

Village Board of Aldermen
Meeting Minutes

Municipal Building
Thursday, December 19, 2002
6:30pm

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

Members Absent:

Others Present: April Allen – Tourism Director, Alan Rogers – Chief of Police, Tim Fleischer – Village Voice, Officer Cliff Brown, Citizens: Three Boy Scouts from Salado Troop 115

The Board of Aldermen meeting was called to order by Mayor Charlotte Douglass at 6:32PM. Quorum determined.

Alderman Mills made a motion to approve the previous meeting minutes dated Nov. 21st. Motion was seconded by Alderman Epps, motion carried unanimously.

Resolutions and/or Proclamations:

Mayor Douglass presented a Debt Resolution needed in order for the Village to acquire a credit card. Motion was made by Alderman Ashe to accept and approve the submitted Debt Resolution No. 012. Motion was seconded by Alderman Epps, motion carried unanimously.

Chief of Police Report:

Chief Alan Rogers presented and explained an Organizational Chart he has created showing the chain of command for the police department. The Chart recognizes the Chief of Police in charge with Officer Brown second in command followed by Officer Matarazzo.

Tourism Director Report:

Tourism Director April Allen reported that the Chamber of Commerce mailed out 42 visitor packages during the month of November and had 65 registered visitors, an increase over September and October.

The Tourism Council met to discuss the Trolley and after a three month trial period the council has decided to suspend the use of the trolley until further study can be made. The council will continue to investigate the possibility of permanent acquisition of a trolley.

The Tourism office will be closed Dec. 23 thru 27 and January 1st.

Unfinished Business:

1. Review and Possible Adoption of Health & Sanitation Ordinance

Mayor Douglass asked the Board for comments on the purposed Health & Sanitation Ordinance. A concern was raised on finding someone to enforce the ordinance. The Board agreed to publish the high points (a synopsis) of the ordinance in the paper giving the citizens a chance to review what the Board is proposing. The Health & Sanitation ordinance will be put on the next agenda for possible adoption.

2. Organizational Chart

Two different organizational charts for the Village government and one for the Police Department were submitted for review. Mayor Douglass asked the Board which one they wanted to adopt. *Motion was made by Alderman Means to adopt the Police Organizational Chart submitted by Chief Rogers and the General Village Government Organizational Chart dated December 19, 2002. Motion was seconded by Alderman Ashe, motion carried unanimously.*

3. Acquisition of Fire Retardant File Cabinet

Mrs. Zulauf had recommended that the Village purchase a four-drawer fire retardant file cabinet to store documents which the Village is required to keep indefinitely. The Board agreed to give Mrs. Zulauf the go ahead to purchase the file cabinet for approximately \$1,900.00.

4. Scott & White EMS Contract

Alderman Ashe reported that Scott & White's lawyers and the Village attorney have been corresponding regarding the contract and lease agreement between S&W and the Village for EMS services. A resolution giving the Mayor authority to sign the contract, the lease agreement, and a HIPAA (business agreement) agreement once they are completed was presented to the Board. Anticipated start date for the EMS service is Monday, December 30, 2002. Alderman Ashe reported that as far as he knows the SVFD has worked everything out with S&W on issues that involve them both.

Motion was made by Alderman Ashe to adopt Resolution No. 013 authorizing the Mayor to sign the contract, lease agreement, and HIPAA agreement once they are complete and the Village attorney has signed off on them. Motion was seconded by Alderman Means, motion carried unanimously.

New Business:

1. Financials

Mayor Douglass went over the year-to-date financials and the Balance Sheet for both the Village and the Hotel/Motel accounts ending November 2002. Income on both accounts was above budget and expenses were below budget. There were no objections to the financials.

2. Review and Possible Adoption of E.O.P. Annexes

Chief Rogers completed three annex's; Evacuation, Law Enforcement Terrorist Response, and Hazardous Materials. Chief Rogers briefly explained the annexes. These annexes do involve the SVFD and the Salado Water Corporation. The Chief will give a copy of these annexes to the SVFD and water corporation to review. Once these organizations have reviewed the annex's and agreed to them, they will be brought back to the Board for adoption.

3. TML Fund Finding Workshop

Mayor Douglass informed the Board that TML is having two workshops coming up in the future and asked if anyone was interested in going. In January, a Resources for Texas Cities workshop and a Grant Writing workshop.

4. Sales Tax Review

Mayor Douglass informed the Board that two businesses just outside our city limits have been wrongfully collecting and paying local sales tax. An approximate dollar amount of \$11,302.00 has been collected and forwarded to Salado and will have to be paid back to the state. When Treasurer Miller gets back into town he and the Mayor will decide on the best way to pay the money back.

5. Request for Consideration of Stop Sign at Smith Branch Rd.

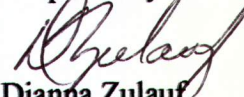
Alderman Mills stated that a citizen has requested to have a stop sign put up at the end of Smith Branch Rd. where it turns west onto Whispering Oaks. Citizen stated that people take that corner too fast and run into their yard, thus far taking out two small trees and their brick mailbox. Chief Rogers was asked to investigate the necessity of a stop sign at that location and determined that a stop sign there would not be effective and suggested a reflective arrow sign be placed there instead to indicate a turn. Chief Rogers also suggested that a "Dead End Ahead" sign be placed about one hundred yards before the arrow sign. The Board agreed with Chief Roger's suggestion and will put together an ordinance establishing the suggested signage.


Announcements:

1. Next scheduled Board meeting is January 2, 2003.
2. Roming, Parker & Kasberg has made a donation to Martha's Kitchen in Temple on the Village's behalf.

Meeting adjourned at 7:30PM

Respectfully submitted,


Dianna Zulauf
Village Secretary


~~Charlotte Douglass~~
Mayor Pro Tem
Vic Means