020 is complete. Mayor Young would like to discuss if there would be a need for two chippers needed for the next cleanup day. Tara Murrell suggested that the dumpsters for chipping should be marked for brush only. It was agreed that more signage should be provided.
 - Police Department: Police Chief Jeremy Hoffman was present and provided a written report for November and December and a copy is attached. The Chief reported that the Department provided 11 house watches. The Chief filed the annual Profile Report with the state. The Department answered a text about a

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vehicle parked around the tennis courts, but could not locate. The Department received a complaint about a light violation on Hackberry and the information was passed on to officers to check after dark.

e) Emergency Management Report: Kurt Grant said this will be discussed later under Item #8.

f) Building Committee: Bill Young said that a new construction on Pinon has raised some questions. Stu Lake, Chairman of the Building Committee, told the Mayor that the new home will have an exterior of either wood or stucco per the home owner. Mayor Young said the construction can be changed after approved to meet ordinances. Randy Robb was present and voiced the opinion the exterior should be defined before approval. Mr. Robb noted that it is a community issue.

g) HOA Liaison Report: Nothing to report at this time.

h) Mayor's Report: Mayor Young presented a "Mayor's Message for January 2020" and a copy is attached and a copy has also been forwarded to everyone in the Village by email. The Mayor outlined the various functions of the Village of Timbercreek Canyon and also the Property Owners Association.

i) PRPC City Manager: Kurt Grant provided the written Panhandle Regional Planning Commission (PRPC) Report and invoices for December and January. Copies of the report and invoices are attached. Mr. Grant reported that during the month he 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; corresponded with PRAD regarding Timbercreek Voting; created resolution for Property transfer; created Ordinance for Chapter 5, Public Health; sent Code to Timbercreek Canyon property owners; met with Lake Tanglewood and Palisades for Hazard Mitigation meeting; worked on Hazard Mitigation Plan; created minutes for Timbercreek November meeting; reviewed Village Insurance coverage; researched history of POA and Village; created possible lease for Gatehouse rental; researched Timbercreek 2019 financial audit; and reviewed potential architectural committee guidelines.

Mike Fuller made the motion to accept all reports as presented. Tara Murrell seconded the motion and it passed unanimously.

7. MIKE YOUNG WITH DOSHER, PICKENS AND FRANCIS, LLC WILL PRESENT THE VILLAGE OF TIMBERCREEK CANYON'S 2019 FINANCIAL AUDIT

Mike Young was not able to attend the meeting. The 2019 Financial Audit will be presented at the February meeting. The Audit costs are up and the Board discussed whether it was time to go out for bids from Audit Firms.

8. DISCUSS AND CONSIDER VILLAGE OF TIMBERCREEK CANYON HAZARD MITIGATION PLAN

Bill Young explained that, should a large disaster occur in the Village, the Village would not be eligible for FEMA funds unless there is a Hazard Mitigation Plan in place Emily Nolte has prepared a 67-page plan. Bill Young and Dickie Haney have read the plan as supplied. The Hazard Mitigation Plan has been sent to the Mayor and Board members through email. Mayor Young requests that the Board read the Plan and be ready to discuss it at next month's meeting. It was noted that the Plan covers lots of situations. Dickie Haney asked Curt Grant if there is a deadline to complete the Plan and Mr. Grant replied it would be February. Dickie Haney moved to table further discussion and approval of the Hazard Mitigation Plan until the February meeting. The motion was seconded by Brian Giffin and passed unanimously.

9. DISCUSS AND TAKE ACTION ON RESOLUTION 2020-4, TIMBERCREEK CANYON TO RECEIVE GATEHOUSE AND DONATE PROPERTY TO PROPERTY OWNERS ASSOCIATION AT WEST GATE

Kurt Grant said that the Village of Timbercreek Canyon will be receiving a property in Timbercreek Canyon that is currently owned by the Property Owners Association. In conjunction with this new property, the Village of Timbercreek Canyon will also be providing the Property Owners Association with a property that is located close to McAfee Gate that is primarily road. Details regarding the accuracy of surveys and point regarding location are still to be determined. The Village Board will have the opportunity to approve the changes per resolution. Mr. Grant has discussed the property exchange with the Village attorney. Bill Young updated the Board about the exchange. The Village is not allowed to own any roads in the Village. The Property Owners

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have used Joe Shehan in the past, so it is reasonable to have Mr. Shehan handle the surveys for both parties. Mike Fuller made the motion to approve Resolution 2020-4, for Timbercreek Canyon to receive the Gatehouse and donate property to Property Owners Association at West Gate. The second was made by Brian Giffin and the motion was approved unanimously. Treasurer, Elaine Dollar reminded the Board that before the surveys are completed, an estimate should be requested and that the Budget will need to be amended and a line item set up.

10. DISCUSS AND CONSIDER APPROVING JOE SHEHAN ENGINEERING FOR SURVEY SERVICES OF PROPERTIES THAT ARE TO BE TRANSFERRED TO/FROM THE VILLAGE

The Village of Timbercreek Canyon is currently proposing to transfer and receive properties with the Timbercreek Property Owners Association (TCPOA). Viewing the properties on Potter Randall Appraisal District (PRAD), the boundaries from the Gatehouse and McAfee locations were inaccurate. The Village can determine if having a survey done will clarify the margins of the properties. The Village is also considering surveying the Gatehouse property to designate the road for the TCPOA. The cost of the surveys has not yet been determined. Following a brief discussion, Brian Giffin made the motion to approve surveys of the properties by Joe Shehan at a cost not to exceed \$2,000.00. Tara Murrell provided the second for the motion and it was approved unanimously.

11. DISCUSS AND TAKE ACTION ON APPROVING JOE SHEHAN ENGINEERING FOR FIRE STATION RUNOFF PROPOSAL

Kurt Grant explained that Joe Shehan, Engineer, conducted a topographical survey of the Fire Station in August of 2019. This survey, along with a site visit, concluded that there were substantial runoff issues located on the eastern side of the Fire Station. The Board of Aldermen will have the opportunity to request a proposal to fix the issues related to the Fire Station from Joe Shehan Engineering. The Board can request a price limit for any work done related to a proposal. Mike Fuller moved that the Board have Joe Shehan Engineering come up with a proposal to fix the issues at the Fire Station and that the proposal not exceed \$2,000.00. Brian Giffin seconded the motion and it passed unanimously.

12. DISCUSS AND TAKE ACTION ON ORDINANCE 2020-1 – AMENDING CHAPTER 5, PUBLIC HEALTH

The Board examined and discussed the revised Chapter 5, Public Health. This constitutes the first reading of Ordinance 2020-1. The Ordinance will be on the agenda in February.

13. REVIEW THE VILLAGE OF TIMBERCREEK CANYON CODE OF ORDINANCES CHAPTER 6 – EMERGENCY MANAGEMENT

Chapter 6 – Emergency Management was reviewed. No changes were noted.

14. REVIEW THE VILLAGE OF TIMBERCREEK CANYON CODE OF ORDINANCES CHAPTER 7 – NATIONAL FLOOD INSURANCE PROGRAM

The Board reviewed Chapter 7. No changes were made.

15. DISCUSS AND CONSIDER POTENTIAL TIMBERCREEK COMMUNITY BUILDING

The Village of Timbercreek Canyon has discussed the possibility of building a Community Center. In previous meetings, the discussion was directed towards having the Center erected on the property west of the fire station. After reviewing the topography and determining that the area is unfavorable for construction, the Board can discuss alternative areas for the Community Center. The Village of Timbercreek Canyon owns property on Hackberry and is considering this property for the Community Center. Kurt Grant provided pictures of the property.

A possible building was discussed. The building would be about 2400 square feet, 40 feet by 60 feet, with a synthetic stone front, a covered porch, a small kitchen, a completed interior with HVAC installed. It would need handicap access. The Board discussed the possible costs for the building being between \$300,000.00 and \$330,000.00 without the cost of site work or septic system. A number of options for financing were discussed including grants, local citizen and group donations, and it was noted it would probably need to be financed with a commercial loan. Mike Fuller will get some better estimates for cost and bring them next month.

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THE BOARD TOOK A BREAK IN THE MEETING TO RECOGNIZE THE CONTRIBUTIONS MADE BY SARAH WILSON AS A MEMBER OF THE BOARD OF ALDERMEN

Alderwoman Sarah Wilson has resigned from the Board. Mayor Young and the rest of the Board thanked Ms. Wilson for her service. The Mayor presented a Certificate of Appreciation to Sarah Wilson in acknowledgement for her service to the Village of Timbercreek Canyon.

16. DISCUSS AND CONSIDER INSTALLING TOWER AT HACKBERRY PROPERTY

The Mayor and various parties with the Village have discussed installing a tower located on the Hackberry property within the north Timbercreek area. The proposed tower can be a valuable resource for the Village Fire Department and can be an income source for the Village through franchise fees. Eddie Wood said the tower would be 80 feet tall and possibly completed in March.

17. DISCUSS AND CONSIDER INSURANCE COVERAGE OF PROPERTIES OWNED BY TIMBERCREEK CANYON

At the previous Timbercreek Canyon Village meeting the Board requested to review the properties covered by the Texas Municipal League (TML) insurance. Kurt Grant provided a list of covered properties and the Board inspected the list. It was explained that the new tower at Hackberry would not need insurance and that liability for the property is covered. Additional insurance coverage will be needed should a Community Center Building be constructed.

18. DISCUSS AND TAKE ACTION ON ORGANIZING VARIOUS VILLAGE EVENTS

Bill Young provided a list of proposed dates for various events for the year 2020. Betty Howe said she would work with Garden Club to decide the dates and bring them to the February meeting.

19. BOARD MEMBER COMMENTS AND ESTABLISH FUTURE AGENDA ITEMS

Bill Young said the flags and poles are on order and should be delivered within the week. The Mayor said that Mary Watley has agreed to serve on the Board of Aldermen, replacing Sarah Wilson, and will be sworn in at the February meeting. Items to be placed on the February agenda include the presentation of the 2019 Audit; the Hazard Mitigation Plan; agreements with Joe Shehan Engineering for surveys and engineering at the Fire Station; Ordinance 2020-1, Public Health; and review of Chapter 8, Zoning.

20. ADJOURN

Mike Fuller made the motion to adjourn. Brian Giffin seconded the motion and it passed unanimously. Mayor Bill Young adjourned the meeting at 9:37 PM.

Mayor, Bill Young

City Secretary, Betty Howe