

# Village of Timbercreek Canyon

June 11, 2020

Members of the Board of Aldermen met in a Regular Meeting at 5:00 PM on June 11, 2020 via video conference and phone call with the following present:

Mayor:	Bill Young	City Secretary:	Betty Howe
Aldermen:	Brian Giffin	City Manager:	Katie Perkins
	Dickie Haney	Police Chief:	Jeremy Hoffman
	Mary Watley		
Not attending:			
Alderman:	Mike Fuller		
City Treasurer	Elaine Dollar		
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 5:06 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 MAY 14<sup>TH</sup> 2020 MEETING

Dickie Haney moved to approve the May 14<sup>th</sup>, 2020 meeting. The motion to approve the minutes was seconded by Brian Giffin and passed unanimously.

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

- a) Village Treasurer: Ayne Sharp provided the May reports for the agenda packets and copies are attached. Elaine Dollar was not in attendance, but she can be contacted for any questions. Bill Young commented that 97.3% of tax revenues have been collected thus far for the year.
- b) Fire Department: Eddie Wood, Fire Chief, did not attend. Bill Young said that the Fire Department needs new radios. They can be purchased through Randall County for \$6,000.00 each. Six radios are needed for a total of \$36,000.00. Katie Perkins thought they may be purchased for \$32,000.00 and explained there are several options including grants and using a contract buying organization. She will bring a proposal next month.
- c) Firewise: Alderman Giffin said the bill for the dumpsters used for cleanup day should be approximately \$1,500.00. Mr. Giffin will provide additional information under Item #13.
- d) Police Department: Police Chief Jeremy Hoffman was present and provided a written report. A copy is attached. It shows 12 house watches in May. The Chief also reported one call about loose dogs on McAfee. There were several reports of a green pickup speeding and driving recklessly. Both the driver and the father were informed that this type of driving will not be tolerated.
- e) Emergency Management Report: Expenses relating to the Corona virus were discussed. Mayor Young said the expenses would mostly be for the Fire Department and the Police Department. Also, possibly for cleaning supplies for the gatehouse. Chief Hoffman commented that most of the Police supplies are coming from Randall County. Emily Nolte has been busy with the Corona virus. Ms. Perkins will be discussing the expenses with the Villages, but believes the expenses incurred will be covered until the end of the year. She also noted that the money will have to be spent before it can be reimbursed.

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f) Building Committee: Bill Young said that the Building Committee will need to look at building projects from permitting through completion of building and how to involve the Property Owners Association Architectural Committee. The Mayor noted that this will be addressed in the future.

g) HOA Liaison Report: This information will be addressed under Item #10.

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 a condition Red for Covid-19. The Mayor said that the review of the Village Ordinances will continue with examining Chapter 10 -- Traffic at the meeting. A copy of the Mayor's Message is attached.

i) PRPC City Manager: Katie Perkins provided the written Panhandle Regional Planning Commission (PRPC) Report for May. 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; updated Ordinance 2020-3 amending Chapter 9, Building; contract negotiations with Flatland Media Co.; provided Cybersecurity training information to Officials and Staff; corresponded with Mayor and Village Attorney regarding TCPOA agreement for Gatehouse; reviewed various agreements and contracts in preparation for June meeting; researched method for replacement of Board member; and researched CSEF program for Interlocal Agreement with Randall County.

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

## **5. DISCUSS AND TAKE ACTION ON DISASTER DECLARATION FOR THE VILLAGE OF TIMBERCREEK CANYON**

Katie Perkins explained that the Village Board of Aldermen approved and amended the Disaster Declaration established by the Mayor on March 19<sup>th</sup>, 2020. This declaration has been amended and extended several times with an expiration of 5:00 pm on June 11, 2020. Bill Young said that the Corona Virus level has moved from level red to level orange. It is still recommended that everyone practice social distancing, wear masks in public, and continue hand washing. The Mayor said he hopes the Board can meet together by July or August. City Manager Katie Perkins recommends letting the Disaster Declaration expire. Dickie Haney made the motion to let the Disaster Declaration expire. Brian Giffin seconded the motion and it passed unanimously.

## **6. DISCUSS REPLACEMENT OF ALDERWOMAN TARA MURRELL**

Ms. Perkins noted that Tara Murrell has resigned her seat on the Board due to health reasons. Texas Local Government Code provides that the Board may nominate and appoint a person residing in the Village to serve this remainder of the term vacated by Alderwoman Murrell. Bill Young mentioned a possible replacement and asked the Board members for any other names for Ms. Murrell's replacement. Following a brief discussion, the Mayor suggested waiting until August for a decision.

## **7. DISCUSS AND PROPOSE FINAL CHANGES TO ORDINANCE 2020-3, AMENDING THE VILLAGE OF TIMBERCREEK CANYON CODE OF ORDINANCES CHAPTER 9 -- BUILDING**

Katie Perkins explained that the Board has the opportunity to review the final portions of Chapter 9 – Building. She provided the a copy of Ordinance 2020-3 with all proposed changes up to Section 9.10. The first reading of the full ordinance with reflected changes will be at the July Board meeting. Brian Giffin suggested changing 9.10, part 2) to allow dumpsters to remain for a period of four weeks. Bill Young agreed, but would like to say not longer than four weeks. All Board members agreed to this change. The Board discussed Sections 9.11, 9.12, and 9.13 and found no changes needed.

## **8. DISCUSS AND PROPOSE AMENDMENTS TO THE VILLAGE OF TIMBERCREEK CANYON CODE OF ORDINANCES CHAPTER 10 -- TRAFFIC**

The Board examined Chapter 10 – Traffic and decided no changes were needed so there will not be an Ordinance amending Chapter 10.

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**9. 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**

The Board previously approved \$5,000.00 for surveying services provided by Joe Shehan Engineering for the Gatehouse property transfer at the February 13<sup>th</sup> meeting. The Mayor explained that at this time the Board will be asked to approve additional funds. The Mayor said that additional amounts are owed for the survey due to changes made after the gatehouse was first surveyed. The TCPOA will pay one-half of the total charges. The amount now due from the Village is \$2,777.95. Mayor Young said no other charges are expected except for fees due at the Court House for transfers. Brian Giffin noted the transfer fees will probably be under \$50.00. Brian Giffin moved the Village pay the balance due of \$2,777.95 to Joe Shehan Engineering for services. Dickie Haney provided the second and the motion passed unanimously.

**10. DISCUSS AND TAKE ACTION ON FORMAL AGREEMENT WITH TIMBERCREEK CANYON PROPERTY OWNERS ASSOCIATION REGARDING GATEHOUSE**

Bill Young reported that the Board previously approved Resolution 2020-4 which authorized the transfer of property associated with this agreement. A copy of the formal agreement between the TCPOA and the Village of Timbercreek Canyon which will govern the transfer of property. Katie Perkins stated that Mayor Young has signed this document through the authority from Resolution 2020-4. Any changes proposed by the Board at this time may be made under an amendment to this agreement. Bill Young said the agreement has been signed, but needs approval from the Board. The Board reviewed the agreement. Dickie Haney said it looks good. Mary Watley made the motion to approve the agreement. Dickie Haney seconded the motion and it passed unanimously.

**11. DISCUSS AND TAKE APPROPRIATE ACTION ON CONTRACT WITH FLATLAND MEDIA CO. FOR WEB DESIGN AND MAINTENANCE SERVICES**

Ms. Perkins said that the Village has entered into contract negotiations after action from the Board at the May 14, 2020 meeting. This contract was reviewed and agreed upon by both parties. If any changes need to be made, they will be enacted as an amendment to this contract. Bill Young provided a copy of a contract with Flatland Media Co. for website design and maintenance services. He explained that the Village will be the controlling entity, but the initial cost of the website design and development will be split 50/50 with the TCPOA in the amount of \$500.00 each. The first-year total cost to the Village and the TCPOA will be \$850.00 each. The Timbercreek Canyon Garden Club (TCGC) will pay \$100.00 for the first-year cost. Following the first year, the Village and TCPOA will pay \$350.00 each and TCGC will pay \$100.00 per year for maintenance. Mary Watley asked about the timeframe for having the website up and Bill Young said it may take a month or month-and-1/2 to have the site up. He referred to Attachment B of the contract. Brian Giffin moved to accept the contract and Mary Watley made the second. The contract was accepted by a unanimous vote.

**12. DISCUSS AND TAKE APPROPRIATE ACTION ON INTERLOCAL AGREEMENT WITH RANDALL COUNTY FOR 2020 CESF PROGRAM FOR CORONAVIRUS RELATED EXPENSES**

Katie Perkins provided the information regarding this Agreement. Randall County has decided to submit an application for the 2020 CESF Program to recoup costs for PPE and other materials necessary to respond to the COVID-19 pandemic. Village officials have contacted Randall County about submitting a joint application to recoup costs for PPE obtained for the Village. The minimum funding amount for this application is \$10,000.00. The Village has not incurred costs above this threshold. Randall County has submitted the attached Interlocal Agreement in order to include the Village's costs in their funding application. This item does require Board approval to enter into this agreement with Randall County. The Village Attorney has looked over this agreement for legal issues and has approved it for the Board to consider. Dickie Haney made the motion to approve the Interlocal Agreement with Randall County. Brian Giffin provided the second and it was approved unanimously.

**13. REVIEW AND DISCUSS OUTCOMES OF VILLAGE CLEANUP DAY -- MAY**

Brian Giffin reported that the Spring cleanup was very successful. Residents brought their own brush to the Tennis Court site and the Village provided dumpsters for wood chips. The Texas Forest Service (TFS) came out on three occasions with their wood chipper and filled a dumpster each time. This chipping provided about 20 tons of chips. Fall cleanup is scheduled for October 3, 2020. Alderman Giffin said they are looking at moving the location for brush to the area just south of the dam in the Fall but access is limited. The Board discussed marking where to put limbs, possibly staking the area, or putting a limit on number of limbs allowed.

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Bill Young noted that since the cost this Spring will be about \$1,500.00, that \$2,500.00 to \$3,000.00 be budgeted next year. The Mayor wanted to thank David Bernal for taking care of the cleanup at the chipping site.

**14. DISCUSS AND CONSIDER POTENTIAL TIMBERCREEK CANYON COMMUNITY BUILDING**

Mayor Young said he saw Chuck Lynch recently and Mr. Lynch has had surgery. Mr. Lynch said he has been working on the project. The Mayor said he hopes Mr. Lynch will be able to join the Board at the July meeting.

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

Potential items for the July agenda include website update, first reading of Ordinance 2020-3 -- Chapter 9 – Building amending the Village of Timbercreek Code of Ordinances, potential Timbercreek Canyon Community Building, the tower at Hackberry property, and moving rocks to area of erosion behind the Fire Station.

**16. ADJOURN**

Mary Watley made the motion to adjourn. Brian Giffin seconded the motion and it passed unanimously. Mayor Bill Young adjourned the meeting at 6:49 PM.

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Mayor, Bill Young

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City Secretary, Betty Howe