

Lewisville Town Council
Briefing and Action Meeting Agenda
April 2, 2020 - 6:00 p.m.

Council Chambers 1st floor - Lewisville Town Hall - 6510 Shallowford Road

1. **Call to Order:**
 - a. Roll Call
 - b. Adoption of Agenda

2. **Guests, Introductions, Recognitions and Presentations for April 2, 2020**
 - a. None.

3. **Items That Require Council Direction**
 - a. Review draft RFP on the Comprehensive Plan update and the Parks and Recreation Master Plan

4. **Items Requiring Action at Briefing**
 - a. Ditch line repairs at Marblehead Lake
 - i. [Ordinance 2020016](#) - amending Budget Ordinance 2019001 in the amount of \$28,280.⁰⁰ to contract for ditch line repairs and pipe work at Marblehead Lake
 - b. Demolition of Town structures
 - i. [Ordinance 2020017](#) - amending Budget Ordinance 2019001 in the amount of \$12,800.⁰⁰ to contract with KDT Grading, Inc. to demolish the structures at 7632 Warren Park Drive
 - ii. [Resolution 2020018](#) - awarding contract to KDT Grading, Inc. to demolish the structures at 7632 Warren Park Drive
 - c. [Ordinance 2020018](#) - amending Budget Ordinance 2019001 in the amount of \$6,854.⁰⁰ to budget for unanticipated costs related to 2019 local municipal election

5. **Unfinished Business:**
 - a. None.

6. **Administrative Reports:**
 - a. Manager's Report
 - i. Purchased hand-held navigator to be used on the Carrier chiller in the amount of \$1,765.⁰⁰ from the contingency - admin line item in the budget
 - ii. PARTF grant update
 - iii. Check Council members on their preference in receiving materials for the budget meetings
 - b. Staff Reports
 - i. Attorney
 - ii. Public Works
 - iii. Planning
 - iv. Finance
 - v. Clerk
 - (1) Update on volunteer lunch - postponed until further notice
 - (2) Update on preparations for Mayors' Roundtable - cancelled
 - (3) There will be a meeting of the Special Projects Review Committee following the briefing.

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7. **Agenda Items for Regular Meeting on [April 9, 2020](#)**
 - a. Tentative Agenda
 - i. Consent Agenda
 - (1) [Resolution 2020019](#) - Acceptance and Approval of Monthly [Financials for the eight months ending February 29, 2020](#)
 - (2) Approval of Council Briefing and Action [Minutes - February 6, 2020](#)
 - (3) Approval of Council Regular Meeting [Minutes - February 13, 2020](#)
 - (4) Approval of Council Briefing and Action [Minutes - March 5, 2020](#)
 - (5) Approval of Council Regular Meeting [Minutes - March 12, 2020](#)
 - (6) Approval of Council Special Meeting [Minutes - March 16, 2020](#)
 - ii. **Introductions, Recognitions, Presentations and/or Proclamations**
 - (1) Presentations
 - (a) Town Manager Perkins will be presenting the 2020-2021 Budget Message
 - iii. Meeting and budget calendar meeting amendments
 - iv. Public Hearings
 - (1) None.
 - b. Approval of Tentative Agenda for regular meeting on [April 9, 2020](#)
8. **For the Good of the Order:**
 - a. Council Discussion
9. **Adjournment**

**RESOLUTION 2020018 OF THE LEWISVILLE TOWN COUNCIL
AWARDING CONTRACT FOR DEMOLITION OF STRUCTURES**

WHEREAS, there are structures on property owned by Town of Lewisville; and

WHEREAS, Town of Lewisville wishes to demolish those structures in preparation for a new structure; and

WHEREAS, bids have been received to demolish those structures.

NOW, THEREFORE, BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that a contract be awarded to KDT Grading, Inc. to demolish the structures located at 7632 Warren Park Drive in an amount not to exceed \$12,800.⁰⁰ (Twelve thousand eight hundred dollars).

BE IT FURTHER RESOLVED by the Lewisville Town Council that the Town Manager is hereby authorized to execute the contract on behalf of the Town of Lewisville.

Adopted this the 2nd Day of April, 2020 by the Lewisville Town Council.

Mike Horn,
Mayor

ATTEST:

Joyce C. McWilliams Walker,
Town Clerk

Town of Lewisville

**Budget Amendment Ordinance 2020018
Amending Budget Ordinance 2019001**

Finance Department Use Only
<i>Budget Amendment Number: # 28</i>
<i>Finance Officer: PAM ORRELL</i>

<i>DEBIT</i>			<i>CREDIT</i>		
<i>CODE</i>	<i>ACCOUNT DESCRIPTION</i>	<i>AMOUNT</i>	<i>CODE</i>	<i>ACCOUNT DESCRIPTION</i>	<i>AMOUNT</i>
	General Fund			General Fund	
10-00-4110-6000	Governing Body - Contracted Services	\$6,854.00	10-00-3990-9000	Fund Balance Appropriated	\$6,854.00

To budget for unanticipated costs related to 2019 local municipal election

RECOMMENDED By: Pam Orrell
Town Finance Officer

Approved and effective upon adoption, this the 2nd day of April, 2020 by the Lewisville Town Council.

APPROVED: _____
Mike Horn, Mayor

ATTEST: _____
Joyce C. McWilliams Walker, Town Clerk

**RESOLUTION 2020019 OF THE LEWISVILLE TOWN COUNCIL
PERTAINING TO
ACCEPTANCE AND APPROVAL OF MONTHLY DISBURSEMENTS**

WHEREAS, the Finance Officer has presented the Town Council with the preliminary Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary of figures for the eight months ending February 29, 2020; and

WHEREAS, the Finance Officer did not report any unusual expenditures.

NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL accepts the preliminary monthly Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary for the eight months ending February 29, 2020 and incorporated herein.

Resolved and effective upon adoption, this the 2nd Day of April, 2020 by the Lewisville Town Council.

Mike Horn,
Mayor

ATTEST:

Joyce C. McWilliams Walker
Town Clerk

**Town of Lewisville
Financial Budget to Actual Report - General Fund
Eight Months Ended February 29, 2020**

General Fund

Revenues	Budget	Revenue Year to Date	Uncollected	Percentage Collected
Property Tax Collections	\$ 2,413,350.00	\$ 2,328,031.95	\$ 85,318.05	96.46%
Sales Tax Revenue	840,890.00	439,248.87	401,641.13	52.24%
Other Revenues	1,326,580.00	713,801.60	612,778.40	53.81%
Total	4,580,820.00	\$ 3,481,082.42	\$ 1,099,737.58	75.99%
Appropriation from Fund Balance	235,379.00			
	<u>\$ 4,816,199.00</u>			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 241,357.00	\$ 116,993.48	\$ 6,968.95	\$ 117,394.57	51.36%
Administration	612,666.00	359,736.64	15,950.32	236,979.04	61.32%
Student Leadership	1,675.00	975.00	-	700.00	58.21%
Finance	225,508.00	145,287.13	-	80,220.87	64.43%
Debt Service	202,400.00	101,793.72	-	100,606.28	50.29%
Planning & Zoning	229,028.00	95,842.38	17,000.00	116,185.62	49.27%
Beautification	57,245.00	38,216.30	12,808.00	6,220.70	89.13%
Community Policing	652,045.00	321,247.36	-	330,797.64	49.27%
Public Safety	9,450.00	4,742.50	-	4,707.50	50.19%
Public Works	369,944.00	202,787.00	12,873.32	154,283.68	58.30%
Streets	251,320.00	43,117.05	-	208,202.95	17.16%
Powell Bill	360,000.00	152,728.82	-	207,271.18	42.42%
Storm Water	173,907.00	89,612.82	50,276.25	34,017.93	80.44%
Solid Waste	811,941.00	447,317.47	-	364,623.53	55.09%
Recycling	2,255.00	1,543.04	-	711.96	68.43%
Parks and Recreation	210,458.00	83,130.99	21,856.20	105,470.81	49.89%
Transfers to Capital Reserves	405,000.00	405,000.00	-	-	100.00%
Total	<u>\$ 4,816,199.00</u>	<u>\$ 2,610,071.70</u>	<u>\$ 137,733.04</u>	<u>\$ 2,068,394.26</u>	57.05%

General Fund Balance 7/1/2019	\$ 6,681,115.98
Year-to-Date Increase (Decrease)	871,010.72
General Fund Balance 2/29/2020	<u>\$ 7,552,126.70</u>

Town of Lewisville
Financial Budget to Actual Report - Willow Run Municipal Service District
Eight Months Ended February 29, 2020

Willow Run Municipal Service District

Revenues	Budget	Revenue Year to Date	Uncollected	Percentage Collected
Revenues	\$ 31,760.00	\$ 32,719.30	\$ (959.30)	103.02%
Total	<u>\$ 31,760.00</u>	<u>\$ 32,719.30</u>	<u>\$ (959.30)</u>	103.02%

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 31,760.00	\$ 13,529.31	\$ 2,250.00	\$ 15,980.69	49.68%
Total	<u>\$ 31,760.00</u>	<u>\$ 13,529.31</u>	<u>\$ 2,250.00</u>	<u>\$ 15,980.69</u>	49.68%

MSD Fund Balance 7/1/2019	\$ 176,708.50
Year-to-Date Increase (Decrease)	19,189.99
MSD Fund Balance 2/29/2020	<u>\$ 195,898.49</u>

**Town of Lewisville
Other Funds
February 29, 2020**

Capital Reserves Funds

Storm Water Capital Reserve	\$ 533,761.64
GWR ROW/Construction Capital Reserve	932,964.82
Sidewalks, Bike Paths, and Greenways Capital Reserve	98,016.59
Municipal Buildings/Land Capital Reserve	826,774.53
Total Capital Reserve Fund Balances	<u><u>\$ 2,391,517.58</u></u>

Capital Projects Funds

GWR ROW/Construction Capital Project	\$ 733,659.85
JWP Maintenance Facility/Playground Expansion Capital Project	20,596.45
Gateway Project Capital Project	249,941.03
Heritage Drive Regional Storm Water Pond #1 Capital Project	17,135.64
Community Center Capital Project	329,484.65
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	257,203.63
Total Capital Projects Fund Balances	<u><u>\$ 1,608,021.25</u></u>

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February 6, 2020 - 6:00 p.m.
Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road

1. **Call to Order:**

- a. Mayor Horn called the meeting to order at 6:00 p.m. Council members present were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also present were Town Manager Hank Perkins, Finance Officer Pam Orrell, Attorney Bo Houff, Planner Stacy Tolbert, Acting Public Works Director Ryan Moser and Town Clerk Joyce Walker.
- b. Sgt. Stringer and Deputy Tate were introduced as guests. Also introduced were Keith Carlyon, Chris Parker and Ann Lowe.
- c. Adoption of Agenda
 - i. Melissa Hunt moved to approve the agenda. The motion was seconded by Fred Franklin and approved unanimously.

2. **Guests, Introductions, Recognitions and Presentations for February 6, 2020**

- a. Chris Parker and Ann Lowe were present to discuss their safety concerns at Vienna Village
 - i. Mr. Parker again expressed his concerns to Council about residents of the cottages of Vienna Village crossing Yadkinville Road to get to the main facility.
 - (1) He provided a brief history of the assisted living facility, his contact and interaction with the Town's Public Safety Committee and the Department of Transportation.
 - (a) He cited the response from the DOT, since Yadkinville Road is a DOT road, and provided a copy of the DOT's response to his request to lower the speed limit which also included monitoring by the Sheriff's Office.
 - (b) He also provided a copy of the resolution from Bermuda Run requesting the DOT drop the speed limit.
 - (c) His request was to ask the DOT to lower the speed in front of Vienna Village.
 - (i) Signage and sidewalks were not an option.
 - ii. Sgt. Stringer noted that people will speed regardless of the posted speed limit.
 - (1) He reminded everyone that streets are for driving.
 - (a) The Town's traffic "hustle" is dedicated to that block range on Yadkinville Road to monitor the speed.
 - (b) In his monitoring, he has only seen one (1) resident cross the road while seventy (70) citations have been written since last July in that one stretch of road.
 - (c) Speeding has decreased since residents know that deputies are there and are watching.
 - iii. Mrs. Lowe stated that travel along that stretch of road has become complex.
 - (1) There was a question whether staff of Vienna Village could bring residents across the street.
 - iv. Council Member Franklin suggested to ask the DOT to revisit this situation by using signage from the MUTCD manual; have Vienna Village staff help the residents; and continue to monitor the speed.

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- (1) Council members were invited to sit with Deputy Tate when he is monitoring speed.
 - v. After additional discussion:
 - (1) Mrs. Hunt requested more statistical data on the times people are crossing and the number of people and information from the deputies and the DOT and she stated that the business take some responsibility on the transport of their residents. She would also like more information from Bermuda Run.
 - (a) Mrs. Hunt will provide specifics to Mr. Perkins.
 - (b) Mr. Parker stated that the cottage residents can drive but have chosen to walk.
 - (2) Mr. Franklin asked that there is a possible solution using signage from the MUTCD manual.
 - (a) Mr. Franklin will provide information from the MUTCD to Mr. Perkins.
3. **Items that Require Council Direction**
- a. Community Center canopy options
 - i. Mr. Carlyon presented renditions of options for the rear canopy of the new community center.
 - (1) The question to be answered: is the rear canopy functional or decorative?
 - (a) Council agreed on functional.
 - (b) After review of the drawings and looking at maintenance issues, Council members agreed to metal that is brown but appears to look like wood; have the stone on the columns be consistent around the building and use Option C with the modifications noted.
 - (2) How should the gas log fireplace be handled?
 - (a) After discussion, Council members agreed to have the fire place functional toward the inside of the building but as an alternate choice, functional toward the outside of the building.
 - (3) Sectional walls (for dividing space in the large room) vertical (from the ceiling) or horizontal (from the wall)?
 - (a) Council members decided the vertical selection was not worth the price and to go with the horizontal version that was already included in the pricing.
 - (4) Generator
 - (a) Yes to a generator.
 - (5) There was discussion on whether there should be conduit run for electric charging stations (for automobiles).
 - (a) Yes to running conduit.
 - (6) Solar
 - (a) Not on the roof and wait on where the solar connection will be.
 - (7) Outside lighting will be included as an alternate.
 - (a) Determine if the Town will own or lease.

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- (b) Use the type similar as those in JWP that is in conformance with the Dark Sky ordinance.
 - (i) Send information to ADW.

Council members took a break from 7:32 p.m. to 7:38 p.m.

- b. Rain insurance
 - i. Mrs. Orrell explained that the town had been paying for rain insurance for its events and it was becoming expensive with no return.
 - ii. There was consensus by Council to no longer pay for rain insurance for events.
4. **Items Requiring Action at Briefing**
- a. **Ordinance 2020007** - amending Budget Ordinance 2019001 in the amount of \$600.⁰⁰ for asbestos survey at 7632 Warren Park Dr
 - i. Fred Franklin moved to approve Ordinance 2020007. Mrs. Foster seconded and the motion was approved unanimously. Ordinance 2020007 is herein incorporated by reference into the minutes.
 - b. **Ordinance 2020008** - amending Budget Ordinance 2019001 in the amount of \$15,000.⁰⁰ to increase the budget for ROW maintenance in the Powell Bill Department
 - i. Melissa Hunt moved to approve Ordinance 2020008. The motion was seconded by Jeanne Marie Foster and approved unanimously. Ordinance 2020008 is herein incorporated by reference into the minutes.
 - c. **Ordinance 2020009** - amending Budget Ordinance 2019001 in the amount of \$6,000.⁰⁰ to budget for IT services from Harris Computer Services
 - i. David Smitherman moved to approve Ordinance 2020009. The motion was seconded by Jeanne Marie Foster and approved unanimously. Ordinance 2020009 is herein incorporated by reference into the minutes.
5. **Other Discussion Items**
- a. In April, Mayor Horn advised he will be hosting the Mayors' Roundtable in Lewisville.
 - i. Mrs. Hunt updated Council members on the Roundtable she attended.
6. **Unfinished Business:**
- a. None.
7. **Administrative Reports:**
- a. Manager's Report
 - i. PARTF grant checklist was reviewed.
 - (1) Mrs. Tolbert reviewed the items that the Town can/cannot check at this time.
 - (a) Accurate figures are required for each item to be included because those figures become the budget.
 - (b) A detailed site plan is required.

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- (c) She explained how the points are achieved per certain items and has determined that 53-71 points may be achieved out of 100.
 - (d) Community engagement is a big part of the requirements.
 - (e) May 1st is the application deadline with the next cycle in October.
 - (f) Whatever is applied for must be constructed.
 - (2) There was discussion on whether the Town could meet the time frame, given the items that need to be covered.
 - (a) Staff was asked to find out the number of points for the municipalities that were approved during the last grant period and what items were included on their applications.
 - (b) Staff recommended studying the project for a comprehensive idea to know exactly what the Town would want for the project.
 - (c) After discussion on whether the Town could meet the deadline and Council hasn't discussed how the land will be used, there was no decision to move forward with applying for the grant.
 - ii. Thank you lunch for boards and committees
 - (1) Staff was instructed to have Pig n Out cater the lunch.
 - iii. The Gateway Project
 - (1) Cost of preliminary engineering estimated construction is \$1,008,000.⁰⁰ with sewer not included.
 - (2) The cost to relocate sewer and resurface is \$136,000.⁰⁰.
 - (3) Costs have increased. The project may get more expensive.
 - (a) This project is a 80/20 (80=DOT funding, 20=Town funding match STP-DA) funded project.
 - (4) There will be \$136,000.⁰⁰ for which there will not be a match.
 - (5) Staff will check to see if there is a way to receive additional funding based on new guidelines that have been issued if cost overruns are anticipated.
 - (6) Staff will move forward on the next step of the project; however, the project is on hold until the DOT works out their financial issues.
- b. Staff Reports
 - i. Attorney
 - ii. Public Works
 - iii. Planning
 - iv. Finance
 - v. Clerk
 - (1) Applications for boards and committees closed on extended date January 31, 2020.
 - (a) Nine applications were received for Planning Board and three for Parks and Rec.
 - (b) Three applications were turned down because they were received after the January 31st date.
 - (c) Interviews will be conducted during the month of February.
 - (2) CityVision Annual Conference will be held in Wilmington this year May 5-May 7. Please check your calendar for availability.

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Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road

- (a) Mr. Franklin advised he would not be able to attend. Mrs. Foster and Mr. Smitherman had no conflicts.
- (3) This conference is not in the budget; therefore, a budget amendment will be coming before Council to fund attendance.

8. **Agenda Items for Regular Meeting on February 13, 2020**

- a. Tentative Agenda
 - i. Consent Agenda
 - (1) [Resolution 2020008](#) - Acceptance and Approval of Monthly [Financials for the six months ending December 31, 2019](#)
 - (2) Approval of Council Briefing and Action [Minutes - January 2, 2020](#)
 - (3) Approval of Council Regular Meeting [Minutes - January 9, 2020](#)
 - ii. **Introductions, Recognitions, Presentations and/or Proclamations**
 - (1) Introductions
 - (a) Community Policing staffing update
 - iii. Appointments
 - (1) None.
 - iv. Public Hearings
 - (1) None.
 - v. [Resolution 2020005](#) - setting a public hearing on UDO L- 159 for March 12, 2020 to receive comments on adding Community Center to the Unified Development Ordinances (UDO) by defining Community Center, adding to the Institutional and Public Uses (amending the Permitted Use Table), and providing parking regulations.
 - (1) Mrs. Tolbert explained that Community Center is not in the UDO and needs to be added including parking requirements and an update to the Permitted Use Table.
 - vi. [Resolution 2020006](#) - authorizing the contract for fiscal year 2019-2020 auditing services with Gibson and Company, P.A. in the amount of \$24,140.⁰⁰ if a single audit is required
 - vii. [Resolution 2020007](#) - supporting 1/4 cent sales tax for teacher pay
- b. Approval of Tentative Agenda for regular meeting on [February 13, 2020](#)
 - i. Council Member Sadler asked to be excused from the meeting next week and the April briefing.
 - (1) By consensus, there were no objections.
 - ii. Mrs. Foster asked staff to provide as much information as possible at the next meeting to see if it is possible to do the PARTF application since the community center is a priority.
 - (1) Staff was asked to make some calls to see if the application can be done in time.
 - (2) A report on PARTF is to be added to the Manager's report for next week.
 - iii. David Smitherman moved to approve the tentative agenda for the February 13, 2020 meeting. The motion was seconded by Jeanne Marie Foster and approved unanimously.

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9. **For the Good of the Order:**

- a. Council Discussion
 - i. None.

10. **Adjournment**

- a. Having no other business to discuss, Jane Welch moved to adjourn the meeting at 8:50 p.m. The motion was seconded by Fred Franklin and approved unanimously.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk

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Lewisville Town Council
Regular Meeting Minutes
February 13, 2020 - 7:30 p.m.
Town Hall - 6510 Shallowford Road - Room 110

1. Call to Order

- a. Mayor Horn called the meeting to order at 7:30 p.m. Council members present were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, David Smitherman, and Jane Welch. Council Member Sadler was not present and had been excused from attending this meeting. Also present were Town Manager Hank Perkins, Finance Officer Pam Orrell, Attorney Bo Houff, Planner Stacy Tolbert, and Acting Public Works Director Ryan Moser. Town Clerk Joyce Walker was not present.
- b. Invocation was led by Attorney Bo Houff and the Pledge of Allegiance by Council Member Jeanne Marie Foster.
- c. Adoption of Agenda
 - i. Council Member Foster moved to approve adoption of the agenda. The motion was seconded by Council Member Hunt and approved unanimously.

2. Consent Agenda

- a. Consent Agenda for approval
 - i. [Resolution 2020008](#) - Acceptance and Approval of Monthly [Financials for the six months ending December 31, 2019](#)
 - ii. Approval of Council Briefing and Action [Minutes - January 2, 2020](#)
 - iii. Approval of Council Regular Meeting [Minutes - January 9, 2020](#)
- b. Council Member Franklin moved to approve the Consent Agenda. The motion was seconded by Council Member Smitherman and approved unanimously.

3. Introductions, Presentations, Recognitions and/or Proclamations

- a. **Introductions, Recognitions, Presentations and/or Proclamations**
 - i. Introductions
 - (1) Community Policing staffing update
 - (a) Sgt. Stringer introduced Capt. Shutt from Field Services who introduced Lt. Brian Hall and Deputy O'Shields. Deputies Crane and Bethea have moved out of Lewisville to the position of SRO.

4. Public Forum

- a. Mayor Horn opened the Public Forum.
 - i. Mainert Luther, 8549 Brook Meadow Ln, Lewisville, was present in support of the quarter cent sales tax referendum for teachers that will be on the March ballot. He provided some examples of why this referendum should be supported on the ballot.
- b. Having no other speakers, the Public Forum was closed.

5. Appointments

- a. None.

6. Public Hearings

- a. None.

7. Evidentiary Hearings

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- a. None.

- 8. **Annexation Requests**
 - a. None.

- 9. **Preliminary Site Plan Approvals**
 - a. None.

- 10. **Unfinished Business**
 - a. PARTF grant update
 - i. Mrs. Tolbert advised Council of her conversation with this area's PARTF representative who provided three (3) items of consideration:
 - (1) Justification for the project, i.e.
 - (a) How will it be used.
 - (b) Is there history with the property.
 - (c) Public involvement.
 - (d) Needs of the community.
 - (e) Fund balance factors, which first time applicants receive preference.
 - (2) Site plan.
 - (3) Scoring, i.e.
 - (a) What elements apply to the applicant.
 - (b) How well was the project planned.
 - (c) Public involvement.
 - ii. She noted that each applicant is looked at individually based on the municipal's project, i.e. towns are not compared to one another.
 - iii. Mr. Perkins provided handouts to Council members and explained the information.
 - (1) Cost of project would be reimbursable at a 50/50 rate.
 - (2) He also noted if the town is unsuccessful in getting a grant at this cycle, information can be enhanced and resubmitted.
 - (3) The more amenities, the more points, with Mrs. Tolbert recommending at least three (3) new items that are not at JWP.
 - (4) His consultant contact thinks the application can be done at a cost not to exceed \$20,000.⁰⁰.
 - (5) If the project is approved, projects must be executed and completed in three (3) years.
 - iv. Staff is still awaiting clarification, in writing, on the waiver the Town requested in using the land as value to off-set the Town's cost.
 - v. After discussion, Council Member Hunt moved to proceed with the project and getting written confirmation as soon as possible. The motion was seconded by Council Member Foster and approved unanimously.

- 11. **New Business**
 - a. [Resolution 2020005](#) - setting a public hearing on UDO L- 159 for March 12, 2020 to

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receive comments on adding Community Center to the Unified Development Ordinances (UDO) by defining Community Center, adding to the Institutional and Public Uses (amending the Permitted Use Table), and providing parking regulations.

- i. Council Member Franklin moved to approve Resolution 2020005. The motion was seconded by Council Member Smitherman and approved unanimously. Resolution 2020005 is herein incorporated by reference into the minutes.
- b. [Resolution 2020006](#) - authorizing the contract for fiscal year 2019-2020 auditing services with Gibson and Company, P.A. in the amount of \$24,140.⁰⁰
 - i. Council Member Hunt moved to approve Resolution 2020006. The motion was seconded by Council Member Franklin and approved unanimously. Resolution 2020006 is herein incorporated by reference into the minutes.
- c. [Resolution 2020007](#) - supporting 1/4 cent sales tax for teacher pay
 - i. Council Member Welch moved to approve Resolution 2020007. The motion was seconded by Council Member Smitherman and approved unanimously. Resolution 2020007 is herein incorporated by reference into the minutes.

12. Administrative Reports

- a. Upcoming [Events at Shallowford Square](#) and Town Holidays
 - i. Mr. Perkins advised the Square will be closed to activities the month of March for repairs and maintenance.
- b. Manager's Report
 - i. Mr. Perkins reminded Council that the clerk had reported receiving 9 applications for Planning Board and 3 for Parks and Recreation. Two that had applied for Planning Board also applied for Zoning Board of Adjustment. Interviews are being scheduled and information will be provided to Council at the March briefing.
- c. Clerk's Report
 - i. None.
- d. **Approvals at the Briefing and Action Meeting on February 6, 2020**
 - i. [Ordinance 2020007](#) - amending Budget Ordinance 2019001 in the amount of \$600.⁰⁰ for asbestos survey at 7632 Warren Park Dr
 - ii. [Ordinance 2020008](#) - amending Budget Ordinance 2019001 in the amount of \$15,000.⁰⁰ to increase the budget for ROW maintenance in the Powell Bill Department
 - iii. [Ordinance 2020009](#) - amending Budget Ordinance 2019001 in the amount of \$6,000.⁰⁰ to budget for IT services from Harris Computer Services

13. For the Good of the Order:

- a. Public Comments
 - i. Public Comments were opened.
 - ii. Having no speakers, Public Comments were closed.
- b. Council Comments
 - i. Mrs. Welch advised everyone that a thank you lunch has been planned for all the board and committee members on Saturday, May 2nd at Jack Warren Park. There will be banjo entertainment provided by 2 internationally known brothers for a fee

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- of \$250.⁰⁰. They can be viewed on YouTube. Invitations will be sent to the volunteer plus one.
- ii. Mr. Smitherman updated everyone on the lip-sync event in the Clemmons Lip Sync Battle on March 6th.
 - iii. Mayor Horn advised the Council of the possibility of a joint effort with the Village of Clemmons to explore the placement of a sewer lift station at Harper Road that might be beneficial to both municipalities.
 - (1) Mr. Franklin asked to include fire district lines in the conversation.
 - (2) Mayor Horn moved to have Mrs. Foster and himself work with members of Clemmons on this project. The motion was seconded by Council Member Franklin and approved unanimously.
- c. Adjournment
- i. Having no other business to discuss, Council Member Smitherman moved to adjourn the meeting at 8:28 p.m. Council Member seconded and the vote was unanimous.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk

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Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road

1. **Call to Order:**

- a. Mayor Horn called the meeting to order at 6:00 p.m. Council members present were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, Ken Sadler, and David Smitherman. Council Member Jane Welch was out of town. Also present were Town Manager Hank Perkins, Attorney Bo Houff, Planner Stacy Tolbert, Acting Public Works Director Ryan Moser and Town Clerk Joyce Walker. In addition Planning Board Chair Tom Lawson and Planning Board Vice Chair Joseph Hamby were also present. Sgt. P. J. Stringer arrived at 6:03 p.m.
- b. Adoption of Agenda
 - i. **Ordinance 2020015** was added to *Items Requiring Action at the Briefing* after the agenda had been emailed to Council.
 - ii. Council Member Franklin moved to approve the amended agenda. The motion was seconded by Council Member Smitherman and approved unanimously.

2. **Guests, Introductions, Recognitions and Presentations for March 5, 2020**

- a. None.

3. **Items That Require Council Direction**

- a. Continued discussion on transportation planning (from 2-1 Planning meeting)
 - i. Mr. Perkins reminded everyone of a previous conversation on transportation planning where everyone was asked to think of future transportation needs.
 - (1) These projects are funded through an 80/20 split by the MPO.
 - (2) He had previously cited Robinhood Road to Lewisville-Vienna Road; Lewisville-Vienna Road; Bradford Place to the future beltway; the future beltway to the Lewisville downtown.
 - (3) Mrs. Foster asked that the Planning Board be included in the transportation planning.
 - (4) Mr. Perkins offered to provide the transportation PowerPoint to the Planning Board.
 - (5) Mayor Horn suggested that the Planning Board look at the needs, suggested locations, and then bring the information to Council.
 - (a) Mrs. Tolbert advised that the Planning Board has a full agenda of work but will keep in mind as they work through other projects.
- b. Update on boards and committees
 - i. Mrs. Foster provided a handout on a process to make the boards and committees function better.

Boards and Committees Review - Update March 5, 2020

Submitted to Council by JM Foster 3-5-20

Review of need to address Board and Committees

At the retreat 2/1/20, Jeanne Marie requested to work with staff on issues related to assessing and enhancing

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Boards and Committees. Council agreed that Jeanne Marie and Mike move forward on “evaluating boards and committees, their functions and confluence between groups”. This suggestion was based on several separate but related items coming before Council at the January 2020 briefing and February 1st retreat:

Sustainability resolution submitted by Gus Preschle and supported by Recycling member/s.

Direction by Council to have Recycling Committee review resolution and recommend name change and charter edits consistent with sustainability.

Term Limit discussion and subsequent suggestion that all Board and Committee charters be reviewed for consistency, clarity and accountability measures.

Activities/Opportunities Surfaced to date

Jeanne Marie and Mike met and agreed on next steps. Jeanne Marie will take the lead with staff on the project and keep Council informed.

Staff has been work with the recycling committee to update their charter and name; they have been reviewing other boards’ charters/term limits, etc.; and the recycling committee is also continuing to review the resolution presented by Mr. Preschle;

Charters have inconsistency with formatting, language inconsistent with appropriate scope, and need to update term limits based on Council directive;

Boards and Committees are in process of receiving reappointments which surfaces need to develop uniform processes and procedures for recruiting, interviewing, orienting, retaining and training members; and

Comprehensive Planning will tap Boards and Committees so scope clarity from Council is timely.

Next steps

- Assessment of boards and committee members’ experience via informal survey/focus groups
 - Do our volunteers feel like they are doing meaningful work
 - Do our volunteers feel like they are making a difference and contributing to our community
 - Do our volunteers feel appreciated
- Assessment of staff experience working with and serving on Boards and Committees
- Review of best practices; existing policies, procedures and programming successfully implemented within other like municipalities
- Recommendations to Council based on grass roots input

Expected Outcomes

- Charter updates, reformatting and amendments

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- Policy and Procedure Manual for Boards and Committees
-

- ii. After reviewing the handout and discussing, Council was in agreement to move forward with the process.
- c. Community Center options
 - i. Mr. Perkins provided a handout from ADW that explained the options for the new community center starting with last page first, middle and finally the top page, which included the latest costs for the site and building construction sub-totals as well as soft costs (items that will not be included in construction) that totaled \$658,000.⁰⁰.
 - (1) It was pointed out that front dormers were added to emit more light and Council members liked that addition.
 - (2) Chains were used as downspouts.
 - (3) There was also a list of eight (8) alternates that were not included in the construction sub-total (base bid of \$4,389,770.⁰⁰) that totaled \$247,300.⁰⁰ and which needed Council approval for inclusion or exclusion for construction. **(See attached.)**
 - (a) After reviewing each option individually, Council Member Franklin felt that the eight (8) options should be included in the construction costs bringing that figure to \$4,637,070.⁰⁰. Council members concurred.
 - (i) There was discussion on the generator.
 - (ii) Base bid will include wiring for a generator and at bid opening, it will be determined whether to purchase or rent a generator.
 - (b) Total project cost of the project would be \$5,295,070.⁰⁰.
 - (4) Previously, it was determined that conduit would be placed for electric automobile charging stations. After consideration, that was removed since gas stations and other places will be wiring for this.
 - ii. There was discussion on debt service and how the building will be paid for.
 - (1) Mr. Perkins indicated that staff had run a scenario on debt service after the first feasibility study using an interest rate of 5% but would need more information from the LGC.
 - iii. Council members agreed to meet on Monday, March 16, 2020 at 5:30 p.m. in the second floor conference room to discuss all aspects of the community center including financing.
 - (1) Mayor Horn advised that there will be a meeting with the Advisory Group on March 23rd that will also include a PARTF session.
 - (2) Staff will ask LBC to either move to a different room for their meeting or change the date since they normally meet in the second floor conference room.
- d. Pedestrian Connection Overlay waiver
 - i. Mrs. Tolbert stated that the Chair and vice chair of the Planning Board were

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invited to briefing to get direction on the PCO waiver that the previous Council directed the board to amend.

- (1) There is a location on Robinhood Road that has bad slopes and grading which allowed for a waiver to be granted to the school system not build a sidewalk for the Lewisville Middle School Project.
 - (a) The UDO allows that a fee be paid whenever a waiver is granted because of topography.
 - (b) The previous Council directed the Planning Board to draft a text amendment that would exempt public entities from making any payments.
 - (c) The Planning Board wanted to know if the directive is the same from the current Council.
- (2) The Planning Board members had debated the issue and felt that no one should be exempt from making payments as required by the UDO and that government entities should be held to a higher standard.
 - (a) The section of the UDO on the PCO was reviewed to determine time frames on when fees were to be paid.
 - (i) No time frame is mentioned.
 - (b) Mr. Lawson and Mr. Hamby were present to provide insight into an alternative offered by the Planning Board that might be more beneficial to the Town, i.e. Alternative Compliance.
 - (c) The discussion centered around whether the UDO should be changed to allow a waiver of the fee for the school system.
 - (d) It was noted that a public hearing was set while waiting on clarity from the current Council.
 - (e) Language on the original directive and alternative compliance will be in the staff report.
- (3) Some Council comments:
 - (a) The schools should be looking for funding to assist in the payment and the town shouldn't be trying to fix the problem.
 - (b) Historically, we honor those prior directives; however, consistency should remain for all.
 - (c) Making exceptions mean rules loose validity.
- (4) After discussion, Council members' were not in favor of exempting government entities and the directive to staff is to hold their public hearing for the PCO on alternative compliance on the school site.
 - (a) More direction will be crafted into the language for the Alternative Compliance.

Council took a break from 7:59 p.m. to 8:05 p.m.

4. Unfinished Business:

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- a. Vienna Village follow-up
 - i. Mr. Perkins provided background on Vienna Village's continued request about speeding on their section of Yadkinville Road (a DOT road) and having the speed limit lowered for the safety of the residents crossing the road that live across the street.
 - (1) A request to the DOT from Bermuda Run was cited as approved for having their speed limit lowered.
 - (a) Bermuda Run was contacted and it was noted that there was an additional motive for the request.
 - (i) The request was to get driveway approvals so by lowering the speed, the driveways could be approved.
 - (ii) However, it was noted that driving behavior was not changed by lowering the speed.
 - (iii) There was also a caution: beware of unintended consequences, i.e. requests from other locations to do the same.
 - ii. Council Member Foster advised that she has driven the area and noted there is a 35mph sign there to slow for a curve.
 - iii. Sgt. Stringer advised that Deputy Southard was in the area today between 12:45 p.m. and 2:45 p.m.
 - (1) He clocked 183 cars with an average of 47.4 mph and issued one (1) ticket that was clocked at 61 mph.
 - (2) Sgt. Stringer advised that you may be opening a can of worms with limited people crossing the road.
 - (3) Vienna Village can hire their own deputy under contract for traffic enforcement.
 - (4) Signs may only be effective for a short amount of time.
 - iv. Mrs. Hunt advised that there is a person visually impaired and that there may be a sign that will be helpful in this instance and there may be another way to explore avenues without reducing speed.
 - v. Mr. Perkins advised that rapid flashers, at a cost of \$5,000.⁰⁰ for each side of the road paid for by Vienna Village, was an alternative noted by the DOT; however, sidewalks would also be needed.
 - vi. Mrs. Foster suggested looking at the whole town as a safety issue.
 - vii. There was a question about the Town's liability.
 - (1) Attorney Houff advised that the Town has no liability since the road belongs to the DOT.
 - (a) He also noted that it is not the Town's road to control although the Town has done much by having deputies to monitor the speed.
 - (2) Sgt. Stringer noted that at least 85% of the traffic "hustle" is spent on Yadkinville Road.

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- viii. After discussion, Council members were not in favor of lowering the speed limit to 35 mph.
- ix. Council Member Franklin advised that the answer to the sign issue lies in the MUTCD document.
- x. Council Member Foster asked for an inventory of possible places in the same situation in the Town.
- xi. After additional discussion, staff was instructed to go to Mr. Couch again and if the answer is again *NO*, then go to his boss for an answer.

5. **Items Requiring Action at Briefing**

- a. **Ordinance 2020010** - amending Budget Ordinance 2019001 in the amount of \$2,215.⁰⁰ to budget for purchase of 500 lapel pins with Town of Lewisville seal at a cost of \$745.⁰⁰, to budget \$250.⁰⁰ for musical entertainment at the volunteer lunch on May 2, 2020 and to budget \$1,220.⁰⁰ to cater a meal for the volunteers at the May 2nd event
 - i. Council Member Franklin moved to approve Ordinance 2020010. The motion was seconded by Council Member Hunt and approved unanimously. Ordinance 2020010 is herein incorporated by reference into the minutes.
 - ii. Council members will have shirts for the event.
- b. NCLM City Vision Annual conference
 - i. **Ordinance 2020012** - amending Budget Ordinance 2019001 in the amount of \$13,500.⁰⁰ to provide for 6 council members and 3 staff to attend the NCLM Annual City Vision Conference in Wilmington
 - (1) Council Member Hunt moved to approve Ordinance 2020012. The motion was seconded by Council Member Smitherman and approved unanimously. Ordinance 2020012 is herein incorporated by reference into the minutes.
 - (a) Mayor Horn and Council Member will not be attending.
 - ii. Discussion of May briefing meeting date change
 - (1) Council members discussed the need to change the briefing meeting date since they will be attending the City Vision Conference and decided to meet for the briefing on Monday, May 11, 2020 since that date has already been set aside for a budget meeting.
 - (a) Staff will add the meeting calendar changes to the regular meeting agenda for next week.
 - iii. Delegate selection
 - (1) Mayor Horn moved to have:
 - (a) Primary delegate - Mayor Pro Tem Jeanne Marie Foster and
 - (b) Alternate delegate - Town Manager Hank Perkins.
 - (2) The motion was seconded by Council Member Smitherman and approved unanimously.
- c. Grant application assistance
 - i. **Ordinance 2020011** - amending Budget Ordinance 2019001 in the amount of \$20,000.⁰⁰ to contract with McGill Associates of Hickory for professional planning services for the PARTF Grant application assistance

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- (1) Council Member Foster moved to approve Ordinance 2020011. The motion was seconded by Council Member Smitherman and approved unanimously. Ordinance 2020011 is herein incorporated by reference into the minutes.
 - ii. **Resolution 2020012** - Authorizing the Town Manager to award the contract to McGill Associates for an amount not to exceed \$20,000.⁰⁰ to provide planning services for the PARTF Grant application
 - (1) Council Member Hunt moved to approve Resolution 2020012. The motion was seconded by Council Member Smitherman and approved unanimously. Resolution 2020012 is herein incorporated by reference into the minutes.
 - d. Continue membership with the Forsyth County Home Consortium
 - i. Council Member Franklin moved to continue membership in the Consortium. The motion was seconded by Council Member Foster and approved unanimously.
 - e. **Ordinance 2020015** - amending Budget Ordinance 2019001 in the amount of \$5,692.43 to replace Annex upstairs air handler, one exterior unit and repair of upstairs duct work
 - i. Council Member Franklin moved to approve Ordinance 2020015. The motion is seconded by Council Member Foster and approved unanimously. Ordinance 2020015 is herein incorporated by reference into the minutes.
- 6. **Administrative Reports:**
 - a. Manager's Report
 - i. Lewisville Connect
 - (1) There is an opportunity to take a 3-yr contract at the same price.
 - (a) Everyone was okay with renewing for three (3) years.
 - ii. Bike and Pedestrian grant studies
 - (1) Mr. Perkins recommended updating the Town's Pedestrian Plan, in consultation with the Planner, to do the update through the MPO, depending on their funding availability.
 - (2) Mr. Perkins will find out particulars and report to Council.
 - iii. Community engagement for PARTF grant
 - (1) Presentations have been scheduled for March 17th and 19th for two civic groups and March 23rd at 6:30 p.m. at Town Hall for a general meeting with the public and the community center advisory group.
 - (2) There will also be surveys and emails directing residents to the Town's web site.
 - (3) Council may have to have a special meeting to approve the plans and to go forward with the application.
 - b. Staff Reports
 - i. Attorney
 - ii. Public Works
 - (1) Sidewalk repairs

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- (a) Mr. Moser is working on a proposal to have sidewalks shaved to prevent trip hazards.
 - (b) Some sidewalks are in such condition that they may have to be removed and replaced.
 - (c) Once all information is received, Council will be presented with a budget amendment.
 - (i) There are also issues with tree roots that cause the problem.
 - (ii) This issue is also being addressed.
- iii. Planning
- (1) Connectivity between existing and new subdivisions (from 2-1 Planning meeting)
 - (a) Mrs. Tolbert advised Council that members of the PSAC will be attending the Planning Board meeting on March 25th to discuss and determine if any changes should be made to the UDO.
 - (i) Mrs. Foster advised this may be an opportunity to educate the public on connectivity.
- iv. Finance
- v. Clerk

7. **Agenda Items for Regular Meeting on March 12, 2020**

- a. Tentative Agenda
 - i. Consent Agenda
 - (1) **Resolution 2020011** - Acceptance and Approval of Monthly **Financials for the seven months ending January 31, 2020**
 - (2) Approval of Council Planning meeting **Minutes - February 1, 2020**
 - (3) Approval of Council Briefing and Action **Minutes - February 6, 2020**
 - (4) Approval of Council Regular Meeting **Minutes - February 13, 2020**
 - (5) **Resolution 2020009** - Accepting the resignation of Sonsera Kiger from the Lewisville Beautification Committee
 - (6) **Resolution 2020010** - Accepting the resignation of Derek Duggins from the Lewisville Utilities Committee
 - ii. **Introductions, Recognitions, Presentations and/or Proclamations**
 - (1) None.
 - iii. **Board and Committee Appointments**
 - (1) Boards (by voting tally)
 - (a) Parks, Recreation and Cultural Development - 1 position available
 - (i) Council Member Smitherman advised he will not be voting on the Parks and Rec ballot since his wife has applied.

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- (ii) Ms. Paquette was non-responsive for the interview.
 - (iii) Attorney Houff advised that the spouses for P & R and Planning Board that have applied do not have a technical conflict of interest because there is no financial gain but it may be desirable to say something at the meeting.
 - (b) Planning Board - 3 positions available
 - (c) Willow Run Municipal Service District
 - (i) Area 5 - 1 position available
 - (ii) At-Large - 1 position available
 - (d) Zoning Board of Adjustment
 - (i) Permanent - 3 positions available
 - (ii) Alternate - 1 position available.
 - (2) Committees (by appointment orders)
 - (a) [Appointment Order 2020001](#) - Lewisville Beautification Committee
 - (b) [Appointment Order 2020002](#) - Public Safety Advisory Committee
 - (c) [Appointment Order 2020003](#) - Recycling Committee
 - (d) [Appointment Order 2020004](#) - Lewisville Utilities
 - iv. Public Hearings
 - (1) [Resolution 2020015](#) - Order to close Dexter Drive, the part that appears on the school property
 - (2) [Ordinance 2020014](#) - UDO L-159 Text Amendment adding a community center to definitions, amending the Permitted Use Table, and providing for off-street parking requirements
 - (a) The note shows only 60 parking spaces which is fewer than needed for the new community center.
 - (b) The property will need to be rezoned to general IP so that the project can move forward, possibly as early as May..
 - v. [Ordinance 2020006](#) - amending Chapter 4 of the Lewisville Town Code to place into code the allowance of the sale of alcoholic beverages before noon on Sunday as approved by Council in April 2018
- b. Approval of Tentative Agenda for regular meeting on [March 12, 2020](#)
 - i. Council Member Smitherman moved to approve the agenda for the March 12th meeting. The motion was seconded by Council Member Hunt and approved unanimously.
8. **For the Good of the Order:**
- a. Council Discussion
 - i. Mrs. Foster asked for a summer intern for planning and administration.
 - (1) A description is needed.
 - ii. Mayor Horn advised members that the County has been negotiating contracts

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with the various fire departments and the Lewisville Fire Department does not agree with the contract.

(1) The mayor has offered to facilitate and mediate discussions between the County and the Fire Department.

(a) Council members were agreeable as long as the Town is not a part of the discussion.

iii. Mayor Horn thanked everyone for their thoughtful discussion on the school and its future reflection on policy.

9. **Adjournment**

a. Having no other business to discuss, Council Member Smitherman moved to adjourn the meeting at 9:24 p.m. The motion was seconded by Council Member Franklin and approved unanimously.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk

3rd

Lewisville Community Center Budget

3/2/2020

latest

Construction Cost

Item

Site + Building Construction Cost

11,719 sf Community Center	\$3,837,000
Rear porch option (at outdoor fireplace)	\$68,400
Front dormer	\$27,000
Fireplace	\$58,300
Design / construction market contingency 5%	199,535
Construction contingency 5%	199,535
Construction Cost Subtotal	4,389,770

Alternates not included in cost above

Alt. #1 Rear canopy outside of multipurpose rooms	\$85,100	
Alt. #2 Sidewalks in entry circle	\$36,000	
Alt. #3 Provide site lighting	\$32,500	
Alt. #4 Acoustical wall treatments	\$18,700	
Alt. #5 Interior finishes upgrades	\$20,000	
Alt. #6 Power shades in multipurpose rooms	\$7,500	\$247,300
Alt. #7 Wood look soffits at porches	\$21,500	
Alt. #8 Generator	\$26,000	

Owner Carried Soft Costs

15% of Construction Costs

Land cost	\$0
IT/Phone budget (wiring and end connection and hardware) (MINIMAL)	\$14,000
AV budget (MINIMAL)	\$16,000
Security budget (wiring, card readers, does <u>not</u> include cameras) (MINIMAL)	\$30,000
Surveying	\$11,000
Geotechnical testing	\$7,000
Special inspections / material testing during construction	\$45,000
Commissioning (during construction-code required)	\$2,000
Furniture	\$95,000
Miscellaneous design services should owner request (furniture assistance, extra scope work tbd, etc.)	\$15,000
Kitchen equipment	
2 residential refrigerators/freezers	\$5,000
1 residential dishwasher	\$1,000
1 residential electric stove/oven	\$1,000
1 full height commercial warming oven	\$4,000
1 stainless steel island prep-table (in furniture budget)	\$0
Permitting fees	\$15,000
A&E fees	\$369,000
Soft cost contingency	\$28,000
Total Owner Soft Costs	\$658,000

Total Project Costs	<i>DOES NOT INCLUDE AT</i>	\$5,047,770
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5,295,070

2nd

Lewisville Community Center Budget

Schematic Design Phase

12/30/2019

Construction Cost

Item

Site + Building Construction Cost

11,715 sf Community Center	\$3,837,000
Rear porch option	\$68,400
Design / construction market contingency 5%	\$191,850
Construction contingency 5%	\$191,850
Construction Cost Subtotal	\$4,289,100

Owner Carried Soft Costs

15% of Construction Costs

Land cost	\$0
IT/Phone budget (wiring and end connection and hardware) (MINIMAL)	\$14,000
AV budget (MINIMAL)	\$16,000
Security budget (wiring, card readers, does <u>not</u> include cameras) (MINIMAL)	\$30,000
Surveying	\$11,000
Geotechnical testing	\$7,000
Special inspections / material testing during construction	\$45,000
Commissioning (during construction-code required)	\$2,000
Furniture	\$95,000
Miscellaneous design services should owner request (furniture assistance, extra scope work tbd, etc.)	\$15,000
Kitchen equipment	
2 residential refrigerators/freezers	\$5,000
1 residential dishwasher	\$1,000
1 residential electric stove/oven	\$1,000
1 full hight commercial warming oven	\$4,000
1 stainless steel islan prep-table (in furniture budget)	\$0
Permitting fees	\$15,000
A&E fees	\$369,000
Soft cost contingency	\$28,000

Total Owner Soft Costs **\$658,000**

Total Project Costs **\$4,947,100**

Presented
1-2-2020

10x
Feasibility
Study

Lewisville Community Center Budget

DRAFT

8/29/2019

Construction Cost

Item

Building Cost

12,151 sf Community Center	\$200/sf	\$2,430,200
Deep foundations (TBD)		\$0
Building Subtotal		\$2,430,200

Site Cost

Project site development		\$1,130,000
Off site utilities		\$0
Site Subtotal		\$1,130,000

Construction subtotal		\$3,560,200
Design / construction market contingency 10% (Study Phase will Reduce)		\$356,020
Construction contingency 5%		\$178,010
Construction Cost Subtotal		\$4,094,230

Owner Carried Soft Costs (typically 15-20% of construction cost)

Soft Cost at 19%		\$777,904
Total Owner Soft Costs		\$777,904

Total Project Costs		\$4,872,134
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Additional grading work for future Y site and parking not included, add \$100,000 for this work

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1. Call to Order

- a. Mayor Horn called the meeting to order at 7:30 p.m. Council members present were Council member Jeanne Marie Foster, Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also present were Town Manager Hank Perkins, Finance Officer Pam Orrell, Attorney Bo Houff, Planner Stacy Tolbert, Acting Public Works Director Ryan Moser and Town Clerk Joyce Walker.
- b. Invocation was led by Attorney Bo Houff and the Pledge of Allegiance by Council Member Fred Franklin.
- c. Adoption of Agenda
 - i. Mayor Horn asked that the minutes of February 6, 2020 and February 13, 2020 be placed on the April agenda and noted that the meeting calendar changes had been added.
 - ii. Council Member Foster moved to approve adoption of the amended agenda. The motion was seconded by Council Member Hunt and approved unanimously.

2. Consent Agenda

- a. Consent Agenda for approval
 - i. [Resolution 2020011](#) - Acceptance and Approval of Monthly [Financials for the seven months ending January 31, 2020](#)
 - ii. Approval of Council Planning meeting [Minutes - February 1, 2020](#)
 - iii. Approval of Council Briefing and Action [Minutes - February 6, 2020](#) (moved to the April agenda)
 - iv. Approval of Council Regular Meeting [Minutes - February 13, 2020](#) (moved to the April agenda)
 - v. [Resolution 2020009](#) - Accepting the resignation of Sonsera Kiger from the Lewisville Beautification Committee
 - vi. [Resolution 2020010](#) - Accepting the resignation of Derek Duggins from the Lewisville Utilities Committee
- b. Council Member Welch moved to approve the Consent Agenda. The motion was seconded by Council Member Hunt and approved unanimously. Resolution 2020011, Resolution 2020009, and Resolution 2020010 are herein incorporated by reference into the minutes.

3. Introductions, Presentations, Recognitions and/or Proclamations

- a. **Introductions, Recognitions, Presentations and/or Proclamations**
 - i. None.

4. Public Forum

- a. Mayor Horn opened the Public Forum at 7:35 p.m.
- b. Having no speakers, the Public Forum was closed at 7:36 p.m.

NOTE: Minutes follow the original agenda while the meeting items did not follow the agenda to allow for tallying and reporting of votes.

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5. **Appointments**

- a. Boards (by voting tally)
 - i. Zoning Board of Adjustment
 - (1) **Permanent - 3 positions available**

	Foster	Franklin	Horn	Hunt	Sadler	Smitherman	Welch	Total
Horner, Vance	X	X	X	X	X	X	X	7
Hunt, David	X	X	X	X	X	X	X	7
May, Phillip	X	X	X	X	X	X	X	7

- (a) By voting tally, Vance Horner has been re-appointed as a permanent member to the Zoning Board of Adjustment and David Hunt and Phillip May have been appointed as new permanent members to the ZBOA.
- (b) Council Member Hunt acknowledged that David Hunt is her spouse and has applied for a position on the ZBOA.
- (c) Mayor Horn clarified that Council members may vote on items that do not provide a financial gain.

(2) **Alternate - 1 position available**

	Foster	Franklin	Horn	Hunt	Sadler	Smitherman	Welch	Total
Nealeans, Alan	X	X	X	X	X	X	X	7

- (a) By voting tally, Alan Nealeans has been reappointed as an alternate member to the Zoning Board of Adjustment.

- ii. Willow Run Municipal Service District
 - (1) **Area 5 - 1 position available**

	Foster	Franklin	Horn	Hunt	Sadler	Smitherman	Welch	Total
May, Phillip	X	X	X	X	X	X	X	7

- (a) By voting tally, Phillip May has been appointed to Service District 5 of the Willow Run Municipal Service District.

(2) **At-Large - 1 position available**

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	Foster	Franklin	Horn	Hunt	Sadler	Smitherman	Welch	Total
Yarnell, Glenn	X	X	X	X	X	X	X	7

- (a) By voting tally, Glenn Yarnell has been appointed to the At-Large position of the Willow Run Municipal Service District.

iii. **Planning Board - 3 positions available**

	Foster	Franklin	Horn	Hunt	Sadler	Smitherman	Welch	Total
Aldhizer, George							X	1
Eskridge, Joseph			X				X	2
Flow, Meghan	X	X		X	X	X		5
Green, Tony								
Higgins, Jessica	X	X	X	X	X	X		6
Long, Monte								
Lough, Rachel							X	1
May, Phillip		X				X		2
Redwine, Cynthia								
Sloop, Joseph	X	X		X	X			4

- (1) As noted above by voting tally, Jessica Higgins and Meghan Flow have been re-appointed to fill 3-year terms ending in 2023 while Joseph Sloop will complete a 3-year term ending in 2022.
- (2) Phillip May, who had applied to several boards, was recommended to be a member of the Zoning Board of Adjustment and the Willow Run Municipal Service District. (See above.)

iv. **Parks, Recreation and Cultural Development** - 1 position available

	Foster	Franklin	Horn	Hunt	Sadler	Smitherman	Welch	Total
Paquette, Cara								

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Smitherman, Lisa					X			1
Walker, Ryan	X	X	X	X			X	5

- (1) As noted above by voting tally, Ryan Walker has been appointed to fill the 3-year term ending in 2023.
- (2) Mr. Smitherman opted not to vote, acknowledging that Lisa Smitherman was his wife and had applied for a position on the Parks and Rec Board.

b. Committees (by appointment orders)

i. **Appointment Order 2020001** - Lewisville Beautification Committee

- (1) Council Member Welch moved to approve Appointment Order 2020001. The motion was seconded by Council Member Hunt and approved unanimously. Appointment Order 2020001 is herein incorporated by reference into the minutes.

ii. **Appointment Order 2020002** - Public Safety Advisory Committee

- (1) Council Member Franklin moved to approve Appointment Order 2020002. The motion was seconded by Council Member Hunt and approved unanimously. Appointment Order 2020002 is herein incorporated by reference into the minutes.

iii. **Appointment Order 2020003** - Recycling Committee

- (1) Council Member Hunt moved to approve Appointment Order 2020003. The motion was seconded by Council Member Smitherman and approved unanimously. Appointment Order 2020003 is herein incorporated by reference into the minutes.

iv. **Appointment Order 2020004** - Lewisville Utilities

- (1) Council Member Smitherman moved to approve Appointment Order 2020004. The motion was seconded by Council Member Franklin and approved unanimously. Appointment Order 2020004 is herein incorporated by reference into the minutes.

6. **Public Hearings**

a. Order to close a portion of Dexter Drive

i. Staff Presentation

- (1) The portion of the road being closed appears on the property owned by the Winston-Salem/Forsyth County Schools. It is the only section of the road to be closed and was on the map in Council's packet. It was also noted that the requirement to close a road or portion of a road is by resolution and not by ordinance.

ii. Public Hearing

- (1) The Public Hearing was opened at 7:58 p.m.
- (2) Having no speakers, the Public Hearing was closed at 7:59 p.m.

iii. Council Discussion

- (1) None.

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- iv. Council Consideration - **Resolution 2020015**
 - (1) Council Member Franklin moved to approve Resolution 2020015. The motion was seconded by Council Member Smitherman and approved unanimously. Resolution 2020015 and its attachments are herein incorporated by reference into the minutes.
- b. UDO L-159 Text Amendment adding a community center to definitions, amending the Permitted Use Table, and providing for off-street parking requirements
 - i. Staff Presentation
 - (1) Mrs. Tolbert provided information on the update to the UDO and cited the addition of the definition of Community Center, that it will be added under Institutional and Public Uses on the Permitted Use Table and the parking requirements, noting how staff and the Planning Board researched its findings.
 - (a) She also noted that the Planning Board added a maximum number of spaces for parking.
 - (b) A site plan will be required and will have to conform with residential use and standards.
 - ii. Council asked for clarification on the calculation on the maximum number of parking spaces noted on the amendment.

STAFF REPORT

DOCKET # UDO L-159

REQUEST

This UDO text amendment was drafted by staff at the request of the Town Council to amend the Unified Development Ordinances (UDO) to add community center as a permitted use to the permitted use table (PUT) along with a definition and parking calculation. The amendment applies to UDO Chapter A, Article II Definitions; Chapter B, Article II Table B.2.6 Permitted Uses; & Chapter B, Article III Table B.3.8 Parking Requirements.

BACKGROUND

The Town Council wishes to build a new Community Center in the Town of Lewisville. Community Center is not currently a use listed in the Permitted Use Table. Without the amendment to the PUT, the project can not move forward as proposed.

ANALYSIS

Through continued research, Staff, along with the Planning Board, has developed a definition and a parking calculation to be added to the UDO to allow a Community Center in the Town of Lewisville. Many municipalities were researched in order to find out similar uses and regulations. With the definition

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specifying the use as one owned and operated by a public or non-profit group or agency, Staff felt it best to allow the use in certain zoning districts but not all districts. The use will still be considered a non-residential use, therefore will have to follow the other zoning standards in the UDO such as lighting, landscaping, buffer requirements, etc.

SUMMARY

This UDO text amendment will add Community Center as a use in the permitted use table. The new Town of Lewisville Community Center is in the design phase. Once the text amendment is adopted, the project can move forward with a rezoning. Staff believes this change to the UDO is reasonable because it will allow an additional use in the Town with the proper regulations.

The exact language to be added and/or amended to the UDO is included in the ordinance.

- iii. Public Hearing
 - (1) The Public Hearing was opened at 7:44 p.m.
 - (2) Having no speakers, the Public Hearing was closed at 7:45 p.m.
- iv. Council Discussion
 - (1) Mayor Horn pointed out that the largest room in the building will hold about 250 guests which would probably need at least 125 parking spaces to accommodate a particular gathering. He asked Council to consider removing the maximum number spaces as noted in the ordinance recommended by the Planning Board.
- v. Council Consideration - **Ordinance 2020014 (See Attached.)**
 - (1) Council Member Franklin moved to approve Ordinance 2020014 and to include the **removal of the Note section** showing a maximum one space per 200 sq ft of gross floor area. The motion was seconded by Council Member Hunt and approved unanimously. Ordinance 2020014 and its attachment are herein incorporated by reference into the minutes.

- 7. **Evidentiary Hearings**
 - a. None.
- 8. **Annexation Requests**
 - a. None.
- 9. **Preliminary Site Plan Approvals**
 - a. None.
- 10. **Unfinished Business**
 - a. None.
- 11. **New Business**

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- a. **Ordinance 2020006** - amending Chapter 4 of the Lewisville Town Code to place into code the allowance of the sale of alcoholic beverages before noon on Sunday as approved by Council in April 2018
 - i. Council Member Franklin moved to approve Ordinance 2020006. The motion was seconded by Council Member Foster and approved unanimously. Ordinance 2020006 is herein incorporated by reference into the minutes.
- b. Approval of 2020 calendar changes
 - i. **Town meeting calendar**
 - (1) Council Member Foster moved to approve the Town meeting calendar date changes. The motion was seconded by Council Member Welch and approved unanimously.
 - ii. **Council budget calendar**
 - (1) Council Member Foster moved to approve the budget meeting calendar changes. The motion was seconded by Council Member Welch and approved unanimously.

12. **Administrative Reports**

- a. Upcoming **Events at Shallowford Square** and Town Holidays
 - i. The Town will have a special recycling day on March 28th and Town offices will be closed on April 10th in observance of the Good Friday holiday.
- b. Manager's Report
 - i. PARTF grant update
 - (1) Mr. Perkins reported that the Town will be moving forward with the grant application.
 - (a) He has scheduled two (2) presentations to civic organizations the following week and a drop-in session at 6:30 p.m. on the 23rd at Town Hall to get feedback on park expansion.
- c. Clerk's Report
 - i. None.
- d. **Approvals at the Briefing and Action Meeting on March 5, 2020**
 - i. **Ordinance 2020010** - amending Budget Ordinance 2019001 in the amount of \$2,215.⁰⁰ to budget for purchase of 500 lapel pins with Town of Lewisville seal at a cost of \$745.⁰⁰, to budget \$250.⁰⁰ for musical entertainment at the volunteer lunch on May 2, 2020 and to budget \$1,220.⁰⁰ to cater a meal for the volunteers at the May 2nd event
 - ii. NCLM City Vision Annual conference
 - (1) **Ordinance 2020012** - amending Budget Ordinance 2019001 in the amount of \$13,500.⁰⁰ to provide for 6 council members and 3 staff to attend the NCLM Annual City Vision Conference in Wilmington
 - (2) Discussion of May briefing meeting date change (moved to Monday, May 11, 2020)
 - (a) Primary delegate - Jeanne Marie Foster
 - (b) Alternate delegate - Hank Perkins
 - iii. Grant application assistance

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Lewisville Town Council
Regular Meeting Minutes
March 12, 2020 - 7:30 p.m.
Town Hall - 6510 Shallowford Road - Room 110

- (1) **Ordinance 2020011** - amending Budget Ordinance 2019001 in the amount of \$20,000.⁰⁰ to contract with McGill Associates of Hickory for professional planning services for the PARTF Grant application assistance
- (2) **Resolution 2020012** - Authorizing the Town Manager to award the contract to McGill Associates for an amount not to exceed \$20,000.⁰⁰ to provide planning services for the PARTF Grant application assistance
- iv. Continue membership with the Forsyth County Home Consortium - concurred
- v. **Ordinance 2020015** - amending Budget Ordinance 2019001 in the amount of \$5,692.43 to replace Annex upstairs air handler, one exterior unit and repair of upstairs duct work

13. **For the Good of the Order:**

- a. Public Comments
 - i. Mayor Horn opened Public Comments at 8:04 p.m.
 - ii. Having no speakers, Public Comments were closed 8:05 p.m.
- b. Council Comments
 - i. Mayor Horn advised everyone of the conference call with State officials that discussed the Coronavirus and the State of Emergency issued by the Governor.
 - (1) He noted those who would be most affected (those 65 and older) and that the highest number in a gathering should be limited to 100.
 - (2) In addition, the State was asking people to “telework” (work from home), wipe surfaces, stay home where possible, check nursing homes for access, and wash hands frequently.
 - (3) A State web site, NCDHHS.gov/coronavirus has been established for updates.
 - (4) The Town will be supporting the Health Department and Emergency Services for their efforts.
 - (5) The clerk will be sending a notice on Monday to the Town’s boards and committees to postpone their meetings until the next meeting date.
- c. Adjournment
 - i. Having no other business to discuss, Council Member Foster moved to adjourn the meeting at 8:10 p.m. The motion was seconded by Council Member Melissa Hunt and approved unanimously.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk

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Special Meeting and Action Meeting Minutes
Monday, March 16, 2020 - 5:30 p.m.
Town Hall - 6510 Shallowford Road - 1st floor

Due to COVID-19 directives, some Council members were attending the meeting via telephone and those present were adhering to social distancing in the room.

1. Call to Order:

- a. Mayor Horn noted that Council members Ken Sadler, Melissa Hunt and Fred Franklin were physically present and Council members Jane Welch, Jeanne Marie Foster and David Smitherman were attending by telephone. Also physically present were Town Manager Hank Perkins, Attorney Bo Houff, Finance Officer Pam Orrell and Town Clerk Joyce Walker.
 - i. Only those present will be voting.
- b. Approval of Agenda
 - i. Council Member Sadler moved to approve the agenda. The motion was seconded by Council Member Franklin and approved unanimously.

2. New community center

- a. Council members were presented information on funding amounts with and without the alternates included in the total cost of the project. **(See attachments 1 and 2)**
 - i. Three percent (3%) was used for calculating interest.
 - ii. Mrs. Orrell noted the circumstances under which there would be a drop in the general fund; however, it was noted that the Town is way above the amount recommended by the Local Government Commission (LGC).
- b. This briefing is to understand funding options for the community center project.
 - i. He noted the information presented provides estimates.
 - ii. The Town will need to get on the LGC calendar and approval may take 65 days.
 - iii. Mayor Horn explained the strategy in paying off the Town Hall debt and assuming the community center debt.
 - iv. Everyone was asked to keep in mind that there may be other projects that will require supplemental matches from the general fund.
 - v. When the next information is received from ADW, Council will be in a position to make some decisions on the project, i.e. how much to take from the general fund and how much to finance.
 - (1) Mr. Perkins reiterated the instructions that have been provided to ADW based on approvals by Council regarding options and what is to be included in the design.
- c. Mrs. Foster expressed her confusion on who is doing what and how the information is getting back to the public.
 - i. Mr. Perkins explained:
 - (1) The COVID-19 health emergency has complicated gatherings for public input for the PARTF grant.
 - (a) He explained the previous work that was done to determine size and room layout.

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Lewisville Town Council
Special Meeting and Action Meeting Minutes
Monday, March 16, 2020 - 5:30 p.m.
Town Hall - 6510 Shallowford Road - 1st floor

- (b) Staff will be checking into convening a group for input into the PARTF grant requirements that will also include the building.
- (c) There will be a survey for potential ideas.
 - (i) These ideas will be fully vetted and will become part of the Parks and Recreation Master Plan.
- (d) Council will need to meet before May 1st on approving the amenities to be included as well as the entire 15 acre site.
 - (2) Mr. Franklin further explained that it now up to the Council to make decisions going forward.
- d. Mr. Perkins did mention that he thought that the property re-valuation will be performed in the next fiscal year.

3. Other discussions

- a. COVID-19 Health Emergency
 - i. The mayor indicated he has a Declaration of Emergency ready to go if it is needed.
 - (1) Mr. Perkins explained that a declaration would need to be in place if the Town had to seek reimbursements incurred because of COVID-19 expenditures.
 - ii. The Clemmons Foundation is putting an advisory group together in case there may be specific needs in the community that they can help to fund.
 - (1) Council was in agreement to work with the Foundations.
- b. Communicating with Council and residents in this health crisis
 - i. There was discussion on meeting electronically and it was noted that the law has not been changed as noted by an article from the NC School of Government.
 - (1) The Open Meetings Law still provides for attendance by the public.
 - (2) Staff will be checking with State and County officials on how public bodies can meet.
 - (3) Mayor Horn indicated there will be a resolution to the meeting problem by the briefing meeting.
- c. Volunteer lunch
 - i. A decision will be made on a date change as other events occur pertaining to the virus.

4. Adjournment

- a. Having no other business to discuss, Council Member Sadler moved to adjourn the meeting at 7:00 p.m. The motion was seconded by Council Member Hunt and approved unanimously.

Mike Horn, Mayor

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Lewisville Town Council
Special Meeting and Action Meeting Minutes
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ATTEST:

Joyce C. McWilliams Walker, Town Clerk

Scenario #1 (Without Alternates)

Pg 1 of 4

Town of Lewisville
Funding for New Community Center

Updated March 16, 2020

Equity Sources**Buildings/Land Capital Reserve
(as of 3/16/2020)**

\$ 1,233,975

*(Annual transfers from the General Fund to this Capital Reserve are \$170,000)***2020-2021 General Fund
Transfer to Buildings/Land
Capital Reserve**

\$ 170,000

General Fund

\$ 1,643,795

*(Available General Fund Balance excluding Powell Bill Reserve was \$5,774,595 at June 30, 2019 or 127% of general fund expenditures. In the year that \$1,643,795 of the general fund is used to construct the community center that percentage will drop to approximately 67%. In subsequent years the percentage will rise to approximately 90% and continue to grow as fund balance grows.)*Debt Sources**Installment Note - \$2,000,000 payable in equal principal payments annually of \$133,333 plus interest at 3% for 15 years.**

\$ 2,000,000

*(See attached amortization schedule. Current discussions with our banker at BB&T indicate an estimated interest rate of 2.25%. For determining funding for construction of the new community center we are using a more conservative 3% in our calculations.)***Estimated Cost of Community Center****\$ 5,047,770**

Bank Loan Balance on Town Hall \$ 560,005

(The bank loan requires annual payments of \$186,666 plus interest at 2.59% and will be paid in full November 2022.)

Repayment Strategy on Community Center Installment Loan

The annual transfer from the General Fund to the Buildings/Land Capital Reserve Fund is \$170,000. This transfer can be suspended beginning with the 2021/2022 budget year and the \$170,000 can be used instead to support the debt payments on the community center installment loan.

The installment loan on the Town Hall Building will be paid in full in November, 2022. The annual payments on the Town Hall loan are \$186,666 plus interest. Once the Town Hall is paid for in full, the monies annually budgeted for debt service on the Town Hall can be used to fund debt service on the new community center. Then if Council chooses, they can begin funding the Buildings/Land Capital Reserve with transfers from the General Fund once again.

Fiscal Year	Loan Payment on Community Center (Principal and Interest)	Suspended Annual Transfer from General Fund to Buildings/Land Capital Reserve Reallocated to Community Center Loan Payment	Town Hall Loan Payment Reallocated to Community Center Loan Payment	Cash Surplus (Deficit)
2021-2022	\$ 193,333	\$ 170,000	\$ -	\$ (23,333)
2022-2023	189,333	96,000	93,333	-
2023-2024	185,333	-	186,666	1,333
2024-2025	181,333	-	186,666	5,333
2025-2026	177,333	-	186,666	9,333
2026-2027	173,333	-	186,666	13,333
2027-2028	169,333	-	186,666	17,333
2028-2029	165,333	-	186,666	21,333
2029-2030	161,333	-	186,666	25,333
2030-2031	157,333	-	186,666	29,333
2031-2032	153,333	-	186,666	33,333
2032-2033	149,333	-	186,666	37,333
2033-2034	145,333	-	186,666	41,333
2034-2035	141,333	-	186,666	45,333
2035-2036	137,338	-	186,666	49,328
	\$ 2,480,000	\$ 266,000	\$ 2,519,991	\$ 305,991

Lewisville Community Center Budget

3/2/2020

Construction Cost

Item

Site + Building Construction Cost

11,719 sf Community Center	
Rear porch option (at outdoor fireplace)	\$3,837,000
Front dormer	\$68,400
Fireplace	\$27,000
Design / construction market contingency 5%	\$58,300
Construction contingency 5%	199,535
Construction Cost Subtotal	199,535
	4,389,770

Alternates not included in cost above

Alt. #1 Rear canopy outside of multipurpose rooms	\$85,100
Alt. #2 Sidewalks in entry circle	\$36,000
Alt. #3 Provide site lighting	\$32,500
Alt. #4 Acoustical wall treatments	\$18,700
Alt. #5 Interior finishes upgrades	\$20,000
Alt. #6 Power shades in multipurpose rooms	\$7,500
Alt. #7 Wood look soffits at porches	\$21,500
Alt. #8 Generator	\$26,000

247,300

Owner Carried Soft Costs

15% of Construction Costs

Land cost	
IT/Phone budget (wiring and end connection and hardware) (MINIMAL)	\$0
AV budget (MINIMAL)	\$14,000
Security budget (wiring, card readers, does <u>not</u> include cameras) (MINIMAL)	\$16,000
Surveying	\$30,000
Geotechnical testing	\$11,000
Special inspections / material testing during construction	\$7,000
Commissioning (during construction-code required)	\$45,000
Furniture	\$2,000
Miscellaneous design services should owner request (furniture assistance, extra scope work tbd, etc.)	\$95,000
Kitchen equipment	\$15,000
2 residential refrigerators/freezers	
1 residential dishwasher	\$5,000
1 residential electric stove/oven	\$1,000
1 full height commercial warming oven	\$1,000
1 stainless steel island prep-table (in furniture budget)	\$4,000
Permitting fees	\$0
A&E fees	\$15,000
Soft cost contingency	\$369,000
Total Owner Soft Costs	\$28,000
	\$658,000

Total Project Costs

\$5,047,770

Alternates 247,300
5,295,070

Town of Lewisville
Mortgage on New Community Center

Loan Amount \$ 2,000,000.00
Number of payments 15
Payment frequency Annually
Interest rate 3%

Year	Payment	Interest	Principal	Balance
Loan				2,000,000.00
1	193,333.00	60,000.00	133,333.00	1,866,667.00
2	189,333.01	56,000.01	133,333.00	1,733,334.00
3	185,333.02	52,000.02	133,333.00	1,600,001.00
4	181,333.03	48,000.03	133,333.00	1,466,668.00
5	177,333.04	44,000.04	133,333.00	1,333,335.00
6	173,333.05	40,000.05	133,333.00	1,200,002.00
7	169,333.06	36,000.06	133,333.00	1,066,669.00
8	165,333.07	32,000.07	133,333.00	933,336.00
9	161,333.08	28,000.08	133,333.00	800,003.00
10	157,333.09	24,000.09	133,333.00	666,670.00
11	153,333.10	20,000.10	133,333.00	533,337.00
12	149,333.11	16,000.11	133,333.00	400,004.00
13	145,333.12	12,000.12	133,333.00	266,671.00
14	141,333.13	8,000.13	133,333.00	133,338.00
15	137,338.14	4,000.14	133,338.00	
	<u>2,480,001.05</u>	<u>480,001.05</u>	<u>2,000,000.00</u>	

Scenario #2 (With Alternates)

Town of Lewisville
Funding for New Community Center

Updated March 16, 2020

Equity Sources

Buildings/Land Capital Reserve

(as of 3/16/2020)

\$ 1,233,975

(Annual transfers from the General Fund to this Capital Reserve are \$170,000)

2020-2021 General Fund

Transfer to Buildings/Land

Capital Reserve

\$ 170,000

General Fund

\$ 1,891,095

(Available General Fund Balance excluding Powell Bill Reserve was \$5,774,595 at June 30, 2019 or 127% of general fund expenditures. In the year that \$1,891,095 of the general fund is used to construct the community center that percentage will drop to approximately 60%. In subsequent years the percentage will rise to approximately 85% and continue to grow as fund balance grows.)

Debt Sources

Installment Note - \$2,000,000 payable in equal principal payments annually of \$133,333 plus interest at 3% for 15 years.

\$ 2,000,000

(See attached amortization schedule. Current discussions with our banker at BB&T indicate an estimated interest rate of 2.25%. For determining funding for construction of the new community center we are using a more conservative 3% in our calculations.)

Estimated Cost of Community Center

\$ 5,295,070

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Lewisville Community Center Budget

3/2/2020

Construction Cost

Item

Site + Building Construction Cost

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Alt. #2 Sidewalks in entry circle	\$36,000
Alt. #3 Provide site lighting	\$32,500
Alt. #4 Acoustical wall treatments	\$18,700
Alt. #5 Interior finishes upgrades	\$20,000
Alt. #6 Power shades in multipurpose rooms	\$7,500
Alt. #7 Wood look soffits at porches	\$21,500
Alt. #8 Generator	\$26,000

247,300

Owner Carried Soft Costs

15% of Construction Costs

Land cost	\$0
IT/Phone budget (wiring and end connection and hardware) (MINIMAL)	\$14,000
AV budget (MINIMAL)	\$16,000
Security budget (wiring, card readers, does <u>not</u> include cameras) (MINIMAL)	\$30,000
Surveying	\$11,000
Geotechnical testing	\$7,000
Special inspections / material testing during construction	\$45,000
Commissioning (during construction-code required)	\$2,000
Furniture	\$95,000
Miscellaneous design services should owner request (furniture assistance, extra scope work tbd, etc.)	\$15,000
Kitchen equipment	
2 residential refrigerators/freezers	\$5,000
1 residential dishwasher	\$1,000
1 residential electric stove/oven	\$1,000
1 full height commercial warming oven	\$4,000
1 stainless steel island prep-table (in furniture budget)	\$0
Permitting fees	\$15,000
A&E fees	\$369,000
Soft cost contingency	\$28,000
Total Owner Soft Costs	\$658,000

Total Project Costs

\$5,047,770

Alternates 247,300
5,295,070

Town of Lewisville
Mortgage on New Community Center

Loan Amount \$ 2,000,000.00
Number of payments 15
Payment frequency Annually
Interest rate 3%

Year	Payment	Interest	Principal	Balance
Loan				2,000,000.00
1	193,333.00	60,000.00	133,333.00	1,866,667.00
2	189,333.01	56,000.01	133,333.00	1,733,334.00
3	185,333.02	52,000.02	133,333.00	1,600,001.00
4	181,333.03	48,000.03	133,333.00	1,466,668.00
5	177,333.04	44,000.04	133,333.00	1,333,335.00
6	173,333.05	40,000.05	133,333.00	1,200,002.00
7	169,333.06	36,000.06	133,333.00	1,066,669.00
8	165,333.07	32,000.07	133,333.00	933,336.00
9	161,333.08	28,000.08	133,333.00	800,003.00
10	157,333.09	24,000.09	133,333.00	666,670.00
11	153,333.10	20,000.10	133,333.00	533,337.00
12	149,333.11	16,000.11	133,333.00	400,004.00
13	145,333.12	12,000.12	133,333.00	266,671.00
14	141,333.13	8,000.13	133,333.00	133,338.00
15	137,338.14	4,000.14	133,338.00	
	<u>2,480,001.05</u>	<u>480,001.05</u>	<u>2,000,000.00</u>	