

**Lewisville Town Council**  
**Council Retreat Minutes**  
**February 4, 2022 – 6:00 PM**  
**February 5, 2022 – 8:00 AM**  
**Digitally Originated - Lewisville Town Hall 1<sup>st</sup> Floor Council Chambers**

**Call to Order:** Mayor Horn opened the meeting being streamed electronically at 6:00 PM on February 4, 2022. 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.

**1. Capital Improvements Plan (CIP) – Manager Perkins**

**Discussion:** - Three-year CIP required for PARTF grant application.

- Manager Perkins presented a draft 3-year CIP reflecting PARTF.

***(Presentation attached to minutes.)***

**Direction:** Staff will keep Council briefed on PARTF.

**2. Community Policing – Sergeant Stringer**

**Discussion:** - Call trends for 2019-2021 shared.

- 726 roof tops (does not include businesses) have been approved since 2017.
- Sgt. Stringer requested an additional deputy be added to make six working deputies in addition to his position.
- Public Safety Committee agrees with adding another deputy.
- Budget planning estimates using the Mini-Cops grant presented.

***(Presentation attached to minutes.)***

**Direction:** After discussion, no direction.

**3. Future of Fire Service in Lewisville – Lewisville Fire Chief Darin Needham**

**Discussion:** Chief Needham shared a presentation about the future of fire service in Lewisville. Pressing questions is if the Lewisville Fire Department will be controlled by Town or Forsyth County. ***(Presentation attached to minutes.)***

**Direction:** After discussion, consensus was to have discussions with the Lewisville Fire Department. Council Member Franklin asked to be a part of future talks.

Break 7:50 PM to 7:58 PM

**4. Staffing Plan – Manager Hank Perkins**

**Discussion:** - Manager would like to reinstitute an Assistant Town Manager position by adding to Planner position.

- Hire a Planner I to assist with planning duties.
  - Estimated cost for Planner I is \$40-42,000/annually plus benefits.
- Full-time Communications Specialist will be needed within 5 years.

**Direction:** After discussion, staffing needs will be discussed more at budget time with more clarification on proposed positions.

**5. Suggestions for Shorting Meetings – Council Member Welch**

**Discussion:** Meetings are not effective due to length.

**Direction:** After discussion, no direction.

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**6. Earlier Distribution of Town Meeting Agendas** – Council Member Welch

**Discussion:** Receive agendas and presentations early.

**Direction:** After discussion, no direction.

**7. Review Budget Process** – Mayor Pro Tem Foster

**Discussion:** - Make sure Boards and Committees are included in process.

- Why so many budget amendments?

- What is role clarity of Town Council and Town Manager?

**Direction:** After discussion, no direction.

Meeting was recessed at 9:11 PM to reconvene at 8:00 AM on February 5, 2022.

**Call to Order:** Mayor Horn reconvened the meeting being streamed electronically at 8:00 AM on February 5, 2022. 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, Town Clerk Dora Moore and Communications Specialist Gennie Taylor.

Council Member Hunt requested *Update on Residential and Commercial Development* be removed since it was addressed during Sgt. Stringer's presentation.

**8. Staggered Terms** – Council Member Hunt

**Discussion:** Change from 2-year to 4-year, staggered terms. ***(Presentation attached to minutes.)***

**Direction:** After discussion, Council vote was taken to explore staggered terms. Vote was 4-3.

Ayes – Mayor Horn, Mayor Pro Tem Foster, and Council Members Hunt and Smitherman

Nays – Council Members Franklin, Sadler and Welch

**9. Boards and Committees Project Report** – Mayor Pro Tem Foster

**Discussion:** - Mayor Pro Tem Foster shared a presentation related to the Boards and Committee project update. ***(Presentation attached to minutes.)***

- Volunteer Appreciation Week in May.

- Should a Council Member serve as a liaison to each Board/Committee?

