

Lewisville Town Council Briefing and Action Meeting Minutes
July 2, 2020 - 6:00 p.m.
Digitally originating in Council Chambers 1st floor - Lewisville Town Hall
6510 Shallowford Road

1. **Call to Order:**

- a. Mayor Horn opened the meeting being simultaneously streamed electronically at 6:00 p.m. Council members attending electronically were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also attending electronically were Town Manager Hank Perkins, Attorney Bo Houff, Town Planner Stacy Tolbert, Finance Director Pam Orrell, Acting Public Works Director Ryan Moser and Town Clerk Joyce Walker.
- b. Approval of Agenda
 - i. Early payoff of the Town Hall mortgage was added to *Items that Require Council Direction*, Ordinance 2020033 was added to *Items Requiring Action at Briefing* and Item ii Town's participation in remote schooling was added to 8.a. and were identified as items added to the agenda after it had been emailed.
 - ii. Council Member Welch moved to approve the agenda with those changes added. The motion was seconded by Council Member Foster and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

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

- a. Recognitions
 - i. The Government Finance Officers Association has presented the Achievement of Excellence in Financial Reporting award for its Comprehensive Annual Financial Report (CAFR) to Town of Lewisville.
 - (1) Mrs. Orrell was recognized for her excellent work.
 - (2) This is the 15th time the Town has received recognition for its financial achievement.

3. **Items That Require Council Direction**

- a. Early payoff of Town Hall mortgage
 - i. Mrs. Orrell presented two mortgage payoff scenarios on the Town Hall. (See attached.)
 - (1) Council Members discussed the payoff options presented and the net savings from early payoff.
 - (2) Option #1 would pay off on July 24th and save \$13,782.55 in interest.
 - (3) Option #2 would pay off on November 24th and save \$12,086.98 in interest.
 - (4) Revenues will not be impacted.
 - (5) Reserves will not be impacted.
 - (6) After discussion, when asked which options were preferred, Council Member Hunt preferred Option 1. Mrs. Foster said she could go with either but was leaning toward #2. Council Members Franklin, Welch, Sadler and Smitherman voiced Option 1. Mayor Horn noted the majority voiced their choice of Option 1 and asked staff to have a budget amendment for the July 9th meeting to pay off the remaining balance on Town Hall using the figures in Scenario #1.

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4. Items Requiring Action at Briefing

- a. **Ordinance 2020033** - amending Budget Ordinance 2020001 in the amount of \$7,099.⁰⁰ to re-appropriate funds for the contract with Blue Stream Environmental, LLC. which began in 2019-2020 and has carried over into 2020-2021
 - i. Council Member Franklin moved to approve Ordinance 2020033. The motion was seconded by Council Member Sadler and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

5. Unfinished Business:

- a. None.

6. Administrative Reports:

- a. Manager's Report
 - i. Status of Community Center
 - (1) Thursday, July 16, 2020, 6:00 p.m. - public hearing meeting to receive comments on debt issuance for property at 7632 Warren Park Drive
 - (2) Monday, July 20, 2020, 6:00 p.m. - meeting to allowing the 24 hours to receive written comments on the public hearing as authorized by Session Law 2020-3
 - (3) Thursday, July 23, 2020, 6:00 p.m. - meeting to approve minutes from July 16th and 20th
 - (a) Information will be placed in a folder on the elevations of the Community Center building as well as other documentation.
 - ii. Pedestrian Signage Policy update
 - (1) PSAC had a practice meeting to prepare for their Zoom meeting.
 - (2) A draft of the policy has been sent to Public Safety and they will be meeting via Zoom to review it on Tuesday. The policy may be ready for the August meeting. It follows the same format as the Traffic Mediation Policy.
 - iii. Public Safety Reporting update
 - (1) The statics generally viewed by Public Safety is being reformatted by the Sheriff's Office and should be available in August.
 - iv. Mr. Perkins also reported that \$948.²⁰ was spent from contingency to replace the control board for boiler #1 in Town Hall.
- b. Staff Reports
 - i. Attorney
 - ii. Public Works
 - (1) Pavement study
 - (a) Since the last study, 144 high priority streets have been paved and 5 medium streets have been paved.
 - (b) Council was advised that a contract is being prepared for an updated pavement study, the last being conducted in 2017, and should be ready for the meeting on July 9th.
 - (c) Funds from Powell Bill and the Town are used to pave the streets.

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- (v) This request is for a 39-unit building combined with a restaurant which is allowed in PB zoning.
 - (vi) The property is 1.56 acres, fronts the Great Wagon Road (GWR), is in the Downtown Overlay District and the project must adhere to the Overlay standards.
 - (vii) Materials will be in the packet next week to set the public hearing for August.
 - (viii) Mrs. Tolbert clarified: this request amends the special use portion of the original request and has a site plan associated with the request.
 - (ix) There was a question about other potential uses.
 - 1) Staff is to provide a list to Council of all uses allowed in PB.
 - (x) An additional lot has been added to the site plan.
 - 1) Residential zoning is allowed to abut the property and will be used for parking in the rear.
 - 2) Staff will send a copy of the original site plan to Council.
 - (xi) Attorney Houff reminded everyone that consideration must be based on facts, that zoning runs with the land and that the request should be looked at objectively with planning guidelines.
 - 1) Consideration should be given to the current Comprehensive Plan, the Downtown Overlay, plans for the Great Wagon Road, Downtown Design Guidelines.
 - 2) Staff will provide to Council a copy of the memorandum sent to members of the Planning Board to help them understand the process.
 - (xii) At the meeting next week, Council can determine when to hold the public hearing and the date for the follow up meeting allowing for the 24 hours to pass. (Session Law 2020-3)
- (2) **Ordinance 2020030** - amending the Great Wagon Road ROW/Construction Capital Reserve Fund
- (a) Transfers into this fund has been suspended for FY 2020-2021 and this ordinance is to document this suspension.
- (3) **Ordinance 2020031** - amending Municipal Buildings and Land Capital Reserve Fund
- (a) This ordinance is to document changes that were made to this fund into the Capital Projects Fund.
- (4) **Ordinance 2020032** - amending the Municipal Storm Water Capital Reserve Fund
- (a) The contribution amount is changed on this ordinance.
 - (b) Staff is to print a copy of the ordinances for Council Member

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Franklin.

- b. Approval of the tentative agenda
 - i. Mr. Smitherman moved to approve the tentative agenda. The motion was seconded by Council Member Sadler and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

- 8. **For the Good of the Order:**
 - a. Council Discussion
 - i. There was discussion about getting printed materials prior to the meetings because of the difficulty using more than one screen during meetings as well as having time to digest the material.
 - (1) After discussion, Mayor Horn suggested he would work with staff to try to resolve the issue as well as what information would be in packets.
 - ii. Getting back to in-person meetings
 - (1) Council members shared their thoughts on when and how Council should start to meet in-person.
 - (a) As soon as possible, August or September.
 - (b) An August meeting may be difficult with the upcoming public hearing.
 - (c) The Council member that is a safety professional reminded everyone that we should take the necessary precautions and take things slowly.
 - (d) Look at a month at a time. August may be too early.
 - (e) Consider a larger venue because of limitations in Council chambers.
 - (f) Moving locations makes access difficult.
 - (g) Zoom allowed everyone to participate.
 - (h) Get back to meeting in-person to make the building accessible to the public.
 - (i) This is a public health issue and that is what should drive when we meet in public.
 - (2) Mrs. Hunt suggested she can bring up this question to the next Mayors' Roundtable.
 - (3) Channel 6 has been fixed and there is only a brief delay.
 - (4) Think about logistics for September.
 - iii. Town's participation in remote schooling
 - (1) There will be a lot of remote learning when students go back to school. The school system is looking for sites off-school premises that can be used for remote learning and there is a question whether the Town can participate.
 - (2) Mayor Horn would like to revisit this subject when more information is received.

9. **Adjournment**

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- a. Having no other business to discuss, Council Member Foster moved to adjourn the meeting at 7:37 p.m. The motion was seconded by Council Member Smitherman and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk

Town of Lewisville
Early Payoff of Town Hall Mortgage

Updated 7-2-2020

Interest Rate: 2.59%

Loan balance 7-2-2020	\$ 466,671.93
Budgeted principal payments in 2020-2021	<u>\$ 186,666.00</u>
Remaining loan balance at 6-30-2021	<u><u>\$ 280,005.93</u></u>

Scenario #1

Interest saved if we pay off the loan in full on 7-24-2020	\$ 16,115.91
Prepayment penalty - .5% of principal prepaid	<u>\$ (2,333.36)</u>
Net savings to the Town from early payoff	<u><u>\$ 13,782.55</u></u>

A prepayment penalty of .5% of principal prepaid is assessed if prepayment occurs on a date other than a regular payment date. The Town's regular payment dates are May 24 and November 24.

Scenario #2

Interest saved if we pay off the loan in full on 11-24-2020 which is a regular payment date	\$ 12,086.98
Prepayment penalty - .5% of principal prepaid	<u>\$ -</u>
Net savings to the Town from early payoff	<u><u>\$ 12,086.98</u></u>