

DRAFT
Lewisville Town Council Regular Meeting Minutes
November 10, 2021 - 6:30 p.m.
Digitally Originating in Council Chambers 1st floor - Lewisville Town Hall
6510 Shallowford Road

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86916229267?pwd=VnQwNmZwaTliaE9NRkg0VURQVC9SZz09>

Passcode: 532547

Or

Telephone: 646 558 8656

Webinar ID: 869 1622 9267

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1. Call to Order

- a. Mayor Horn opened the meeting being simultaneously streamed electronically at 6:30 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, Town Clerk Joyce Walker, Town Clerk in transition Dora Moore, Sgt. P. J. Stringer, Monty Pendry with Gibson and Company, and Todd Conley with Maple Tree Investments.
- b. Invocation was given by Town Attorney Bo Houff.
- c. Pledge of Allegiance was led by Council Member Ken Sadler.
- d. Adoption of Agenda
 - i. Item 2.a.iv was removed from the consent agenda.
 - ii. An update on boards and committees was added to Unfinished Business.
 - iii. Council Member Welch moved to approve the agenda as amended. The motion was seconded by Council Member Smitherman and approved unanimously by roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

2. Consent Agenda

- a. Consent Agenda for approval
 - i. [Resolution 2021070](#) - Acceptance and Approval of Monthly [Financials for the one month ending September 30, 2021](#)
 - ii. Approval of Town Council Briefing Meeting [Minutes - October 7, 2021](#)
 - iii. Approval of Town Council Closed Session [Minutes - October 7, 2021](#)
 - iv. **Unseal** Town Council Closed Session Minutes - **October 7, 2021**
- b. Council Member Franklin moved to approve the agenda as amended. The motion was seconded by Council Member Hunt and approved unanimously by roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn. *(Resolution 2021070 is herein incorporated by reference into the minutes.)*

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3. Introductions, Presentations, Recognitions and/or Proclamations

a. Introductions, Recognitions, Presentations and/or Proclamations

i. Presentations

(1) Sheriff's Office Report

(a) Sgt. Stringer provided current call statistics:

(i) Calls for Service - 645

(ii) Security Checks - 313

(iii) Traffic Arrests/Violations - 97

(iv) Alarms - 16

(v) Priority Call Response Time - 5.7 minutes

(b) Statistics were compared to the same time period in 2020.

(c) Commuters were encouraged to not drive through leaves piled along the side of the street. He further encouraged parents who pile leaves for children to enjoy to pile those well away from the street.

(2) Gibson and Company - Audit Report

(a) Mrs. Orrell provided Council with a Powerpoint outlining key financial aspects of the 2020-2021 Fiscal Year. (*Powerpoint is attached.*)

(b) Mr. Pendry reported the Town received an unmodified (clean) opinion for the 2020-2021 Fiscal Year. (*Powerpoint is attached.*)

(c) It was noted the stormwater fund was closed and money transferred to the municipal buildings/land and public works facility capital reserve funds.

(d) Mrs. Orrell stated that despite the pandemic, the Town had a very good year.

(e) Council Member Smitherman moved to approve the 2020-2021 Audit Report as presented. The motion was seconded by Council Member Sadler and approved unanimously by roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

4. Public Forum

a. The Public Forum was opened at 7:04 PM.

b. Having no electronically raised hands, the Public Forum closed at 7:06 PM.

c. Written comments may be sent to townclerk@lewisvillenc.net.

5. Appointments

a. None.

6. Preliminary Site Plan Approvals

a. None.

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7. **Evidentiary Hearings**

- a. None.

8. **Public Hearings**

- a. None.

9. **Technical Review(s) for Compliance**

- a. **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
- i. Staff presentation (*Powerpoint is attached.*)
- (1) The Planning Board has reviewed. Council approval is required.
 - (2) The Downtown Overlay permits only so much parking but it was noted that some on-street parking is available.
 - (3) Council Member Hunt moved to approve Resolution 2021071. The motion was seconded by Council Member Franklin and approved unanimously by roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn. (*Resolution 2021071 is herein incorporated by reference into the minutes.*)

10. **Unfinished Business**

- a. Boards and Committees update
- i. Council Member Foster shared two committees tested a form that would help navigate committees through their meetings. The form, which can be completed by the committee secretary, allows key points from the meeting to be noted foregoing the need of detailed notes.

11. **New Business**

- a. **Resolution 2021067** - Adopting the 2021 General Records Schedule for Local Government Agencies Standards 1-10 for Municipalities concerning when administrative/reference value ends
- i. Town Clerk Joyce Walker explained the records retention schedules provide guidance on the disposal of town records.
 - ii. Council Member Franklin moved to approve Resolution 2021067. The motion was seconded by Council Member Sadler and approved unanimously by roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn. (*Resolution 2021067 is herein incorporated by reference into the minutes.*)
- b. **Resolution 2021068** - Adopting the 2021 Program Records Schedule for local government agencies standard 11-21 for Municipalities concerning when administrative/reference value ends
- i. Town Clerk Joyce Walker explained the records retention schedules provide guidance on the disposal of town records.
 - ii. Council Member Franklin moved to approve Resolution 2021068. The motion was

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seconded by Council Member Welch and approved unanimously by roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn. (*Resolution 2021068 is herein incorporated by reference into the minutes.*)

- c. [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
 - i. Council Member Sadler moved to approve Resolution 2021069. The motion was seconded by Council Member Franklin and approved unanimously by roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn. (*Resolution 2021069 is herein incorporated by reference into the minutes.*)
- d. [Ordinance 2021062](#) - amending Budget Ordinance 2021001 in the amount of \$6,763.00 to demolish the structure at 312 Lewisville-Vienna Road
 - i. Council Member Welch moved to approve Ordinance 2021062. The motion was seconded by Council Member Hunt and approved unanimously by roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn. (*Ordinance 2021062 is herein incorporated by reference into the minutes.*)

12. **Administrative Reports**

- a. Upcoming [Events at Shallowford Square](#) and Town Holidays
 - i. Mr. Perkins shared dates for the Christmas Tree Lighting and Christmas Parade. He also noted upcoming holiday office closings.
 - ii. Open Houses for the Mary Alice Warren Community Center will be November 16-20, 4-7 pm Tuesday-Friday and 9 am-12 pm on Saturday.
- b. Manager's Report
 - i. None.
- c. Planning
 - i. *Lewisville Tomorrow* - Parks and Recreation Master Plan
 - (1) Planner Stacy Tolbert shared her hopes that the plan will be presented to Council in December.
- d. Attorney
 - i. None.
- e. Clerk's Report
 - i. The Forsyth County Historic Resources Commission (HRC) needs two new members. One seat is for the At-Large position, which requires that the member have a demonstrated interest or competence in, or knowledge of, historic preservation. The other seat is a categorical position and requires that the individual selected be an architect licenced in the State of North Carolina. The applicants must reside in Forsyth County. The county commissioners will make the appointments. Please go to:
<https://coforythnc.civicweb.net/Portal/BoardApplication> to secure an application.

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- ii. Election Certification
 - (1) Certification of election results are forthcoming from the Board of Elections.
 - (2) Oaths of Office will be administered December 9.
 - (3) NCLM Essentials of Municipal Government course dates are forthcoming. Previous course offerings were held for both newly elected and seasoned officials. The mandatory ethics training is part of the course.
- f. Approvals at the Briefing and Action Meeting on November 4, 2021
 - i. **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
 - ii. 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.
 - iii. **Ordinance 2021061** - amending Budget Ordinance 2021001 in the amount of \$7,425.00 to increase the budget for UDO updates by Municode
- 13. **For the Good of the Order:**
 - a. Public Comments
 - i. Public Comments were electronically opened at 7:59 PM.
 - ii. Having no electronically raised hands, Public Comments closed at 8:00 PM.
 - iii. Written comments may be sent to townclerk@lewisvillenc.net.
 - b. Council Comments/Discussion
 - i. Council Member Franklin gave a brief history of the post office locations.
 - ii. Mayor Horn congratulated Council on their reelection.
 - iii. Mayor Horn recognized staff and their contributions with the community center project over the past year and half stating their hard work will be showcased.

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- c. Adjournment
 - i. Having no other business to discuss, Council Member Welch moved to adjourn the meeting at 8:07 pm. The motion was seconded by Council Member Hunt and approved unanimously by 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