

**Village of Salado**  
**Salado Municipal Building**  
**301 North Stagecoach Road**  
**Salado, Texas**  
**Minutes of Regular Meeting of Board of Aldermen**  
**July 16, 2020 at 6:30 p.m.**

The Board of Aldermen meeting was called to order at 6:32 p.m. by Mayor Pro-tem Michael Coggin.

Alderman Rodney Bell gave the Invocation and the Board of Aldermen led the Pledge of Allegiance to the United States and Texas flags.

Board Members Present: Mayor Skip Blancett (joined meeting at 6:44 p.m.), Mayor Pro-tem Michael Coggin (assumed duties as presiding officer), Aldermen Rodney Bell, Amber Preston Dankert, and John Cole. *(The meeting was conducted via videoconference.)*

Staff Present: Village Administrator Don Ferguson and City Secretary Cara McPartland

#### **1. Zoning Board of Adjustment**

Hold a public hearing and consider action regarding a request for a variance from Section 5.3.B.2 of the Village of Salado Zoning Ordinance which prohibits fences in the front yard of any non-residential use for a property located at 301 N. Main Street, Salado, Bell County, Texas. *(Dennis Dewine, Applicant)*

Mayor Pro-tem Coggin convened as the Zoning Board of Adjustment (ZBOA).

Village Administrator Ferguson explained the Village's Zoning ordinance prohibits front yard fences on non-residential properties. He noted there is a pre-existing, non-conforming (or "grandfathered") white wooden picket fence that needs to be replaced. He advised the replacement fence will be the same height and placed in the same location as the existing fence. He said the Salado Historical Society has expressed no objections to the proposed replacement fence, which will be substantially similar in design to the existing fence. He stated that notice of the variance request was published and letters were sent to property owners within 200 feet of the subject property, with four responses received in support of the variance request. Village Administrator Ferguson cited conditions that require affirmative findings by the ZBOA in order to approve the variance.

Mayor Pro-tem Coggin opened the public hearing and announced the first, second, and third calls for public comments. No comments were heard. Mayor Pro-tem Coggin closed the public hearing.

Alderman Cole moved to approve the variance request, as presented, including affirmative findings on the previously cited conditions. Alderman Bell seconded. Motion carried unanimously on a vote of 4-0.

The Zoning Board of Adjustment adjourned at 6:42 p.m. and Mayor Pro-tem Coggin reconvened as the Board of Aldermen.

## **2. Citizens Communications**

No citizen comments were heard.

## **3. Consent Agenda**

- A. Approval of minutes of the Regular Board of Aldermen meeting of July 2, 2020.
- B. Approval of the June 2020 Financial Statements for the Village of Salado.

Alderman Cole moved to approve the Consent Agenda, as presented. Alderman Bell seconded. Motion carried on a vote of 4-0.

## **4. Village Administrator's Report**

At this time (6:44 p.m.), Mayor Blancett joined the meeting, with Mayor Pro-tem Coggin continuing to assume duties as presiding officer.

- Wastewater Project Update

Village Administrator Ferguson reported on a meeting with Sonic's owners regarding connection to the Village's sewer system and hoped to bring a connection agreement to the Board in August. He noted that meetings are also scheduled with Fairway and Country Boy to discuss possible wastewater service connection. He said that construction activity, including wastewater service extension at the developer's cost, has begun on the development located near the intersection of Royal Street and Smith Branch Road.

- Village of Salado Sales Tax Collections

Village Administrator Ferguson reported that the July 2020 sales tax check, representing May sales, totaled \$44,897, which was up about 18 percent from the same period last year. He advised that fiscal year-to-date collections total \$441,314, are up about 2 percent from the same period last year, and running ahead of budget. He remained cautious about future sales tax collections due to the possibility of another COVID-19 related shutdown in the future.

- Main Street Improvement Project Update

Village Administrator Ferguson reported the project is very near completion, with landscape watering and final paving plans underway. He advised that construction issues are being worked out between TxDOT's contractor and certain property owners. He said street lights will be tested within the next week. He noted that August plans for an end-of-project street lighting ceremony have been put on hold due to COVID-19 concerns and said a brief, virtual ceremony may be held instead.

- Eagle Heights Development Agreement

Village Administrator Ferguson reported on a meeting with developers regarding a large tract of property located south of Williams Road at the intersection of Williams Road and West Village Road. He said plans call for a mixed use development, with some commercial uses fronting Williams Road and about 175 residential homes averaging in the mid-\$300,000 price range. He noted that the proposed development agreement would include a large private park, limited street lighting, and dedication of right-of-way for possible future realignment and expansion of West Village Road. He advised that the proposed agreement will be heard by the Planning and Zoning Commission before presentation to the Board of Aldermen.

- Coronavirus (COVID-19) Update

Village Administrator Ferguson reported on recent spikes and advised there are currently 2,461 confirmed cases, 764 recoveries, 15 deaths, and 12 confirmed cases within the Village of Salado. He said this is a 798% increase in the number of cases since June. He reviewed Governor Abbott's latest directive, including mandatory face coverings, social distancing, limits on public gatherings, and business capacity limits/closures. He stressed the importance of compliance and said several warnings have been issued, but no citations have been written to date. He noted that public parks are closed through August, subject to change depending on conditions. He advised that Salado ISD is planning on starting its school year on August 24<sup>th</sup> and is working through options for either in-person or online attendance. He said two businesses have applied for refunds through the Village's sales tax relief program and several inquiries have been received about small business counseling services. He spoke of possible CARES money available for small business support, but said 75 percent of funds received must be spent specifically on COVID-response issues, such as enforcement, supplies, etc. He said much of the Village's PPE has been donated, but work continues with CTCOG to further explore grant opportunities. He cautioned that another shutdown may be ordered if the public is not diligent about preventing spread.

Discussion addressed development activity, including site preparation work on the residential portion of the Sanctuary development; anticipated number/price range of new homes to be constructed in various developments; COVID-specific criteria for grant funding eligibility; possible multi-year permitting for clean-out of low water crossing and material removal; and prior unanimous Board action taken in open session at tonight's special meeting authorizing an appraisal of the subject property for strictly exploratory purposes and development of a business plan.

## 5. Presentation

Presentation of the Proposed FY 2021 Village of Salado "Needs" Budget prepared by the Village staff. (*Village Administrator*)

Village Administrator Ferguson explained the process and reasoning for staff development of a "needs" budget, which is intended to identify long-term needs for future planning. He presented the following identified long-term needs and provided cost estimates.

- Additional personnel for Salado Police Department and Municipal Building administrative staff, including two police officers; front office assistant with multiple duties; code enforcement officer; and two public works employees
- Website redesign; codification of Village ordinances; regional flood/drainage study; culvert system improvements; flood map updates; entry point camera system; technology upgrades to improve public access to Board of Aldermen meetings; and future voluntary annexation-related costs, such as surveys
- Main Street maintenance, including landscaping, irrigation, street lighting, wayfinding signage; professional bridge lighting; flag/wreath program for light poles; and speed indicator signs
- Phased street improvements; one-lane water crossing improvements/replacement; Stagecoach Circle/Chisholm Trail drainage project; street striping; tree trimming; and Salado Plaza Drive repairs
- Park improvements, including parking lots and restroom facilities; pavilion upgrade; playscape replacement; possible splash pad; landscaping; and irrigation
- Capital equipment, including a large format printer; two additional patrol vehicles and a Polaris vehicle for the Police Department; new mower; replacement of Police Department desktop/laptop computers; and network upgrades

Village Administrator Ferguson stressed that the “needs” budget is *not* to be considered as a proposed budget, but is for the purpose of identifying long-term needs and associated expenditures for the future. Discussion addressed possible availability of partial grant funding for certain projects for parks or the Police Department and included clarification that earlier references to Main Street maintenance pertains strictly to maintaining areas within the rights-of-way, and does not mean that the Village of Salado has taken ownership of Main Street or assumed responsibility for the roadway’s upkeep.

## **6. Public Hearing and Consider Action**

Hold a public hearing and consider approval of an ordinance of the Village of Salado, Texas rezoning approximately 3.94 acres, located at 248 Van Bibber Road in Salado, Bell County, Texas, from SF-7 (Single-Family Residential) to SF-21 (Single-Family Estate Residential) and providing for the following: severability; effective date and proper notice and meeting.  
(*Village Administrator*)

Village Administrator Ferguson explained that existing SF-7 zoning would require that the property owner obtain a conditional use permit (CUP) in order to construct an accessory dwelling on the subject property. In addition, SF-21 (Single-Family Estate Residential) is a more appropriate zoning designation for larger lots and would allow for an accessory dwelling without having to obtain a CUP. He advised that public notice was published and letters were mailed to property owners within 200 feet of the subject property. He noted that the Planning and Zoning Commission unanimously recommended approval after holding a public hearing at its July 14<sup>th</sup> meeting. He stated that Roy Robinson, who owns the subject property, is present for any questions or comments.

Roy Robinson thanked the Board for its time and spoke on the appropriateness of the proposed zoning for his approximately 4-acre estate, which would allow him to be in full compliance with the Village Zoning Code without having to obtain a CUP.

Mayor Pro-tem Coggin opened the public hearing at 7:57 p.m. and announced the first call for speakers.

Carriage House Homeowners Association President Mike French of 201 Carriage House Road, speaking on behalf of three owners whose lots border the subject property, spoke favorably of the improvements to the subject property and supported the requested rezoning.

Mayor Pro-tem Coggin announced the second and third calls for public speakers. Hearing none, Mayor Pro-tem Coggin closed the public hearing.

In response to Alderman Cole, Mr. Robinson replied that there are no plans for any multi-family uses on the subject property. In response to Alderman Bell, Village Administrator Ferguson replied there are no property tax abatements associated with the rezoning.

Alderman Bell moved to approve the rezoning of 248 Van Bibber Road from SF-7 (Single-Family Residential) to SF-21 (Single-Family Estate Residential), as presented. Alderman Cole seconded. Motion carried on a vote of 4-0.

## 7. Ordinance

Consider approval of an ordinance of the Village of Salado, Texas, ordering a General Election on November 3, 2020, for the purpose of electing a mayor and two (2) aldermen of the Village of Salado Board of Aldermen; establishing early voting locations and polling places for the election; making other provisions for the conduct of the election; and providing for findings of fact, severability, conflicting provisions, governing law, proper notice and open meeting, and an effective date. (*Village Administrator*)

Village Administrator Ferguson explained that as a result of the COVID-19 pandemic and postponement of the May 2, 2020 General Election, approval of an ordinance is required ordering the Village's 2020 General Election to be held on November 3, 2020. As updated by Bell County Elections Department, Village Administrator Ferguson requested the following changes be included in the proposed ordinance relating to early voting: in Sec. 3(B) on page 3, change *550 E. 2<sup>nd</sup> Avenue* to *P.O. Box 1629*; in Sec. 3(E) on page 3, change *301 Priest Drive* to *304 Priest Drive*; and in Sec. 3(E) on page 3, delete *Salado Civic Center, 601 N. Main Street, Salado* as an early voting location and add *Salado Church of Christ, 217 N. Stagecoach, Salado*. It was noted that holding a November election will result in significant cost savings for the Village.

Alderman Bell moved to approve the ordinance, as presented, including the abovementioned amendments cited by Village Administrator Ferguson. Alderman Dankert seconded. Motion carried on a vote of 4-0.

## 8. Discussion and Possible Action

- A. Discuss and consider possible action authorizing the purchase and installation of an odor control system for the Royal Street Lift Station. (*Village Administrator*)

Village Administrator Ferguson reviewed past Board direction to seek bids for an odor control system in response to intermittent odor issues. He reported that four bids were received ranging from \$163,000 to \$187,950, which was higher than anticipated because of current availability of contractors due to increased workload, as well as the small size and specialized nature of the project.

Discussion addressed monitoring system results which showed low odor levels that may not be true readings due to reduced flows during the pandemic; possibility of altering the pump pattern to minimize odor potential during business hours; overall below normal readings with some peaking during various times of day; and possibility of revisiting bid approval after exploring alternative means of odor control.

Alderman Bell moved to continue this item in order to allow staff to explore alternative options and bring a recommendation to the Board of Aldermen for consideration at its August 20<sup>th</sup> meeting. Alderman Cole seconded. Motion carried on a vote of 4-0.

- B. Discuss and consider possible action regarding a proposed amendment to the interlocal agreement between the Village of Salado, Bell County, Clearwater Underground Water Conservation District and the Salado Water Supply Corporation relating to the anticipated designation of a critical habitat for the Salado salamander. (*Village Administrator*)

Village Administrator Ferguson explained that the consultant Natural Resources Solutions, L.C (NRS) has finished its work on Phase I and Board approval is needed to amend the agreement to authorize work and fund the Village's share of the costs for Phase II in the amount of \$22,500. He provided details on the scope of Phase II work.

Discussion addressed the coalition's work to date and NRS's compilation and presentation of data in efforts to potentially minimize the proposed critical habitat area and associated regulations.

Alderman Cole moved to approve the amendment to the interlocal agreement and authorize Phase II funding, as presented. Alderman Dankert seconded. Motion carried on a vote of 4-0.

- C. Discuss and consider possible action relating to proposed improvements to Pace Park. (*Mayor Pro-tem Michael Coggin*)

Mayor Pro-tem Coggin reported that the Village received an unsolicited proposal from a business owner who provided a cost estimate in the amount of \$12,484.50 for Pace Park improvements involving replacement of the existing metal bollards that line the south side of Pace Park Road with quarry blocks, and creating some additional angled head-in parking spaces using compacted gravel. Village Administrator Ferguson advised that the Board may consider all or part of the proposal at this time or attempt to renegotiate the proposed costs.

Discussion addressed location of the quarry blocks to help define park boundaries, possible impact of flooding on quarry blocks/gravel, options to mitigate materials/labor costs, and potential for cost-sharing with non-profit organizations.

Alderman Bell moved to approve improvements to Pace Park in an amount not to exceed \$10,000 and authorize Village Administrator Ferguson to work on negotiating the price down, with the item to be revisited by the Board if the finalized cost exceeds \$10,000. Alderman Bell added that he would like the Village to approach Salado's civic clubs about other park projects that could complement these improvements. Alderman Dankert seconded. Motion carried on a vote of 4-0.

- D. Discuss and consider possible action regarding a proposed interlocal agreement between the Village of Salado, the Salado Independent School District and the Salado Historical Society relating to the Salado Historic Cabins. (*Village Administrator*)

Village Administrator Ferguson requested that this item be continued until the Board's next meeting on August 6, 2020.

- E. Discuss and consider issues relating to the fiscal impact of the Coronavirus (COVID-19) pandemic on the Village of Salado. (*Village Administrator*)

No discussion was heard, as there was extensive COVID-19 discussion earlier in the meeting.

- F. Discuss and consider possible action regarding the continued use of the virtual meeting format for Salado Board of Aldermen meetings. (*Village Administrator*)

No discussion was heard, as virtual meetings are planned to continue until further action is taken by the Board.

### Addendum to Agenda

#### **8. Discussion and Possible Action**

- G. Discuss and consider possible action approving the interlocal agreement between the Village of Salado, Texas and the Salado Independent School District regarding a School Resource Officer for the coming school year. (*Village Administrator*)

Village Administrator Ferguson spoke of positive feedback received on the School Resource Officer (SRO) program's first year. He noted that this year's agreement is the same as last year, minus some one-time equipment costs that were funded in the first year's agreement. It was noted that Salado ISD's salary reimbursement provision continues under the agreement, regardless of this year's start date for school.

Alderman Bell moved to approve the interlocal agreement regarding a School Resource Officer, as presented. Alderman Cole seconded. Motion carried on a vote of 4-0.

#### **Adjournment**

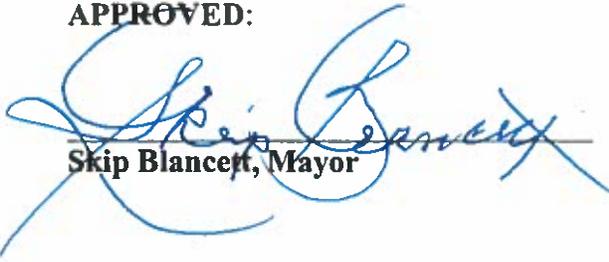
Alderman Dankert moved to adjourn. Aldermen Bell seconded. Mayor Pro-tem Coggin called the meeting adjourned at 8:49 p.m.

Recorded by:

Cara McPartland

These minutes approved on the 6<sup>th</sup> of August, 2020.

**APPROVED:**



Skip Blanceff

Skip Blanceff, Mayor

**ATTEST:**



Cara McPartland

Cara McPartland, City Secretary

