

Lewisville Town Council
Regular Meeting Agenda
January 9, 2020 - 7:30 p.m.
Town Hall - 6510 Shallowford Road - Room 110

1. **Call to Order**
 - a. Invocation: Bo Houff
 - b. Pledge of Allegiance: Fred Franklin
 - c. Roll Call
 - d. Adoption of Agenda

2. **Consent Agenda**
 - a. Consent Agenda for approval
 - i. [Resolution 2020002](#) - Acceptance and Approval of Monthly [Financials for November, 2019](#)
 - ii. Approval of Closed Session **Minutes - November 7, 2019**
 - iii. Approval of Council Briefing and Action [Minutes - December 5, 2019](#)
 - iv. Approval of Retiring Council Meeting [Minutes - December 12, 2019](#)
 - v. Approval of Organizational Meeting [Minutes of New Council - December 12, 2019](#)
 - vi. Approval of Council Special Meeting [Minutes - December 16, 2019](#)

3. **Introductions, Presentations, Recognitions and/or Proclamations**
 - a. **Introductions, Recognitions, Presentations and/or Proclamations**
 - i. None.

4. **Public Forum**
 - a. Citizens should register with the Town Clerk and limit their comments to three (3) minutes.
 - b. Written comment forms are also available.

5. **Appointments**
 - a. None.

6. **Public Hearings**
 - a. Public hearing on **Dexter Road closing**
 - i. [Staff Presentation](#)
 - ii. Public Hearing
 - iii. Council Discussion
 - iv. Council Consideration

7. **Evidentiary Hearings**
 - a. None.

8. **Annexation Requests**
 - a. None.

9. **Preliminary Site Plan Approvals**
 - a. None.

Lewisville Town Council
Regular Meeting Agenda
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10. **Unfinished Business**

- a. Update on Recycling Committee charter change

11. **New Business**

- a. Approval of [amended Town meeting schedule](#) to include the Council planning workshop on February 1, 2020 and the [budget meeting schedule](#)
- b. [Resolution 2020001](#) - Approving the Lewisville Town Council Code of Ethics
- c. [Ordinance 2020002](#) - Amending Chapter 16 Article 2-14 of the Lewisville Town Code removing associations that no longer qualify for exemption

12. **Administrative Reports**

- a. Upcoming [Events at Shallowford Square](#) and Town Holidays
- b. Manager's Report
 - i. Reminder - Council Planning Workshop is scheduled for Saturday, February 1, 2020 at 8:00 a.m.
 - (1) Suggestions are to be submitted to the Town Clerk.
- c. Clerk's Report
 - i. None.
- d. **Approvals at the Briefing and Action Meeting on January 2, 2020**
 - i. [Ordinance 2020003](#) - amending Budget Ordinance 2019001 in the amount of \$1,168.⁰⁰ to budget for providing decals to the 148 18-gal recycling bins being purchased
 - ii. [Ordinance 2020004](#) - amending Budget Ordinance 2019001 in the amount of \$2,636.⁰⁰ to pay 2019 property taxes owed on donated Warren property
 - iii. [Resolution 2020004](#) - authorizing the Town Manager to execute the contract with Stewart, Inc. of Raleigh, NC for planning audit services in an amount not to exceed \$18,400.⁰⁰

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

- a. Public Comments
 - i. Citizens should limit their comments to three (3) minutes.
 - ii. Written comment forms are also available.
- b. Council Comments
- c. Adjournment

**RESOLUTION 2020002 OF THE LEWISVILLE TOWN COUNCIL
PERTAINING TO
ACCEPTANCE AND APPROVAL OF MONTHLY DISBURSEMENTS**

WHEREAS, the Finance Officer has presented the Town Council with the preliminary Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary of figures for the month ending November 30, 2019; and

WHEREAS, the Finance Officer did not report any unusual expenditures.

NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL accepts the preliminary monthly Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary dated December 26, 2019 and incorporated herein.

Resolved and effective upon adoption, this the 9th Day of January, 2020 by the Lewisville Town Council.

Mike Horn,
Mayor

ATTEST:

Joyce C. McWilliams Walker
Town Clerk

TOWN OF LEWISVILLE
Revenue Statement Summary
 Period Ending: November 30, 2019

12/26/19 Fiscal Year: 2020
 12:59:32 Fiscal Month Range: 1-5

| Fund No | Description | Estimated Revenue | Activity This Period | Revenue To Date | Uncollected To Date | Percent Collected % |
|----------------|---------------------------------------|-------------------|----------------------|-----------------|---------------------|---------------------|
| 10 | GENERAL FUND | 4,744,668.00 | 983,304.15 | 983,304.15 | 3,761,363.85 | 20.72 |
| 20 | SPECIAL REVENUE - MSD | 31,760.00 | 6,840.74 | 6,840.74 | 24,919.26 | 21.53 |
| 21 | STORMWATER CAPITAL RESERVE FUND | 95,000.00 | 98,293.16 | 98,293.16 | -3,293.16 | 103.46 |
| 22 | CAP RES-GWR ROW/CONSTRUCTION FUND | 115,000.00 | 120,909.59 | 120,909.59 | -5,909.59 | 105.13 |
| 23 | CAP.RES-SIDEWALKS/Bikepaths/Greenways | 25,000.00 | 25,582.02 | 25,582.02 | -582.02 | 102.32 |
| 24 | MUN BLDGS/LAND CAPITAL RESERVE | 577,200.00 | 177,391.37 | 177,391.37 | 399,808.63 | 30.73 |
| 42 | CAP PROJ GWR ROW/CONSTRUCTION FUND | 1,563,800.00 | 4,918.97 | 1,823,419.71 | -259,619.71 | 116.60 |
| 47 | CAP PROJ MAINTFAC/PLAYGRD EXP JWP | 55,000.00 | 138.10 | 55,976.71 | -976.71 | 101.77 |
| 50 | GATEWAY PROJECT | 1,494,680.00 | 4,998.03 | 446,544.52 | 1,048,135.48 | 29.87 |
| 51 | REGIONAL STORMWATER POND #1 | 33,600.00 | 233.33 | 34,630.37 | -1,030.37 | 103.06 |
| 52 | COMMUNITY CENTER CAPITAL PROJECTS | 423,200.00 | 407,696.12 | 423,769.77 | -569.77 | 100.13 |
| 53 | ROUNDAABOUT AT LEWISVILLE-VIENNA RD | 1,270,000.00 | 1,724.47 | 255,941.49 | 1,014,058.51 | 20.15 |
| TOTAL REVENUE: | | 10,428,908.00 | 1,832,030.05 | 4,452,603.60 | 5,976,304.40 | 42.69 |

12/26/19 Fiscal Year: 2020
 12:58:31 Fiscal Month Range: 1-5

TOWN OF LEWISVILLE
Encumbrances & Expenditure Statement Summary
 Period Ending: November 30, 2019
10 GENERAL FUND

Selected Department Page 1
 (ALL) All Departments

(D)

| Department | Budget Amount | Activity This Period | Expenditure Year to Date | Encumbrance Year to Date | Unencumbered Balance | % Spent |
|---|---------------------|----------------------|--------------------------|--------------------------|----------------------|--------------|
| FUND (10) GENERAL FUND | | | | | | |
| TOTAL DEPT: (4110) GOVERNING BODY | 408,721.00 | 236,669.79 | 236,669.79 | 32,712.50 | 139,338.71 | 65.90 |
| TOTAL DEPT: (4120) ADMINISTRATION | 606,666.00 | 234,721.52 | 234,721.52 | 18,898.14 | 353,046.34 | 41.80 |
| TOTAL DEPT: (4121) STUDENT LEADERSHIP | 1,675.00 | 0.00 | 0.00 | 975.00 | 700.00 | 58.20 |
| TOTAL DEPT: (4150) FINANCE | 225,508.00 | 94,083.77 | 94,083.77 | 251.00 | 131,173.23 | 41.83 |
| TOTAL DEPT: (4160) DEBT SERVICE GENERAL FUND | 202,400.00 | 101,793.72 | 101,793.72 | 0.00 | 100,606.28 | 50.29 |
| TOTAL DEPT: (4900) PLANNING & ZONING | 229,028.00 | 59,709.38 | 59,709.38 | 0.00 | 169,318.62 | 26.07 |
| TOTAL DEPT: (4931) BEAUTIFICATION | 57,245.00 | 14,209.80 | 14,209.80 | 36,187.00 | 6,848.20 | 88.03 |
| TOTAL DEPT: (5100) COMMUNITY POLICING | 652,045.00 | 167,049.70 | 167,049.70 | 0.00 | 484,995.30 | 25.61 |
| TOTAL DEPT: (5110) PUBLIC SAFETY | 9,450.00 | 2,800.00 | 2,800.00 | 0.00 | 6,650.00 | 29.62 |
| TOTAL DEPT: (5500) PUBLIC WORKS | 470,190.00 | 244,288.87 | 244,288.87 | 25,746.64 | 200,154.49 | 57.43 |
| TOTAL DEPT: (5600) STREETS | 276,320.00 | 41,506.83 | 41,506.83 | 0.00 | 234,813.17 | 15.02 |
| TOTAL DEPT: (5650) POWELL BILL | 345,000.00 | 130,733.82 | 130,733.82 | 0.00 | 214,266.18 | 37.89 |
| TOTAL DEPT: (5700) STORMWATER | 238,907.00 | 163,021.28 | 163,021.28 | 29,649.00 | 46,236.72 | 80.64 |
| TOTAL DEPT: (5800) SOLID WASTE | 809,400.00 | 256,369.36 | 256,369.36 | 0.00 | 553,030.64 | 31.67 |
| TOTAL DEPT: (5801) RECYCLING | 2,255.00 | 633.98 | 633.98 | 0.00 | 1,621.02 | 28.11 |
| TOTAL DEPT: (6120) PARKS & RECREATION | 209,858.00 | 66,559.76 | 66,559.76 | 17,470.02 | 125,828.22 | 40.04 |
| TOTAL FUND: (10) GENERAL FUND | 4,744,668.00 | 1,814,151.58 | 1,814,151.58 | 161,889.30 | 2,768,627.12 | 41.64 |
| FUND (20) SPECIAL REVENUE - MSD | | | | | | |
| TOTAL DEPT: (4110) MUNICIPAL SERVICE DISTRICT | 31,760.00 | 13,341.66 | 13,341.66 | 0.00 | 18,418.34 | 42.00 |
| TOTAL FUND: (20) SPECIAL REVENUE - MSD | 31,760.00 | 13,341.66 | 13,341.66 | 0.00 | 18,418.34 | 42.00 |
| FUND (21) STORMWATER CAPITAL RESERVE FUND | | | | | | |
| TOTAL DEPT: (9820) STORMWATER CAPITAL RESERVE | 95,000.00 | 0.00 | 0.00 | 0.00 | 95,000.00 | 0.00 |
| TOTAL FUND: (21) STORMWATER CAPITAL RESERVE FUND | 95,000.00 | 0.00 | 0.00 | 0.00 | 95,000.00 | 0.00 |
| FUND (22) CAP RES-GWR ROW/CONSTRUCTION FUND | | | | | | |

12/26/19 Fiscal Year: 2020
 12:58:31 Fiscal Month Range: 1-5

TOWN OF LEWISVILLE
Encumbrances & Expenditure Statement Summary
 Period Ending: November 30, 2019

Selected Department *Page 2*
 (ALL) All Departments

(D) **22 CAP RES-GWR ROW/CONSTRUCTION FUND**

| Department | Budget Amount | Activity This Period | Expenditure Year to Date | Encumbrance Year to Date | Unencumbered Balance | % Spent |
|--|---------------|----------------------|--------------------------|--------------------------|----------------------|---------|
| TOTAL DEPT: (9820) CAP RES GWR ROW/CONSTRUCTION | 115,000.00 | 0.00 | 0.00 | 0.00 | 115,000.00 | 0.00 |
| TOTAL FUND: (22) CAP RES-GWR ROW/CONSTRUCTION FUND | 115,000.00 | 0.00 | 0.00 | 0.00 | 115,000.00 | 0.00 |
| FUND (23) CAP.RES-SIDEWALKS/Bikepaths/Greenways | | | | | | |
| TOTAL DEPT: (9820) CAP RES SIDEWALKS/BIKEPATHS/GRE | 25,000.00 | 0.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| TOTAL FUND: (23) CAP.RES-SIDEWALKS/Bikepaths/Green | 25,000.00 | 0.00 | 0.00 | 0.00 | 25,000.00 | 0.00 |
| FUND (24) MUN BLDGS/LAND CAPITAL RESERVE | | | | | | |
| TOTAL DEPT: (9820) MUN BLDGS/LAND CAPITAL RESERVE | 577,200.00 | 407,200.00 | 407,200.00 | 0.00 | 170,000.00 | 70.54 |
| TOTAL FUND: (24) MUN BLDGS/LAND CAPITAL RESERVE | 577,200.00 | 407,200.00 | 407,200.00 | 0.00 | 170,000.00 | 70.54 |
| FUND (42) CAP PROJ GWR ROW/CONSTRUCTION FUND | | | | | | |
| TOTAL DEPT: (5600) CAP PROJ GWR ROW/CONST | 1,563,800.00 | 0.00 | 1,093,360.03 | 0.00 | 470,439.97 | 69.91 |
| TOTAL FUND: (42) CAP PROJ GWR ROW/CONSTRUCTION FUN | 1,563,800.00 | 0.00 | 1,093,360.03 | 0.00 | 470,439.97 | 69.91 |
| FUND (47) CAP PROJ MAINTFAC/PLAYGRD EXP JWP | | | | | | |
| TOTAL DEPT: (6120) CAP PROJ MAINTFAC/PLAYGRDEXP JW | 55,000.00 | 0.00 | 35,481.33 | 0.00 | 19,518.67 | 64.51 |
| TOTAL FUND: (47) CAP PROJ MAINTFAC/PLAYGRD EXP JWP | 55,000.00 | 0.00 | 35,481.33 | 0.00 | 19,518.67 | 64.51 |
| FUND (50) GATEWAY PROJECT | | | | | | |
| TOTAL DEPT: (5600) GATEWAY PROJECT | 1,494,680.00 | 14,348.54 | 180,081.60 | 0.00 | 1,314,598.40 | 12.04 |
| TOTAL DEPT: (9999) GATEWAY PROJECT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL FUND: (50) GATEWAY PROJECT | 1,494,680.00 | 14,348.54 | 180,081.60 | 0.00 | 1,314,598.40 | 12.04 |
| FUND (51) REGIONAL STORMWATER POND #1 | | | | | | |
| TOTAL DEPT: (5700) STORMWATER POND #1 | 33,600.00 | 2,419.75 | 17,665.50 | 0.00 | 15,934.50 | 52.57 |

12/26/19 Fiscal Year:2020
 12:58:31 Fiscal Month Range:1-5

TOWN OF LEWISVILLE
Encumbrances & Expenditure Statement Summary
 Period Ending: November 30, 2019
51 REGIONAL STORMWATER POND #1

Selected Department *Page 3*
 (ALL) All Departments

(D)

| Department | Budget Amount | Activity This Period | Expenditure Year to Date | Encumbrance Year to Date | Unencumbered Balance | % Spent |
|---|----------------------|----------------------|--------------------------|--------------------------|----------------------|--------------|
| TOTAL DEPT: (9999) STORMWATER POND #1 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL FUND: (51) REGIONAL STORMWATER POND #1 | 33,600.00 | 2,419.75 | 17,665.50 | 0.00 | 15,934.50 | 52.57 |
| FUND (52) COMMUNITY CENTER CAPITAL PROJECTS FUND | | | | | | |
| TOTAL DEPT: (4110) COMMUNITY CENTER CAPITAL PROJEC | 423,200.00 | 16,000.00 | 16,000.00 | 0.00 | 407,200.00 | 3.78 |
| TOTAL DEPT: (00000) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL FUND: (52) COMMUNITY CENTER CAPITAL PROJECTS | 423,200.00 | 16,000.00 | 16,000.00 | 0.00 | 407,200.00 | 3.78 |
| FUND (53) ROUNDABOUT AT LEWISVILLE-VIENNA RD & ROBINHOOD RD | | | | | | |
| TOTAL DEPT: (00000) | 1,270,000.00 | 0.00 | 0.00 | 0.00 | 1,270,000.00 | 0.00 |
| TOTAL FUND: (53) ROUNDABOUT AT LEWISVILLE-VIENNA R | 1,270,000.00 | 0.00 | 0.00 | 0.00 | 1,270,000.00 | 0.00 |
| TOTAL EXPENDITURES | 10,428,908.00 | 2,267,461.53 | 3,577,281.70 | 161,889.30 | 6,689,737.00 | 35.85 |

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December 5, 2019 - 6:00 p.m.

**Town Council - Briefing and Action Meeting Minutes
Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road**

1. Call to Order:

- a. Mayor Horn called the meeting to order at 6:02 p.m. Council Members present were Fred Franklin, Robert Greene, Sandra Mock, Ed Smith, and Jeff Zenger. Council Member Gallman was unable to attend. Also present were Town Manager Hank Perkins, Finance Officer Pam Orrell, Attorney Bo Houff, Ryan Moser, Planner Stacy Tolbert, and Town Clerk Joyce Walker.
- b. Mayor Horn also acknowledged the presence of Council Members elect David Smitherman, Melissa Hunt, Jeanne Marie Foster and Ken Sadler. Mrs. Welch arrived later.
- c. Adoption of Agenda
 - i. Mayor Horn noted that items 4.b.i and ii were added after the agenda had been emailed to Council.
 - ii. The presentation of new Community Center plans and the recommendation from the Community Center Advisory Group is to be added to the agenda for December 12th.
 - iii. With that addition, Council Member Smith moved to approve the amended agenda. The motion was seconded by Council Members Zenger and Mock and approved unanimously.

2. Guests, Introductions, Recognitions and Presentations for November 7, 2019

- a. None.

3. Items That Require Council Direction

- a. None.

4. Items Requiring Action at Briefing

- a. [Ordinance 2019057](#) - amending Budget Ordinance 2019001 in the amount of \$1,373.⁰⁰ to purchase 148 18-gal recycling bins
 - i. Council Member Mock moved to approve Ordinance 2019057. The motion was seconded by Council Member Smith and approved unanimously. Ordinance 2019057 is herein incorporated by reference into the minutes.
- b. Stormwater
 - i. [Ordinance 2019058](#) - amending Budget Ordinance 2019001 in the amount of \$30,000.⁰⁰ to contract with (Piedmont Triad Regional Council (PTRC) to map the Town's stormwater infrastructure and to develop an on-line database to house all future data
 - (1) Council Member Franklin moved to approve Ordinance 2019058. The motion was seconded by Council Member Smith and approved unanimously. Ordinance 2019058 is herein incorporated by reference into the minutes.
 - ii. [Resolution 2019081](#) - awarding contract to PTRC in amount not to exceed \$30,000.⁰⁰ to map the Town's stormwater infrastructure
- c. [Ordinance 2019059](#) - amending Budget Ordinance 2019001 in the amount of \$14,754.⁰⁰ to budget for salaries and related costs of the Acting Public Works Director

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December 5, 2019 - 6:00 p.m.

**Town Council - Briefing and Action Meeting Minutes
Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road**

- i. Council Member Smith moved to approve Ordinance 2019059. The motion was seconded by Council Member Zenger and approved unanimously. Ordinance 2019059 is herein incorporated by reference into the minutes.
- ii. Mr. Perkins advised that Ryan Moser has been appointed the Acting Public Works Director while Mr. Hauser is on temporary disability.
 - (1) There was discussion on compensation for both Mr. Hauser and Mr. Moser with a recommendation at the briefing in January.

5. Unfinished Business:

- a. None.

6. Administrative Reports:

- a. Manager's Report
 - i. None.
- b. Staff Reports
 - i. Attorney
 - (1) None.
 - ii. Public Works
 - (1) None.
 - iii. Planning
 - (1) UDO Audit
 - (a) Mrs. Tolbert reminded Council that the money for the UDO Audit was already in the current budget.
 - (i) The UDO will be reviewed for current regulations, items that may be illegal, items that are the antithesis of each other, and updated legislation.
 - (ii) The results will be ready for compliance with 160D, the new planning State law.
 - (iii) The report will show issues that need to be addressed; places where flow charts, diagrams and images can be shown; how it can be more user friendly; and how it can strategically be used for the UDO update.
 - (iv) This audit goes along with the UDO and Comprehensive Plan supporting each other..
 - (b) A contract will be coming to Council soon.
 - iv. Finance
 - (1) None.
 - v. Clerk
 - (1) Newly elected town council members will be attending the Essentials of Municipal Government in Boone on December 7th and will be traveling on December 6th. All will take the oath of office on Thursday, December 12th at the regular council meeting.
 - (2) The Tree Lighting will be held on Friday, December 6th, at 7:00 p.m. at Shallowford Square.

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December 5, 2019 - 6:00 p.m.

**Town Council - Briefing and Action Meeting Minutes
Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road**

- (3) The Lewisville Christmas Parade will be held on Sunday, December 8th. Safety information has been emailed to Council members. Please meet at the same location as last year prior to 2:15. The float will be waiting.
- (4) The newly elected Council members will be meeting on Monday, December 16th at 6:00 p.m. at Town Hall for their town orientation.

7. **Agenda Items for Regular Meeting on December 12, 2019**

- a. Tentative Agenda
 - i. Consent Agenda
 - (1) [Resolution 2019079](#) - Acceptance and Approval of Monthly [Financials for October, 2019](#)
 - (2) Approval of Council Briefing and Action [Minutes - November 7, 2019](#)
 - (3) Approval of Council Meeting [Minutes - November 14, 2019](#)
 - (4) [Resolution 2019080](#) - accepting the resignation of Leslee Bordeaux from the Lewisville Utilities Committee
 - ii. **Introductions, Recognitions, Presentations and/or Proclamations**
 - (1) None.
 - iii. Appointments
 - (1) None.
 - iv. Public Hearings
 - (1) None.
- b. Approval of Tentative Agenda for regular meeting on [December 12, 2019](#)
 - i. With addition of the items noted above, Council Member Mock moved to approve the Tentative Agenda for the December 12th meeting. The motion was seconded by Council Member Smith and approved unanimously.
 - ii. Mrs. Walker explained the process for the two meetings on the 12th for the retiring and new council.

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

- a. Council Discussion
 - i. There was discussion on the upcoming Christmas Parade and the information that was in the communication from the parade director.

9. **Adjournment**

- a. Having no other business to discuss, Council Member Franklin moved to adjourn the meeting at 6:31 p.m. The motion was seconded by Council Member Smith and approved unanimously.

Mike Horn, Mayor

ATTEST:

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December 5, 2019 - 6:00 p.m.

**Town Council - Briefing and Action Meeting Minutes
Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road**

Joyce C. McWilliams Walker, Town Clerk

DRAFT
Town Council
Retiring Council Meeting Minutes
December 12, 2019 - 7:30 p.m.
Lewisville Town Hall - 6510 Shallowford Road - Room 110

1. **Call to Order:**

- a. Mayor Horn called the meeting to order at 7:30 p.m. with the Presentation of Colors provided by American Legion Post 522 and introduced by Commander Norman Shea after which the Pledge of Allegiance was led by Council Member Jeff Zenger and the Invocation by Attorney Bowen Houff. Council Members present were Fred Franklin, Marci Gallman, Robert Greene, Sandra Mock, Ed Smith and Jeff Zenger. Also present were Town Manager Hank Perkins, Attorney Bo Houff, Acting Public Works Director Ryan Moser, Planner Stacy Tolbert and Town Clerk Joyce Walker. The presence of Sgt. P. J. Stringer of the Sheriff's Office was also acknowledged.
- b. Adoption of Agenda
 - i. Mayor Horn advised that items had been added under Unfinished Business since the agenda was first emailed.
 - ii. With that addition, Council Member Mock moved to approve the agenda. The motion was seconded by Council Member Smith and approved unanimously.

2. **Consent Agenda**

- a. Consent Agenda Items for Approval
 - i. [Resolution 2019079](#) - Acceptance and Approval of Monthly [Financials for October, 2019](#)
 - ii. Approval of Council Briefing and Action [Minutes - November 7, 2019](#)
 - iii. Approval of Council Meeting [Minutes - November 14, 2019](#)
 - iv. [Resolution 2019080](#) - accepting the resignation of Leslee Bordeaux from the Lewisville Utilities Committee
 - v. [Resolution 2019082](#) - Accepting the resignation of Charles Duryea from the Lewisville Public Safety Committee
- b. Council Member Mock moved to approve the Consent Agenda. The motion was seconded by Council Member Zenger and approved unanimously. Resolution 2019079, Resolution 2019080 and Resolution 2019082 are herein incorporated by reference into the minutes.

3. **Presentations, Introductions and/or Proclamations**

- a. Introductions
 - i. None at this time.

4. **Public Hearings**

- a. None.

5. **Appointments**

- a. None.

6. **Old Business**

- a. None.

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Town Council
Retiring Council Meeting Minutes
December 12, 2019 - 7:30 p.m.
Lewisville Town Hall - 6510 Shallowford Road - Room 110

7. **Unfinished Business**

- a. Design presentation - ADW Architects
 - i. Representatives from ADW provided the schematic design of the New Community Center that was selected by the Community Center Advisory Group. The design provided for space needs, site development, exterior designs and floor plans.
 - (1) It was noted that four plans (A1, A2, B, C) had been presented to the group that entailed three different floor plans.
 - (a) Two of the floor plans were exactly alike but had exterior design differences.
 - (2) After reviewing all the plans, the Community Center Advisory Group overwhelmingly selected C.
- b. Design approval of the new Community Center
 - i. [Resolution 2019083](#) - approving the design of plan C for the New Community Center
 - (1) Council Member Zenger moved to approve Resolution 2019083. The motion was seconded by Council Member Smith and approved unanimously. Resolution 2019083 is herein incorporated by reference into the minutes.
 - (a) ADW will now move forward with cost estimates.

8. **New Business**

- a. None.

9. **Administrative Reports**

- a. Upcoming [Events at Shallowford Square](#) and Town Holidays were reviewed.
- b. Items approved at the December 5, 2019 Briefing and Action Meeting
 - i. [Ordinance 2019057](#) - amending Budget Ordinance 2019001 in the amount of \$1,373.⁰⁰ to purchase 148 18-gal recycling bins
- c. Stormwater
 - i. [Ordinance 2019058](#) - amending Budget Ordinance 2019001 in the amount of \$30,000.⁰⁰ to contract with (Piedmont Triad Regional Council (PTRC) to map the Town's stormwater infrastructure and to develop an on-line database to house all future data
 - ii. [Resolution 2019081](#) - awarding contract to PTRC in amount not to exceed \$30,000.⁰⁰ to map the Town's stormwater infrastructure
- d. [Ordinance 2019059](#) - amending Budget Ordinance 2019001 in the amount of \$14,754.⁰⁰ to budget for salaries and related costs of the Acting Public Works Director
 - i. Appointing Ryan Moser as the Acting Public Works Director

10. **Public Comment**

- a. Mayor Horn opened Public Comments at 7:50 p.m.
 - i. Ken Sadler, 8519 Brook Meadow Ln, Lewisville, expressed his appreciation to the members of Council that had served four terms and who had showed their integrity by not running for another term after learning that the Town's charter was in

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Town Council
Retiring Council Meeting Minutes
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Lewisville Town Hall - 6510 Shallowford Road - Room 110

conflict with the State's Constitution, term limits not being allowed. After changing the Town's charter, they recognized the traditions of the Town and the wishes of the citizens when the Town was created in 1991.

- b. Having no other speakers, Public Comments were closed at 7:52 p.m.

11. For the Good of the Order:

- a. Council Comments
- i. Council Member Zenger reflected on past accomplishments of those members that were leaving Council. He thanked the staff and citizens.
 - ii. Council Member Smith thanked the citizen's for their input and making his job easy.
 - iii. Council Member Mock said she appreciated all her colleagues, the new board members and the citizens.
 - iv. Council Member Greene thanked the citizens for allowing him to serve. He observed the the Town has changed but continues to maintain its small town charm.
 - v. Council Member Gallman echoed all from her fellow council members and thanked the citizens for allowing her to serve and reminded the new members to do it for the people.
 - vi. Council Member Franklin said that he has enjoyed serving with everyone.
- b. Mayor Horn presented Appreciation of Service plaques to retiring members Mayor Pro Tem Sandra Mock and Council Members Marci Gallman, Robert Green, Harold "Ed" Smith and Jeff Zenger for their years of service to the Council and Town.
- c. Oath of Office to elected Council Members was given by Retired Superior Court Judge William Z. Wood, Jr. to:
- i. Mayor - Mike Horn
 - ii. Council Member - Jeanne Marie Foster
 - iii. Council Member - Fred Franklin
 - iv. Council Member - Melissa Hunt
 - v. Council Member - Ken Sadler
 - vi. Council Member - David Smitherman
 - vii. Council Member - Jane Welch

12. Adjournment

- a. Mayor Horn adjourned the meeting at 8:15 p.m.

13. RECEPTION

Mike Horn, Mayor

ATTEST:

DRAFT
Town Council
Retiring Council Meeting Minutes
December 12, 2019 - 7:30 p.m.
Lewisville Town Hall - 6510 Shallowford Road - Room 110

Joyce C. McWilliams Walker, Town Clerk

DRAFT
Lewisville Town Council
Organizational, Briefing and Action Meeting Minutes
December 12, 2019 - 7:30 p.m.
Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road

1. **Call to Order:**

- a. Mayor Horn called the meeting of the new Council to order at 8:39 p.m. Council Members present were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also present were Town Manager Hank Perkins, Attorney Bo Houff, Acting Public Works Director Ryan Moser, Planner Stacy Tolbert and Town Clerk Joyce Walker.
- b. Adoption of Agenda
 - i. Council Member Hunt moved to approve the agenda. The motion was seconded by Council Member Smitherman and approved unanimously.

2. **Election of Mayor Pro Tem**

- a. Nominations
 - i. Council Member Sadler nominated Jeanne Marie Foster. The nomination was seconded by Council Member Franklin, approved unanimously and unanimously voted to be the Mayor Pro Tem.
- b. Oath of Office
 - i. The Oath of Office was administered by Town Clerk and Notary Joyce Walker.

3. **Council Appointment Nominations**

- a. Mayor Horn nominated the following:
 - i. Winston-Salem/Forsyth County Urban Planning Area Transportation Advisory Committee (TAC):
 - (1) Primary: Mike Horn
 - (2) Alternate: Ken Sadler
 - ii. Piedmont Triad Regional Council of Governments (PRRC) Delegates:
 - (1) Primary: Fred Franklin
 - (2) Alternate: Melissa Hunt
 - iii. Special Projects Review Committee (sometimes called Grants Committee)
 - (1) Member 1: David Smitherman
 - (2) Member 2: Jane Welch
 - (3) Member 3: Melissa Hunt
 - iv. Lewisville Utilities Committee (all ex-officio members)
 - (1) Member 1: Jeanne Marie Foster
 - (2) Member 2: Fred Franklin
 - (3) Member 3: Hank Perkins
 - (4) Member 4: Stacy Tolbert
 - (5) Member 5: Ryan Moser
 - v. Administrative Committee
 - (1) Member 1: Mike Horn
 - (2) Member 2: Ken Sadler
 - (3) Member 3: Jeanne Marie Foster

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Lewisville Town Council
Organizational, Briefing and Action Meeting Minutes
December 12, 2019 - 7:30 p.m.
Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road

- vi. Community Center Coordinating Group
 - (1) Member 1: Mike Horn
 - (2) Member 2: David Smitherman
 - (3) Member 3: Jane Welch
 - (4) Member 4: Hank Perkins
 - (5) Member 5: Stacy Tolbert
 - (6) Member 6: Ryan Moser
 - vii. Mayor's Roundtable
 - (1) Member 1: Mike Horn
 - (2) Member 2: Melissa Hunt
 - b. Council Member Franklin moved to accept the nominations by acclamation. The motion was seconded by Council Member Sadler and approved unanimously.
4. **Presentations, Introductions and/or Proclamations**
- a. Presentations/Proclamations
 - i. [Proclamation 2019005](#) - North Carolina Armed Forces Community Covenant - The American Legion Department of North Carolina
 - ii. Council Member Hunt moved to accept Proclamation 2019005. The motion was seconded by Council Member Welch and approved unanimously.
 - (1) Council Members signed the covenant which was accepted by American Legion Post 522 Commander Norman Shea.
5. **New Business**
- a. Approval of 2020 Schedules
 - i. 2020 Council, Board and Committee [meeting schedule](#)
 - (1) All meetings, holidays, special meeting dates are at a glance.
 - (2) The 2020 [Planning Development Review Schedule](#) is based on the approved meeting calendar of the Town Council and Planning Board.
 - ii. Council Member Smitherman moved to approve the 2020 Town meeting schedule for Council, Boards and Committees. The motion was seconded by Council Member Sadler and approved unanimously.
6. **Administrative Reports:**
- a. Upcoming [Events at Shallowford Square](#) and Town Holidays were reviewed.
 - b. Manager's Report
 - i. New Council Orientation will be held on Monday, December 16, 2019 at 6:00 p.m. in the second floor large conference room at Town Hall.
 - c. Staff Reports
 - i. Clerk
 - (1) Reminder: March is the month for board and committee appointments.
 - (2) The statutory requirement for Ethics training (§ 160A-86) has been removed from the Essentials of Municipal Government meetings. The required two

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Organizational, Briefing and Action Meeting Minutes
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hour training will be available via webinar. Availability will be announced by the School of Government later in January 2020. This training is required for all municipal elected officials. Additionally, all municipalities are required to adopt its own policy. There will be a resolution on the January agenda fulfilling this requirement.

- d. A letter from the Lewisville Fire Department Chief was read thanking Planner Tolbert for her assistance in getting a grant.
 - e. The video prepared by the Student Leadership Committee is on the Town's Facebook page and YouTube and has been receiving very positive comments.
 - f. Email addresses and iPads will be pre-loaded for the new Council members in January.
7. **Public Comment**
- a. Public Comments were opened at 8:54 p.m.
 - b. Having no comments, Public Comments were closed at 8:55 p.m.
8. **For the Good of the Order:**
- a. Council Discussion
 - i. Council Member Franklin welcomed the new Council Members.
 - b. Adjournment
 - i. Having no othe comments, Council Member Foster moved to adjourn the meeting at 8:58 p.m. The motion was seconded by Council Member Smitherman and approved unanimously.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk

DRAFT
Lewisville Town Council
Orientation Meeting Minutes (Amended 12-31-2019)
Monday, December 16, 2019 - 6:00 p.m.
Town Hall
6510 Shallowford Road - Room 201

1. **Call to Order:**
 - a. Mayor Horn called the meeting to order at 6:00 p.m. Council members present were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, David Smitherman, and Jane Welch. Ken Sadler arrived at 6:11 p.m. Also present were Town Manager Hank Perkins, Attorney Bo Houff, Finance Officer Pam Orrell, Acting Public Works Director Ryan Moser and Town Clerk Joyce Walker.
 - b. Mayor Horn also acknowledged the presence of Fire Chief Darin Needham and **Captain David Kivett. Captain Steve Williams arrived a short time later. Assistant Chiefs David Kivett and Steve Williams (who arrived a short time later).**
 - c. Approval of Agenda
 - i. Council Member Foster moved to approve the agenda. The motion was seconded by Council Member Franklin and approved unanimously.

2. **Governance** (Form of Government - Council Manager)
 - a. Council members were reminded that that Council uses *Suggested Rules of Procedure for a City Council*, now in its Fourth Edition, as its rules of order guide.
 - b. Attorney Houff reviewed highlights of the Open Meetings Law and Public Records Law as noted in the Essentials of Municipal Government Class which was attended by Council members. He also emphasized that openness is the by-word.
 - i. Handouts on the statutes for Closed Session, official meetings open to the public, Open Meetings, and Voting were provided.
 - ii. In addition, he explained the policy used by Council if there is a question about Conflict of Interest, voting when a Council member is/is not excused and that questions should be referred to the manager who will determine whether the matter should be referred to Counsel.
 - iii. Role of Council
 - (1) Policy makers.
 - iv. Role of Manager
 - (1) Carries out the policy.
 - v. Role of Boards and Committees
 - (1) Charter missions of all the boards and committee were provided, tenures of each, an explanation of those that had differences and the application process for these advisory groups.
 - c. Lewisville Fire Department
 - i. Mayor Horn advised the Council that the Fire Department is not a part of the Town's government; however, they are integral to the Town
 - ii. Members present were invited to provide a profile of both the Lewisville and Vienna Fire Departments.
 - (1) There is also a Fire Academy program at West Forsyth that is being taught in conjunction with the Clemmons Fire Department that will certify the

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Monday, December 16, 2019 - 6:00 p.m.
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- students upon graduation.
- d. Engaging the Public (through)
 - i. Quasi-Judicial Hearings
 - (1) Usually these involve Planned Residential Developments (PRD's) where the Council sits as a court, cannot speak to persons beforehand, cannot decide ahead of time, must hear evidence and must reach a conclusion based on four findings of fact.

Attorney Houff had to leave for another appointment

- e. Public Forums
 - i. During meetings.
- f. Public Comments
 - i. During meetings.
- g. Public Hearings
 - i. Advertising requirements.
- h. Organizational chart
 - i. Exempt vs. non-exempt employees were identified.
 - ii. Comp time was also explained.
- i. Rules of Conduct
 - i. A copy of the roles and relationships approved by Council in 2014 were provided, emphasizing that questions coming to Council members should be referred to the manager.
 - (1) Also information will be provided to all members when one member asks for information.

3. Services

- a. Provided by multi-annual contracts
 - i. Landscaping - mowing and plant beds.
 - ii. Street sweeping.
 - iii. Residential trash and recycling.
 - iv. Snow and ice removal.
 - v. Cleaning (Town Hall).
- b. Other contracted services as needed
 - i. Storm damage to trees.
 - ii. Regular tree pruning for safety.
 - iii. Paving.
 - iv. Sidewalk repairs.
 - v. HVAC repair jobs.
 - vi. Flail mowing.
 - vii. Stormwater repairs.

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- viii. Stormwater Phase II federally required work.
 - (1) Stormwater audit.
 - (2) Stormwater mapping by Piedmont Triad Regional Council (PTRC).
 - c. In-house by Public Works
 - i. Janitorial and general maintenance of all Town buildings and facilities.
 - ii. Fire pump inspection.
 - iii. Minor tree trimming.
 - iv. Playground inspections.
 - v. Evaluation of Town maintained roads for paving needs.
 - vi. Checking facilities following rentals.
 - vii. Checking completed work by contractors.
 - d. Inter-local agreements with Winston-Salem and the County for planning services and tax collection.
 - e. Other out-sourcing.
4. **Finances**
- a. Mrs. Orrell provided a PowerPoint presentation on the following with full explanations of the Town's:
 - i. General Fund
 - ii. Special Revenue Fund
 - iii. Capital Reserve Funds
 - iv. Capital Projects Funds
 - (1) Capital Projects were also reviewed.
 - v. Adopted Budget
 - vi. Annual audit and CAFR
 - vii. Revenues and Expenses
5. **Meetings (General)**
- a. Calendar
 - b. Agendas
 - c. Minutes
 - i. Posting
6. **Ordinances, Resolutions and Policies**
- a. Town Code
 - b. Unified Development Ordinances
 - c. Town policies
7. **Additional Training**
- a. NCLM Annual Conference
 - b. Local Elected Leaders Academy (LELA)

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8. **Other Resources**

- a. Winston-Salem/Forsyth County Commission (WSFCC) - formerly City/County Utilities Commission [CCUC]
- b. NC Department of Transportation (NCDOT)
- c. NC League of Municipalities (NCLM)
- d. NC School of Government (SOG)
- e. Local Government Commission (LGC)
- f. Piedmont Triad Regional Council (PTRC)
- g. Forsyth County Sheriff's Office
- h. Lewisville Fire Department
- i. Vienna Fire Department
- j. Forsyth County Tax Office

9. **Tour Town Hall Building**

- a. This will occur at a later date.

10. **For the Good of the Order**

- a. Set date for Planning Retreat
 - i. After review of their calendars, Council decided on Saturday, February 1, 2020 starting at 8:00 a.m.
- b. Adjournment
 - i. Having no other business to discuss, Council Member Welch moved to adjourn the meeting at 9:09 p.m. The motion was seconded by Council Member Smitherman and approved unanimously.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk

ISSUE DATE

12-09-2020 COUNCIL
01-09-2020 COUNCIL

COUNCIL ADDITIONS TO REGULAR SCHEDULE

COUNCIL PLANNING DAY 02-01-2020
ESSEN OF MUN GOVT N/A
WORKSHOPS TBD
COUNCIL SPECIAL MEETINGS TBD
BUDGET SCHEDULE ATTACHED 01-09-2020

CHANGES TO REGULAR SCHEDULE

12-14-2020 LBC - DATE CHANGE
11-18-2020 PLNG BD DATE CHANGE
12-16-2020 PLNG BD DATE CHANGE
02-05-2020 UTILITIES DATE CHANGE

2020 Meeting Schedule

PUBLIC NOTICE

TOWN OF LEWISVILLE 2020 GOVERNMENTAL REGULAR MEETINGS SCHEDULE

| | TIME | PLACE | DAY | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC |
|-------------------------------|---------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Beautification Committee | 07:00pm | NTH | MON | N/A | 17 | 16 | N/A | N/A | 15 | N/A | N/A | 21 | N/A | N/A | 14* |
| LV Utilities Committee | 06:30pm | NTH | WED | N/A | 5* | N/A | 1 | N/A | N/A | 1 | N/A | N/A | 7 | N/A | N/A |
| Parks and Recreation Board | 06:30pm | NTH | MON | 13 | N/A | 9 | N/A | 11 | 8 | 13 | 10 | 14 | N/A | 9 | N/A |
| Planning Board Meeting * 110 | 06:30pm | NTH | WED | 8 | 12 | 11 | 8 | 13 | 10 | 8 | 12 | 9 | 14 | 18* | 16* |
| Planning Board Work Session | 06:30pm | NTH | WED | 22 | 26 | 25 | 22 | 27 | 24 | 22 | 26 | 23 | 28 | N/A | N/A |
| Public Safety Committee | 05:30pm | NTH | TUE | 7 | 4 | 3 | 7 | 5 | 2 | 7 | 4 | 1 | 6 | 3 | 1 |
| Recycling Committee | 06:30pm | NTH | TUE | 7 | N/A | 3 | N/A | 5 | N/A | 7 | N/A | 1 | N/A | 3 | N/A |
| Special Projects Review Comm | 06:00pm | NTH | THU | 2 | 6 | 5 | 2 | 7 | 4 | 2 | 6 | 3 | 1 | 5 | 3 |
| Student Leadership Comm | 06:30pm | NTH | THU | 30 | 27 | 26 | 30 | 28 | N/A | N/A | 27 | 24 | 29 | N/A | N/A |
| T C Briefing & Action Meeting | 06:00pm | NTH | THU | 2 | 6 | 5 | 2 | 7 | 4 | 2 | 6 | 3 | 1 | 5 | 3 |
| Town Council Meeting | 07:30pm | NTH | THU | 9 | 13 | 12 | 9 | 14 | 11 | 9 | 13 | 10 | 8 | 12 | 10 |
| Willow Run Mun Svc Dist Board | 06:30pm | NTH | TUE | 21 | N/A | 17 | 21 | N/A | N/A | 21 | N/A | N/A | 20 | N/A | N/A |
| Zoning Board of Adjustment | 06:30pm | NTH | TUE | 28 | 25 | 24 | 28 | 26 | 23 | 28 | 25 | 22 | 27 | 24 | 22 |

OTHER MEETINGS WILL BE SCHEDULED AS NEEDED. NOTICES OF OTHER MEETINGS WILL BE POSTED ON BULLETIN BOARDS AT THE COMMUNITY CENTER , SHALLOWFORD SQUARE, AND JACK WARREN PARK; CHANNEL 6, THE WEB SITE & OTHER SOCIAL MEDIA. SPECIAL PROJECTS REVIEW COMMITTEE MEETS FOLLOWING TOWN COUNCIL BRIEFING WHEN THERE IS A REQUEST TO BE HEARD. DISABLED PERSONS REQUIRING SPECIAL ACCOMMODATIONS MAY CONTACT THE TOWN HALL AT LEAST 72 HOURS IN ADVANCE OF THE MEETING TO REQUEST SPECIAL ASSISTANCE (336-945-5558).

Legend: *=Day/Date/Time and/or Location Change-NTH = New Town Hall -OTH = (Old) Town Hall Annex

*** Planning Board Meeting = If no public hearing scheduled, Planning Board will meet in the New Town Hall conference room 201**

2020 BUDGET DATES

| | | | Day | Date |
|--|--|--|------------|-------------|
| | | | | 2020 |
| | | Present to Council at Regular meeting | Th | 4-09 |
| | | Budget workshop | M | 4-13 |
| | | Budget workshop | M | 4-20 |
| | | Budget workshop following briefing | Th | 5-7 |
| | | Budget workshop | M | 5-11 |
| | | Budget ordinance final review | Th | 6-4 |
| | | Budget public hearing at regular council meeting | Th | 6-11 |
| | | | | |
| | | | | |
| | | | | |

**RESOLUTION 2020001 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING THE CODE OF ETHICS AND POLICY**

WHEREAS, the Constitution of North Carolina, Article I, Section 35, reminds us that a “frequent recurrence to fundamental principles is absolutely necessary to preserve the blessings of liberty,”; and

WHEREAS, a spirit of honesty and forthrightness is reflected in North Carolina’s state motto, *Esse quam videri*, “To be rather than to seem”; and

WHEREAS, Section 160A-86 of the North Carolina General Statutes requires local governing boards to adopt a code of ethics; and

WHEREAS, as elected local government officials we are charged with upholding the trust of the citizens of the Town of Lewisville and with obeying the law; and

NOW THEREFORE, in recognition of our blessings and obligations as citizens of the State of North Carolina and as elected local government officials representing the citizens of the Town of Lewisville, and acting pursuant to the requirements of Section 160A-86 of the North Carolina General Statutes, we the Lewisville Town Council do hereby adopt the following General Principles and Code of Ethics to guide the Town Council in its lawful decision-making.

Resolved, approved and effective upon adoption, this the 9th day of January, 2020 by the Lewisville Town Council.

Mike Horn,
Mayor

ATTEST:

Joyce C. McWilliams Walker
Town Clerk

**RESOLUTION 2020001 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING THE CODE OF ETHICS AND POLICY**

**CODE OF ETHICS
of the
LEWISVILLE TOWN COUNCIL**

GENERAL PRINCIPLES UNDERLYING THE CODE OF ETHICS

- The stability and proper operation of democratic representative government depend upon public confidence in the integrity of the government and upon responsible exercise of the trust conferred by the people upon their elected officials.
- Governmental decisions and policy must be made and implemented through proper channels and processes of the governmental structure.
- Board members must be able to act in a manner that maintains their integrity and independence, yet is responsive to the interests and needs of those they represent.
- Board members must always remain aware that at various times they play different roles:
 - **As advocates**, who strive to advance the legitimate needs of their citizens.
 - **As legislators**, who balance the public interest and private rights in considering and enacting ordinances, orders, and resolutions.
 - **As decision-makers**, who arrive at fair and impartial quasi-judicial and administrative determinations.
- Board members must know how to distinguish among these roles, to determine when each role is appropriate, and to act accordingly.
- Board members must be aware of their obligation to conform their behavior to standards of ethical conduct that warrant the trust of their constituents. Each official must find within his or her own conscience the touchstone by which to determine what conduct is appropriate.

