

DRAFT
Lewisville Town Council
Briefing and Action Meeting Minutes
November 4, 2021 - 6:30 p.m.
Lewisville Town Hall 1st Floor Council Chambers
6510 Shallowford Road

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83007378005?pwd=UU5aMXVySU00VElZU3A2Rng5eHlOZz09>

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1. **Call to Order:**
 - a. Mayor Horn opened the meeting being simultaneously streamed electronically at 6:35 PM. Council members attending electronically were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman and Jane Welch. Also attending electronically were Town Manager Hank Perkins, Attorney Bo Houff, Town Planner Stacy Tolbert, Finance Director Pam Orrell, Public Works Director Ryan Moser, Town Clerk Joyce Walker and Town Clerk in transition Dora Moore.
 - b. Adoption of Agenda
 - i. Council Member Sadler moved to approve the agenda. The motion was seconded by Council Member Franklin and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.
 2. **Guests, Introductions, Recognitions and Presentations for November 4, 2021**
 - a. New town clerk
 - i. Dora Moore was introduced as the Town Clerk in transition and she will succeed Town Clerk Joyce Walker upon her retirement on December 31, 2021.
 3. **Items That Require Council Direction**
 - a. Discussion on the placement of solar panels
 - i. The Environmental Conservation Sustainability Committee (ECSC) recommends placing solar panels on the backside of the Mary Alice Warren Community Center (MAW CC).
 - ii. Mr. Perkins will communicate with Duke Energy to determine process.
 4. **Items Requiring Action at Briefing**
 - a. [Ordinance 2021060](#) - amending Budget Ordinance 2021001 in the amount of \$15,000.00 to increase the budget for the supplies at the Mary Alice Warren Community Center

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- i. Council Member Franklin moved to approve Ordinance 2021060. The motion was seconded by Council Member Sadler and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn. *(Ordinance 202160 is herein incorporated by reference into the minutes.)*
- b. Under §143-318.10(e), an account of a closed session conducted in compliance with G.S. 143-318.11 may be withheld from public inspection so long as public inspection would frustrate the purpose of a closed session. The following sets of minutes may now be unsealed at this point in time as they no longer will frustrate the purpose of their closed session: 01-14-1998, 01-14-1999, 03-11-1999, 01-11-2001, 03-01-2001, 01-06-2004, 01-30-2004, 02-05-2004, 02-12-2004, 06-10-2004, 06-02-2005, 07-14-2005, 02-02-2006, 10-05-2006, 10-12-2006, 06-08-2006, 07-13-2006, 10-04-2007, 02-07-2008, 04-03-2008, 04-10-2008, 05-01-2008, 05-07-2008, 08-07-2008, 04-02-2009, 09-03-2009, 05-13-2010, 08-05-2010, 09-09-2010, 10-07-2010, 11-04-2010, 01-06-2011, 02-10-2011, 04-07-2011, 05-05-2011, 06-02-2011, 08-04-2011, 09-01-2011, 09-08-2011, 10-06-2011, 10-13-2011, 11-03-2011, 11-10-2011, 02-09-2012, 03-01-2012, 07-20-2012, 02-18-2014, 03-06-2014, 04-10-2014, 06-12-2014, 08-14-2014, 09-11-2014, 11-06-2014, 11-13-2014, 12-04-2014, 12-08-2014, 02-12-2015, 03-09-2015, 03-12-2015, 03-26-2015, 04-09-2019, 05-14-2015, 07-09-2015, 08-13-2015, 01-14-2016, 05-05-2016, 05-12-2016, 07-07-2016, 09-01-2016, 10-13-2016, 11-03-2016, 12-08-2016, 01-12-2017, 03-09-2017, 06-07-2018, 08-02-2018, 07-05-2018, 03-14-2019, 07-02-2019, 08-08-2019, 11-05-2020, 12-03-2020, 04-01-2021, 04-08-2021, 04-28-2021, 05-06-2021, 05-10-2021, 06-03-2021.
 - i. Mr. Houff stated the closed session minutes to be released are not personnel related, since those remain sealed forever. Public records law allows closed session minutes, not personnel related, to be released after three years.
 - ii. Council Member Smitherman moved to unseal the closed session minutes as listed above. The motion was seconded by Council Member Foster and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.
- c. **Ordinance 2021061** - amending Budget Ordinance 2021001 in the amount of \$7,425.00 to increase the budget for UDO updates by Municode
 - i. A major update of the UDO due to 160D has been completed and a few more updates to the UDO will be done this fiscal year.
 - ii. Council Member Foster moved to approve Ordinance 2021061. The motion was seconded by Council Member Welch and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn. *(Ordinance 202161 is herein incorporated by reference into the minutes.)*

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5. **Unfinished Business:**
 - a. None.

6. **Administrative Reports:**
 - a. Manager
 - i. Pre-bid meeting re: Gateway Project
 - (1) A third, nonmandatory pre-bid meeting was held with one contractor attending. Bids are due November 18, 2021. Since this is a re-advertised bid opening and if a single bid is received, the Town can accept the bid if the Council is interested.
 - ii. Discussion of Moser property on Lewisville-Vienna Road
 - (1) Property is vacated and has been utilized by both the Forsyth County Sheriff's Office and the fire department for training exercises. Due to asbestos, the fire department could not use the house for a burn training.
 - (2) Property is scheduled for demolition next week.
 - b. Attorney
 - i. None.
 - c. Public Works
 - i. Paving update
 - (1) Due to the volatile crude oil prices, fall paving projects are postponed. Staff is evaluating streets needing pothole repairs. Citizens can report concerns to Mr. Moser or via SeeClickFix on the Town's website. Pictures can also be uploaded with the report.
 - d. Planning
 - i. Update on the UDO re-write
 - (1) Funds are in this fiscal year's budget for a UDO rewrite. Drafting of a RFQ will begin soon and will be a lengthy process. Once the RFQ is released, it could take 1-2 months to obtain a contractor.
 - e. Finance
 - i. None.
 - f. Clerk
 - i. Town Hall will be closed this coming Thursday, November 11, 2021 for the observance of Veterans Day.

7. **Agenda Items for Regular Meeting on [November 10, 2021](#)**
 - a. Tentative Agenda
 - i. **Consent Agenda**
 - (1) [Resolution 2021070](#) - Acceptance and Approval of Monthly [Financials for the one month ending September 30, 2021](#)

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- (2) Approval of Town Council Briefing Meeting [Minutes - October 7, 2021](#)
- (3) Approval of Town Council Meeting [Minutes - October 14, 2021](#)
- ii. **Introductions, Recognitions, Presentations and/or Proclamations**
 - (1) Presentations
 - (a) Sheriff's Office Report
 - (b) Gibson and Company - Audit Report
- iii. **Appointments**
 - (1) None
- iv. **Public Hearings**
 - (1) None
- v. **Review(s) for Compliance**
 - (1) **Resolution 2021071 - L-PBR 2021002** - vacant 2.37 acres located on the Great Wagon Road zoned PB (Pedestrian Business) requesting approval by Maple Tree Investments (c/o Todd Conley) for all uses in the PB zoning District to build a post office
 - (a) The property is in the downtown overlay and no public hearing is required.
- vi. **Preliminary Site Plan Review(s)**
 - (1) None
- vii. **Evidentiary Hearings**
 - (1) None
- viii. **Old Business**
 - (1) Update on boards and committees
- ix. **New Business**
 - (1) [Resolution 2021067](#) - Adopting the 2021 General Records Schedule for Local Government Agencies Standards 1-10 for Municipalities concerning when administrative/reference value ends
 - (2) [Resolution 2021068](#) - Adopting the 2021 Program Records Schedule for local government agencies standard 11-21 for Municipalities concerning when administrative/reference value ends
 - (3) [Resolution 2021069](#) - setting a public hearing on L-101 for December 9, 2021 to rezone 771 Williams Road from RS-20 to HB-C requested by Advanced Appliance Service c/o Mike & Laura Cooper
- b. Approval of Tentative Agenda for regular meeting on **November 10, 2021**
 - i. Council Member Welch moved to approve the tentative agenda for November 10, 2021. The motion was seconded by Council Member Franklin and approved unanimously with a role call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

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

- a. Council Discussion/Comments
 - i. Council Briefings will remain as Zoom meetings at 6:30 PM.
 - ii. The December 9, 2021 regular Council meeting will be held in person at 6:30 PM.
 - iii. Retirement reception for Town Clerk Joyce Walker will be Sunday, December 5, 2021 at the Mary Alice Warren Community Center.
 - iv. Mayor Horn reminded Council to sign up to volunteer at the Mary Alice Warren Community Center open houses.

9. **Adjournment**

- a. Having no other business to discuss, Council Member Franklin moved to adjourn the meeting at 7:31 PM. The motion was seconded by Council Member Hunt and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

Scribe: Dora K. Moore

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk