

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**March 2, 2023 – 6:30 PM**  
**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room**  
**6510 Shallowford Road**

1. **Call to Order:**

- A. Mayor Horn opened the meeting at 6:30 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Ken Sadler, David Smitherman, and Jane Welch. Also attending were Town Manager James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Town Clerk Dora Moore, Facilities Manager Brian Moore, and Attorney Elliot Fus. Council Member Melissa Hunt was absent.
- B. Adoption of Agenda – Mayor Pro Tem Foster moved to approve the agenda. The motion was seconded by Council Member Franklin and approved unanimously.

2. **Items Requiring Council Direction**

- A. Forsyth County Sheriff's Office fixed price contract – After reviewing the pros and cons of a fixed contract, Council consensus was to enter a fixed price contract with the Forsyth County Sheriff's Office. This will be reflected in the proposed 2023-2024 budget.
- B. MAWCC discussion – Manager Ayers noted there are three areas of concern with the Mary Alice Warren Community Center (MAWCC): 1) fee structure, 2) exemptions, and 3) rules/regulations.
  - i. Fee structure – There is some confusion related to the MAWCC fees due to a significant room rental rate change for up to 49 (\$150) and 50+ (\$800). At least thirteen reservations have been lost due to the rates. Proposed rates were shared with the Council. Brian Moore has also developed a brochure to help inform renters of potential room setups. The brochure is a working document. Council consensus was to amend the fee schedule at the March 9 meeting.
  - ii. Exemptions – Manager Ayers feels there are some unintended consequences with the facility use exemption policy including the list length, vague language and no specifics on certain groups. He shared instances where the exemption has been abused by exempt groups and members of an exempt group. Council agreed some flexibility is needed. Staff will continue to evaluate the policy and present recommendations to Council at a future date.
  - iii. Rules/regulations – Manager Ayers shared sections of the ordinance that conflict while noting some items in the policy should be handled administratively. Staff will continue to evaluate the policy and present recommendations to Council at a future date.
- C. Nomination – I'm One of the Reasons Lewisville is a Great Place to Live – Mayor Horn shared Susan Frey's recommendation for Merrikay Brown to receive the *I'm One of the Reasons Lewisville is a Great Place to Live* award. It was noted that living in Lewisville is not a requirement. Council consensus was to give this award to Ms. Brown at the March 9 meeting. (*Nomination form is herein incorporated into the minutes.*)
- D. Shallowford Foundation program grants – The Shallowford Foundation has identified a \$20,000 grant opportunity for programming at MAWCC. The Shallowford Foundation will give an additional \$5,000 to the program. Mayor Horn inquired if Council would be willing to contribute \$5,000 as well. Mr. Moore does not feel the additional programming would conflict with other programs or rentals. Council consensus was to match \$5,000.

### 3. **Items Requiring Action at Briefing**

- A. Ordinance 2023-010 – Amending Budget Ordinance 2022-001 – To send four Council Members to CityVision 2023 - \$4,924 – Council Member Ken Sadler moved to approve Ordinance 2023-010. Motion was seconded by Council Member David Smitherman and motion passed unanimously. *(Ordinance 2023-010 is herein incorporated by reference into the minutes.)*

### 4. **Old Business**

- A. Resolution 2023-013– Forsyth County Sheriff’s Office Flock camera authorization – Flock cameras identify stolen license tags or license tags involved with a crime. They are not used as a form of surveillance. There is no fee to the Town for the Flock cameras; however, the Town must approve placement upon Town rights-of-way or property. Council Member David Smitherman moved to approve Resolution 2023-013. Motion was seconded by Council Member Ken Sadler and motion passed unanimously. *(Resolution 2023-013 is herein incorporated by reference into the minutes.)*

### 5. **Administrative Reports**

#### A. Manager

- i. Potential budget ordinance revision – Manager Ayers reported that he would like to move forward with making the Communication Specialist position fulltime. In order to do so, the budget ordinance will need to be amended to reflect 13 employees versus 12.5. Sufficient funds are in the budget. Council consensus was to consider the amendment to the budget ordinance on March 9.
- ii. Landscaping contract update – As a matter of transparency, Manager Ayers shared that the contract with EcoLogic has been conveyed to another qualified local firm, Hauser Horticulture. Ecologic, owned by Jon Hanna, has done no work for the Town since Mr. Hanna began employment with the Town.
- iii. BAC update – Mayor Pro Tem Foster shared a quick update on the progress of the BAC workgroup. Manager Ayers also addressed three key items: 1) workgroup update, 2) current boards and committees, and 3) potential new concept. The types of boards and committees was shared with Council. Mr. Ayers feels it is time to look at committee structures. Examples of some overlap and collaboration was shared. A potentially new community engagement committee was discussed. After some discussion, it was hoped a full-time communication specialist position could help with informing residents.

#### B. Clerk

- i. CityVision – April 25-27 – Concord

#### C. Public Works Director

- i. Wildlife control – A five-step process to help eliminate geese at MAWCC was shared with Council. In some areas, the grass will need to exceed the noxious weeds height limit so a ‘Wildlife Management Area’ sign will be placed in those areas. *(A copy of the plan is herein incorporated into the minutes.)*

#### D. Assistant Town Manager/Planner

- i. Lewisville-Vienna and Yadkinville Roads Roundabout – Council consensus was to request the Metropolitan Planning Organization (MPO) bring back to the forefront for funding consideration the Lewisville-Vienna and Yadkinville Roads roundabout.
- ii. Gateway project update – The pre-construction meeting last week was well attended. Mobilization is anticipated around March 6. Staff is developing literature that can be shared on the website, social media and door-to-door. Once the project begins, it is to be completed within 300 days.

- iii. CMAQ – Shallowford Road sidewalk request update – Funding has been approved for additional sidewalks along Shallowford Road.

**6. Agenda Items for Regular Meeting on March 9, 2023**

A. Tentative Agenda

i. Consent Agenda

- a. Resolution 2023-014– Financial statements for the seven months ended January 31, 2023
- b. Approval of Council Retreat Minutes – January 27-28, 2023
- c. Approval of Agenda Briefing Minutes – February 2, 2023
- d. Approval of Special Called Meeting Minutes – February 21, 2023
- e. Approval of Closed Session Minutes – February 21, 2023
- f. Resolution 2023-015 – Accept Resignation of Genevieve Athens – Lewisville Beautification Committee

ii. Introductions, Recognitions, Presentations and/or Proclamations

- a. Presentations
  - 1. Sheriff’s office

iii. Public Hearings

- a. Willow Run Municipal Service District
  - 1. Staff presentation
  - 2. Public hearing
  - 3. Council discussion
  - 4. Consideration of Ordinance 2023-005

iv. Appointment(s)

- a. Boards
  - 1. Parks, Recreation & Cultural Development (Appoint 2)
  - 2. Planning (Appoint 2)
  - 3. Willow Run Municipal Service District
    - A. Area 2 (Appoint 1)
    - B. Area 5 (Appoint 1)
    - C. At-large (Appoint 1)
  - 4. Zoning Board of Adjustments
    - A. Permanent Member (Appoint 3)
    - B. Alternate Member (Appoint 1)
- b. Committees
  - 1. Public Art Advisory (Appoint 5)
  - 2. Public Safety Advisory
    - A. Appointment Order 2023-003 – Veronica Thomas – Public Safety Advisory

ii. Old Business

- a. Mediated settlement agreement update

iii. New Business

- a. Resolution 2023-016 – Authorizing Town Manager to sign Lewisville-Vienna/Robinhood Road Roundabout Supplemental Agreement - \$1,225,188
- b. Resolution 2023-017 – Authorizing Town Manager to sign Great Wagon Road rights-of-way and related documents

**v. For the Good of the Order**

- a. Mayor Horn informed Council that the recent NCLM board meeting was incredibly productive. A salary and recruitment presentation from the meeting has been shared with Council.

- b. Mayor Pro Tem Foster inquired about the Voluntary Agriculture District (VAD) status. Mrs. Tolbert shared discussions are being held with Forsyth County.
- c. Mayor Horn shared that Old Nick's Distillery is having problems obtaining product and they are trying to find solutions.

vi. **Adjournment** – Council Member Smitherman moved to adjourn the meeting at 8:43 PM. The motion was seconded by Council Member Welch and approved unanimously.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk