

**Lewisville Town Council**  
**Budget and Action Meeting Minutes**  
**Wednesday, April 22, 2015 - 6:00 p.m.**  
**Town Hall**  
**6510 Shallowford Road - Room 110**

1. **Call to Order:**

- a. Mayor Pugh opened the meeting at 6:14 p.m. Council Members present were Robert Greene, Mike Horn, Sandra Mock, Ed Smith and Jeff Zenger. Dr. Sadler was out of town. Others present were Town Manager Hank Perkins, Assistant Town Manager/Finance Director Kathy Bruce, Public Works Director George Hauser, Public Information Officer/Event Supervisor Lynn Hall, Maintenance Technicians David Matthews and Ryan Moser, and Town Clerk Joyce Walker. Noah Zenger was recognized as a guest.
- b. Adoption of Agenda
  - i. Council Member Zenger moved to approve the agenda. The motion was seconded by Council Member Smith and approved unanimously.

2. **Budget Review**

- a. General discussion
  - i. Ms. Bruce provided Council with specific information on franchise taxes received from CATV and video programming. She reminded everyone that the Town's agreement with Time Warner will end in 2017. Since the State removed authority from municipalities to enter into franchise agreements, ours cannot be extended and the Town will no longer receive the 5% gross receipts from CATV in that year. Instead, only receipts from video programming will be received.
  - ii. Ms. Bruce also reported that she is working on the export of data of the budget from the general ledger software into EXCEL and will send a copy to everyone.
  - iii. There was discussion on the tax rate for the Willow Run Municipal Service District and the recommendation of the MSD board to change from 5¢ to 4.5¢, noting that staff had recommended staying at the 5¢ level because of future unknowns.
- b. Department reviews (continued)
  - i. Public Works
    - (1) Heaters for use at the Jennings Road building (awaiting signed contract) were removed from Equipment Non-Capital.
      - (a) There was discussion on the agreement to lease the Jennings Road building for Public Works and Parks and Recreation use and that the person with whom the Town has been negotiating has not provided the information needed for the lease agreement to be signed.
      - (b) After discussion, Council suggested that staff look into other locations and possibly a POD type temporary container.
    - (2) Staff is to review the equipment replacements in Equipment Non-Capital for possible alternatives.
    - (3) Vehicles were discussed. A vehicle replacement plan was discussed; however, the current vehicles will continue to be used.
    - (4) Staff is to look at bundling contracted services next year for mowing.
    - (5) By consensus of the Council, all Maintenance and Repair Buildings/Grounds

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line items will be relocated in FY 2016-2017 budget from individual departments into the Public Works Department.

- ii. Streets
  - (1) There was discussion on gravel roads and privately maintained roads noting that a precedent had been set with Forest Wood on privately maintained streets.
    - (a) Staff is to provide a report to Council at the June briefing meeting on the types and status of the various roads.
  - (2) No change.
- iii. Powell Bill
  - (1) No change.
- iv. Stormwater
  - (1) No change.
- v. Parks and Recreation
  - (1) Based on the earlier discussion about the Jennings Road building, Council Member Zenger moved to place the \$25,000 that was to be spent on the lease into the Municipal Buildings and Land Capital Reserve Fund; however, Ms. Bruce suggested waiting until all changes have been made to the budget. Mr. Zenger withdrew the motion.
  - (2) Facility Rental for Stage was changed from \$28,900.<sup>00</sup> to \$2,400.<sup>00</sup>.
- vi. MSD
  - (1) Contracted Services were reviewed. If any projects go over what is currently budgeted, then existing fund balance (about \$90,000.<sup>00</sup>) may have to be used.
  - (2) No change.
- vii. Other discussion
  - (1) There was discussion on maintenance of buildings and grounds for the Community Center and other town facilities.
  - (2) It was consensus that Council will visit the Community Center, Annex and public works shed at the May briefing to get an idea of space as it is currently being utilized.
  - (3) The Mayor suggested that the next budget meeting be May 19<sup>th</sup>. Council members are to submit all questions to the clerk by May 7<sup>th</sup>. The list will be consolidated and sent to Council and discussed at the May 19<sup>th</sup> meeting. This will provide enough time for staff to research any answers so that the budget can be finalized before being presented to the public in June.
    - (a) All Council members agreed to the next meeting as the 19<sup>th</sup>.

**3. Adjournment**

- a. Having no other business to discuss, Council Member Zenger moved to adjourn the meeting at 8:21 p.m. The motion was seconded by Council Member Mock and approved unanimously.

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Dan R. Pugh,  
Mayor

ATTEST:

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Joyce C. McWilliams Walker  
Town Clerk