**July 17, 2024**

Members of the Board of Aldermen met in a Regular Meeting at 6:00 PM on July 17, 2024 at the Timbercreek Canyon Gatehouse with the following present:

|  |  |  |  |
| --- | --- | --- | --- |
| Mayor:  Aldermen: | Brian Giffin  Mike Fuller  Dickie Haney  Jennifer Huddleston  Tim Satterwhite  Janis Naiman | City Secretary  Treasurer:  City Manager:  Police Department: | Betty Howe  Elaine Dollar  Max Seymour  Officer |
|  |  |  |  |
| Not attending:  Fire Chief: | Eddie Wood |  |  |
|  |  |  |  |

Also attending: Ruth Brown, Community Impact Project; Larry Naiman and Robert Wyatt, Timbercreek Creek Property Owners Association; Amber Satterwhite, resident.

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, Brian Giffin. Brian Giffin led the Pledge of Allegiance. Village Secretary, Betty Howe, determined that a quorum was present.

**2. PUBLIC COMMENTS**

Ruth Brown with the Sister- Bear Foundation presented information about the planned “Community Impact Project”. The project is dedicated to building an accessible, resilient, and supportive community through education, awareness, and facilitating preparedness that prioritizes the safety and well-being of all residents.

**AT THIS POINT IN THE MEETING THE BOARD MOVED TO AGENDA ITEM #5**

**5. DISCUSS, CONSIDER AND TAKE ACTION ON APPROVING A NEW CONTRACT FOR SECURITY/GATE CAMERA SYSTEM**

Mayor Giffin discussed the status of the procurement of updated security cameras. The Mayor provided two estimates from possible companies to provide the cameras and related service. Larry Naiman was present representing the Timbercreek Canyon Property Owners Association (TCPOA) and said they would like to receive input from the Police. It is hoped to have the system installed in August. Janis Naiman made the motion to table the decision and the motion was seconded by Jennifer Huddleston. The motion passed unanimously.

**AT THIS POINT IN THE MEETING THE BOARD MOVED TO AGENDA ITEM #9**

**9. DISCUSS, CONSIDER AND TAKE ACTION ON THE HOA DEED RESTRICTION ELECTION FOR “ELIMINATING SUB-LEASES OF LOTS OR ANY PORTION OF LOTS IN SECTIONS 1 AND 3”**

Larry Naiman and Robert Wyatt were present to discuss the possibility of the Village voting in the Deed Restriction election. Since the Village owns property in Unit 1, they are being asked to agree to the Deed Restriction change. Robert Wyatt explained that to not vote is a “no” vote. It is not possible to abstain. The deed restrictions will only apply to the properties in Unit 1 and 3. Max Seymour has consulted the Village attorney regarding the issue and her legal opinion is for the Village to leave it alone. Following a lengthy discussion, Mike Fuller moved to table the decision and Tim Satterwhite provided the second. The motion to table passed by a vote of four to two. Jennifer Huddleston and Janis Naiman voted not to table.

**AT THIS POINT IN THE MEETING THE BOARD MOVED RETURNED TO AGENDA ITEM #3**

**3. DISCUSS ANY UPDATES FOR THE SENIOR CENTER PROJECT FUNDED BY THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS GRANT**

Plains Builders provided a bid for the project of $1.16 million. Mike Fuller said this is good news and hopes to have Tim Koetting attend the meeting next month. There are still a few questions to be answered, but the bid may also allow money for alternate choices the Board wanted.

**4. CONSENT ITEMS – CONSIDER AND TAKE APPRORIATE ACTION ON THE FOLLOWING:**

**a) MINUTES FROM THE JUNE 12, 2024 REGULAR BOARD MEETING**

The following changes will be made to: 1) Page 1, Item 4, c), 2) Firewise: the words “Looking at the option to close the chipping site …” should read “The chip site will be closing since it is currently full.” 2) Page2, 5), Two building permit was issued.” Should read “Two building permits were issued.” 3) The date in the footer should read “6-12-1924”.

**b) VILLAGE FINANCIAL STATEMENTS FOR THE MONTH OF JUNE**

Ayne Sharp provided the financial reports for June and copies are attached. Elaine Dollar was present to comment and answer questions. Ms. Dollar said she contacted TML about the insurance rates for the coming year. There will be a price increase for next year. She noted that the POA still owes about $3,500.00 for gatehouse rent.

**c) STAFF REPORTS**

1) Fire Department: Max Seymour reported that the new Fire truck should be here the end of September.

2) Firewise: Brian Giffin reported that that the recommended date for the Firewise Day and Picnic is October 19th. It will be a joint day with Palisades.

3) Police Department: Chief Vaught provided a written report but could not attend the meeting. A copy is attached. The report showed that during June the Officers conducted 90 hours of patrol, primarily traffic enforcement. There were two house/property watches. The Department performed three building permit checks. One ordinance violation for weeds was resolved. They responded to one SOS call in Lake Tanglewood. Checked on an open hatch and a barn door open, but no theft reported. Assisted Mayor with email issue.

4) Emergency Management Report: No update currently.

5) Building Committee: One building permit was issued. The Village is still searching for a Chair for the Building Committee, and Chris Hanes is only serving until a chairperson can be found.

6) HOA Liaison Report: The HOA is working with the Village to select and install an upgraded camera system.

7) Mayor’s Report:

The Mayor explained that he has been working on getting the bids for the security camera system and Firewise.

8) PRPC City Manager:

Max Seymour stated that the playground equipment has been delivered and he is requesting reimbursement for the equipment. Manager Seymour said he has been working on gathering information for the tax rate and the budget for the next Fiscal Year.

Dickie Haney made the motion to accept the minutes as corrected and all reports as presented. Tim Satterwhite seconded the motion. The motion passed unanimously.

**6. DISCUSS 2024/2025 BUDGET PRIORITIES AND TAX RATE**

City Manager Seymour and Treasurer Ms. Dollar discussed the tax rate and budget for the upcoming Fiscal Year. Max Seymour plans to have a spreadsheet for the budget at the next meeting. It appears that revenues will increase. He is waiting for an answer. If the revenue goes up the Village could keep the tax rate the same or decrease it; however, he does not recommend lowering the rate. This item was for discussion only. He included some supporting information that is attached.

**7. DISCUSS, CONSIDER, AND TAKE ACTION ON APPROVING AN RFQ FOR ENGINEERING SERVICES FOR PLAYGROUND**

Mr. Seymour explained that new sidewalks and accessible parking must be developed for the playground area. Max Seymour noted that a RFQ will need to be prepared and sent out to find those interested in performing the engineering services. He provided a sample of a RFQ that could be used. The candidates will need to show their ability to do the work. Janis Naiman made the motion to allow Max Seymour to prepare and send out the RFQ seeking someone to perform the work. Dickie Haney seconded the motion and it passed unanimously.

**8. DISCUSS, CONSIDER AND TAKE ACTION ON APPROVING A CONTRACT WITH ATMOS ENERGY FOR FRANCHISE FEES**

Mr. Seymour provided the information that this is the multiple year contract between the Village and Atmos Energy for franchise fees paid to the Village. Since this is an ordinance, it will require two readings. The contract will provide for 5% franchise fees for 10 years to be paid to the Village. This constitutes the first reading of the Ordinance. Janis Naiman made the motion to approve the Village entering into a contract with Atmos Energy. Mike Fuller seconded the motion and it passed unanimously.

**10. DISCUSS, CONSIDER AND TAKE ACTION ON SETTING FIREWISE COOKOUT AND CLEANUP DATE**

Brian Giffin proposed that the Firewise Cookout and Cleanup day be set for October 19th. It will be a joint event in conjunction with Palisades. They plan to have the Sister-Bear Project information available. The assistance of the Garden Club will not be needed for cleanup day this time. Tim Satterwhite provided the motion to accept the date for the event and Jennifer Huddleston seconded the motion. It passed unanimously.

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

The date of the next meeting was discussed. August 15th was the agreed date subject to change. Items discussed for the next meeting include the Atmos contract, the TCPOA vote, the budget draft and tax rate, sidewalk construction, and contract for security/gate camera system.

**12. ADJOURN**

Janis Naiman made the motion to adjourn. Jennifer Huddleston seconded the motion and it passed unanimously. Mayor Brian Giffin adjourned the meeting at 8:15 PM.

Mayor, Brian Giffin City Secretary, Betty Howe