

Village of Timbercreek Canyon

November 11, 2021

Members of the Board of Aldermen met in a Regular Meeting at 6:00 PM on November 11, 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	Asst. Police Chief:	John Vaught
	Dickie Haney		
	Jennifer Huddleston		
	Janis Naiman		

Not attending:
Treasurer: Elaine Dollar
Fire Chief: Eddie Wood

Also attending: Terri Welch, Larry Naiman.

- 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. Eddie Wood led the Pledge of Allegiance. Village Secretary, Betty Howe, determined that a quorum was present.

AT THIS POINT THE BOARD MOVED TO ITEM #3

- 3. RECEIVE PRESENTATION FROM THE GARDEN CLUB ON PLANS FOR OSAGE GATE BEAUTIFICATION**
Terri Welch provided a copy of the proposed Beautification Plan for the Osage Gate. A copy of the plan is attached. The plan includes making a single bed on the north side with signage which requires the removal of some of the asphalt. The main issue for the Board and also for the Property Owners is that currently part of the asphalt area is used for parking for meetings. Larry Naiman said the Property Owners could agree to the plan if additional parking can be found and if the Village can agree to the plan. Janis Naiman and Mike Fuller said that the plan would eliminate two or three parking spaces. After discussion, the Board will look at the possible parking space behind the gatehouse. Terri Welch said that was fine and the Garden Club is not wanting to cause issues for the Groups involved. Bill Young noted that the Beautification Project would not be started until Spring at the earliest. Terri Welch suggested that the Osage Gate Project be put on the April agenda for further discussion.

THE BOARD THEN MOVED TO ITEM #2 AND OPENED THE PUBLIC HEARING

- 2. PUBLIC HEARING: COMMUNITY RESILIENCY PROGRAM (CRP) APPLICATION FOR SENIOR CENTER PROJECT**
The Community Resiliency Program (CRP) is a grant funding program through the Texas Department of Housing and Community Affairs (TDHCA). This program is intended to assist communities with construction of public buildings or to provide public services that will respond to the COVID-19 Pandemic and mitigate future pandemics. Katie Paul and Bill Young explained the programs and the Board talked about the program and Ms. Paul provided other information related to the Nation Program Objectives of the Community Development Block Grant (CDBG) Program.
Katie Paul suggested that the original Community Center project could be reframed to fit in one of the discussed grants. The new project would address other needs of the Community and opened a discussion of a Senior Citizen's Center for Timbercreek Canyon. Ms. Paul explained that the median age of residents in the Village is 54 years-of-age and one-half of the residents are over the age of 62. The Senior Center could address items such as health evaluations, fitness, flu shots, and meeting places for not only Seniors, but other groups. In response to Covid, the grants are targeting low to medium income populations and Senior Citizens are seen as low income. The grants are 100% funded. Mike Fuller commented that the costs will

Village of Timbercreek Canyon

need to be specified including the Engineering/Architectural fees. Following further discussion by the Board, the Public Hearing was closed at 6:28 PM. No members of the public attended or commented.

4. PUBLIC COMMENTS

Bill Young called for public comments. There were none.

5. CONSENT ITEMS – CONSIDER AND TAKE ACTION ON THE FOLLOWING:

a) MINUTES FROM THE OCTOBER 14TH, 2021 REGULAR BOARD MEETING

No corrections were made.

b) VILLAGE FINANCIAL STATEMENTS FOR THE MONTH OF SEPTEMBER

Ayne Sharp provided the financial reports for October and copies are attached. Elaine Dollar was not present to answer questions. Bill Young posed a question regarding the expense in Account #6196, General Liability & Worker's Comp, being over. It appears to be for prepaid insurance, but the question can be addressed at the next meeting.

c) STAFF REPORTS

- 1) Fire Department: Chief Wood was not present, but Katie Paul reported that there were no call reports submitted. The search continues for a replacement tender truck.
- 2) Firewise: Alderman Giffin reported that the Forestry Service is still working on the Demonstration Project across from the Fire Station and Mayor Young met with the crew. Brian Giffin has applied for the Firewise Certification for next year.
- 3) Police Department: Chief Willis provided a written report and a copy is attached. Asst. Chief Vaught attended the meeting to answer questions. The report showed the Police Department completed 81 patrol hours during October. Two Officers had Covid during this time. The department conducted house watches/house checks; made traffic stops; and responded to suspicion calls. There has been an ongoing issue with a dog that is allowed to run loose on Herring Lane and is aggressive to pedestrians. Complaints have been made to TCPD and RSCO. The suspect owner has been made aware and no more warnings will be issued. Two part-time Officers are leaving and transitioning in their careers with the Sheriff's Office. The Department is adding another Reserve Officer who is a veteran and paramedic. He is the Fire Academy coordinator at Amarillo College. This will make three paramedics as well as former EMT's at the Police Department. The Chief stated that Body Armor and new uniforms have come in and been issued. Katie Paul has applied for the Body Worn Camera grant.
- 4) Emergency Management Report: Hazard Mitigation Grants are in the works.
- 5) Building Committee: Katie Paul reported that one building permit was issued in October for a roof.
- 6) HOA Liaison Report: The POA have resumed in person meetings. Discussions are continuing regarding the Garden Club Osage Gate Beautification Project and the parking situation.
- 7) Mayor's Report: Mayor Young provided a report and a copy is attached and was also sent to residents by email. Mayor Young warned every one of the continuing wild fire dangers due to the dry conditions. The Village owes a big "thank you" to the Forestry Service for a job well done removing trees, brushy undergrowth and unwanted vegetation.
Bill Young reported that the Chili Cookoff was a huge success and the Garden Club raised most of the funds needed to complete the new bridge panels.
Mayor Young reported that work continues on the erosion abatement at the Fire Station. More rock is to be delivered and the hope is that the weather will hold so the rock can be moved in place before winter weather moves in.

Village of Timbercreek Canyon

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; revisiting the Hazard Mitigation Plan and possible grant opportunities; grants available for law enforcement equipment; Ms. Paul has also spent much of her time working on various grants; checking on street signs that may be available from the 911 District; and referring questions to the website and to Stu Lake.

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

6. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON SCORING OF ENGINEERING/ARCHITECTURAL RESPONSES TO THE REQUEST FOR QUALIFICATIONS ISSUED ON OCTOBER 31ST, 2021

Katie Paul explained that as a part of the Community Resiliency Program (CRP) grant application process, the Village must procure an engineer/architecture firm through the Request for Qualification (RFQ) process. Proposals have been received and are available for review at the meeting. Each Alderman must score the respondent's statements of qualifications. Five responses to the RFQ were received and can be scored by the Aldermen. Ms. Paul stated that the RFQ's must be scored at this meeting and a contract awarded to the highest scoring firm to meet the time line for the grant. The firm will be paid when grant is funded and the Village can negotiate how the firm is paid. The Aldermen voting for the firm were Mike Fuller, Janis Naiman, Jennifer Huddleston, Brian Giffin, and Dickie Haney. Mike Fuller commented that he has had experience with three of the firms. Each Alderman scored the firms on the score sheet provided by Katie Paul. Katie Paul counted the scores. The highest scoring firm was OJD Engineering. There was a discussion by the Board. Janis Naiman said the Board cannot lose time awarding the contract since costs will go up. Katie Paul noted that the deadline for the grant application is approaching. The grant will be awarded January to March.

7. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON AWARD OF ENGINEERING/ARCHITECTURAL CONTRACT WITH HIGHEST SCORING FIRM AS A RESULT OF THE RFQ ISSUED ON OCTOBER 31ST, 2021

An explanation was provided by Katie Paul stating that as part of the Community Resiliency Program (CRP) grant application process, the Village must procure an engineer/architecture firm through the RFQ process. This agenda item will allow the Board of Aldermen to award a contract to the highest scoring firm as a result of the previous agenda item. Professional services fees are paid from 100% grant funds. If a contract is awarded, the Village will go into negotiations with the firm and will begin grant application work. Katie Paul told the Board that they had three choices in awarding the contract: 1) Award the contract; 2) Not award the contract; or 3) Postpone the decision and enter into discussions. Following Board discussions, Jennifer Huddleston made the motion to approve Resolution #2022-5 awarding the contract to the highest scoring firm, OJD Engineering. Janis Naiman seconded the motion and it passed unanimously.

8. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON ADOPTION OF A CITIZEN PARTICIPATION PLAN

Katie Paul provided a summary of information related to the Community Resiliency Program (CRP). The CRP is funded through Community Development Block Grant (CDBG) funds, which are administered by the Department of Housing and Urban Development (HUD). These funds have specific regulations that must be adhered to in order to maintain funding. One of the regulations is the adoption of a Citizen Participation Plan. This plan lays out the process for handling any complaint about a CDBG funded project within the Village. It also establishes public hearing provisions, which the Village already follows. This agenda item merely affords the adoption of a written plan that will be required if the Village receives funds through the Community Resiliency Program. The Village is taking this step in the application process as a proactive measure. Mike Fuller moved that the Board approve the adoption of a Citizen Participation Plan. The second was provided by Jennifer Huddleston and passed unanimously.

Village of Timbercreek Canyon

9. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON INTERLOCAL AGREEMENT WITH THE PANHANDLE REGIONAL PLANNING COMMISSION FOR APPLICATION DEVELOPMENT AND PROJECT MANAGEMENT SERVICES FOR THE COMMUNITY RESILIENCY PROGRAM (CRP) THOROUGH THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA)

Katie Paul explained that this agenda item is related to the Community Resiliency Program (CRP). The Interlocal Agreement would authorize PRPC to develop the CRP application. There are two parts to the Interlocal Agreement. The first phase of the agreement is the application development services, which PRPC will complete at no additional cost to the Village. The second part is project management. The Interlocal Agreement would authorize PRPC to administer the grant funds and run the project. The payment for project management services would be 100% from grant funds and would not cost the Village anything extra. PRPC has worked with nearly all of the communities in the Panhandle to develop applications and administer the projects if awarded. The PRPC has a staff of 6 who are highly qualified and experienced in grant application development and management. The Interlocal Agreement will allow the staff to devote more time, intensity and work to the administration of the grant. Jennifer Huddleston made the motion to authorize Mayor Young to enter into the Interlocal Agreement with PRPC. Dickie Haney seconded the motion and it passed unanimously.

10. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON RESOLUTION 2022-4 CASTING VOTES FOR THE MEMBERS OF THE BOARD OF DIRECTORS OF THE RANDALL COUNTY APPRAISAL DISTRICT

It was explained by Katie Paul that the Potter Randall Appraisal District (PRAD) Board of Directors are up for election/re-election. As a taxing entity, the Village Board of Aldermen may vote for candidates for the board. Ms. Paul provided a voting sheet to record the Village Board's votes. Resolution 2022-4 records the votes of the Board. Dickie Haney made the motion to approve Resolution 2022-4 recording the votes of the Board. The resolution shows that five votes were recorded for one candidate, Joe Shehan. The Resolution was approved unanimously with Bill Young abstaining.

11. BOARD MEMBER COMMENTS AND ESTABLISH FUTURE AGENDA ITEMS

Mayor Young said the next Regular Meeting will be December 9th. He also stated that the rock at the Fire Station has not been delivered as yet. The Maintenance Equipment Garage is close to completion and that the electric is in and working. Information relating to the CRP grant will also be on the agenda.

12. ADJOURN

Mike Fuller made the motion to adjourn. Janis Naiman seconded the motion and it passed unanimously. Mayor Bill Young adjourned the meeting at 8:33 PM.

Mayor, Bill Young

City Secretary, Betty Howe