**RESOLUTION 2020001 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING THE CODE OF ETHICS AND POLICY**

CODE OF ETHICS

Purpose. The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Lewisville Town Council and to help determine what conduct is appropriate in particular cases. It should not be considered a substitute for the law or for a board member's best judgement.

Section 1. Board members should obey all laws applicable to their official actions as members of the board. Board members should be guided by the spirit as well as the letter of the law in whatever they do.

At the same time, board members should feel free to assert policy positions and opinions without fear of reprisal from fellow board members or citizens. To declare that a board member is behaving unethically because one disagrees with that board member on a question of policy (and not because of the board member's behavior) is unfair, dishonest, irresponsible and itself unethical.

Section 2. Board members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include the following:

- Adhering firmly to a code of sound values.
- Behaving consistently and with respect toward everyone with whom they interact.
- Exhibiting trustworthiness.
- Living as if they are on duty as elected officials regardless of where they are or what they are doing.
- Using their best independent judgment to pursue the common good as they see it, presenting their opinions to all in a reasonable, forthright, consistent manner.
- Remaining incorruptible, self-governing, and unaffected by improper influence while at the same time being able to consider the opinions and ideas of others.
- Disclosing contacts and information about issues that they receive outside of public meetings and refraining from seeking or receiving information about quasi-judicial matters outside of the quasi-judicial proceedings themselves.
- Treating other board members and the public with respect and honoring the opinions of others even when the board members disagree with those opinions.
- Not reaching conclusions on issues until all sides have been heard.
- Showing respect for their offices and not behaving in ways that reflect badly on those offices.
- Recognizing that they are part of a larger group and acting accordingly.
- Recognizing that individual board members are not generally allowed to act on behalf of the board but may only do so if the board specifically authorizes it, and that the board must take official action as a body.

Section 3a. Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. Although opinions may vary about what is inappropriate, this board will consider impropriety in terms of whether a reasonable person

**RESOLUTION 2020001 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING THE CODE OF ETHICS AND POLICY**

who is aware of all of the relevant facts and circumstances surrounding the board members's action would conclude that the action was inappropriate.

Section 3b. If a board member believes that his or her actions, while legal and ethical, may be misunderstood, the member should seek the advice of the board's attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it.

Section 4. Board members should faithfully perform the duties of their offices. They should act as the especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned.

Board members should faithfully attend and prepare for meetings. They should carefully analyze all credible information properly submitted to them, mindful of the need not to engage in communications outside the meeting in quasi-judicial matters. They should demand full accountability from those over whom the board has authority.

Board members should be willing to bear their fair share of the board's workload. To the extent appropriate, they should be willing to put the board's interests ahead of their own.

Section 5. Board members should conduct the affairs of the board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worth of the public's trust. They should remember when they meet that they are conducting the public's business. They should also remember that local government records belong to the public and not to board members or employees.

In order to ensure strict compliance with the laws concerning openness, board members should make clear that an environment of transparency and candor is to be maintained at all times in the governmental unit. They should prohibit unjustified delay in fulfilling public record requests. They should take deliberate steps to make certain that any closed sessions help from the purposes for which they are called.

CENSURE PROCEDURES

If a majority of the board has reason to believe that one of its members has violated a provision of this Code of Ethics, it may open an investigation into the matter to determine whether probable cause exists to initiate censure proceedings against the member. All information compiled, including the grounds for any finding of probable cause, shall be shared with the member when it is received. All information pertaining to the case shall be open to public inspection and copying pursuant to the North Carolina public records statutes. If upon investigation the board concludes that a violation of a criminal law may have occurred, it shall refer the matter to the local district attorney.

**RESOLUTION 2020001 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING THE CODE OF ETHICS AND POLICY**

Should the board determine that it wishes to proceed further with censure proceedings, it shall call for a hearing, to be held at a regular meeting or at a special meeting convened for that purpose. Notice of the hearing stating its time, place and purpose shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the jurisdiction. The notice shall be published the first time not less than 10 days nor more than 25 days before the date fixed for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included. Alternatively, the hearing shall be advertised on the jurisdiction's website for the same period of time, up to and including the date of the hearing. The notice shall state that a detailed list of the allegations against the member is available for public inspection and copying in the office of the clerk or secretary to the board.

The hearing shall be convened at the time and place specified. The hearing and any deliberations shall be conducted in open session in accordance with the North Carolina open meetings statutes.

The accused board member shall have the right to have counsel present, to present and cross-examine expert and other witnesses, and to offer evidence, including evidence of the bias of any other board member or the presiding officer. An audio or video and audio tape of the proceedings shall be prepared. Any and all votes during the hearing shall be taken by the ayes and noes and recorded in the board's minutes.

Once the hearing is concluded, it shall be closed by vote of the board. The presiding officer shall next entertain a motion to adopt a non-binding resolution censuring the member based on specified violations of the code of ethics. Any motion made must be an affirmative one in favor of adopting a non-binding resolution of censure. If the motion or resolution does not state particular grounds for censure under the code of ethics, the presiding officer shall rule it out of order.

If a motion to adopt a non-binding resolution of censure stating particular grounds under the code of ethics has been made, the board shall debate the motion. The accused member shall be allowed to participate in the debate but shall not vote on the motion to adopt the resolution.

At the conclusion of the debate, the board shall vote on the resolution. If the motion to adopt the non-binding resolution of censure is approved by a three-fourths vote of those present and voting, a quorum being present, the motion passes and the non-binding resolution of censure is adopted.

The text of the non-binding resolution of censure shall be made a part of the minutes of the board. Any recording of the board's proceedings shall be approved by the board as a permanent part of the minutes. The proceedings shall then be considered concluded, the board having done all it legally can with respect to the matter in question.

GUIDELINES FOR ETHICAL BEHAVIOR

Local governing boards have no legal power to bring criminal charges against their members or otherwise to directly control one another's behavior. At the same time, board members should be familiar with laws that may affect them in their actions as elected local government officials, and they should take care to avoid common pitfalls. For example, some boards have found it useful in avoiding legal conflicts of interest to

**RESOLUTION 2020001 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING THE CODE OF ETHICS AND POLICY**

start each meeting by asking members to voluntarily inform the board if any matter on the agenda might present a conflict of interest or might require the member to be excused from voting.

The following guidelines are designed to translate current legal requirements into specific behaviors board members should avoid. While statutory provisions should be viewed as a minimum standard, board members should always consider whether there are ethical problems with others behaviors, even if such behavior does not violate criminal or other statutes dealing with conflicts of interest or other subjects.

1. **Avoid deriving a direct benefit from contracts in which you are involved in making or administering on behalf of the public agency.** (§14-234(a)(1); *criminal penalty; note defined terms in the statute; direct benefit, involved in making or administering a contract.*)
2. **Avoid attempting to influence others involved in making or administering a contract on behalf of the public agency, even if you aren't involved, if you will derive a direct benefit from the contract.** (§14-234(a)(2); *criminal penalty; note defined terms in the statute: direct benefit, involved in making or administering a contract.*)
3. **Avoid soliciting or receiving any gift or reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency you serve.** (§14-234(a)(3); *criminal penalty.*)
4. **Consider the ethical and practical consequences of deriving a direct benefit from a contract authorized under any exception to the statute and weigh these considerations against the potential advantage to the public agency and to yourself. Follow reporting requirements to ensure transparency.** (§14-234(b); (d1).)
5. **Avoid participating in deliberations about or voting on a contract in which you have a direct benefit, when the contract is undertaken as allowed under any exception to the statute.** (§14-234(b1); *criminal penalty.*)
6. **Avoid using your knowledge of contemplated action by you or your unit, or information known to you in your official capacity and not made public, to acquire a financial interest in any property, transaction or to gain a financial benefit that may be affected by the information of contemplated action. Avoid intentionally aiding another to do any of these things.** (§14-234.1; *criminal penalty.*)
7. **Avoid receiving any gift or favor from a current, past, or potential contractor.** (§133-32(a); *criminal penalty.*)
8. **Consider the ethical and practical consequences of accepting a gift or favor under any exception to statutory prohibition, and follow reporting requirements to ensure transparency.** (§133-32(d).)
9. **Avoid voting on matters involving your own financial interest or official conduct.** (§160A-75; 153A-44.) **Identify and disclose these matters in advance so your board can determine whether you have a conflict allowing you to be excused by the board from voting. When in doubt,**

**RESOLUTION 2020001 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING THE CODE OF ETHICS AND POLICY**

obtain an opinion from your local attorney about whether you must vote or may be excused.

10. **Avoid voting on any zoning map or text amendment where the outcome of the vote is reasonably likely to have a direct, substantial, and readily identifiable financial impact on you. (§153A-340(g); §160A-381(d).)**
11. **Do not participate in or vote on any quasi-judicial matter, including matters that come before the board when the board is acting in a quasi-judicial capacity un G.S. 153A-345 or G.S.160A-388, if participation would violate affected persons’ constitutional right to an impartial decision-maker. Impermissible conflicts under this statutory standard include “having a fixed opinion prior to hearing the matter that is not susceptible to change”; “undisclosed ex parte communications [communications between a board member and someone involved in the matter that occur outside the official quasi-judicial proceeding]”; “a close familial, business, or other associational relationship with an affected person”; or “a financial interest in the outcome of the matter.” (§153A-345(e1), §160A-388(e1); violation of the constitutional standard by one member invalidates the entire vote.)**
12. **Fulfill your statutory obligation to vote on all matters that come before you even when there are appearances of conflict, and only refrain from voting when there is a legal basis for being or a requirement to be excused from voting. (§153A-44; §160A-75.)**

**RESOLUTION 2020001 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING THE CODE OF ETHICS AND POLICY**

**ACKNOWLEDGMENT
CODE OF ETHICS
for the
LEWISVILLE, NORTH CAROLINA
TOWN COUNCIL**

I, _____, a member of the Lewisville Town Council, do hereby acknowledge that I have received and reviewed a copy of the Code of Ethics for the Lewisville Town Council in accordance with North Carolina §160A-86.

(Signature)

(Date)

**ORDINANCE 2020002 OF THE LEWISVILLE TOWN COUNCIL
AMENDING CHAPTER 16 PARKS, RECREATION, AND CULTURAL DEVELOPMENT
ARTICLE 2: POLICIES - §16-14 FACILITY USE EXEMPTION POLICY**

WHEREAS, the Lewisville Town Council adopted Ordinance 2007006 enacting a code of ordinances which revised, amended, restated, codified and compiled existing ordinances on March 8, 2007 with the understanding that chapters needed to be updated; and

WHEREAS, other changes necessitate amendments to the Parks, Recreation and Cultural Development Policies; and

WHEREAS, other changes to the Town Code necessitate an amendment to the Policies of Parks, Recreation and Cultural Development.

NOW THEREFORE BE IT ORDAINED THAT Chapter 16 Article 2 Section 14 - Use Exemption Policy of the Lewisville Town Code is amended as follows:

Section 1. Items in black, strikethrough and highlighted are deleted.

Section 2. Chapter 16 Article 2-14 J. 2. Facility Use Exemption Policy is to be amended as follows by removing the following items black, strikethrough and highlighted and appropriately re-lettering the remaining organizations:

2. Exempted organizations (for regular meetings and/or activities):
 - a. Lewisville Civic Club.
 - b. Lewisville Elementary School (cooperative agreement with the Winston-Salem/Forsyth County Schools).
 - c. Lewisville Elementary School Parent Teachers Association (PTA) (under the umbrella of the cooperative agreement with the Winston-Salem/Forsyth County Schools).
 - d. Boy Scouts of America (local units sponsored by local organizations).
 - e. Girl Scouts of America (local units sponsored by local organizations).
 - f. Lewisville Garden Clubs.
 - g. Lewisville Historical Society.
 - h. Lewisville Area Arts Council (LAAC).
 - i. Lewisville Branch Library (cooperative agreement with the Forsyth County Library System).
 - j. Friends of the Lewisville Library.
 - k. Piedmont Triad Regional Council and PTRC sponsored programs.
 - l. Southwest Little League.
 - m. Northwest Little League.
 - n. American Legion.
 - o. 4H Clubs.
 - p. Lewisville Athletic Association.
 - q. Homeowner Association (once yearly meetings).
 - r. **Triad Sons of Italy - Lodge 2840.**

**ORDINANCE 2020002 OF THE LEWISVILLE TOWN COUNCIL
AMENDING CHAPTER 16 PARKS, RECREATION, AND CULTURAL DEVELOPMENT
ARTICLE 2: POLICIES - §16-14 FACILITY USE EXEMPTION POLICY**

- s. Vienna Civic Club.
- t. Shepherd's Center.
- u. FCSO Explorer Post 975.
- v. Rotary Club of Western Forsyth County.
- w. **The Stained Glass Playhouse (J&M Summer Drama Camp).**
- x. Indian Association of the Carolinas.
- y. Tealdrops, Inc.
- z. Forsyth Home Educators.

Section 3. It is the intent of the Lewisville Town Council that the provisions of this ordinance shall be made a part of the Town of Lewisville' Town Code; that the sections of this ordinance may be re-lettered; and that the word "ordinance" may be changed to "section", "article", "chapter" or other appropriate designation to accomplish such intention.

Resolved, approved and effective upon adoption, this the 9th day of January, 2020 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker
Town Clerk

01/08/2020

**HENRY M (HANK) CHILTON PAVILION AT SHALLOWFORD SQUARE
SCHEDULE OF EVENTS**

2

| DATE | | TIME | FACILITY | ORGANIZATION AND/OR CONTACT NAME AND PHONE NUMBER | | |
|------------|--------|------|---------------------------------|---|----------|----------|
| 01/20/2020 | Monday | | 4 MARTIN LUTHER KING JR HOLIDAY | TOWN HOLIDAY | | |
| 03/01/2020 | Sunday | 0100 | 4 REPAIRS TO THE SQUARE | TOWN OF LEWISVILLE | MATTHEWS | 945-5558 |



THROUGH

| | | | | | | |
|------------|----------|------|--|---------------------|------------|----------|
| 03/28/2020 | Saturday | 0100 | 4 REPAIRS TO THE SQUARE | TOWN OF LEWISVILLE | MATTHEWS | 945-5558 |
| | Saturday | 0900 | 4 SPECIAL RECYCLE COLLECTION | RECYCLING COMMITTEE | SMITHERMAN | 945-5558 |
| | Saturday | 0900 | 4 SPECIAL RECYCLE COLLECTION AT THE SQUARE | RECYCLING COMMITTEE | SMITHERMAN | 945-5558 |
| 03/29/2020 | Sunday | 0100 | 4 REPAIRS TO THE SQUARE | TOWN OF LEWISVILLE | MATTHEWS | 945-5558 |
| 03/30/2020 | Monday | 0100 | 4 REPAIRS TO THE SQUARE | TOWN OF LEWISVILLE | MATTHEWS | 945-5558 |
| 03/31/2020 | Tuesday | 0100 | 4 REPAIRS TO THE SQUARE | TOWN OF LEWISVILLE | MATTHEWS | 945-5558 |

4 = HENRY M (HANK) CHILTON PAVILION @ SHALLOWFORD SQUARE

**RESOLUTION 2020004 OF THE LEWISVILLE TOWN COUNCIL
AWARDING CONTRACT FOR PLANNING SERVICES**

WHEREAS, The Planning Board has discussed the need to update and assess the Unified Development Ordinances; and

WHEREAS, The State Legislature has overhauled and consolidated the statutes pertaining to planning; and

WHEREAS, There is also a need to review the Comprehensive Plan for compliance with the new planning statute 160D which will become effective on January 1, 2021; and

WHEREAS, the Scope of Work is detailed in the attached contract.

NOW, THEREFORE, BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Town Manager is authorized to execute the contract attached hereto to Stewart, Inc. of Raleigh, NC in an amount not to exceed \$18,400.⁰⁰ (Eighteen thousand four hundred dollars and no cents).

Resolved, approved and effective upon adoption, this the 2nd day of January, 2020 by the Lewisville Town Council.

Mike Horn,
Mayor

ATTEST:

Joyce C. McWilliams Walker
Town Clerk