

**Village of Salado**  
**Salado Municipal Building**  
**301 North Stagecoach Road**  
**Salado, Texas**  
**Minutes of Regular Meeting of Board of Aldermen**  
**May 5, 2022 at 6:30 p.m.**

The Board of Aldermen meeting was called to order at 6:30 p.m. by Mayor Michael Coggin. *The meeting was conducted in person and using videoconferencing. Public participation was available via videoconference.*

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

Board Members Present: Mayor Michael Coggin, Mayor Pro-tem Rodney Bell, Aldermen John Cole, Paul Cox, D. Jasen Graham, and Jason Howard attended in person.

Staff Present: Village Administrator Don Ferguson, Assistant Village Administrator Stacey Ybarra, City Secretary Cara McPartland, Salado Police Sergeant Christopher Dunshie, Salado Fire Chief Jim Franz, and Tourism Director Andrea Howard.

Mayor Pro-tem Bell presented Mayor Coggin with a special congressional recognition awarded by Congressman John Carter's office to Mayor Coggin honoring him as Citizen of the Year 2022. Mayor Coggin expressed appreciation for the award and thanked the Board of Aldermen and Village staff for their hard work.

### **1. Citizens Communications**

Darlene Walsh of 1001 Mill Creek thanked the Mayor and Board of Aldermen for their service. She commended her husband, Michael Walsh, for the assistance he provided to a family in need following a recent area tornado event.

### **2. Consent Agenda**

- A. Approval of minutes of the Regular Board of Aldermen meeting of April 21, 2022.
- B. Approval of the appointment of Merle Stalcup to the Village of Salado Parks Advisory Board.

Alderman Cole moved to approve the Consent Agenda, as presented. Alderman Cox seconded. Alderman Howard commented that Mr. Stalcup is not currently serving on any other active committees. Motion carried on a vote of 5-0.

### **3. Discuss and Consider Possible Action Regarding any Item Removed from the Consent Agenda**

No items were removed.

#### 4. Status Reports

##### A. Village Administrator's Status Report

- Main Street Light Repairs

Village Administrator Ferguson reported the street light maintenance contractor is working with the street light manufacturer to resolve an issue believed to be with a driver that was changed out by TxDOT's contractor when street lights were originally installed. He stated the contractor is expected to be on site next week to test a replacement driver. He noted that one street light damaged by a vehicle has been reported to TxDOT for pole replacement.

- May General Election Update

Village Administrator Ferguson reported that polls will be open on Election Day, Saturday, May 7<sup>th</sup> from 7 a.m. to 7 p.m., with voters able to cast ballots at the Salado Church of Christ or one of more than 40 polling locations throughout Bell County. He noted that election results will be posted on the Bell County Elections website after the polls close and may take longer than usual due to counting of paper ballots. He advised the link to election results will also be posted on the Village of Salado's website.

- Police Chief Search

Village Administrator Ferguson reported that more than 20 applications were received and interviews of 3 finalists were conducted this week. He anticipated making an offer next week pending completion of background investigations.

- Website Redesign Update

Assistant Village Administrator Ybarra reported the website redesign with CivicPlus is approximately 90 percent complete, provided details on the remaining 10 percent of the project, such as updating photos and forms/applications, and anticipated a mid-May launch. Village Administrator Ferguson thanked Alderman Howard for his assistance and support of the project.

- Salado Community Institute Update

Assistant Village Administrator Ybarra reported the first spring session is underway, with nine citizens participating. She highlighted completed and upcoming sessions and noted there will be a fall session to be announced at a later date. Village Administrator Ferguson thanked Ms. Ybarra for doing a great job on this project and noted very positive input from participants.

Discussion addressed possible warranty coverage for street light replacement from the manufacturer; previously resolved power issue with streetlights; review of Police Chief search with Alderman Cole as Board liaison for police-related matters; tentative mid-fall date for next Community Institute; tracking of Village of Salado website statistics; and typical police personnel turnover rates.

## B. Salado Police Department Status Report

This item was heard after Agenda Item 4C.

- Calls for Service

Sergeant Christopher Dunshie presented the following statistics for April: calls for service (443); 11 offense/incident reports; 7 supplemental reports; 8 crash reports (responded to 16 crashes); no warrants obtained; 26 citations issued; 92 warnings issued; 1 arrest; no grand jury true bills; 14 agency assists; Priority 1-4 response times; and 101 house watches/security checks.

- License Plate Reader Program Update

Sergeant Dunshie presented April statistics on the number of license plate images captured (123,556); number of deleted license plates (120,963); 5 license plate images retained for investigative purposes; 12 system alerts; number of times system used for criminal investigative purposes (5); number of times system accessed by SPD (6) and number of times system accessed for SPD administrative use (6).

- Citizens on Patrol Program (COP)

Sergeant Dunshie reported that COP volunteers found one open door and one open gate at local businesses, which were secured.

Discussion commended the Police Department's contribution as a first responder during the recent tornado event and included recognition for all first responders.

## C. Salado Fire Chief Status Report

This item was heard after Agenda Item 4A.

- Calls for Service

Fire Chief Jim Franz reported on the following March statistics: 120 calls for service; average 3.87 calls per day, with majority of calls Priority 2; 23 percent of calls are overlapped (receiving new call while already on a call for service); average on-scene time approximately 24 minutes per call; total personnel hours (about 139 hours, which does not include travel time, refueling, restocking for next call, meetings, training, mutual aid, etc.); call volume for each weekday, with Thursday having the lowest number of calls; call volume by hour of day (peak at 6 p.m.); no set trends found for day of week or hour of day statistics; top 10 call types for March (with 15 traffic accidents as most common type); and pin map showing Salado FD events. Discussion addressed the success of recent fundraising efforts at the cookoff/cornhole tournament; tracking of work/volunteer hours; factors used in calculating ISO ratings; and Salado FD's role as first responder during recent tornado event.

## D. Tourism Director's Report

- Salado Marketing Activities

Tourism Director Andrea Howard reported on the following April marketing statistics: number of website/app users (251), including number of new (100)/returning (151) visitors. She noted that Pamela Anderson attended the Texas Tourism Association's Travel Summit in Grapevine and had 29 appointments with travel counselors from across the state. She stated the new visitor's guide has been finalized and sent to the printer for availability to visitors and distribution to statewide visitor centers by the end of this month. She advised there was a significant increase in group travel to Salado for one-day and overnight visits.

- Visitors Center Activities

Tourism Director Howard reported that 558 visitors stopped in the Visitors Center in April and provided historical April data for 2018 through 2021. She reported on shuttle usage for two April events and thanked all of the volunteer drivers. She advised the shuttle will be running May 7 from 10 a.m. to 4 pm. and Saturdays, May 28 – Labor Day.

- Upcoming Events

- May 5-8: Cowboy Poetry and Music Gathering
- May 5-30: Salado Cultural Arts District Art Show; Salado Museum
- May 7: Annual Poetry and Prose Festival; Tablerock Amphitheatre
- June 18: Salado Springs Beer Festival; Barrow Brewing
- June 24-27: A Bluebonnet Evening; Salado Museum
- July 23, 30 and August 6: Salado Legends; Tablerock Amphitheatre
- August 6-7; Art Show; Salado Chamber of Commerce
- 4<sup>th</sup> Friday of the month, February – October: Royal Street Art Walk

Discussion addressed volunteer recognition plans and impact of fewer events held in March (as compared to April) on visitation statistics.

## 5. Ordinances

- Consider approval of an ordinance of the Village of Salado, Texas, governing the appointment of members of its advisory boards, committees, and commissions, and providing for the following: purpose, findings of fact, severability, repealer, effective date, and proper notice and meeting. (*Alderman Jason Howard and Village Administrator*)

Alderman Howard reviewed revisions made to the draft ordinance based on feedback from the Board's last meeting on April 21, 2022, including attendance requirements and relationships by consanguinity or affinity. Discussion established that the ordinance applies to appointed members to advisory boards, not to elected officials; attendance requirements to be included on application; and enforcement by ordinance versus by-laws of individual boards or committees.

Alderman Cox moved to approve the ordinance, as presented. Mayor Pro-tem Bell seconded. Motion carried on a vote of 5-0.

- B. Consider approval of an ordinance of the Village of Salado, Texas providing for the addition of stop signs at the intersection of Williams Road and West Village Road, creating an all-way stop; repealing any conflicting ordinances; providing a severability clause; and providing for an effective date; and providing for proper notice and meeting.

Village Administrator Ferguson noted certain issues at the subject intersection, such as speeding and heavy school-related traffic. He advised that additional signs creating an all-way stop will help with changing traffic flow issues. He noted there are future design plans for sidewalks on both sides of West Village Road, including a possible traffic flow circle, and a 10-foot wide sidewalk on the north side of Williams Road from West Village Road to FM 2484. He stated this ordinance will enhance both pedestrian and vehicular traffic at the subject intersection, which has had an accident history.

Discussion addressed LED lighting on the stop signs; re-purposing of existing stop signs, if traffic circle is installed at a later date; impact of additional stop signs on school bus traffic flow; changing effective date of ordinance and installation of signs until the end of the school year (May 25, 2022); flagging of signs for initial 30 days to bring attention to newly installed additional signage; approximate \$2,500 cost for LED-lit signs; and reasoning for ordinance as enforcement mechanism.

Mayor Pro-tem Bell moved to approve the ordinance, as presented, including additional language specifying the ordinance will become effective on May 25, 2022. Alderman Howard seconded. Motion carried on a vote of 5-0.

## **6. Discussion and Possible Action**

- A. Discuss and consider possible action regarding a proposed alternative route for the wastewater line that will connect a portion of the Salado Sanctuary Development to the Village of Salado Wastewater System. (*Village Administrator*)

This item was heard after Agenda Item 6C.

Village Administrator Ferguson explained the alternative route is proposed by the developers of the apartment complex that will be part of the Sanctuary development due to issues obtaining easement agreements with private property owners. He noted the alternative route would take the line from the apartment development down Santa Maria Road to Baines Street, where the line would then go down Baines Street to Royal Street, where it would then connect to the Village's wastewater system. He stated the proposed wastewater line would be located in the Village's existing right-of-way and stressed the developer would be responsible for all costs associated with construction of the wastewater line. He said some property owners along the proposed route have expressed interest in connecting to the proposed wastewater line, which would be turned over the Village once constructed. He advised the Village's engineer has reviewed the proposed route and found it to be a viable option to the original routing plan, with a few minor design changes. If approved by the Board of Aldermen, Village Administrator Ferguson noted the need to minimize impact of construction on property owners and resolve one water line conflict the developer would have to address with SWSC.

Mayor Coggin felt that the proposed line needs to be upsized for future use and the developers need to resurface Baines Street from the point the line enters and exits the right-of-way. Discussion addressed Board action versus allowing legal counsel to use this issue as a tool in Sanctuary development agreement negotiations, if the Board is supportive of the proposed alternative route; need to work out all design issues and review complete construction plans prior to taking any action; and advance communication with affected property owners on construction timeframe and non-mandatory option to connect to wastewater system, if approved.

Mayor Coggin entertained a motion. Alderman Cox moved to approve future consideration of this item based on finalization of an agreement from Sanctuary's attorneys that is satisfactory to the Village. Mayor Pro-tem Bell seconded. Discussion clarified the motion is for future consideration of this item as part of an amended finalized Sanctuary development agreement pursuant to current re-negotiation efforts by legal counsel for both parties.

Mayor Coggin called for a vote as follows: Alderman Cox, aye; Alderman Cole, aye; Alderman Graham, aye; Alderman Howard, aye; and Mayor Pro-tem Bell, aye. Motion carried on a vote of 5-0.

- B. Discuss and consider possible action regarding a change order relating to the Peddlers Alley wastewater line replacement. (*Village Administrator*)

This item was heard after Agenda Item 5B.

Village Administrator Ferguson explained the change order would allow for concrete encasement of the wastewater service lines, which would go under SWSC's water line. He advised the requested change order will result in an additional cost of \$6,000, which would be paid from Fund Balance. If approved, the contractor hopes to restart work and complete the project late next week.

Discussion established that there will be a 45-degree angle at both ends of the wastewater lines going under SWSC's line and that the project design was stamped by a professional engineer.

Alderman Cox moved to approve the change order in the amount of \$6,000, as presented. Alderman Howard seconded. Motion carried on a vote of 5-0.

- C. Discuss and consider possible action regarding the appointment of a poll watcher for the May 7, 2022, Village of Salado General Election. (*Village Administrator*)

Village Administrator Ferguson presented correspondence from Bell County Elections Administrator Shay Luedeke referencing an issue with the Salado Public Library District's ballot and informing the Village that all entities participating in the election have the ability to appoint a poll watcher for election day. While not required to appoint poll watchers, Mr. Luedeke wanted all entities to be aware of their ability to do so. It was noted that Mr. Luedeke's correspondence included information on appointment of poll watchers, which may be submitted by parties such as candidates or political parties/committees.

Discussion addressed poll watcher impartiality, poll watcher as an unpaid appointee, and lack of issues with the Village’s election. Mayor Coggin recused himself at 7:41 p.m. and Mayor Pro-tem Bell assumed duties as presiding officer.

After discussion on the lack of concerns with the Village’s portion of the joint election, Mayor Pro-tem Bell entertained a motion. Alderman Cox moved to not appoint a poll watcher. Alderman Graham seconded. Motion carried on a vote of 5-0. Following the vote, Mayor Coggin rejoined the meeting at 7:46 p.m. and re-assumed duties as presiding officer.

**Adjournment**

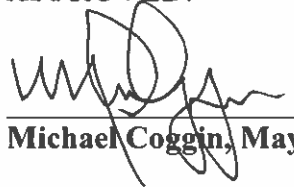
Alderman Cox moved to adjourn. Mayor Coggin called the meeting adjourned at 8:05 p.m.

Recorded by:

Cara McPartland

These minutes approved on the 19<sup>th</sup> of May, 2022.

**APPROVED:**



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**Michael Coggin, Mayor**

**ATTEST:**

  
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**Cara McPartland, City Secretary**

