

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**November 7, 2024 – 6:00 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 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt and Council Members Monte Long, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, Operations Manager Brian Moore and Town Attorney Elliot Fus. Council Members Ivan Huffman and Julia Puckett were absent.
- B. Adoption of Agenda – Council Member Long moved to approve the agenda. The motion was seconded by Council Member Sadler and approved unanimously.

**2. Items Requiring Council Direction**

- A. Facility Use Exemption Request – Lewisville United Methodist Church Preschool – Lewisville United Methodist Church is requesting a facility fee exemption to utilize the G Galloway Reynolds Community Center on December 10, 2024 for a preschool staff Christmas party. Council consensus was to place this on the regular agenda for consideration.
- B. Instructor fees – Mr. Moore shared information related to charging instructor fees to instructors who charge for participation in their program. Staff stressed that they do not want to burden instructors or require them to increase their rates, therefore, staff is recommending a fee of \$10/class. Council consensus was to move forward and bring to Council for consideration in December.
- C. I'm One of the Reasons Lewisville is a Great Place to Live Nomination – Mayor Horn nominated Karen Swart to receive *I'm One of the Reasons Lewisville is a Great Place to Live*. Ms. Swart has shown outstanding community leadership and involvement for more than a decade as president of the Vienna Civic Club. Council consensus was to place this on the regular agenda.

**3. Items Requiring Action at Briefing**

- A. Resolution 2024-056 - NCDOT agreement for Great Wagon Road (TIP U-5536) additional work - \$556,375 – Manager Tolbert provided history related to the Great Wagon Road project. Previous Councils have requested additional work to include 10-foot sidewalks, conduit for future street lighting and stamped truck aprons with tinted concrete. Although this is a North Carolina Department of Transportation (NCDOT) project, the Town assumes maintenance one year after construction. Council Member Sadler made a motion to approve Resolution 2024-056. Motion was seconded by Council Member Long and passed unanimously. (*Resolution 2024-056 is herein incorporated by reference into the minutes.*)
- B. Ordinance 2024-038 – Amending Budget Ordinance 2024-001 – Public Works building operating expenses - \$14,789 – Council Member Welch made a motion to approve Ordinance 2024-038. Motion was seconded by Council Member Sadler and passed unanimously. (*Ordinance 2024-038 is herein incorporated by reference into the minutes.*)

#### 4. Administrative Reports

- A. Town Manager
  - i. Project updates – Manager Tolbert updated Council on all Town projects including facility, transportation and organizational. (*Report is incorporated into the minutes.*)
  - ii. Forsyth County Sheriff's Foundation facility use exemption date change – September 20, 2025
- B. Clerk
  - i. Town offices closed, November 11
  - ii. Shallowford Square art call deadline, November 27
  - iii. Town offices closed, November 28-29
  - iv. MAWCC mural art call deadline, December 1
  - v. Holiday Open House, December 6, 4:30-6:30 PM, MAWCC
  - vi. Christmas Tree Lighting, December 6, 7 PM
  - vii. Christmas Parade, December 8, 3 PM
  - viii. Blood Drive, December 11, 1-6 PM
  - ix. How the Grinch Stole Christmas, December 13, 6 PM, MAWCC
- C. Public Works Director
  - i. PARTF/Jack Warren Park improvements – Mr. Hanna updated Council on the progress of the PARTF improvements at Jack Warren Park. He noted the disc golf baskets should be installed early December. The Parks and Recreation Committee has a work day scheduled for December 7 to organize the course and clean up new trails.
- D. Planning Director
  - i. Planning UDO procedures – With the Unified Development Ordinance (UDO) update, staff is evaluating how to improve the process, avoid inadvertent mistakes, and allow some flexibility. Mr. Cochran shared some potential decision making procedures noting specific recommendations will be presented to Council in December. Staff is also working to bring zoning cases in-house effective early 2025.

#### 5. Tentative Agenda Items for Regular Meeting on November 14, 2024

- A. Consent Agenda
  - i. Resolution 2024-054– Financial statements for three months ended September 30, 2024
  - ii. Approval of Agenda Briefing Minutes – October 3, 2024
  - iii. Approval of Regular Meeting Minutes – October 10, 2024
  - iv. 2025 Meeting Schedule, revised
- B. Introductions, Recognitions, Presentations and/or Proclamations
  - i. Presentation
    - a. Sheriff's Office
    - b. June 30, 2024 Audit Report – Monty Pendry, Gibson & Company PA
- C. Technical Review
  - i. Resolution 2025-055 – Technical review for compliance for Shady Brook Acres Subdivision
    - a. No rezoning is required for this subdivision and the plans are consistent with the area. The Planning Board recommends approval.
- D. Old Business
- E. New Business
  - i. Resolution 2024-057 – Technology Policy – North Carolina General Statute 143-85 requires all public agencies adopt a policy by January 1, 2025 governing the use of its networks and devices owned, leased, maintained or otherwise controlled by the Town in terms of

pornography. The Town must also complete an annual report to the State Chief Information Officer and outline what happens when there is a violation.

- ii. Resolution 2024-058 – Fall roadway maintenance contract – \$86,952 – Public Works will be educating residents in areas of the pavement preservation project with door-to-door visits and using door hangers when needed. This process will help keep roads in shape longer.

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

A. Council Member Welch inquired about Council Members visiting local high schools.

7. **Adjournment** – Council Member Long moved to adjourn the meeting at 7:57 PM. The motion was seconded by Council Member Sadler and approved unanimously.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk