

Village of Salado, Texas  
**Board of Aldermen**  
**Minutes**  
**Regular Meeting**  
6:30 p.m. Thursday, September 1, 2016  
Municipal Building, 301 N. Stagecoach Road  
Salado, Texas

**Present:** Mayor Skip Blancett, Mayor Pro Tempore Fred Brown, Alderman Frank Coachman, Alderman Amber Preston Dankert, Alderman Michael McDougal, Alderman David Williams.

**Others Present:** Kim Foutz, Village Administrator; Mary Ann Ray, Village Secretary; Jack Hensley, Chief of Police; Mary Poché, executive director, Chamber of Commerce/Tourism Bureau..

**I. Call to Order.**

1. The Mayor called the meeting to order at 6:30 p.m. and opened with prayer.
2. The Mayor led the Pledge of Allegiance and the Texas Pledge of Allegiance.

**II. Proclamations/Special Recognition.**

None.

**III. Public Comments.**

3. None.

**IV. Reports.**

**Mayor's Report.**

Mayor Blancett gave an update on Interstate 35 construction and said the project appears to be on schedule.

**Police Department Report.**

Chief Jack Hensley reported that the new vehicle is not in service yet but would be soon. He provided the monthly statistics fro August (see attached). He met with the school district and TxDOT prior to the start of school to ensure a smooth start.

**Fire Department Report.**

Chief Shane Berrier was not in attendance. His report is attached.

**Chamber of Commerce/Tourism Bureau Report.**

Executive Director Mary Poché reported on activities of the Chamber of Commerce (see attached).

**Village Administrator's Report.**

Administrator Foutz reported that the Main Street Committee will meet to explore the possibility of free bicycle racks offered through a competitive process by the Central Texas Air Information and Research (CTAIR) program, under the Central Texas Council of Governments (CTCOG). The Village has received several inquiries about sewer service. A demo of the proposed website provider will be given at the BOA meeting next week. The Planning & Zoning Commission will consider changes to the Zoning Ordinance at its meeting September 6. TxDOT will start paving Main Street, Blacksmith, and Van Bibber between Main Street and Stagecoach Road September 12.

**V. Consent Agenda.**

4. Consider approving the Consent Agenda items:
  - a. Minutes, August 18, 2016, Regular Meeting.
  - b. Minutes, August 22, 2016 Special Called Meeting
  - c. Minutes, August 25, 2016, Workshop Meeting.

*Alderman McDougal made a motion to approve the Consent Agenda as presented. Mayor Pro Tempore Brown seconded. The motion carried unanimously.*

**VI. Executive Session.**

5. Conduct an executive session as authorized by Section 551.071 Consultation with Attorney regarding legal issues related to disannexation petition.

The Mayor called a recess at 6:52 to adjourn to Executive Session.

The Mayor adjourned from Executive Session at 7:05 p.m.

**VII. Regular Session.**

6. Discussion on submission of disannexation petition by the Village Secretary to the Board of Aldermen. Authorize Village staff to take appropriate action.

The Village Secretary reported that the petition is not valid because it did not include the Metes & Bounds as required by Texas Local Government Code Chapter 43 and the printed name and either the date of birth or voter identification number of each signer, as well as the date signed, as required by the Texas Election Code, Section 277.002.

7. PUBLIC HEARING – Conduct the first of two public hearings to receive comments on the proposed tax rate of .5419 cents per \$100 valuation for fiscal year 2017 (2016 tax year);

announce September 8 as the date for the second public hearing on the tax rate; and announce meeting to adopt the proposed tax rate at 6:30 p.m. September 15, 2016, at the Municipal Building.

Administrator Foutz explained the effective tax rate and how the proposed tax rate was derived. The Mayor opened the public hearing at 7:11 p.m. and called for speakers three times. One speaker appeared at the third call.

Linda Reynolds 507 Santa Rosa, said that a higher tax rate would allow the Village to offer more services and suggested a tax rate of \$1 to \$1.50.

The Mayor made a final call for speakers at 7:14 p.m. and then closed the public hearing at that time.

8. Presentation, discussion, and possible action on Environmental/Deer Committee recommendations for Salado Creek and Springs to include regulations and policies as follows: no swimming; no open flames/grilling; no tent stakes (sandbags only); no alcohol; no littering; no glass containers; pets must be leashed; and “swim at your own risk” signs if swimming is not prohibited.

Alderman Dankert said this item was placed on the agenda with the expectation that both the Environmental/Deer and Trails/Parks committees would have discussed it. At this time, only the Environmental/Deer Committee has discussed the item.

*Alderman Dankert made a motion to postpone discussion of this item to a future meeting. Alderman Williams seconded. The motion carried unanimously.*

9. Presentation, discussion, and possible action on a Contract For Consultant Services between the Village of Salado and the Salado Chamber of Commerce.

*Alderman Coachman made a motion to approve and offer the contract to the Chamber of Commerce. Mayor Pro Tempore Brown seconded.*

There was lengthy discussion about Chamber and Hotel/Motel funds, as well as Chamber reserves, and the need for the funds to be spent in a legal manner.

*The motion carried by a 4-1 vote (Alderman Williams).*

## **VIII. Executive Session.**

10. Conduct an executive session as authorized by Section 551.071, Consultation with Attorney, regarding legal issues related to Chamber contract and hotel tax legal requirements.

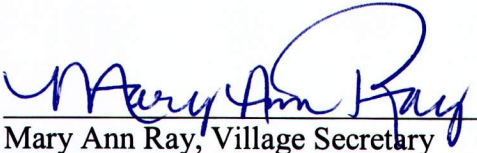
The Mayor announced that there was no need for the Executive Session.

**IX. Adjourn.**

Mayor Pro Tempore Brown made a motion to adjourn. Alderman Dankert seconded. The meeting was adjourned at 7:56 p.m.

  
Skip Dankert, Mayor

ATTEST:

  
Mary Ann Ray, Village Secretary



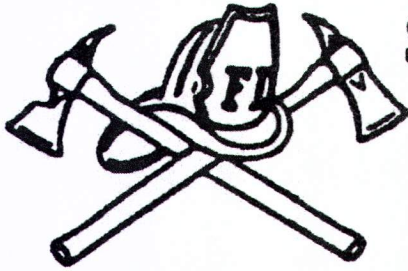
**POLICE DEPARTMENT  
MONTHLY REPORT  
August 30, 2016**

GOALS / WORK PLAN	UPDATE
Update General Orders	Sept. 13, will continue to review the General Orders
Develop 5 year action/strategic plan	Draft of 5 year plan completed, will go before committee for review

SPECIAL PROJECTS	
Code Red	In two months Bell County will install a new module Will send message to any cell phone in the area

ACTIVITIES / PERFORMANCE MEASURES	
Calls For Service	268 (98% in city, 2% outside city)
<b>BREAKDOWN OF TYPE OF CALLS FOR SERVICE</b>	
Average response time	4:10
Offenses	6
Arrests	4
Motor Vehicle Accidents	7
Alarm Calls	8 (4 residential, 4 business, 0 other)
Citations	27
Warning Citations	8
Violator Contacts	41

<b>Citations Chart (Total 27 Citations)</b>		
<b>Number of Citations</b>	<b>Charge</b>	<b>Location</b>
1	Stop Sign	Robertson at Thomas Arnold
1	Defective Equipment	North Main
1	Stop Sign	Main at Stage Coach
4	Speeding	West Village
1	Speeding	I-35
1	Expired Registration	North Main
2	No Driver's License	Thomas Arnold
1	Fail to Maintain Insurance	I-35
1	Driving with License Invalid	I-35
1	No Driver's License	N. Main
1	Defective Equipment	N. Main
2	Failed to Maintain Insurance	West Village
1	Drove without be secured	West Village
1	Defective Equipment	FM2268
1	Speeding	N. Main
1	Fail to Maintain Insurance	West Village
1	Expired Registration	West Village
3	Speeding	Stagecoach
1	Drove with License Invalid	Stagecoach
1	Expired Registration	N. Main
<b>CONTINUING PROGRAMS</b>		
House watch	Physically check the house while Citizens are out of town	Positive feedback from citizens



# Salado Fire Department

P.O. Box 503

Salado, Texas 76571

Tel. 254-947-8961 • Fax 254-947-1006

In the month of August Salado VFD has responded to the following calls

## **In the Village**

18 - EMS

5 - Fire Calls

8 - MVA

## **County calls**

24 - EMS

6 - Fire

19 - MVA

A handwritten signature in black ink, appearing to read 'Shane Berrier', is written in a cursive style.

Shane Berrier

Fire Chief, Salado Vol. Fire Dept.

## Salado Chamber of Commerce/Tourism Bureau 2016-2017 ACTION PLAN UPDATE – September 1, 2016

CATEGORY	DESCRIPTION	CURRENT STATUS	EXPECTED OUTCOME
Chamber	7 businesses; 2 individuals	New chamber members	Members rejoining and new shows validation of Chamber; new members are: Family Heritage Life, Variety's Peaceable Kingdom, Arts & Leisure Salado, FSG Fine Jewelry, Cedar Crest Hospital, Rodan + Fields; Sugar Shack, RJ Collins, Juliet Vesely
Chamber	Networking After Hours	Working on reinstating program in fall 2016 – one company interested	Providing quality programs that can directly impact business growth and profit should support the overall Chamber program and goals
Chamber	Pocket Music Series	September 10 <sup>th</sup> will be last of the series	Provide pleasant experience for visitors-branding the Village
Chamber	Membership Budget & Membership Committee	Through July and mid-August 2016 have exceeded budget by almost \$6,000	Continue to push membership with new program of work
Chamber	Event(s)	<ol style="list-style-type: none"> <li>1. Golf Tournament – Oct. 6</li> <li>2. Chocolate &amp; Wine Weekend – Sept. 16 &amp; 17</li> <li>3. Christmas Stroll – 1<sup>st</sup> two weekends in December</li> <li>4. Christmas in October</li> <li>5. Highland Games; Scottish Festival</li> <li>6. Homes Tour</li> </ol>	<ol style="list-style-type: none"> <li>1. On track with sponsors and players</li> <li>2. Advertising out; ticket sales happening</li> <li>3. Marketing &amp; advertising beginning</li> <li>4. 5. &amp; 6 – co-marketing to promote others events</li> </ol>
Chamber/Tourism	2017 FY Budget	Awaiting BOA approval	Approved by Chamber/Tourism Board 8/26/16
Chamber/Tourism	Website	Soft launch	Adding to tabs as information becomes available
Chamber/Tourism	Stroll Billboards	Going up first of September – one specifically for Stroll and one for Stroll with sponsors listed	Increase numbers in attendance
Tourism	Digital Marketing	Contract initiated for geo-fenced areas on mobile platforms	Capture individuals searching for shopping, staying, dining in other communities similar to Salado; campaign started July 7; preliminary numbers show tracking at 0.14%; national average is 0.9%



**CITY ADMINISTRATOR**

**BOARD OF ALDERMEN UPDATE – PROJECTS UNDERWAY – SEPTEMBER 1, 2016**

<b>PROJECT</b>	<b>DESCRIPTION</b>	<b>DEADLINE</b>	<b>STATUS</b>
Main Street Grant	Dept of Ag – Downtown Revitalization program	October 1	Workshopped and just started.
Street maintenance	Pot hole filling and cracksealing program	October 1	Program completed for this year. Currently spraying weeds in roadways.
Committee kick-offs and resource generation	Schedule and hold meetings. Send out all master plans, reference docs, etc	On-going	All Committees continue to meet as scheduled and are supported by a staff liaison. Environmental Committee meets without a liaison.
ETJ and Annexation	Develop annexation plan, strategy, and policies. Consider incentives	On-going	Annexation Committee scheduled to meet the week of September 5. Preparing annexation overview document.
Police Standard Operating Procedures, General Orders	Update SOPs and General Orders	Tbd by committee	Public Safety Committee is reviewing chapter by chapter.
Emergency Management Plan	Update Emergency Management Plan	Tbd by committee	Public Safety Committee will work on this as a future agenda item per priorities set.
Economic Development Plan and Target List	Develop an Economic Development Plan and associated Target List	Tbd by committee	Committee updates of master plans in the Comprehensive Plan are underway. Ultimate goal is to develop a target list and map.
Code Red	Previously known as reverse 911 program	Tbd by committee	Public Safety Committee member is developing a training and education program for this.
Water gauge for flooding	Educate citizens on this free notification system	Tbd by committee	Public Safety Committee member is developing a marketing program for this service.
Ordinance Committee	Update various ordinances	Tbd by committee	Committee will be reviewing the following ordinances and has established priorities. Landscape, fence, and Pace Park will be at the next BOA workshop. Zoning (fence, landscape, use table, zoning districts for small lots, concept and site plans, Historical District, Overlay District, non-residential standards, simplification of district area standards). Subdivision Ord, park dedication, drainage, missing amending plat section, pretreatment ordinance, speed hump policy

PROJECT	DESCRIPTION	DEADLINE	STATUS
Parks Master Plan	Create plan. Establish priorities and funding.	Tbd by committee	Created a map to show all existing and proposed parks, plazas, pocket parks, gardens, gateways. Next each will be prioritized and design concepts will be created. Pace Park improvement plan and funding are under review and research.
Trails Master Plan	Review and update plan. Establish priorities and funding.	Tbd by committee	Distributed info. Committee will begin review based upon finalization of the parks Master Plan Map.
Stagecoach Plant repairs	Flow gauge replacement	Asap	Flow gauge ordered
TAPS grant	80/20 grant for trails and sidewalks; TAP program is encouraging updating application for cities	Oct 25 resubmission date	Another landowner has withdrawn their approval of easements.
Wastewater CCN	Establish service area and submit to PUC for consideration	File after securing wastewater service (permit or regional agreement)	CCN proposed map approved by BOA. Staff is preparing an RFQ for a rate study. Staff provided follow-up data and maps to the engineer.
Main Street wastewater line		June	Plans have been submitted to TCEQ, Corps, THC, and TXDOT. TXDOT has approved the plans. Waiting on other entity approvals, especially THC, which required additional digs which are underway
Web site	Purchase new website and populate with information		Demo scheduled for September
Stagecoach plant	Permit renewal	On-going	Applications turned in and notices published. Technical responses prepared for public input
Sanctuary Wastewater plant	Permit renewal		Applications turned in and notices published. Technical responses prepared for public input
Wastewater plant site – west side	Identify potential sites	n/a	Location identified and negotiated. Waiting on acquisition until plant and line bids come in.
Transportation Plan update	Update map of Transportation Plan and street profiles	September 30	Streets Committee has made their final revisions. Staff will schedule for the next workshop. They beginning Street Profiles

PROJECT	DESCRIPTION	DEADLINE	STATUS
Functional Streets Classification and profiles			Completed existing street profiles and presented to the Street Improvement Committee for review and action. Also presented survey of street width and pavement width for consideration.
Subdivision technical standards	Utility, road, drainage, sidewalk, parking standards for subdivision and site development	n/a	Held kick-off meeting with the Streets Committee. Sample standards from other cities are being collected. Street profile project will be first
Sign ordinance	Make revisions for clarification and ease	September	First draft submitted to ordinance committee.
Fence ordinance	Make revisions for material types	n/a	This was workshopped at BOA and is scheduled for P&Z.
Landscape ordinance	Re-write landscape ordinance in its entirety	April committee work; May BOA consideration	This was workshopped at BOA and is scheduled for P&Z.
Future Land Use Plan	Update Plan	Tbd by P&Z	Cooperative effort by P&Z and Comp Plan Committee
Mapping	Need updated maps		Ordered updated Planning Maps from CTCOG.
Plat inventory	Need log of all plats in the Village. Organize. Scan files.		The plat log is complete. Mylars are organized.
Annexation / ETJ of SISD land	Work with Committee to create a plan for annexation	Tbd	Final agreement was negotiated. Superintendent called and indicated the school board may not want to proceed. Provided a cost estimate for SISD connecting to the system.
Main Street Design by TXDOT through grant	Applied for and received grant from TXDOT for design.	tbd	Schematic plans and layout are complete. Application for Project Development grant has been approved. Had kick-off meeting with TXDOT engineering staff. TXDOT asked for feedback on parking in the right of way. Main Street Subcommittee met to discuss.
Economic Development Administration grant	-assist with oversight and administration of the grant	On-going	CTCOG administering. Quarterly reports being submitted.
Update personnel policy manual	Update personnel policy manual	Fall	Draft ready for consideration by staff. Upon review, it will be scheduled for the next available BOA workshop.

PROJECT	DESCRIPTION	DEADLINE	STATUS
Improve records Management system	-Improve records set up -Execute State retention policy -Work on electronic records management	Long term, on-going project	Scanning and electronic organizing is underway. Some documents disposed of as per statute. Established logs.
Police Records Management			Held meeting with IT and Police Dept. Waiting on chief's coordination.
Development flowcharts	Create development flowcharts to simplify understanding of process		Not started yet

PROJECTS COMPLETE
Wastewater pretreatment ordinance
Economic Development Policy updated
Installed blower and clarifier
Texas Parks and Wildlife grant application – did not receive; will try next time
Update policy manual – Purchasing section
Policy for establishment of, scope, and process for committees
Facilities and land naming policy
Sanctuary Zoning - sent to COG for map updates
Sanctuary Annexation – sent to COG for map updates and filed with County
Development Checklists – created and are posted on the web site
Main Street Master Plan