

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**June 1, 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, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also attending were Town Manager James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, Public Works Director Jon Hanna, and Attorney Elliot Fus.
- B. Adoption of Agenda – Council Member Smitherman moved to approve the agenda. The motion was seconded by Council Member Hunt and approved unanimously.

**2. Items Requiring Council Direction**

- A. Application to serve on Environmental Conservation and Sustainability Committee – Brittany Burke – Council consensus was for Ms. Burke’s application to be placed on the June 8 agenda for consideration.

**3. Items Requiring Action at Briefing**

- A. Resolution 2023-030 – Authorizing Town Manager to acquire rights-of-way and easements for Lewisville-Vienna Road and Robinhood Road Roundabout project (U-6154) – Council Member Franklin moved to approve Resolution 2023-030. The motion was seconded by Mayor Pro Tem Foster and approved unanimously. (*Resolution 2023-030 is herein incorporated by reference into the minutes.*)

**4. Administrative Reports**

A. Manager

- i. Communication and project update – Manager Ayers reported he has extended an offer to an individual from a wide candidate pool for the Communications Specialist position. If all goes well, the individual will begin June 12. In terms of project updates, Manager Ayers reported the Gateway project schedule is updated biweekly and the schedule is on the Town’s website.
- ii. FY 2022-2023 Budget Amendments – Reclassification of appropriations between General Fund departments – Manager Ayers reported two recent interdepartmental transfers. A transfer of \$10,000 from the planning department to the governing body was done to cover Blanco Tackaberry legal fees associated with the Solomon case. The second transfer was from the administration department to the finance department in the amount of \$4,570 to cover overtime expenses for a staff member to assist with special events and facility rentals.

B. Clerk

- i. Municipal elections – Candidate filing for municipal elections begins at 12 PM Friday, July 7 and closes at 12 PM Friday, July 21. Filing fee is \$5.
- ii. Zoning Board of Adjustment membership update – Mrs. Moore shared that Jennifer Hill has resigned from the Zoning Board of Adjustments due to moving outside the town limits.
- iii. Blood drive update – Mrs. Moore shared 22 units were collected at the May blood drive at Mary Alice Warren Community Center (MAWCC). These numbers are good with it being the first blood drive at this location. The American Red Cross has inquired about another blood drive on August 9. The drive is scheduled to avoid the regularly scheduled community churches’ blood drive. Council consensus was to schedule the August 9 blood drive at MAWCC with hopes for the blood drive to become regularly scheduled. An ordinance for the American

Red Cross to be an exempt user for blood drives at MAWCC will be on the June 8 agenda for Council consideration.

C. Public Works Director

- i. Geese abatement at MAWCC – Mr. Hanna reported the control measures in place at MAWCC for geese abatement are working thus far. Staff will continue to monitor.

5. **Tentative Agenda Items for Regular Meeting on June 8, 2023**

A. Consent Agenda

- i. Resolution 2023-027 – Financial statements for the ten months ended April 30, 2023
- ii. Approval of Budget Work Session Minutes – April 20, 2023
- iii. Approval of Budget Work Session Minutes – May 1, 2023
- iv. Approval of Agenda Briefing Minutes – May 4, 2023
- v. Approval of Regular Meeting Minutes – May 11, 2023
- vi. Revised 2023 Meeting Schedule
  - a. The Planning Board has voted to cancel their second meeting each month. Should an additional meeting be needed, it will be advertised as a special called meeting. The revised meeting schedule reflects the removal of these meetings.

B. Introductions, Recognitions, Presentations and/or Proclamations

- i. Recognition
  - a. Congressional Student Merit Awardees
    1. This item was moved to the July 13 agenda.

- ii. Presentations
  - a. Sheriff's Office

C. Appointment Order

- i. Appointment Order 2023-006 – Zoning Board of Adjustment – Terrance L. Fulton, Jr. – Permanent Member
  - a. Staff recommends Mr. Fulton be appointed to fill Jennifer Hill's unexpired term as a permanent member. Mr. Fulton is the alternate member with the most tenure. If Mr. Fulton is appointed as the permanent member, staff will advertise for interest to fulfill the unexpired alternate member term that becomes available.

D. Old Business

E. New Business

- i. Ordinance 2023-001 – 2023-2024 Budget
- ii. Ordinance 2023-020 – Amending the Parks and Recreation Capital Reserve Fund
  - a. The Parks and Recreation Capital Reserve Fund is proposed to be amended for 1) the 2023-2024 contribution to be \$100,000 rather than \$400,000, and 2) to include that a dog park, an all-inclusive park, and any other parks and recreation amenities deemed appropriate by Council to be included in the purpose.
- iii. Ordinance 2023-021 – Amending the Great Wagon Road ROW/Construction Capital Reserve Fund
  - a. The amendment reflects no 2023-2024 contribution to the Great Wagon Road ROW/Construction Capital Reserve Fund.
- iv. Ordinance 2023-022 – Amending the Municipal Buildings and Land Capital Reserve Fund
  - a. The amendment reflects no 2023-2024 contribution to the Municipal Buildings and Land Capital Reserve Fund.
- v. Ordinance 2023-023 – Amending the Public Works Facility Capital Reserve Fund
  - a. The amendment reflects no 2023-2024 contribution to the Public Works Facility Capital Reserve Fund.

- vi. Resolution 2023-026 – Revising personnel policy
  - a. Staff proposed the following amendments:
    - 1. Increase the family insurance coverage from 20% to 50% based upon Council direction during budget work sessions.
    - 2. The Family and Medical Leave Act (FMLA) is a federal law that allows for unpaid job-protected leave. The Town’s Personnel Policy currently allows an employee to take advantage of FMLA. However, according to federal law, for an employee to be eligible for FMLA, they must work at a worksite that has at least 50 employees. As the Town of Lewisville employs less than 50 employees, the Town is not required to provide this benefit. This section would be removed from the policy
    - 3. **Section 2 – 2d Time and Attendance – Overtime** provides that all non-exempt employees be paid at a rate of 1 ½ hours for each hour worked in excess of 40 hours in a workweek. Staff wishes to emphasize and clarify in the Personnel Policy that the Town adheres to the Fair Labor Standards Act (FLSA) when it comes to how overtime is calculated for each employee.
- vii. Resolution 2023-028 – Community Policing Contract - \$787,910
- viii. Resolution 2023-029 – UDO update contract - \$149,565

**6. For the Good of the Order**

- A. Mayor Horn inquired if Council would like to evaluate the potential of partnering with Clemmons on an assessment of how planning outside each Town’s jurisdiction effects the respective jurisdiction. This would include, but not exclusive to, public safety, infrastructure, growth, etc. Council consensus was given to evaluate this endeavor.

7. **Closed Session pursuant to NCGS 143-318.11(6)** – Mayor Horn moved to enter into closed session at 7:50 PM pursuant to NCGS 143-318.11(6). The motion was seconded by Council Member Sadler and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, and Jane Welch.

Council returned to open session at 9:05 PM.

8. **Budget Work Session** – Manager Ayers provided background on statutory, operational and financial issues related to emergency management. Manager Ayers noted that after discussions with the local public safety agencies, the Public Safety Advisory Committee’s (PSAC) budget requests were not included in the proposed 2023-2024 Budget. To align with some of the PSAC’s recommendations, the following is recommended to be done in the current 2022-2023 Budget: 1) purchase a mobile Starlink internet access device; 2) verify there are three fully programmed emergency radios at Town Hall to deploy up to two staff teams in the field should an emergency arise to maintain communications with Town Hall, the fire departments, Forsyth County Emergency Management and other partners; and, 3) purchase less expensive walkie-talkies for staff use.

9. **Adjournment** – Council Member Welch moved to adjourn the meeting at 9:17 PM. The motion was seconded by Mayor Pro Tem Foster and approved unanimously.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk