

Village of Salado, Texas  
**Board of Aldermen**  
**Special Called Meeting and Workshop**  
**Meeting Minutes**  
6:30 p.m. Thursday, January 7, 2016  
Municipal Building, 301 N. Stagecoach Road

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

**Others Present:** Kim Foutz, Village Administrator; Mary Ann Ray, Village Secretary; Jack Hensley, Chief of Police; Mary Poche', Executive Director, Salado Chamber of Commerce and Tourism Bureau; Morgan Bird, Salado High School representative.

**I. Call to Order.**

Mayor Blancett called the meeting to order at 6:31 p.m.

1. The Mayor opened the meeting with a moment of silence.
2. The Mayor led the Pledge of Allegiance and the Texas Pledge of Allegiance.

**II. Proclamations / Special Recognition.**

None.

**III. Public Comments.**

3. Maurice Striegler, 901 Salado Oaks Drive, offered an apology for comments made at the December 10, 2015, meeting and reiterated his concerns about the use of Salado Oaks Drive as a thoroughfare for the Sanctuary development.

Following Mr. Striegler's comments, Linda Reynolds was called to speak on behalf of King Copeland, but she asked to defer until the Consent Agenda. Mayor Pro Tempore Brown and Alderman Williams brought up a point of order to determine the method for allowing a citizen to speak during the Consent Agenda. Administrator Foutz recommended the item be removed from the Consent Agenda to allow for public comment.

**IV. Reports.**

**Mayor's Report:** Mayor Blancett reported that the Christmas Stroll was a great success. He announced a Town Hall meeting on January 26, 2016, to discuss the sewer system and the Board of Aldermen retreat January 30, 2016. The retreat will be from 8:30 a.m. to 11:30 a.m. at the Chamber of Commerce.

**Police Department Reports:** Chief Hensley reported that he met with Administrator Foutz about an outdoor early warning system. A new officer has been hired: Keith Bolk comes to Salado from the staff of Bell County Constable, Precinct 4. He is a former officer-of-the-year in Belton and attended Temple College. He outlined the police calls for the month of December. (See attached report.)

**Fire Department Report:** Chief Shane Berrier reported on his department statistics for the month of December. (See attached report.)

**Chamber of Commerce/Tourism Bureau Director's Report:** Mary Poche' reviewed highlights from the Chamber/Bureau action plan. (See attached report.)

## V. Consent Agenda.

4. Consider approving the Consent Agenda items:
  - a. Minutes, December 10, 2015, Regular Meeting

*Alderman Williams made a motion to remove item 4ae and 4g from the Consent Agenda and approve Items a, b, c, d and f as presented. Alderman McDougal seconded. The motion carried unanimously.*

The Mayor opened the floor for public comment.

King Copeland, P.O. Box 192165, Dallas, Texas, 75219, spoke about a violation of the Open Meetings Act regarding Resolution R-2015-131 and the difference in acreage for Sanctuary annexation as listed in the agenda and the minutes (see attached).

*Alderman McDougal made a motion to approve the minutes as presented. Alderman Coachman seconded. The motion carried by a 4-1 vote (Alderman Williams).*

## VI. Regular Session.

5. Presentation, discussion, and possible action on reconsideration of a variance to Section 4.2b, Protection of Drainage and Creek Areas, of the Subdivision Ordinance in accordance with Ordinance 2008-20 Flood Damage Prevention Ordinance, Section 4D Variance Procedures, for the Creekside Meadow subdivision.

Administrator Foutz said the variance was denied by a 2-3 vote at the November 5, 2015, meeting. John Simcik of Kasberg, Patrick and Associates, Village engineering firm, said the project engineers have taken appropriate steps to ensure that variance would not make conditions worse further downstream from the

property in question. Project surveyor Travis Quicksall explained the Conditional Letter of Map Revision that was approved by FEMA.

*Alderman McDougal made a motion to approve the variance to Section 4.2b, Protection of Drainage and Creek Areas of the Subdivision Ordinance for the Creekside Meadow subdivision as presented, provided the applicant agrees:*

- 1) To not build fences in the adjusted flood plain; and*
- 2) Upon completion, to install vegetation rolls to prevent erosion.*

*Mayor Pro Tempore Brown seconded.*

Discussion:

Alderman Dankert said the motion should be amended to prohibit all permanent structures, not just fences. Alderman Williams said he would like to know more about the FEMA letter and map. There was discussion about how water will be diverted if the variance is approved.

*The motion carried by a vote of 3-2 (Aldermen Dankert, Williams).*

6. Presentation, discussion, and possible action on a request for a waiver to Section 3.1 of the Subdivision Ordinance (road curvature) for Windmill Estates, a subdivision located in the Village's Extraterritorial Jurisdiction.

Administrator Foutz explained that the concept plan for this development has changed as many as three times since it was originally presented. The current plan includes 14-percent curvilinear road, far less than the 50 percent required by the Subdivision Ordinance. Surveyor Travis Quicksall said that the small size of the subdivision makes it difficult to include more curved streets.

*Mayor Pro Tempore Brown made a motion to approve the waiver to Section 3.1 of the Subdivision Ordinance for road curvature for Windmill Estates as presented, after finding the waiver meets the approved criteria required in the Subdivision Ordinance. Alderman Dankert seconded.*

Discussion: Alderman Coachman said he would prefer the developer agree to annex into the Village.

*Alderman Coachman made a motion to amend the original motion, adding: provided the owner of the property agrees to annex into the Village prior to final platting. Mayor Pro Tempore Brown seconded the amendment. The amendment to the original motion carried by a vote of 4-1 (Alderman Williams).*

*Mayor Pro Tempore Brown restated the amended motion: motion to approve the waiver to Section 3.1 of the Subdivision Ordinance for road curvature for Windmill Estates, after finding the waiver meets the approved criteria required in the Subdivision Ordinance and provided the owner of the property agrees to annex into the Village prior to final platting. The motion carried by a vote of 4-1 (Alderman Williams).*

7. Presentation, discussion, and possible action on a waiver to Section 3.1 of the Subdivision Ordinance (cul-de-sac length) for Salado Country Estates, a subdivision located in the Village's Extraterritorial Jurisdiction.

Administrator Foutz explained that the ordinance stipulates a maximum length for a cul-de-sac at 600 feet to enable maneuverability by emergency vehicles; this development is a large-lot subdivision with one street, 2,800 feet in length, that ends in a cul-de-sac. The insertion of two cul-de-sacs or roundabouts would break up the long length of the original cul-de-sac and bring the development much closer to compliance with ordinance.

City Engineer Simcik said that he spoke with Chief Berrier of the Salado VFD, who has no objection to the additional cul-de-sacs or roundabouts.

*Mayor Pro Tempore Brown made a motion to approve the waiver to Section 3.1 of the Subdivision ordinance for cul-de-sac length for Salado Country Estates as presented, after finding the waiver meets the approval criteria required in the Subdivision ordinance, and provide the following mitigation items are listed in the final plat:*

- 1) Two cul-de-sacs or roundabouts;
- 2) No additional street connections for adjacent future subdivisions;
- 3) Only two driveway cuts to adjacent tract to the west; and
- 4) the nine newly created lots may not be subdivided into smaller lots.

*Alderman McDougal seconded. The motion carried unanimously.*

8. Discussion and possible action on a policy to set forth guidelines for the establishment, membership, scope, term, and conduct of existing and future Committees and Advisory Boards appointed by the Board of Aldermen.

There was discussion about changing from one-year terms to two-year terms.

*Alderman Coachman made a motion to revise the policy to include two-year terms and a two-year reappointment. Alderman McDougal seconded. The motion carried unanimously.*

Discussion continued regarding frequency of meetings and reporting to the BOA.

*Alderman Williams made a motion to postpone action on this item until the next BOA meeting. The motion died for lack of a second.*

*Alderman Coachman made a motion to add "unless otherwise stipulated" with respect to frequency of reporting to the BOA (report quarterly unless otherwise stipulated). Mayor Pro Tempore Brown seconded. The motion carried unanimously.*

*Alderman Coachman made a motion to approve Resolution R-2016.134 and the corresponding policy to set forth guidelines for the establishment, membership, scope, term, and conduct of existing and future Committees and Advisory Boards appointed by*

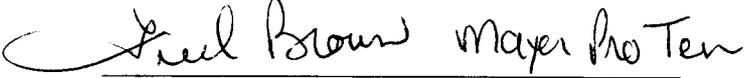
*the Board of Aldermen. Mayor Pro Tempore Brown seconded. The motion carried by a 4-1 vote (Alderman Williams).*

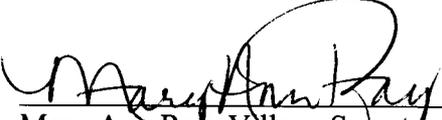
Administrator Foutz said the Village staff would follow up with advertisement in the Salado Village Voice and other means to solicit applications for the Committees and Advisory Boards. She reported that there is an upcoming vacancy on the Planning & Zoning Commission.

**VII. Adjourn.**

*Alderman McDougal made the motion to adjourn. Alderman Coachman seconded.*

Mayor Blancett adjourned the meeting at 8:50 p.m.

  
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Skip Blancett, Mayor

  
\_\_\_\_\_  
Mary Ann Ray, Village Secretary



**POLICE DEPARTMENT**

**MONTHLY REPORT**

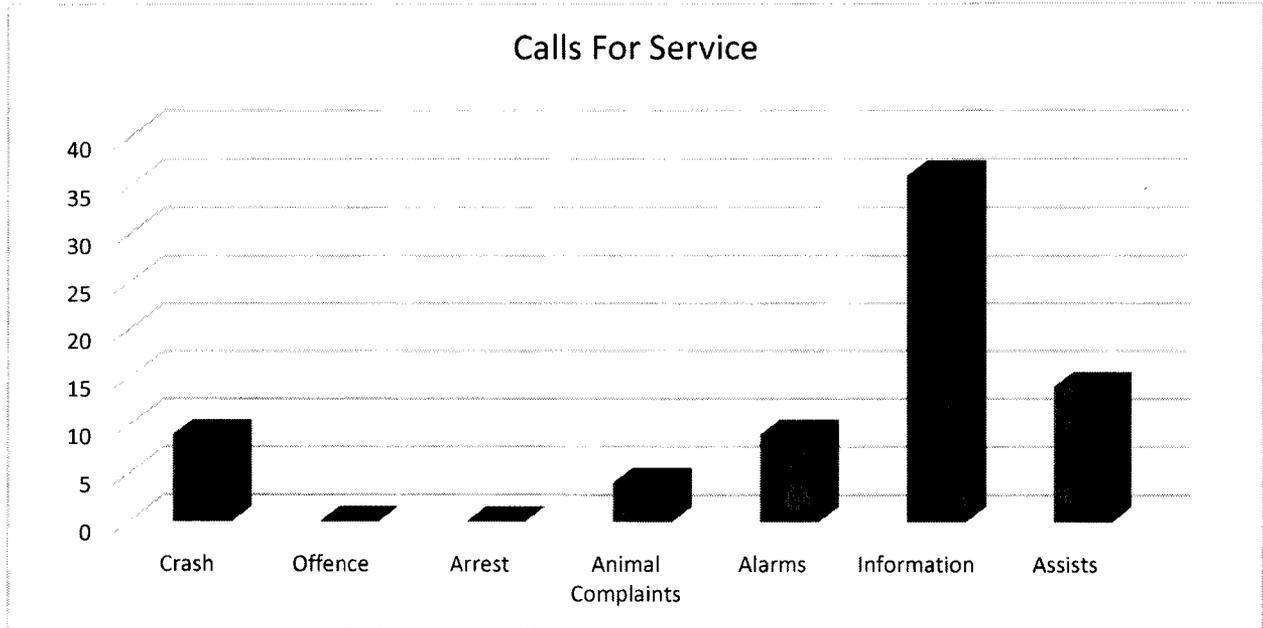
**FOR THE MONTH ENDING December 31, 2015**

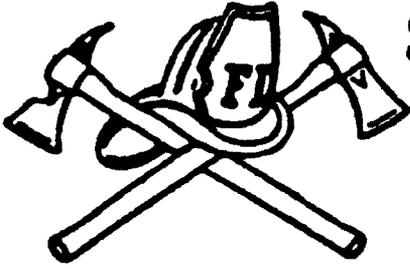
Update General Orders	Have been reviewing the current operations manual and updating the policies to meet the Best Practices guideline. There are currently 169 sections in the Best Practices manual. 47 sections have been completed and pending committee review.
Emergency Operations	<ul style="list-style-type: none"> <li>• The Emergency Operations Plan and Annexes have been completed, however we will continue to gather additional data. This will be presented at a workshop</li> <li>• Need to assign someone to serve as Emergency Management Coordinator</li> <li>• The annex's are completed and we are now in compliance with the state standards. We are now working on the Basic Plan and will have this on a future work shop agenda. We are drafting ordinances and resolutions that may be used in the event of a disaster. Need to establish interlocal agreements with partners in the area that will assist us during an emergency.</li> <li>• Identify resource list and arrangements for goods and materials necessary during emergency</li> </ul>
Develop 5 year action/strategic plan	The construction of a Police Department strategic plan 2014 / 2018 Has been completed.

Early Outdoor Warning Systems	Starting to gather information about vendors and types of programs.
Training report	No training this month –
Employee Evaluation	All evaluations have been completed / Chief waiting on his evaluation
New officer	Application process completed, new officer has been offered job, board approval



<b>CONTINUING PROGRAMS</b>		
House watch	Physically check the house while citizen is 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 December Salado VFD has responded to the following calls

## **In the Village**

15 - EMS

4 - Fire Calls

4 - MVA

## **County calls**

21 - EMS

4 - Fire

7 - MVA

Shane Berrier

Fire Chief, Salado Vol. Fire Dept.

**ACTION PLAN – 2016-17 PLAN – January 7, 2016 UPDATE**

Goal Category	Objective	Activities/Means	Activity type	Resources Needed	Priority	Implementation Schedule	Status / Update
Networking/Member Support	Data gathering focus groups	Data to be used in website update & revamp	Chamber/ Tourism	Staff/ website provider	1	January 2016	Categories set, calls being made to set up participants in group
Business Support	Conduct activities that increase business awareness in the community	ribbon cuttings, groundbreakings, quality information programs	Chamber	Staff	1	Ongoing	Two Ribbon Cuttings set for January 2016-Jan. 12 with Egbert Automotive and Jan. 20 with Bloomer Trailer; Bloomer Trailer earmarked for a Chamber Mixer tentatively scheduled in late February or early March
Business Support	Support business/lodging marketing and advertising efforts	Create marketing plan	Tourism/ Chamber	Staff	1	Q1 2016	Executive Director gathering data to aid in creation of marketing plan – Goal is to have marketing plan complete by end of January 2016
Support members (increase membership)	Improve communication with current and inactive chamber members	Executive Director & Marketing/Event Manager getting out into community	Chamber	Staff	1	2016	New Marketing/Event Manager and Exec. Director getting out one or two days per week to meet with those on culled list now considered leads; will also work on recruiting members outside of Salado ----regional players
Quality of life	Support quality of life initiatives	-Identify capital improvement and facility projects that improve quality of life	Chamber/ Tourism	Staff	2	2016-2017	Village/Tourism working on infrastructure, sidewalks and signage. Will act in support of newly acquired (announced early December 2015) TXDOT grant
Tourism development	Hold events that attract tourists and overnight stay	- Wildflower Art Show - Mother's Getaway weekend - Midnight Madness Down Main - Salado Fine Art Invitational - Chocolate & Wine Weekend - Christmas Stroll	Chamber/ Tourism	Budget Volunteers New ad campaign marketing	1	2015-2016	First Tourism derived event is Salado on the Rocks on Feb. 12---turning it into a successive day event to encourage overnight lodging; currently have two lodging facilities committed to co-market event & will establish others; looking at programming and possible brunch event to create more substantial "experience"
Tourism development and awareness	Website revamp mobile enabled with creation of potential Salado app	-to facilitate event booking - Create packages including other regional businesses to create better tourist experiences – e.g. hunt weekend at Solana with spouse in Village -Featuring tourism businesses -	Chamber/ Tourism	Budget Staff Outsource provider	1	2016 - 2017	Create more Salado packages for groups. Work with Wildfire Ranch and Solana Ranch and Stillhouse Hollow lake.  Will work to secure Green Egg Festival, and Packard Group for next year.
Goal Category	Objective	Activities/Means	Activity	Resources	Priority	Implementation	

Goal Category	Objective	Activities/Means	Activity Type	Resources Needed	Priority	Implementation Schedule	
Tourism Awareness	Improve way finding	-Install kiosks -IH 35 Gateway sign	Tourism/ Chamber/	Budget	2	2015 -2016	No update to existing information. (see below)  Have been working with TxDOT for the last several years for our IH35 gateway sign. Met in the last two weeks with Betsy Pittman with TXDOT to discuss installation of both signs, timing, covered cost, landscaping etc.
Tourism development	Promote Salado through print materials	-Visitors Guide	Chamber/ Tourism	Budget Business support	1	2016	Currently working on membership renewals which drive guide's content; currently working on ad sales; had Dec. 31 as "drop dead" date for receiving information will now have to do call campaign because slow to come in----Goal for Visitor's Guide publication and distribution is January 31.
Tourism development	Improve marketing activities and approaches	-Create marketing plan -Reflect tourism study recommendations -Expand use of social media	Tourism/ Chamber	Time Budget	1	2016	Collecting Media Kits specific to publications and other media that reach the "Texas Triangle - DFW/Houston/Austin/San Antonio; using a guerrilla grass roots marketing effort
Tourism development	Further identify existing venues	-Develop and implement Tourism / Venue Master Plan - -Define what we have & what is missing: Inventory of venues, restaurants, retailers, meeting space (type, hours, presence on road)	Tourism	Time Budget	1	2016	Executive Director working on VENUE MASTER INVENTORY and will use in guerilla/grass roots boots on the ground marketing
Tourism development	Attract groups (tour and meeting) for destination meetings	- Create and distribute materials to recruit tour and meeting groups -utilize social media -develop and execute list of organizations to market to -Identify additional ways to recruit	Tourism/ Chamber	Time Budget	1	2016	Executive Director to make sales calls in Texas Triangle and reach out to established tour groups - need to find out their needs to make sure we can accommodate or come up with solutions for accomodations (e.g. like bus parking etc.)
Business Development - including recruitment, expansion & retention	Make community aware of role the Governor's Office for the State of Texas plays in local communities in business recruitment, expansion & retention	Met with Community Relations Director - Larry McManus	Tourism	Time	2	2016	Schedule program for Salado business & industry where Larry McManus talks to them about the initiatives of the Governor's Office for Business Development including recruitment, expansion & retention  Goal is to set this up as a quality, value add for the business/lodging community. Prime goal is to make them aware of economic development support they could have on a state level

Additional Information not regarding the Action Plan:

- Erin Klingemann – Marketing/Event Manager getting oriented and prioritizing work
- Christmas Stroll – (have asked Event Chairman to provide feedback from merchants and should have information for Jan. 7<sup>th</sup> meeting after that morning's download meeting)
- Chamber Banquet – Thursday, January 28<sup>th</sup> at Tenroc– all invitations are out– encourage attendance to show support for our new staff and their program of work and outgoing and incoming Chamber governing body; can register your attendance by going to Salado.com on the home page and clicking on the invitation—questions---contact Erin Klingemann 254-947-5040; eklingemann@saladotx.gov

**CITY ADMINISTRATOR**

**BOARD OF ALDERMEN UPDATE – JANUARY 7, 2016**

**PROJECTS UNDERWAY:**

<b>PROJECT</b>	<b>DESCRIPTION</b>	<b>DEADLINE</b>	<b>STATUS</b>
Sanctuary Zoning	Paperwork, notices, public hearings, schedule, publishing, calculation of citizen responses	Various for each step. See schedule	All paperwork, notices, scheduling, publishing (multiple) have been completed. The P&Z is scheduled for consideration on 1.12.16. Multiple meetings with citizens regarding questions.
Sanctuary Annexation	Paperwork, notices, public hearings, schedule, publishing, Municipal Service Plan	Various for each step. See schedule	All paperwork, notices, schedule, publishing are complete. Municipal Service Plan is underway.
Hidden Glen Zoning	Paperwork, notices, public hearings, schedule, publishing, calculation of citizen responses	Various for each step. See schedule	All paperwork, notices, scheduling, publishing (multiple) have been completed. The P&Z is scheduled for consideration on 1.12.16. Multiple meetings with citizens regarding questions.
Hidden Glen Annexation	Paperwork, notices, public hearings, schedule, publishing		All paperwork, notices, schedule, publishing are complete. Municipal Service Plan is underway.
Training and organizational development	Staff participating in training and other professional development	Year round	Municipal court clerk completed court training; Chrissy completed HR training (benefits, law, discipline, counseling)
TAPS grant	80/20 grant for trails and sidewalks; TAP program is encouraging updating application for cities	Oct 25 resubmission date	Received grant. Have appointment with surveyor to begin work. Waiting on TXDOT Waco District grant administrator for kick-off meeting.
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. It appears we may need rate study and budget done by consultants before application can be made.
Wastewater plant	See Schedule of events		Schedule was presented and provided to BOA.
Collection Lines	See Schedule of Events		Survey work is complete for Main Street and West Village; survey being finalized for Royal Street. BOA approved contract for work.

PROJECT	DESCRIPTION	DEADLINE	STATUS
Wastewater plant site	Identify potential sites	Schedule to be discussed at Oct 1 meeting	Received direction to explore second plant site. Sanctuary site is in escrow and will be released early February.
Transportation Plan update	Update map of Transportation Plan and street profiles	September 30	Completed existing street profiles. Held a kick-off meeting with the Streets Improvement Committee.
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.
Sign ordinance	Make revisions for clarification and ease	September	First draft submitted to ordinance committee.
Fence ordinance	Make revisions for material types	n/a	Held workshop with BOA and received direction. Changes have been made. Additional directive may received at a workshop scheduled for 1.14.16.
Landscape ordinance	Re-write landscape ordinance in its entirety	April committee work; May BOA consideration	Workshopped/public hearings 4 times. Direction was to add review by property owners and business community. Meeting pending.
Salado Oaks Drive	Need research on history and effect of plat and easements		Underway. Information collected and has been turned over to the attorney.
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 on a hanging file. Scanning of files has not been started.
Sanctuary MUD	Sanctuary request for a MUD		Complete. Action to deny taken by the BOA and sent to the appropriate state agency.
Village Employee Health Coverage	Renewal of health care coverage		Complete. Re-rate study was conducted. Plan was adjusted, and BOA approved the coverage.
James Construction reimbursement for costs	Contract needed		Complete. BOA approved contract and City billing has started.
Annexation / ETJ	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. Getting a cost estimate for SISD connecting to the system.

PROJECT	DESCRIPTION	DEADLINE	STATUS
Main Street Master Plan	A&M students will create design concepts and priorities for Main st.	tbd	Street profiles have been made. Three subcommittee groups are walking Main Street and documenting which profile goes with each section of the roadway, depending on impediments, parking, and existing r-o-w.
Economic Development Administration grant	-assist with oversight and administration of the grant	On-going	CTCOG has decided not to hire a subcontractor for administration of the grant. Met with TXDOT regarding utilization of the Main Street r-o-w and the bridge. A permit package is being prepared by KPA. TXDOT indicated the Village would have to get state or federal agency letters indicating that we cannot bore under the creek; otherwise we cannot utilize the bridge. US Fish and Wildlife and Clearwater have agreed to provide the letters.
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.
Update policy manual – purchasing section	Update purchasing section of the policy manual	Fall	Draft complete and under review by accountant and clerk. A workshop will be set to discuss appropriate thresholds.
Policy for establishment of, scope, and process for committees	Develop policy for committees	January 1	Scheduled on the 1.7.16 agenda for consideration.
Facilities and public land naming policy	Establish naming policy of buildings, land	January 1	Complete and adopted.
Received request for alcohol in the park	Revise/create ordinance		Provided single waiver; ordinance amendment is preferable.
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.
Wayfinding signage	Design, construct, install wayfinding signage on Main Street. Solicit financial contribution for each business sign	Bureau Director; Chamber of Commerce Board	Scheduled to begin October 1. Find report from Will Lowry or Charlotte Douglas 254-718-3675. Bureau director handling project.
Technology for the BOA Chambers	Need ppt capabilities in BOA chambers	tbd	Screen has been delivered. Individual BOA screens have been delivered. Waiting on install by IT.

MAYOR AND ALDERMEN,

ANOTHER OPEN MEETINGS VIOLATION:

12/10/2015 POSTED AGENDA:

6. Hold a Public Hearing and consider adopting a Resolution (R-2015-131) granting a petition of landowners within portions of the 276 acres of land of the H.W. Hurd Survey, the Edward A. Pitts Survey, the Benjamin Boles Survey, the James P. Wallace Survey, and the William Roberts Survey in Bell County, Texas more particularly described in the petition for annexation requesting Annexation for inclusion of the following property into the Village of Salado corporate limits, (*aka Sanctuary Development*), lying adjacent and contiguous to the present corporate limits of the Village of Salado; adopting a timetable for completing annexation; directing staff to perform activities necessary for the initiation of annexation proceedings; directing staff to develop a Municipal Services Plan; and calling for two public hearings.

12/10/2015 DRAFT MINUTES:

*Alderman Coachman made a motion to approve Resolution R-2015-131 granting a petition of landowners within portions of the 312.381 acres of land for annexation as presented. Alderman McDougal seconded.*

There was discussion about service plans and cost analyses of such plans. Alderman Coachman said the appraised value of the land to be annexed is currently listed at close to \$3 million.

*The motion carried unanimously.*

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Neither the agenda as posted NOR the resolution as posted reflects ANY consideration of 312.381 acres and the difference of THIRTY SIX ACRES is more than just a drafting error. The Salado Village Board of Aldermen CANNOT just wish it to be greater, wave a magic wand and modify consideration, then make a motion to increase the acreage 13% without giving proper notice pursuant to the Open Meetings Act.

FURTHERMORE, there was not a single mention in the draft meeting minutes in today's packet explaining the difference.

The annexation board action taken on December 10 MUST therefore be invalidated, rescinded and reconsidered in accordance with the notice requirements of the Open Meetings Act.

Please place a copy of this Public Comment in the Record.

King Copeland