

Village of Timbercreek Canyon

June 10th, 2021

Members of the Board of Aldermen met in a Regular Meeting at 6:00 PM on June 10, 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 present: No one.

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 6:02 PM by Mayor Bill Young. Dickie Haney led the Pledge of Allegiance. Village Secretary, Betty Howe, determined that a quorum was present.

2. PUBLIC COMMENTS

There were none.

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

a) MINUTES FROM THE MAY 13TH, 2021 REGULAR BOARD MEETING

One correction will be made to the minutes. On page 1, Item #6: “Katie Paul announced ...” should read “Elaine Dollar announced ...”.

b) VILLAGE FINANCIAL STATEMENTS FOR THE MONTH OF MAY

Ayne Sharp provided the financial reports for May and copies are attached. Elaine Dollar was present to answer questions. Expenses, so far, this fiscal year are at 70.5% of budget which should be right on track. Bill Young noted that revenues are down. Elaine Dollar said that the Village is losing some revenue due to the full \$125.00 of inspection fees going to the Inspector. Ms. Dollar also noted that interest rates are down so bank accounts are not earning as much.

c) STAFF REPORTS

- 1) Fire Department: There were no service calls during May. Chief Wood is still looking for a replacement tender truck. Katie Paul is following up on a lead for a truck.
- 2) Firewise: Alderman Giffin is working on getting a major brush removal project with the TFS for area across from the Fire Station. Once that project is finished, it may be used by the TFS as a demonstration site. It was noted that the purchase of a chipper from Lake Tanglewood may not be happening.
- 3) Police Department: Chief Willis provided a detailed written report and a copy is attached. During May the Department conducted 35 house watches and answered three calls for service for vandalism, juveniles on golf carts, and motorcyclists. Chief Willis also reported that a grant was received from the 100 Club of the Texas Panhandle for the purchase of three Motorola APX 4000 radios for the Police Department. The Chief has also been working on the Police Department website and email accounts for all officers and Betty Howe. He said the P.D. unit is scheduled with the Sheriff's Office to have the remaining equipment repairs and updates. The in-car computer has been updated and is working.
- 4) Emergency Management Report: There may be an issue with the Dam/Spillway and is included for discussion at the meeting.

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- 5) Building Committee: Katie Paul reported that seven building permits were issued in May.
- 6) HOA Liaison Report: It was reported that the sealcoat project planned for May and June has not begun due to the heavy rains.
- 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, but the water level has gone down. Mayor Young gave details of the June 26th Timbercreek Village Day and other upcoming events and dates for 2021. The Mayor also reported that the communications tower at Hackberry is close to being finished. There will be an update at the meeting regarding the possible storage facility for the Village maintenance equipment.
- 8) PRPC City Manager: Katie Paul said she will give an update on the American Rescue Plan funds under Agenda Item 11. Ms. Paul noted that she has been working on the Lease Agreement with Amarillo Wireless; the amendment to the sign ordinance; training for Village Board of Aldermen; possible technical inspection of the Dam; and the procurement of Audit Services.

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

4. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON PROCUREMENT OF AUDIT SERVICES FOR VILLAGE FINANCIALS

Katie Paul reported that the Village has used Doshier, Pickens, & Francis for audit services for the last seven (7) years. The price for the audit has increased 24% since FY2013, while Timbercreek Canyon's budget has had an average increase of 10% over the same time period. Ms. Paul presented an Audit Services Request for Proposal (RFP) for the Board's examination and approval. Copies of the Audit Services RFP, the Audit Services Advertisement, and the Audit Services Vendor List are attached. Since no contract for audit services is in place for next year, now is a good time to do the RFP. Bill Young and Elaine Dollar agree. Dickie Haney moved to approve the Audit Services RFP and Mary Watley provided the second. The motion passed unanimously.

5. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON VILLAGE DAY EVENTS AND PLANS

Brian Giffin provided a list of food and supplies needed for the Village Day which will be on Saturday, June 26th beginning at 6:00 PM. Some items the Village already has and Alderman Giffin will purchase the other items at Sams. The Garden Club will provide desserts. Brian Giffin has kindly agreed to be the "chef" again this year and will start cooking at about 5:30 PM. Thanks go out to Brian and his wife Dorothy for food prep and cooking.

6. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON AGREEMENT WITH AMARILLO WIRELESS FOR LEASE OF SPACE ON VILLAGE COMMUNICATION TOWERS

Katie Paul explained that Amarillo Wireless has contacted the Village regarding the new communications tower at the Hackberry property. The Mayor, Village Manager, and Alderman Fuller met with Amarillo Wireless to negotiate a contract which would combine two existing lease agreements for the towers at the Fire Station and McAfee properties with the new tower at Hackberry. A copy of the agreement is attached. Following a brief discussion, Brian Giffin made the motion to adopt Resolution 2021-6 authorizing the Mayor to execute the lease agreement with Amarillo Wireless. Jennifer Huddleston made the second to the motion and it was approved unanimously.

7. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON ORDINANCE 2021-1 AMENDING CHAPTER 10, TRAFFIC

Bill Young received complaints from citizens living near Mesquite Drive of seeing increased dirt in the air due to additional construction in the Village and dry conditions. This has caused a problem. The speed limit in the Village is currently set at 30 miles per hour unless otherwise posted. This ordinance will amend Chapter 10 – Traffic to allow for a 15 miles per hour speed limit on Mesquite between Roberts Drive and Poplar. The intention of this ordinance is to allow for traffic on Mesquite and decrease kicked-up dirt in the area. It was noted that the Village has several 15 mph signs in storage and can put them up if ordinance is accepted.

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Dickie Haney suggested that this is a temporary problem. Bill Young said the ordinance could be changed later as needed. This constitutes the second reading of Ordinance 2021-1. Brian Giffin made the motion to approve Ordinance 2021-1 amending Chapter 10 – Traffic. Mary Watley seconded the motion. The motion passed with Bill Young, Jennifer Huddleston, Mary Watley, and Brian Giffin voting for the motion. Dickie Haney and Mike Fuller opposed the motion.

8. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON TRAINING FOR VILLAGE BOARD OF ALDERMEN

Katie Paul said she has spoken with Angelique Weaver regarding a training session. Angelique is agreeable to a session and would be available on Monday, June 26th. The training will be held at Lake Tanglewood from 6:00 to 8:00 PM. Since the training cost will be shared, the cost should be under \$500 for Timbercreek Canyon to complete the Open Meetings Act and Public Information Act training. Ms. Paul also reminded everyone that Cybersecurity training is due by June 30th. The information for this training has been sent to all of the Board members. Please let Ms. Paul know when the Board and staff members have watched and understand the video; and she will print the certificate for each member.

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

Bill Young explained that with all the recent rain, there is concern that the Dam has sustained damage from increased rainfall. Mayor Young said that the deed for the Dam specifies that the TCPOA owns the top two feet of the Dam and the Village owns the land below two feet. Katie Paul said 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. Ms. Paul has prepared a Request for Qualifications for Engineering Services – Spillway/Dam Inspection, an Engineering Services Notice, and a Vendor List for Solicitation. Copies of the documents are attached. The Board discussed the issues including legal issues/liability, is the Dam weakened, the construction of the Dam currently, and the weight of concrete trucks crossing the Dam. Bill Young suggested looking at this item again in July. Dickie Haney moved to table the technical inspection of the Dam and repairs. Jennifer Huddleston seconded the motion to table and it passed unanimously.

10. RECEIVE UPDATE ON MAINTENANCE STORAGE PROJECT AT HACKBERRY SITE

Mayor Young reported that he has been working with Stu Lake to determine the possible cost of the Maintenance Storage Project. At the May Board Meeting, the Board approved an expenditure of up to \$18,000 for a maintenance shed storage project at the Hackberry site in order to clear up space in the Police/Fire Station. The Mayor said the estimated cost except for labor, electric, fencing, and paint would be \$13,033 for materials. A cost estimate is attached. Stu Lake suggested that the Board wait until the cost of materials goes down. No action was taken on this item.

11. RECEIVE UPDATE ON AMERICAN RESCUE PLAN FUNDS

Katie Paul brought an update on the American Rescue Plan (ARP) funds. She stated that at this time, the Village has not received the initial allocation from the State of Texas. Ms. Paul is still waiting on additional guidance from the State regarding uses of the funds. She has calculated the budget shortfall numbers, which (at this time) can be used for “public safety”. In her calculations, all of the ARP funds can be used for this category due to the budget shortfall formula provided by the Department of the Treasury. A copy of ARP Calculator for Budget Shortfall is attached. According to Ms. Paul’s count, the funds should be received 60 days after May 10th, making the date July 10th for receipt of funds. Bill Young asked how to budget for the funds and Ms. Paul said the Village would have until 2024 to spend the funds.

12. BOARD MEMBER COMMENTS AND ESTABLISH FUTURE AGENDA ITEMS

Items suggested for the July agenda are Board Training; audit services and requesting quotes; technical inspection of the Dam, and evaluation of the Village Day celebration.

Bill Young announced that Mary Watley would be moving from the Village and will be resigning her position as Alderwoman in the near future.

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13. ADJOURN

Mary Watley made the motion to adjourn. Jennifer Huddleston seconded the motion and it passed unanimously. Mayor Bill Young adjourned the meeting at 8:10 PM.

Mayor, Bill Young

City Secretary, Betty Howe