

Lewisville Town Council Briefing and Action Meeting Minutes
February 4, 2021 - 6:00 p.m.
Digitally originating in Council Chambers 1st floor - Lewisville Town Hall
6510 Shallowford Road

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1. **Call to Order:**

- a. Mayor Horn opened the meeting being simultaneously streamed electronically at 6:00 p.m. 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, and Town Clerk Joyce Walker.
- b. Adoption of Agenda
 - i. Council Member Foster moved to approve the agenda. 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.

2. **Guests, Introductions, Recognitions and Presentations for February 4, 2021**

- a. None.

3. **Items That Require Council Direction**

- a. I'm One of the Reasons Lewisville is a Great Place to Live
 - i. Staff asked for direction on forwarding these requests to Council, i.e. does the person have to reside in the Town.
 - (1) Staff is to send a copy of the application to Council members for review.
- b. Selection of [Budget meeting dates](#)
 - i. The budget meeting schedule was presented to Council.
 - ii. The schedule is to be placed on the February 11, 2021 agenda for approval.
 - (1) Staff is to provide bound copies of the budget to Council members for the budget meetings.

4. **Items Requiring Action at Briefing**

- a. [Resolution 2021007](#) - revising the Personnel Policy by adding information to Article 6 Employee Benefits, Section 6 - 10 Insurance
 - i. Council members reviewed the amendment presented by Mrs. Orrell
 - (1) Council Member Hunt recommended a stipend be provided instead of the Medicare reimbursement described in the amendment.

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- (2) This resolution will be on the agenda for February 11, 2021 after staff has an opportunity to consult with Council Member Hunt for any language clarifications.
 - b. [Ordinance 2021006](#) - amending Budget Ordinance 2020001 in the amount of \$112,031.⁰⁰ to fund Change Order #2 from Fairwood Construction for the increase in the market price for lumber
 - i. This budget ordinance supports the approvals by Council at their special meeting that was held on January 22, 2021 regarding construction on the Mary Alice Warren Community Center and will allow the transference of funds from the General Fund to the Capital Project Fund to fund the change order.
 - ii. Council Member Franklin moved to approved Ordinance 2021006. The motion was seconded by Council Member Welch and approved with a vote of 6-1 with a roll call vote of six (6) ayes from Council Members Foster, Franklin, Hunt, Smitherman, Welch and Mayor Horn and one (1) nay from Council Member Sadler.
- 5. **Unfinished Business:**
 - a. Board and Committee update
 - i. Council Member Foster updated everyone on the assessment results of the survey sent to board and committee members except Student Leadership.
 - (1) The ad hoc committee working on this project felt that only the adult boards and committees would be surveyed.
 - (2) Five areas of concern were expressed by respondents:
 - (a) Communications.
 - (b) Training.
 - (c) Their perception of their scope of authority.
 - (d) Appreciation.
 - (e) Need for support from staff and Council.
 - (3) Results are being analyzed.
 - (4) Feedback will be provided to those that responded (68%).
 - (a) Mayor Horn volunteered to contact those that did not respond if needed.
 - (i) Mr. Perkins wasn't sure if the survey was still available.
 - (ii) The committee will discuss at their next meeting and will advise the Mayor of the survey's availability.
 - (5) Mrs. Foster hopes to provide information to Council by the March-April time frame.
- 6. **Administrative Reports:**
 - a. Manager
 - i. None.
 - b. Attorney
 - i. None.

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- c. Public Works
 - i. Welcome signs are being addressed.
 - (1) Also the DOT is addressing where signs need to be added on HWY 421.
 - ii. Street trees for Feldspar Ln
 - (1) The maple trees planted by the developer are now buckling the sidewalk and the limbs are impeding traffic.
 - (a) Trees on the other side of the road will have their canopy raised so that traffic will not be impeded.
 - (2) Public Works Director Ryan Moser is proposing the removal of the trees; grinding their stumps and, with the assistance of arborist John Hanna, planting trees that will not cause this problem in the future.
 - (a) Planner Stacy Tolbert also explained that trees within the right-of-way become the Town's trees once the Town takes over street maintenance.
 - (b) She also explained that there is a public hearing at the Planning Board on this subject next week that will alleviate this problem in the future.
 - (3) This will be on the agenda for Council next week.
 - (4) Council Member Franklin asked that other considerations, such as shrubs, be a replacement plant rather than a tree in the future.
 - (5) Mrs. Tolbert also advised Council that she and Mr. Moser have been working with developers on tree plantings in new subdivisions even though the UDO amendment has not yet been updated.
 - (6) Mrs. Foster also advised that the Beautification Committee had provided the tree information (small, medium and large tree types) to staff for the amendment.
 - (7) Mayor Horn also mentioned besides the issue of trees in a development, there is also the issue of clear cutting and tree preservation for the Planning Board to review.
 - iii. Control access systems for Town Hall, the Annex and G. Galloway Reynolds Community Center
 - (1) The existing system is antiquated and costly when repairs are needed.
 - (2) The current system runs off a single laptop that runs off of Windows 7 which is no longer supported.
 - (3) The new system will be state of the art and can be accessed remotely by anyone on staff.
 - (4) The new system will also be expanded to include the new Mary Alice Warren Community Center when construction is complete.
 - (5) This system will included 24/7 monitoring, access control for the three (3) doors at Town Hall, six (6) doors at the Annex, two (2) doors at the G. G. R. Community Center, server, licensing, etc. at a cost of \$21,172.⁰⁰.
 - (6) A budget amendment for this will be on the agenda next week.
- d. Planning
 - i. New subdivision off of Doub Road - Gameway Estates

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Mr. McChesney and Mr. Dickey were electronically admitted to the meeting.

- ii. Mrs. Tolbert shared her screen so that Council could see the total area of the subdivision.
 - (1) She explained that a portion of the property is outside the Town limits and will need to be annexed into the Town.
 - (2) That area will then need to be rezoned from RS-40 Forsyth County planning jurisdiction to RS-20 Town of Lewisville planning jurisdiction to reflect the zoning on the existing property so that there is no split zoning.
- iii. This is a large lot development located in a watershed area with lots greater than 40,000 square feet.
 - (1) There are environmental concerns because the development is located in a watershed area.
- iv. There are 30 lots in the development, including 2 existing houses to remain with lot sizes ranging from 1 acre to 8 acres.
- v. Sidewalks are not required.
- vi. Ribbon pavement is required.
- vii. The Planning Board had the technical review for this project at their last meeting.
 - (1) The Planning Board recommended approval with conditions.
 - (a) The developer will be requesting a waiver from the Elected Body on connectivity because of steep slopes, and streams as well as the extra construction costs to connect to undeveloped roads/rights-of-way and property.
 - (i) Mrs. Tolbert pointed to several opportunities for connectivity; however, there were streams that interfered with making those connections.
 - (ii) Also, the pavement on Shangri-la does not go to the property line in order for that location to be connected.
 - (iii) Roller Ridge connection is not developed.
 - (b) The Planning Board is requesting that Doub Road be widened to 18 ft in width, where it is only 14 ft, to meet minimum NCDOT standards.
 - (c) Per the County Fire Marshal's office (a member of the Technical Review Committee or TRC), the development does meet NC Fire Code for connectivity as the development falls *under* the threshold of requiring connections.
 - (2) Once the new roads are built, the developer will petition the Town to take over maintenance of the road.
 - (a) Council members were advised that most of Doub Road is in fairly good shape but the area that is narrow may need maintenance such as potholes and cracks.

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- (b) Mr. Moser indicated there are some areas that need patching; however, he indicated he would not suggest paving the road with such few residents there.
 - (i) He noted that at this point in time, this would not be a high priority; however, once the additional homes are built, that would change the priority.
 - (3) Mrs. Tolbert also explained that, by law, signs must be posted on the property; however, letters have been sent to property owners within 500 ft of the rezoning.
 - (4) There is no action tonight since this is just a briefing. The action will be next week to set a public hearing for the rezoning, which will be contingent upon approval of the annexation.
 - (5) This will be a technical review for compliance.
 - (a) She also explained the process: (1) Annexation (2) Rezoning (3) Site plan technical review for compliance.
 - (6) Mr. Dickey appreciated being able to bring a high quality project to the Town.
 - (a) Mr. Dickey also noted that the streams are where there would normally be connected and there were problems with grade that made it difficult to connect.
 - (i) Mr. Franklin asked the developer to consider pedestrian connectivity between the existing community and the development.
 - (b) Soils are being used for septic and stream buffers are required for the streams.
 - (7) Mr. McChesney advised that internally they minimize disturbance on lots and on any grading as well as tree save requirements of their builders.
 - (a) Mayor Horn asked that the tree save requirements be sent to the planner.
 - (8) When the public hearing is set, Council will determine what date to meet after allowing the 24 hours requirement to receive written comment (as per SL 2020-3).
- e. Finance
 - i. Mrs. Orrell explained that the following information was being provided for the record:
 - (1) [Resolution 2021008](#) - accepting Change Order #2 for the New Mary Alice Warren Community Center in the amount of \$112,031.⁰⁰ - approved at the Special meeting on January 22, 2021
 - (2) [Ordinance 2021005](#) - amending the Capital Project Ordinance of the Community Center Capital Projects Fund in the amount of \$112,031.⁰⁰ - approved at the Special meeting on January 22, 2021
 - ii. This will also be reported at the regular meeting next week under *Manager's Report*.
- f. Clerk
 - i. [Report](#) - Board and committee appointment/reappointment requests
 - (1) Council members were provided a list of board and committee vacancies,

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identifying how many have asked to return and how many will be leaving at the end of term.