- Shows Council commitment

- Boards/Committees might feel micromanaged

- Mayor Pro Tem Foster suggested the following next steps by Council:

- Agree on Boards and Committees Calendar

- Provide personal inventory interest before March Town Council meeting

- Discuss need for Town Council ad hoc teams to support Boards and Committees

- Future considerations for structured options to govern Boards and Committees (subcommittees, liaisons)

- Receive and review School of Government Boards and Committees material prior to March Town Council meetings

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**Direction:** After discussion, Mayor Pro Tem Foster will share School of Government material with Council by March meetings. Mayor Pro Tem Foster will also share an inventory assessment for the Boards and Committees project for Town Council Member's skills and interests to be matched with Boards and Committee project tasks.

Break 9:53 AM to 10:01 AM

**10. Strategic Planning and Land Use Plan Review – Mayor Pro Tem Foster**

**Discussion:** - Mayor Pro Tem Foster shared a presentation related to strategic planning.

- Discussion at future Council Meeting?
- Discussion around difference between strategic and comprehensive plans.
- Should a joint session be held between Town Council and Planning Board?
  - Council would like to see goals for such a meeting

***(Presentation attached to minutes.)***

**Direction:** After discussion, Mrs. Tolbert will discuss with Planning Board to determine if there is need for a joint land use planning session between Town Council and Planning Board and, if so, determine meeting goals.

**11. Future Use of Existing Facilities and Land – Council Member Hunt**

**Discussion:** - Need a detailed look at Town facilities

- A detailed study of Town facilities was conducted two years ago.
- Public works facility is next on construction list.
- Determine purpose of Annex and Galloway buildings.
- PARC and Comprehensive Plans will be considered.

**Direction:** After discussion, an expanded audit of facilities, land and potential uses/ideas will be done and, examine needs/wants to determine if existing facilities can be adapted to meet needs.

**12. Implementation of Parks & Recreation Plan – Council Member Hunt**

**Discussion:** - Land study was discussed with previous topic.

- Vienna Civic Club is interested in a dog park West Central Community Center.
- Parks and Recreation Board's recommendations are in the PARC Plan

**Direction:** After discussion, no direction.

**13. Land Conservation – Mayor Pro Tem Foster**

**Discussion:** Mayor Pro Tem Foster would like to share best practices with Planner and Planning Board regarding land conservation principles.

**Direction:** After discussion, Council consensus.

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**14. Communications – Mayor Horn**

**Discussion:** - Newsletter remains number one tool of communication.

- How can Channel 6 be more timely and engaging?
- Determine more efficient ways to communicate with residents.
- Communication plan needs to be evaluated with a need to be more deliberate, effective and immediate.
- Small businesses need to be included in communication effort.
- Streamlining of technology is being evaluated by staff.
- Communication Specialist Taylor shared a presentation on the Town's communication efforts.

***(Presentation attached to minutes.)***

**Direction:** After discussion, the Town's communication plan and how to resolve communication concerns needs to be determined.

**15. Roads, Sidewalk, Greenway, and Stormwater Project Update – Mayor Horn**

**Discussion:** No discussion.

**16. Mary Alice Warren Community Center – Mayor Horn**

**Discussion:** - Stacy Howard is currently scheduling events.

- Hal Bodenhamer keeps facility clean and sets up/resets rooms.
- Brian Moore, Facilities and Programming Manager, begins February 21.
- Mayor Horn shared a mission statement.

**Direction:** After discussion, no direction.

**17. Achieving Sustainability Goals – Mayor Pro Tem Foster**

**Discussion:** Evaluate 2030 goals set by Council and share with Environmental, Conservation and Sustainability Committee.

**Direction:** After discussion, no direction.

**18. Comprehensive Plan Update and Status – Mayor Horn**

**Discussion:** This has been completed

**For the Good of the Order:**

1. Council Member Sadler inquired about closeout status of Mary Alice Warren Community Center.
  - Was project completed timely?
  - What are consequences if not completed timely?
  - Any work remain to be done?Attorney Houff recommended the Town see the project through to conclusion and assess then.
2. Clerk Moore shared a quick overview of follow up topics. The list will be emailed to Council and staff, who will develop target dates for their respective items. In reviewing if feel something was omitted from list, make a note for all.
3. Council Member Sadler said the contracting could be removed because it has been discussed enough.

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**Adjournment:** Having no other business to discuss, the retreat adjourned at 12:12 PM.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk