

Lewisville Town Council
Briefing and Action Meeting Minutes
January 6, 2022 – 6:30 PM
Digitally Originated - Lewisville Town Hall 1st Floor Council Chambers
6510 Shallowford Road

1. Call to Order:

- a. Mayor Horn opened the meeting being streamed electronically at 6:30 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also attending were Town Manager Hank Perkins, Town Attorney Bowen Houff, Town Planner Stacy Tolbert, Finance Director Pam Orrell, Public Works Director Ryan Moser, and Town Clerk Dora Moore.
- b. Adoption of Agenda – Council Member Smitherman moved to approve the agenda. The motion was seconded by Council Member Franklin and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch.

2. Introductions, Recognitions and Presentations for January 6, 2022

- a. None

3. Items Requiring Council Direction

- a. Dinosaur Artwork Placement – Manager Perkins shared two metal dinosaur sculptures have been donated to the Town. Each sculpture is approximately 9-10 feet tall and approximately 21 feet long. The current owner has the sculptures anchored by metal into concrete. The Lewisville Beautification Committee (LBC) and the Parks and Recreation Advisory Board (P&R) recommend the dinosaurs be placed along the tree line behind the Mary Alice Warren Community Center. Susan Linker, LBC chair, shared the two groups hope the sculptures can be positioned to face each other about 6-7 feet apart. Mr. Moser stated staff would like to place the dinosaurs in the fall due to grading and grass sowing that will need to commence in the spring. The current owner has agreed to retain the sculptures until they can be placed in the fall. Due to safety concerns, Manager Perkins noted the sculptures need to be placed with signage to give a strong indication that these are artwork and not a playground area. Dedication markers could also be erected noting the artist and donator. Mrs. Linker suggested inviting the media once completed. Council consensus was given to the location and for staff to develop a tighter plan in terms of the area footprint including grass, markers, etc. potentially at the February meeting. (*Committee recommended placement location is attached.*)
- b. Clock Tower Memorial Inscriptions – Manager Perkins shared the Town received a request from former Mayor Bob Stebbins inquiring if Dick Heriot's name could be added to the clock tower. Mr. Heriot served as a Planning Board Chair. Current names on the memorial are: Tom Voss, Ron Conley, David McKee, H. Grady Dull, Charles S. Hauser, Roger T. Fowler, E. A. Hendley and Dan Jennings. Manager Perkins shared the Town does not have a policy; however, a draft policy was developed in 2011. Manager Perkins also shared concern about overly subjective decisions. Council consensus was for staff to develop a policy for consideration.

4. Items Requiring Action at Briefing

- a. Ordinance 2022-002 – Amending Budget Ordinance 2021001 in the amount of \$10,651.37 to replace fire alarm system at Town Hall – Mr. Moser shared the Town Hall fire alarm system went down a few weeks ago. The system is working now; however, it will quit again. He noted the system is antiquated and the Town is unable to get parts. When the system is down, the fire department cannot be contacted. Council Member Sadler moved to approve Ordinance 2022-002 as presented. The motion was seconded by Council Member Hunt and approved unanimously

with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. *(Ordinance 2022-002 is herein incorporated by reference into the minutes.)*

- b. Resolution 2022-001 – Authorizing contract for Town Hall fire alarm system to Sage Security Solutions, LLC in the amount of \$10,651.37 - Council Member Franklin moved to approve Resolution 2022-001 as presented. The motion was seconded by Council Member Sadler and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. *(Resolution 2022-001 is herein incorporated by reference into the minutes.)*

5. **Unfinished Business – None**

6. **Administrative Reports**

a. Manager

- i. ARPA Funding – Final rules for ARPA funding were released today and Mrs. Orrell will attend a session soon. Manager Perkins shared the Town will receive approximately \$4 million in ARPA funding. An eligible expense of the funding is water and sewer projects. Manager Perkins recommended some of the ARPA funding, supplemented by the Town’s Capital Reserve fund, be used towards the sewer lift station project that is estimated at \$3.6 million. He noted this is a joint project with City-County Utilities Commission and City-County Planning Board. Council consensus is needed to develop the project’s Memorandum of Understanding with the City-County Utilities Commission. Council consensus to proceed with the MOU and determinations for the use of any of the ARPA funds be determined at another time by Council.
- ii. Gateway Project Update – After three bid openings with no bids, staff needs to decide whether to alter the bid package by making the bid package more inviting or possibly pairing with another project.
- iii. Lewisville-Vienna Roundabout – Mrs. Tolbert reported the roundabout plan at Lewisville-Vienna and Robinhood Roads is at 30%. This will be a single lane roundabout that predominately stays in existing rights-of-way. Anticipated construction start date is November 2023. Mrs. Tolbert shared the anticipated project cost noting the numbers are conservative. *(Pre-cost opinion and map are attached.)*
- iv. PARTF Grant Meetings – Staff will hold a series of PARTF meetings to garner community feedback on the PARTF grant submittal for Jack Warren Park. Mr. Perkins noted the grant request is a continuation of the 2020 grant request and must be for a single-site location. Public meetings will be held January 10, February 14, February 17, and March 14 via Zoom and in person March 17 at the Mary Alice Warren Community Center. Manager Perkins will also meet with the Lewisville Civic Club, Vienna Civic Club, and Western Forsyth Rotary Club. The draft plan will be submitted to PARTF in March in order to receive feedback prior to final submittal in April.
- v. Mary Alice Warren Community Center Facilities Manager Update – Multiple applications were received regarding this position with most coming from Indeed. Manager Perkins has five interviews scheduled for next week with 2-3 additional applicants that may be called if needed. Computers for the facility manager and IT will need to be purchased as well. Staff will present those numbers to Council next week.

b. Attorney – None

c. Public Works – None

d. Planning – None

e. Finance – None

f. Clerk

- i. Council Retreat will be February 4-5 at the Mary Alice Warren Community Center. Council is requested to submit their topics to Manager Perkins and Mrs. Moore no later than January 20th noting sooner is preferable. CDC guidelines will be followed.
- ii. Due to rising COVID numbers, Council consensus was for Council to meet via Zoom. Boards and Committees can choose how they will meet.

At 8:31 PM, Council took a ten-minute break.

7. Agenda Items for Regular Meeting on January 13, 2022

a. Tentative Agenda

- i. Consent Agenda
 1. Resolution 2022-002 – Acceptance and Approval of Monthly Financials for five months ended November 30, 2021
 2. Approval of Council Briefing Meeting Minutes – December 2, 2021
 3. Approval of Retiring Council Meeting Minutes – December 9, 2021
 4. Approval of Organizational Meeting Minutes – December 9, 2021
- ii. Introductions, Recognitions, Presentations and/or Proclamations
 1. Presentations
 - a. Sheriff's Office Report
- iii. Public Hearings
 1. Ordinance 2021063 - L-101 Rezoning 771 Williams Rd from RS-20 to HB-C requested by Advanced Appliance Service c/o Mike & Laura Cooper
- iv. Technical Review(s)
- v. Preliminary Site Plan Approvals
- vi. Evidentiary Hearings
- vii. Old Business
- viii. New Business
 1. Resolution 2022-003 – Authorizing auditing services for fiscal year 2021-2022 with a base charge of \$20,745, flat additional charge of \$4,000 if a single audit is required with one major program, and a flat additional charge of \$2,500 for each additional major program
 - a. Mrs. Orrell noted the proposal is for three years but Council is only approving one year.

Gibson & Company, P.A.

Proposed Audit Fees

Year Ended	Base Charge	Single Audit - 1st Major Program	Single Audit - Each Additional Major Program
June 30, 2022	\$ 20,745	\$ 4,000	\$ 2,500
June 30, 2023	\$ 21,367	\$ 4,000	\$ 2,500
June 30, 2024	\$ 22,008	\$ 4,000	\$ 2,500

A single audit is required when the Town spends more than \$750,000 in Federal funds and/or \$500,000 in State funds.

2. Ordinance 2022-003 – Amending Budget Ordinance 2021001 in the amount of \$3,575 for lawn maintenance at Mary Alice Warren Community Center
3. Resolution 2022-004 – Authorizing Change Order #1 with Yards By Us for lawn maintenance at Mary Alice Warren Community Center
- b. Approval of Tentative Agenda for regular meeting on January 13, 2022
 - i. Council Member Franklin moved to approve the tentative agenda for January 13, 2022. The motion was seconded by Council Member Welch and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch

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

- a. Mr. Moser reported the bulky item pickup originally scheduled for February 14 is rescheduled to April 18 due to COVID issues at Waste Management. Staff will determine the best way to notify residents of the date change.
 - b. Some concern was expressed regarding the Program Facilities Manager position being nonexempt. Manager Perkins strongly feels this position does not meet the requirements for an exempt position further stating the position is not a department head which is one factor of consideration. The position is approximately \$25,000 for six months plus benefits.
 - c. Mrs. Tolbert encouraged everyone to view the draft Comprehensive Plan on the Town's website.
 - d. Mayor Horn shared his desire to keep the Mary Alice Warren Community Center open all day. He plans to select a group of community center volunteers who will act as hosts so the building can be open. The volunteers would go through vetting and a short orientation process. Manager Perkins noted a volunteer application should be developed.
9. **Adjournment** - Council Member Welch moved to adjourn the meeting at 9:21 PM. The motion was seconded by Council Member Hunt and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk