

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**April 4, 2024 – 6:00 PM**  
**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room**  
**6510 Shallowford Road**

**1. Call to Order:**

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt, and Council Members Ivan Huffman, Monte Long, Julia Puckett, Ken Sadler and Jane Welch. Also attending were Interim Town Manager/Planning Director Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Community Center Operations Manager Brian Moore, and Town Attorney Elliot Fus.
- B. Mayor Horn recognized guests from the Nissen House Steering Committee.
- C. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Long and approved unanimously.

**2. Items Requiring Council Direction**

- A. Summerfield Deannexation – A few years ago, the Town passed a resolution supporting the Village of Clemmons in opposition of a deannexation request to the North Carolina General Assembly (NCGA). The Town of Summerfield is requesting similar support because a developer is requesting the NCGA to permit deannexation of 1,000 acres. Mayor Horn noted the concern is legislature impinging local planning and zoning authority which threatens a town’s ability to determine its unique identity and future. Council consensus was to place this item on the April 11 agenda for consideration.

**3. Items Requiring Action at Briefing**

In 2005, the Lewisville Town Council established the GWR ROW/Construction Capital Reserve Fund to begin saving for the purchase of ROW for the Great Wagon Road. In 2009, the Lewisville Town Council established the GWR ROW/Construction Capital Projects Fund to acquire right-of-way and to contract for design services for the Great Wagon Road. Right-of way was acquired and a design firm was engaged by the Town. In 2017, the NC Department of Transportation determined that it was in the best interests of all concerned that it assumes financial responsibility for the remaining work to be done on the GWR to include design, right-of-way acquisition, and construction. As construction progresses, it is anticipated that the Town will participate financially with the NCDOT on improvements including but not limited to street trees, streetlights, and sidewalk expansion. The Town’s participation in these improvements will begin in the next few months. Staff recommends that the GWR ROW/Construction Capital Projects Fund and GWR ROW/Construction Capital Reserve Fund be closed and their balances transferred to a newly created capital projects fund titled Great Wagon Road Improvements Capital Projects Fund. The balances to be transferred are as follows:

GWR ROW/Construction Capital Projects Fund	\$ 792,592.65
GWR ROW/Construction Capital Reserve Fund	\$ 1,131,952.97
Total	\$ 1,924,545.62

- A. Ordinance 2024-004 – Establishing the Great Wagon Road Improvements Capital Projects Fund with an initial budget of \$1,924,545.62 – Council Member Welch moved to approve Ordinance 2024-004. The motion was seconded by Council Member Puckett and approved unanimously. *(Ordinance 2024-004 is herein incorporated by reference into the minutes.)*
- B. Ordinance 2024-005 – Close the Great Wagon Road ROW/Construction Capital Projects Fund - \$792,592.65 – Council Member Long moved to approve Ordinance 2024-005. The motion was seconded by Council Member Huffman and approved unanimously. *(Ordinance 2024-005 is herein incorporated by reference into the minutes.)*
- C. Ordinance 2024-006 – Close the Great Wagon Road ROW/Construction Capital Reserve Fund - #1,131,952.97 – Council Member Huffman moved to approve Ordinance 2024-006. The motion was seconded by Council Member Long and approved unanimously. *(Ordinance 2024-006 is herein incorporated by reference into the minutes.)*
- D. Ordinance 2024-007 – Amending Budget Ordinance 2023-001 – Transfer balance of \$1,131,952.97 in the Great Wagon Road ROW/Construction Capital Reserve Fund to the Great Wagon Road Improvements Capital Projects Fund – Council Member Puckett moved to approve Ordinance 2024-007. The motion was seconded by Council Member Huffman and approved unanimously. *(Ordinance 2024-007 is herein incorporated by reference into the minutes.)*

#### 4. Administrative Reports

- A. Interim Town Manager
  - i. Willow Run Municipal Service District (WRMSD) update – The Marblehead Dam in the WRMSD has some seepage and needs repairs. Staff has been working with JT Grimes to obtain preliminary cost estimate on repairs, consulting and engineering. Due to the projected amount, an actual bid process would be required. Mr. Hanna explained and showed the issues on a map. The seepage is not ideal but it is best-case scenario. This would be an early project that, ideally, should begin early summer. Four to six feet of the lake will need to be drained in order to complete the work. The WRMSD fund balance is currently insufficient to pay for the repairs and the Town would need to loan \$263,827 from the general fund. Mrs. Tolbert stated the WRMSD charter permits a tax increase when expenditures exceed revenues. Mrs. Orrell shared loan repayment options with Council. It was noted the WRMSD Board knows repairs are needed and they will need to reimburse the Town; however, they do not know specific numbers. Council noted this is a large contribution and the Town would lose interest on the amount loaned to WRMSD. To know the full impact, Mrs. Tolbert shared the Town will also propose a regular tax rate increase of four cents. This increase is a result of increases in community policing, solid waste and recycling contracts. After a great deal of discussion, Council consensus was to recommend the WRMSD tax rate be increased from five cents to ten cents for eight years so WRMSD can reimburse the Town interest free. Staff will meet with the WRMSD chair and vice chair to determine the best way to communicate this information with WRMSD residents. *(Projected funding documents is herein incorporated into the minutes.)*
- B. Clerk
  - i. Blood Drive – April 10
  - ii. Lewisville Earth Day (LED) – April 13
  - iii. Bulky Pickup – April 15
  - iv. Budget Workshops – April 18 and 29
  - v. CityVision – April 23-25, Benton Convention Center, Winston-Salem
  - vi. CPR Class – April 27
  - vii. Board & Committee Collaboration Session – May 16, 5:30-6:30 PM, Town Hall
  - viii. Volunteer Appreciation Event – May 16, 6:30 PM, Town Hall

- C. Community Center Operations Manager – Mr. Moore shared the quarterly report for usage at Mary Alice Warren Community Center. Mayor Horn noted the Town may see a significant drop in program funding in future years. *(Mr. Moore's presentation is herein incorporated into the minutes.)*

**5. Tentative Agenda Items for Regular Meeting on April 11, 2024**

- A. Consent Agenda
  - i. Resolution 2024-015 – Financial statements for the eight months ended February 29, 2024
  - ii. Approval of Council Retreat Minutes – February 16-17, 2024
  - iii. Approval of Agenda Briefing Minutes – March 7, 2024
  - iv. Approval of Closed Session Minutes – March 7, 2024
  - v. Approval of Regular Meeting Minutes – March 14, 2024
  - vi. Approval of Closed Session Minutes – March 14, 2024
- B. Introductions, Recognitions, Presentations and/or Proclamations
  - i. Recognitions
    - a. Robert Ogden, Parks & Recreation Board
    - b. David Geary, Planning Board
    - c. Scott Norman, Planning Board
  - ii. Proclamation
    - a. Proclamation 2024-002 - Historic Preservation Month
      - 1. Historic Commission Annual Report – Michelle McCullough, Historic Resources Officer
  - iii. Presentations
    - a. Sheriff's Office
      - 1. Introduction of Deputy Hammond
    - b. 2024-2025 budget message – Interim Town Manager Tolbert
- C. New Business
  - i. Resolution 2024-013 – Nissen House property conveyance
    - a. Mrs. Tolbert reported the Nissen House deed had a provision that if the Lewisville Historical Society (LHS) ceased to operate the Nissen House, the house would revert to the Town. LHS would like to convey the property to the newly formed non-profit organization, Historic Nissen House (HNN). The proposed deed would return ownership to LHS should HNN cease to operate the property. Mrs. Tolbert also reported it was recently discovered LHS placed a 'preservation easement' on the property several months ago in connection with an agreement with Preservation Forsyth. This easement further restricts the land to be maintained as a historic property and seems consistent with the Town's desire for the property to remain preserved. *(NOTE: This item was discussed early in the meeting to accommodate the Nissen House Steering Committee members.)*
  - ii. Certificate of Sufficiency – 2065 Glenn Ferry Court
  - iii. Resolution 2024-016 – Set public hearing for rezoning request – 2065 Glenn Ferry Court
    - a. The applicant has requested the rezoning public hearing be held June 13. Council consensus was given.
  - iv. Resolution 2024-017– Set public hearing for annexation request – 2065 Glenn Ferry Court
    - a. The applicant has also requested the annexation public hearing be held June 13. Council consensus was given.
  - v. Ordinance 2024-008 – Amending Budget Ordinance 2023-001 – Increase estimated Powell Bill revenues and increase appropriations for street repairs/maintenance - \$41,008
    - a. Mrs. Orrell noted the state had not prepared the Powell Bill allocations when the Town's 2023-2024 budget was compiled; therefore, the prior fiscal year's projected revenue number was used. Additional funds have been received and the budget needs to be amended to reflect such.

- vi. Resolution 2024-018 – Paving contract with Hill’s Paving & Construction, Inc. – Repairs to Ridge Gate Drive - \$55,640
  - a. With the additional Powell Bill funds, staff recommends repairs be done to Ridge Gate Drive which is the highest need area since it is declining most in terms of condition.

**6. For the Good of the Order**

- A. Mayor Pro Tem Hunt requested that Winston-Salem/Forsyth County School Superintendent Trisha McInnis be invited to give a presentation at a future Council meeting.
- B. Council Member Long shared a resident’s concern about an increased number of accidents at Conrad Road and Shallowford Road.

A break was taken at 8:09 PM.

**7. Closed Session – NCGS 143-318.11(a)(6)**

- A. Council Member Huffman moved to enter into closed session for personnel pursuant to NCGS 143-318.11(a)(6) at 8:13 PM. The motion was seconded by Council Member Puckett and approved unanimously.
- B. Council returned from closed session at 8:45 PM.

Mayor Horn circulated a list of Town projects.

Council Member Sadler asked to be excused from the next council meeting. Council consensus was given.

- 8. Adjournment** – Council Member Huffman moved to adjourn the meeting at 8:47 PM. The motion was seconded by Council Member Puckett and approved unanimously.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk