

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**February 3, 2022 – 6:30 PM**  
**Digitally Originated - Lewisville Town Hall 1<sup>st</sup> 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, 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. Council Member David Smitherman was absent.
  - b. Adoption of Agenda – Council Member Sadler moved to approve the agenda. 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, and Jane Welch.
  
2. **Introductions, Recognitions and Presentations for February 3, 2022**
  - a. None
  
3. **Items Requiring Council Direction**
  - a. Request to add West Forsyth Christian Preschool to the list of exempt users for Town facilities – Due to very little parameters in the code that includes no restrictions on time, frequency and size, Council Member Sadler suggested a moratorium until the guidelines could be evaluated. Attorney Houff cautioned Council that whatever is done cannot result in discrimination. Mayor Horn moved to table the three requests before Council and to request the Parks and Recreation Board review with recommendations for Council consideration at the March Briefing. 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, and Jane Welch. *(Request is attached.)*
  - b. Request to add Clemmons Kiwanis to the list of exempt users for Town facilities – Action taken in previous item applied to this request as well. *(Request is attached.)*
  - c. Request to add Camp 6 of the Department of North Carolina, Sons of Union Veterans to the list of exempt users for Town facilities – Action taken in previous item applied to this request as well. *(Request is attached.)*
  
4. **Items Requiring Action at Briefing**
  - a. Ordinance 2022-005 – Amending Budget Ordinance 2021001 in the amount of \$15,000 for community policing when Forsyth County Commissioners approved an across the board raise for all County employees – Effective January 2022, all Forsyth County employees received a 5% salary increase. Some questions arose about the Town’s contract. Mrs. Orrell shared that the Town has a ‘true-up’ at fiscal year-end. Council Member Franklin moved to approve Ordinance 2022-005 as presented. The motion was seconded by Mayor Pro Tem Foster 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, and Jane Welch. *(Ordinance 2022-005 is herein incorporated by reference into the minutes.)*
  - b. Ordinance 2022-006 – Amending Budget Ordinance 2021001 in the amount of \$50,000 for snow and ice removal - Council Member Welch moved to approve Ordinance 2022-006 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, and Jane Welch. (*Ordinance 2022-006 is herein incorporated by reference into the minutes.*)

- c. Letter of Support for U-6154 Lewisville –Vienna Road and Robinhood Road Roundabout - Council Member Welch moved to approve the letter of support as presented. The motion was seconded by Mayor Pro Tem Foster 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, and Jane Welch. (*Letter of support is attached.*)
- d. Ordinance 2022-007 – Amending Budget Ordinance 2021001 for HVAC Preventative Maintenance at Mary Alice Warren Community Center - Council Member Sadler moved to approve Ordinance 2022-007 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, and Jane Welch. (*Ordinance 2022-007 is herein incorporated by reference into the minutes.*)

## 5. Unfinished Business

- a. Dinosaur Artwork Placement – Weather dependent, the dinosaur artwork will be placed behind the Mary Alice Warren Community Center in the spring. Signs will be erected in recognition of the donor.

## 6. Administrative Reports

- a. Manager
  - i. 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 February 14, February 17, and March 14 via Zoom and in person March 17 at the Mary Alice Warren Community Center. Manager Perkins and Mrs. Tolbert have met with the Vienna Civic Club.
  - ii. Mary Alice Warren Community Center Facilities Manager Update – Brian Moore, a Lewisville resident, will join the Town staff on February 21. He formerly served as assistant athletic director at High Point University.
- b. Attorney – None
- c. Public Works – None
- d. Planning
  - i. Comprehensive Plan – The final draft of the Comprehensive Plan has been completed with a unanimous approval recommendation by the Planning Board. Council expressed desire to have the plan presented in March to allow input by Boards and Committees.
- e. Finance – None
- f. Clerk
  - i. Council Retreat will be via Zoom February 4<sup>th</sup> at 6 PM and February 5<sup>th</sup> at 8 AM

## 7. Agenda Items for Regular Meeting on February 10, 2022

- a. Tentative Agenda
  - i. Consent Agenda
    - 1. Resolution 2022-005 – Acceptance and Approval of Monthly Financials for six months ended December 31, 2021
    - 2. Approval of Council Briefing Meeting Minutes – January 6, 2022
    - 3. Approval of Regular Meeting Minutes – January 13, 2022

4. Resolution 2022-006– Accepting the resignation of Russell Bailey from the Environmental, Conservation & Sustainability Committee
5. Resolution 2022-007 – Accepting the resignation of Debbie Pritchard from the Beautification Committee
6. Resolution 2022-008 – Accepting the resignation of Janice Orsini from the Parks & Recreation Board
7. Resolution 2022-009 – Accepting the resignation of Ronald Morris from the Public Safety Committee
- ii. Introductions, Recognitions, Presentations and/or Proclamations
  1. Presentations
    - a. Sheriff’s Office Report
- iii. Public Hearings
- iv. Technical Review(s)
- v. Preliminary Site Plan Approvals
- vi. Evidentiary Hearings
- vii. Old Business
- viii. New Business
  1. Resolution 2022-011 – Shallowford Square Clock Tower Inscription Policy
  2. Resolution 2022-012 – Approving a Policy for Allowable Costs and Cost Principles for Expenditures for ARPA
    - a. Mrs. Orrell shared a presentation related to ARPA funding and possible uses of funding. After much discussion, Council Member expressed his desire to see some benefit to citizens and Mayor Horn expressed his desire that it not be used for a reoccurring expense. *(Request is attached.)*
  3. Resolution 2022-013 – Conflict of Interest Policy
    - a. Council Member Sadler requested Boards and Committees be included in the policy.
- b. Approval of Tentative Agenda for regular meeting on February 10, 2022
  - i. Council Member Sadler moved to approve the tentative agenda for February 10, 2022. The motion was seconded by Mayor Pro Tem Foster 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, and Jane Welch.

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

- a. Council Member Sadler requested the final salary and benefit impact for the facilities and programming manager be shared.

9. **Closed Session pursuant to NCGS 143-318.11(a)(3)** - Council Member Franklin moved to enter into closed session at 8:15 PM. 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, and Jane Welch.

10. **Adjournment** - Council Member Welch moved to adjourn the meeting at 8:45 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, and Jane Welch.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk