

Lewisville Town Council
Briefing and Action Meeting Minutes
December 2, 2021 – 6:30 PM
Digitally Originated - Lewisville Town Hall 1st Floor Council Chambers
6510 Shallowford Road

1. **Call to Order:**
 - a. Mayor Horn opened the meeting being streamed electronically at 6:30 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, and Ken Sadler. Council Members David Smitherman and Jane Welch were excused. Also attending were Town Manager Hank Perkins, Town Attorney Bowen 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 – Council Member Franklin moved to approve the agenda. The motion was seconded by Council Member Hunt and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, and Ken Sadler.

2. **Guests, Introductions, Recognitions and Presentations for December 2, 2021**
 - a. None

3. **Items That Require Council Direction**
 - a. Proclamations – Mayor Horn shared that he receives a couple of proclamation requests each month with most requests unrelated to Lewisville. Council consensus was to allow the Mayor to continue using his judgement and issue proclamations with local presence or activity.
 - b. Public/Zoom Meetings for Boards and Committees – After some discussion, no decision was made regarding board and committee meetings.
 - c. Recreation Facilities Manager Position – Manager Perkins shared with Council a draft job description and salary range for a Recreation Facilities Manager position. This staff member would be specific to the Mary Alice Warren Community Center while assisting with other recreational facilities. It was noted this position is in line with the Parks and Recreation master plan. Council requested Manager Perkins refine the salary and job description for further consideration at the regular Council meeting.

Mayor Horn excused himself at 7:35 PM and requested Mayor Pro Tem Foster to take over the meeting.

Council requested Manager Perkins check on potentially using a job placement agency for a temporary employee.

Mayor Horn returned to the meeting at 7:36 PM.

After much discussion, Council requested that in addition to the refined salary and job description that a report on the current demand at the Mary Alice Warren Community Center be shared with Council.

- d. Council Planning Day – A Council retreat was scheduled for February 11 and 12, 2022. The retreat will begin at 5 PM Friday with dinner and reconvene at 8 AM Saturday. Topics and information Council wish to have on the agenda should be submitted to Mrs. Moore, copying Manager Perkins.

At 8:12 PM, a 10-minute recess was taken.

4. Items Requiring Action at Briefing

- a. 2021 Meeting Calendar Update – The December 9 Council Meeting will be in person with mask wearing highly recommended. Council Member Hunt moved to approve the revised 2021 meeting calendar. The motion was seconded by Council Member Franklin and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, and Ken Sadler.
- b. Ordinance 2021065 – Amending Budget Ordinance 2021001 in the amount of \$2,500.00 to contract with KDT Grading, Inc. for asbestos abatement at 324 Lewisville-Vienna Road – Mr. Moser presented the proposed budget amendment for asbestos removal. Council Member Franklin moved to approve Ordinance 2021065. The motion was seconded by Council Member Sadler and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, and Ken Sadler.
(Ordinance 2021065 is herein incorporated by reference into the minutes.)

5. Unfinished Business – None

6. Administrative Reports

- a. Manager – Manager Perkins reported that, once again, no bid offers were received for the Gateway project. Staff will regroup.
- b. Attorney – None
- c. Public Works
 - i. Mr. Moser stated the carpet cleaning quote will be discussed later in the meeting.
 - ii. Mr. Moser hopes to obtain a quote for grounds maintenance, leaf removal and new grass planting at the Mary Alice Warren Community Center.
- d. Planning - None
- e. Finance – None
- f. Clerk
 - i. Christmas Tree Lighting on Friday, December 3 at 7:00 PM at Shallowford Square – Mrs. Stacy Howard has secured carolers and Santa for this annual joint event between the Town and the Lewisville Civic Club.
 - ii. Retirement Reception for Town Clerk Joyce Walker on Sunday, December 5 at 2:00 PM at Mary Alice Warren Community Center
 - iii. Elected officials will take the oath of office on Thursday, December 9 at the regular Council meeting.
 1. Council photos will not be taken at this time.
 - iv. The 37th annual Lewisville Civic Club’s Christmas Parade will be held on Sunday, December 12 at 3:00 PM. Safety information will be emailed to Council Members and Council will meet prior to 2:15 PM at same location as in past years.
 - v. Essentials of Government courses will be held in-person December 16-17 in Cary; January 6-7 in Asheville; and, January 13-14 in Wilmington. Online sessions will be available December 13-15 and January 26-28.

7. Agenda Items for Regular Meeting on December 9, 2021

- a. Tentative Agenda
 - i. Consent Agenda
 1. Resolution 2021072 – Acceptance and Approval of Monthly Financials for October 2021
 2. Approval of Council Meeting Minutes – October 14, 2021
 3. Approval of Council Briefing and Action Minutes – November 4, 2021

- 4. Approval of Council Meeting Minutes – November 10, 2021
- ii. Introductions, Recognitions, Presentations and/or Proclamations
 - 1. Presentations
 - a. Sheriff’s Office Report
 - 2. Proclamations
- iii. Appointments
 - 1. Council Appointments
- iv. Public Hearings
 - 1. Ordinance 2021063 – L-101 Rezoning of 771 Williams Road from RS-20 to HB-C requested by Advanced Appliance Service c/o Mike & Laura Cooper
 - a. Mrs. Tolbert shared the staff report and information related to the rezoning request. It was noted the applicant agreed to five conditions requested by the Planning Board. *(Powerpoint is attached.)*
- v. Technical Review(s) for Compliance
- vi. Preliminary Site Plan Review(s)
- vii. Evidentiary Hearing(s)
- viii. Old Business
- ix. New Business
 - 1. Ordinance 2021064 – Amending Budget Ordinance 2021001 in the amount of \$3,705.00 for carpet cleaning at Town Hall and the Town Hall Annex
 - 2. Resolution 2021073 – Lewisville Tomorrow Master PARC Plan
 - a. Plan would be used to apply for PARTF grants. Manager Perkins stated that once plan is approved, public meetings via Zoom would be held.
- b. Approval of Tentative Agenda for regular meeting on December 9, 2021
 - i. The following items were added to the agenda: Boards and Committees Update and In-Person/Zoom Meetings.
 - ii. Council Member Hunt moved to approve the tentative agenda for December 9, 2021. The motion was seconded by Council Member Sadler and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, and Ken Sadler.

8. For the Good of the Order

- 9. **Adjournment** - Council Member Franklin moved to adjourn the meeting at 9:05 PM. The motion was seconded by Council Member Sadler and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, and Ken Sadler.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk