

Village Board of Aldermen
Special Called Board of Aldermen
Meeting Minutes
Municipal Building, 301 N. Stagecoach Rd.
Tuesday, December 16, 2014 6:30pm

Members present: Skip Blancett, Fred Brown, Michael McDougal, Amber Preston Dankert, Frank Coachman, Hans Fields

Members Absent: n/a

Others Present: Kim Foutz - Village Administrator, Randy Stonerod - Village Secretary, Christina Lee – Administrative Assistant, Jack Hensley - Chief of Police, Debbie Charbonneau – Executive Director, Chamber of Commerce & Tourism Bureau

I. Call To Order : Mayor Blancett called the meeting to order at 6:30pm, quorum present.

1. Mayor Blancett lead the invocation.
2. Pledge of Allegiance and Texas Pledge of Allegiance were recited.

II. Reports:

Mayor's Report: n/a

Aldermen Updates: n/a

Staff Reports:

- Financial Report – Kim Foutz covered highlights of the Village’s Financial Report from FY 2013-2014 to include: Sales Tax was projected at \$330,000 but came in at over \$362,000; overall income was projected at \$845,549 but came in at \$901,734.57; the Village maintains approximately \$10,000 to \$20,000 in its checking account from month to month; we only spent approximately \$13,000 of the \$200,000 budgeted for roads. The remainder (approx. \$187,000) will carry forward to FY 2014-2015; our budget amount for professional fees was insufficient - \$51, 696 budgeted but \$80, 112.90 actually spent. Mayor Pro Tem Brown asked whether we paid for 3 or 4 engineering reviews per project. Kim replied that she will use checklists, only accept completed applications, and insist that all applications be delivered personally to her. Those steps will preclude unnecessary engineering reviews. Kim provided a detailed report to the Mayor and Aldermen.

III. Public Comments: n/a

IV. Regular Agenda:

5. Presentation, discussion and possible action on professional services agreement with Brockway, Gersbach, Franklin and Neimeier to perform accounting services. Kim Foutz gave the presentation. Kim stated that the Village needs to contract for the following: get desktop version of QuickBooks and stop using the web-based version because our current (web-based) version is very slow, not user-friendly and inefficient; update the Village’s Chart of Accounts to reflect the business we actually do; establish new funds such as a grant fund, profit/special revenue fund for the Chamber of Commerce, enterprise funds, debt service sinking fund & fiduciary fund; update our security policy and records keeping policy; and we need a separation of duties regarding bill paying and managing books, making reports and managing accounts payable. The need for the above service is immediate so that the Village can take on managing financials for the Chamber of Commerce on January 1, 2015. Other reasons for hiring the consultant are new Village activities such as its partnership with the Chamber of Commerce and

issuing debt for the sewer fund. Kim stated that Brockway would work on an hourly basis and she would provide immediate supervision over their activities. Kim selected Brockway based upon strong recommendations from other cities after local City Financial Officers declined to help us with our issues, which are too complicated for present staff to handle. The agreement will not exceed \$7,500 and will be paid under fund balance. Alderman Coachman moved to approve the item as presented. Mayor Pro Tem Brown seconded the motion. The Board voted unanimously to approve the item.

6. Presentation, discussion and possible action on authorizing renovations to two municipal buildings on Stagecoach Road and associated furniture, fixtures and equipment in an amount not to exceed \$25,000. Kim Foutz gave the presentation and stated that the submittals were the same as discussed during the Board Workshop. Kim stated the Village would ask for donations and volunteers to help meet its renovations goal. Mayor Pro Tem Brown moved to approve the item as presented. Alderman McDougal seconded the motion. The Board voted unanimously to approve the item.

7. Consider and take action on the Construction/Final Plat of Mill Creek Meadows, a ± 5.939 acre, 7-lot residential subdivision located at/near the intersection of Mackie Drive and Marie Lane in the extraterritorial jurisdiction of Salado. Kim Foutz gave the presentation and stated that this plat application: encompassed two processes at once – construction *and* final plat, as allowed by our ordinance. Kim further stated that the plat site has a 12” water line, an existing roadway which the County will maintain and a 50’ Right-of-Way. This plat application falls just above a “minor plat” which can be approved administratively and, therefore, requires Board action. Mayor Pro Tem Brown asked whether our collected application fees covered our costs. Kim stated that she is reviewing our current fees and will revamp them to put them more in line with other similarly situated local cities. Alderman McDougal asked whether Salado includes language about voluntary annexation when a plat is located in its ETJ. Kim replied that we will begin including such voluntary annexation language in our application process in the future. Alderman Coachman asked whether staff recommends waiver of the park fees. Kim stated that Salado has not made a past practice of enforcing the park fees but could do so under existing ordinance. Kim explained that the park fee is \$200 per lot, captured for 10 years or a donation of a 1-acre park space that meets our ordinance’s criteria. Mayor Pro Tem Brown inquired whether Salado could use the park fees to construct a playground. Kim replied “yes” if the park were to be built in the close proximity of the plat. Alderman McDougal moved to approve the item as presented. Alderwoman Dankert seconded the motion. The Board voted 4 to 1 to approve the item. Alderman Fields voted no. Motion passed.

8. Discussion and possible action on appointing Board of Aldermen Committees to make recommendations and negotiate various agreements related to the Sanctuary residential and commercial development. Kim Foutz gave the presentation during which she stated that we need to set up a system to accommodate the development process and she recommends setting up the following Board of Aldermen subcommittees: (a) Development Agreement and Planned Development District Committee; (b) Wastewater Services Agreement Committee; (c) Economic Development Agreement Committee; and (ETJ Committee. Mayor Pro Tem Brown moved to approve the item as presented. Alderman McDougal seconded the motion. Alderman Coachman moved to amend the motion to provide for giving the Mayor the authority to appoint all committee members. Mayor Pro Tem Brown seconded Alderman Coachman’s motion. The Board voted to unanimously approve the item as presented with the amendment that the Mayor is authorized to appoint all committee members.

V. Executive Session: n/a

Announcements:

Next Scheduled Board of Aldermen meeting is January 15, 2015 at 6:30 p.m.

There being no further business, the meeting was adjourned at 7:27 p.m.

APPROVED: _____
SKIP BLANCETT, Mayor of the Village of Salado, Texas

ATTEST: _____
RANDY A. STONEROAD, Village Secretary

For copies of all handouts, please contact the Village office at 947-5060.