

**Village of Salado
Salado Municipal Building
301 North Stagecoach Road
Salado, Texas
Minutes of Regular Meeting of Board of Aldermen
October 4, 2018 at 6:30 p.m.**

The Board of Aldermen meeting was called to order at 6:30 p.m. by Mayor Skip Blancett.

Mayor Blancett gave the Invocation and the Board of Aldermen led the Pledge of Allegiance to the United States and Texas flags.

Board Members Present: Mayor Skip Blancett, , Aldermen Andy Jackson, Michael Coggin, Frank Coachman, and Michael McDougal (arrived at 6:45 p.m.). Mayor Pro-tem Fred Brown was absent.

Salado High School Student Representative Present: Grace Barker

Staff Present: Village Administrator Don Ferguson, City Secretary Cara McPartland, Police Chief Rick Ashe, Fire Chief Shane Berrier, and Tourism Director Chadley Hollas

Citizens Communications

Linda Reynolds of 507 Santa Rosa expressed concerns regarding certain text and auditing practices relating to Note 11 of the Village's Notes to Financial Statements from audits conducted for Fiscal Years 2015-2017. She distributed a handout displaying the text in question from the subject audits.

1. Consent Agenda

Approval of minutes of the Regular Board of Aldermen meeting of September 20, 2018.

Alderman Jackson moved to approve the minutes, as presented. Alderman Coachman seconded. Motion carried on a vote of 3-0.

2. Status Reports

A. Village Administrator's Status Report

- Wastewater Project Update

Village Administrator Ferguson reported that collection system work is running ahead of schedule. Crews are completing work on the Royal and Church Street lift stations. He noted that environmental monitoring is no longer needed, as all digging is finished in sensitive areas. He anticipated installation of low pressure lines along the east side of Main Street will begin within two weeks. He noted Royal Street pavement repairs are complete, with Main Street and Thomas Arnold expected to be finished next week. He advised that certain driveway cuts will be repaired with asphalt, as TxDOT will subsequently repair those same cuts with concrete as part of its Main

Street Improvement Project. Repairs on driveway culverts on West Village Road are being repaired. He spoke on progress at the treatment plant site. Collection system crews are projected to complete their work by late December 2018 or early January 2019. Treatment plant crews are projected to complete their work in January 2019. Church Street repairs are estimated to cost around \$58,000, which include remilling and putting in an asphalt overlay. An action item is scheduled for October 18, 2018, relating to annexation of Salado ISD properties planning to connect to the wastewater system. He reported plans are underway to seek bids for plant operations, grinder pumps, and decommissioning of the Stagecoach plant.

- Fiscal Year 2018 Development Report

Village Administrator Ferguson reported on building permit activity, including decrease in new housing starts, significant increase in remodeling/addition/electrical/plumbing permits, decrease in fence and pool permits, and increase in accessory building permits. He noted that subdivision platting activity was up significantly and only one re-zoning case was heard.

- Community Garden Report

Village Administrator Ferguson reported that 37 of the 42 plots are occupied. He said plans are underway to accept 2019 plot reservations. He stated a gardening education program is slated for Spring 2019.

- Comprehensive Plan Update

Village Administrator Ferguson reported the Comprehensive Plan Update Committee has met twice as it begins its chapter-by-chapter review and update. He anticipated the Committee's update to be completed in about ten weeks.

- Sirena Fest

Village Administrator Ferguson reported Saturday's Sirena Fest Parade starts at 11:00 a.m. and there will be a lot of traffic downtown. He said the trolley will be in operation.

In addition, Village Administrator Ferguson reported significant progress has been made on the partially completed construction of a Chisholm Trail residence, including the issuance of a building permit to the property owner. He advised the owner will be seeking a variance for some exterior building material and a subdivision due to additional land acquired to accommodate the septic system. He noted the site has undergone a lot of clean-up and the Village will continue to monitor building activity.

Brief discussion addressed completion/operating timeframes for the wastewater collection system and treatment plant, decommissioning of the Stagecoach plant, and plans for a ribbon-cutting ceremony.

Alderman McDougal joined the meeting at this time (6:45 p.m.)

B. Salado Police Chief Status Report

- Calls for service
- Citizens on Patrol Program
- National Night Out

Chief Ashe presented September 2018 increased calls for service, decrease in reports written, increase in citations/warnings issued, number of arrests (DWI/narcotics-related as a result of traffic stops), and improved response time averages.

Chief Ashe reported that Citizens on Patrol (COP) volunteers patrolled for over 26 hours in 13 shifts over an 12-day period and found 4 unlocked business doors.

Chief Ashe reported on a successful National Night Out community-wide event held on October 2, 2018 from 6 to 8 p.m. at the Salado Civic Center. He thanked all those who attended and sponsored the event. He reported Main Street will be closed for the upcoming Sirena Fest Parade from 11:00 to 11:30 a.m. He noted the Christmas parade is scheduled for November 29, 2018.

Brief discussion clarified the definitions of Priority I, II, and III calls for service.

C. Salado Fire Chief Status Report

- Calls for service

Fire Chief Shane Berrier was unable to attend tonight's meeting.

D. Tourism Director's Report

- Salado Tourism Advisory Board
- Wine and Chocolate Event
- Upcoming events

Tourism Director Chadley Hollas reported Tourism Advisory Board meetings will now be held monthly (rather than weekly) on the last Thursday of the month. He said about 250 tickets were sold for the Wine and Chocolate event, compared to 150 tickets last year, with social media having a positive effect. He spoke on marketing for the upcoming Scottish games and Christmas Stroll. Director Hollas advised he will be attending the Texas State Fair on October 15, 2018, along with a volunteer, to work the booth for Salado's Destination Day and to promote tourism.

3. Presentation

Presentation regarding the Proposed Fiscal Year 2019 Tourism Marketing Plan for the Village of Salado. (*Chadley Hollas, Salado Tourism Director*)

Director Hollas gave a presentation that included: Plan goals; proposed budget; billboard advertising; print media; digital media (content production/online trip planning tool); partnership

with Breaking Records Media; social media; display ads; differences in digital media versus digital advertising; development of a content catalog (such as photographs/videos); and display ads.

Discussion addressed print ad campaign (newspaper inserts); event promotion aligned with tourism goals; collaborative efforts between Village and businesses in support of events; digital billboard locations; advantages of digital billboards compared to print billboards (content flexibility and affordability); and tracking capability.

4. Discussion and Possible Action

- A. Discuss and consider possible action approving the Proposed Fiscal Year 2019 Tourism Marketing Plan and authorizing the Village Administrator to execute contract documents associated with the Marketing Plan. (*Chadley Hollas, Salado Tourism Director*)

Alderman McDougal moved to approve the Proposed Fiscal Year 2019 Tourism Marketing Plan and authorize the Village Administrator to execute contract documents associated with the Marketing Plan. Alderman Jackson seconded. Motion carried on a vote of 4-0.

- B. Discuss and consider possible action regarding a request to waive mobile food vehicle permit fees for the 2018 Scottish Gathering and Highland Games Festival. (*Village Administrator*)

Village Administrator Ferguson presented the request from festival organizers who have expressed concerns that requiring payment of the \$50 permit fee will discourage participation in the festival.

Discussion addressed concerns about previous practices, setting a precedent for future fee waiver requests, and the Board's recent approval of an ordinance that significantly reduced mobile food vehicle permit fees.

Alderman Coachman moved to deny the request to waive mobile food vehicle permit fees for the 2018 Scottish Gathering and Highland Games Festival, as he felt the current \$50 fee is reasonable. Alderman McDougal seconded. Alderman Coggin favored revisiting the existing ordinance to include procedures for special events that would allow possible fee waivers. Motion carried on a vote of 3-1. Alderman Coggin voted against.

- C. Discuss and consider possible action regarding the development of a reserve police officer program for the Salado Police Department. (*Police Chief Rick Ashe*)

Chief Ashe proposed creating a reserve officer program of unpaid volunteers to supplement the Department's full-time officers for a variety of duties. He said there would be minimal costs for uniforms and insurance. He noted interest has been expressed by a retired police officer to participate in the program. Discussion addressed duties based on level of experience, background checks, required certification, and maximum number of reserve officers allowed.

Alderman Jackson moved to direct staff to proceed with development of a reserve police officer program for the Salado Police Department. Alderman Coggin seconded. Motion carried on a vote of 4-0.

- D. Discuss and consider possible action approving the Fiscal Year 2019 Employee Holiday Schedule for the Village of Salado. (*Village Administrator*)

Village Administrator Ferguson recommended approval of the following holiday schedule:

Designated Holiday	Date
Columbus Day	Monday, October 8, 2018
Veterans Day	Monday, November 12, 2018
Thanksgiving	Thursday, November 22, 2018 Friday, November 23, 2018
Christmas	Monday, December 24, 2018 Tuesday, December 25, 2018
New Year's Day	Tuesday, January 1, 2019
Martin Luther King, Jr. Day	Monday, January 21, 2019
Presidents Day	Monday, February 18, 2019
Good Friday	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019

Alderman Coachman moved to approve the Fiscal Year 2019 Holiday Schedule, as presented. Alderman Jackson seconded. Motion carried on a vote of 4-0.

- E. Discuss and consider possible action authorizing the Mayor and Village Administrator to execute an engagement letter with Donald L. Allman, CPA, PC for the preparation of the Village of Salado Financial Statements for the Fiscal Year ending September 30, 2018. (*Village Administrator*)

Village Administrator Ferguson recommended approval to authorize the Mayor and Village Administrator to execute the subject letter of engagement, as presented.

Alderman Jackson moved to approve authorizing the Mayor and Village Administrator to execute an engagement letter with Donald L. Allman, CPA, PC for the preparation of the Village of Salado Financial Statements for the Fiscal Year ending September 30, 2018. Alderman Coachman seconded. Village Administrator Ferguson stated the estimated cost of the audit should not exceed \$10,000. Motion carried on a vote of 4-0.

- F. Discuss and consider possible action regarding a proposed agreement with Jeff Booker for the provision of fire plan review and fire inspection services for new construction within the Village of Salado. (*Village Administrator*)

Village Administrator Ferguson stated this item will be continued until the Board's meeting on October 18, 2018.

Addendum to Agenda

4. Discussion and Possible Action

- G. Discuss and consider possible action regarding the provision of health and life insurance benefits in Plan Year 2018-2019 to full-time employees of the Village of Salado. (*Village Administrator*)

Village Administrator Ferguson recommended approval of renewing the Village's insurance agreement with Texas Municipal League MultiState Intergovernmental Employee Benefits Pool (TMLIEBP), which reflects a four percent (4%) increase in medical coverage, with no increase in dental and vision coverage. He noted the 4% increase in premiums is less than the 7% hike projected in the Fiscal Year 2019 Operating Budget.

Alderman McDougal moved to approve renewal of the Village's health and life insurance benefits agreement, as presented. Alderman Jackson seconded. Motion carried on a vote of 4-0.

Adjournment

Alderman Jackson moved to adjourn. Alderman Coachman seconded. Mayor Blancett called the meeting adjourned at 7:52 p.m.

Recorded by:

Cara McPartland

These minutes approved on the 18th of October, 2018.

APPROVED:


Skip Blancett, Mayor

ATTEST:


Cara McPartland, City Secretary



2015
p. 35

VILLAGE OF SALADO, TEXAS
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2015

NOTE 11 – SUBSEQUENT EVENTS

On July 2, 2015, the U.S. Department of Commerce approved the application for a \$1,000,000 EDA Grant. As of September 30, 2015, \$8,693 had been spent and capitalized as construction in progress. As of April 8, 2016, up to the completion date of audit fieldwork, approximately another \$185K had been expended from this grant. The estimated period of completion for this grant is 60 months.

2016
p. 36

VILLAGE OF SALADO, TEXAS
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

Note 11 – Subsequent Events

On July 2, 2015, the U. S. Department of Commerce approved the application for a \$1,000,000 EDA Grant. As of September 30, 2016, \$996,771 had been spent and capitalized as construction in progress. As of March 10, 2017 up to the completion date of audit fieldwork, approximately another \$185K had been expended from this grant. The estimated period of completion for this grant is 60 months.

2017
p. 36

VILLAGE OF SALADO, TEXAS
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2017

Note 11 – Subsequent Events

On July 2, 2015, the U. S. Department of Commerce approved the application for a \$1,000,000 EDA Grant. \$395,000 is to be submitted for reimbursement from EDA as of September 30, 2017 none of this has been approved for reimbursement yet. The EDA will reimburse expenses incurred by the Village, and as of September 30, 2017 no expenses have been submitted. The estimated period of completion for this grant is 60 months.

2018
Sept. 30
v. ? \$11?