

Village Board of Aldermen
Meeting Minutes

Salado Municipal Building
Thursday August 1, 2002
6:30pm

Members present: Charlotte Douglass, Vic Means, Rick Ashe, Michael Cooper, Jackie Mills

Members Absent: Suzi Epps

Others Present: Dianna Zulauf - Village Secretary, Tim Fleischer – Village Voice Newspaper, April Allen – Tourism Director, Fire Chief – Wayne Rutherford, Citizens: George & Becky McAulay, Mary Beth Newman w/National Media Corp.

Meeting was called to order by Mayor Douglass at 6:30 p.m. Quorum determined.

Alderman Means made a motion to approve the previous meeting minutes dated July 18th. Motion was seconded by Alderman Mills, motion carried unanimously.

Tourism Director Report:

Tourism Director April Allen read a report of what her department is currently working on. See attached.

Chief of Police Report:

Police chief Alan Rogers reported on progress on acquiring a new Ford F150 super cab police vehicle @ \$30,455.00. The Board gave Chief Rogers the go ahead to order the vehicle with payment being made after October 1, 2002.

Chief Rogers has purchased a used mobile radio for the department for \$450.00 and will be acquiring several more for the SISD for about \$450.00/each. SISD will pay for their own.

Chief Rogers reported on the progress of putting together National Night Out scheduled for Tuesday, Aug. 6th at Pace Park. The Salado Police Dept. is putting this on with the SVFD and the Bell County Sheriff's Dept.

Chief Rogers also reported that the Communication Center now has a dispatcher for the Salado area.

Old Business:

1. Dedicate and Name Street in Front of Old Town Shopping Center

Mayor Douglass informed the Board that now that the road in front of the Old Town Shopping Center has been dedicated to the Village it now needs a name. There were two suggestions, 1) to name it after the late A.C. Greene, or 2) to name it Old Town Road. The Board agreed to name the short street Old Town Road. A Resolution must be drafted to officially name the street and will be put on the next agenda.

2. Budget 2002-2003

Each Board member had a copy of the current budget numbers. Mayor Douglass explained how the Estimated Beginning Balance was figured. Motion was made by Alderman Means to present Budget List B (the budget that represents required expenditures *and* expenses for items that are goals of the Board for the next year) at the first public hearing to be held Thursday, August 15th. Motion was seconded by Alderman Cooper. Motion carried unanimously.

3. Emergency Medical Services

Alderman Ashe reported that he has talked with the coordinator of the Scott & White Ambulance service and they are putting together a contract/agreement to be signed with the Village for the use of the Municipal Building for the EMT's and the garage for the ambulance. Fire Chief Wayne Rutherford was present and expressed his concern about Scott & White giving the citizens the same quality service that the Volunteer Fire Department has been giving all these years and his concern regarding who will have authority on an emergency scene. Alderman Ashe will set up a meeting with the SVFD and Scott & White and work out the details of authority. Alderman Ashe will also prepare a budget for housing the EMS and present at the next Board meeting.

4. Bid for Alderman Tables

Alderman Mills presented to the Board a bid and a sketch from Custom Kitchens & Baths, Jack Rose, for building desk-like tables for the Municipal Building to use during Board meetings. The bid was for \$1,050.00 to build three desk units with a two-drawer file cabinet underneath each, a pull out writing table on each (similar to a bread board), and two end pieces with book shelves that will tie the desks in with the current Judges/Mayors desk. The builder will alter the end desk a bit to accommodate another person for an additional charge of \$100.00. Total the tables will seat seven. Motion was made by Alderman Mills to give the builder the go ahead to build the desks at the price of \$1,150.00. Motion was seconded by Alderman Means. Motion carried unanimously.

5. Draft Sign Regulation Ordinance

The Board went over and discussed the draft sign ordinance. Alderman Cooper suggested to add a section indicating who will review sign requests and determine if requests are granted or not. Also to add a "penalty for violation" section. Alderman Cooper suggested to re-think the word use of "freedom of speech", the definition of "temporary sign", and re-think the section stating several businesses on one piece of property can have only one sign on that property. The sign ordinance will be reviewed and presented again to the Board at a later Board meeting.

New Business:

1. Contract to Erect Street/Traffic Signs

Ordinance No. 2002.14 contracting with Horace Kelley to oversee work on erecting/repairing street and traffic signs in the Village limits at the price of \$20.00 per hour on weekends and \$10.00 per hour on week days was presented to the Board. Motion was made by Alderman Mills to accept and adopt Ordinance No. 2002.14. Motion was seconded by Alderman Cooper. Motion carried unanimously.

2. Review Policy and Procedure Book

Dianna Zulauf presented to the Board word changes to the existing Street Light Request policy and two new policies, Handling Income and Outgoing Mail and Handling Lost and Found. Motion was made by Alderman Mills to accept and adopt the word changes to Street Light Request policy and the two new policies as stated. Motion was seconded by Alderman Cooper. Motion carried unanimously.

3. Fire Retardant File Cabinets

Dianna Zulauf informed the Board that she felt a need to purchase a fire retardant file cabinet to house the original meeting minutes, ordinances, and backup disks for the financials and Municipal Court Docket program. A four-drawer file cabinet can be purchased for about \$1,200.00. The Board suggested that Mrs. Zulauf continue to research other ways to safely retain these documents. The item was tabled.

4. Emergency Operations Annex – Police Department

Chief Rogers went over two Emergency Operations Annex's, Annex A – Warning and Annex B – Communication. A concern was being able to communicate with those in authority if all power were out. Chief Rogers will look into getting walkie-talkies for such a situation.

5. Review and Possible Adoption of Employee Handbook

Mayor Douglass presented to the Board a copy of an Employee Handbook that has been reviewed by the Village Attorneys office. The handbook will be available for Board members to review and indicate any changes they think need to be made. Mayor Douglass and Tourism Director April Allen are working together on compensation time for her. Final adoption at a later date.

6. Right-of-Way Maintenance

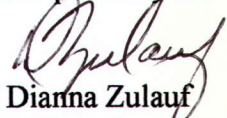
Mayor Douglass suggested that the Village go ahead and mow right-of-ways in areas that are grown up to the point of being a hazard. Mayor Douglass knows someone who has the equipment to mow these areas and is relatively inexpensive. Discussion was made on other options such as notifying the property owners to mow prior to the Village taking care of it. The Board agreed to hire the individual that has the equipment and take care of the hazardous areas.

Announcements:

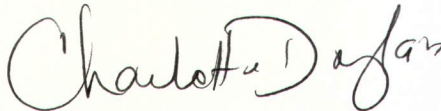
1. Next scheduled Board meeting is August 15, 2002.

Meeting adjourned at 8:35PM

Respectfully submitted,



Dianna Zulauf
Village Secretary



Charlotte Douglass
Mayor

Chief of Police Report to Board of Aldermen

1. Cost of Police Vehicle

**Ford F150 Supercrew 4 Door fully loaded
\$30,455.50**

2. Purchase of Mobile Radio

**I was able to purchase a mobile radio for the new vehicle
for the cost of \$400.00 the cost of a new radio is \$1,600.00**

3. New Officer

Michael Matarazzo began working on July 15, 2002 and is settling in well.

4. National Night Out

The Salado Police, Fire and the Bell County Sheriffs Department are coordinating the National Night Out on August 6, 2002. The Police department is purchasing the soft drinks, and chips. The sheriffs department is providing the hot dogs. There will be a dunking booth, games for kids, a bicycle safety course, and various activities. Dale Douglass is setting up a "Check on Your Neighbor" booth explaining the program, which goes hand in hand with the concepts of crime prevention.

5. Status of Communications Center

All rural law enforcement agencies had been removed from the Bell County dispatcher but as a result of concerns and negotiations a separate dispatcher was set up next to the Bell County Dispatcher just to handle the rural agencies. I believe that this has turned out to be an advantage for rural agencies instead of a problem. I went to the communications center and looked at how the dispatchers were set up and am confident that if one of our officers needs assistance they will get help.

Village of Salado

**Board of Alderman Meeting
August 8th, 2002
Municipal Building**

Report of the Tourism Office

The Tourism Council met last week, July 25th. At this meeting the Council approved a list of expenditures for the remaining budget year that included some office equipment, a display booth for tradeshow, and the development of new ads and a Meeting and Tour Planners Guide. This approval came after the Mayor and Tourism Director explored the Occupancy Tax financials to insure that enough money was set aside for future obligations and 90 days operating expenses.

The Tourism Director is currently working with AJR and Associates and the SBA to put together some co-operative advertising opportunities to provide more affordable advertising for local businesses and to increase the marketing dollars available to the Tourism Office. This will potentially increase the size and/or frequency with which the Tourism Office can advertise in AAA Journey and Texas Highways.

In the month of July, the Chamber of Commerce mailed out 23 Tourism Packets. This is a decrease from last month, however, most inquiries this month dealt with the Salado Art Fair coming up this weekend, August 3rd and 4th. The Visitor Center serviced 133 visitors. This is a slight decrease from last month, but with the flooding visitor numbers were down slightly across the board.