

Lewisville Town Council
Briefing and Action Meeting Minutes
September 1, 2022 – 6:30 PM
Lewisville Town Hall 2nd 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 Melissa Hunt, Ken Sadler, and Jane Welch. Also attending were Interim Town Manager & Planner Stacy Tolbert, Finance Director Pam Orrell, Public Works Director Ryan Moser, Town Clerk Dora Moore and Attorney Bo Houff. Council Members Fred Franklin and David Smitherman were absent.
 - B. Adoption of Agenda – Council Member Welch moved to approve the agenda as presented. The motion was seconded by Council Member Hunt and approved unanimously.
2. **Introductions, Recognitions and Presentations for September 1, 2022** – None
3. **Items Requiring Council Direction** – None
4. **Items Requiring Action at Briefing**
 - A. Ordinance 2022-046 – Budget amendment to trim Crepe Myrtles at Jack Warren Park - \$5,500 – Mr. Moser reported Duke Energy has flagged forty-two Crepe Myrtles planted under the Duke Energy power lines at Jack Warren Park. It was noted that these trees were planted by the Town with permission from Duke Energy with understanding that Town would maintain. Being in the right-of-way, the trees cannot be taller than 15 feet. Mr. Moser noted that once the trees are trimmed, maintenance will be more frequent, possibly bi-annually. Council Member Sadler moved to approve Ordinance 2022-046 as presented. The motion was seconded by Council Member Hunt. Mayor Horn, Mayor Pro Tem Foster, and Council Members Hunt and Sadler voted aye. Council Member Welch voted nay. Motion passed 4-1. (*Ordinance 2022-046 is herein incorporated by reference into the minutes.*)
5. **Unfinished Business** – None
6. **Administrative Reports**
 - A. Manager
 - i. Gateway project update – Mrs. Tolbert reported three bids were received; however, they were much higher than budgeted. Ms. Orrell shared the cost difference and potential funding option. The budget shortfall is \$2,208,737.03. Ms. Tolbert has spoken with the local Metropolitan Planning Organization (MPO) and they have approximately \$1.6 million in reserves, which the Town can request to offset the shortfall. The Town would have to make up the additional \$521,274.03. These funds would need to be requested in September with vote by the Transportation Advisory Committee (TAC) in November. Council Member Hunt inquired if the project had to be done. Ms. Tolbert is awaiting a response from the MPO on what would happen should the Town not move forward with the project. Ms. Tolbert was requested to do a presentation on the project at the Council’s meeting next week. Council Member Sadler moved to send a letter to the MPO requesting the reserve funding. The motion was seconded by Council Member Hunt and motion passed unanimously. (*Ms. Orrell’s report and letter to MPO are included as part of the minutes.*)
 - ii. PARTF grant – Ms. Tolbert thanked Mayor Horn and Council Member Sadler for attending the recent PARTF meeting whereby it was announced the Town received PARTF funding for the Jack Warren Park improvements. Completion of the project must be done within three years.

The Town is committed to the improvements in the plan that includes walking trail and sidewalk connectors, a nature trail, an 18-hole disc golf, and a small outdoor amphitheater. Council consensus was to move forward with the park design.

iii. Events update

1. British Invaders concert – August 6
2. Bon Jovi Tribute Band concert – August 27 – Other than July 4th and the street party, this was the best attended concert with the best feedback.

B. Attorney – None

C. Public Works

- i. Council chambers audio/visual – Mr. Moser reported the new audio/visual for the Council chambers will be installed the week of September 12.

D. Planning – None

E. Finance – None

F. Clerk

- i. Ethics Training – On-demand ethics training must be completed by October 31, 2022.
- ii. Summer Student Leadership – The one-day Summer Student Leadership session was held August 16 with 21 middle and high school students participating. Overall, the session was extremely successful with favorable feedback from the students.
- iii. Council and staff Christmas lunch – A Christmas lunch will be held December 7 at 12 PM at MAWCC for Council and staff.

G. Community Center Facilities & Programming Manager

- i. Ms. Tolbert reported that Mr. Moore has been working to get word out regarding MAWCC programs by updating the Town's website to simplify access, developing an email distribution list, and advertising via flyers and social media. Attorney Houff has reviewed documents pertaining to potential art displays at MAWCC. Ms. Tolbert noted a staff member is required for large events or when alcohol is served; however, there is not sufficient staffing for all events. After lengthy discussion about volunteers being present during smaller rentals, Council Members Hunt and Sadler will study if a volunteer program is viable and how to implement such.

7. Agenda Items for Regular Meeting on September 8, 2022

A. Tentative Agenda

i. Consent Agenda

1. Resolution 2022-053 – Financial statements for the one month ended July 31, 2022
2. Approval of Agenda Briefing Minutes – August 4, 2022
3. Approval of Closed Session Minutes – August 4, 2022
4. Approval of Regular Meeting Minutes – August 11, 2022
5. Approval of Closed Session Minutes – August 11, 2022
6. Approval of Called Meeting Minutes – August 17, 2022
7. Approval of Closed Session Minutes – August 17, 2022
8. Approval of Called Meeting Minutes – August 22, 2022
9. Approval of Closed Session Minutes – August 22, 2022
10. Approval of Called Meeting Minutes – August 25, 2022
11. Approval of Closed Session Minutes – August 25, 2022
12. Resolution 2022-054 – Accepting resignation of Susan Frey from Parks and Recreation Advisory Board

- ii. Introductions, Recognitions, Presentations and/or Proclamations
 - 1. Presentations
 - a. Sheriff's office
 - 2. Proclamation
 - a. Proclamation 2022-005 – Constitution Week – September 17-23
- iii. Appointment(s)
 - 1. Appointment Order 2022-008 – Jennifer W. Haydon – Beautification Committee
 - 2. Appointment Order 2022-009 – Jennifer W. Haydon – Environmental, Conservation and Sustainability Committee
- iv. Public Hearings
 - 1. UDO L-167 Lewisville Rural Overlay
 - a. Ordinance 2022-029 – UDO L-167 Lewisville Rural Overlay (LRO)
 - i. Mrs. Tolbert will request next week that the public hearing be delayed until November so the Planning Board can continue their research to ensure they have done their due diligence.
- v. Technical Review(s)
- vi. Preliminary Site Plan Approvals
- vii. Evidentiary Hearings
- viii. Old Business
 - 1. BAC status update
 - a. Plan of works – Mrs. Moore shared that plan of works from boards and committees are due to staff by September 30 and will be shared with Council on October 6.
 - b. Orientation video – Mrs. Moore and Mrs. Tolbert will attend board and committee meetings in September and October to show the orientation video and answer questions.
 - c. Exit survey – An electronic exit survey is being developed. Members who resign or do not seek reappointment will be requested to complete.
- ix. New Business
 - 1. Ordinance 2022-047 – Budget amendment to purchase radar for Sergeant Stringer's new patrol car - \$2,165
 - 2. Ordinance 2022-048 – Budget amendment to purchase four (4) mobile LED tower lights - \$13,196
 - a. Mr. Moser and Sgt. Stringer recommended the Town purchase four mobile LED tower lights to be used for events at Shallowford Square. Although six deputies work events, the deputies are unable to man every crossing area after events. Many people park at Town Hall, the Galloway building, and the shopping center across from Town Hall. This area of Shallowford Road is extremely dark and there is fear of someone being hit. The lights can also be used for other situations including emergency night work, etc.
 - 3. Ordinance 2022-049 – Budget amendment to retrofit post lights and reinstall and retrofit post light at Jack Warren Park - \$3,090
 - a. Mr. Moser reported eight lights need to be retrofitted and one post light reinstalled and retrofitted at Jack Warren Park. The light to be reinstalled was moved during the Mary Alice Warren Community Center construction.
 - 4. Replacement and relocation of Jack Warren Park gate
 - a. Mr. Moser reported the gate at Jack Warren Park does not work and there has been difficulty in obtaining parts. Mr. Moser hopes to have a quote next week to repair

the gate and relocate it so the parking lot at Jack Warren Park can be used for overflow parking for the Mary Alice Warren Community Center.

- x. Closed Session – NCGS 143-318.11(a)(6)
- B. Approval of Tentative Agenda for regular meeting on September 8, 2022
 - i. Mayor Pro Tem Foster moved to approve the tentative agenda for September 8, 2022. The motion was seconded by Council Member Welch and approved unanimously.
- 8. **For the Good of the Order**
 - A. Staff was requested to obtain quotes for upgrading security cameras at the Town parks.
 - B. The new post office hopes to be open in October 2022.
- 9. **Closed Session - NCGS 143-318.11(a)(3)** – Closed session was not needed.

Council took a break at 8:11 PM and resumed the meeting at 8:18 PM.

10. **Council retreat prioritizations**

- A. Look at current facility uses, potential reuse of current facilities, and future facility needs
 - i. Mr. Moser shared pictures of the Galloway building and Town Hall Annex. After much discussion on current and potential use of both buildings, Council consensus was to make the Town Hall Annex a priority and obtain an opinion from a general contractor assessing the structural integrity and general estimates for renovation costs to the Town Hall Annex. *(Mr. Moser's outline is included as part of the minutes.)*

- 11. **Adjournment** – Mayor Pro Tem Foster moved to adjourn the meeting at 8:58 PM. The motion was seconded by Council Member Sadler and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk