

Village of Timbercreek Canyon

September 9th, 2021

Members of the Board of Aldermen met in a Regular Meeting at 6:00 PM on September 9th, 2021 at the Timbercreek Canyon Gatehouse 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
	Janis Naiman		

Not attending:
Alderwoman Jennifer Huddleston
Fire Chief: Eddie Wood

Also attending: No one.

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 at 6:01 PM by Mayor Bill Young. Brian Giffin 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 AUGUST 12TH, 2021 REGULAR BOARD MEETING

The following corrections will be made to the minutes. On page 2, under Staff Reports, Item 3): "Chief Willis reported that there are now three part-time officers working 15 hours per month." should read "Chief Willis reported that there are now three part-time officers, two working 15 hours per month and one working 8 hours per month." On page 3, Item #13, line 2: "The Village are part..." should read "The Village is part ...". Also on page 3, Item #13, on line 6: the word "and" should be replaced with the word "an".

b) VILLAGE FINANCIAL STATEMENTS FOR THE MONTH OF AUGUST

Ayne Sharp provided the financial reports for August and copies are attached. Elaine Dollar was present to answer questions. It was noted that the Board will address the adoption of FY 2020-2021 Amended Budget at tonight's meeting making changes to some account categories including Grants and Grants Received. Ms. Dollar said some bills have not been received and will need to be accounted for before the FY ending September 30, 2021.

c) STAFF REPORTS

- 1) Fire Department: Chief Wood was not present, but reported there were no calls during August. The Department is still looking for a replacement tender truck.
- 2) Firewise: Alderman Giffin reported that the Forestry Service is still planning on working on the Demonstration Project across from the Fire Station. The Firewise Awareness Event is tentatively scheduled for October 23, 2021. He also reminded everyone of the Village Clean Up Day on October 9th, 2021. The Mayor's Message contains more details.
- 3) Police Department: Chief Willis provided a written report and a copy is attached. The report showed the Police Department completed 93.5 patrol hours during August. The department conducted 40 house watches/house checks; responded to one suspicious person reported via the citizen portal online, but unable to locate; Officers found an adult male and adult female from surrounding neighborhoods trespassing in Village; Officers found a subcontractor publicly urinating and gave warning; report of a sex related offense, but found to have occurred in another jurisdiction, and forwarded to Swisher County; and Officers assisted Randall County Patrol with two incidents requiring back-up, one in area of FM1151 and

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another on FM 1541. The Chief also said that the pick-up truck had an overhaul and is good now. The number of Officer hours starting in October was discussed. Other discussions include body armor, available grants, and body cameras for the Department. The Chief stated that as of September 5th, the Department has 11 Officers total and that they are building staff with professional reserve officers.

- 4) Emergency Management Report: Nothing new to report.
- 5) Building Committee: Katie Paul reported that four building permits were issued in August: remodel, roof, fence, and outbuilding.
- 6) HOA Liaison Report: The pavement project was successful. The POA will continue to meet via Zoom and the next meeting is possibly October 12th.
- 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 Fall Cleanup is scheduled for Saturday, October 9th, and volunteers will meet at the Fire Station between 8:30 and 9:00 a.m. The Garden Club will provide lunch and snacks for volunteers. The Mayor provided additional details for those bringing materials to the chipping site. The Mayor also encouraged all property owners to clean up around their property. Mayor Young also reminded everyone that the Amarillo area Covid code is still "Red" and recommended getting vaccinated and use precautions. Bill Young reported that a new maintenance garage is under construction at the Village's property at Hackberry. The foundation has been poured and we are now waiting on material to erect the new building. The garage will be used to store mowers, landscaping items, and Village road signs that are currently being stored at the Fire Department/Police Department. One change has been made to the plan for the garage and that is the ceiling will be 9 feet high instead of 8 feet. The completion of the garage is scheduled for later this fall.
- 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 on preparing the agenda; grants for the Village; working on the ordinance to approve the Ad Valorem Taxes; revisiting the Hazard Mitigation Plan and possible grant opportunities; the 2021-2022 Budget; the ordinance amending the 2021 Budget; and the contract for PRPC Services. Ms. Paul has also spent time preparing the Grant application for Texas Parks and Wildlife grant to purchase playground equipment.

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

4. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON READING OF ORDINANCE 2021-3 LEVYING AD VALOREM TAXES FOR USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT OF THE VILLAGE FOR THE 2021 – 2022 FISCAL YEAR

Katie Paul explained that this is the second reading of Ordinance 2021-3, levying Ad Valorem Taxes for the Village for the 2021 – 2022 Fiscal Year and that the tax rate will remain the same at \$0.206. Brian Giffin made the motion that the property tax revenue rate be increased by the adoption of a tax rate of \$0.206 which is effectively a 2.49% increase in the tax revenue rate. Dickie Haney seconded the motion. A roll call vote was taken and the motion passed unanimously with Alderwoman Huddleston absent and all others voting "Yea".

5. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON ADOPTION OF FY 2020-2021 AMENDED BUDGET

It was explained that the Village Treasurers have made additional amendments to the FY21 Budget which will need to be approved before the end of the fiscal year on September 30. The final Budget shows a total of \$215, 645.00. A copy of the final Budget is attached. Elaine Dollar said that the only changes made involved moving funds within the budget. Mike Fuller moved to adopt the amended final Budget for FY21. Brian Giffin provided the second and the motion passed unanimously.

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6. **DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON THE FY2022 CONTRACT WITH THE PANHANDLE REGIONAL PLANNING COMMISSION FOR PROFESSIONAL CITY MANAGEMENT SERVICES**

The Panhandle Regional Planning Commission (PRPC) has provided City Management Services for the Village of Timbercreek Canyon since 2001. These services are provided through an interlocal agreement between the Village and the PRPC which is an annual contract. This year, PRPC has requested that the contracted rate per hour be raised from \$62.50 to \$65.00 per hour. This rate is expected to stay static for the next few years. The contracted hours per month will continue to stay static at 22 hours per month. The total requested contract amount for FY22 is \$17,160.00. Following a discussion of the many advantages and the importance of this service, Dickie Haney made the motion to approve the interlocal agreement with the PRPC and Brian Giffin seconded the motion. The approval of the interlocal agreement passed unanimously.

7. **RECEIVE UPDATE ON TEXAS PARKS AND WILDLIFE GRANT APPLICATION FOR PLAYGROUND EQUIPMENT**

Katie Paul explained that she has completed the grant application for the Texas Parks and Wildlife Local Parks Program. It is being reviewed PRPC staff for accuracy and will be peer reviewed by three people before it is submitted. The application is 147 pages and has a deadline of October 1st. The Board thanked Ms. Paul for her diligent work in preparing the grant application.

8. **DISCUSS POSSIBLE GRANT APPLICATIONS FOR HAZARD MITIGATION PROJECTS AND THE BUILDING RESILIENT INFRASTRUCTURE IN COMMUNITIES (BRIC) PROGRAM**

The Board of Aldermen received a presentation at the last meeting regarding the Hazard Mitigation Plan and possible funding opportunities for mitigation projects in the Village. More information was requested at that meeting including the scoring criteria for the program as well as potential projects. The Board discussed possible projects and the scoring criteria for the programs. Katie Paul provided scoring criteria for two possible grants and copies are attached. Kevin Willis suggested that a possible grant might be found to build a multipurpose building which could include space for meetings, as well as, community education and Police Department space. The possibilities are numerous and could improve safety, security, and even medical assistance to the Village. Bill Young said that the more uses the building could provide, the better chance of being approved. Katie Paul said she would check on the feasibility of finding a fit for such a grant. For this year, it may be possible to get a grant for gas powered generators for emergencies. Ms. Paul will look into it.

9. **BOARD MEMBER COMMENTS AND ESTABLISH FUTURE AGENDA ITEMS**

Items for upcoming meeting include possible grant opportunities and update on maintenance garage construction.

10. **ADJOURN**

Brian Giffin made the motion to adjourn. Janis Naiman seconded the motion and it passed unanimously. Mayor Bill Young adjourned the meeting at 8:25 PM.

Mayor, Bill Young

City Secretary, Betty Howe