Village of Salado, Texas
Board of Aldermen
Minutes
Regular Meeting and Workshop
6:30 p.m. Thursday, May 5, 2016
Municipal Building, 301 N. Stagecoach Road
Salado, Texas

Present: Mayor Skip Blancett (arrived at 7:01 p.m.), Mayor Pro Tempore Fred Brown, Alderman Frank Coachman, Alderman Amber Preston Dankert, Alderman Michael McDougal, Alderman David Williams.

Others Present: Kim Foutz, Village Administrator; Mary Ann Ray, Village Secretary; Jack Hensley, Chief of Police; Mary Poché, Executive Director, Salado Chamber of Commerce/Tourism Bureau; Don Allman, CPA, PCA, Village auditor; John Banks and Dan Romo of Perdue, Brandon, Fielder, Collins and Mott, LLP; Rick Kasberg, Village Engineer.

I. Call to Order.

Mayor Pro Tempore Brown called the meeting to order at 6:30 p.m.

1. Mayor Pro Tempore Brown opened the meeting with prayer.

2. Mayor Pro Tempore Brown led the Pledge of Allegiance and the Texas Pledge of Allegiance.

II. Proclamations/Special Recognition.

None.

III. Public Comments.

3. None.

IV. Reports.

Police Department Report: Chief Hensley reported that the Public Safety/Emergency Management Committee has met and will review Chapter 1 of the General Orders. He reported that the department's TCLE audit included just one discrepancy, which has been corrected. He said the department is still looking to replace the police car that was wrecked. See attached report.

Chamber of Commerce/Tourism Bureau Report: Mary Poché reported the grand opening and ribbon-cutting ceremony for Barrow Brewing Co., will be Saturday, June 4, 2016. She reported upcoming events: Dog Daze on June 18 and the Salado Swirl on July 8. She also said that the Chamber is exploring the option of adding a third weekend to the Salado

Christmas Stroll. More efforts are in the works to market Salado as a destination. See attached report.

Village Administrator's Report: Administrator Foutz reported on the plans to repair potholes in May through the first week of June, then turn to crack-seal through October 1. The plan is to cover 20 lane-mile as was done last year. See attached report.

The Mayor arrived at 7:01 p.m.

Fire Department Report: Mayor Pro Tempore Brown read the Fire Department Report in the absence of Chief Shane Berrier. See attached.

Mayor's Report: Mayor Blancett apologized for being tardy and explained that he was meeting with a group of 20 to 25 magazine editors who are interested in running articles about the Village. He reported on Interstate 35 progress and the frequency of accidents involving the Thomas Arnold bridge. He said TxDOT is taking measures to increase the height of the bridge to reduce accidents.

V. Consent Agenda.

4. Consider approving the Consent Agenda items:

    a. Minutes, April, 21, 2016, Regular Meeting.
    b. Minutes, April 28, 2016, Workshop Meeting.

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

VI. Regular Agenda.

5. Presentation, discussion, and possible action to accept the Village of Salado Annual Financial Report for the Fiscal Year ending September 30, 2005, as prepared by Don Allman, CPA, PCA.

    Mr. Allman reviewed the annual financial report and cited small discrepancies that will be corrected.

    Alderman Coachman made a motion to accept the Village of Salado Annual Financial Report for the Fiscal Year ending September 30, 2015, with corrections to the Village's net assets of $686,498.00 and net assets exceeding liabilities to $3,273,558.00 on pages 3, 4 and 5 of the report. Alderman McDougal seconded. The motion carried unanimously.

6. Discussion and possible action on the appointment to the Planning & Zoning Commission to a term ending April 2018.

Alderman McDougal made a motion to approve the appointment of Jim Reed to the Planning & Zoning Commission to a term ending April 2018. Alderman Williams seconded. The motion carried unanimously.

7. Presentation, discussion, and possible action on an contract between the Village of Salado and Perdue Brandon Fielder Collins & Mott, LLC, for Collection of Delinquent Court Fines and Fees.

   Dan Romo of Perdue Brandon Fielder Collins & Mott, LLC explained the services offered by his firm and the benefits to the Village. The firm would function as the collection agency for delinquent Municipal Court fines, assessing the 30-percent fee as allowed by state law.

   The Village will need to terminate the contract with the current collection agency, MVBA, and pass an ordinance authorizing the collection of a 30-percent fee.

   Mayor Pro Tempore Brown made a motion to approve a contract with Perdue Brandon Fielder Collins & Mott, LLC, for Collections of Delinquent Court fees and Fines, as presented; authorizing the Village staff to give the current collection agency, MVBA, a 30-day notice of termination; and directing city staff to bring forth an ordinance related to associated fees. Alderman Dankert seconded. The motion carried unanimously.

8. **Presentation, discussion, and possible action on a professional services agreement with Kasberg, Patrick and Associates, LP, for the final design, bidding, and construction administration for the Wastewater Treatment Plant and effluent Pump Station and Pipeline in the amount of $490,550.**

   Rick Kasberg gave an update on the wastewater project. The alignment is set and coordination has begun with Oncor to establish power to the lift station. He explained increases in cost from the first estimates, which were given in 2013.

   Alderman Williams made a motion to approve a professional services agreement with Kasberg, Patrick and Associates, LP, for the final design, bidding, and construction administration for the Wastewater Treatment Plant and effluent Pump Station and Pipeline in the amount of $490,550. Alderman McDougal seconded. The motion carried by a vote of 4-1 (Mayor Pro Tempore Brown).

The Mayor closed the Regular Session at 8:13 p.m.

VII. Workshop Session.

The Mayor opened the Workshop Session at 8:23 p.m.

9. **Discussion on Parkland Dedication Provisions of the Subdivision Ordinance.**

Alderman Williams discussed the role of parkland dedications in the annexation and ETJ expansion processes. Administrator Foutz explained the portion of the Subdivision Ordinance that covers parks, which applies only to developments in the Village limits, not the ETJ. Alderman Williams, chairman of the Ordinance Committee, said his committee will examine ordinances from other communities.

10. Discussion on the purchase of a site for a wastewater treatment plant west of Interstate 35.

Alderman Williams explained that a west-side plant is crucial to the growth of the Village. It was the consensus of the BOA that the Village should move forward with the purchase now while land is affordable. The Mayor asked that this item be placed o the June 2, 2016, agenda as an executive session item under Section 551.072, Deliberations about Real Property.

The Mayor closed the Workshop Session at 8:40 p.m.

VIII. Executive Session.

The Mayor announced there would be no executive session.

IX. Adjourn.

Alderman McDougal made a motion to adjourn. Alderman Dankert seconded. The meeting was adjourned at 8:41 p.m.

Skip Blancett, Mayor

Mary Ann Ray, Village Secretary

POLICE DEPARTMENT

MONTHLY REPORT

April 30, 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	• The Emergency Operations Plan has been Updated. • The Annexes "A" thru "V" have been updated. • Sample Ordinances and Resolutions have been added. • Need to complete Inter local Agreements with partners who will assist during an emergency • Need to assign someone to serve as Emergency Management Coordinator • Need to assign Annexes • Identify resource list and arrangements for goods and materials necessary during emergency • Pending Committee Review • Training
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. Turned over to Public Safety Committee
Traffic Control	Ultra-Triathlon 4-29/30-5-1
TCoLE	Audit

ACTIVITIES / PERFORMANCE MEASURES	
Calls For Service	297 (9 99% in city,1% outside city)
BREAKDOWN OF TYPE OF CALLS FOR SERVICE	
Average response time	3:55
Offenses	4
Arrests	1
Motor Vehicle Accidents	3
Alarm Calls	7 (6 residential,1 business, 0 medical)
Citations	50
Warning Citations	17
Violator Contacts	79

Citations Chart (Total 67 Citations)		
Number of Citations	**Charge**	**Location**
3	Use of Wireless Comm in school	West Village
2	Failed to Maintain Financial Res.	West Village
1	No Driver's License	Pace Park Road
15	Speeding	IH35
3	No Driver's License	IH35
2	Failed to Yield to Emergency Veh	Main
2	No Driver's License	Main
1	No Driver's License	Stagecoach Road
1	VCO Parks	Pace Park
1	Poss. Drug Paraphernalia	Pace Park
1	Expired Vehicle Registration	Main
9	Speeding	Main
13	Speeding	West Village
2	Disregard stop Sign	Chisholm Trail
2	No Driver's License	West Village
1	Disregard Barricade	Southridge
2	Fail to Yield ROW	Main
1	Defective Equipment	Stagecoach Road
2	Defective Equipment	Main
1	Back W/O Safety	Royal
	Speeding	Chisholm Trail
	Fail to Signal Turn	Royal
CONTINUING PROGRAMS		
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 April Salado VFD has responded to the following calls

In the Village

18 - EMS

6 – Fire Calls

7 – MVA

County calls

34 – EMS

11 – Fire

9 – MVA

Shane Berrier

Fire Chief, Salado Vol. Fire Dept.

Salado Chamber of Commerce/Tourism Bureau
2016-2017 ACTION PLAN UPDATE – May 5, 2016

CATEGORY	DESCRIPTION	CURRENT STATUS	EXPECTED OUTCOME
Chamber	Grand Opening/Ribbon Cutting Barrow Brewing Co.	June 4, 2016 Official Grand Opening – Noon – 10PM Ribbon Cutting occurring at Noon	Increase Ambassador and other business attendees to show support; reinforce open communication and Chamber programs
Chamber	Quarterly Breakfast	Upcoming: 1. Business Media Package Program – June 1, 2016 2. Social Media and Growing Your Business – date TBD 3. Common Causes of Lost Profits: Solutions to Stop the Leaks and Maximize Profits." - date TBD	Providing quality programs that can directly impact business growth and profit should support the overall Chamber program and goals
Chamber	Pocket Music Series	Occurs the 2nd Saturday April through September. Consists of chosen musicians by committee to play at locations sanctioned and requested by merchants.	Provide
Chamber	Membership Budget & Membership Committee	Through March 2016 have exceeded budget by $2100 Membership Committee re-formed with first meeting the first week of May	Continue to push membership with new program of work and new membership committee
Chamber	Event(s)	1. Wildflower Weekend includes Spring Pub Crawl, Edgy Art Competition and arts and crafts fair – April 1-3, 2016- currently conducting a survey with Pub Crawl attendees for more information about their spending, potential lodging and returning habits 2. Dog Daze – June 18th 3. Salado Swirl – July 8th 4. Art Fair – August 6-7 Golf Tournament 5. Golf Tournament – Oct. 6 6. Christmas Stroll	1. Wildflower came up about $500 short to budget primarily due to less vendors who chose to go to other similar events; upside is there were more people in Salado 2. Committee formed, sponsorships coming in 3. Committee forming 4. Desire to "return to the roots" of the fair and make it really big; —work has begun with committee for 50th anniversary 5. Committee formed – work begun 6. Committee forming – first meeting first week of May

Salado Chamber of Commerce/Tourism Bureau
2016-2017 ACTION PLAN UPDATE – May 5, 2016

Chamber/Tourism	New P/T Employee	Paulette Chandler is officially retiring; will continue in volunteer capacity; worked with Village HR to recruit and hire her replacement	Successful hire and should start in 2 weeks
Chamber/Tourism	Website Revamp	Copy writing and data collection continues	Still tracking for an early June soft launch and hard launch by June 15
Tourism	Tourism Venue Plan	Data gathering continues; set meeting with lodging properties to discuss how to work together and decide how and who to approach; draft plan in the works	Use for direct marketing for tours, meetings etc.; working to make up deficit (tracking at approx.. 30%) for lost HOT Tax Revenue
Tourism	Texas Travel Industry Association (TTIA)	Marketing/Event Manager attended last week in Destination Central Texas Booth	Handed out literature to those members that interface with travelers in Texas – Salado well received
Tourism	Destination Central Texas	Attending the May 12-14 Rally in Sherman Dennison- sending Salado marketing materials with the team	Commitment for this rally for 2017 in Belton at the Expo—working to get them acquainted with things to do and where to stay in Salado through regional marketing approach
Tourism	Tour Texas Website	All Salado material and pictures updated; banner ad currently running	More brand awareness for Salado using the Creativity, Community Culture tagline
Chamber/Tourism	Visitor's Center	Visitors coming into Salado continues to increase- dismayed at shops closed during the week---always asking "what is open" especially mid-week	Supply them with information, directions and a "welcome"

CITY ADMINISTRATOR

BOARD OF ALDERMEN UPDATE – PROJECTS UNDERWAY – MAY 5, 2016

PROJECT	DESCRIPTION	DEADLINE	STATUS
Street maintenance	Pot hole filling and cracksealing program	October 1	Filled 86 potholes in the last week. Cracksealing will begin early June. Getting bids for pavement failures on Salado Oaks Plaza.
Committee kick-offs and resource generation	Schedule and hold meetings. Send out all master plans, reference docs, etc	On-going	ETJ/Annexation, Economic Development, Wastewater, Ordinance, Environmental/Deer, and Public Safety have held kick-off meetings. Streets has held a meeting. Parks is scheduled for May 10. All reference information and Master Plans has been distributed.
ETJ and Annexation	Develop annexation plan, strategy, and policies. Consider incentives	On-going	ETJ/Annexation and Economic Development Committees held joint meeting to discuss. Staff provided a presentation recent legislative changes on annexation and relevant incentives authorized by law.
Pretreatment Ordinance	Hazardous and Industrial Waste ordinance for current and future plant as required by the state	June	Draft has been distributed to the Wastewater and Ordinance Committee. Wastewater is submitting comments which will be incorporated and reviewed at a May 16.
Police Standard Operating Procedures, General Orders	Update SOPs and General Orders	Tbd by committee	Public Safety Committee is starting review of Chapter 1 of the General Orders
Emergency Management Plan	Update Emergency Management Plan	Tbd by committee	Public Safety Committee will work on this as a future agenda item per priorities set.
Economic Development Plan and Target List	Develop an Economic Development Plan and associated Target List	Tbd by committee	EDC is reviewing the current policies and establishing workload priorities.
Code Red	Previously known as reverse 911 program	Tbd by committee	Public Safety Committee member is developing a training and education program for this.
Water gauge for flooding	Educate citizens on this free notification system	Tbd by committee	Public Safety Committee member is developing a marketing program for this service.

PROJECT	DESCRIPTION	DEADLINE	STATUS
Ordinance Committee	Update various ordinances	Tbd by committee	Committee will be reviewing the following ordinances and establishing priorities: Zoning (fence, landscape, use table, zoning disticts for small lots, concept and site plans, Historical District, Overlay District, non-residential standards, simplification of district area standards). Subdivision Ordinance, park dedication, drainage, missing amending plat section, pretreatment ordinance, speed hump policy
Parks Master Plan	Create plan. Establish priorities and funding.	Tbd by committee	Created a map to show all existing and proposed parks, plazas, pocket parks, gardens, gateways.
Trails Master Plan	Review and update plan. Establish priorities and funding.	Tbd by committee	Distributed info. Committee will begin review based upon the priorities they establish.
Code Red	Previously known as reverse 911 program	Tbd by committee	Public Safety Committee member is developing a training and education program for this.
Water gauge for flooding	Educate citizens on this free notification system	Tbd by committee	Public Safety Committee member is developing a marketing program for this service.
Stagecoach Plant repairs	Blower and clarifier need replacement	Asap	Signed contracts for purchase and installation of the blower and clarifier. Blower is in and will be installed within 2 weeks. Clarifier is on order and takes 6-8 weeks for delivery.
TAPS grant	80/20 grant for trails and sidewalks; TAP program is encouraging updating application for cities	Oct 25 resubmission date	Waiting on final materials and alignment. Once finalized and approved by TXDOT, staff will bring forth an Advanced Funding Agreement to BOA. Survey work will begin afterward.
Texas Parks and Wildlife Grant	Grant for trail along Main Street		Submitted. Waiting on response which is expected in May or June.
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
Main Street wastewater line		June	Plans have been submitted to TCEQ, Corps, and TXDOT. TXDOT has approved the plans. Waiting on other entity approvals and hope to bid in June. Staff is working on easement and land acquisition as per federal regulations.
Web site	Purchase new website and populate with information		Received first demo. Second demo scheduled.
Stagecoach plant	Operations	On-going	Signed contract with KPA. KPA work is complete except they are waiting on lab results from samples taken from the plant.
Sanctuary Wastewater plant	See Schedule of events		Final design contract with KPA on May 5 agenda.
Wastewater plant site and permit	Identify potential sites	Schedule to be discussed at Oct 1 meeting	Permit and land released. Permit transfer docs are prepared and being sent to TCEQ as well as permit renewal. Also obtained one of two easements. Need to finalize easement for discharge line.
Transportation Plan update	Update map of Transportation Plan and street profiles	September 30	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 1st stage being adding county lines to the map and correcting the street profiles and labeling. Held 2nd meeting with committee and presented alignments for consideration. Obtaining USGS maps as a resource.
Functional Streets Classification and profiles			Completed existing street profiles and presented to the Street Improvement Committee for review and action. Also presented survey of street width and pavement width for consideration.
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.

PROJECT	DESCRIPTION	DEADLINE	STATUS
Fence ordinance	Make revisions for material types	n/a	Held 2nd workshop with the BOA. Due to posting and meeting costs, multiple changes will 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.
Future Land Use Plan	Update Plan	Tbd by P&Z	Project to be overseen by the P&Z
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		Payments are paid up to date.
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	Schematic plans and layout are complete. Submitted application for Project Development grant which will be voted on in May.
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.
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	Complete and adopted
Facilities and public land naming policy	Establish naming policy of buildings, land	January 1	Complete and adopted.

PROJECT	DESCRIPTION	DEADLINE	STATUS
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.
Police Records Management			Held meeting with IT and Police Dept. Waiting on proposal from IT for backup system.
Development Checklists	Create development guide and checklists for developers		Minor plat, construction plat, final plat, and construction/final plat checklists are complete and being utilized.
Sanctuary Zoning	Paperwork, notices, public hearings, schedule, publishing, calculation of citizen responses	Various for each step. See schedule	Complete except diagram. Surveyor is working on.
Sanctuary Annexation	Paperwork, notices, public hearings, schedule, publishing, Municipal Service Plan	Various for each step. See schedule	Complete except diagram. Surveyor is working on.
Technology	Need server	tbd	Waiting for updated proposal.