

**Lewisville Town Council Briefing and Action Meeting Minutes**  
**May 6, 2021 - 6:00 p.m.**  
**Digitally originating in Council Chambers 1<sup>st</sup> floor - Lewisville Town Hall**  
**6510 Shallowford Road**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83007378005?pwd=UU5aMXYYsU00VElzU3A2Rng5eHlOZz09>

Passcode: 537190

Or

Telephone: (312) 626-6799

Webinar ID: 830 0737 8005

Passcode: 537190

---

---

1. **Call to Order:**

- a. Mayor Horn opened the meeting being simultaneously streamed electronically at 6:01 p.m. Council members attending electronically were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, Ken Sadler, and David Smitherman. Council Member Welch will be late. Also attending electronically were Town Manager Hank Perkins, Attorney Bo Houff, Town Planner Stacy Tolbert, Finance Director Pam Orrell, Public Works Director Ryan Moser, and Town Clerk Joyce Walker.
- b. Adoption of Agenda
  - i. Mayor Horn asked to move 4.d. Storm Water items to item 3.a. to follow the presentation by Jeff Carpenter (which automatically re-numbered items 3 and 4). He also pointed out that current highlighted items 3c. and 3d. were added after the original agenda was emailed to everyone as well as 4.f. and 4.g.
  - ii. Council Member Smitherman moved to approve the agenda as amended. 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, and Mayor Horn.

2. **Guests, Introductions, Recognitions and Presentations for May 6, 2021**

- a. Jeff Carpenter - IVAC
  - i. Mr. Carpenter explained the process his company will be using to vacuum the storm vent behind the Town Hall Annex.
    - (1) The first attempt cleaned some mud and water; however the system only had 10" openings.
    - (2) The system is an old design and there are no blueprints.
    - (3) Future access may require manholes.
    - (4) Future annual inspections will be required by the EPA.

Council Member Welch was electronically admitted to the meeting at 6:15 p.m.

3. **Items That Require Council Direction**

- a. Storm Water detention system at the Annex **(Moved from item 4.)**

**Lewisville Town Council Briefing and Action Meeting Minutes**

**May 6, 2021 - 6:00 p.m.**

**Digitally originating in Council Chambers 1<sup>st</sup> floor - Lewisville Town Hall  
6510 Shallowford Road**

- i. **Ordinance 2021025** - amending Budget Ordinance 2020001 in the amount of \$11,020.<sup>00</sup> to increase the budget for contract with Industrial Vacuum Services to clean out the storm water detention system at the Annex
  - (1) Council Member Franklin moved to approve Ordinance 2021025. 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. Ordinance 2021025 is herein incorporated by reference into the minutes.
- ii. **Resolution 2021032** - awarding contract to Industrial Vacuum Services, Inc. (IVAC) in an amount not to exceed \$18,500.<sup>00</sup> and directing the manager to execute the contract
  - (1) Council Member Sadler moved to approve Resolution 2021032. The motion was seconded by Council Member Smitherman and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn. Resolution 2021032 is herein incorporated by reference into the minutes.
- b. **Ordinance 2021022** - Amending Chapter 17 of the Lewisville Town Code relating to junked, abandoned and hazardous motor vehicles
  - i. The revision to Town Code Chapter 17 was reviewed.
    - (1) There was discussion on the section regarding Right-of-Way, making sure that this section is not in conflict with any other Town Code referring to parking.
    - (2) All definitions in the amended chapter are found in the General Statutes.
      - (a) Staff was asked to research and validate.
    - (3) There was a question about the motor vehicle cover and whether it should be ready fit or tarp.
    - (4) Council Members were also asked to look at page the information on page 5 and to give it thought.
    - (5) In Section 11B, there was a suggestion that appeals go to the Zoning Board of Adjustment rather than to Council.
  - ii. This item is to be moved to the May 13<sup>th</sup> agenda.
- c. Jack Warren Park Honorary/Memorial Tree and Bench proposal
  - i. The Tree and Bench Honorary/Memorial Project was reviewed by Council.
    - (1) The cost for each tree is \$300.<sup>00</sup> and the cost for each bench is \$600.<sup>00</sup>.
      - (a) The cost for each is all inclusive of installation, maintenance and a recognition plaque.
    - (2) Staff was instructed to have a resolution of acceptance and approval for the May 13<sup>th</sup> meeting.
- d. Ed Smith has requested re-appointment to the Triad Municipal ABC Board after fulfilling the term of the previous appointee.
  - i. Staff was instructed to have an appointment order on the May 13<sup>th</sup> agenda.

**Lewisville Town Council Briefing and Action Meeting Minutes**  
**May 6, 2021 - 6:00 p.m.**  
**Digitally originating in Council Chambers 1<sup>st</sup> floor - Lewisville Town Hall**  
**6510 Shallowford Road**

- e. An email has been received from Lynn Fulton for appointment to the Zoning Board of Adjustment.
  - i. Mr. Fulton had already been interviewed earlier for the Planning Board opening.
  - ii. Staff was instructed to have an appointment order on the May 13<sup>th</sup> agenda.
  
- 4. **Items Requiring Action at Briefing**
  - a. Recommendation from the Special Projects Review Committee to donate to the Meals on Wheels Program
    - i. **Ordinance 2021021** - amending Budget Ordinance 2020001 in the amount of \$9,000.<sup>00</sup> to donate to Senior Services for the Meals on Wheels Program to benefit 6 seniors living in the Town of Lewisville
      - (1) The requested amount will feed 6 Lewisville seniors; however, it was noted that there are 12 seniors in Lewisville that at being supported by Meals on Wheels.
      - (2) Council Member Welch moved to approve Ordinance 2021021. The motion was seconded by Council Member Smitherman and approved unanimously with a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn. Ordinance 2021021 is herein incorporated by reference into the minutes.
  - b. Mary Alice Warren Community Center
    - i. **Ordinance 2021023** - amending Capital Project Ordinance of the Lewisville Town Council Community Center Capital Projects Fund to transfer additional funds to increase the budget for AV and furniture in the amount of ~~\$52,465.<sup>00</sup>~~ **\$49,390.<sup>00</sup>**
      - (1) Council members were reminded that staff will be bringing another future budget amendment to Council for porch furniture.
      - (2) The revised furniture order was reduced in price.
      - (3) Council Member Welch moved to approve Ordinance 2021023. 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. Ordinance 2021023 is herein incorporated by reference into the minutes.
    - ii. **Ordinance 2021024** - amending Budget Ordinance 2020001 in the amount of ~~\$52,465.<sup>00</sup>~~ **\$49,390.<sup>00</sup>** to transfer additional funds from the General Fund to the Community Center Capital Project
      - (1) Council Member Smitherman moved to approve Ordinance 2021024. 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. Ordinance 2021024 is herein incorporated by reference into the minutes.
    - iii. **Resolution 2021030** - awarding security contract to Sage Security Solutions of Mooresville in amount not to exceed \$53,088.<sup>00</sup> and directing the Manager to execute the contract

**Lewisville Town Council Briefing and Action Meeting Minutes**

**May 6, 2021 - 6:00 p.m.**

**Digitally originating in Council Chambers 1<sup>st</sup> floor - Lewisville Town Hall  
6510 Shallowford Road**

- (1) Council Member Franklin moved to approve Resolution 2021030. 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. Resolution 2021030 is herein incorporated by reference into the minutes.
- iv. [\*\*Resolution 2021031\*\*](#) - awarding audio visual contract to Clark Powell of Winston-Salem in an amount not to exceed ~~\$123,065.<sup>00</sup>~~ **\$119,990.<sup>00</sup>** and directing the Manager to execute the contract
  - (1) Council Member Welch moved to approve Resolution 2021031. 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. Resolution 2021031 is herein incorporated by reference into the minutes.
- c. [\*\*Resolution 2021033\*\*](#) - declaring surplus items and authorizing the electronic auction of surplus personal property
  - i. There are items behind the Annex that are no longer needed by the Town and officially must be auctioned. They cannot be given away or trashed and must follow a legislative process.
  - ii. These items need to be removed before the rear parking area can be paved.
  - iii. Council Member Smitherman move to approve Resolution 2021033. 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. Resolution 2021033 is herein incorporated by reference into the minutes.
- d. Storm Water detention system at the Annex (**This item moved to 3.a.**)
  - i. [\*\*Ordinance 2021025\*\*](#) - amending Budget Ordinance 2020001 in the amount of \$11,020.<sup>00</sup> to increase the budget for contract with Industrial Vacuum Services to clean out the storm water detention system at the Annex (**This item moved to 3.a.**)
  - ii. [\*\*Resolution 2021032\*\*](#) - awarding contract to Industrial Vacuum Services, Inc. (IVAC) in an amount not to exceed \$18,500.<sup>00</sup> and directing the manager to execute the contract (**This item moved to 3.a.**)
- e. [\*\*Resolution 2021034\*\*](#) - awarding paving contract to Yadkin Valley Paving of Winston-Salem in amount not to exceed \$156,421.84 for streets noted in accompanying contract
  - i. Council Member Franklin moved to approve Resolution 2021034. 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. Resolution 2021034 is herein incorporated by reference into the minutes.
    - (1) Council members were advised that the contract calls for residents on the streets being paved must be notified.
- f. [\*\*Resolution 2021035\*\*](#) - awarding contract to Hill's Paving for the resurfacing of the Town Hall Annex parking lots and asphalt areas in an amount not to exceed \$17,750.<sup>00</sup>

**Lewisville Town Council Briefing and Action Meeting Minutes**

**May 6, 2021 - 6:00 p.m.**

**Digitally originating in Council Chambers 1<sup>st</sup> floor - Lewisville Town Hall  
6510 Shallowford Road**

- i. Council Member Smitherman moved to approve Resolution 2021035. 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. Resolution 2021035 is herein incorporated by reference into the minutes.
  - g. [Resolution 2021036](#) - approving a 3-year lease agreement for telephone service for Town Hall, the Town Hall Annex and the G. Galloway Reynolds Community Center
    - i. Council members were advised that the Windstream contract will be coming to an end soon and will need 30 days notice to terminate.
      - (1) The new system will be on fiber and is a complicated project.
      - (2) The monthly cost is in the same ballpark as the current provider.
    - ii. Council Member Franklin moved to approve Resolution 2021036. 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. Resolution 2021036 is herein incorporated by reference into the minutes.
- 5. **Unfinished Business:**
  - a. None.
- 6. **Administrative Reports:**
  - a. Manager
    - i. Website project update
      - (1) The project is moving forward. The landing page has been reviewed and the analytics is being driven by the survey.
    - ii. Gateway Project update
      - (1) Council members were advised of milestone dates. The mandatory pre-bid meeting is due and the bid opening is set for May 17<sup>th</sup>. If everything stays on schedule, construction should start around the end of July.
    - iii. Lewisville-Vienna Road Roundabout Project
      - (1) The RFLOI (Request for Letters of Interest) for engineering was published on April 1<sup>st</sup>. Fourteen responses have been received. Manager Perkins, Planner Tolbert and Public Works Director Moser will be reviewing on May 10<sup>th</sup> to select a short list. Interviews will be conducted between May 17<sup>th</sup> and 21<sup>st</sup>. The NCDOT must concur and give the authority to move forward.
    - iv. Discussion of in-person Council meeting for June
      - (1) Mr. Perkins presented a hybrid way that Council would be able to meet in-person; however, with social distancing COVID requirements, it would be difficult to have the public present in Council chambers.
        - (a) Council members were concerned that the public would not be able to be physically present in chambers because of spacing.

**Lewisville Town Council Briefing and Action Meeting Minutes**  
**May 6, 2021 - 6:00 p.m.**  
**Digitally originating in Council Chambers 1<sup>st</sup> floor - Lewisville Town Hall**  
**6510 Shallowford Road**

- (b) Logistically, a limited number of the public could be accommodated in the lower level lobby.
  - (2) After discussion, Mayor Horn suggested that July be set as the start of in-person meetings for Council.
- b. Attorney
  - i. None.
- c. Public Works
  - i. None.
- d. Planning
  - i. Comprehensive Plan/Parks Recreation and Cultural Development Master Plan update
    - (1) Mrs. Tolbert shared her screen and reviewed the process being used for *Lewisville Tomorrow*, updating the Comprehensive Plan.
    - (2) She also shared the meeting schedule for stakeholders and public meetings.
      - (a) Mrs. Tolbert was asked to relay that the meeting scheduled for 1:30 p.m. to 3:30 p.m. is not convenient for residents.
    - (3) Various methods of notification were discussed.
  - ii. Planning intern
    - (1) Council members were advised that Hannah Etter, a junior at UNCCH who lives in Mocksville and is simultaneously working on her Masters, will start to work on May 17<sup>th</sup>.
- e. Finance
  - i. None
- f. Clerk
  - i. Reminder: Budget meeting will follow the Briefing and Action meeting.

Council took a break from 8:25 p.m. to 8:35 p.m.

7. **Agenda Items for Regular Meeting on [May 13, 2021](#)**

- a. Tentative Agenda
  - i. **Consent Agenda**
    - (1) [Resolution 2021029](#) - Acceptance and Approval of Monthly [Financials for the nine months ending March 31, 2021](#)
    - (2) Approval of Town Council Meeting [Minutes - March 11, 2021](#)
    - (3) Approval of Town Council Briefing Meeting [Minutes - April 1, 2021](#)
    - (4) Approval of Town Council Closed Session [Minutes - April 1, 2021](#)
    - (5) Approval of Town Council Meeting [Minutes - April 8, 2021](#)
    - (6) Approval of Town Council Closed Session [Minutes - April 8, 2021](#)
    - (7) Approval of Town Council Budget Meeting #1 [Minutes - April 12, 2021](#)
    - (8) Approval of Town Council Budget Meeting #2 [Minutes - April 19, 2021](#)
    - (9) Approval of Town Council Special Called Meeting [Minutes - April 28, 2021](#)

**Lewisville Town Council Briefing and Action Meeting Minutes**  
**May 6, 2021 - 6:00 p.m.**  
**Digitally originating in Council Chambers 1<sup>st</sup> floor - Lewisville Town Hall**  
**6510 Shallowford Road**

- (10) Approval of Town Council Closed Session Meeting Minutes - April 28, 2021
- ii. **Introductions, Recognitions, Presentations and/or Proclamations**
  - (1) Presentations
    - (a) Sheriff's Office Introduction (new Lt)
    - (b) Sheriff's Office Report
  - (2) Proclamations
    - (a) [Proclamation 2021003](#) - proclaiming May 13, 2021 as Volunteer Firefighter Day in the Town of Lewisville
- iii. **Appointments**
  - (1) [Appointment Order 2021003](#) - appointing Ellen Lee to the Lewisville Beautification Committee
- iv. **Public Hearings**
  - (1) [Ordinance 2021018](#) - public hearing to receive comments on UDO L-163 amending the UDO to create detailed requirements for the planting of street trees in residential developments
    - (a) Council members were advised that there are issues in existing developments with trees that are planted to close to the pavement. Roots cause the pavement to buckle and have to be replaced which can be costly.
    - (b) This amendment will provide planting requirements to developers up front rather than being an after thought in the building process.
    - (c) Small, medium and large varieties of trees are specified with planting requirement information.
      - (i) The town will no longer have large variety trees planted.
      - (ii) Even though there are developments that were approved under the existing ordinance, some of the developers are using the new information even though the ordinance has not yet been approved.
    - (d) The Lewisville Beautification Committee assisted in preparing the information for the ordinance.
- v. **Technical Review(s)**
  - (1) [Resolution 2021021](#) - Lewisville Technical Review for Compliance (LTCR) for Solomon Development case L-PBR 2021001
    - (a) Information for this technical review has been discussed previously.
      - (i) Mrs. Tolbert shared her screen showing a 39-unit building with a restaurant.
      - (ii) The only thing that has changed from the prior submittal is that the elevations have changed.
- vi. **Preliminary Site Plan Review(s)**
  - (1) None.

**Lewisville Town Council Briefing and Action Meeting Minutes**  
**May 6, 2021 - 6:00 p.m.**  
**Digitally originating in Council Chambers 1<sup>st</sup> floor - Lewisville Town Hall**  
**6510 Shallowford Road**

- vii. **Evidentiary Hearings**
  - (1) None.
- viii. **Old Business**
  - (1) None.
- ix. **New Business**
  - (1) [Resolution 2021028](#) - setting the public hearing for June 10, 2021 to receive comments on the 2021-2022 budget
  - (2) [Ordinance 2021026](#) - Order to collect 2021 taxes by the Forsyth County Tax Collector
  - (3) [Ordinance 2021027](#) - Order to collect 2020 and prior years taxes by the Forsyth County Tax Collector
- b. Approval of Tentative Agenda for regular meeting on **May 13, 2021**
  - i. In addition to the items mentioned above, Mayor Horn asked that a brief discussion of the Town's social media policy be added to the agenda for the May 13<sup>th</sup> meeting.
    - (1) Staff will send a copy to everyone.
  - ii. Council Member Smitherman moved to approve the agenda as amended. 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.
- 8. **For the Good of the Order:**
  - a. Council Discussion
    - i. Council members were advised of personnel and mechanical problems that have delayed bulky item pickup as well as trash pickup.
      - (1) Residents are being advised via media.
    - ii. Council Member Sadler advised staff that he found the selling price for the blocks mentioned above on Lowe's web site.
  - b. Closed Session
    - i. Mayor Horn advised the public that the budget meeting scheduled to follow the briefing may not happen if the closed session is long. The next budget meeting will be held on May 10<sup>th</sup> instead.
    - ii. Attorney Houff read the reason for the Closed Session: §143-318.11.(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.
    - iii. At 8:54 p.m., Council Member Smitherman moved to go into Closed Session. The motion was seconded by Council Member Welch and approved unanimously with

**Lewisville Town Council Briefing and Action Meeting Minutes**  
**May 6, 2021 - 6:00 p.m.**  
**Digitally originating in Council Chambers 1<sup>st</sup> floor - Lewisville Town Hall**  
**6510 Shallowford Road**

a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

iv. Council returned from Closed Session at 10:23 p.m.

9. **Adjournment**

- a. Having no other business to discuss, Council Member Sadler moved to adjourn the meeting at 10:25 p.m. 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.

\_\_\_\_\_  
Mike Horn, Mayor

ATTEST:

\_\_\_\_\_  
Joyce C. McWilliams Walker, Town Clerk