

Village of Timbercreek Canyon

July 9, 2020

Members of the Board of Aldermen met in a Regular Meeting at 6:00 PM on July 9, 2020 via video conference and phone call with the following present:

Mayor:	Bill Young	City Secretary:	Betty Howe
Aldermen:	Brian Giffin	City Treasurer:	Elaine Dollar
	Dickie Haney	City Manager:	Katie Perkins
	Mary Watley	Police Chief:	Jeremy Hoffman
Not attending:			
Fire Chief:	Eddie Wood		

Also present: Chuck Lynch.

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

The Regular Meeting was called to order at 6:03 PM by Mayor Bill Young. Village Secretary, Betty Howe, determined that a quorum was present.

2. PUBLIC COMMENTS

No comments were made.

3. CONSIDER AND TAKE APPROPRIATE ACTION ON APPROVING THE MINUTES FROM THE JUNE 11TH 2020 MEETING

Brian Giffin moved to approve the June 11th, 2020 meeting. The motion to approve the minutes was seconded by Mary Watley and passed unanimously.

4. CONSENT ITEM – CONSIDER AND TAKE ACTION ON VARIOUS REPORTS

a) Village Treasurer: Ayne Sharp provided the June reports for the agenda packets and copies are attached. Elaine Dollar was in attendance and said that she has been working on the 2020 Budget Amendment. Ms. Dollar requested that the Fire and Police Departments get any bills to be paid in before September. She also suggested that everyone be working on identifying any expenses that will need to be included in the budget for 2020-2021.

AT THIS POINT IN THE MEETING, THE BOARD MOVED TO ITEM #13

13. DISCUSS AND CONSIDER POTENTIAL TIMBERCREEK CANYON COMMUNITY BUILDING

The Board has been discussing the possibility of building a Community Building on the Village owned property on Hackberry. Bill Young and Chuck Lynch have looked at the property and have discussed options and a base where the Village can begin further talks on this process. Chuck Lynch was present for this evening's discussion and provided drawings of one option for the building. Copies of the drawings are attached. Mr. Lynch has been looking into the construction using a Barn Kit. The building would face Hackberry and would be approximately 3,208 square feet in size having a second floor. It would have several smaller rooms for smaller events. There would be parking on the west side and handicapped parking near the front. There would also be a front porch where a band could be set up or a bar. Mr. Lynch noted that the building could have multiple uses including large and small meetings, weddings, exercise classes, and various events. The building would have a rustic look in keeping with the rustic feel of the gate entrances to the Village. The cost of the Barn Kit would be \$108,000.00. Bill Young asked about what other things would be needed such as a foundation, insulation, fixtures, and construction. Mr. Lynch said those items plus other finishing items would be required so there would be additional expenses. A local contractor can provide estimates of the additional expenses. Bill Young stated that Katie Perkins has been researching possible grants for such projects. Ms. Perkins said that the Texas Parks and Wildlife provides some one-to-one match grants. She will be doing

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more checking and have more information in August. The Board thanked Mr. Lynch for his work on this project.

THE BOARD RETURNED TO THE CONSENT ITEMS

- b) Fire Department: Eddie Wood, Fire Chief, did not attend. Bill Young said that the Fire Department needs new radios. The radio purchase will be discussed under Item #12.
- c) Firewise: Alderman Giffin said there was nothing new at this time.
- d) Police Department: Police Chief Jeremy Hoffman was present and provided a written report. A copy is attached. There were no house watches in June and nothing new to report. Bill Young asked how to handle fireworks complaints and the Chief explained that the Randall County Sherriff's office cannot enforce Timbercreek Canyon's ordinances so people can call the Timbercreek Canyon Police Department. The Chief said he will need to attend Chief's annual training so the expense will need to be in the upcoming budget.
- e) Emergency Management Report: Nothing new to report.
- f) Building Committee: Bill Young said that several projects are in the works, but nothing to report.
- g) HOA Liaison Report: Nothing to report at this time.
- h) Mayor's Report: Mayor Young provided copies of the Mayor's Message provided to residents through email. He noted that the Village is still under condition Orange for Covid-19. He reminded everyone to be safe: continue to wear a mask in public, practice social distancing, and wash hands. A copy of the Mayor's Message is attached. The Mayor said a tentative date of September 12th has been set for Village Day. There was a discussion by the Board and staff as to whether the August Board meeting could be held in person. Since the Gatehouse is too small to allow for social distancing, other possibilities would be at the PRPC building or at the Lake Tanglewood location. Katie Perkins will check on other options with the City Attorney.
- i) PRPC City Manager: Katie Perkins provided the written Panhandle Regional Planning Commission (PRPC) Report for June. A copy of the report is attached. Ms. Perkins 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; finalized Ordinance 2020-3 amending Chapter 9, Building; researched Fire Department grants for radio equipment and communicated with Fire Chief regarding options for grants; researched Buy Board, added items to Board agenda for Buy Board membership; reviewed the Potter-Randall 911 budget; spoke with Angelique Weaver regarding property transfers between the Village, POA, and others; provided the code of ordinances to citizens; and worked on content for the Timbercreek Canyon website.

Brian Giffin made the motion to accept all reports as presented. Dickie Haney seconded the motion. It passed unanimously.

5. DISCUSS FILLING BOARD VACANCY

Alderwoman Tara Murrell has resigned her seat on the Board. Texas Local Government Code provides that the Board may nominate and appoint a person residing in the Village to serve the remainder of the term vacated by Alderwoman Murrell. Mayor Bill Young asked the Board for suggestions for someone to fill the Board vacancy. He would like to develop a slate of possible candidates, review them, and vote at the August meeting. Dickie Haney recommended that a woman be selected.

6. DISCUSS AND CONSIDER ORDINANCE 2020-3, AMENDING THE VILLAGE OF TIMBERCREEK CANYON CODE OF ORDINANCES CHAPTER 9 -- BUILDING

The Board briefly discussed the amendments to Ordinance 2020-3, Buildings. The Amendments to Chapter 9, Buildings, will be voted on at the August meeting.

