



**REGULAR MEETING OF THE
SALADO BOARD OF ALDERMEN**

REGULAR MEETING AGENDA

**6:30 P.M., THURSDAY, AUGUST 18, 2016
MUNICIPAL BUILDING
301 NORTH STAGECOACH, SALADO, TX
BOARD OF ALDERMEN CHAMBERS**

I. CALL TO ORDER

1. Invocation/Moment of Silence
2. Pledge of Allegiance, Texas Pledge of Allegiance

(“Honor the Texas flag: I pledge allegiance to thee, Texas, one state under God, one and indivisible.”)

II. PROCLAMATIONS / SPECIAL RECOGNITION

None.

III. PUBLIC COMMENTS

3. Citizens who desire to address the Board of Aldermen on any matter may sign up to do so prior to this meeting. Public comments on issues not listed on the agenda will be received during this portion of the meeting. Comments related to items on the agenda will be received during consideration of the individual agenda item. Please limit comments to 3 minutes. No discussion or final action will be taken by the Board of Aldermen.

IV. REPORTS

Mayor’s Report

Alderman Reports:

- Environmental Committee Report – Alderman Dankert
- ETJ/Annexation Report – Alderman McDougal and Alderman Dankert
- Ordinance Committee Report – Alderman Williams and Alderman Coachman
- Main Street Report – Mayor Pro Tempore Brown and Alderman Coachman
- Street Improvement Report – Alderman McDougal
- Economic Development Committee – Alderman Coachman and Mayor Pro Tempore Brown

- Trails and Parks Committee – Alderman Dankert
- Public Safety / Emergency Management Committee – Alderman Dankert and Alderman McDougal
- Stagecoach /Wastewater Status Report – Mayor Pro Tempore Brown, Alderman Williams, and Administrator Foutz

Financial Report

Village Administrator Report

V. CONSENT AGENDA

All items listed under this section, Consent Agenda, are considered to be routine by the Board of Aldermen and may be enacted by one motion. If discussion is desired by the Board of Aldermen, any item may be removed from the Consent Agenda at the request of an Alderman and will be considered separately.

4. Consider approving the Consent Agenda item:
 - a. Minutes, August 4, 2016, Regular Meeting.
 - b. Minutes, August 11, 2016, Workshop Meeting.
 - c. Purchase of a flow meter and associated installation and calibration expenses for the Stagecoach Wastewater Treatment Plant in an amount not to exceed \$5,000.

VI. REGULAR AGENDA

None.

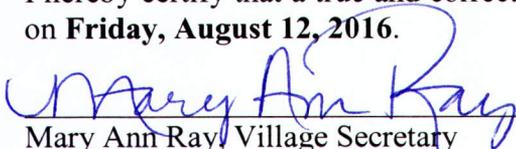
VII. WORKSHOP AGENDA

5. Discuss the FY 2016-2017 Budget, including reports on various budgetary analyses.
6. Discuss the contract with the Salado Chamber of Commerce.
7. Discuss appointment of a voting member and alternates to the Planning & Zoning Commission.

The Village of Salado reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Village Secretary’s office at (254) 947-5060 for further assistance.

I hereby certify that a true and correct copy of this Notice of Meeting was posted in a public place at 5:00 p.m. on **Friday, August 12, 2016.**


 Mary Ann Ray, Village Secretary

Removed from display: _____

Village of Salado, Texas
Board of Aldermen
Minutes
Regular Meeting
6:30 p.m. Thursday, August 4, 2016
Municipal Building, 301 N. Stagecoach Road
Salado, Texas

Present: Mayor Skip Blancett, Mayor Pro Tempore Fred Brown, Alderman Amber Preston Dankert (arrived at 6:40 p.m.), Alderman Michael McDougal, Alderman David Williams.

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

I. Call to Order.

1. Mayor Blancett called the meeting to order at 6:35 p.m. with prayer.
2. The Mayor led the Pledge of Allegiance and the Texas Pledge of Allegiance.

II. Proclamations/Special Recognition.

3. The Mayor honored Gail Allard of Salado Glassworks with a proclamation in recognition of his efforts to coordinate a fund-raising activity for the Salado Volunteer Fire Department.

Jill Shipman announced that the Village of Salado has been awarded “Cultural District” recognition by the Texas Commission on the Arts.

III. Public Comments.

4. None.

IV. Reports.

Mayor’s Report.

Mayor Blancett reported that Salado Legends will conduct its final performances for the year during the coming weekend and encouraged all who have not seen the musical to attend. He reported that the annual Salado Art Fair is also this weekend.

Police Department Report.

Mayor Blancett read several notes and letters commending the Salado Police Department. Chief Hensley thanked the citizens for cards, letters, and treats given to the department. He reported that the General Orders are still under review by the Public Safety Committee. He reported that he is pricing outdoor early warning system for the Village; it is possible that

grant funds could help pay for the system. He reviewed the department's statistics for the month of July 2016. See attached report.

Fire Department Report.

Chief Shane Berrier was ill and could not attend the meeting. Mayor Blancett delivered the statistical report. See attached report.

Chamber of Commerce/Tourism Bureau Report.

Executive Director Mary Poché reviewed the Chamber Action Plan and discussed upcoming events. See attached report.

Investment Report.

Investment Officer Dan Nixon reviewed the Village's financial accounts for the third quarter. See attached report.

Village Administrator's Report.

Administrator Foutz reported that the budget process is ongoing and that the geophysical testing at Salado Creek was completed on schedule. The archeological dig is expected to continue this week.

V. Consent Agenda.

5. Consider approving the Consent Agenda items:
 - a. Minutes, July 21, 2016 Workshop and Regular Meeting.
 - b. A Resolution (R-2016-144) to join and participate in the PACE Purchasing Cooperative.
 - c. An Interlocal Agreement with PACE Purchasing Cooperative.

Alderman McDougal made a motion to approve the Consent Agenda as presented. Alderman Williams seconded. The motion carried unanimously.

VI. Regular Agenda.

6. Presentation, discussion, and possible action on a 60-month contract with Dahill for the lease of a copier and copier supplies/services in the amount of \$295.77 per month.

Village Secretary Ray explained the benefit of selecting the 60-month contract with Dahill and explained that the contract will cost the Village less in copier expenses than the current contract.

Mayor Pro Tem Brown made a motion to approve a 60-month contract with Dahill for the lease of a copier and copier supplies/services in the amount of \$295.77 per month. = as presented. Alderman McDougal seconded. The motion carried unanimously.

VII. Workshop Session.

7. Discuss the Fiscal Year 2016-2017 budget.

Administrator Foutz reviewed the budget documents and assumptions. Items of particular concern are the Municipal Court, franchise fees, health insurance, and the Stagecoach Wastewater Treatment Plant. There was discussion about the budget calendar and the date and times for workshops. It was decided that the BOA will conduct workshops August 11 and 18, as scheduled, with the potential for a Saturday workshop August 27 if necessary. The BOA discussed the Chamber of Commerce fiduciary fund and TxDOT's agreement to cover the expenses for a great deal of work on Main Street. Discussion ended with the decision to start the Workshop Meeting on August 11 at 5:30 p.m. instead of the usual start time of 6:30 p.m.

8. Discuss issues at Salado Creek and springs.

There was discussion about the decision made at the last meeting to halt swimming in the Creek near the Sirena sculpture. Alderman Dankert displayed two bags of trash and her husband picked up Sunday. She said that problems in the area include trash, charcoal ashes, dams, and water quality. She expressed concern that the Center for Biological Diversity, an environmental group, could become involved. Several possible measures for mitigating the issues in the creek area were discussed.

The Mayor closed the workshop at 9:05 p.m.

VIII. Executive Session.

The Board retired to Executive Session at 9:10 p.m.

9. Conduct an executive session as authorized by Texas Government Code, Section 551.074, Personnel Matters, for the evaluation of the Chief of Police.
10. Conduct an executive session as authorized by Texas Government Code, Section 551.071, Consultation with Attorney, concerning an investigation into possible misconduct by an employee, possible misuse of government information, and available legal remedies.

The Board emerged from Executive Session at 10:46 p.m. and directed Item No. 9 to be put on the agenda for the next meeting.

IX. Adjourn.

Mayor Pro Tem Brown made a motion to adjourn. Alderman Dankert seconded. Motion carried unanimously.

The meeting was adjourned at 10:47 p.m.

Skip Blancett, Mayor

ATTEST

Mary Ann Ray, Village Secretary

Village of Salado, Texas
Board of Aldermen
Minutes
Special Called Meeting and Workshop Meeting
5:30 p.m. Thursday, August 11, 2016
Municipal Building, 301 N. Stagecoach Road
Salado, Texas

Present: Mayor Skip Blancett (arrived at 5:55 p.m.), Alderman Frank Coachman, Alderman Amber Preston Dankert, Alderman Michael McDougal, Alderman David Williams.

Absent: Mayor Pro Tempore Fred Brown.

Others Present: Kim Foutz, Village Administrator; Jack Hensley, Chief of Police; Mary Poché, Executive Director, Chamber of Commerce/Tourism Bureau; Larry Roberson, Ordinance Committee member; Susan Terry, Ordinance Committee member/Keep Salado Beautiful representative; Jill Shipman, Public Art League of Salado representative; Melanie Kirchmeier, chairman; Salado Chamber of Commerce; Dave Swarhout, incoming chairman, Salado Chamber of Commerce; Mary Ann Ray, Village Secretary.

I. Call to Order.

In the absence of the Mayor and the Mayor Pro Tempore, Alderman Michael McDougal called the meeting to order at 5:34 p.m. after ascertaining a quorum was present. He listed the order of items to be discussed until the Mayor arrives:

Item 7, Discuss Section 2.2B(6) of the Zoning Ordinance, Planning Zoning Commission, meetings per month.

Item 5, Discuss draft of Fence Ordinance.

Item 4, Discuss draft of Landscape Ordinance.

Item 3, Discuss revisions to the Economic Development Policy to include incentives for residential subdivision development and hotel incentives.

He opened the Workshop Agenda at 5:36 p.m.

II. Workshop Agenda.

1. Discuss Section 2.2B(6) of the Zoning Ordinance, Planning & Zoning Commission, meetings per month (Item 7).

Administrator Foutz explained that the BOA has delegated some responsibility to the Planning & Zoning Commission, which has increased the workload of that body. State statutes require specific timeframes for certain actions of the P&Z Commission, and one regular meeting per month often doesn't fit within the statutory requirements, necessitating special called meetings. In addition, it is sometimes difficult to attain a quorum with called meetings. Two regular meetings would enable the Commission to stay within statutory requirements and provide a more stable meeting schedule.

Consensus was to proceed with making this text amendment to the Zoning Ordinance. (Ordinance 2013.08).

2. Discuss draft of Fence Ordinance (Item 2).

Larry Roberson of the Ordinance Committee reviewed the Committee's recommendations following its review of fence ordinances from several communities around Central Texas. There was discussion about fence requirements in Homeowners' Associations.

Mayor Blancett arrived at 5:55 p.m.

The consensus was to move forward with the recommendations and bring them to a future BOA meeting.

3. Discuss draft of Landscape Ordinance (Item 4).

Susan Terry of the Ordinance Committee reviewed the Committee's recommendations. She said the essence of the plan is still in place, and that recommended changes apply to non-residential and multi-family apartments. There is a section that addressed the front yards of duplexes. Emphasis is on using native plants that are water-friendly. The consensus was to move forward to the P&Z Commission.

The Mayor closed Workshop Session and opened the Regular Session at 6:09 p.m.

III. Regular Session.

Proclamation – Salado Legends.

Mayor Blancett presented a proclamation to Jackie Mills in recognition of her tireless efforts with *Salado Legends* and the Tablerock Festival of Salado.

The Mayor closed the Regular Session and reopened the Workshop Session at 6:15 p.m.

IV. Workshop Session.

4. Discuss revisions to the Economic Development Policy to include incentives for residential subdivision development and hotel incentives.

Alderman Coachman said the Economic Development Committee has been reviewing the policy for about three months and has created a plan to provide incentives to residential developers to come into the Village. Incentives will be based on the median value of homes in the Village and will offer a 60-percent rebate on the Maintenance and Operations taxes for a period of five years upon issuance of the certificate of occupancy of

the 10th residential unit in the subdivision. The rebate will be paid to the developer, not the homeowner. Developments must be eligible for annexation, and the developer must petition for annexation upon approval of Concept Plan. The consensus was to bring this amendment forward for action on the August 25, 2016, BOA meeting.

5. Discuss FY 2016-2017 Budget (Item 1; Item 2 was incorporated into this discussion).
 - a. Discuss Hotel/Motel Fund.
 - b. Outside agency presentations on budget requests.
 - c. Discuss all other funds and other budget-related issues.
 - a. Mary Poché, Executive Director of the Salado Chamber of Commerce/Tourism Bureau; Melanie Kirchmeier, chairman; and Dave Swarthout, incoming chairman, presented an amended budget forecast for the Chamber Fiduciary Fund. There was discussion about advertising and marketing expenses and the Hotel/Motel fund. There also was discussion about the contract between the Village and the Chamber and the Chamber's system of checks and balances. The consensus was to discuss potential amendments to the contract during workshop of the BOA meeting on September 18, 2016.
 - b. Jill Shipman of PALS and Susan Terry of KSB presented their budget requests: PALS requested \$6,850 and KSB requested \$1,300. There was lengthy discussion about how the organizations would use the funds and the absolute bottom figure for each: PALS, \$4,000; and KSB, \$1,000.

The Mayor called for a 5-minute recess at 8:13 p.m.; he reconvened the workshop at 8:18 p.m.
 - c. There was general discussion about a variety of budget-related topics, including the Stagecoach Wastewater Treatment Plant; utilities; streetlights; Municipal Court; streets; police staffing; the Adaptive Management Coalition; the Salado Volunteer Fire Department; and possible fees.
6. Discuss issues at Salado Creek and springs.

Alderman Dankert discussed a handout she prepared (see attached). She proposed reviving an ordinance to protect the critical habitat of the Salado Salamander that the BOA failed to pass in November 2014. Discussion centered on threatened species, litter, alcoholic beverages, water quality, grilling and use of open flame, fees, and parking. Chief Hensley said the Village could draft a resolution to the Texas Alcoholic Beverage Commission, which in turn could authorize the Village to pass an open container ordinance in the Central Business District, which includes the main areas of the creek where people gather. It was discussed that the Village does not need an ordinance to charge for parking. There as discussion about future committee action to move forward.

The Mayor closed the Workshop and opened the Regular Session at 10:08 p.m. He determined there was no need for an Executive Session (Item 8).

V. Regular Session.

7. Discussion and possible action on the evaluation of the Chief of Police (Item 9).

There was discussion about the Chief's evaluation. Administrator Foutz said that a six-month evaluation could be performed even if the BOA voted to maintain the same evaluation schedule.

Alderman Coachman made a motion to keep the Chief of Police on the standard evaluation cycle. Alderman McDougal seconded. The motion carried unanimously (4-0).

8. Discussion and possible action on Springs- and Salado Creek-related issues, including the following (Item 10):
- a. Water testing.
 - b. Grilling/use of open flame.
 - c. Litter.
 - d. Charging fees.
 - e. Parking in Village parking lot behind old Sugar Shack building.

Alderman Coachman made a motion that the draft of the Salado Salamander Conservation Zone Ordinance be sent to the Ordinance and Trails/Parks Committees for immediate review. Alderman Williams seconded.

After discussion about which committees should review the ordinance and signs prohibiting litter and open flame, Alderman Coachman withdrew the motion.

Alderman Coachman made a motion to send the Salado Salamander Conservation Zone Ordinance to the Ordinance, Trails/Parks, and Environmental/Deer committees for immediate review. Alderman Williams seconded. The motion carried unanimously (4-0).

VI. Adjourn.

Alderman Coachman made a motion to adjourn. Alderman Dankert seconded.

The Mayor adjourned the meeting at 10:19 p.m.

Skip Blancett, Mayor

ATTEST

Mary Ann Ray, Village Secretary

BOARD OF ALDERMEN
AGENDA ITEM MEMORANDUM

8/18/16
Item #4c
Consent Agenda
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DEPT/DIVISION REVIEW: Kim Foutz, Village Administrator
Dwayne Barton, Maintenance Supervisor

ITEM DESCRIPTION: Consider purchase of a flow meter and associated installation and calibration expenses for the Stagecoach Wastewater Treatment Plant in an amount not to exceed \$5,000.

STAFF RECOMMENDATION: Staff recommends approval.

ITEM SUMMARY AND ANALYSIS: Wastewater treatment plants are required by law to measure the flow of treated effluent. The current flow meter is not functioning properly. Staff has attempted to repair the meter without success. Staff has also called contractors seeking assistance with repair and they are unable to do so due to the age of the unit.

This is considered an emergency purchase. However, Village staff is currently obtaining written quotes and hope to have three written quotes by meeting time.

Staff also consulted with our city engineer regarding specifications so that this flow meter may be utilized in the new wastewater treatment plant. The unit is anticipated to be a sonar-type meter.

FISCAL IMPACT: Up to \$5,000 for the purchase, installation and calibration of the flow meter unit. The unit will be charged to the bond fund since it can be utilized in the Village's new plant.

ATTACHMENTS:

- Written quotes for flow meter – available at the meeting