

Lewisville Town Council
Briefing and Action Meeting Minutes
October 5, 2023 – 6:30 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

1. Call to Order:

- A. Council Member Hunt opened the meeting at 6:30 PM. In attendance were Mayor Mike Horn (remote), and Council Members Melissa Hunt, 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, Brian Moore, Operations Manager, and Town Attorney Elliot Fus. Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin and Ken Sadler were absent.
- B. Adoption of Agenda – Council Member Welch moved to approve the agenda. The motion was seconded by Council Member Smitherman and approved unanimously.

2. Items Requiring Council Direction

- A. Facility use exemption requests at Mary Alice Warren Community Center (MAWCC)
 - i. Rotary Club of Clemmons – The Clemmons Rotary Club is requesting to utilize MAWCC for their annual awards banquet as well as other club activities including committee meetings and annual gift wrapping event. They anticipate utilizing the facility 4-6 times annually. After discussion, Council consensus was to deny this request and a letter be drafted by Mayor Horn and Manager Ayers. The exempt user list and exemption request process will be discussed at the 2024 Council Retreat.
 - ii. West Forsyth Christian Preschool – West Forsyth Christian Preschool has requested use of MAWCC for their 2024 Gallery Hop and Silent Auction. Council did approve the request in 2023. This item will be placed on the October 12, 2023 agenda for consideration.
- B. Public Art locations – Manager Ayers shared that the Public Art Advisory Committee is working hard on a 2024 Winter Art Show and a future Youth Art Show. He noted that a grant opportunity through the Shallow Ford Foundation for commissioning public art has become available. The grant is for \$10,000 with no matching funds. Council consensus was given to apply for a public art grant to commission a public art piece to be placed in Town, with specific location determined later.
- C. Gateway project
 - i. Street lighting – Mrs. Tolbert shared with Council two options related to street lighting within the Gateway project area: 1) Keep existing ten (10) lights in the project area and add twenty-six (26) additional lights. The new lights would be owned and maintained by Duke Energy. Cost would be \$176,716.80 for ten (10) years; or, 2) Lease thirty-six (36) new lights, hire someone to remove existing lights, and Duke Energy own and maintain all the lights. Cost would be \$244,684 for ten (10) years. Mrs. Tolbert stressed that banners could not be placed on the new lights. Council consensus was to pursue leasing 26 lights with Duke Energy and this to be placed on the October 12, 2023 agenda for Council consideration. *(Information shared by Mrs. Tolbert is included with the minutes.)*
 - ii. Paving – Manager Ayers reported that a part of the project area will look patched when paving is done due to the current project scope. Staff recommends milling and asphalt overlay in this area not only for aesthetics but also to extend the road’s useful life noting the area currently has pavement cracking. The paving would cost \$119,234.90. Manager Ayers also requested Council consider a \$100,000 contingency that allows the Town Manger to handle unforeseen issues. Council consensus was to place this item on the October 12, 2023 agenda for consideration. *(Information shared by Manager Ayers is included with the minutes.)*

3. **Items Requiring Action at Briefing** – None
4. **Old Business** – None
5. **Administrative Reports**
 - A. Clerk
 - i. Candidate Forum – October 19, 7:30 PM, Town Hall – Sponsored by Lewisville Civic Club
 - ii. Clean Sweep – October 21, 9AM-12 PM, Shallowford Square
 - iii. Halloween costume judging – October 21, 1:30 PM, Shallowford Square
 - iv. CPR Class – November 3, 1 PM, MAWCC
 - a. This class is already full at twenty-five (25) participants. Eleven individuals have been placed on the January 19, 2024 class list. Staff is working with the Fire Department on a potential Saturday class in 2024.
 - v. Newly Elected Officials Orientation – November 30, 5:30-7 PM, Town Hall
 - vi. Council and staff Christmas lunch – December 6, 12 PM, MAWCC
 - B. Operations Manager
 - i. Quarterly report – Mr. Moore shared the most recent quarterly report for MAWCC. Council thanked Mr. Moore for the information he recently provided showing exempt users versus paying users.
6. **Tentative Agenda Items for Regular Meeting on October 12, 2023**
 - A. Consent Agenda
 - i. Resolution 2023-044 – Financial statements for two months ended August 31, 2023
 - ii. Approval of Agenda Briefing Minutes – September 7, 2023
 - iii. Approval of Regular Meeting Minutes – September 14, 2023
 - iv. **UNSEAL** Closed Session Minutes – February 3, 2022; March 10, 2022; April 7, 2022; May 5, 2022; June 2, 2022; July 7, 2022; July 14, 2022; August 4, 2022; August 11, 2022; August 22, 2022; September 14, 2022; October 6, 2022; November 3, 2022; December 8, 2022; and, December 29, 2022
 - B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Presentations
 - a. Sheriff’s Office
 1. Monthly report
 2. Introduction of Deputy Chris Faw
 - C. Public Hearings – Mrs. Tolbert reported the developer of Lake at Lissara is requesting the annexation and rezoning of Phase II Section VII. The area is contiguous to the Town’s current boundaries. Mrs. Tolbert noted the zoning and special use permit for the property will be contingent upon annexation. Mrs. Tolbert provided extensive detail related to the three requests. *(Information shared by Mrs. Tolbert is included with the minutes.)*
 - i. Annexation – Lake at Lissara Phase II Section VII
 - a. Public Hearing
 - b. Council discussion
 - c. Council consideration – Ordinance 2023-036 – Extend the Town of Lewisville corporate limits to include Lake at Lissara Phase II Section VII
 - ii. Rezoning – L-106 – Lake at Lissara Phase II Section VII
 - a. Public Hearing
 - b. Council discussion
 - c. Council consideration – Ordinance 2023-037 – Change planning jurisdiction from Forsyth County RS-40C to Town of Lewisville RS-40 – Lake at Lissara Phase II Section VII

- iii. Evidentiary – L-106 – Lake at Lissara Phase II Section VII
 - a. Public Hearing
 - b. Council discussion
 - c. Council consideration – Ordinance 2023-038 – Special Use Permit for a Planned Residential Development (PRD) – Lake at Lissara Phase II Section VII

D. New Business

- i. Ordinance 2023-039 – Declaring road closure for Christmas Parade
- ii. Resolution 2023-045 – Cybersecurity and Technical Assistance Memorandum of Agreement with NC League of Municipalities (NCLM)
 - a. NCLM is utilizing ARPA funds to provide cybersecurity training as well as grant assistance to municipalities. This assistance is at no cost to the Town.
- iii. Ordinance 2023-040 – Accepting Public Street Maintenance and Dedication – Woodview Ridge Trail and Woodside Forest Trail
 - a. A request to accept the maintenance of Woodview Ridge Trail and Woodside Forest Trail has been received. Staff recommends acceptance contingent upon the Town Manager receiving appropriate bonds and the developer completing construction repairs and related tasks. *(Location map is included with the minutes.)*
- iv. Ordinance 202-041 – Amend Chapter 27-2 regarding posted speed limit for Woodview Ridge Trail and Woodside Forest Trail

7. **For the Good of the Order**

- A. Council Member Welch encouraged everyone to wear pink at the October 12th meeting for Breast Cancer Awareness month.

8. **Adjournment** – Council Member Smitherman moved to adjourn the meeting at 7:49 PM. The motion was seconded by Council Member Welch and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk