**January 18, 2024**

Members of the Board of Aldermen met in a Regular Meeting at 6:00 PM on January 18, 2024 at the Timbercreek Canyon Gatehouse with the following present:

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

Also attending: John Merriss with Doshier, Pickens & Francis, LLC; Jerry Wylie.

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 6:00 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**

There were none.

**3. REVIEW AND DISCUSS THE AUDIT REPORT**

John Merriss, CPA, provided copies of the 2023 audit conducted by his firm. A copy is on file with the Secretary. Mr. Merriss explained the various sections of the audit and said the Village is in good shape. He also said that Elaine Dollar and Ayne Sharp are doing a great job as Village Treasurers. The Board discussed the audit and asked a few questions. The audit will be voted on and approved at the February meeting.

**4. CONSIDER AND TAKE APPROPRIATE ACTION ON PROPOSED CHANGES FOR ORDINANCES RELATED TO TRAFFIC IN CHAPTER 10 OF THE CODE OF ORDINANCES**

Alderwomen Jennifer Huddleston and Janis Naiman provided an update on proposed ordinance changes to Chapter 10. A copy of the proposed Chapter 10 changes is attached. Kevin Willis still recommends a stop sign and a white stop line at the intersection of Wildflower and South Timbercreek. The stop sign and white stop line were briefly discussed. It was decided to change the speed limit to 15 miles per hour. Mike Fuller said a stop sign is really not needed. After further discussion, Alderman Fuller said he is good with Chapter 10. Dickie Haney made the motion to waive the 2nd reading of the Amendments to be made to Ordinance 10. Janis Naiman provided the second and the motion passed unanimously. Mike Fuller moved to approve the Amendments making changes to Ordinance 10. Janis Naiman seconded the motion and it passed unanimously.

**5. DISCUSS STATUS OF FIRE TRUCK GRANT**

Max Seymour explained that the Village needs to approve an Inter-Local Agreement with the Houston/Galveston Area Council H-GAC Buy Board. This will allow the Village to proceed with the ordering of the Fire Truck with no bids required and to receive the truck within the grant period. It has been a difficult task getting to this point, but it looks like it is going to happen. Jennifer Huddleston made the motion to approve the Inter-Local Agreement with the H-GAC Buy Board. The motion was seconded by Dickie Haney and approved unanimously.

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

**a) MINUTES FROM THE NOVEMBER 9, 2023 REGULAR BOARD MEETING**

The following changes will be made: On page 2: under 2), the words “… the Fire Service can …” should read “… the Texas Forestry Service can …”. Under 8) the last sentence reads “… to know when an inspection fails.” Should read “… to track inspections that fail so she can collect fees.” On page 3, Item 9 heading: the phase “… **CITY MANAGER TO WITH BUYBOARD TO** …” should read “…**CITY MANAGER TO WORK WITH BUYBOARD TO** …”

**b) VILLAGE FINANCIAL STATEMENTS FOR THE MONTH OF NOVEMBER AND DECEMBER**

Ayne Sharp provided the financial reports for November and December and copies are attached. Elaine Dollar was present to comment and answer questions. Ms. Dollar noted that the JAG grant funds for the Police Equipment have been received.

**c) STAFF REPORTS**

1) Fire Department: Chief Wood was present. There were no recent calls. The Randall County audit for the Fire Department is coming up. The grant for the new Fire Truck is happening. This is discussed under Item 5 above.

2) Firewise: Brian Giffin reported that the Texas Forest Service has a new chipper and all the brush has been processed.

3) Police Department: Asst. Chief Willis was in attendance and Chief Vaught provided a written report. A copy is attached. The report showed that during November the Officers conducted 70 hours of patrol and in December they conducted 62 hours of patrol. There were two house/property watches.

Asst. Chief Willis suggested that better cameras and a better DVR be considered to better track activity at the gates.

At this point the Board reopened the Public Hearing for additional public comments. The Board heard from a resident, Jerry Wylie. Mr. Wylie would like the Board to address an issue at a residence across the street from him. There are several trailers including an RV parked at the residence and he believes there may be people living in them. He would like to know if this is allowed. Asst. Chief Willis said he would investigate the matter.

4) Emergency Management Report: Max Seymour is still working on the planning and reports for the generator grant. The goal is to have it by August.

5) Building Committee: There was one Building permit issued for new construction. No variance requests this month. The Village is still looking for a Chair for the Building Committee, and Chris Hanes is only serving until a chairperson can be found.

Mike Fuller and Janis Naiman would like to see the Building Committee provided a better way of tracking permits and inspections both completed and in process. It was suggested that a committee be set up to investigate a better system of tracking. Brian Giffin will be the Chair of the committee to come up with a better system of tracking.

6) HOA Liaison Report: Janis Naiman noted that the railing at the dam is fixed.

7) Mayor’s Report: Brian Giffin reported that he is still looking for a Building Committee Chair.

8) PRPC City Manager: Max Seymour said the TPWD quarterly report was accepted by TPWD for the playground equipment, and the procurement process can begin for the playground equipment; but he is still waiting on the Final Approval of the Parks Plan.

Mike Fuller made the motion to accept the minutes as corrected and all reports as presented. Janis Naiman seconded the motion. The motion passed unanimously.

**7. DISCUSS SENIOR CENTER AND DIRECTION OF THE PROJECT**

Mike Fuller shared a drawing for the possible Senior Center. The drawings and the next steps were discussed at length.

**8. DISCUSS STATUS OF PARKS AND WILDLIFE PARK PROJECT**

Max Seymour explained that the park plans have been sent to the TPWD. The original plan had no access to the playground and did not include accessibility features such as sidewalks. He suggested that an engineer may be needed to plan the sidewalk to the playground.

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

Possible items to be included on the next agenda could include the Building Committee issues, new cameras for gates, approval of plans for Senior Center, and adding mailboxes at the McAfee gate.

**10. ADJOURN**

Janis Naiman made the motion to adjourn. Jennifer Huddleston seconded the motion and it passed unanimously. Mayor Brian Giffin adjourned the meeting at 8:33 PM.

Mayor, Brian Giffin City Secretary, Betty Howe