**October 16, 2024**

Members of the Board of Aldermen met in a Regular Meeting at 5:00 PM on October 16, 2024 at the Timbercreek Canyon Gatehouse with the following present:

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| Mayor:Aldermen: | Brian GiffinDickie HaneyJennifer HuddlestonTim SatterwhiteJanis Naiman | City SecretaryCity Manager:Fire Chief:Police Chief:Co-Treasurer: | Amber SatterwhiteMax SeymourEddie WoodJohn VaughtAyne Sharp |
|  | Mike Fuller |  |  |
| Not attending:Co-Treasurer: | Elaine Dollar |  |  |
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Also attending: Tedray and Janet Coleman, Residents.

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 5:01 PM by Mayor, Brian Giffin. Brian Giffin led the Pledge of Allegiance. Village Secretary, Amber Satterwhite, determined that a quorum was present.

**2. PUBLIC COMMENTS**

A resident discussed a recent fire in Timbercreek and if there is a need to speak with Excel regarding the village electrical transformers age and possible replacement due to being the cause of fire. After a short discussion the cause of fire was not the age of the transformers. No further action was discussed.

**3. DISCUSS CHAPTER IX, SECTON 9.06, SUB-SECTION E. PERMANENT CONSTRUCTION. DEFINE PORTABLE BUILDING LESS THAN 200 SQ FT.**

Mayer Brian Giffin stated that an issue had arisen regarding a moved in portable building and that the code needs to be better defined. Chief Vaught explained a citation had been issued and he deferred to the building commissioner Chris Haynes. The matter was addressed by the building commissioner. A resident spoke on the risk of damage from improperly secured structures and wind. They defined the rule as stating that you must build on site and they noted that there should always be consistency in the ordinance’s enforcement. After a lengthy discussion the Alderman decided to look into this issue further in next months meeting.

**POLICE CHIEF VAUGHT PRESENTED THE REPORT FOR THE POLICE DEPARTMENT**

**3. c) STAFF REPORTS:**

6) Police Department: Chief Vaught provided a written report and was present to answer questions and comment. A copy of the report is attached. The report showed that during September, the Officers conducted 103 hours of patrol. There were two house/property watches. The Department performed two building permit checks. Officers assisted RCSO with felony stop on 1151; contacted a motorcycle rider at the park to move off grass; issued at citation for disregarding stop sign; gave a warning for defective headlamp; made two vehicle ordinance investigations; and issued a citation for violation to ordinance 9.06E portable building.

The Chief stated the new body camera batteries have been ordered but not delivered. He reiterated that the three old batteries had become too hot inside the PD station due to not having a working AC causing them to swell and be unusable. The Mayor said that he could purchase a wall unit for the office at a later date. The chief noted that the new cameras are working well, the quality and camera angles are good.

The Chief gave an update on incident’s that have been occurring in neighborhoods close to the village as requested by Jennifer Huddleston. After a brief discussion the Chief will send out a village wide email with info for residents to be aware of.

**FOLLOWING THE POLICE REPORT, THE BOARD RETURNED TO THE ORDER OF THE AGENDA**

**4. DISCUSS BRIEF UPDATE ON SENIOR CENTER**

Mike Fuller discussed the extra grant money of approximately $100,000 and requested the other Alderman to consider what change orders that could be done. After a brief discussion they decided to bring that item up again at a later date. Dickie Haney asked if recent price increases could affect the centers costs. Mike Fuller stated that it would not change the contracted price. The address for the center is 102 Hackberry and a groundbreaking ceremony should occur in the next month.

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

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

The following changes will be made: 1) Page 2, Item 8, the words “ …. Amber Sutterwhite as Secretary” Should be replaced with “ … Amber Satterwhite as Secretary”

**b) MINUTES FROM THE SEPTEMBER 23RD SPECIAL CALLED MEETING**

No changes

**c) VILLAGE FINANCIAL STATEMENTS FOR THE MONTH OF SEPTEMBER**

Ayne Sharp provided the financial reports for September and copies are attached. Elaine Dollar was not present to comment and answer questions. Mrs. Sharp stated that she and Ms. Dollar have added reports to the financials starting in September. There is now a budget vrs actual for the police department, fire department and the village. No grant money has been received to date on the park. Mrs. Sharp also said she would start looking at a new firm to handle the future audits needed. Max Seymour stated that the 2024/2025 year will need an audit due to the amount of federal funds received. The prior year will not have to have an audit.

**d) STAFF REPORTS**

1) Fire Department:

 Chief Eddie Wood stated that the department has two new members. A set of turnouts will have to be purchased as none fit one of the new members. The department needs to purchase new wildland gear because the current gear is over 10 years old. Chief Wood stated the chipping site is a fire hazard and needs cleaned up. The department has replaced the valve located at the chipping site. The new fire truck will be ready at the end of this month. He has been working on getting quotes for additional equipment needed for the truck. A new radio is being supplied by 911 at no cost to the village. Randall county is in burn ban again and he reminded the board that the village is always in a burn ban.

2) Building Committee: Two building permits were issued this month

3) Planning & Zoning:

Letter, plat map and deed records attached from George Cossey regarding 7.65 acres of land. Short discussion, will be added to agenda next month.

4) HOA Liaison Report: No update.

5) Firewise:

Brian Giffin reported that Saturday is the Fall Cleanup Day and rain is forecasted which could cancel the event. He stated that residents are very happy with the chip site and utilize it frequently. Tim Satterwhite noted that there is a lot of trash at the chip site that needs to be cleaned up. Brian Griffin stated that he will work on the Firewise renewal in the next couple of weeks.

7) Emergency Management Report: No update.

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9) Mayor’s Report:

The Mayor shared Betty Howes resignation letter received 10-16-24. He also discussed purchasing food for the cleanup day.

8) PRPC City Manager:

Max Seymour was able to obtain an extension on the Fire Training Grant which provides $4,000. The money from this grant must be spent by March of 2025. The Parks Grant Plans for the sidewalk were approved. The firetruck should be ready 10-31-24 and the village must pay for the truck at pickup. The grant will reimburse the village. The board will need to have a special meeting to allow Elaine Dollar and Brian Giffin the ability to apply for a short-term loan to provide the funds until the grant reimburses the village.

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 CURRENT STATUS OF GATE CAMERAS SECURITY SYSTEM**

The Alderman decided to revisit this item next month when Chief Vaught will be available to demo the system.

**7. DISCUSS PLANS FOR UPCOMING VILLAGE CLEAN-UP DAY**

Discussed in prior agenda item.

**8. DISCUSS, CONSIDER, AND TAKE APPROPRIATE ACTION ON AMENDING THE 2023-2024 BUDGET**

Ayne Sharp was in attendance to discuss the budget. She stated that the budget contains the same income and expense totals as the budget seen previously. The amounts that were over on last year’s budget have been redistributed to accounts that were under allocated. Tim Satterwhite made the motion to accept the 2023/2024 budget. Jennifer Huddleston seconded the motion and it passed unanimously.

**9. BOARD MEMBER COMMENTS, ESTABLISH FUTURE AGENDA ITEMS, AND SET DATE FOR ADDITIONAL MEETING IN OCTOBER 2024**

Another meeting is required to allow the Mayor and Treasurer the ability to obtain a loan for the firetruck. It will be Monday, October 28th. 2024 at 6:00 PM. Future agenda items discussed were George Cossey letter, security camera update/demo, ordinance section 9 clarification. Also discussed was the village website not containing the newest version of the ordinances. Jennifer Huddleston noted that she has a current version and will provide Max Seymour a copy so that the website can be updated. Short discussion on department spending, limits allowed. The departments need to be reminded of the allowed limits without prior approval by the board.

**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 7:05 PM.

Mayor, Brian Giffin City Secretary, Amber Satterwhite