

Lewisville Town Council
Briefing and Action Meeting Minutes
April 2, 2020 - 6:00 p.m.
Originating via ZOOM Electronic Meeting from Lewisville Town Hall
6510 Shallowford Road

1. **Call to Order:**

- a. Mayor Mike Horn opened the meeting at 6:00 p.m. electronically from Town Hall with Council Member Melissa Hunt also attending electronically from Town Hall. Remotely electronically attending were Council Members Jeanne Marie Foster, Fred Franklin, Ken Sadler, David Smitherman, Jane Welch, Attorney Bo Houff and Town Planner Stacy Tolbert. Attending electronically from Town Hall were Town Manager Hank Perkins, Finance Officer Pam Orrell, Acting Public Works Director Ryan Moser, and Town Clerk Joyce Walker.
- b. Adoption of Agenda
 - i. Mayor Horn asked to add item 4.a.ii., Resolution 2020020 to the agenda.
 - ii. Council Member Sadler moved to approve the amended agenda. The motion was seconded by Council Member Hunt and approved unanimously.

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
 - i. Mrs. Tolbert reported that she has completed about three fourths of the draft RFP.
 - (1) Other drafts were reviewed to assist in the Town's RFP preparation.
 - (2) She and Mr. Perkins will be reviewing next week and if finalized, will present to Council at the meeting on the 9th.
 - ii. The first round will be an RFQ (**R**quest **F**or **Q**ualifications).

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 Lake Marblehead
 - (1) There is an over-spill that is cutting a channel and creating a ditch where there should not be one.
 - (2) Council Member Franklin moved to approve Ordinance 2020016. The motion was seconded by Council Member Smitherman and approved unanimously. Ordinance 2020016 is herein incorporated by reference into the minutes.
 - ii. [Resolution 2020020](#) - awarding the contract to Russell Construction Company to do the ditch line repairs at Lake Marblehead in an amount not to exceed \$28,280.⁰⁰
 - (1) Council Member Franklin moved to approve Resolution 2020020. The motion was seconded by Council Member Welch and approved unanimously. Resolution 2020020 is herein incorporated by reference into the minutes.
- 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
 - (1) There was a question whether anything can be salvaged from the house.
 - (a) The Mayor and Acting Public Works Director Ryan Moser will go by the house to check.

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- (2) Council Member Hunt moved to approve Ordinance 2020017. The motion was seconded by Council Member Sadler and approved unanimously. Ordinance 2020017 is herein incorporated by reference into the minutes.
 - ii. **Resolution 2020018** - awarding contract to KDT Grading, Inc. to demolish the structures at 7632 Warren Park Drive
 - (1) Council Member Smitherman moved to approve Resolution 2020018. The motion was seconded by Council Member Franklin and approved unanimously. Resolution 2020018 is herein incorporated by reference into the minutes.
 - 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
 - i. Council Member Foster moved to approve Ordinance 2020018. The motion was seconded by Council Member Welch and approved unanimously. Ordinance 2020018 is herein incorporated by reference into the minutes.
- 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
 - (1) The survey is part of the application process.
 - (a) Due to the COVID-19 virus, the Town has taken other means to satisfy the public input on the application.
 - (2) Mr. Perkins reported that 543 persons have taken the survey so far.
 - (a) References asking people to take the survey were sent to the Clerk's email list, placed on Facebook, and Instagram; fliers were placed in stores; a link was placed on the web site; and the Town's telephone connect will be placed tomorrow.
 - (b) Questions include amenities for the proposed community center as well as the site.
 - (3) Results should be available in about a week.
 - (4) Information from this survey can be used for later applications.
 - (5) The application will present the project as a multi-phase plan.
 - (6) The deadline for applying is May 1st.
 - iii. Check Council members on their preference in receiving materials for the budget meetings
 - (1) Mr. Perkins advised he will provide hard copies of the budget material to each member of Council by delivering a copy to each.
 - b. Staff Reports
 - i. Attorney
 - ii. Public Works
 - iii. Planning
 - iv. Finance

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- 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.

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.
 - v. Attorney Houff suggested adding the ratifying of actions taken at the Briefing.
 - vi. It was also suggested to add a report on the Town's COVID-19 actions.
- b. Approval of Tentative Agenda for regular meeting on [April 9, 2020](#)
 - i. Council Member Welch moved to approve the agenda with the above mentioned amendments. The motion was seconded by Council Member Foster and approved unanimously.

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

- a. Council Discussion
 - i. Council Member Welch reminded everyone about the grant request meeting following the Briefing.

At this point, ZOOM technical issues prevented Mayor Horn from continuing the meeting. Mayor Pro Tem Jeanne Marie Foster continued the meeting.

- ii. Mrs. Foster reminded everyone to do Survey Monkey for the PARTF application.

9. **Adjournment**

- a. Having no other business to discuss, Council Member Smitherman moved to adjourn the meeting. The motion was seconded by Council Member Franklin and approved unanimously. (Note: since the Mayor had been dropped from the meeting, his un-excused absence is automatically counted as a *YES* vote §160A-75.)

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Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk