

**MINUTES  
TOWN OF COPPER CANYON  
REGULAR TOWN COUNCIL MEETING  
MONDAY, AUGUST 14, 2023  
7:00 P.M.**

The Town Council of the Town of Copper Canyon met in regular session on Monday, August 14, 2023, at 7:00 p.m. in the Council Chambers at Copper Canyon Town Hall, 400 Woodland Drive, Copper Canyon, Texas, whereupon the following items were considered:

**I. CALL TO ORDER**

**Mayor Robertson** called the regular meeting of the Copper Canyon Town Council to order at 7:00 on the 14<sup>th</sup> day of August 2023.

**Council Present**

Steve Hill	Mayor Pro Tem
Rudy Castillo	Deputy Mayor Pro Tem
Dale Andrews	Council Member
Larry Johnson	Council Member
Chase Lybbert	Council Member

**Staff Present**

Troy Meyer	Town Administrator
Chris Hartke	Town Engineer

A quorum of the Town Council was established.

**Mayor Robertson** and **Council Members** led meeting attendees in the Pledge of Allegiance to the U.S. and Texas Flags.

**II. PUBLIC INPUT**

Citizens can make comments to the Town Council during this section of the meeting agenda. We ask citizens who wish to speak on agenda items to sign in on the sheet provided on the table at the back of the Council Chambers. There is a 3-minute time limit for each speaker. Pursuant to State Open Meetings law, the Town Council cannot discuss or take action on items not posted on the agenda. Therefore, the Council cannot take action on or discuss any issues or items brought up during public input.

**Ryan Wolf** (future resident of Copper Canyon) asked the Council if they would consider revisiting the Town's ordinance relating to the size of accessory buildings for one to two acre lots.

### **III. STAFF, MAYOR, AND COUNCIL REPORTS ON ITEMS OF**

**COMMUNITY INTEREST** (Pursuant to Texas Government Code Section 551.0415 the Town Council may report on the following items: (1) expression of thanks, congratulations, or condolences; (2) information about holiday schedules, (3) recognition of individuals; (4) reminders about upcoming Town Council events; (5) information about community events; and (6) announcements involving imminent threat to public health and safety. No deliberations and actions will be taken.

**Deputy Mayor Pro Tem Castillo** stated the following regarding Copper Canyon's Police Department:

- A tremendous amount of planning and action steps have been accomplished by many people for Copper Canyon's new Police Department.
- Those involved are being good stewards of the Town's funds.
- State certification paperwork is in process and State certification is expected within two to three weeks. Once received, Town will move forward with additional steps in building the department.
- The targeted start day is October 1, 2023; however, this date is contingent upon State certification.

**Mayor Pro Tem Hill** stated the following regarding Copper Canyon's Police Department:

- In years past, establishing a police department was too expensive, however, after further research, there are grants that provide funds for police departments.
- The Town will have more control and flexibility in maintaining the level of police service by having their own force.
- The level of police service will grow as the Town grows.
- The proposed Police Department will not be a financial burden to the town, especially now with the potential grants available.

**Mayor Robertson** stated the following:

- He's asked **Town Administrator Meyer** to update the Personnel Policy and to work with **Council Member Lybbert** on this project.
- He's asked **Town Administrator Meyer** to work on updating the Town's ordinances and to work with **Council Member Johnson** on this project.

**Town Administrator Meyer** updated the Council members regarding the architectural plans for the Police Department.

**EDS Fire Chief** thanked the Council for the ESD grant and stated the following:

- The ESD's budget is now balanced for the current year as well as for Fiscal Year '23-'24.
- Audit report for the third quarter is complete and the ESD continues to work on ways to pay the firefighters what they're due; this should be completed before the end of the year.
- The forensic audit has been opened and the goal is to get a report before the beginning of 2024.
- They continue the overlay of the ESD#2, and the related vote will be in November 2023.
- There are two future public hearings scheduled for the ESD#2.

#### **IV. STAFF REPORT**

##### Town Administrator

- Emergency Services Districts
- Police Department Addition
- Administration
- Development

##### Town Engineer

- Stormwater
- Subdivision Construction
- Miscellaneous

**Town Engineer Hartke** gave an update on the future parking lot for Town Hall.

No other questions were raised.

#### **V. CONSENT**

Items on the Consent Agenda are routine and administrative in nature. As such, these items are considered for approval by a single motion and vote generally without discussion. Council Members can remove an item or items from the agenda, so it can be considered separately and/or add action or discussion agenda posted as part of the Consent Agenda.

1. Approve July 10, 2023, Minutes of Council Meeting
2. Approve July 2023 Financials
3. Approve Mowing Services Agreement between Landscape Express and the Town of Copper Canyon for the period of October 1, 2023, through September 30, 2024.

4. Approve Agreement for Building Inspection between Steven John Koehler and the Town of Copper Canyon for the period of October 1, 2023, through September 30, 2024.

**Deputy Mayor Pro Tem Castillo** made a motion to approve Consent Items #1-4 as presented.

**Council Member Andrews** seconded the motion.

Ayes: Deputy Mayor Pro Tem Castillo and Council Members Andrews, Johnson and Lybbert.  
Nays: None  
Abstained: Mayor Pro Tem Hill

**Mayor Robertson** announced that the motion passed four to zero, with one abstention.

## **VI. ACTION & DISCUSSION ITEMS**

1. Discuss, consider, and take action regarding moving the FY 2021 - 2022 excess revenues over expenditures of \$ 1,168,535.00 to the Town's Reserve Fund.

**Mayor Pro Tem Hill** made a motion to move the FY 2021 - 2022 excess revenues over expenditures of \$ 1,168,535.00 to the Town's Reserve Fund.

**Council Member Johnson** seconded the motion.

Ayes: Mayor Pro Tem Hill, Deputy Mayor Pro Tem Castillo and Council Members Andrews, Johnson and Lybbert.  
Nays: None

**Mayor Robertson** announced that the motion passed unanimously.

2. Discuss, consider, and take action regarding Ordinance 23-004\* amending Chapter 10 'Subdivision Regulation', 'Exhibit 10A Subdivision Ordinance', Chapter 1, 'General Provisions', Section 1.4 'Jurisdiction' by adding Subsection 'E'.

\* As noted by **Council Member Johnson** after Action Item #3 below, Agenda Item #2 **should have read as follows**: Discuss, consider, and take action regarding Ordinance **23-005** amending Chapter 10 'Subdivision Regulation', 'Exhibit 10A Subdivision Ordinance', Chapter 1, 'General Provisions', Section 1.4 'Jurisdiction' by adding Subsection 'E'.

**Planning and Zoning Chairman Pape** explained the history relating to the proposed Ordinance and confirmed that the ordinance amendment would make flag lots definable and permissible in the Town (depending on various criteria). He also clarified that this amendment does not apply to land that is currently land locked.

**Council Member Lybbert** made a motion to approve Ordinance 23-005\* amending Chapter 10 ‘Subdivision Regulation’, ‘Exhibit 10A Subdivision Ordinance’, Chapter 1, ‘General Provisions’, Section 1.4 ‘Jurisdiction’ by adding Subsection ‘E’.

**Mayor Pro Tem Hill** seconded the motion.

Ayes: Mayor Pro Tem Hill, Deputy Mayor Pro Tem Castillo and Council Members Andrews, Johnson and Lybbert.

Nays: None

**Mayor Robertson** announced that the motion passed unanimously.

3. Mayor Robertson to present the Preliminary 2023-2024 Town Budget.

**Mayor Robertson** highlighted a few items in the Proposed 2023-2024 Town Budget as follows:

- Expected Property tax revenues are higher than Fiscal Year 2022-2023
- Expected Building permit revenues are lower than Fiscal Year 2022-2023
- The biggest proposed expenditure will be related to the Police Department but many of those related expenses are one-time expenditures and there are also police department related grants that are available and can be applied for, thereby reducing proposed police department expenses.

**Deputy Mayor Pro Tem Castillo** stated that while there are some large expenditures budgeted, the Town will gain assets that have value (i.e., police building, police cars). He also stated that the Town is closely watching the expenditures and is spending the Town’s funds wisely.

**Council Member Andrews** stated that adding a Police Department is making an investment in the Town’s future. The Town will have full-time service and will see their officers more often, both of which are great benefits.

\* **Council Member Johnson** stated that Ordinance 23-004 (Action item #2 above), should be Ordinance 23-005 (as noted on the actual ordinance submitted as backup). (This information was also noted under Action Item #2.)

4. Discuss, consider, and take action regarding the filing of the 2023-2024 Town Budget with the Town Secretary.

**Mayor Pro Tem Hill** made a motion to file the 2023-2024 Town Budget with the Town Secretary.

**Deputy Mayor Pro Tem Castillo** seconded the motion.

Ayes: Mayor Pro Tem Hill, Deputy Mayor Pro Tem Castillo and Council Members Andrews, Johnson and Lybbert.

Nays: None

**Mayor Robertson** announced that the motion passed unanimously.

5. Discuss and consider accepting the submission of the no-new-revenue and voter approval tax rate calculations; take action to consider a proposed tax rate.

**NOTE:** Role call vote on the proposed tax rate is required.

**Mayor Pro Tem Hill** made a motion to accept the submission of the no-new-revenue and voter approval tax rate calculations and accept the proposed tax rate.

**Deputy Mayor Pro Tem Castillo** seconded the motion.

The roll call votes on the proposed tax rate were as follows:

**Mayor Pro Tem Hill - aye**

**Deputy Mayor Pro Tem Castillo - aye**

**Council Member Andrews - aye**

**Council Member Lybbert - aye**

**Council Member Johnson - aye**

**Mayor Robertson** announced that the motion passed unanimously.

6. Discuss, consider, and take action regarding scheduling:
  - i. September 11, 2023, for the Public Hearing on the proposed Fiscal Year 2023-2024 Budget and
  - ii. September 25, 2023, for the adoption of said Fiscal Year 2023-2024 Budget and
  - iii. September 25, 2023, for the Public Hearing to consider the proposed tax rate.

**Mayor Pro Tem Hill** made a motion to schedule:

- September 11, 2023, for the Public Hearing on the proposed Fiscal Year 2023-2024 Budget and
- September 25, 2023, for the adoption of said Fiscal Year 2023-2024 Budget and

- September 25, 2023, for the Public Hearing to consider the proposed tax rate.

**Council Member Lybbert** seconded the motion.

**VII. DISCUSSION OF FUTURE AGENDA ITEMS** (A Councilmember may request that an item be placed on a subsequent agenda for consideration. Any deliberation shall be limited to the proposal to place the subject on a subsequent agenda.)

No items were raised.

**VIII. ADJOURN**

**Deputy Mayor Pro Tem Castillo** made a motion to adjourn.

**Council Member Johnson** seconded the motion.

Ayes: Deputy Mayor Pro Tem Castillo and Council Members Andrews, Johnson and Lybbert.

Nays: None

Meeting adjourned at 7:42 p.m.

**APPROVED BY THE TOWN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_**

\_\_\_\_\_  
Ron Robertson, Mayor  
Town of Copper Canyon

\_\_\_\_\_  
Sheila B. Morales, TRMC – Town Secretary  
Town of Copper Canyon