

**AGENDA
TOWN OF COPPER CANYON
REGULAR TOWN COUNCIL MEETING
MONDAY, JANUARY 8, 2024
7:00 P.M.**

The Town Council of the Town of Copper Canyon will meet in regular session on Monday, January 8, 2024, at 7:00 p.m. in the Council Chambers at Copper Canyon Town Hall, 400 Woodland Drive, Copper Canyon, Texas, whereupon the following items will be considered:

I. CALL TO ORDER

II. EXECUTIVE SESSION

1. The Town Council shall convene into closed executive session pursuant to Section 551.074(a)(1), Tex Gov't Code, Personnel Matters to deliberate the creation, appointment, duties, and assignment of a Special Project Administrator; and, deliberate the evaluation, duties, and assignment of the Town Administrator.
2. The Town Council shall convene into closed executive session pursuant to Section 551.071(1) of the Texas Govt Code to seek legal advice from the Town Attorney concerning the terms and conditions of a Development Agreement, Conditional Settlement Agreement and Final Plat by and between Morning Star Properties, Ltd and Town of Copper Canyon.

III. CONSIDERATION OF EXECUTIVE SESSION

1. The Town Council will reconvene into open session pursuant to the Texas Government Code, annotated, Chapter 551 and take any necessary action as a result of Executive Session items #1 and #2 (above).

IV. 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.

V. 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.

VI. STAFF UPDATE

Town Administrator

- Town Hall Building Addition
- Town Hall Parking Lot Expansion
- Town Vehicles
- Employee Personnel Policy Manual
- Financial (TexPool & Logic Transfers, Town Audit)
- Staff
- Permits Issued

Town Engineer

- Stormwater (MS-4)
- Subdivision Construction (Vickery, Copper Creek, Boots Ranch, Williams Ranch)
- Subdivision Developments (Pilot Knoll, Jernigan Estates)
- Miscellaneous (Town Hall Addition, Parking Lot Expansion, Misc. Permit Reviews, Street Maintenance Planning)

Fire Department

- ESD#1 Commissioner Appointments
- ESD#1 Additional Firefighters
- ESD#2 Commissioner Appointments

VII. 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 December 11, 2023, Minutes of Council Meeting

2. Approve December 2023 Financials
3. Approve the Accounting Services Engagement agreement between Debbie J. Piper, CPA, and the Town of Copper Canyon.

VIII. 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.)

IX. ADJOURN

Certification

I, the undersigned authority, do hereby certify that this Agenda of Meeting for Monday, January 8, 2024, Town Council Meeting was posted on the bulletin board, at the Town Hall of Copper Canyon, Texas, 400 Woodland Drive, Copper Canyon, Texas, a place convenient and readily accessible to the general public at all times, and said Agenda was posted on the following date and time: Thursday, January 4, 2024 at 2:00 p.m. and remained so posted at least 72 hours before said joint meeting was convened.

Sheila B. Morales
Town Secretary
Town of Copper Canyon

Pursuant to Section 551.071 of the Texas Government Code, the Town Council reserves the right to consult in closed meeting with its attorney and to receive legal advice regarding any item listed on this agenda.

Notice of Assistance at the Public Meetings

The Copper Canyon Town Hall is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the Town Secretary's Office within 48 hours of the meeting at (940) 241-2677 or by fax (940) 241-2727.

January 2024, Staff Update

Town Administrator

- **Town Hall Building Addition**
- **Town Hall Parking Lot Expansion**
- **Town Vehicles**
 - Vehicle equipment - We have received 5 used docking stations and 5 Toughbooks from Denton County. One docking station and radar have been delivered to Defender to install in the new truck.
 - The 2016 Tahoe is having additional lights, docking station and radar installed.
- **Ongoing Projects**
 - Employee Personnel Policy Manual
- **Financial**
 - TexPool & Logic Transfers
 - Fiscal Year 2021 – 2022 Audit
- **Staff**
 - Special Projects Administrator position
- **December Permits**
 - New Home Permits Issued - Vickery Subdivision: 7
 - New Home Permits Issued - Non-Vickery: 1
 - Home Addition Permits Issued: 1
 - Swimming Pool Permits Issued: 2
 - Other Permits Issued: 21
 - Contractor Registrations: 8

Engineer

Stormwater (MS-4)

- Monthly Stormwater Inspections for Williams Ranch.
- Quarterly Inspections for Vickery Park, Copper Creek Estates and Boots' Ranch

Subdivision Construction

- Vickery Park
 - Permits
- Copper Creek Estates
 - Permits
- Boots Ranch
 - Permits
 - Lot 7 drainage design review
- Williams Ranch
 - Construction Observation

Subdivision Developments

- Pilot Knoll on Orchid Road
- Jernigan Estates Concept Plan

Miscellaneous

- Design and coordination for the Town Hall Building/Parking Expansion
- Meetings with Town staff
- We are reviewing building permits for drainage issues as they arise, as well as reviewing ROW permits, plats and replats as they are submitted.
- 2024 Street Maintenance planning

Denton County ESD1

- The Denton County Commissioners Court made the following commissioner appointments on December 19th, 2023:
 - Commissioners Sheldon Gilbert, and Rick Merrill will complete their second-year terms.
 - Commissioner Keith Mashburn was re-appointed to a two-year term.
 - Appointed Mark Pape and Jared Harwell to a two-year term.
 - A swearing-in ceremony for the appointed commissioners is being planned in January. The date is still being determined.
- Nine (9) firefighters will be hired on January 20th as part of receiving a Federal SAFER grant. These 9 positions are funded for three years and will assist in maintaining minimum staffing levels in compliance with National Fire Protection Association (NFPA) standards.

Denton County ESD2

- The Denton County Commissioners Court made the following commissioner appointments on December 19th, 2023:
 - Appointed Jeff Grubb, Donna Welsh, and Jerry Kirby for two-year terms.
 - Appointed Sheldon Gilbert and Rick Merrill for one-year terms.
 - A swearing-in ceremony for the appointed commissioners is being planned in January. The date is still being determined.

**MINUTES
TOWN OF COPPER CANYON
REGULAR TOWN COUNCIL MEETING
MONDAY, DECEMBER 11, 2023
7:00 P.M.**

The Town Council of the Town of Copper Canyon met in regular session on Monday, December 11, 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 11th day of December 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
Sheila Morales	Town Secretary

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. EXECUTIVE SESSION

1. The Town Council conducted a closed session at 7:01 p.m. pursuant to the Texas Government Code, annotated, Chapter 551 for the following: (a)Section 551.074(a)(1) to deliberate the evaluation, duties, and assignments of the Town Administrator.

III. CONSIDERATION OF EXECUTIVE SESSION

1. The Town Council reconvened into open session at 7:30 p.m. pursuant to the Texas Government Code, annotated, Chapter 551.

No action was taken.

IV. 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.

Ted Stranczek (1020 North Berry Trail Court) questioned the Town Council's recommendation for the Denton County Emergency Services District #2 Board as mentioned under 'General Updates' in the Staff Update document. **Mayor Robertson** explained that the document was not correct, and that the Council did not recommend a candidate for ESD#2. He further explained that the Town received a request from the ESD to nominate an individual for ESD#2. **Mayor Robertson** in turn generated a letter to County Commissioner Mitchell recommending a particular resident. It is the Denton County Commissioners who make the selections for the ESD boards (not the Town Council).

V. 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.

No items were raised.

VI. STAFF UPDATE

- Police Department
 - Chief of Police
 - TCOLE Application
 - Future Building
- Finance
 - Bank and Investment Accounts

- General
 - Holiday Hours
 - ESD Boards
 - TxDOT Communication
 - Santa Party Recap
- Permits
- Engineering
 - Stormwater Reviews
 - Subdivision Development Reviews
 - Town Hall Building and Parking Lot Expansion Design & Coordination
- Fire Department (Denton County Emergency Services District #1)
 - November 7, 2023, Election Results
 - ESD Board Application Process
 - Refinance/sale of Fire Station 513
 - Copper Canyon Santa Party Participation

Mayor Robertson stated that the portion of the Staff Update document referencing the ‘Police Department’ was premature and should be pulled. The person has not been hired until all the background checks are completed.

Town Administrator Meyer briefed the Town Council and meeting attendees regarding the ‘Finance’ portion of the Staff report.

Fire Chief Vaughan gave a brief update regarding Denton County ESD.

VII. 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 October 9, Minutes of Council Meeting
2. Approve October and November 2023 Financials
3. Ratify approval of the 2023-2024 Interlocal Cooperation Agreement for Shared Governance Communication and Dispatch Services System between Denton County and the Town of Copper Canyon for the period of January 1, 2024, through September 30, 2024.

Mayor Pro Tem Hill made a motion to approve Consent Items #1-3 as presented.

Council Member Andrews 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.

VIII. ACTION & DISCUSSION ITEMS

1. Discuss, consider, and take action regarding approval of the 2023-2024 Interlocal Cooperation Agreement between Denton County and the Copper Canyon Police Department for the use of the Denton County Radio Communications System for the period of November 14, 2023, through September 30, 2024.

Deputy Mayor Pro Tem Castillo made a motion to approve the 2023-2024 Interlocal Cooperation Agreement between Denton County and the Copper Canyon Police Department for the use of the Denton County Radio Communications System. **Deputy Mayor Pro Tem Castillo** noted that one of the requirements for submitting to TCOLE was having this agreement in place.

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.

2. Discuss, consider, and take action regarding Resolution 23-07 finding that CoServ Gas, LTD's statement of intent to increase rates within the Town should be denied.

Council Member Andrews made a motion to approve Resolution 23-07.

Council Member Lybbert 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. Discuss, consider, and take action regarding Resolution 23-08 approving the Town of Copper Canyon's Investment Policy and appointing Steve Hill as oversight liaison of the Town Council of the Town of Copper Canyon.

Mayor Pro Tem Hill briefed the Council and meeting attendees regarding the Town's current and proposed investment policy.

Deputy Mayor Pro Tem Castillo made a few comments and asked about the funds oversight procedures and expressed a desire for there to be multiple controls in managing the funds.

Mayor Pro Tem Hill explained the current review policies and stated that Town could establish additional investment procedures.

Mayor Robertson suggested the Town establish a finance committee that meets regularly to review and make suggestions regarding the Town's financial situation.

Deputy Mayor Pro Tem Castillo made a motion to approve Resolution 23-08 approving the Town of Copper Canyon's Investment Policy and appointing Steve Hill as oversight liaison of the Town Council of the Town of Copper Canyon.

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.

4. Discuss, consider, and take action regarding Resolution 23-09 authorizing participation in the Hilltop Securities Investment Pools and designating authorized representatives; and, authorizing the execution of the participation agreement; and authorizing the investment of \$500,000.00 from Town's Consolidated Cash account to deposit to a Logic account managed by Hilltop Securities; and authorizing the investment of \$1,350,000.00 from the Town's Reserve fund into a Logic account managed by Hilltop Securities; and authorizing the Mayor to execute necessary documents.

Mayor Pro Tem Hill made a motion to approve Resolution 23-09 authorizing participation in the Hilltop Securities Investment Pools and designating authorized representatives; and, authorizing the execution of the participation agreement; and authorizing the investment of \$500,000.00 from Town's Consolidated Cash account to deposit to a Logic account managed by Hilltop Securities; and authorizing the investment of \$1,350,000.00 from the Town's Reserve fund into a Logic account managed by Hilltop Securities; and authorizing the Mayor to execute necessary documents.

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, consider, and take action regarding Resolution 23-10 authorizing participation in the TexPool/TexPool Prime Investment Pools and designating authorized representatives; and, authorizing the execution of the participation agreement; and authorizing the investment of \$690,000.00 from Town's Reserve Fund to deposit to a TexPool/TexPool Prime account managed by Federate Hermes; and authorizing the investment of \$465,000.00 from the Town's Road Fund into a TexPool/TexPool Prime account managed by Federate Hermes; and authorizing the mayor to execute necessary documents.

Mayor Pro Tem Hill made a motion to approve Resolution 23-10 authorizing participation in the TexPool/TexPool Prime Investment Pools and designating authorized representatives; and, authorizing the execution of the participation agreement; and authorizing the investment of \$690,000.00 from Town's Reserve Fund to deposit to a TexPool/TexPool Prime account managed by Federate Hermes; and authorizing the investment of \$465,000.00 from the Town's Road Fund into a TexPool/TexPool Prime account managed by Federate Hermes; and authorizing the mayor to execute necessary documents.

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.

IX. 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.

X. ADJOURN

Mayor Pro Tem Hill made a motion to adjourn.

Council Member Andrews seconded the motion.

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

Nays: None

Meeting adjourned at 8:05 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

TOWN OF COPPER CANYON
 OPERATING BUDGET STATUS REPORT
 FY2023-2024 US Dollars

Flag +/- 20%

Account	FY Budget	Actuals												YTD Total	Remaining Budget	% of Budget	Variance To Plan	Relative Plan Variance
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep					
100-30-5013 Cell Phone Reimbursement	3,600														3,600	0.0%	-	0.0%
ROADS & DRAINAGE EXPENDITURES	71,000	3,104	6,567	5,204											14,865	20.9%	(2,885)	-7.1%
100-30-5301 Road Maint/Signs/Tree Trimming	15,500	100	279	2,200											12,021	16.6%	(1,298)	-31.5%
100-30-5303 Mowing Right-of-Way	40,000	3,004	6,008	3,004											12,017	30.0%	2,017	20.2%
100-30-5305 Engineering - Minor Road Maint	8,500														8,500	0.0%	(2,125)	0.0%
100-30-5307 Storm Water Reviews			270												270	0.0%	270	Ahead of Plan
100-30-5310 MS-4 Permit Update	7,000														7,000	0.0%	(1,750)	0.0%
Total Expense	2,043,633	98,465	71,139	94,763											264,366	12.9%	(154,657)	-36.6%
REVENUE MINUS EXPENSES CARRYOVER ROAD FUND	462,196	7,822	22,866	489,169											(57,661)		(271,718)	

DEBBIE J. PIPER, CPA

1310 County Road 3824

Athens, TX 75752

817-296-3013

December 11, 2023

To the Town Administrator
Town of Copper Canyon, Texas

This accounting services agreement (bookkeeping) is effective upon execution by and between the Town of Copper Canyon, Texas (Town), Debbie Piper, CPA, and Melinda Brown.

Description of Services:

As part of the Town's annual audit for the fiscal year ended September 30, 2023, Melinda Brown and I will review the financial records of the Town and prepare year-end journal entries and work papers to be provided to the Town's auditors for the annual audit services.

During discussions with Valerie Halverson of MWH Group, P.C. this work will need to be completed and forwarded to her firm by the end of January.

Your Town's personnel will have access to our services for any questions or accounting explanations needed during normal work hours.

Other duties as mutually agreed upon can be performed as needed.

Payments:

Based on the work performed for the Town for the fiscal year ended September 30, 2022, we anticipate the services not to exceed \$10,000. If the work exceeds this amount, we will contact the Town Administrator immediately with our estimate of the additional costs. Our services are provided at \$125 an hour per person with payments made monthly. Executed W-9 Request for Taxpayer Identification Number and Certification forms have already been provided to the Town.

Currently, we have access to the Town's software and Laserfiche. We anticipate all the work needed for this engagement can be performed in our offices. Unless something unforeseen happens, the following reimbursements will not be necessary for this engagement.

Expense Reimbursement: The following "out-of-pocket" expenses shall be reimbursed monthly.

- Mileage to/from the Town and lodging at the applicable IRS mileage rate.
- Meals
- Lodging

If the Town agrees with this accounting services engagement, please execute, and return a copy to my office.

Sincerely,



Debbie J. Piper, CPA

The Town is in agreement with the above proposal:

Name: _____

Title: _____

Date: _____