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- 7. DISCUSS AND TAKE ACTION ON ADDITIONAL FUNDS COMMITTED TO J. SHEHAN ENGINEERING FOR SURVEY SERVICES OF PROPERTIES THAT ARE TO BE TRANSFERRED TO/FROM THE VILLAGE**
Bill Young explained that the Board previously approved \$5,000 for surveying services provided by Joe Shehan Engineering for the Gatehouse property transfer. Due to additional services requested, the cost of the surveying has exceeded \$5,000. The current balance of the last invoice was authorized for payment by the Board on June 11, 2020 meeting. Due to a clerical error, additional funds need to be committed to pay the balance of the J. Shehan Engineering invoice. The Board needs to approve an additional amount of \$669.30. Mary Watley said that if it is owed, then it should be paid. Dickie Haney asked if we are sure it is all the money owed and Bill Young said it was and that the POA is paying one-half of the invoice. Mary Watley inquired as to what all was included. The Mayor replied that it included surveys for one-half of the road on McAfee, the gatehouse and area around it, the area north of the gatehouse, and changes to the survey areas. Dickie Haney wanted to know how much the transfer fees will cost. Katie Perkins was told by Angelique Weaver that they should be \$250 and one-half will be paid by the POA. Brian Giffin made the motion to approve the payment of the remaining balance owed to J. Shehan Engineering. Mary Watley provided the second to the motion and it passed unanimously.
- 8. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON ADDITIONAL FUNDS FOR CONSTRUCTION THE COMMUNICATIONS TOWER AT HACKBERRY SITE**
Bill Young reported that at the January 14, 2020 Board meeting, \$4,500 was approved by the Board to cover the cost of purchase and assembly of the communications tower at the Hackberry site. The tower has been purchased, but additional funds will be needed to complete the construction including the cost of cement and electrical supplies. The estimated cost should be \$2,259.49. Dickie Haney moved to approve funds not to exceed \$2,500 for the completion of the tower. Mary Watley seconded the motion and it passed unanimously.
- 9. DISCUSS, CONSIDER, AND TAKE ACTION ON AUTHORIZATION FOR ANGELIQUE WEAVER, VILLAGE ATTORNEY, TO PREPARE AND EXECUTE ALL PAPERWORK RELATED TO PROPERTY TRANSFERS BETWEEN THE VILLAGE OF TIMBERCREEK CANYON, THE TIMBERCREEK CANYON PROPERTY OWNER'S ASSOCIATION, AND GEORGE & BETTY HOWE**
Katie Perkins explained that the Village of Timbercreek Canyon has previously engaged J. Shehan Engineering to complete survey services. These services were undertaken in order to complete property transfers between the Village and Timbercreek Canyon Property Owner's Association. These transfers are necessary to comply with the 2004 injunction related to ownership of the roads in the Village. In speaking with the Village Attorney, Angelique Weaver, it was determined that she could complete all of the necessary paperwork to transfer the associated property between George and Betty Howe, the Timbercreek Canyon Property Owner's Association, and the Village of Timbercreek Canyon. She indicated that the express written approval of the Board would be necessary for the work to be completed. The Village of Timbercreek Canyon and the Timbercreek Canyon Property Owner's Association have agreed to split the cost of the attorney's fees for the preparation of all deeds and associated documents. Ms. Perkins also said that using one attorney for all transaction will save cost and time. Dickie Haney made the motion to authorize Angelique Weaver, Village Attorney, to prepare and execute all paperwork related to the property transfers between the Village of Timbercreek Canyon, the Timbercreek Canyon Property Owner's Association, and George & Betty Howe. Brian Giffin seconded the motion. The motion passed unanimously.
- 10. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2020-6 ADOPTING VILLAGE PURCHASING POLICY**
Katie Perkins prepared and provided a draft copy of Village of Timbercreek Canyon Purchase Policy. A copy is attached and on file. The Village has previously adopted a Credit Card Policy, which is in effect and will be combined with the Purchasing Policy. This policy will enable the Department Heads to make purchases under \$3,000 with the Mayor's approval. Any purchases exceeding \$3,000 will be put to Board Approval. Given the recent agenda items which are related to purchases, this policy will streamline the process for Department Heads to purchase supplies and engage in services. Ms. Perkins added that this Purchasing Policy has been modeled after another purchasing policy for a similar size community and has been evaluated for compliance with all applicable state laws and statutes. Following a brief discussion, Brian Giffin moved to approve Resolution 2020-6 adopting the Village Purchasing Policy. The second was made by Mary Watley and passed unanimously.

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11. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON AUTHORIZING THE MAYOR TO EXECUTE AN INTERLOCAL AGREEMENT WITH THE LOCAL GOVERNMENT PURCHASING COOPERATIVE IN ORDER TO BECOME A PART OF BUY BOARD

Katie Perkins provided the information regarding the advantages of using Buy Board to purchase various items used by the Village. Ms. Perkins noted that it is free to join and that the service is used by 90% of towns and cities. A few questions were answered by City Manager Perkins regarding the service. Dickie Haney made the motion to authorize the Mayor to execute an Interlocal Agreement with the Local Government Purchasing Cooperative in Order to become a part of Buy Board. The second was made by Brian Giffin and passed unanimously.

12. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2020-7 AUTHORIZING THE PURCHASE OF RADIOS FOR THE VILLAGE OF TIMBERCREEK CANYON VOLUNTEER FIRE DEPARTMENT

The Board discussed the purchase of the radios. Brian Giffin moved to table Resolution 2020-7 for additional information. Mary Watley seconded and it passed unanimously.

ITEM #13 WAS DISCUSSED EARLIER IN THE MEETING

14. BOARD MEMBER COMMENTS AND ESTABLISH FUTURE AGENDA ITEMS

Items for the next agenda will include passing the Amendments to the Code of Ordinances Chapter 9, Buildings; filling the Board vacancy; flag pole placement; the possible Community Center; the purchase of radios for the Fire Department; and Village Day.

15. ADJOURN

Brian Giffin made the motion to adjourn. Dickie Haney seconded the motion and it passed unanimously. Mayor Bill Young adjourned the meeting at 7:50 PM.

Mayor, Bill Young

City Secretary, Betty Howe