

Lewisville Town Council
Regular Meeting Minutes
May 12, 2022 – 7:00 PM
Lewisville Town Hall 1st 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 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, and Town Clerk Dora Moore. Council Members Fred Franklin and David Smitherman were absent.
- B. Invocation – Attorney Bowen Houff
- C. Pledge of Allegiance – Boy Scout Troops #719 and #752
- D. Adoption of Agenda – Council Member Welch moved to amend and approve the agenda to include council presentation under Presentations, proposed budget revisions under Old Business and interim manager under New Business. The motion was seconded by Council Member Hunt and approved unanimously.

2. Consent Agenda

- A. Consent agenda items
 - a. Resolution 2022-033 – Acceptance and Approval of Monthly Financials for nine months ended March 31, 2022
 - b. Approval of Council Closed Session Minutes – April 7, 2022
 - c. Approval of Agenda Briefing Minutes – April 7, 2022
 - d. Approval of Regular Meeting Minutes – April 14, 2022
 - e. Approval of Budget Meeting Minutes – April 18, 2022
 - f. Resolution 2022-030 – Accepting the resignation of Paul Harp from the Environmental Conservation and Sustainability Committee
 - g. Resolution 2022-032 – Accepting the resignation of Scott Sewell from the Public Safety Advisory Committee
- B. Council Member Hunt moved to approve the consent agenda. The motion was seconded by Council Member Sadler and approved unanimously.
(Resolutions 2022-030, 2022-032 and 2022-033 are herein incorporated by reference into the minutes.)

3. Presentations, Introductions and/or Proclamations

- A. Forsyth County Sheriff's Office – Sergeant Stringer shared current call statistics. With the warmer weather and people out along the streets, Sgt. Stringer encouraged motorists to use caution especially in neighborhoods. National Police Week is May 15-21.
- B. Council Presentation – Mayor Horn presented a plaque of appreciation to Manager Perkins. Council expressed their gratitude and well wishes to Manager Perkins. Manager Perkins expressed gratitude for his time at Lewisville.

4. Public Forum – None

5. Appointment(s) – None

6. Public Hearing – None

7. Evidentiary Hearing(s) – None

8. **Annexation Request(s) – None**

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

10. **Old Business**

A. Boards and Committees status update

- i. Ice cream social was held last week with about half of the committee members and their families attending.
- ii. Mayor Pro Tem Foster requested Council to prioritize the Comprehensive Plan items by this Sunday evening. These priorities will then be given to boards and committees for their plan of work.
- iii. Leadership training will be held May 17 at 7 PM.

B. Student Leadership – A one-day session will be held August 16, 8:30 AM-6:00 PM.

C. Proposed budget updates – Mrs. Orrell shared updates to the proposed 2022-2023 Budget.

REVENUES	Operating Revenues	Fund Balance Appropriated	Total Revenues
Estimated revenues per budget proposed by Town Manager	\$ 5,626,027	\$ 1,238,739	\$ 6,864,766
Increase estimated rental revenue from MAWCC	30,000	-	30,000
Increase estimated occupancy tax revenue	10,000	-	10,000
Increase estimated ABC Board revenue	22,084	-	22,084
Reclass paint sprayer	-	4,169	4,169
Changing ad valorem tax rate from \$.20 to \$.177	(354,459)	-	(354,459)
Remove EV charging stations	-	(43,648)	(43,648)
Add contract with PTRC for Town Manager Executive Search	-	6,000	6,000
Estimated revenues per budget after adjustments recommended by Town Council	\$ 5,333,652	\$ 1,205,260	\$ 6,538,912

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11. New Business

- a. Resolution 2022-031 – Setting 2022-2023 Budget Public Hearing – Council Member Hunt moved to approve Resolution 2022-031. The motion was seconded by Council Member Welch and approved unanimously. *(Resolution 2022-031 is herein incorporated by reference into the minutes.)*
- b. Resolution 2022-035 – Social Media Policy – At boards and committees orientation, the policy will be shared with the members and that if anything they post on social media poses a potential problem to the Town, the member could be removed. Member Hunt moved to approve Resolution 2022-035. The motion was seconded by Council Member Sadler and approved unanimously. *(Resolution 2022-035 is herein incorporated by reference into the minutes.)*
- c. Resolution 2022-037 – Setting a public hearing to receive comments on UDO L-167 Permitted Use Table Amendment – The Planning Board held a public hearing on May 11, 2022 related to the UDO L-167 permitted use table amendment and they voted unanimously to recommend to Council. Mayor Pro Tem Foster moved to approve Resolution 2022-037. The motion was seconded by Council Member Welch and approved unanimously. *(Resolution 2022-037 is herein incorporated by reference into the minutes.)*
- d. Resolution 2022-038 – Establishing control access to Town facilities – Council Member Welch moved to approve Resolution 2022-038. The motion was seconded by Council Member Sadler and approved unanimously. *(Resolution 2022-038 is herein incorporated by reference into the minutes.)*
- e. Ordinance 2022-039 – Amending Chapter 16 related to exempt users – Council held discussion on who should qualify as a non-profit in Section 16-14. After much discussion, amendments to Section 16-14 were tabled. The Parks and Recreation Board proposed amendments to Section 16-18 related to the Mary Alice Warren Community Center (MAWCC) as follows:

Section 16-18 *(new language is italicized)*

F. User fees for exempted users. Nonprofit organizations and government organizations as listed in § 16-14(J) are exempt from the payment of deposits. Cleaning and damage fees are not exempt. If the facility is left unclean or damaged, the organization will be assessed a cost. *Fees to utilize the Mary Alice Warren Community Center by nonprofit and government organizations on the exempt user list in § 16-14(J) are as follows:*

1. *One room is free when reserved Monday-Thursday.*
 - a. *An additional room can be reserved at half price.*
 - b. *The kitchen is not considered an additional room.*
2. *Friday, Saturday and Sunday rental fees are at half price.*

Mayor Horn shared a proposed mission statement for MAWCC to be included in Section 16-18 also:

A. Mission statement. To nurture a sense of community belonging by providing facilities, programs, educational classes, activities and events primarily designed to enhance the lives of Lewisville and neighboring area residents and their families.

Mayor Pro Tem Foster moved to approve Ordinance 2022-039 amending Section 16-18 and adding the MAWCC mission statement in section 16-18. The motion was seconded by Council Member Sadler and approved unanimously. *(Ordinance 2022-039 is herein incorporated by reference into the minutes.)*

- f. Revised 2022 Meeting Schedule – The 2022 Meeting Schedule needs to be revised to reflect the Lewisville Beautification Committee with no meetings in June, July or August. Council

Member Welch moved to approve revised 2022 Meeting Schedule. The motion was seconded by Council Member Hunt and approved unanimously. *(Revised 2022 Meeting schedule is included with the minutes.)*

12. Administrative Reports

- A. Upcoming Town holidays – Manager Perkins shared upcoming events at Shallowford Square and noted Town offices will be closed May 30 for Memorial Day.
- B. Manager’s Report
 - i. PARTF grant
 - a. Mrs. Tolbert submitted the PARTF grant prior to the deadline.
- C. Planning Report
- D. Clerk’s Report
 - i. Budget meeting dates
 - a. Budget ordinance final review at briefing – June 2, 6:30 PM
 - b. Budget public hearing at regular Council meeting – June 9, 7 PM
 - ii. Summer Leadership Session – August 16
- E. Approvals at the Briefing and Action Meeting on May 5, 2022
 - i. Ordinance 2022-022 – Budget amendment for Town Manager vacation payout
 - ii. Ordinance 2022-023– Budget amendment for Town Manager executive search
 - iii. Resolution 2022-036 – Contract with Piedmont Triad Regional Council for Town Manger executive search
 - iv. Resolution 2022-034 – Pecan Manor Lane – Street Acceptance

A break was taken at 8:10 PM to celebrate Manager Hank Perkins. The meeting reconvened at 8:18 PM.

- 13. Closed Session pursuant to NCGS 143-318.11(a)(3) and NCGS 143-318.11(a)(6)** – Council Member Sadler moved to enter into closed session at 8:20 PM. The motion was seconded by Mayor Pro Tem Foster and approved unanimously.

Council returned to open session at 9:40 PM.

- 14. Interim Town Manager appointment** – Mayor Horn moved to appoint Stacy Tolbert as interim town manager at a supplemental rate of \$2,384/month not subject to COLA or merit and in addition to her duties as planner. The motion was seconded by Council Member Hunt and approved unanimously. Mrs. Tolbert thanked Council for the opportunity and for placing trust and confidence in her to lead the Town.

15. For the Good of the Order

- A. Council Member Welch inquired about placing hours of operation on the MAWCC doors.
- B. Council Member Welch inquired what would happen should individuals ‘camp out’ at MAWCC? Manager Perkins feels it would be appropriate to address if it were to occur.
- C. Council Members Sadler and Welch expressed their thanks to Manager Perkins.

16. **Adjournment** – Mayor Pro Tem Foster moved to adjourn the meeting at 9:51 PM. The motion was seconded by Council Member Welch and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk