

Village of Salado
Salado Municipal Building
301 North Stagecoach Road
Salado, Texas
Minutes of Regular Meeting of Board of Aldermen
November 7, 2019 at 6:30 p.m.

The Board of Aldermen meeting was called to order at 6:50 p.m. by Mayor Pro-tem Frank Coachman.

James Haney of Salado Church of Christ gave the Invocation and Salado eighth-grader Seamus Flanagan led the Pledge of Allegiance to the United States and Texas flags.

Board Members Present: Mayor Skip Blancett (arrived at 7:44 p.m.), Mayor Pro-tem Frank Coachman (acted as presiding officer), Aldermen Rodney Bell, Amber Preston Dankert, John Cole, and Michael Coggin.

Salado High School Representative: Averie Piatt was absent.

Staff Present: Village Administrator Don Ferguson, City Secretary Cara McPartland, Salado Police Chief Pat Boone, Salado Fire Chief Shane Berrier, and Tourism Director Chadley Hollas

1. Citizens Communications

Salado Historical Society President Judy Fields of 818 Blaylock Circle spoke on the recent discovery of a flag designed and made by the Ladies of Salado in 1859. She described the design and said the Society is exploring the history and meaning of the flag's design elements. She said it is not a regimental flag and asked the Board to allow the Historical Society time to investigate this particular design before a decision is made on adopting an official Village of Salado flag.

Linda Reynolds of 507 Santa Rosa requested a copy of the service plan relating to the voluntary annexation on tonight's agenda (see Agenda Items 3 and 4A), which she said is a public document that the Board needs to see before making a decision on the annexation.

2. Consent Agenda

- A. Approval of minutes of the Regular Board of Aldermen meeting of October 17, 2019.
- B. Approval of minutes of the Special Board of Aldermen meeting of October 17, 2019.

Alderman Coggin moved to approve the Consent Agenda, as presented. Alderman Dankert seconded. Motion carried on a vote of 5-0.

3. Status Reports

- A. Village Administrator's Status Report

- Wastewater Project Update

Village Administrator Ferguson reported approximately 50 percent of the properties in the initial service area are connected or are in the process of connection. He advised that the contractor for the Main Street Improvement Project has repaired damage done to two of the Village's sewer mains at the contractor's cost. He spoke of outreach efforts to inform certain high-impact customers of the need for grease traps to minimize the flow of grease into the wastewater system. He noted that the Village has received reimbursement from Salado ISD in the amount of \$294,857,000 for the cost of extending wastewater service to Salado ISD properties on Williams Road and Salado School Road.

- Main Street Improvement Project

Village Administrator Ferguson reported crews continue installation of the lateral drainage on Main Street. He said milling work has begun in preparation for sidewalk installation. He noted that more than 90 low-level decorative street light poles and fixtures have been ordered. He advised the contractor is working with Keep Salado Beautiful to minimize the impact of construction on roadside gardens and trees near the walking bridge. He provided details on the project's remaining timeframe, including road closures/detours.

- Salado Christmas Stroll

Village Administrator Ferguson reported on Stroll preparations, including law enforcement, trolleys, and portable lighting. He asked Board members for input on their participation in the Stroll parade.

- Board and Commission Vacancies

Village Administrator Ferguson advised of vacancies on the Economic Development Advisory Board, Tourism Advisory Board, and Pace Park Advisory Board that need to be filled.

- Municipal Building Flag Pole Project

Village Administrator Ferguson reported on potential Eagle Scout candidates interested in acquiring and installing a flag pole at the Municipal Building. He noted that Superintendent Michael Novotny and Alderman Coggin are working to find a possible volunteer for the project.

- Gateway Signage

Village Administrator Ferguson reported that solar panels and gateway controllers have arrived, installation is being scheduled, and project completion is anticipated by Thanksgiving.

- Official Village of Salado Flag

Village Administrator Ferguson reported that the Board of Aldermen will consider the flag referenced earlier in this meeting by Judy Fields during Citizen Communications. He advised that local artist Troy Kelly is working on a cleaner version of the flag's image, which will be presented to the Board for consideration before any decisions are made.

- Sanctuary Development

Village Administrator Ferguson reported the initial section of the Sanctuary residential development was scaled back by the developer from 187 homes into multiple phases with the first phase to include about 40 homes.

In addition, Village Administrator Ferguson reported receipt of the November 2019 sales tax check totaling \$42,641, representing September 2019 collections, a decrease of about 5 percent from the same period last year. Despite the decrease, it was noted that this was the third highest November sales tax check in the Village's history.

Discussion addressed the possible start date for Sanctuary construction, improvements to Sanctuary development entrance off of Royal Street, developer's intent to add a secondary exit during second phase development, and effect of construction delays on collection of various tax/sewer revenues.

B. Salado Police Chief Status Report

- Calls for Service

Police Chief Pat Boone reported on October statistics, including slightly decreased calls for service, number of reports written, citations/warnings issued, arrests made, Priority 1, 2, and 3 response times, vehicle crashes, and number of house watches. He spoke on Citizens on Patrol (COP) assistance provided for upcoming events, availability of COP application on the Village of Salado website, and implementation of the RUOK program.

Discussion addressed possible rotation of officers to allow for cross training for the School Resource Officer position, which requires specialized training.

C. Salado Fire Chief Status Report

- Calls for Service

Fire Chief Shane Berrier reported on the increased number of EMS, fire, and motor vehicle accident calls responded to within Bell County and the Village of Salado for the month of October. He said October was a very busy month, which included multiple fire prevention/safety activities and classes.

D. Tourism Director's Report

- Salado Marketing Plan Update

- **Upcoming Events**

Tourism Director Chadley Hollas reported on October activities, including those related to the *Daytripper* program, Fourth Friday events, and Christmas Stroll. He spoke on marketing efforts, new messaging set for January 2020, key digital marketing successes, current paid marketing campaigns focusing on Stroll to include social media, billboards, and *Austin Monthly* digital/print advertising. He noted an upcoming paid marketing campaign beginning in February that includes search/social media advertising. He reported on assistance provided for weekend's Scottish Gathering and Highland Games, Fourth Fridays, upcoming Thanksgiving events later this month, and Christmas Stroll.

Discussion addressed possible trends, increased social media engagement, improved visitor interaction, explanation of analytics methodology, and geographically targeted advertising.

4. Public Hearing

Hold a public hearing on the proposed voluntary annexation of 54.029 acres located northeast of the intersection of Royal Street and Smith Branch Road. (*Village Administrator*)

Village Administrator Ferguson explained the proposed annexation requires that one public hearing be held and highlighted the service plan for the proposed annexation.

Mayor Pro-tem Coachman opened the public hearing at 7:31 p.m. and called three times for public speakers.

Linda Reynolds of 507 Santa Rosa said that two aldermen who voted last spring in favor of this development adjacent to Mill Creek are no longer on the Board. She said that Drake Land Development papers contain a stipulation on the ability to disannex if the Village "does not do what it has promised." She stated her understanding of the developer's impact fee as "fluctuating" and did not know if those fees were already set. She referenced a four-year build-out discussed in a prior Board meeting, said there is no time limit on the developer to begin building, and favored putting a time limit in the contract. She said "we need to start getting their tax dollars and impact fees" and need to avoid having land sit empty year after year.

Hearing no further speakers, Mayor Pro-tem Coachman closed the public hearing closed at 7:35 p.m.

5. Ordinances

- A. Consider approval of an ordinance of the Village of Salado, Texas to annex under Chapter 43 of the Texas Local Government Code, 54.029 acres located northeast of the intersection of Royal Street and Smith Branch Road owned by Drake Land Development LLC, as further described in Exhibit A, in Bell County, Texas, lying adjacent and contiguous to the present corporate limits of the Village of Salado in the Village's extraterritorial jurisdiction in Bell County, into the incorporated municipal boundaries of the Village of Salado, Texas

including the following: findings of fact; effective date; repealer; severability; and proper notice and meeting. (*Village Administrator*)

Village Administrator Ferguson noted minor corrections to Code references included in the finalized version of the ordinance. In response to Ms. Reynolds previous public hearing comments, he advised that the provision regarding disannexation is required by State law, namely that if the Village does not provide the services to the development, the property owner has the opportunity to request to be disannexed. He said this item is not for consideration of a development agreement, it is an annexation, as the development plan has already been approved and impact fees are required. He noted the developer is ready to proceed with construction.

Discussion addressed revenue generated by annexations, minor legal/publication costs relating to this annexation, and development lot sizes. Discussion between Alderman Coggin and Village Administrator Ferguson established that the Village cannot impose minimum lot size standards adopted after the development agreement was approved.

Alderman Cole moved to approve the annexation ordinance, as presented. Alderman Bell seconded. Alderman Dankert reminded that a wildlife plan should be considered for the area annexed, as prey/predator movement will be affected. Motion carried on a vote of 4-1. Alderman Coggin voted against.

- B. Consider approval of the second and final reading of an ordinance of the Village of Salado, Texas, amending Ordinance No. 2018-12 regarding impact fees for wastewater improvements that are attributable to new development in the City's proposed wastewater impact fee service area; providing for an effective date, severability; repealer and proper notice and meeting. (*Village Administrator*)

Village Administrator Ferguson advised this is the second and final reading that includes modifications per directions from the Board's first reading.

Alderman Bell moved to approve the second and final reading of ordinance amending Ordinance No. 2018-12 regarding impact fees for wastewater improvements that are attributable to new development in the City's proposed wastewater impact fee service area, as presented. Alderman Dankert seconded. Motion carried on a vote of 4-1. Alderman Coggin voted against.

- C. Consider approval of the second and final reading of an ordinance of the Village of Salado, Texas, amending Ordinance No. 2018-13 regarding mandatory connection to a public wastewater system; providing for an effective date, severability; repealer and proper notice and meeting. (*Village Administrator*)

Village Administrator Ferguson advised this is the second and final reading that includes modifications relating to reduced penalties per directions from the Board's first reading.

Mayor Blancett arrived and joined the meeting at this time (7:44 p.m.). Mayor Pro-tem Coachman continued acting as presiding officer.

Alderman Bell moved to approve the second and final reading of the ordinance, amending Ordinance No. 2018-13 regarding mandatory connection to a public wastewater system, as presented. Alderman Cole seconded. Motion carried on a vote of 5-0.

6. Discussion and Possible Action

- A. Discuss and consider possible action regarding the potential refund of wastewater impact fees collected from property owners in the initial service area for the Salado Wastewater System. (*Village Administrator*)

Village Administrator Ferguson said there is a need for Board action to authorize refunding of approximately \$195,000 in impact fees already paid. Discussion addressed the timeframe for refunds, which should be complete by the end of this month.

Alderman Bell moved to authorize refunding of wastewater impact fees collected from property owners in the initial service area for the Salado Wastewater System, as presented. Alderman Coggin seconded. Motion carried on a vote of 5-0.

- B. Discuss and consider possible action regarding the setting of a new deadline for properties within the initial wastewater service area to connect to the Salado Wastewater System. (*Village Administrator*)

Village Administrator Ferguson reported on previous deadlines and extensions, approximate 50-percent connection rate, and need to set a new connection deadline. Discussion addressed a possible 90-day extension, consideration of holidays in setting new deadline, and favored granting no further extensions in the future.

Alderman Cole moved to set the new deadline for properties within the initial wastewater service area to connect to the Salado Wastewater System as February 29, 2020. Alderman Dankert seconded. Discussion addressed possible penalties for not connecting by the new deadline, approximately 50 percent of properties already connected, notification efforts to inform property owners of the new deadline, no future deadline extensions, and possible impact of sewer connections on TxDOT's Main Street improvements. Motion carried on a vote of 5-0.

- C. Discuss and consider possible action regarding the proposed lease-purchase of a patrol vehicle for the Salado Police Department. (*Village Administrator*)

Village Administrator Ferguson reviewed terms of the lease-purchase agreement and use of allocated FY 2020 funds toward an increase in down payment to reduce annual payments. He advised the 2019 Chevrolet Tahoe would be acquired from Caldwell Country Ford and Chevrolet under State contract and expected delivery in 3 to 4 months. Discussion addressed immediate need for the vehicle by current personnel, anticipated life of the vehicle, and equipment included with the vehicle.

Alderman Coggin moved to approve the lease-purchase of a patrol vehicle for the Salado Police Department, as presented. Alderman Dankert seconded. Motion carried on a vote of 5-0.

- D. Discuss and consider possible action authorizing the Mayor and Village Administrator to execute a letter of engagement with a professional audit firm to prepare a single audit for the Fiscal Year ending September 30, 2019 and Financial Statements for the Fiscal Years ending September 30, 2019, September 30, 2020 and September 30, 2021. (*Village Administrator*)

Village Administrator Ferguson stated the following submittals were received in response to the Village's issuance of a Request for Proposals (RFP):

- Armstrong, Vaughan & Associates, P.C., Universal City, Texas
- Brockway Gersbach Franklin & Neimeier, Temple, Texas
- Weaver and Tidwell, L.L.P., Austin, Texas

He recommended authorization to execute a letter of engagement with Armstrong, Vaughan & Associates, P.C. to prepare the Village of Salado audits for Fiscal Years 2019, 2020, and 2021. Projected maximum costs for each audit were presented as follows:

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| • Fiscal Year ending September 30, 2019 | \$15,985 |
| • Single Audit Fiscal Year ending September 30, 2019 | \$ 3,260 |
| • Fiscal Year ending September 30, 2020 | \$16,000 |
| • Fiscal year ending September 30, 2021 | \$16,275 |

Discussion addressed audit preparations/timeframe; 3-year total costs; recommended firm as most cost-effective; consideration of local firms; and importance of qualifications and experience in selection process.

Alderman Bell moved to approve authorizing the Mayor and Village Administrator to execute a letter of engagement with Armstrong, Vaughan & Associates, P.C. to prepare the Village of Salado audits for Fiscal Years 2019, 2020, and 2021. Alderman Coggin seconded. Motion carried on a vote of 4-1. Alderman Dankert abstained.

- E. Discuss and consider possible action regarding proposed changes to the Village of Salado's Zoning and Subdivision Ordinances. (*Village Administrator*)

Village Administrator Ferguson explained the need to amend the Village's Zoning and Subdivision Ordinances to be in compliance with newly adopted State regulations. He noted that the Board also may consider allowing the Planning and Zoning Commission to be the final authority on plat/variance requests. He asked for the Board's direction on forwarding the proposed ordinances to the Planning and Zoning Commission for review and recommendation. He explained the recent change in State regulations mandating that plats be processed within 30 days, and if not, plats are automatically approved. In the event some plat requests may require more than 30 days to complete processing and approval, he recommended a pre-submittal review process to work through any issues before the application is formally submitted, as the submission date triggers the 30-day window. He said a calendar will be developed to help ensure that the 30-day deadline will be met. Alderman Coggin favored leaving current procedures in place requiring Board action upon recommendation from Planning and Zoning Commission.

Alderman Coggin moved to direct staff to proceed with the proposed changes, as presented, and maintain the current procedure for plat/variance approval requiring Board action upon recommendation from the Planning and Zoning Commission. Commissioner Bell seconded. Motion carried on a vote of 5-0.

Adjournment

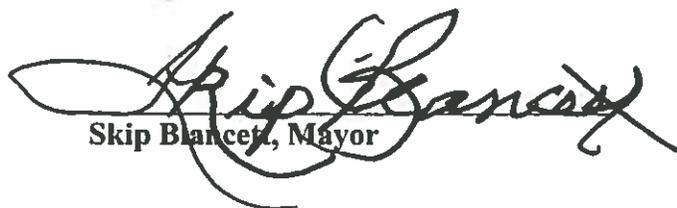
Alderman Bell moved to adjourn. Alderman Cole seconded. Mayor Pro-tem Coachman called the meeting adjourned at 8:10 p.m.

Recorded by:

Cara McPartland

These minutes approved on the 21st of November, 2019.

APPROVED:


Skip Blancett, Mayor

ATTEST:


Cara McPartland, City Secretary

