

**Lewisville Town Council
Special Council Planning Meeting Minutes
Saturday, February 2, 2019 - 8:00 a.m.
Town Hall Conference Room 201**

I. Call to Order

- A. Mayor Horn called the meeting to order at 8:00 a.m. Council Members present were Fred Franklin, Marci Gallman, Robert Greene, Ed Smith and Jeff Zenger. Council Member Mock was unable to attend. Also present were Town Manager Hank Perkins, Finance Officer Pam Orrell, Attorney Bo Houff and Planner Stacy Tolbert. Planning Board Chair Jeanne Marie Foster was also present.
- B. Approval of Agenda
 - 1. Ed Smith moved to approve the agenda. The motion was seconded by Jeff Zenger and approved unanimously.

II. New Business

- A. Facility space survey report
 - 1. Mr. Perkins provided a detailed description of all three town buildings, their square footage and uses.

TOWN HALL - 1st Floor				
	Audio/Video	174		
	Bathroom/Shower	85		
	Cleaning closet	21		
	Council conference room	314		
	Council Chambers	1,935		
	Elevator Machine room	45		
	Fire pump room	167		
	Foyer	535		
	Kitchen	158		
	Mechanical room	324		
	Men's bathroom	168		
	Table and chair storage	145		
	Women's bathroom	168		
		4,239	4,239	
Town Hall - 2nd Floor				
	Accounting Clerk	117		

**Lewisville Town Council
Special Council Planning Meeting Minutes
Saturday, February 2, 2019 - 8:00 a.m.
Town Hall Conference Room 201**

	Clerk	173		
	Closet 1	18		
	Closet 2	36		
	Communications Specialist	122		
	Conference Room	465		
	Entry	94		
	File room	96		
	Finance	220		
	Kitchen	139		
	Lobby	929		
	Mayor	166		
	Men's bathroom 1	114		
	Men's bathroom 2	42		
	Small conference room	179		
	Town manager	288		
	Vault	139		
	Women's bathroom 1	114		
	Women's bathroom 2	42		
	Workroom	375		
		3,868	3,868	
Town Hall - 3rd Floor				

**Lewisville Town Council
Special Council Planning Meeting Minutes
Saturday, February 2, 2019 - 8:00 a.m.
Town Hall Conference Room 201**

	Break room	121		
	Empty office	143		
	File room 1	121		
	File room 2	121		
	Lobby	378		
	Locker closet	63		
	Men's bathroom	113		
	Planner	504		
	Public Works Director	285		
	Public Works Maintenance	138		
	Public Works/Stormwater	189		
	Server room	125		
	Storage room	700		
	Studio room	136		
	Video room	156		
	Women's bathroom	113		
		3,406	3,406	
			11,513	11,513
Town Hall Annex				
	Corporal office	161		
	Deputies office 1	84		
	Deputies office 2	84		
	Deputies office 3	84		
	Garage	262		
	Gun storage	28		

**Lewisville Town Council
Special Council Planning Meeting Minutes
Saturday, February 2, 2019 - 8:00 a.m.
Town Hall Conference Room 201**

	Kitchen	122		
	Lobby	408		
	Magistrate's courtroom	150		
	Magistrate's office	106		
	Meeting room	298		
	Men's bathroom	42		
	Nook area	44		
	Plotter room	112		
	Storage room 1	163		
	Storage room 2	148		
	Unfinished storage area	160		
	Upstairs bathroom	46		
	Upstairs storage room 1	551		
	Upstairs storage room 2	594		
	Women's bathroom	42		
		3,689	3,689	
<u>Garage located behind the Annex</u>				
		689	689	
<u>Rental Building on Shallowford Road</u>				
		1,443	1,443	
<u>Community Center</u>				
	Boy Scout	103		
	Civic Club	219		
	Girl Scout room	35		
	Kitchen	167		

**Lewisville Town Council
Special Council Planning Meeting Minutes
Saturday, February 2, 2019 - 8:00 a.m.
Town Hall Conference Room 201**

	LAAC	159		
	LAAC foyer area	98		
	Main meeting	1,021		
	Mechanical	42		
	Men's bathroom	77		
	Senior exercise	356		
	Storage	92		
	Upstairs hallway	274		
	Upstairs Mechanical	67		
	Upstairs meeting room	303		
	Upstairs men's bathroom	35		
	Upstairs women's bathroom	35		
	Women's bathroom	109		
		3,192	3,192	

- a. Should any of the areas be re-purposed?
 - b. Looking at the CIP, there may not be a need for any expansion for at least six years.
 - c. Most services are performed by contract.
 - d. There is a need for storage space, especially for items needed for the square.
2. Council discussed the current services (not an all inclusive list) that are performed.

**Town of Lewisville
Current Services Performed**

Administration

- Municipal Operations Administration
 - Budget
 - Town Clerk
 - Office Management
 - P&R Events/Programs Planning

Lewisville Town Council
Special Council Planning Meeting Minutes
Saturday, February 2, 2019 - 8:00 a.m.
Town Hall Conference Room 201

Social Media
Customer Service
Utilities Planning/Coordination
Transportation
Customer Service

Finance

Accounts Payable
Payroll
Budget
General Financial Administration

Planning

Long Range Planning
Subdivision Administration
Rezoning
Transportation Planning
Grants Admin
General Inquiries

Public Information

Website
Social Media
Newsletter (Print and Electronic)
Minutes Assistance

Public Works

Storm water Administration
Light Maintenance of Buildings/ Grounds
Contract Writing
Signage
Light road maintenance/Repair
Parks and Recreation Support
Planning Support
Miscellaneous

Provided by Contract

Road Maintenance
Rights of Way/Ditch Maintenance
Solid Waste and Recycling Collection
Christmas Decoration
Storm water culvert repairs/ replacements
Engineering

Lewisville Town Council
Special Council Planning Meeting Minutes
Saturday, February 2, 2019 - 8:00 a.m.
Town Hall Conference Room 201

Complex Information Technology (IT)
Grounds Maintenance
Cleaning Services
Snow Removal
Lakes and Dams, Maintenance and Repairs
Street Sweeping
Zoning Administration
Attorney
Community Police
Inspections
 Building Inspections
 Erosion Control
 Fire Inspections

Provided by Other Entities

Utilities (Water and Sewer)
Electric
Gas
Cable
Parks and Recreation Athletics Programming
Fire
Emergency Medical Services

Services Not Provided

Loose Leaf Collection
Yard-waste Collection
Regional Storm water

-
- a. There was one suggestion to build retainers into contracts so it would take less time to complete a project.
 - b. After discussion, there was concurrence that space for the exercise room and meeting room (currently in the community center) need provision in the new community center. Room for the Civic Club, Boy Scouts, and Girl Scouts have already been factored in. The LAAC needs further discussion.
 - c. After additional discussion, the determination was that any potential would be in the area of planning and public works.
 - (1) Council would like public works to evaluate their space needs, consolidation, etc.
- B. Williams Road Gateway Project update
- 1. Background information was provided on the Williams Road Gateway Project, a project under the Department of Transportation .
 - a. Two property owners adjacent to the road expressed their opinion and

Lewisville Town Council
Special Council Planning Meeting Minutes
Saturday, February 2, 2019 - 8:00 a.m.
Town Hall Conference Room 201

perception, that placing a median would devalue their property and would like to have a left hand turn, breaking the median in order to market the property.

- b. Because this is a DOT project, they indicated the property owners would need to present a site plan and a traffic impact analysis (TIA) and they *might* take a look. Also, the plan being presented is the plan that has been approved.
 - (1) There is no money in the contract for a redesign.
 - c. After discussion, especially about traffic concerns, Council directed staff to convey to the DOT and their contractor to move forward with the original plan approved by the DOT.
- C. Capital Improvement Plan (CIP) (see attached)
- 1. The town's capital improvement plan (from FY 2018-2019 to FY 2024-2025) was presented and each project reviewed by Mr. Perkins.
 - a. There was a question whether the DOT will have to have a stormwater plan for the Great Wagon Road.
- D. Community Center update
- 1. Project steps (see attached) for the Community Center Project were reviewed.
 - a. Red boxes indicate Council review or direction.
 - 2. Council discussed financial impacts on square footage.
 - 3. There were questions about whether the town will build the building and lease parts of the building back to the YMCA.
 - a. Council members were advised that the Y has advised the Mayor about 5,000 square feet will be needed.
 - 4. Mr. Perkins discussed the option that, if necessary, the town could phase the project and only go through the schematic phase which would allow everyone to pause at this point so that size and budget will be known before moving forward.
 - 5. There was also a suggestion to build the building in such a way that the building can be expanded some time in the future.
 - 6. There was discussion also on representation from Council, Planning Board, Parks and Recreation to review presentations from the firms submitting for the RFQ.
 - 7. After discussion, staff was instructed to move forward with an RFQ.
 - a. Action on this will be taken at the briefing.
 - 8. Mrs. Tolbert advised that the community center is not in the UDO use table and that an amendment will be coming forward to Council.
- E. Community Policing Policy
- 1. There is a concern about the frequent rotation of deputies out of Lewisville, especially at the corporal level.
 - 2. The town would like to provide more stability in maintaining its deputies and would like to consider replacing the corporal position with the sergeant position since there are fewer opportunities for movement from the sergeant position.
 - a. It was also pointed out that the town's deputy does more supervisory work than other corporals.

**Lewisville Town Council
Special Council Planning Meeting Minutes
Saturday, February 2, 2019 - 8:00 a.m.
Town Hall Conference Room 201**

3. The extra cost provided by the Sheriff's Office would be from about eight thousand dollars to about eleven thousand dollars.
4. Council members were generally in favor and staff will moved forward to talk with the Sheriff's Office about implementation.
 - a. The mayor will be meeting with the newly elected Sheriff to talk about community policing in Lewisville.

Ryan Moser came in and was thanked for the work he did on measurements for the buildings.

- F. Lewisville and You
 1. A note was received from a resident suggesting a program for folks to learn about Lewisville.
 2. The mayor will relay to the resident that council and staff are not able to take on any new projects at this time. The person might be directed to the Lewisville Civic Club to see if they might take on the project.

III. For the Good of the Order

- A. Adjournment
 1. Having no other business to discuss, Council Member Zenger moved to adjourn the meeting at 10:46 a.m. The motion was seconded by Council Member Smith and approved unanimously.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk