

Village of Salado, Texas  
**Board of Aldermen**  
**Minutes**  
**Regular Meeting**  
6:00 p.m. Thursday, May 18, 2017  
Municipal Building, 301 N. Stagecoach Road  
Salado, Texas

**Present:** Mayor Skip Blancett, Alderman Frank Coachman, Alderman Amber Preston Dankert, Alderman David Williams.

**Absent:** Mayor Pro Tempore Fred Brown, Alderman Michael McDougal

**Others Present:** Don Ferguson, Village Administrator; Judy King, Village Secretary; Chrissy Lee, Planning & Development; Rick Ashe, Chief of Police

***CALL TO ORDER***

*Mayor Skip Blancett called the meeting to order at 6:02 p.m.*

- a. *Moment of Silence was led by Mayor Skip Blancett.*
- b. *Pledge of Allegiance and the Texas Pledge of Allegiance were led by Mayor Skip Blancett.*

***PROCLAMATIONS / SPECIAL RECOGNITION***

*Mayor Skip Blancett recognized Alderman David Williams for his service 2015-2017 with the Salado Board of Aldermen. He read R-2017-157 which honored Williams. Blancett presented Williams with a plaque as a gift of gratitude from the Village of Salado.*

***1. CONSENT AGENDA***

Consider approving the Consent Agenda item(s):

- a. Minutes, April 6, 2017, Regular Meeting.
- b. Minutes, May 4, 2017, Regular Meeting
- c. Financial Statements, April 2017

*Alderman Williams made a motion to approve the Consent Agenda as presented. Alderman Dankert seconded the motion. Motion passed unanimously with a 3-0 vote.*

*Board of Aldermen skipped to Item 2b. Alderman Coachman made a motion to approve R-2017-157 recognizing the public service rendered by David Williams as an Aldermen on the Board of Aldermen of the Village of Salado, Texas. Alderman Dankert seconded the motion. Motion passed unanimously with a 3-0 vote.*

*The Board of Aldermen took a recess to honor David Williams with a cake and punch reception.*

*The Board of Alderman reconvened into regular session at 6:27.*

## **CITIZENS COMMUNICATIONS**

*Tim Fleischer, Secretary for the Masonic Lodge, addressed the Board of Aldermen and the public to notify them of the 150<sup>th</sup> anniversary of the Free Masons in 2017. An Open House will be held at their Lodge on Church Street on 5/27/17 from 10 a.m. until 2 p.m. The public is invited. A banquet will be held to celebrate the anniversary on 6/12/2017 at the Stagecoach Inn.*

### **2. DISCUSS AND CONSIDER ACTION ON ELECTION RELATED MATTERS**

- a. *Mayor Blancett administered the Oath of Office to Alderman-Elect Andy Jackson. Aldermen Elect Fred Brown and Michael McDougal were not present and will take their Oath of Office on 6/1/2017.*
- b. *Action to approve R-2017-157 to recognize David Williams for his service as an Alderman was taken out of order earlier in the meeting after Item 1. a-c.*
- c. *Item was inadvertently overlooked. Action was taken after the Administrator's Report in Item 3*

### **3. VILLAGE ADMINISTRATOR'S REPORT presented by Village Administrator Don Ferguson**

- Public Comment Period on amended discharge permit for new wastewater system closed April 24, 2017 and TCEQ is preparing response to the fifteen (15) comments received
- Village easements for new wastewater system have been secured and will be presented to BOA on June 1<sup>st</sup> to be formally accepted
- Village is working with Sanctuary developer to secure a private easement for the project, per development agreement
- Authorization will be sought from BOA on June 1<sup>st</sup> to initiate the process for securing consultants to conduct rate and impact fee studies and to provide construction management
- Village staff is reviewing design package and project financials for new wastewater system
- Project engineer is preparing a revised cost estimate for the project along with projected operation and maintenance budget for the new wastewater system
- Village staff is preparing an updated project timeline and financial report for new wastewater system to be presented to BOA on June 1<sup>st</sup>
- Renewal permit for Stagecoach Treatment Plant is expected to go to the TCEQ in 45 to 60 days
- Village staff working with Village Engineer on additional information requested from TCEQ regarding planned repair of tanks at Stagecoach Treatment Plant
- Compliance improvements are needed on the Stagecoach Treatment Plant in the amount of \$7,587.39.
- More than 800 votes cast on Election Day
- As a result of a local resident's request, the Texas Secretary of State assigned an inspector to observe the election
- Village awaiting the final report from inspector, but his preliminary report indicated there were no problems with the polling, tabulation and reporting process
- The total estimated cost for the election was \$15,914.02 (\$1,750.31 staffing and supplies, \$2,389.75 for county election services, \$9,478.57 for legal services and \$2,295.39 for engineering services)
- Website redesign nearing completion
- New site will feature the following:
  - Local images and current community profile information
  - Interactive calendar
  - Document archive for financial data agendas, agenda packets and minutes
  - Ordinances
  - Parks rules and reservation information
  - Permitting procedures and forms
  - On-line payment system
- Site is expected to launch in June 2017

- Nearing completion of wastewater project review (design documents, financials, easements, contracts and permitting)
- Toured municipal facilities
- Meeting with consultants (engineer, flood plain administrator, accountant, building inspector, investment advisor)
- Examining financial status (current and historic budget detail, spending trends, policies relating to fund balance and investment, purchase policies)
- Completed review of Sanctuary and Stagecoach Development Agreement
- Reviewing interlocal agreements, insurance and personnel policies
- Individual employee meetings are underway
- Sales tax check for May 2017, representing March sales, totaled \$39,894.46 – down 3% from the same period last year
- 3<sup>rd</sup> highest May sales tax check since 2006
- Fiscal year to date, sales tax revenue totals \$277,552 – up 9 % from the same period last fiscal year
- Fiscal year to date, sales tax collections represent approximately 73% of the sales tax budget at the 67% mark in the fiscal year

*Administrator Ferguson asked the BOA to go back to Item 2c. to consider approval of an appointment of Mayor Pro Tempore for a term of one (1) year.*

*2a. Alderman Coachman made a motion to appoint Fred Brown to serve as Mayor Pro Tempore for a term of one (1) year. Alderman Jackson seconded the motion. Motion passed unanimously with a 3-0 vote.*

#### **4. WORKSHOP SESSION**

- a. Discuss and consider the possible endorsement by the Village of Salado Sirena Fest, the Mermaid Parade and Associated Festivities occurring on October 6<sup>th</sup> and 7<sup>th</sup>, 2017

*Alderman Dankert invited KD Hill, Tiffany Schreiner Humphrey and Dr. Mark Humphrey to the lectern to cast a vision for Sirena Fest, the Mermaid Parade and associated festivities. The vision is to create a family friendly event to spotlight the legend of Sirena. Dr. Humphrey said the two tag phrases will include: "I believe in mermaids." And "I believe in Salado."*

*Alderman Dankert requested to move Items e. and g. up in the order to accommodate guest speakers.*

*Item 4e. This item will be moved to discussion on 6/1 after meeting with the Police Department and writing an Ordinance to support the creek rules.*

*Item 4g. Amy McLane presented Pace Park changes including the grant which funded the planting of milkweed and salvia to attract butterflies. Alderman Dankert presented the plans of the Parks and Trails Committee to make changes and improvements to Pace Park. Discussion about Pace Park maintenance and ownership were tabled until further discussion at the BOA Workshop Retreat.*

- b. Discuss and consider issues regarding Ordinance No. 2017.06 relating to beer and wine.

*This item will be worked through the Ordinance Committee and brought back for a reading on 6/1/2017.*

- c. Discuss and consider issues regarding Ordinance No. 2017.05 relating to BOA Procedures

*This item will be worked through the Ordinance Committee and brought back for a reading on 6/1/2017.*

- d. Discuss and consider issues relating to the ETJ.  
*This item carried over from a previous agenda and will need to be addressed at the BOA Workshop Retreat and brought forward for further discussion.*
- e. Discuss and consider issues relating to creek signage the concerns of creek property owners.  
*This item was moved up in meeting and discussed after Item 4a.*
- f. Discuss and consider issues regarding Bluff Circle.  
*This item carried over from a previous agenda and will need to be reviewed with Alderman McDougal for further discussion by the BOA.*
- g. Discuss and consider issues relating to Pace Park including, but not limited to, maintenance, ownership, the Pollinator's Project, Park Ordinance, signage and enforcement.  
*This item was moved up in meeting and was discussed after Item 4a.*

## 5. REGULAR SESSION: DISCUSSION AND POSSIBLE ACTION

- a. Discuss and consider possible action designating Village Administrator Don Ferguson, Mayor Skip Blancett and Alderman Michael McDougal as the authorized signatories on the Village's depository bank accounts.  
*Alderman Coachman made a motion to designate Village Administrator Don Ferguson, Mayor Skip Blancett and Alderman Michael McDougal as the authorized signatories on the Village's depository bank accounts. Alderman Dankert seconded the motion. Motion passed unanimously with a 3-0 vote.*
- b. Discuss and consider possible action amending the Village of Salado check writing policy to require two (2) authorized signatures on all checks written on the Village's depository bank accounts.  
*Alderman Dankert made a motion amending the Village of Salado check writing policy to require two (2) authorized signatures on all checks written on the Village's depository bank accounts. Alderman Jackson seconded the motion. Motion passed unanimously with a 3-0 vote.*
- c. Discuss and consider possible action authorizing the reimbursement of health, dental, vision and life insurance costs incurred by the Village Administrator and Police Chief for the months of May and June 2017.  
*Alderman Jackson made a motion to authorize the reimbursement of health, dental, vision and life insurance costs incurred by the Village Administrator and Police Chief for the months of May and June 2017. Alderman Dankert seconded the motion. Motion passed unanimously with a 3-0 vote.*
- d. Discuss and consider possible action approving the request of the Salado Cemetery Association to utilize, at no cost, the chairs from Pace Park for the 2017 Annual Memorial Day Ceremony at the Salado Cemetery and to utilize Pace Park, at no cost, as the back-up site for the celebration in the event of inclement weather.  
*Alderman Dankert suggested that a \$100 deposit be required to cover any damages that could be incurred during transport of chairs. Alderman Jackson made a motion to approve the request of the Salado Cemetery Association to utilize the chairs from Pace Park for the 2017 Annual Memorial Day Ceremony at the Salado Cemetery with a refundable deposit of \$100 and to utilize Pace Park, at no cost, as the back-up site for the celebration in the event of inclement weather.*
- e. Discuss and consider possible action authorizing improvements to the Village of Salado Municipal Building relating to heating and air conditioning and amending the fiscal year 2017 budget to fund the subject improvements.

*Village Administrator Ferguson suggested placing 3 window units into the building after converting the current windows to receive window units. Alderman Coachman recommended placing 4 units instead of 3 to include the Village Secretary's office. This is approximately a \$4,000 improvement. It is a temporary solution until a more permanent solution is determined. Alderman Coachman made a motion to authorize improvements to the Village of Salado Municipal Building relating to heating and air conditioning and amending the fiscal year 2017 budget to fund the subject improvements. Alderman Jackson seconded. Motion passed unanimously with a 3-0 vote.*

- f. Discuss and consider possible action authorizing required facility improvements to the Stagecoach Wastewater Treatment Plant and amending the fiscal year 2017 budget to fund the subject improvements.

*Village Administrator Ferguson notified the BOA that facility improvements were necessary for compliance at the Stagecoach Treatment Plant in the amount of approximately \$7,000. He reminded the BOA that this plant will need to be fully operational for approximately 18 more months. Alderman Jackson made a motion to authorize facility improvements to the Stagecoach Wastewater Treatment Plant and amending the fiscal year 2017 budget to fund the subject improvements. Alderman Dankert seconded the motion. Motion passed unanimously with a 3-0 vote.*

- g. Discuss and consider possible action setting the date, time and place for a Board of Aldermen Goals & Priority Workshop.

*Mayor Blancett discussed a planning workshop for June with the BOA to establish goals and priorities for the remainder of 2017. He asked each Alderman to provide two dates and possible meeting places to him via e-mail. It will be approximately 3 hours in length. It will be open to the public.*

- h. Discuss and consider possible action regarding the proposed budget calendar relating to the development of the fiscal year 2018 budget for the Village of Salado.

*Village Administrator Ferguson presented a proposed budget calendar to the BOA. He noted that the budget process will begin earlier in 2018 for subsequent budgets. He explained his philosophy of presenting two budgets: 1) Immediate Needs Budget for upcoming fiscal year – standard operating procedures 2) Future Needs Budget - assists in projecting needs 3-5 years out in each department. The future needs budget will create the basis for long-term planning to avoid multiple budget amendments within a fiscal year.*

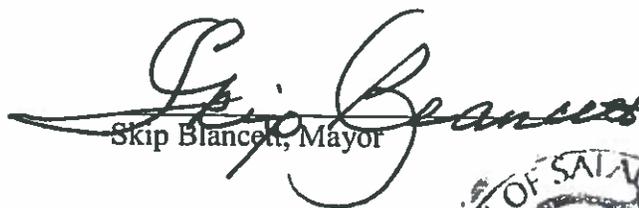
*Alderman Coachman made a motion to approve the proposed budget calendar relating to the development of the fiscal year 2018 budget for the Village of Salado. Alderman Jackson seconded the motion. The motion passed unanimously with a 3-0 vote.*

## **ADJOURN**

*Alderman Dankert made a motion to adjourn. Alderman Jackson seconded. Motion passed unanimously with a 3-0 vote. Meeting was adjourned at 7:58 p.m.*

ATTEST:

  
Judy King, Village Secretary

  
Skip Blancett, Mayor