- (a) Staff will look at applications that are being held (from the previous year) in case other open positions still need to be filled and for which no applications have been received.
 - ii. Retreat reminder: Saturday, February 6, 2021 8:00 a.m.
 - (1) At this time, there is no advanced background material for the retreat.
 - (2) Staff was asked to provide information on the cost of leaf and limb pickup on the tax rate.
 - (3) Council members asked for any materials that will be helpful for the retreat.
 - iii. Reminder - NCLM Town and State Social - March 3, 2021 at 5:00 p.m. - please advise of registration by February 10, 2021
 - (1) Council members Welch, Smitherman and Sadler noted they will not be attending.
7. **Agenda Items for Regular Meeting on [February 11, 2021](#)**
- a. Tentative Agenda
 - i. **Consent Agenda**
 - (1) [Resolution 2021011](#) - Acceptance and Approval of Monthly [Financials for the six months ending December, 2020](#)
 - (2) Approval of Town Council Briefing Meeting [Minutes - January 7, 2021](#)
 - (3) Approval of Town Council Meeting [Minutes - January 14, 2021](#)
 - (4) Approval of Town Council Special Called Meeting [Minutes - January 22, 2021](#)
 - (a) Council Member Franklin asked to amend the minutes to include his reason for the difference in the amount of his motion.
 - (5) [Resolution 2021006](#) - accepting the resignation of Daryl Siefert from the Lewisville Beautification Committee
 - ii. **Introductions, Recognitions, Presentations and/or Proclamations**
 - (1) Presentations
 - (a) Forsyth County Sheriff's Office - Sheriff Kimbrough
 - (b) Public Safety Report - Sgt. Stringer
 - (2) Introductions
 - (a) Deputy William Armstrong
 - iii. **Public Hearings**
 - (1) None.
 - iv. **Technical Review(s)**
 - (1) None.
 - v. **Preliminary Site Plan Approvals**
 - (1) None.
 - vi. **Evidentiary Hearings**
 - (1) None.
 - vii. **Old Business**

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- (1) None.
- viii. **New Business**
 - (1) [Resolution 2021005](#) - approving the contract with Gibson and Company, P. A. To perform the annual independent audit of the town’s financial statements for fiscal year 2020-2021 in the amount of \$20,745.⁰⁰ and if a single audit is needed there will be an additional \$4,000.⁰⁰.
 - (2) [Resolution 2021009](#) - fixing the date of public hearing for March 11, 2021 at 6:00 p.m. on the question of Annexation of a portion of the Doub Road area into the Town pursuant to G. S. 160A-31
 - (3) [Resolution 2021010](#) - setting a public hearing for March 11, 2021 at 6:00 p.m. to receive comments on UDO L-098 rezoning request from McChesney Properties to rezone a portion of the Doub Road area from RS-40 to RS-20 for the Gameway Estates subdivision
- ix. **Appointments**
 - (1) [Appointment Order 2021001](#) - appointing Sonsera Trella Kiger to the Lewisville Beautification Committee
 - (2) [Appointment Order 2021002](#) - appointing Bryan Schroeder to the Lewisville Recycling Committee
- x. **Community Center progress**
 - (1) **Community Center chairs**
 - (a) Mayor Horn advised that Council Members Welch and Smitherman have had an opportunity to “test” chairs and have selected a variety of chairs for several areas in the new building.
 - (i) All the chairs are functional.
 - (ii) As mentioned earlier, any items that are not being supplied by the Town can be rented.
 - (iii) There was also discussion about purchasing some round tables which will be reviewed with the community center committee and the vendor.
 - (b) He showed color palates for the flooring, tables and chairs.
 - (i) Mr. Smitherman did mention that the group was very frugal in spending for the furniture.
- b. **Approval of Tentative Agenda for regular meeting on February 11, 2021**
 - i. Council Member Welch asked to add the recognition of the Fire Fighter of the Year as presented by the Rotary of Western Forsyth County.
 - ii. Mayor Horn also asked to add the recognition of Sarina Horner as one of the inaugural female members of the Boy Scouts of America that has earned their Eagle.
 - iii. With those two additions and the additions noted above, Council Member Smitherman moved to approve the agenda for February 11, 2021. 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.

8. For the Good of the Order:

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- a. Council Discussion
 - i. Council Member Welch would like everyone to stay after the meeting is adjourned so that a screen shot can be taken with everyone wearing their mask.
 - ii. Council Member Franklin asked that everyone wear a mask when standing next week to the Pledge of Allegiance.
 - iii. Mrs. Hunt asked if there was something that could be done to celebrate the boards and committees in the spring.
 - (1) Mrs. Foster suggested Council members look at the comments on the survey to assist in determining a how to show the Town’s appreciation for what they do.

9. **Adjournment**

- a. Having no other business to discuss, Council Member Franklin moved to adjourn the meeting at 8:06 p.m. 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.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk