

**Lewisville Town Council**  
**Regular Meeting Minutes**  
**December 8, 2022 – 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 and Town Attorney Bowen Houff.
- B. Invocation – Attorney Bo Houff
- C. Pledge of Allegiance – Council Member Melissa Hunt
- D. Adoption of Agenda – Council Member Hunt moved to approve the agenda as presented. The motion was seconded by Council Member Smitherman and approved unanimously.

**2. Consent Agenda**

- A. Consent agenda items
  - i. Resolution 2022-066 – Financial statements for the four months ended October 31, 2022
  - ii. Approval of Closed Session Minutes – October 6, 2022
  - iii. Approval of Agenda Briefing Minutes – November 3, 2022
  - iv. Approval of Closed Session Minutes – November 3, 2022
  - v. Approval of Regular Meeting Minutes – November 10, 2022
  - vi. Resolution 2022-067 – Accepting resignation of Jennifer Haydon - Lewisville Beautification Committee
  - vii. Revised 2023 Meeting schedule
- B. Council Member Franklin moved to approve the consent agenda. The motion was seconded by Council Member Welch and approved unanimously.  
*(Resolution 2022-067 is herein incorporated by reference into the minutes. The revised 2023 Meeting Schedule is incorporated into the minutes.)*

**3. Presentations, Introductions and/or Proclamations**

- A. Presentations
  - i. Winston-Salem/Forsyth County Schools Performance Update – Mayor Horn welcomed Board Chair Deanna Kaplan and Superintendent Tricia McManus of the Winston-Salem/Forsyth County School Board. Ms. McManus shared a state of the schools presentation focusing on the Lewisville based and feeder schools. The dual enrollment program on the high school level is priority. It was noted that community involvement is key and encouraged connection with the local schools in the form of volunteerism, grants, and more. Mayor Horn expressed gratitude for all that is being done. *(Ms. McManus' presentation is incorporated into the minutes.)*
  - ii. Forsyth County Sheriff's Office – Sergeant Stringer shared current call statistics. On behalf of the Lewisville deputies, Sergeant Stringer thanked Council for the extra position noting it has been extremely beneficial to the Town and has allowed the assigned deputies to answer 66% of the calls. He also noted that Shallowford Road will close around 2:30 PM on Sunday for the Christmas Parade. After the first of the year, Sergeant Stringer would like Council to visit the Forsyth County Sheriff's Office so they can see the new RTIC (Real Time Intelligence Center) video system. Council Member Hunt inquired about the lights recently purchased for events.

Sergeant Stringer stated the lights were used at the Christmas Tree Lighting and seemed to work well. He feels they will be beneficial during the 2023 event season.

2022													
TYPE OF INCIDENT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Total calls for service	531	532	590	586	492	559	586	612	776	775	801		6840
Security Check	258	253	275	297	177	245	285	293	517	494	498		3592
Traffic Arrest / Violation	26	17	61	39	19	25	37	44	55	24	28		375
Alarm	15	21	14	22	21	21	23	26	14	17	12		206
Priority Call Response Time	6.4	5.5	7.6	5.6	5.3	4.9	5	5.7	5	4.7	4.4		60.1
2021													
TYPE OF INCIDENT	JAN	FEB	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total calls for service	700	516	590	658	528	727	672	601	568	645	655		
Security Check	408	266	294	337	274	387	346	295	287	313	391		
Traffic Arrest / Violation	50	39	53	67	15	53	47	49	36	97	46		
Alarm	16	39	22	23	26	14	19	17	10	16	6		
Priority Call Response Time	5.2	5.7	4.8	5	5	5.5	5	5	5	4.5	4.2		

4. **Public Forum** – None
5. **Appointment(s)** – None
6. **Public Hearing(s)** – None
7. **Technical Review(s) for Compliance** – None
8. **Preliminary Site Plan Approval(s)** – None
9. **Evidentiary Hearing(s)** – None
10. **Annexation Request(s)** – None
11. **Old Business** – None
12. **New Business**
  - A. Resolution 2022-068 – Appointment of Town Attorney Firm – With the upcoming retirement of Town Attorney Bowen Houff, Mr. Ayers presented information related to Elliot Fus with Blanco, Tackabery & Matamoros, PA. Mayor Pro Tem Foster moved to approve Resolution 2022-068. The motion was seconded by Council Member Smitherman and approved unanimously. Mr. Houff shared his gratitude for serving the Town stating he could not say enough good about the Council, staff and community. He further said Lewisville is a favored and beloved client. Mr. Fus looks forward to carrying on Mr. Houff’s work and working with the Town. *(Resolution 2022-068 is herein incorporated by reference into the minutes.)*
  - B. Resolution 2022-069 - L-104 – To set public hearing for site plan amendment and amendment of uses - 771 Williams Rd from HB-C to HB-C requested by Stephen Long c/o Williams Rd HQ, LLC – Mrs. Tolbert requested Council to set a public hearing on January 12, 2023 for a site plan and uses amendment for the property at 771 Williams Road. The zoning will remain the same but the new property owners would like the uses to include professional office and a restaurant without a

drive thru. Council Member Smitherman moved to approve Resolution 2022-069. The motion was seconded by Council Member Hunt and motion passed unanimously. *(Resolution 2022-069 is herein incorporated by reference into the minutes.)*

- C. Ordinance 2022-066 – Amending Budget Ordinance 2022-001 – Earth Day event - \$1,000 - Council Member Franklin moved to approve Ordinance 2022-066. The motion was seconded by Mayor Pro Tem Foster and approved unanimously. *(Ordinance 2022-066 is herein incorporated by reference into the minutes.)*

**13. Administrative Reports**

- A. Upcoming Town events and holidays – Manager Ayers shared the following events and office closings.

**Town Holidays & Events**

December 11, 2022	Christmas Parade (Sponsored by Lewisville Civic Club)	3:00 PM
December 16, 2022	Holiday Open House Mary Alice Warren Community Center	4:00-8:00 PM
December 21-30, 2022	Cardboard Recycling Program Lewisville Elementary School	
December 23 and 26, 2022	Offices closed – Christmas holiday	
January 2, 2023	Offices closed – New Year holiday	
January 16, 2022	Offices closed – Martin Luther King, Jr holiday	

- B. Manager’s Report – None
- C. Planner’s Report – None
- D. Attorney’s Report – None
- E. Clerk’s Report – Mrs. Moore reminded Council to meet at the Animal Hospital of Lewisville on Sunday, December 11 at 2:30 PM for the Christmas Parade.
- F. Community Center Facilities & Programming Manager’s Report – None
- G. Approvals at the Briefing and Action Meeting on December 1, 2022
  - i. Ordinance 2022-064– Amending Gateway Project Capital Project Ordinance \$2,364,080
  - ii. Ordinance 2022-065– Amending Budget Ordinance 2022-001 – Transfer to Gateway Project Capital Projects Fund - \$3,300,000
  - iii. Resolution 2022-070 – Gateway Project construction contract – Branch Civil, Inc. - \$2,848,572
  - iv. Resolution 2022-071 – Authorizing CEI services contract for Gateway Project – Kimley-Horn - \$448,514.79
  - v. Resolution 2022-072 – Preliminary design contract amendment #2 for Gateway Project - Kimley-Horn - \$21,828.10
  - vi. Letter of support – CMAQ funding request for Shallowford Road sidewalks

**14. For the Good of the Order**

- A. Public comments – None
- B. Council comments
  - i. Mayor Horn recognized former Town Clerk Joyce Walker who was in attendance.
  - ii. Mayor Horn presented a plaque to Town Attorney Bowen Houff for his amazing contributions to the Town. He noted that Mr. Houff has been a great friend and wonderful attorney.

- iii. Council Member Welch presented a gift signed by Council and staff to Mr. Houff.

The meeting was recessed at 7:50 PM for a small reception honoring Mr. Houff. The meeting resumed at 8:05 PM.

**15. For the Good of the Order (continued)**

B. Council comments (continued)

- iv. Council Member Smitherman apologized for being adamant regarding one nonprofit exemption request last month and not the other.
- v. Council Member Welch requested a refresher related to the Gateway Project. Mrs. Tolbert stated the project would be along Williams Road from US 421 to the roundabout at the Oaks Shopping Center. The project includes a bike lane, a planted median, refreshing of the medians along the route, and new monument signs on either side of the US 421 interchange. Once the contractor receives notice to proceed, the contractor has 300 days to complete the project. It is hoped this project will not overlap with the Great Wagon Road project.
- vi. Mayor Pro Tem Foster expressed appreciation for Mayor Horn finding the CMAQ funding opportunity for sidewalks along Shallowford Road and the staff working to complete the application. Mayor Horn noted that as far as he knew, Lewisville was the only request on the local level and further noted there will be competition on the state level.
- vii. Mayor Horn wished all a wonderful holiday season.

- viii. **Closed Session pursuant to NCGS 143-318.11(a)(3)** – Mayor Pro Tem Foster moved to enter into closed session related to attorney-client privilege at 8:14 PM. The motion was seconded by Council Member Welch and approved unanimously.
- ix. **Adjournment** – Council Member Welch moved to adjourn the meeting at 9:16 PM. The motion was seconded by Council Member Smitherman and approved unanimously.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk