

Village of Timbercreek Canyon

March 12, 2020

Members of the Board of Aldermen met in a Regular Meeting at 7:00 PM on March 12, 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
	Tara Murrell	Police Chief:	Jeremy Hoffman
	Mary Watley		

Not attending:

Also present: Tyler Pinson.

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

The Regular Meeting was called to order at 7:02 PM by Mayor Bill Young. Mike Fuller led the Pledge of Allegiance. Village Secretary, Betty Howe, determined that a quorum was present.

2. PUBLIC COMMENTS

Tyler Pinson was present to voice his concerns regarding the installation of the tower at the property on Hackberry, which is near his home. Mr. Pinson was reassured that the tower would not pose any safety risks. Mayor Young addressed the Board about the Corona Virus (COVID-19) saying we do not know how far the virus will go. The Amarillo Health District is planning for containment so we just need to follow the guidelines and "ride it out".

3. CONSIDER AND TAKE APPROPRIATE ACTION ON APPROVING THE MINUTES FROM THE FEBRUARY 13TH MEETING

Brian Giffin moved to approve the February 13th, 2020 meeting with one correction. In Item 16, the date for the Spring Cleanup should be May 9th. The motion to approve the minutes with correction was seconded by Mike Fuller and passed unanimously.

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

a) Village Treasurer: Ayne Sharp provided the February 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 Budget. She said amendments may be needed if anything is higher than projected. Ms. Dollar also recommended the Budget be looked at again in July or August. Ms. Dollar said that 94.3% of tax revenue has been received. With no longer paying rent for the gatehouse, there may be some funds available. Bill Young asked for clarification regarding if funds from this year can be carried over to next year. Ms. Dollar explained that only funds that are in restricted accounts, such as for the Fire Department, can be carried over. Restricted accounts can be set up, but then the funds must only be used for the purpose named.

b) Fire Department: Eddie Wood, Fire Chief, said the Department answered three medical calls and had 22 hours of training during February. A copy of Chief Wood's report is attached. The Chief also said that last radio has been programmed and all that is needed is to install it at the station. The pagers still need to be replaced.

c) Firewise: Alderman Giffin reported that chippers for the May cleanup need to be scheduled with the Texas Forest Service.

d) Police Department: Police Chief Jeremy Hoffman was present and provided a written report for February and a copy is attached. The Chief reported that the Department provided four house watches and one

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medical assist. The Chief reported that a new officer, Charles Wheeler, has been added to the force, but there has been a slight holdup.

e) Emergency Management Report: Kurt Grant said this will be discussed under Item #5.

f) Building Committee: Bill Young said that the work at 731 McKenzie has started and the house on Fox Ridge has again been permitted and needs to get inspections.

g) HOA Liaison Report: Tara Murrell provided the minutes from the recent Property Owners Association meeting and copies are attached and said the next meeting of POA would be April 6.

h) Mayor's Report: Mayor Young presented a "Mayor's Message March 2020" and a copy is attached and a copy has also been forwarded to everyone in the Village by email. The Mayor highlighted the importance of watching out for rabid animals, especially skunks; 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 March. 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; created Ordinance 2020-2 amending Chapter 8, Zoning; created Ordinance 2020-3 amending Chapter 9, Building; researched sale of public property; consulted TML regarding legality of selling City owned property; researched history of POA and Village; researched local government code regarding property sales; researched local government code regarding landfills and solid waste; reviewed municipal tax guidelines for upcoming fiscal year (2021); reviewed Municipal website requirements for 2020; corresponded with PRAD regarding tax roll; compared budget amendment process with other cities; and researched Sales Tax for Municipalities.

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

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

Kurt Grant explained that the Village of Timbercreek Canyon has been working to construct an all-inclusive Hazard Mitigation Plan that is specifically catered to the needs of the Village. This Hazard Mitigation Plan emphasizes the unique aspects of the Village and helps with future planning and managing assets. The completed Hazard Mitigation Plan has been sent to the governing agency.

6. DISCUSS AND TAKE ACTION ON VILLAGE OF TIMBERCREEK CANYON PERMIT AND INSPECTION FEES

Bill Young provided the background. The majority of permit costs come from roof replacements. These typically cost the resident \$175.00. Permit fees for a home are based on square footage and range from \$1,000.00 to \$1,500.00. Kurt Grant provided a list of activities from the Village Code of Ordinances which require permits and inspections. The Board discussed the possibility of a fee structure providing different, possibly lower, fees for replacement and remodeling activities. Kurt Grant will research the costs of inspections and fees charged by other cities and report to the Board.

7. DISCUSS AND TAKE ACTION ON ORDINANCE 2020-2, AMENDING THE VILLAGE OF TIMBERCREEK CANYON CODE OF ORDINANCES CHAPTER 8 -- ZONING

Kurt Grant said that he has made adjustments to the Code of Ordinances, Chapter 8 -- Zoning as requested by the Board at the previous meeting. Chapter 8 -- Zoning was discussed by the Board and a few changes noted. This constitutes the first reading of Ordinance 2020-2 so no action was taken. The Ordinance will be reviewed and read again at the April 9th, 2020 meeting.

8. DISCUSS AND TAKE ACTION ON ORDINANCE 2020-3 -- AMENDING THE VILLAGE OF TIMBERCREEK CANYON CODE OF ORDINANCES CHAPTER 9 -- BUILDING

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Mr. Grant provided a copy of Chapter 9 – Building, for the Board to examine and discuss. Since the Ordinance is lengthy, the Board looked at the first seven sections at this time. At the April meeting, the Board will begin discussions at Section 9.08, Setbacks.

9. DISCUSS AND TAKE ACTION ON APPROVING JOE SHEHAN ENGINEERING FOR FIRE STATION RUNOFF PROPOSAL

Bill Young and Kurt Grant provided background information. Joe Shehan Engineer conducted a topographical survey of the Fire Station in August of 2019. This survey, along with a site visit, concluded that there was 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 spend in excess of \$2,000.00. The potential cost of the plan/design would be \$5,000.00. Dickie Haney suggested using rock that he has located to mitigate the erosion problem. He said that it would be possible to move it and put it in place on a work day using volunteers. Mike Fuller said he thinks the proposal by Mr. Shehan to divert the runoff would not solve the problem and only be less erosion. Mr. Fuller doesn't think that the erosion is that big a problem. Bill Young said the Shehan plan would cost too much money. Brian Giffin made the motion to reject the Joe Shehan Engineering proposal. Dickie Haney made the second and the motion passed unanimously.

10. DISCUSS AND CONSIDER POTENTIAL TIMBERCREEK COMMUNITY BUILDING

The Village of Timbercreek Canyon has discussed the possibility of building a Community Center. The Board is considering possibly locating the Community Center on Village owned property on Hackberry. This will be on the April agenda.

11. UPDATE ON REGULATIONS FOR WEBSITES AND MUNICIPALITIES

The Timbercreek Board of Aldermen suggested creating a website to convey information to residents. Kurt Grant provided a list of possible information to be included on the website. Mr. Grant said he has some experience with websites and would be willing to work on getting it established. He will gather additional information and report at the April meeting.

12. 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 May. A base will be needed for the tower and will require about five yards of concrete to construct. The Mayor said it would be possible to pour the concrete on the Cleanup Day in May.

13. 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 9th. 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.

14. 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.

Potential items for the April agenda include permit and inspection fees, establishing a website, the Hazard Mitigation Plan, continued review of the Code of Ordinances, potential Timbercreek Canyon Community Building, and the tower at Hackberry property.

15. ADJOURN

Mike Fuller made the motion to adjourn. Brian Giffin seconded the motion and it passed unanimously. Mayor Bill Young adjourned the meeting at 9:40 PM.

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Mayor, Bill Young

City Secretary, Betty Howe