

Lewisville Town Council
Regular Meeting Minutes
June 8, 2023 – 7:00 PM
Lewisville Town Hall 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 James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, Public Works Director Jon Hanna, and Town Attorney Elliot Fus.
- B. Invocation – Council Member Ken Sadler
- C. Pledge of Allegiance – Council Member Melissa Hunt
- D. Adoption of Agenda – Council Member Hunt moved to approve the agenda. The motion was seconded by Council Member Welch and approved unanimously.

2. Consent Agenda

- A. Resolution 2023-027 – Financial statements for the ten months ended April 30, 2023
- B. Approval of Budget Work Session Minutes – April 20, 2023
- C. Approval of Budget Work Session Minutes – May 1, 2023
- D. Approval of Agenda Briefing Minutes – May 4, 2023
- E. Approval of Regular Meeting Minutes – May 11, 2023
- F. Revised 2023 Meeting Schedule
 - i. Council Member Franklin moved to approve the consent agenda items. The motion was seconded by Council Member Sadler and approved unanimously. *(Resolution 2023-027 is herein incorporated by reference into the minutes.)*

3. Presentations, Introductions and/or Proclamations

- A. Presentations
 - i. Forsyth County Sheriff's Office – Sergeant Stringer shared current call statistics. With upcoming Town events, Sergeant Stringer cautioned the traffic pattern could change and encouraged motorists to slow down while driving through Town.

2023													
TYPE OF INCIDENT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Total calls for service	872	676	751	758	754								3811
Security Check	570	396	136	446	442								1990
Traffic Arrest / Violation	49	47	51	75	41								263
Alarm	17	23	23	22	15								100
Priority Call Response Time	5.2	3.6	5.2	5.3	5								24.3
2022													
TYPE OF INCIDENT	JAN	FEB	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total calls for service	700	532	608	586	492								
Security Check	258	253	275	297	177								
Traffic Arrest / Violation	26	17	61	59	19								
Alarm	15	21	14	22	21								
Priority Call Response Time	6.4	5	5.5	5	5.2								

4. Public Forum – No comments.

5. Appointments

- A. Appointment Order 2023-006 – Zoning Board of Adjustment – Terrance L. Fulton, Jr. – Permanent Member – Council Member Franklin moved to approve Appointment Order 2023-006. The motion was seconded by Mayor Pro Tem Foster and approved unanimously. *(Appointment Order 2023-006 is herein incorporated by reference into the minutes.)*
- B. Appointment Order 2023-007 – Environmental Conservation & Sustainability Committee – Brittany Burke – Mayor Pro Tem Foster moved to approve Appointment Order 2023-007. The motion was seconded by Council Member Hunt and approved unanimously. *(Appointment Order 2023-007 is herein incorporated by reference into the minutes.)*

6. New Business

- A. Ordinance 2023-001 – 2023-2024 Budget Ordinance – Manager Ayers shared the proposed 2023-2024 Budget is balanced with the tax rate remaining at 17.7 cents and services continuing at the current level. Council Member Smitherman moved to approve Ordinance 2023-0001. The motion was seconded by Council Member Franklin and approved unanimously. *(Ordinance 2023-001 is herein incorporated by reference into the minutes.)*
- B. Ordinance 2023-020 – Amending the Parks and Recreation Capital Reserve Fund – 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. Council Member Welch moved to approve Ordinance 2023-020. The motion was seconded by Council Member Hunt and approved unanimously. *(Ordinance 2023-020 is herein incorporated by reference into the minutes.)*
- C. Ordinance 2023-021 – Amending the Great Wagon Road ROW/Construction Capital Reserve Fund – The amendment reflects no 2023-2024 contribution to the Great Wagon Road ROW/Construction Capital Reserve Fund. Council Member Franklin moved to approve Ordinance 2023-021. The motion was seconded by Council Member Smitherman and approved unanimously. *(Ordinance 2023-021 is herein incorporated by reference into the minutes.)*
- D. Ordinance 2023-022 – Amending the Municipal Buildings and Land Capital Reserve Fund – The amendment reflects no 2023-2024 contribution to the Municipal Buildings and Land Capital Reserve Fund. Mayor Pro Tem Foster moved to approve Ordinance 2023-022. The motion was seconded by Council Member Franklin and passed unanimously. *(Ordinance 2023-022 is herein incorporated by reference into the minutes.)*
- E. Ordinance 2023-023 – Amending the Public Works Facility Capital Reserve Fund – The amendment reflects no 2023-2024 contribution to the Public Works Facility Capital Reserve Fund. Council Member Franklin moved to approve Ordinance 2023-023. The motion was seconded by Council Member Welch and passed unanimously. *(Ordinance 2023-023 is herein incorporated by reference into the minutes.)*
- F. Resolution 2023-026 – Revising personnel policy – The personnel policy is proposed to be revised for the following: 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. Mayor Pro Tem Foster moved to approve Resolution 2023-026. The motion was seconded by Council Member Franklin and passed unanimously. (*Resolution 2023-026 is herein incorporated by reference into the minutes.*)

- G. Resolution 2023-028 – Community Policing Contract - \$787,910 – Council Member Smitherman moved to approve Resolution 2023-028 for a 3-year fixed rate contract for community policing. The motion was seconded by Council Member Franklin and passed unanimously. (*Resolution 2023-028 is herein incorporated by reference into the minutes.*)
- H. Resolution 2023-029 – UDO Update Contract - \$149,565 – Following a recruitment and five-criterion evaluation process to update the Town’s Unified Development Ordinance (UDO), Kimley-Horn received the highest score and staff recommends contracting with Kimley-Horn for the UDO update. Mayor Pro Tem Foster moved to approve Resolution 2023-029. The motion was seconded by Council Member Welch and approved unanimously. (*Resolution 2023-029 is herein incorporated by reference into the minutes.*)
- I. Ordinance 2023-027 – Facility Use Exemption – American Red Cross – Council Member Franklin moved to approve Ordinance 2023-027 adding the American Red Cross as an exempt user for blood drives at the Mary Alice Warren Community Center. The motion was seconded by Council Member Smitherman and passed unanimously. (*Ordinance 2023-027 is herein incorporated by reference into the minutes.*)

7. **Administrative Reports**

- A. Upcoming events and closings
 - i. June 10 – Camel City Yacht Club – 7-9 PM
 - ii. June 24 – Street Party & Food Truck Festival – 6-9 PM; The Band of Oz – 7-9 PM
 - iii. July 1 – 70’s Kids in Concert – 7-9 PM
 - iv. July 4 – Town offices closed
- B. Clerk’s Report
 - i. 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. Summer Student Leadership – August 15
- C. Approvals at the Briefing and Action Meeting on June 1, 2023
 - i. Resolution 2023-030 – Authorizing Town Manager to acquire rights-of-way and easements for Lewisville-Vienna Road and Robinhood Road Roundabout project

8. **For the Good of the Order**

- A. Public comments – None
- B. Council comments
 - i. Council Member Franklin inquired if the Gateway Project was going well. Manager Ayers answered the project is on schedule. He noted a 2-week look ahead schedule is on the Town’s website so the community can follow the progress. Lewisville Fire Department has set a flight plan whereby they will fly over the project to document the progress. Council Member Franklin stated the contractor has done a good job with erosion control.
 - ii. Mayor Horn expressed appreciation to staff on the budget development and presentation.
 - iii. Mayor Horn noted he missed seeing the Freys in the audience.

9. **Adjournment** – Council Member Hunt moved to adjourn the meeting at 7:33 PM. The motion was seconded by Council Member Smitherman and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk