

Village of Timbercreek Canyon

February 13, 2020

Members of the Board of Aldermen met in a Regular Meeting at 7:00 PM on February 13, 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	Fire Chief:	Eddie Wood
	Mary Watley		
Not attending:			
Alderwoman:	Tara Murrell		
Police Chief:	Jeremy Hoffman		

Also present: Michael Young with Doshier, Pickens and Francis, LLC.

1. CALL TO ORDER, QUORUM CHECK AND PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG

The Regular Meeting was called to order at 7:00 PM by Mayor Bill Young. Mary Watley led the Pledge of Allegiance. Village Secretary, Betty Howe, determined that a quorum was present.

AT THIS TIME THE BOARD ADDRESSED ITEM #7

7. DISCUSS AND TAKE ACTION APPROVING MARY WATLEY AS ALDERWOMAN

Brian Giffin made the motion to approve Mary Watley as an Alderwoman on the Board of Timbercreek Canyon. The second for the motion was made by Mike Fuller and the motion was approved unanimously.

2. OATH OF OFFICE

Village Secretary, Betty Howe, administered the Oath of Office for Alderwoman Mary Watley.

AT THIS TIME THE BOARD ADDRESSED ITEM #6

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

Mike Young with Doshier, Pickens and Francis, LLC presented the 2019 Financial Audit for the Village of Timbercreek Canyon. He provided copies of the Audit to the Board and a copy is on file with the Secretary. Mike Young explained the various sections of the Audit to the Board. It was noted that the Village was in the black. Mr. Mike Young also said that there were no recommendations to improve internal control and that the Treasurers are experienced, qualified and competent. The Board thanked Mr. Mike Young for the report.

3. PUBLIC COMMENTS

There were none.

4. CONSIDER AND TAKE APPROPRIATE ACTION ON APPROVING THE MINUTES FROM THE JANUARY 9TH, 2020 MEETING

Dickie Haney moved to approve the January 9th, 2020 meeting with two corrections. In Item 8, on page 2: "... would not be eligible for FEMA funds unless there is a Hazard Mitigation Plan is in place Emily Nolte ..." should read "... would not be eligible for FEMA funds unless there is a Hazard Mitigation Plan in place. Emily Nolte ..." In Item 11, on page 3: the word "wok" should read "work". The motion to approve the minutes with corrections was seconded by Brian Giffin and passed unanimously.

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

a) Village Treasurer: Ayne Sharp provided the January reports for the agenda packets and copies are attached. Elaine Dollar was present to answer questions. Ms. Dollar said that the Board needs to look at the

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Budget next month since it is six months into the Budget year. She said amendments may be needed if anything is higher than projected. Ms. Dollar also recommended the Budget be looked at again at ten months into the year.

- b) Fire Department: Eddie Wood, Fire Chief, said the Department answered one medical call and one fire call for smoke. The Chief also said that the pagers may need to be replaced before long. The new roof on the Fire Station has been completed. Chief Wood noted that February is the 9th anniversary of the wild fire in the Canyon and reminded everyone to be Firewise. The Department is still in need of volunteers.
- c) Firewise: Alderman Giffin reported that the renewal for Firewise 2020 is complete, but nothing new is to report.
- d) Police Department: Police Chief Jeremy Hoffman was not present, but provided a written report for January and a copy is attached. The Chief reported that the Department provided five house watches. The Chief reported that TCOLE performed an audit of all the officer files and no deficiencies were noted. The Police Department is short one officer.
- e) Emergency Management Report: Kurt Grant said this will be discussed under Item #8.
- f) Building Committee: Bill Young said that Stu Lake and the Building Committee are dealing with a number of projects within the Village.
- g) HOA Liaison Report: Bill Young said that the Property Owners will meet next Tuesday so there is nothing to report at this time.
- h) Mayor's Report: Mayor Young presented a "Mayor's Message for February 2020" and a copy is attached and a copy has also been forwarded to everyone in the Village by email. The Mayor also highlighted the importance of being ready for wildfires; not littering and picking up trash; the importance of the Hazard Mitigation Plan; and the Ordinance review being conducted by the Board.
- i) PRPC City Manager: Kurt Grant provided the written Panhandle Regional Planning Commission (PRPC) Report and an invoice for February. Copies of the report and invoice 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; revised Ordinance for Chapter 5, Public Health; met with Emily Nolte regarding Hazard Mitigation; worked on Hazard Mitigation Plan; researched history of POA and Village; researched local government code regarding property sales; researched local government code regarding landfills and solid waste; contacted Lori Gunn regarding potential oil cleanup; reviewed Timbercreek 2019 financial audit; reviewed potential POA architectural committee guidelines; compared Timbercreek budget to other cities; and trained in QuickBooks.

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

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

Kurt Grant 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 and a copy is attached. The Plan was discussed briefly, but it was decided to keep looking at the Plan. Dickie Haney moved to table this item until the March meeting. The second was made by Brian Giffin and passed unanimously.

9. DISCUSS AND CONSIDER AGREEMENT PREPARED BY J SHEHAN ENGINEERING REGARDING PROPERTY SURVEY WORK AND CONSULTATION

Kurt Grant provided copies of the original and an updated "JSE Agreement for Professional Engineering Services" that was prepared by J Shehan Engineering for the Timbercreek Property Owners Association and the Village of Timbercreek Canyon. This agreement gives an overview of the services expected to be done by the firm. The agreement and the anticipated cost were discussed by the Board. The surveys will be

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performed by Cornerstone Land Surveying. The expected turnkey cost, except for filing fees, should not be over \$10,000.00 and will be split between the Village of Timbercreek Canyon and the Timbercreek Property Owners Association. After discussion by the Board, Brian Giffin made the motion to allow Mayor Bill Young to approve an expenditure for services of up to \$5,000.00 without further Board approval. Mike Fuller seconded the motion and it passed unanimously.

10. DISCUSS AND CONSIDER APPROVING JOE SHEHAN ENGINEERING FOR FIRE STATION RUNOFF PROPOSAL

Joe Shehan Engineering conducted a topographical survey of the Fire Station in August of 2019 and a copy is attached. 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 requested a proposal to fix the issues related to the Fire Station from Joe Shehan Engineering. During the January 2020 meeting, the Board agreed not to exceed a cost of \$2,000.00. Following a discussion, Mike Fuller moved to table this item until more information is available. Dickie Haney made the second for the motion and it passed unanimously.

11. 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 second reading of Ordinance 2020-1. Brian Giffin made the motion to approve Ordinance 2020-1, amending Chapter 5, Public Health. Ordinance 2020-1 was approved unanimously after a second by Mike Fuller.

12. REVIEW THE VILLAGE OF TIMBERCREEK CANYON CODE OF ORDINANCES CHAPTER 8 – ZONING

Chapter 8 -- Zoning was reviewed for possible changes and discussed at length by the Board.

13. DISCUSS AND TAKE ACTION ON PAINTING WATER TANK AT MCAFEE GATE

Bill Young said that the exact color of paint that the Board selected is not available. The Board told the Mayor to select a color close to the one originally selected. The Village would like to request volunteers to help paint the water tank.

14. 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 Board discussed erecting the building on the property west of the Fire Station. However, after reviewing the topography, and determining that the area is unfavorable for construction, the Board is considering possibly locating the Community Center on Village owned property on Hackberry. Mike Fuller has looked at some possible numbers. A 2,400 square-foot (60 feet by 40 feet) building could possibly be built for approximately \$100.00 per square foot or turnkey \$240,000.00 plus site preparation of about \$75,000.00. The building would need a septic system to accommodate 200 to a maximum of 400 persons. Bill Young found that there is a barrel of oil on the property that needs to be disposed of soon. Options were discussed for removal.

15. 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. The tower would be 80 feet tall and possibly completed in April at the earliest. A base will be needed for the tower and will require about five yards of concrete to construct.

16. DISCUSS AND TAKE ACTION ON ORGANIZING VARIOUS VILLAGE EVENTS

Bill Young provided a list of dates for various events for the year 2020. Spring Cleanup Day will be May 2nd. Fall Cleanup Day is scheduled for October 3rd. Timbercreek Village Day is planned for June 13th. The Mayor also provided the Board with some Short- and Long-Term Goals.

17. BOARD MEMBER COMMENTS AND ESTABLISH FUTURE AGENDA ITEMS

Bill Young said that flag poles have been purchased for the Wild Plum and McAfee gates and can be installed when equipment and volunteers are available.

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Potential items for the March agenda include permit and inspection fees, establishing a web site, the Hazard Mitigation Plan, continued review of the Code of Ordinances, and the tower at Hackberry property.

18. ADJOURN

Mary Watley made the motion to adjourn. Mike Fuller seconded the motion and it passed unanimously. Mayor Bill Young adjourned the meeting at 9:35 PM.

Mayor, Bill Young

City Secretary, Betty Howe