

Lewisville Town Council
Briefing and Action Meeting Minutes
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.
 - (c) She explained how the points are achieved per certain items and has determined that 53-71 points may be achieved out of 100.

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- (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.
 - (a) Mr. Franklin advised he would not be able to attend. Mrs. Foster and Mr. Smitherman had no conflicts.

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- (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