

Village of Salado, Texas  
**Board of Aldermen**  
**Minutes**  
**Regular Meeting**  
6:30 p.m. Thursday, March 3, 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; Jack Hensley, Chief, Salado Police Department; Mary Poché, Director, Salado Chamber of Commerce/Tourism Bureau; Shane Berrier, Chief, Salado Volunteer Fire Department; Mary Ann Ray, Village Secretary.

**I. Call to Order.**

1. Mayor Blancett called the meeting to order with a moment of silence, followed by prayer.
2. The Mayor led the Pledge of Allegiance and the Texas Pledge of Allegiance.

**II. Proclamations / Special Recognition.**

None.

**III. Public Comments.**

3. The following citizens addressed the Board:

Linda Reynolds, 507 Santa Rosa, thanked the BOA for appointing a young business owner to the Planning and Zoning Commission and cautioned the board about appointing individuals with conflicts of interest.

Claire Hartman, 4064 Betty Place, thanked the BOA for its hard work and its willingness to work together for the betterment of the Village.

**IV. Reports.**

- Mayor's Report: Mayor Blancett announced that he will meet with the Governor at 10 a.m. Tuesday, March 8, 2016, to discuss the I-35 construction and possible liquidation damages for the Village. He said the Salado Plaza bridge is scheduled to be complete mid-April. The fund-raising efforts for the low-water crossing cleanout have yielded \$8,400; the Village is very close to meeting the \$10,000 match offered by an anonymous donor. He announced an educational program for well-owners to be conducted March 31, 2016, at Johnny's Banquet Hall. See attached flier.

- Jack Hensley, Chief of Police reported that 91 of 169 sections of the General Orders have been completed and are awaiting committee review. He reported on the Emergency Plan update and department statistics, and offered citizens the opportunity to sign up for the Code Red notification program. See attached report.
- Shane Berrier, Chief of Salado VFD, reported the statistics of his department. See attached report.
- Mary Poche', Director, Salado Chamber of Commerce/Tourism Bureau, recapped the recent events of the Chamber and the ongoing efforts of the Tourism Bureau to increase Salado's appeal to visitors. See attached report.
- Kim Foutz, Village Administrator, discussed the efforts to receive additional grant funds for the Trails program. She reported that the Village has received three plats for processing.

## V. Consent Agenda.

4. Consider approving the Consent Agenda items:
  - a. Minutes, February 11, 2016, Workshop Meeting
  - b. Minutes, February 18, 2016, Regular Meeting
  - c. Minutes, February 22, 2016, Special Called Meeting
  - d. Minutes, February 25, 2016, Workshop Meeting
  - e. Consider adopting an Ordinance authorizing amendment to Ordinance 2015.10, amending the budget for the fiscal year beginning October 1, 2015, and ending September 30, 2016, providing for an increase/decrease in revenues/expenditures in multiple funds; finding municipal purposes; authorizing expenditures; providing for a severability clause; and providing for an effective date.

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

## VI. Regular Agenda.

5. Discussion and possible action on appointments to Committees and Advisory Boards to include:
  - a. Board of Aldermen members
  - b. Citizen members
  - c. Chairmen and Vice Chairmen

*The following motions were made to approve items 5a and 5b:*

**Ordinance Committee:** Alderman representatives David Williams and Frank Coachman; and members Larry Roberson, at-large; Eric Stone (business owner; Curt Strong, at-large; and Susan Terry, at-large; and approving an exception to Section E (Membership) of the Policy on Committees and Advisory Boards.

*Alderman McDougal made a motion to approve the Ordinance Committee. Alderman Williams seconded. The motion carried unanimously.*

**ETJ/Annexation Committee:** Alderman representatives Amber Dankert and Michael McDougal; and members: Justin Gaidusek, at-large; Claire Hartman, technical expert; Cy Long, at-large; Larry Sands, real estate agent; and Bobby Whitson.

*Mayor Pro Tempore Brown made a motion to approve the Ordinance Committee. Alderman Coachman seconded. The motion carried unanimously.*

**Street Improvements Committee:** Alderman representative Michael McDougal; and Andy Jackson, at-large; Cy Long, at-large; Jay Ritch, at-large; Larry Roberson, engineer; and Ted Williamson, technical expert, and approving an exception to Section E (Membership) of the Policy on Committees and Advisory Boards.

*Alderman Coachman made a motion to approve the Ordinance Committee. Mayor Pro Tempore Brown seconded. The motion carried unanimously.*

**Wastewater Committee:** Aldermen representatives Fred Brown and David Williams; members Michael Coggin, engineer; Graydon Hill, at-large; Joe Price, at-large; Larry Roberson, engineer/at-large; and a representative from the Salado Water Supply Corporation.

*Alderman McDougal made a motion to approve the Ordinance Committee. Alderman Coachman seconded. The motion carried unanimously.*

**Environmental Committee:** Alderman representative: Amber Dankert; members Michelle Lenis, at-large; Kirk Michaux, at-large; Joyce Pennington, at-large; Dr. Lewis Raney, technical expert; Kyle Wright, technical expert.

*Alderman Coachman made a motion to approve the Ordinance Committee. Alderman McDougal seconded. The motion carried unanimously.*

**Economic Development Committee:** Aldermen representatives: Fred Brown and Frank Coachman; members Allie Guenther, Chamber of Commerce board member; Andy Jackson, at-large; Kirk Michaux, retail representative; Guy Slimp, retail representative; Merle Stalcup, former banker; Eric Stone, at-large; Bobby Whitson, at-large; Bell County representative; Village Administrator; and Chamber of Commerce President; and approving an exception to Section E (Membership) of the Policy on Committees and Advisory Boards.

*Alderman McDougal made a motion to approve the Ordinance Committee. Alderman Dankert seconded. The motion carried unanimously.*

**Main Street Committee:** Aldermen representatives: Fred Brown and Frank Coachman; members Allie Guenther, business owner; Andy Jackson, at-large; Melanie Kirchmeier, Chamber of Commerce representative; Cathy Sands, business owner; Ashley Whitaker, at-large; and approving an exception to Section E (Membership) of the Policy on Committees and Advisory Boards.

*Alderman McDougal made a motion to approve the Ordinance Committee. Alderman Dankert seconded. The motion carried unanimously.*

**Trails and Parks Committee:** Alderman representative: Amber Dankert; members Grant Flynn, cyclist; Bill Kinnison, at-large; David Olson, at-large; Travis Quicksall, at-large; and Susan Terry, Keep Salado Beautiful representative.

*Alderman Coachman made a motion to approve the Ordinance Committee. Mayor Pro Tempore Brown seconded. The motion carried unanimously.*

**Naming/Renaming Advisory Board:** Alderman representative: Frank Coachman; members Nancy Kelsey, Historical Society representative; Lynette Reed, at-large; Sheryl Russell, PALS representative; Carol Strong, at-large; a member to be appointed by Keep Salado Beautiful.

*Mayor Pro Tempore Brown made a motion to approve the Ordinance Committee. Alderman McDougal seconded. The motion carried unanimously.*

**Public Safety/Emergency Management Committee:** Alderman representatives Amber Dankert and Michael McDougal; members Rick Ashe, technical expert; Larry Berrier, technical expert/at-large; Shane Berrier, chief of Salado Volunteer Fire Department; Bobby Whitson, at-large; Tommy Wooley, technical expert; and Bell County Emergency Management representative.

*Alderman Coachman made a motion to approve the Ordinance Committee. Mayor Pro Tempore Brown seconded. The motion carried unanimously.*

The Mayor announced that Item 5c does not require board action. He announced the following committee chairmen:

Ordinance Committee: Alderman David Williams  
ETJ/Annexation Committee: Alderman Michael McDougal  
Street Improvements Committee: Alderman Michael McDougal  
Wastewater Committee: Mayor Pro Tempore Fred Brown  
Environmental Committee: Dr. Lewis Raney  
Economic Development Committee; Alderman Frank Coachman  
Main Street Committee: Mayor Pro Tempore Fred Brown  
Trails and Parks Committee: Alderman Amber Dankert  
Naming/Renaming Advisory Board: Lynette Reed  
Public Safety/Emergency Management Committee: Tommy Wooley

6. Discussion and possible action on an appointment to the Planning & Zoning Commission to fill an expired term.

*Mayor Pro Tempore Brown made a motion to approve the appointment of K.D. Hill to the Planning & Zoning Commission to fill an expired term. Alderman Dankert seconded. The motion carried unanimously.*

The Mayor closed the regular session at 7:27 p.m. and declared a five-minute recess.

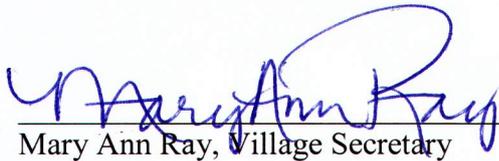
**VII. Workshop Session.**

The Mayor opened the Workshop Session at 7:32 p.m. He introduced Rick Kasberg, city engineer, of Kasberg, Patrick and Associates. Mr. Kasberg have an overview of the Wastewater Improvements plan and showed a new map defining the routes of the lines and establishing the locations lift stations. There was discussion about methods for running the lines down Main Street and how to cross Salado Creek while minimizing potential damage to the creek. There was concern expressed about Main Street being torn up during the fall and holidays, Village's busiest seasons for retail.

**VIII. Adjourn.**

*Alderman Williams made a motion to adjourn. Alderman Dankert seconded.*

Mayor Blancett adjourned the meeting at 8:32 p.m.

  
Mary Ann Ray, Village Secretary

  
Skip Blancett, Mayor





**POLICE DEPARTMENT**

**MONTHLY REPORT**

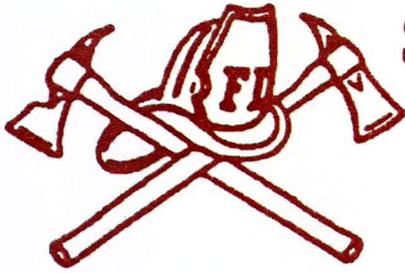
**February 29, 2016**

| GOALS / WORK PLAN                    | UPDATE   |
|--------------------------------------|--|
| 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. 91 sections have been completed and pending committee review.   |
| Emergency Operations                 | <ul style="list-style-type: none"> <li>• The Emergency Operations Plan has been Updated.</li> <li>• The Annexes "A" thru "V" have been updated.</li> <li>• Sample Ordinances and Resolutions have been added.</li> <li>• Need to complete Inter local Agreements with partners who will assist during an emergency</li> <li>• Need to assign someone to serve as Emergency Management Coordinator</li> <li>• Need to assign Annexes</li> <li>• Identify resource list and arrangements for goods and materials necessary during emergency</li> <li>• Pending Committee Review</li> <li>• Training</li> </ul> |
| Develop 5 year action/strategic plan | The construction of a Police Department strategic plan 2014 / 2018 Has been completed. Pending committee review  |
|                                      |  |

| SPECIAL PROJECTS              |   |
|-------------------------------|---|
| Early Outdoor Warning Systems | Starting to gather information about vendors and types of programs. |
| Officer Training              | 1 officer in Field Training Program                                 |
| SABA Training                 | Training set for March and April                                    |
|                               |   |
|                               |   |
|                               |   |

| ACTIVITIES / PERFORMANCE MEASURES             |   |
|---|---|
| Calls For Service                             | 194 (97% in city,3% outside city)       |
| <b>BREAKDOWN OF TYPE OF CALLS FOR SERVICE</b> |   |
| Average response time                         | 3:41                                    |
| Offenses                                      | 3                                       |
| Arrests                                       | 1                                       |
| Motor Vehicle Accidents                       | 3                                       |
| Alarm Calls                                   | 6 (5 residential,1 business, 0 medical) |
| Citations                                     | 14                                      |
| Warning Citations                             | 10                                      |
| Violator Contacts                             | 30                                      |

| Citations Chart (Total 24 Citations) |   |                                 |
|--------------------------------------|---|---------------------------------|
| Number of Citations                  | Charge  | Location                        |
| 1                                    | Expired Registration                                    | Stagecoach Road                 |
| 3                                    | Drove Wrong Way on One-Way                              | "                               |
| 1                                    | Use of Wireless Comm Device                             | 300 block Thomas Arnold         |
| 1                                    | Expired Registration                                    | Mill Creek Dr.                  |
| 1                                    | Driving while License Invalid                           | IH-35                           |
| 1                                    | Failed to Maintain Financial Resp.                      | IHJ-35                          |
| 1                                    | Speeding  | West Village                    |
| 1                                    | Fail to Maintain Single Lane                            | Stagecoach                      |
| 1                                    | Fail to Maintain Single Lane                            | West Village                    |
| 1                                    | Speeding  | Main                            |
| 3                                    | Defective Equipment                                     | Stagecoach                      |
| 5                                    | Speeding  | Stagecoach                      |
| 1                                    | Defective Equipment                                     | Main                            |
| 1                                    | Failed to Maintain Financial Resp.                      | West Village                    |
| 1                                    | Expired Registration                                    | Robertson                       |
| 1                                    | No Driver's License                                     | Stagecoach                      |
| <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 February Salado VFD has responded to the following calls

## **In the Village**

17 - EMS

3 - Fire Calls

6 - MVA

## **County calls**

33 - EMS

7 - Fire

6 - MVA

Shane Berrier

Fire Chief, Salado Vol. Fire Dept.

## Salado Chamber of Commerce/Tourism Bureau 2016-2017 ACTION PLAN UPDATE – March 3, 2016

| CATEGORY        | DESCRIPTION                       | CURRENT STATUS   | EXPECTED OUTCOME  |
|-----------------|-----------------------------------|--|---|
| Chamber         | Ribbon Cuttings;<br>Mixers        | Sadie Junes – February 25 <sup>th</sup><br>First State Bank Central Texas – April – date TBD   | Increase Ambassador and other business attendees to show support; reinforce open communication and Chamber programs   |
| Chamber         | Quarterly Breakfast               | March 2, 2016 Holiday Inn Express – NRG Simply Smart – Jessica Dusek;<br>June 1, 2016 – Business Media Package Program   | Quality informational programs to assist business in running their business – expect to continue to add to attendance numbers so members know it as a “Value Add” to their membership               |
| Chamber         | Ambassador Program                | Rolled out to Ambassadors on February 18 <sup>th</sup> ; Feb. 22 Special Program on the Gault Site presented by Dr. Wernecke – head archaeologist on the project; others than Ambassadors invited to the meeting | Ambassador program includes a point system and handbook   |
| Chamber         | Annual Banquet                    | Complete as of January 28, 2016  | Gross - \$14,921; Expenses - \$9,004; Net - \$5,843;<br>Exceeded budget by \$1,343  |
| Chamber/Tourism | Website Revamp                    | Logo designed, working approvals; timeline set for top level navigation, copy and pictures   | Goal is to have revamped site up by time construction and Stagecoach Restaurant open ---mid June  |
| Tourism         | Salado on the Rocks event         | Complete on Feb. 12, 2016  | 177 people attended (8 were giveaways); (up from 2014 by 8); Gross - \$6750; expenses and net still in process; 3 lodging properties had people stay overnight because they were here for the event |
| Tourism         | Upcoming event                    | Wildflower Weekend (April 1-3); posters developed and distributed; artists inquiries occurring and preliminary program work ongoing; advertising/marketing in process  | Build on an already successful format   |
| Tourism         | Venue Master List                 | Draft in development   | Will use for direct marketing to groups, regional meetings etc.   |
| Chamber/Tourism | Tours/meetings                    | In last month, three tours/reunions have selected Salado for their groups  | Word of mouth will spread the message of meeting in Salado is “good”  |
| Chamber/Tourism | Visitor’s Center                  | Receive and talk with Visitor’s – picking up as weather warms  | Supply them with information, directions and a “welcome”  |
| Chamber Tourism | Balance of FY 2016 Marketing Plan | Under review by Chamber/Tourism Board Chair  | Ready to present to BOA end of February 2016  |

**CITY ADMINISTRATOR**

**BOARD OF ALDERMEN UPDATE – PROJECTS UNDERWAY - MARCH 3, 2016**

| <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 steps are complete. Map will be updated when the engineer completes plotting.  |
| Sanctuary Annexation                               | Paperwork, notices, public hearings, schedule, publishing, Municipal Service Plan                | Various for each step. See schedule                                   | All steps are complete. Map will be updated when the engineer completes plotting.  |
| Hidden Glen Zoning                                 | Paperwork, notices, public hearings, schedule, publishing, calculation of citizen responses      | Various for each step. See schedule                                   | All steps are complete. Map will be updated when the engineer completes plotting.  |
| Hidden Glen Annexation                             | Paperwork, notices, public hearings, schedule, publishing  |   | All steps are complete. Map will be updated when the engineer completes plotting.  |
| Training and organizational development            | Staff participating in training and other professional development                               | Year round  | The crew leader added training to pursue his Class C license in wastewater.  |
| TAPS grant   | 80/20 grant for trails and sidewalks; TAP program is encouraging updating application for cities | Oct 25 resubmission date  | Survey work is about to begin. Village had to realign part of the trail because one property owner pulled out of the agreement to provide an easement. Administrative paperwork to begin project is under way. Advanced funding agreement is next for BOA consideration. |
| Texas Parks and Wildlife Grant                     | Grant for trail along Main Street  |   | Submitted. Waiting on response.  |
| Partnership Agreement with the Chamber of Commerce | Revise existing contract   |   | City Attorney to make amendments and ensure terms are legal, and address insurance issues. Staff contacted TML and the Association of CVBs for sample contracts. Staff also contacted 12 tourism cities for samples. Feedback pending.                                   |
| 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. Staff is preparing an RFQ for a rate study. Staff provided follow-up data and maps to the engineer.  |
|  |  |   |  |

| PROJECT                         | DESCRIPTION   | DEADLINE                                    | STATUS   |
|---------------------------------|---|---|--|
| Stagecoach plant                | Operations  | On-going                                    | Permit renewal is needed. KPA is preparing proposal for consideration. Application must be completed by an engineer.   |
| Sanctuary Wastewater plant      | See Schedule of events  |   | Workshop update scheduled for this evening. Survey work complete. Design and special reports and studies are underway. Requested release of the permit and land. Waiting on answer. Staff is working on easement and land acquisition.   |
| Collection Lines                | See Schedule of Events  |   | Survey work complete. Design underway, especially for Main Street and West Village. Staff is working on easement and land acquisition as per federal regulations.  |
| Wastewater plant site           | Identify potential sites  | Schedule to be discussed at Oct 1 meeting   | Requested release of the permit and land.  |
| 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. Met with County representatives and agreed that we would update the Plan in stages, with the 1 <sup>st</sup> stage being adding county lines to the map and correcting the street profiles and labeling. |
| 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. After committee appointment on 3.3.16, meetings will begin.  |
| 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 2 <sup>nd</sup> workshop with the BOA. Due to posting and meeting costs, multiple changes in come forward as a package.   |
| 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. We will package multiple changes to the zoning ordinance due to cost and time.  |

| PROJECT                                    | DESCRIPTION  | DEADLINE | STATUS  |
|--|--|----------|---|
| Salado Oaks Drive                          | Need research on history and effect of plat and easements            |          | Complete  |
| 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.   |
| James Construction reimbursement for costs | Contract needed  |          | Resubmitted bills again. Waiting on payment.  |
| 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.  |
| 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 walked Main Street and documented which profile goes with each section of the roadway, depending on impediments, parking, and existing r-o-w. The COG has announced a Project Development grant which will assist with engineering projects so they are bid ready. Staff recommends we pursue this for Main Street.   |
| 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. Met with US Corps of Engineers and Historical Commission. |
| 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.  |
|  |  |          |   |

| <b>PROJECT</b>   | <b>DESCRIPTION</b>   | <b>DEADLINE</b>             | <b>STATUS</b>  |
|--|--|-----------------------------|--|
| 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                   | Policy approved. Revisions as per the last workshop are complete and will be on the 3.10.16 mtg                    |
| Facilities and public land naming policy                       | Establish naming policy of buildings, land   | January 1                   | Complete and adopted.  |
| Improve records Management system                              | -Improve records set up<br>-Execute State retention policy<br>-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.       |
| Police Records Management                                      |  |                             | Administrator requested meeting with IT staff to review needs with Chief and establish plan.                       |
| Development Checklists   | Create development guide and checklists for developers   |                             | Underway   |
| Technology   | Need server  | tbd                         | Installing this week.  |