

**Lewisville Town Council**  
**Regular Meeting Minutes**  
**March 10, 2022 – 7:00 PM**  
**Lewisville Town Hall 1<sup>st</sup> Floor Council Chambers**  
**6510 Shallowford Road**

**1. Call to Order:**

- A. Mayor Horn opened the meeting at 7:00 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. Invocation – Attorney Bowen Houff
- C. Pledge of Allegiance – Mayor Mike Horn
- D. Adoption of Agenda – Council Member Hunt moved to amend and approve the agenda to include BAC update under Unfinished Business and a budget amendment for paving under New Business. The motion was seconded by Council Member Smitherman and approved unanimously.

**2. Consent Agenda**

- A. Consent agenda items
  - a. Resolution 2022-014 – Acceptance and Approval of Monthly Financials for seven months ended January 31, 2022
  - b. Approval of Council Briefing Meeting Minutes – February 3, 2022
  - c. Approval of Council Retreat Minutes – February 4-5, 2022
  - d. Approval of Regular Meeting Minutes – February 10, 2022
- B. Council Member Franklin moved to approve the consent agenda. The motion was seconded by Council Member Welch and approved unanimously.  
*(Resolutions 2022-014 is herein incorporated by reference into the minutes.)*

**3. Presentations, Introductions and/or Proclamations**

- A. Forsyth County Sheriff's Office – Sergeant Stringer provided current call statistics. Sergeant Stringer noted it was Severe Weather Awareness Week. When roads are flooded, do not drive around barricades or downed trees.

**4. Public Forum**

- A. No comments

**5. Closed Session pursuant to NCGS 143-318.11(a)(3)** - Council Member Hunt moved to enter into closed session at 7:11 PM. The motion was seconded by Council Member Smitherman and approved unanimously.

Council returned to open session at 7:18 PM.

**6. Appointment(s)**

- A. Parks, Recreation and Cultural Development Board – 3 positions available
  - i. No applications received

B. Planning Board – 3 positions available

<u>Planning</u>	<b>Aaron Crum</b>	<b>Joseph Hamby</b>	<b>Aaron Hutmacher</b>	<b>Philip May</b>	<b>Michael Mulligan</b>	<b>Kate Norton</b>	<b>Annemarie Stanford</b>
Foster		1	1		1		
Franklin				1	1	1	
Horn				1	1	1	
Hunt			1	1		1	
Sadler			1	1	1		
Smitherman				1	1	1	
Welch				1	1	1	
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>3</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>0</b>

- i. Philip May, Michael Mulligan and Kate Norton were announced as members of the Planning Board.
- ii. It was noted that Philip May’s appointment to the Planning Board creates a vacancy on the Zoning Board of Adjustments.

C. Willow Run Municipal Service District – Area 3 – Appoint 1

<b><u>Willow Run MSD Area 3</u></b>	<b>Chad Conger</b>
Foster	1
Franklin	1
Horn	1
Hunt	1
Sadler	1
Smitherman	1
Welch	1
<b>TOTAL</b>	<b>7</b>

- i. Chad Conger was appointed to Area 3 of the Willow Run Municipal Service District.

D. Willow Run Municipal Service District – At-Large – Appoint 1

<b><u>Willow Run MSD At-Large</u></b>	<b>Jeffrey Rawls</b>
Foster	1
Franklin	1
Horn	1
Hunt	1
Sadler	1
Smitherman	1
Welch	1
<b>TOTAL</b>	<b>7</b>

- i. Jeffrey Rawls was appointed to the At-Large position of the Willow Run Service District.

E. Zoning Board of Adjustments – Appoint 1

<u>Zoning Board of Adjustments</u>	Kate Norton	Ken Wernick
Foster	1	
Franklin		1
Horn		1
Hunt		1
Sadler		1
Smitherman		1
Welch		1
<b>TOTAL</b>	<b>1</b>	<b>6</b>

- i. Ken Wernick was reappointed to the Zoning Board of Adjustments.

F. Appointment Order 2022-001 – Lewisville Beautification

- i. Council Member Welch moved to approve Appointment Order 2022-001. The motion was seconded by Council Member Smith and approved unanimously. *(Appointment Order 2022-001 is herein incorporated by reference into the minutes.)*

G. Appointment Order 2022-002 – Environmental, Conservation & Sustainability

- i. Mayor Pro Tem Foster moved to approve Appointment Order 2022-002. The motion was seconded by Council Member Franklin and approved unanimously. *(Appointment Order 2022-002 is herein incorporated by reference into the minutes.)*

H. Appointment Order 2022-003 – Public Safety Advisory

- i. Council Member Hunt moved to approve Appointment Order 2022-003. The motion was seconded by Council Member Sadler and approved unanimously. *(Appointment Order 2022-003 is herein incorporated by reference into the minutes.)*

7. **Public Hearing(s)** – None

8. **Evidentiary Hearing(s)** – None

9. **Annexation Request(s)** – None

10. **Technical Review(s) for Compliance** – None

11. **Unfinished Business**

- A. Boards and Committees Update – An appreciation social is being planned for May. Council Members Hunt and Welch have volunteered to assist the BAC workgroup. A social media policy is being worked on and Mayor Horn and Council Member Hunt will assist with this endeavor. Mayor Pro Tem Foster shared an interest assessment tool and BAC comprehensive calendar. She requested Council to review the documents and complete the assessment tool by March 15.

12. **Closed Session pursuant to NCGS 143-318.11(a)(3)** - Council Member Sadler moved to enter into closed session at 7:48 PM. The motion was seconded by Council Member Hunt and approved unanimously.

Council returned to open session at 8:53 PM.

13. **Unfinished Business** (continued):

- B. Resolution 2022-011 – Shallowford Square Clock Tower Inscription Policy – Clerk Moore presented a draft inscription policy for the Shallowford Square clock tower that reflects Council direction at the agenda briefing. Council requested “Memorial” be added to the title. Council Member Franklin moved to approve Resolution 2022-011. The motion was seconded by Council Member Sadler and approved unanimously. *(Resolutions 2022-011 is herein incorporated by reference into the minutes.)*

14. **New Business**

- a. Ordinance 2022-016 - Amending Budget Ordinance 2021001 in the amount of \$93,769 for spring paving contract – Mr. Moser reported the original paving bidder had to retract their bid due to costs. The proposed budget amendment allows staff to use Powell Bill revenue that was collected in excess of anticipation as well as some funds transferred from general fund. Council Member Smitherman moved to approve Ordinance 2022-016. The motion was seconded by Mayor Pro Tem Foster and approved unanimously. *(Ordinance 2022-016 is herein incorporated by reference into the minutes.)*
- b. Resolution 2022-016 – Awarding paving contract– Council Member Franklin moved to approve Resolution 2022-016. The motion was seconded by Council Member Hunt and approved unanimously. *(Resolution 2022-016 is herein incorporated by reference into the minutes.)*
- c. Resolution 2022-017 – Declaring surplus items and authorizing electronic auction of surplus personal property– Council Member Franklin moved to approve Resolution 2022-017. The motion was seconded by Council Member Hunt and approved unanimously. *(Resolution 2022-017 is herein incorporated by reference into the minutes.)*
- d. Resolution 2022-018 – Setting a public hearing to receive comments on UDO L-165 related to downtown overlay – Mayor Pro Tem Foster moved to approve Resolution 2022-018. The motion was seconded by Council Member Hunt and approved unanimously. *(Resolution 2022-018 is herein incorporated by reference into the minutes.)*
- e. Ordinance 2022-014 – Grant Project Ordinance for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds – The ARPA funds will be used for salaries and benefits freeing up funds to be used for other projects the Town may adopt in the future. Council Member Smitherman moved to approve Ordinance 2022-014. The motion was seconded by Mayor Pro Tem Foster and approved unanimously. *(Ordinance 2022-014 is herein incorporated by reference into the minutes.)*
- f. Ordinance 2022-015 – Amending Budget Ordinance 2021001 to transfer funds from the ARPA Special Revenue Fund to General Fund – Council Member Franklin moved to approve Ordinance 2022-015. The motion was seconded by Council Member Welch and approved unanimously. *(Ordinance 2022-015 is herein incorporated by reference into the minutes.)*

15. **Administrative Reports**

- A. Upcoming Town holidays – Manager Perkins shared the first movie night at Shallowford Square will be *Raiders of the Lost Ark* on May 6<sup>th</sup>.
- B. Manager’s Report
- i. PARTF Grant Meetings scheduled
- a. March 14 – 6:30 PM - Zoom
- b. March 17 – 6:30 PM-8:30 PM – Mary Alice Warren Community Center, Lewisville/Vienna Rooms
- c. Those in attendance on March 17 will rank proposed amenities.

- d. Mayor Horn noted Forsyth County may be installing additional pickleball courts at Joanie Moser Park which would have a significant impact on the Town’s PARTF application. Mayor Horn will try to verify the information prior to the Town’s application submittal.
  - ii. Proposed Gateway Project
    - a. Bid opening – March 24, 2022; Concurrence with NCDOT – April 14, 2022
  - iii. The Beautification Committee is working with Lewisville Elementary School art classes on a dinosaur naming contest for the dinosaurs being placed behind MAWCC.
  - iv. Staff is working with Age Friendly Forsyth County on a grant for benches to be placed around town. Parks and Recreation Advisory Board will help determine potential locations.
- C. Planning Report
- i. U-6154 Lewisville –Vienna Road and Robinhood Road Roundabout
    - a. Public Officials Meeting via Zoom – March 16, 2022, 6-7 PM; Public Meeting via Zoom – March 16, 2022, 7-8 PM
- D. Clerk’s Report
- i. Ethics Training – Required
    - a. May 26 – 10 AM-12 PM – Zoom; if unable to attend, on-demand will be offered late June.
  - ii. NCLM’s City Vision will be April 27 and 28 in Wilmington. If Council would like to attend, let Clerk Moore know by March 16<sup>th</sup>. Consensus was given to name Mayor Horn as voting delegate and Manager Perkins the alternate.
  - iii. Budget Calendar

<b>2022 BUDGET CALENDAR</b>		
	<b>Date</b>	<b>Time</b>
Draft budget presented to Council at Council meeting	April 14, 2022	7:00 PM
Budget workshop	April 18, 2022	6:00 PM
Budget Workshop	May 2, 2022	6:00 PM
Budget workshop following briefing	May 5, 2022	6:30 PM
Budget workshop	May 9, 2022	6:00 PM
Budget ordinance final review at briefing	June 2, 2022	6:30 PM
Budget public hearing at regular Council meeting	June 9, 2022	7:00 PM

Mayor Pro Tem Foster inquired about the possibility of using a budget workshop for a BAC update. Manager Perkins noted PARTF will need to be discussed at a budget workshop also.

- E. Approvals at the Briefing and Action Meeting on March 3, 2022
- i. Ordinance 2022-013 – Amending Budget Ordinance 2021001 in the amount of \$428 for MAWCC landscape beautification
  - ii. Resolution 2022-015 – EcoLogic landscape beautification contract change order #1
  - iii. Ordinance 2022-009 – Amending Budget Ordinance 2021001 in the amount of \$25,000 for legal fees
  - iv. Ordinance 2022-010 – Amending Budget Ordinance 2021001 fee schedule
  - v. Ordinance 2022-011 – Amending Budget Ordinance 2021001 in the amount of \$15,000 for right of way maintenance
  - vi. Ordinance 2022-012 – Amending Budget Ordinance 2021001 in the amount of \$3,000 for street sign supplies
  - vii. Revised 2022 Meeting Schedule

16. **For the Good of the Order**

- A. Council Member Welch shared that Airbnb will assist with hosting Ukrainian refugees.
- B. Council Member Hunt inquired about making attachments viewable on the screen during meetings. Manager Perkins stated that what is shown on the screen is not easily viewable on Channel 6. Mayor Horn will remind viewers that the agenda packet is available on the Town's website.
- C. Council Member Sadler complimented Mayor Horn on his newsletter article.

17. **Adjournment** - Council Member Smitherman moved to adjourn the meeting at 9:44 PM. The motion was seconded by Council Member Hunt and approved unanimously.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk