

Lewisville Town Council
Briefing and Action Meeting Minutes
January 2, 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 Director Pam Orrell, Attorney Bo Houff, Planner Stacy Tolbert and Town Clerk Joyce Walker.
- b. Adoption of Agenda
 - i. Mayor Horn asked to move Item 3.c. to 3.a. and the remainder reordered so that Mr. Carlyon can leave for Charlotte.
 - ii. Mayor Horn identified items 3.c., 3.d., and 4.d. as items added after the agenda was emailed.
 - iii. Mr. Perkins asked to add item 3.e. Reconditioning roundabouts on Williams Road at HWY 421.
 - iv. Mrs. Foster moved to approve the agenda with amendments noted. The motion was seconded by Mr. Franklin and approved unanimously.

2. **Guests, Introductions, Recognitions and Presentations for January 2, 2020**

- a. None.

3. **Items That Require Council Direction**

- a. New Community Center update on Design Option C
 - i. Keith Carlyon was present to provide cost estimates for the community center including pricing for the construction of items that may or may/not be part of the initial construction (and pricing).
 - (1) The final square footage for the building, based on the plan presented, is 11,715 square feet.
 - (a) ADW has a 16-page breakout estimate of costs from the estimator.
 - (b) Thirteen options were also provided to the estimator.
 - (2) Some items were identified as easy to add after construction.
 - (3) Some items to be determined for inclusion/exclusion and alternates for construction:
 - (a) Fireplace? Gas logs.
 - (b) Identified sidewalk on list.
 - (c) Site lighting (leased).
 - (d) Pricing on ceiling partitions instead of wall partitions between areas in the large room.
 - (e) Emergency generator as an alternate and/or pre-wire for future.
 - (f) Solar panels (future)?
 - (g) Acoustics materials.
 - (h) Easy maintenance items.
 - (i) Different material for the rear porch.
 - (4) Council has other specific items which need to be explored such as A/V, screens, etc.
 - ii. Direction
 - (1) Council was comfortable with the estimates that were presented and

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advised Mr. Carlyon to move forward with the bid package and will look at the next estimates before deciding on options.

- (a) Council Member Smitherman moved to continue with the project and to move forward based upon these initial projections, utilizing energy efficiencies, the optional ceiling dividers, trellis and generator connections. The motion was seconded by Council Member Welch and approved unanimously.
- b. Request for a resolution on energy efficiency
 - i. Gus Preschle, Lewisville resident, was present to support the resolution provided to the Town asking that the Town bring climate change recognition to everyone. He was asking the Town to join with other towns and communities to reduce carbons and develop solutions by the year 2050 with a dramatic change by 2030. He provided some examples of the severity. He would like to educate everyone on climate change.
 - (1) After discussion, Council suggested that the Town should develop its own resolution and to include the Recycling Committee on sustainability.
 - (a) The Mayor will meet with the Committee to discuss amending their charter and including sustainability.
 - (2) Staff is to review the charter of the Recycling Committee to include the sustainability language.
 - (3) The Mayor did ask that Mr. Preschle wait before contacting the Recycling Committee until the committee has instructions from Council.
- c. Auditor discussion
 - i. At the Essentials of Municipal Government class, in a presentation, it was suggested that auditors should be changed every three years.
 - ii. Mrs. Orrell provided background on the current auditors and their proficiency.
 - iii. After discussing the current auditor, it was decided that no change was needed.
 - (1) The auditor contract will be presented to Council at their February briefing. She noted that this is the second year of a three year agreement.
- d. Set Budget Workshop dates
 - i. Mr. Perkins provided the process for budget review.
 - ii. Council Member Franklin moved to publish the budget dates. The motion was seconded by Council Member Smitherman and approved unanimously.
 - iii. An amended meeting schedule for approval will be on the January 9th agenda that will include a reference to the budget meeting dates and the February 1st planning meeting.

2020 BUDGET DATES

	Time		Day	Date
				2020
	7:30 pm	Present to Council at Regular meeting	Th	4-09
	6:00 pm	Budget workshop	M	4-13

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	6:00 pm	Budget workshop	M	4-20
	6:00 pm	Budget workshop following briefing	Th	5-7
	6:00 pm	Budget workshop	M	5-11
	6:00 pm	Budget ordinance final review	Th	6-4
	7:30 pm	Budget public hearing at regular council meeting	Th	6-11

Council took a short break between 7:45 p.m. and 7:50 p.m.

- e. Recondition roundabout at the Williams Road traffic roundabout.
 - i. These are the original roundabouts constructed by the DOT and are stamped asphalt. They have become worn and the paint has been worn off.
 - (1) As part of the Gateway Project, Council was in agreement to add the cost of \$18,000.⁰⁰ to refinish and seal the stamped asphalt. This will be conveyed to Kimley Horn.
 - (2) Council Member Franklin asked staff to contact the DOT about how their contracted degraded the roundabouts when the bridge over HWY 421 was fixed.
4. **Items Requiring Action at Briefing**
- a. **Ordinance 2020003** - amending Budget Ordinance 2019001 in the amount of \$1,168.⁰⁰ to budget for providing an additional 148 18-gal recycling bins being purchased that provides for the addition of the town's logo
 - i. Council Member Welch moved to approve Ordinance 2020003. The motion was seconded by Council Member Hunt and approved unanimously. Ordinance 2020003 is herein incorporated by reference into the minutes.
 - b. **Ordinance 2020004** - amending Budget Ordinance 2019001 in the amount of \$2,636.⁰⁰ to pay 2019 property taxes owed on donated Warren property
 - i. Council Member Foster moved to approve Ordinance 2020004. The motion was seconded by Council Member Smitherman and approved unanimously. Ordinance 2020004 is herein incorporated by reference into the minutes.
 - c. **Ordinance 2020005** - amending Budget Ordinance 2019001 in the amount of \$13,587.⁰⁰ to budget for a Workers Compensation claim by a deputy assigned to the Town of Lewisville
 - i. It was decided that this budget ordinance should not be Lewisville and was deleted.
 - d. **Resolution 2020004** - authorizing the Town Manager to execute the contract with Stewart, Inc. of Raleigh, NC for planning audit services in an amount not to exceed \$18,400.⁰⁰
 - i. Council Member Franklin moved to approve Resolution 2020004. The motion was seconded by Council Member Hunt and approved unanimously. Resolution 2020004 is herein incorporated by reference into the minutes.
5. **Unfinished Business:**
- a. None.

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6. **Administrative Reports:**

- a. Manager's Report
 - i. iPads will be given to council members following the briefing.
- b. Staff Reports
 - i. Attorney
 - ii. Public Works
 - iii. Planning
 - iv. Finance
 - v. Clerk
 - (1) Council has set the date for the Planning Workshop for Saturday, February 1, 2020.

7. **Agenda Items for Regular Meeting on January 9, 2020**

- a. Tentative Agenda
 - i. Consent Agenda
 - (1) [Resolution 2020002](#) - Acceptance and Approval of Monthly [Financials for November, 2019](#)
 - (2) Approval of Closed Session **Minutes - November 7, 2019**
 - (3) Approval of Council Briefing and Action [Minutes - December 5, 2019](#)
 - (4) Approval of Retiring Council Meeting [Minutes - December 12, 2019](#)
 - (5) Approval of Organizational Meeting [Minutes of New Council - December 12, 2019](#)
 - (6) Approval of Council Special Meeting [Minutes - December 16, 2019](#)
 - ii. **Introductions, Recognitions, Presentations and/or Proclamations**
 - (1) None.
 - iii. Appointments
 - (1) None.
 - iv. Public Hearings
 - (1) Dexter Road Closing
 - (a) Staff has not received the necessary information in order to hold the public hearing and will be requesting the hearing to be continued to the March meeting once it is opened.
 - v. [Resolution 2020001](#) - Approving the Lewisville Town Council Code of Ethics
 - vi. [Ordinance 2020002](#) - Amending Chapter 16 Article 2-14 of the Lewisville Town Code removing associations that no longer qualify for exemption
 - vii. [Resolution 2020003](#) - supporting a goal of 100% clean renewable energy by 2050 and the creation of green jobs - THIS HAS BEEN REMOVED FROM THE JANUARY 9TH AGENDA.
 - (1) This was removed from the January 9th agenda.
- b. Approval of Tentative Agenda for regular meeting on [January 9, 2020](#)
 - i. Council Member Foster moved to approve the tentative agenda for January 9th with the changes noted above. The motion was seconded by Council Member Hunt and approved unanimously.

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

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- a. Council Discussion
 - i. None.

- 9. **Adjournment**
 - a. Having no other business to discuss, Council Member Smitherman moved to adjourn the meeting at 8:13 p.m. The motion was seconded by Council Member Foster and approved unanimously.

ATTEST:

Mike Horn, Mayor

Joyce C. McWilliams Walker, Town Clerk