

Village of Salado
Salado Municipal Building
301 North Stagecoach Road
Salado, Texas
Minutes of Special Meeting of Board of Aldermen
February 9, 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, and D. Jasen Graham attended in person. Alderman Jason Howard attended via videoconference.

Staff Present: Village Administrator Don Ferguson, Assistant Village Administrator Stacey Ybarra, City Secretary Cara McPartland, Police Chief Pat Boone, and Tourism Director Andrea Howard.

1. Citizens Communications

Hayden Stewart expressed concerns regarding traffic/pedestrian safety on Old Mill Road, particularly between Arrowhead Drive and Indian Trail. She said it is not safe for her and other children to walk or ride bikes outside or even to check the mail. She spoke of the changing nature of Salado as there are more families with children and of unsafe conditions that make her family's nightly walks hazardous. She said it would be nice to have sidewalks, especially for children who walk to and from the school bus. She asked the Board to consider other measures to enhance safety such as increased speed limit enforcement, speed bumps, and sidewalks.

Alderman Cole applauded Ms. Stewart's courage to speak and promised that the Board will make sure she and other children have a safe place to play. Mayor Coggin thanked Mrs. Stewart for bringing her daughter to tonight's meeting and thanked Hayden Stewart for a very well-done presentation.

Judy Fields of 818 Blaylock Circle also commended Hayden Stewart and her parents. She expressed safety and fire concerns regarding dead trees. She spoke of the historic significance of a rock wall that was the original boundary of the Village of Salado and the need to preserve it. She asked the Village for help in notifying area residents that they cannot take any rocks from the wall, for clearing the dead trees, and for putting in a walking path to enhance safety. She also commented on "the yellow house" that was formerly a bed and breakfast, which she said has two families residing there and one room is used as bed and breakfast rental. She said multi-family dwellings are not allowed in the Historic District. She stated the owner is apparently not aware that a large sign is not allowed. She also mentioned that the subject owner has three mailboxes.

She asked for cooperation from the Board of Aldermen, Village Administrator, and citizens to preserve Salado's history.

2. Consent Agenda

- A. Approval of minutes of the Regular Board of Aldermen meeting of January 6, 2022.
- B. Approval of minutes of the Regular Board of Aldermen meeting of January 20, 2022.
- C. Approval of the appointment of Bert Henry to the Village of Salado Parks Advisory Board.

Alderman Cole moved to approve Consent Agenda Items 2A and 2B, as presented. Alderman Cox seconded. Motion carried on a vote of 5-0.

There was brief discussion of the composition and membership of the Parks Advisory Board and the applicant's background, qualifications, and residency. Alderman Howard moved to approve Consent Agenda Item 2C appointing Bert Henry to the Parks Advisory Board. Alderman Cox seconded. 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

- Wastewater Bond Refunding Update

Village Administrator Ferguson reported the Village will close tomorrow on refunding of its remaining wastewater debt with Amegy Bank at an interest rate of 1.9%. He noted current interest rates on the debt are 2.94% and 3.19%. He advised that refunding will save approximately \$618,000 over the next 13 years or about \$50,000 per year starting next year. He stated the following banks were contacted about refunding the debt: Amegy, American National Bank, Chase, BB&T/Truist, TIB, Bank of Texas, Frost, Regions, Broadway, Security State Bank, Webster, and Hancock Whitney.

- Wastewater System Expansion Project

Village Administrator Ferguson reported the contractor is finishing up work on installation of the low-pressure line on Salado Plaza Drive; the bore under Mill Creek Drive at Main Street for extension of the gravity line to the Library is complete; work has been slowed due to some conflicts with water lines which had to be resolved; and the contractor is expected to start work at the end of this month on installation of the low-pressure line on the west side of IH-35 in the area of Sonic.

- South Ridge Low Water Crossing Improvements

Village Administrator Ferguson reported no bids were received, possibly because this is a small project; Village staff will be contacting contractors directly to get proposals for repair of the saw teeth on the downstream side of the crossing; and funding for the work will come from federal dollars awarded to the Village for drainage improvements. He also provided an update on the status of other drainage projects, including ongoing discussions with TxDOT about drainage issues.

- Community Betterment Initiatives

Assistant Administrator Stacey Ybarra provided details on the Village becoming a Music Friendly Community and a Film Friendly Certified Community. She advised there will be a community workshop held on Monday, February 28th at 6:00 p.m. at the Municipal Building, with speakers present for a Q & A session on the steps toward becoming a Music Friendly Community, the benefits to the Village, and certain program features and reporting requirements.

She provided information on becoming a Film Friendly Certified Community, including her attendance at a workshop in May and specific requirements of participants. She advised the Board will be updated as the Village takes the necessary steps to attain designation.

In addition, Village Administrator Ferguson spoke of a recent development relating to the May 7, 2022 General Election. He advised that after discussion with Mayor Coggin and Salado ISD, the Church of Christ location was determined to be the most convenient option for voters. He explained that the State will be holding its election on constitutional amendments on May 7th and by moving the polling place for local elections, voters will not have to go to both the Salado Civic Center and the Church of Christ to vote. He noted the Board will be presented with an ordinance amendment to consider at its February 17, 2022 meeting reflecting the change in location. He advised that election costs will be shared among the entities and noted savings as a result of the polling place change.

Discussion addressed contracting with Bell County for voting equipment and staff; convenience to voters who will not have to go to two separate locations to vote; timeframe for future wastewater service expansion to properties north of the Salado Public Library to the Days Inn and ongoing meetings with subject property owners; contact with TxDOT regarding right of way issues with extended wastewater lines; upcoming interest/principal payments on wastewater debt and savings as a result of bond refunding; impact of refunding on lowering of tax rate; possible designation of the Village of Salado as a “tree city”; buzzard abatement program; and scheduled meeting with Salado Plaza Drive contractor next week to discuss improving road surface conditions.

B. Salado Police Chief Status Report

- Calls for Service

Chief Boone presented the following statistics for January: a slight increase in calls for service (443); 13 offense/incident reports; 3 supplemental reports; 2 crash reports; 2 warrants obtained; 51 citations issued; 146 warnings issued; 1 arrest; Priority 1-4 response times; and 126 house watches/security checks.

- License Plate Reader Program Update

Chief Boone presented January statistics on number of license plate images captured (101,676); number of deleted license plates (118,766); no license plate images retained for investigative purposes; 2 system alerts; system used twice for suspicious vehicle ID; number of times system used for criminal investigative purposes (8); system accessed by SPD (11) and SPD administrative use (16).

- Citizens on Patrol Program

Chief Boone reported that COP volunteers training for buzzard abatement has been delayed until February.

Discussion addressed various options for speed control/enforcement in Mill Creek, including use of a flashing speed monitor, process to change the speed limit, relocation of mail boxes to avoid crossing the street, signage, stepped up enforcement, future options for sidewalks, and associated challenges and funding opportunities. There was brief discussion of an incident occurring on Salado ISD property last night.

C. Salado Fire Chief Status Report

- Calls for Service

No report was heard, as Fire Chief Jim Franz was unable to attend tonight's meeting.

D. Tourism Director's Report

- Salado Marketing Activities

Tourism Director Andrea Howard reported on the following January marketing statistics: number of website/app users (188), including number of new/returning visitors; 193 total sessions and total pageviews (1,054); and joint attendance at a Southwest Showcase event with Bell County partners resulting in meeting with over 60 attendees and receiving a few requests for proposals.

- Visitors Center Activities

Tourism Director Howard reported 332 visitors stopped in the Visitors Center, which was closed January 1-2 and 17. She reported the new gas-powered, automatic shuttle has arrived and is in the process of getting branded, so it can be easily identified. She noted the old shuttle will also be used for larger events. In addition, she reminded that HOT Fund Grant applications are due by 5:00 p.m. on Monday, February 14, 2022. She advised that there were three attendees at an informational meeting on held January 18, 2022, which was announced in the Village Voice, the Salado Chamber of Commerce e-newsletter, and to possible applicants. She noted that applications accepted January 19 through February 14 will be reviewed and presentations will be made to the Tourism Advisory Board on February 22, 2022. She anticipated that Tourism Advisory Board

recommendations will be presented to the Board of Aldermen in March. She stated that \$4,500 is available for this coming cycle of grants.

- Upcoming Events

Tourism Director Howard reported on the following upcoming events:

- Northbound and Down Music Festival (March 11-13)
- Wildflower Art and Craft Fair (March 26-27)
- Cowboy Poetry and Music Gathering (May 6-8)

5. Presentation

Presentation of the 2021 Scottish Gathering and Highland Games HOT Fund Grant Performance Report. (*Tourism Director Andrea Howard*)

Tourism Director Howard introduced Salado Museum and College Park Director Dave Swarthout, who presented the post-event report detailing budgeted versus actual revenue/expenses; statistics on overnight visitation/hotel rooms booked; successful return on investment; and benefits of using trolley service to cross IH-35.

6. Discussion and Possible Action

- A. Discuss and consider possible action regarding a proposed Concept Plan for Salado Center, Phase I, a mixed-use development located on the northwest corner of the intersection of FM 2484 and Interstate 35, in the E-T-J of the Village of Salado, Bell County, Texas. (*Village Administrator*)

Village Administrator Ferguson reviewed the proposed 57-plus acre mixed use development, a portion of which is in Salado's E-T-J, while the remainder is in the City of Belton and its E-T-J. He said this concept plan is for Phase I that includes the 14-plus acres located with Salado's E-T-J consisting of 9 lots, the largest of which is 5.87 acres that has frontage off the IH-35 access road and FM 2484. He advised access to the remaining lots will be off FM 2484 and Lark Trail. He stated that water and wastewater service will be provided by the Salado Water Supply Corporation and a privately owned on-site wastewater treatment plant, respectively. He noted the Village Engineer found the concept plan to be in compliance with the Village's Subdivision Ordinance and the Planning & Zoning Commission unanimously recommended approval at its January 25th meeting.

Alderman Graham moved to approve the proposed Concept Plan for Salado Center, Phase I, as presented. Mayor Pro-tem Bell seconded. There was brief discussion between Alderman Cole and the engineer regarding potential commercial uses for the subject property. Motion carried on a vote of 5-0.

- B. Discuss and consider issues regarding the comprehensive review of the Village of Salado Subdivision Ordinance. (*Planning & Zoning Commission; this is a workshop item and no action will be taken*)

Village Administrator Ferguson stated the Planning & Zoning Commission is seeking input from the Board of Aldermen on subjects such as rural versus urban subdivision regulations in certain areas; green space; cluster-type developments versus standard layouts; sidewalk requirements; street design; impact of wastewater service availability on lot size; and balancing growth while maintaining Salado's character.

Planning & Zoning Commissioner Don Hogue spoke on the Commission's task to conduct a review that meets as many needs as possible, while recognizing that there is a need to eliminate the number of variance requests. He spoke of "character" as the "look and feel" of the neighborhood and acknowledged the subjective nature of the review process.

Discussion addressed issues relating to lot sizes; affordability of family housing; traffic control; sidewalks; preserving Salado's character and aesthetics in an eclectic community with varying housing needs; and amenities acting as drivers for growth.

Planning & Zoning Commissioner Jeff McClure spoke on Salado ISD boundaries, which extend beyond the Village of Salado's city limits and/or E-T-J. He asked if the Village could approach City of Killeen about acquiring some of Killeen's E-T-J because Salado ISD schools are affected by City of Killeen Council decisions. He favored rural subdivision regulations for developments that are not connected to a sewer system. He said an ordinance could be developed that requires sidewalks, underground utilities, and a certain percentage of commercial uses for E-T-J properties annexed into the Village. Planning & Zoning Commissioner Hogue stated accessibility, walkability, location, crime rate, and schools are all reasons that people choose to reside in Salado.

Discussion included impact of land prices on types of development; Board of Aldermen support for tree protection, sidewalks, street lighting, and underground utilities; separate subdivision ordinances for rural and urban subdivision; incentivizing parkland/walking trails; mixed lot sizes within subdivisions; wastewater capacity; cost to developer to connect to wastewater system; and speed control.

Darlene Walsh spoke of her past experience on the Salado Planning & Zoning Commission and the importance of the future land use plan as a vision for streets and mobility. She spoke of the importance of zoning designations to help dictate where certain types of development could be located and recalled that the Village could not ban mobile homes.

Mayor Coggin asked to add storm drainage as a topic to be addressed in the Planning & Zoning Commission's review of the Subdivision Code.

- C. Discuss and consider possible action regarding the purpose and activities of the Village of Salado Economic Development Advisory Board. (*Mayor Michael Coggin*)

Mayor Pro-tem Bell asked to continue this item at the request of Economic Development Advisory Board (EDAB) Chair Bruce Gordon. Mr. Gordon provided background on work of the EDAB since its inception and for additional time to refine the SWOT analysis prepared in November 2021. Mayor Pro-tem Bell stated the continuance request is reasonable to address additional input provided to the EDAB.

- D. Discuss and consider possible action regarding a proposed ordinance regulating the parking of recreational vehicles within the corporate limits of the Village of Salado. (*Alderman Paul Cox*)

Alderman Cox reported on the task force's work to develop the proposed ordinance, which defines recreational vehicles (RVs) and travel trailers; weight thresholds; parking prohibitions on any public properties/roadways or residentially-zoned areas; and allows parking in residentially-zoned areas if placed on a concrete slab/driveway and is completely shielded from view from any public street or right of way. He said there was discussion of adding gravel as an allowed parking surface. He noted certain exceptions such as temporary loading/offloading and temporary use due to rebuilding/repairing of homes damaged by natural disasters.

Discussion addressed definitions of types of RVs versus travel trailers; various RV weight classifications; recommended change to include prohibition on creating sight distance issues affecting traffic safety; application process for a special use permit to park an RV that is visible from a public street; strictly civil penalties for ordinance violations (as opposed to criminal penalties); companion zoning ordinance modification to conform to proposed RV ordinance; possible change in draft ordinance language to prohibit RVs parked within view of adjoining neighbors; possible removal of language requiring a special use permit; possible modification of language to eliminate approval of a building permit for residence repairs before use of the RV on site; parking on improved surfaces such as concrete versus parking on gravel, grass, or over a drip pan; and mitigating costs that may be incurred by citizens seeking to comply with proposed ordinance.

Mayor Coggin invited public comments at this time.

Jim Lassiter of 230 N. Main Street said that there are only a few problem RVs that are eyesores and felt that there are other unsightly objects such as commercial vehicles. He did not see the RV parking issue as a community-wide problem and did not support a strict ordinance. He said the task force tried its best to offer flexibility, as he felt the scope of this problem is not significant.

Mayor Coggin spoke of a phone call received today from a Chisholm Trail resident speaking on behalf of the Mill Creek Community Association who asked the Board to not take any action at this time. Mayor Coggin asked if this item could be continued until the Board's next meeting in order to hold a public hearing and incorporate input from tonight's discussion into the proposed ordinance. Alderman Cox agreed with Mayor Coggin in the need for balancing the look of the whole community while not overburdening citizens with restrictive ordinances. Mayor Coggin spoke of an RV on Indian Trail that encroaches into the right of way. Village Administrator Ferguson advised that staff is making contact with the owner and an update will be provided to the Board at its next meeting. Mayor Pro-tem Bell thanked Jeff McClure, Jim Lassiter, Aldermen Cox and Graham, the entire task force, and all involved in diligently working to develop the proposed ordinance.

- E. Discuss and consider possible action regarding the creation of the Salado Community Institute. (*Assistant Village Administrator Stacey Ybarra*)

Assistant Village Administrator Ybarra presented details on the Salado Community Institute, which aims to increase the community's awareness and knowledge of day-to-day operations of the Village and its relationships with community organizations. She highlighted benefits of participation, the program's mission, and benefits of participation. She noted the Institute will consist of six weekly 2-hour classes to be held on Tuesdays from 6 to 8 p.m. or Saturday mornings. She spoke on beginning/ending dates and detailed planned presentations/tours. She noted application procedures and eligibility requirements for the program, which is free to participants.

Discussion addressed cost to applicants (free for participants) and the Village (minimal costs such as refreshments); interest in the program; past leadership program(s); importance of engaging residents, especially those new to Salado; graduating class and alumni association; opportunity to build pool of volunteers and ambassadors; encouraging volunteers who are interested in serving on various advisory committees; and positive comments regarding similar programs implemented by other entities.

Alderman Graham moved to approve creation of the Salado Community Institute, as presented. Alderman Howard seconded. Motion carried on a vote of 5-0.

- F. Discuss and consider possible action authorizing the Village Administrator to execute a design-build agreement with Braun & Butler relating to the development of an all-abilities playground at Pace Park. (*Village Administrator*)

Village Administrator Ferguson reviewed key provisions of the agreement, including phasing of the project for design and construction. He advised there will be a supplement to the agreement later once the design process is complete that will finalize the budget for construction. He noted that plans are not to exceed \$300,000 for total project cost and fundraising for the project is ongoing. He said the agreement has been reviewed by legal counsel and recommended approval. It was agreed to amend the signatory on the agreement to Mayor Coggin.

Jeff McClure spoke of the Rotary Club's history in building the existing playground and said it would be relatively inexpensive to bring the playground up to current safety standards. Mayor Coggin noted in the Village's last budget discussions this topic was discussed and the playground was brought up to current standards. He said the Village spent about \$15,000 for the current fully functional playground to comply with current codes. He noted the goal is to save the playground, which could be moved as part of the project and respected everything done by the Rotary and all those who donated. Village Administrator Ferguson stated there will be a community public input process during the project's design and welcomed comments from the public and Rotary Club.

Alderman Cole moved to approve the design-build agreement with Braun & Butler relating to the development of an all-abilities playground at Pace Park, including changing the signatory on the agreement to Mayor Coggin. Alderman Graham seconded. Brief discussion established that funds have already been raised to match grant requirements and confirmed that the Village will be managing the project and the Board of Aldermen will be making all final decisions regarding the project's design and construction. Motion carried on a vote of 5-0.

- G. Discuss and consider possible action authorizing the development of a concept plan for improvements to West Village Road. (*Village Administrator*)

Village Administrator Ferguson reviewed past discussions on this item and the need to widen West Village Road and add sidewalks to help meet future area growth. He detailed existing right of way issues that need to be addressed for future improvements involving widening and aligning of West Village Road, along with pedestrian and drainage improvements. He noted the Village of Salado and Salado ISD will be providing the right of way needed for improvements to the northern and southern ends of the roadway. He said the proposed concept plan will help determine how much right of way will need to be acquired by the County. He advised the cost for development of the concept plan is \$8,700 to be shared equally between the Village of Salado and Bell County, while Salado ISD will be donating a significant amount of right-of-way. He recommended approval and stated the Village's share of the plan's cost will come from General Fund Balance.

Mayor Coggin stated this is the Village's opportunity to partner with Bell County and Salado ISD to compete for funding through CTCOG using a team approach, thereby enhancing the chances of receiving a greater amount of funds. Village Administrator Ferguson noted that rights of way have value and can be claimed as in-kind donations to be used toward meeting match requirements. Mayor Coggin said the plan will also look at traffic congestion and control to enhance safety.

Alderman Cole moved to authorize development of a concept plan for improvements to West Village Road, with the \$8,700 cost to be shared equally between the Village of Salado and Bell County. Mayor Pro-tem Bell seconded. Motion carried on a vote of 5-0.

Adjournment


Alderman Graham moved to adjourn. Mayor Coggin called the meeting adjourned at 9:25 p.m.

Recorded by:

Cara McPartland

These minutes approved on the 17th of February, 2022.

APPROVED:


 Michael Coggin, Mayor

ATTEST:


 Cara McPartland, City Secretary

