

## TOWN OF WESTOVER HILLS

### MINUTES

#### Town Council Meeting Tuesday, January 21, 2014 Westover Hills Town Hall

#### **Present:**

Mayor Stephen Tatum  
Mayor Pro Tem Kelly Thompson  
Council Member Marcus Snyder  
Council Member John Thompson III

#### **Staff Present:**

Lyle Dresher, Town Administrator  
David Burgess, Police Chief  
Tim Chambers, Public Works Director  
Randy McKee, Building Official  
Penny Spikes, Town Secretary  
Mary Barkley, Town Attorney

A meeting of the Westover Hills Town Council was scheduled for 6:00 p.m. on Tuesday, January 21, 2014 at the Westover Hills Town Hall pursuant to written notice posted on Friday, January 17, 2014.

#### **1. Call To Order.**

With a quorum of Council Members present, Mayor Stephen Tatum called the meeting to order at 6:03 p.m.

#### **2. Consider approval of the minutes for the Town Council Meeting of December 10, 2013.**

Council Member John Thompson made the motion, seconded by Council Member Marcus Snyder, that the Minutes of the Town Council Meeting on December 10, 2013 be approved. The motion carried with a unanimous vote.

#### **3. Review Audited Financial Statements for Fiscal Year ending September 30, 2013.**

Linda Lowe of Rylander, Clay and Opitz presented a brief synopsis of the financial audit to Council. The Firm will issue an unqualified audit opinion for Fiscal Year 2013. The Fiscal Year 2013 audit results were much improved over the previous year. The Fiscal Year 2012 audit reflected 1 material weakness, 5 significant deficiencies, 1 control deficiency and 5 recommendations. The Fiscal Year 2013 audit included only 4 recommendations, with no material weaknesses, significant deficiencies or control deficiencies.

#### **4. Review of the November 2013 and December 2013 Financial Statements.**

Paul Kelsey of Hartman, Leito & Bolt presented the November and December financial statements. He explained the statements are currently being prepared by exporting raw data from the accounting system into a spreadsheet. A pending upgrade to the Town's accounting software may allow the software to produce the financial statements automatically.

5. **Consider approval of a variance request for a retaining wall greater than four (4) feet in height to be located in the front yard and parallel to Shady Oaks Lane. The retaining wall continues along the northwest side yard lying within a public utility easement. Property is located at 1404 Shady Oaks Lane.**

Randy McKee, the Building Official, presented the requested variance with diagrams and illustrations. He explained the retaining wall is necessary for the residents to utilize their front yard space and drive access to the garage entry in the side yard. Seventeen variance letters were sent out and there was no opposition to the project.

Councilman Marcus Snyder made the motion, seconded by Councilman Kelly Thompson, that the variance request be granted. The motion carried unanimously.

6. **Consider approval and award of a bid from Bristow Contracting, LLC, Fort Worth, TX, in the total amount of \$98,990.00 for water service replacements on Valley Ridge, Westover Terrace and Westover Road as recommended by the Town's Engineer and Staff.**

Tim Chambers, the Public Works Director, explained the bids were opened January 9, 2014. There were four bids and Bristow Contracting was the lowest by \$40,000.00. Bristow Contracting has worked for the Town previously with excellent results. The project consists of replacing 36 residential water services from the Town's water main to the residential water meter. The existing service lines consist of PVC pipe and continue to create water service problems.

Councilman John Thompson made the motion, seconded by Councilman Marcus Snyder, that the bid be awarded to Bristow Contracting. The motion carried unanimously.

7. **Discussion of possible Town Hall meeting to consider future capital improvements.**

Mayor Stephen Tatum opened the discussion of the possibility of holding a Town Hall meeting to discuss with the Town's residents future Town capital improvements. Councilman Kelly Thompson suggested developing a survey/questionnaire in advance of the meeting to stimulate participation by providing more information to the residents. Councilman Kelly Thompson also suggested long term financing, such as Certificates of Obligation, to fund the projects. It was decided that Mayor Stephen Tatum and Lyle Dresher would create information packets and mail to all residents within two weeks. The Town Council discussed a possible date for a Town Hall meeting of February 13<sup>th</sup>.

8. **Adjourn.**

There being no further business to discuss, the Mayor Stephen Tatum adjourned the meeting at 6:50 p.m.

Approved:

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Penny Spikes  
City Secretary

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Stephen Tatum  
Mayor