

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**April 7, 2022 – 6:30 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 6:30 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Melissa Hunt, 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. Council Members Fred Franklin and Ken Sadler were absent.
- B. Adoption of Agenda – Mayor Pro Tem Foster moved to approve the agenda. The motion was seconded by Council Member Smitherman and approved unanimously.

**2. Introductions, Recognitions and Presentations for April 7, 2022 – None**

**3. Items Requiring Council Direction**

- A. Audio/visual equipment for Council chambers – Manager Perkins presented a proposal for redoing the audio/visual in the Council chambers and explained what the proposal included. The proposal is for \$37,875 with 30% due at time of order. There is a 2-3 month lead time. The proposal will go up ten percent in July. Council consensus was to move forward with the proposal.
- B. Resolution 2022-020 – Approving PARTF 2022 documents – Manager Perkins presented the proposed PARTF plan request that incorporates features desired by the community to include a nature trail (includes connector paths), outdoor event venue, and Frisbee golf. Council consensus was given to move forward.
- C. Resolution 2022-021 – Approving Jack Warren Park master site plan – Mayor Horn requested a ‘whereas’ be added to the resolution regarding community participation.
- D. Resolution 2022-022 – Approval to proceed with PARTF application consideration – Council consensus was given to vote at next week’s meeting.

**4. Items Requiring Action at Briefing**

- A. 2022 Budget Calendar – Council Member Smitherman moved to approve the 2022 Budget Calendar. The motion was seconded by Council Member Hunt and approved unanimously. *(Budget calendar is attached to the minutes.)*
- B. Revised 2022 Meeting Schedule - Council Member Hunt moved to approve the revised 2022 Meeting Schedule reflecting all Council, board and committee meetings in person. The motion was seconded by Council Member Smitherman and approved unanimously. *(Meeting schedule is attached to the minutes.)*
- C. Ordinance 2022-017 – Budget amendment for CERT kits – The Public Safety Committee and Lewisville Fire Department are hosting CERT (Citizen Emergency Response Team) training. The committee has requested to purchase twenty-five (25) CERT kits for participants at a cost of \$1,000. To ensure all participants receive a kit, Council requested the budget amendment be increased to \$1,500. Council Member Hunt moved to approve Ordinance 2022-017 as amended. The motion was seconded by Council Member Welch and approved unanimously. *(Ordinance 2022-017 is herein incorporated by reference into the minutes.)*
- D. Ordinance 2022-018 – Budget amendment for MSD lake tree removal – Council Member Hunt moved to approve Ordinance 2022-018 as presented. The motion was seconded by Council Member Smitherman and approved unanimously. *(Ordinance 2022-018 is herein incorporated by reference into the minutes.)*

- E. Resolution 2022-023 – Contract with Lusk for tree removal at MSD lakes – Mayor Pro Tem Foster moved to approve Resolution 2022-023 as presented. The motion was seconded by Council Member Hunt and approved unanimously. (*Resolution 2022-023 is herein incorporated by reference into the minutes.*)

A break was taken at 7:43 PM and the meeting reconvened at 7:57 PM.

**5. Unfinished Business**

A. BAC status report

- i. Review – BAC appreciation social – An ice cream social for all board and committee volunteers will be held May 6, 2022 at Mary Alice Warren Community Center from 6-8 PM. Name badges will be ordered for the volunteers. Consensus was that no gifts will be given this year.
- ii. Review – BAC project goals, actions/activities, expectations – Mayor Pro Tem Foster requested Council to review the materials placed at the Council's seats related to a BAC calendar, Gantt chart, and interest survey. After much discussion, Council requested items be prioritized in order they are to be done and focus on one item at a time.

- 6. **Closed Session pursuant to NCGS 143-318.11(a)(3)** – Council Member Smitherman moved to amend the agenda and enter into closed session at 9:00 PM. The motion was seconded by Council Member Welch and approved unanimously.

Council returned to open session at 10:20 PM.

**7. Administrative Reports**

A. Manager

- i. Proposed Gateway Project – The fourth bid opening for this project was held with no bids received. Staff, along with NCDOT, are evaluating to determine how to proceed.
- ii. AARP grant – Through Age Friendly Forsyth, the Town has applied for an AARP grant for twelve park benches to be placed downtown, at Shallowford Square and at Jack Warren Park. The grant is for \$25,000 with no local match.

B. Attorney – None

C. Public Works – None

D. Planning – None

E. Finance – None

F. Clerk

- i. Ethics training - Required ethics training for Council will be held May 26, 10 AM-12 PM, via Zoom. On-demand will be released in June for those unable to attend the live session.

**8. Agenda Items for Regular Meeting on April 14, 2022**

A. Tentative Agenda

i. Consent Agenda

- 1. Resolution 2022-024 – Acceptance and Approval of Monthly Financials for eight months ended February 28, 2022
- 2. Approval of Council Closed Session Minutes – February 3, 2022
- 3. Approval of Council Briefing Meeting Minutes – March 3, 2022
- 4. Approval of Regular Meeting Minutes – March 10, 2022
- 5. Approval of Council Closed Session Minutes – March 10, 2022

- ii. Introductions, Recognitions, Presentations and/or Proclamations
  - 1. Presentations
    - a. Sheriff's Office Report and introduction of new officers
    - b. Lewisville Tomorrow Comprehensive Plan
    - c. 2022-2023 budget message
  - 2. Proclamations
    - a. Historic Preservation Month – May 2022
- iii. Public Hearings
  - 1. UDO L-165 – Downtown Overlay
    - a. Mrs. Tolbert highlighted the proposed text amendment that addresses architectural standards, buffering and screening requirements, building setback, and more. Mayor Horn requested the front door requirement be evaluated since these are not being used.
- iv. Technical Review(s)
- v. Preliminary Site Plan Approvals
- vi. Evidentiary Hearings
- vii. Old Business
  - 1. BAC Update
- viii. New Business
  - 1. Resolution 2022-025 – Eligible Project Policy
  - 2. Resolution 2022-026 – Non-Discrimination Policy
  - 3. Resolution 2022-027 – Property Management Policy
  - 4. Resolution 2022-028 – Record Retention Policy
- ix. Appointments
  - 1. Boards
    - a. Parks, Recreation and Cultural Development (*Appoint 3*)
      - i. Aaron Hutmacher
      - ii. Aaron Crum
      - iii. Deborah Stokes
    - b. Zoning Board of Adjustment (*Appoint 1*)
      - i. Annemarie Stanford
  - 2. Committees
    - a. Environmental Conservation & Sustainability Committee
      - i. Melody Joyner
    - b. Public Safety Advisory Committee
      - i. Annemarie Stanford
- B. Approval of Tentative Agenda for regular meeting on April 14, 2022
  - i. Council Member Smitherman moved to approve the tentative agenda for April 14, 2022. The motion was seconded by Council Member Hunt and approved unanimously.

## 9. **For the Good of the Order**

- A. Council consensus was to order green shirts with white embroidery.

10. **Adjournment** - Council Member Smitherman moved to adjourn the meeting at 10:42 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