



Lewisville Town Council
Briefing and Action Meeting Agenda
July 3, 2024 – 6:00 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

- 1. Call to Order:**
 - A. Roll Call
 - B. Adoption of Agenda

- 2. Items Requiring Council Direction**
 - A. Traffic Mitigation Policy
 - B. Non-profit exempt facility users
 - i. User list review
 - ii. Town-affiliated organizations

- 3. Items Requiring Action at Briefing**
 - A. Piedmont Natural Gas easement for Great Wagon Road ([Attachment #1](#))

- 4. Administrative Reports**
 - A. Town Manager
 - i. Electric vehicles rebate
 - ii. Public Works building purchase agreement execution
 - iii. Planning Director position update
 - B. Town Clerk
 - i. Town offices closed – July 4
 - ii. The Neon Queen – July 13, 7:15 PM
 - iii. Gump Fiction – July 20, 7 PM
 - iv. Chicago Rewired – August 3, 7 PM
 - v. National Night Out – August 6, 6-8 PM
 - vi. Blood Drive – August 7, 1-5 PM, MAWCC
 - vii. CPR Class – August 10, 8 AM-12 PM, MAWCC
 - C. Public Works Director
 - i. Request for Qualifications – Lake Marblehead Dam

- 5. Tentative Agenda Items for Regular Meeting on July 11, 2024**
 - A. Consent Agenda
 - i. Resolution 2024-032– Financial statements for the eleven months ended May 31, 2024 ([Attachment #2](#))
 - ii. Approval of Agenda Briefing Minutes – June 6, 2024 ([Attachment #3](#))
 - iii. Approval of Closed Session Minutes – June 6, 2024
 - iv. Approval of Regular Meeting Minutes – June 13, 2024 ([Attachment #4](#))
 - B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Presentations
 - a. Sheriff's Office monthly report
 - C. Old Business
 - D. New Business

- 6. For the Good of the Order**

- 7. Adjournment**



**RESOLUTION 2024-033 OF THE LEWISVILLE TOWN COUNCIL
DEEDING OF EASEMENT TO PIEDMONT NATURAL GAS FOR GREAT WAGON ROAD**

WHEREAS, the Town of Lewisville is the owner of property located at 6521 Great Wagon Road identified as PIN 5875-97-7274; and,

WHEREAS, Piedmont Natural Gas Company, Inc. has requested an easement upon said property as part of the Great Wagon Road construction project.

NOW, THEREFORE, BE IT RESOLVED that the Lewisville Town Council grants an easement at 6521 Great Wagon Road to Piedmont Natural Gas Company, Inc. in relation to the Great Wagon Road construction project and authorizes the Town Manager to sign documents related to the easement.

Adopted this the 3rd day of July 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

GRANT OF EASEMENT
DISTRIBUTION

Return Recorded Document to:

Land Services, Natural Gas
Piedmont Natural Gas Company, Inc.
525 S Tryon St.
Mail code: DEP-12B
Charlotte, NC 28202

STATE OF NORTH CAROLINA
COUNTY OF FORSYTH

PROJECT NO.: MX8478468
PARCEL ID/ TAX ID NO.: 5875-97-7274

THIS GRANT OF EASEMENT made this [] day of [], 20[], from **TOWN OF LEWISVILLE** (hereinafter designated as "GRANTOR"), to **PIEDMONT NATURAL GAS COMPANY, INC.**, (hereinafter designated as "PIEDMONT").

WITNESSETH

That GRANTOR, for and in consideration of the sum of One Dollar (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, hereby expressly bargains, sells, and grants unto PIEDMONT, its successors and assigns, a perpetual right of way and easement for the purposes of laying, constructing, installing, maintaining, operating, inspecting, repairing, altering, adding to, upgrading, replacing, relocating, removing, and protecting pipelines and appurtenances for the transportation of natural gas under, upon, over, through, and across the land of GRANTOR (or in which GRANTOR has interest) situated in the County of Forsyth, as described in deed(s) recorded in Book 39, Page 137, Office of the Register of Deeds for Forsyth County, North Carolina ("Property").

The right of way herein granted is Five (5) wide, extending two and one half (2.50) feet on each side of the centerline of the pipeline, the location of which has been mutually agreed upon between GRANTOR and PIEDMONT. The pipeline as actually installed shall determine the centerline of said right of way. Subject to all rights granted to PIEDMONT herein, such right of way shall be the portion of the Property encumbered by this GRANT OF EASEMENT and are legally described in Exhibit A attached hereto.

PIEDMONT shall have all rights reasonably necessary for the full use and enjoyment of the rights herein granted, including, without limitation, the free and full right of ingress and egress over and across the aforesaid Property and the right, but not the obligation, to keep said right of way cleared of trees, vegetation, undergrowth, buildings, structures, and any other obstructions. GRANTOR shall not construct, nor permit to be constructed, any house, structure, or other obstruction on or over said right of way.

GRANTOR hereby binds GRANTOR and GRANTOR'S heirs, representatives, successors, and assigns to warrant and forever defend all and singular said premises unto PIEDMONT, its successors and assigns, against the claims of all persons whomsoever.

To have and to hold said right of way and easement unto PIEDMONT, its successors and assigns, perpetually and continuously. GRANTOR expressly gives PIEDMONT, its successors and assigns, the right to assign, license, lease, or otherwise transfer, in whole or part, this GRANT OF EASEMENT or any rights given herein, to any person or entity, including but not limited to, any affiliated parent or subsidiary entity of PIEDMONT, for the uses and purposes expressly stated herein.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

IN WITNESS WHEREOF, this GRANT OF EASEMENT has been signed under seal by GRANTOR, as of the date first above written.

TOWN OF LEWISVILLE

Stacy Tolbert, Town Manager Seal

Attest:

Dora Moore, Town Clerk Seal

STATE OF NORTH CAROLINA

COUNTY OF FORSYTH

I, David G Berry, a Notary Public for Guilford County, North Carolina, do hereby certify that Dora Moore personally appeared before me this day and acknowledged that he/she is Town Clerk of TOWN OF LEWISVILLE, and that by authority duly given and as the act of The Town of Lewisville, the foregoing EASEMENT was signed in its name by its Town Manager, sealed with its official seal, and attested by herself/himself as its Town Clerk.

Witness my hand and official seal this the ____ day of _____, 2024.

[NOTARY SEAL]

Sign

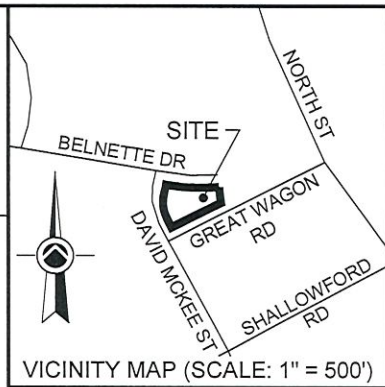
David G Berry _____
Print

My commission expires: July 20, 2028

AREA TABLE		
EASEMENT TYPE	ACRES	SQ. FT.
PIPELINE EASEMENT	0.006	261

EXHIBIT A

THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.



LINE LEGEND

- SUBJECT BOUNDARY LINE
- ADJOINER BOUNDARY LINE
- RIGHT-OF-WAY LINE
- - - EXISTING EASEMENT
- - - PIPELINE EASEMENT
- W — W — WATER LINE
- OHU — OHU — OVERHEAD UTILITIES
- UC — UC — UNDERGROUND COMMUNICATIONS
- UP — UP — UNDERGROUND POWER
- E/P — EDGE OF ASPHALT
- CONCRETE

SCALE: 1" = 30'

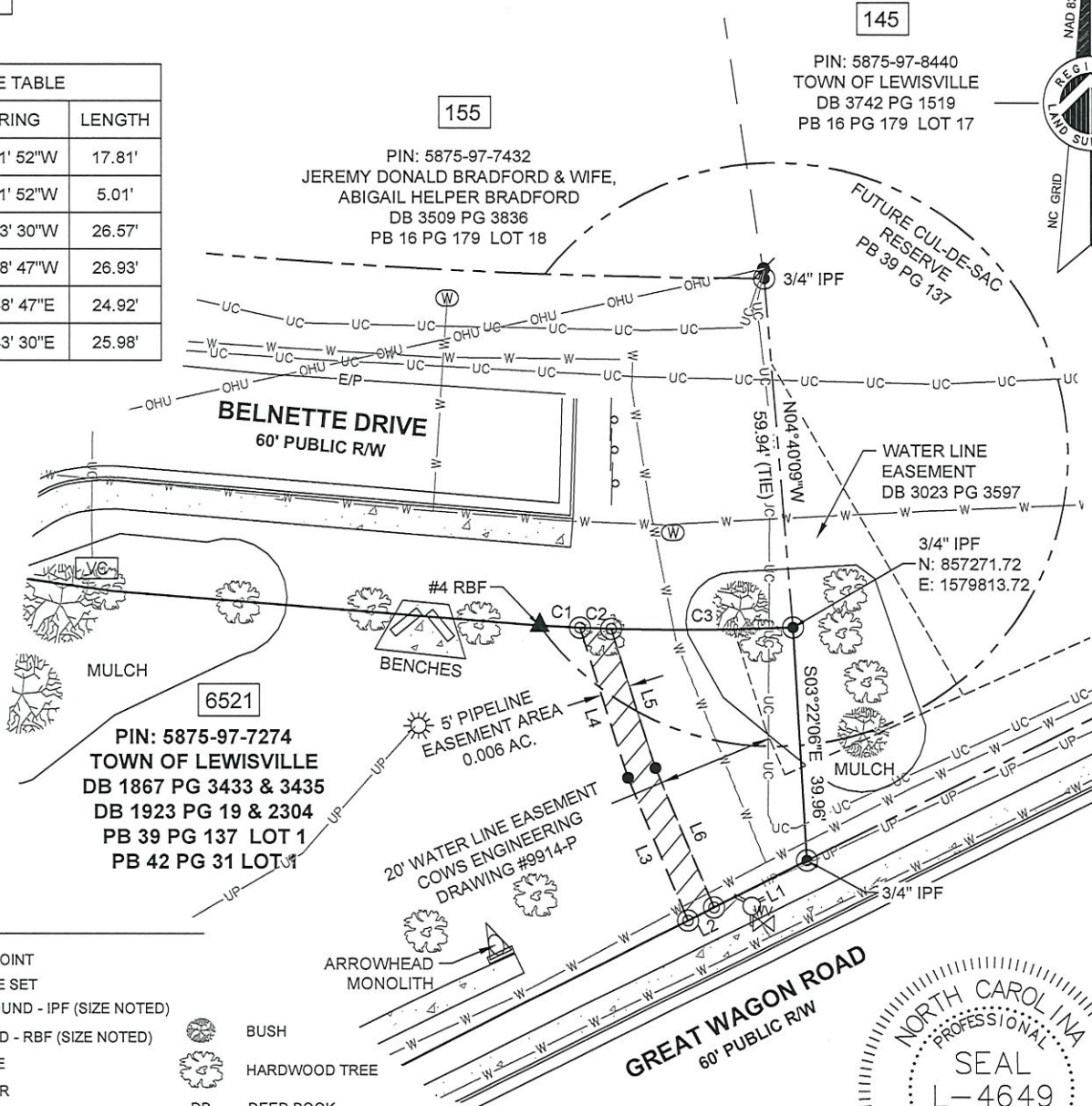


CURVE TABLE

CURVE	BEARING	CHORD	RADIUS
C1	S87° 05' 02"E	6.96'	410.03'
C2	S87° 56' 28"E	5.31'	410.03'
C3	N89° 30' 48"E	31.13'	410.03'

LINE TABLE

LINE	BEARING	LENGTH
L1	S63° 01' 52"W	17.81'
L2	S63° 01' 52"W	5.01'
L3	N22° 43' 30"W	26.57'
L4	N17° 38' 47"W	26.93'
L5	S17° 38' 47"E	24.92'
L6	S22° 43' 30"E	25.98'



LEGEND

- COMPUTED POINT
- ⊙ 1/2" IRON PIPE SET
- ⊙ IRON PIPE FOUND - IPF (SIZE NOTED)
- ▲ REBAR FOUND - RBF (SIZE NOTED)
- ⊗ WATER VALVE
- ⊙ WATER METER
- ⊞ COMMUNICATIONS VAULT
- ⊙ UTILITY POLE
- ⊙ LIGHT POLE
- ⊙ BUSH
- ⊙ HARDWOOD TREE
- DB DEED BOOK
- PB PLAT BOOK
- PG PAGE
- RW RIGHT-OF-WAY

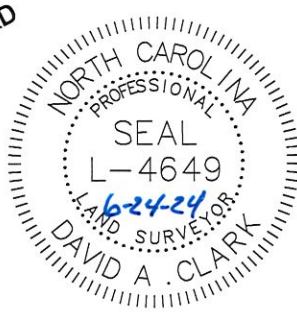
NOTES

- SUBJECT PROPERTY SURVEYED AND MAPPED FOR: DUKE ENERGY/PIEDMONT NATURAL GAS.
- AREA BY COORDINATE COMPUTATION METHOD.
- ALL DISTANCES ARE HORIZONTAL GROUND IN U.S. SURVEY FEET.
- PROPERTY SUBJECT TO ANY VALID & ENFORCEABLE EASEMENTS, RESTRICTIONS, & RIGHTS OF WAY.
- SURVEY IS BASED ON PHYSICAL EVIDENCE AND EXISTING MONUMENTATION FOUND DURING THIS SURVEY.
- NC GRID COORDINATES AS SHOWN HEREON ARE BASED UPON GPS OBSERVATIONS UTILIZING NCGS' NETWORK RTK SYSTEM AND ARE REFERENCED TO THE NAD 83(NRS 2011) DATUM. COMBINED FACTOR 0.99994060. IF SHOWN, VERTICAL POSITIONS ARE REFERENCED TO NAVD 88 (GEOID 12B).

CERTIFICATION

I, DAVID A. CLARK, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 1867, PAGES 3433 AND 3435; BOOK 1923, PAGES 19 AND 2304; AND PLAT BOOK 39 PAGE 137); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN DEED BOOKS, PLAT BOOKS, AND PAGES AS SHOWN; THAT THE POSITIONAL ACCURACY WITHIN 0.04'; AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA 12 N.C.A.C. 56.1600; PURSUANT TO G.S. 47-30 (F)(1)(C)(4) THIS SURVEY IS OF A PROPOSED EASEMENT FOR A PUBLIC UTILITY AS DEFINED IN G.S. 62-3; AND MEETS THE ATTACHMENT RULES OF G.S. 47-30 (M)(1); THE PURPOSE OF THIS EXHIBIT IS FOR RIGHT OF WAY OR EASEMENT ACQUISITION ONLY AND IS NOT INTENDED TO BE A BOUNDARY SURVEY OF THE PROPERTY SHOWN HEREON.

DAVID A. CLARK, PLS L-4649



ARLS
SURVEYING & CONSULTING
REGIONAL LAND SURVEYORS, INC.
8642 WEST MARKET STREET, SUITE 100
GREENSBORO, NORTH CAROLINA 27409
NC FIRM LICENSE NO. C-1362
JOB NUMBER: 2508.00

PIEDMONT NATURAL GAS COMPANY, INC.
EASEMENT EXHIBIT
EASEMENT ACROSS THE LAND OF
TOWN OF LEWISVILLE



6521 GREAT WAGON ROAD, LEWISVILLE TOWNSHIP
LEWISVILLE, FORSYTH COUNTY, NORTH CAROLINA

PIEDMONT NATURAL GAS
SUBSIDIARY OF DUKE ENERGY
525 S. TRYON STREET
CHARLOTTE, N.C. 28202

DATE: 06/03/2024
DRAWN BY: GEP
CHECKED BY: DAC

SCALE: 1" = 30'
DEED: PB 39 PG 137
PROPERTY ID #: 107737

TRACT #: LEWISVILLE
107737_RW_Lewisville_20240603



**RESOLUTION 2024-032 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTANCE AND APPROVAL OF MONTHLY DISBURSEMENTS**

WHEREAS, the Finance Officer has presented the Town Council with the Revenue Statement Summary and the Encumbrances and Expenditure State Summary of figures for the eleven months ended May 31, 2024; and

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

NOW, THEREFORE BE IT RESOLVED THAT the Lewisville Town Council accepts the Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary for the eleven months ended May 31, 2024 and incorporated herein.

Adopted this the 11th day of July 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

**Town of Lewisville
Financial Budget to Actual Report - General Fund
Eleven Months Ended May 31, 2024**

General Fund

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 2,993,220.00	\$ 3,013,854.59	\$ 20,634.59	100.69%
Sales Tax Revenue	1,272,770.00	929,379.32	(343,390.68)	73.02%
Other Revenues	1,556,288.00	1,331,066.50	(225,221.50)	85.53%
Transfer from ARPA Special Revenue Fund	-	1,220,142.11	1,220,142.11	-
Subtotal	5,822,278.00	\$ 6,494,442.52	\$ 672,164.52	111.54%
Appropriation from Fund Balance	1,222,889.10			
Total	\$ 7,045,167.10			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 355,216.00	\$ 200,448.05	\$ 7,283.27	\$ 147,484.68	58.48%
Administration	965,036.00	731,709.65	5,683.33	227,643.02	76.41%
Finance	292,977.00	259,539.38	-	33,437.62	88.59%
Debt Service	228,800.00	228,800.00	-	-	100.00%
Planning & Zoning	466,340.00	293,064.08	83,947.15	89,328.77	80.84%
Beautification	115,407.00	97,457.43	6,976.09	10,973.48	90.49%
Community Policing	824,750.00	610,746.63	196,977.50	17,025.87	97.94%
Public Safety	15,075.00	7,437.31	-	7,637.69	49.34%
Public Works	547,096.00	372,811.40	4,970.17	169,314.43	69.05%
Streets	302,100.20	188,899.98	2,267.31	110,932.91	63.28%
Powell Bill	427,558.00	325,624.51	65,390.00	36,543.49	91.45%
Storm Water	152,642.00	82,354.89	56,274.41	14,012.70	90.82%
Solid Waste	1,077,790.00	796,979.58	-	280,810.42	73.95%
Recycling	9,215.00	3,874.55	-	5,340.45	42.05%
Parks and Recreation	360,618.00	252,104.97	31,973.80	76,539.23	78.78%
Transfers to Capital Projects Funds	779,546.90	779,546.90	-	-	100.00%
Transfers to Capital Reserves	125,000.00	125,000.00	-	-	100.00%
Total	\$ 7,045,167.10	\$ 5,356,399.31	\$ 461,743.03	\$ 1,227,024.76	82.58%

General Fund Balance 7/1/2023	\$ 6,021,921.94
Year-to-Date Increase (Decrease) FY 2023-2024	1,138,043.21
General Fund Balance 5/31/2024	<u>\$ 7,159,965.15</u>

Town of Lewisville
Financial Budget to Actual Report - Willow Run Municipal Service District
Eleven Months Ended May 31, 2024

Willow Run Municipal Service District

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 39,352.00	\$ 45,986.97	\$ 6,634.97	116.86%
Subtotal	39,352.00	\$ 45,986.97	\$ 6,634.97	116.86%
Appropriation from Fund Balance	-			
Total	\$ 39,352.00			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 39,352.00	\$ 29,425.25	\$ -	\$ 9,926.75	74.77%
Total	\$ 39,352.00	\$ 29,425.25	\$ -	\$ 9,926.75	74.77%

MSD Fund Balance 7/1/2023	\$ 233,234.96
Year-to-Date Increase (Decrease) FY 2023-2024	16,561.72
MSD Fund Balance 5/31/2024	<u><u>\$ 249,796.68</u></u>

**Town of Lewisville
May 31, 2024**

Capital Reserve Funds					
	Fund Balance 7/1/2023	Transfers In	Transfers Out	Investment Earnings	Fund Balance 5/31/2024
GWR ROW/Construction Capital Reserve	\$ 1,090,536.88	\$ -	\$ (1,131,952.97)	\$ 41,416.09	\$ (0.00)
Sidewalks, Bike Paths, and Greenways Capital Reserve	163,166.47	25,000.00	(188,100.00)	1,315.76	1,382.23
Municipal Buildings/Land Capital Reserve	135,263.38	-	-	6,650.08	141,913.46
Public Works Facility Capital Reserve	855,960.81	-	-	42,082.41	898,043.22
Parks & Recreation Capital Reserve	414,845.38	100,000.00	(518,590.22)	4,074.60	329.76
Total	\$ 2,659,772.92	\$ 125,000.00	\$ (1,838,643.19)	\$ 95,538.94	\$ 1,041,668.67

American Rescue Plan Act Special Revenue Fund	
American Rescue Plan Act funding received	\$ 4,024,471.50
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2021-2022	(1,208,168.14)
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2022-2023	(1,105,602.57)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2023 through May 31, 2024	(1,220,142.11)
Investment earnings	160,964.73
American Rescue Plan Act Special Revenue Fund - Cash Balance 5/31/2024	\$ 651,523.41

**Town of Lewisville
May 31, 2024**

Capital Projects Funds - Since Inception

Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 5/31/2024	Budget
GWR ROW/Construction Capital Project	\$ 221,684.95	\$ (1,093,360.03)	\$ 1,563,000.00	\$ (792,592.65)	\$ 101,267.73	\$ -	\$ (0.00)	\$ 1,563,800.00
JWP Maintenance Facility/Playground Expansion Capital Project	-	(35,481.33)	55,000.00	(21,270.78)	1,752.11	-	(0.00)	\$ 55,000.00
Gateway Project Capital Project	2,615,060.07	(3,307,660.60)	1,810,901.90	-	102,222.00	-	1,220,523.37	\$ 4,094,108.90
Community Center Capital Project	100,000.00	(4,795,266.19)	2,947,137.00	-	17,738.21	2,000,000.00	269,609.02	\$ 4,947,137.00
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	565,323.13	(739,013.78)	560,297.00	-	44,201.47	-	430,807.82	\$ 2,801,485.00
Jack Warren Park Improvements	25,181.32	(79,018.61)	672,049.00	-	21,249.18	-	639,460.89	\$ 520,645.00
Lewisville-Vienna Multipurpose Path	-	-	353,291.00	-	14,890.59	-	368,181.59	\$ 1,766,453.00
Shallowford Road CMAQ Sidewalk	-	-	262,933.00	-	7,683.13	-	270,616.13	\$ 1,446,134.00
Great Wagon Road Improvements	-	-	1,924,545.62	-	14,914.01	-	1,939,459.63	\$ 1,924,545.62
Public Works Facility	-	-	-	-	-	-	-	\$ -
Total	\$ 3,527,249.47	\$ (10,049,800.54)	\$ 10,149,154.52	\$ (813,863.43)	\$ 325,918.43	\$ 2,000,000.00	\$ 5,138,658.45	\$ 19,119,308.52

Lewisville Town Council
Briefing and Action Meeting Minutes
June 6, 2024 – 6:00 PM
Lewisville Town Hall 2nd 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 Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, and Town Attorney Elliot Fus.
- B. 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. July Agenda Briefing – Due to the Independence Day holiday, Council consensus was to hold the July agenda briefing on July 3, 2024.
- B. Lake Desmond Access – In many meetings, the Willow Run Municipal Service District Board (MSD) has discussed concerns with the Town not having access to Lake Desmond to try mitigating multiple causes of sedimentation. Manager Tolbert and Mr. Hanna have met with Brandt Godfrey of Hubbard Realty. Hubbard Realty owns an unbuildable common area in the Woodview Estates Development that provides access to Lake Desmond. Hubbard Realty is willing to pursue the option of providing a 20-foot easement to the Town for access to Lake Desmond. Council consensus was given to pursue an easement with Hubbard Realty.
- C. Public Art Committee requests
 - i. MAWCC mural grant – While developing a process for designing a mural for Mary Alice Warren Community Center (MAWCC), the Public Art Advisory Committee believes the endeavor is too great for them at this time due to background checks, determining what students would be a part of the project, storage of the mural and materials during the 6-week program, and more. Manager Tolbert noted this project was to be funded by a \$1,250 matching grant from the Shallowford Foundation. The committee has requested permission to return the grant and possibly solicit a single artist to develop and complete the mural. After Council discussion, Council offered the following options for the committee: 1) inquire if Shallowford Foundation will permit the grant parameters to be changed for one, Lewisville artist to design and complete the mural; 2) inquire if the funds can be combined with the Shallowford Square public art grant; or 3) return the grant with no penalty to the Town.
 - ii. Additional committee members – Council consensus was given to increase the membership cap from five to seven members. The additional members would not be artists but could assist with fundraising efforts. This will require a charter change.
 - iii. Staggered terms – Council consensus was given to permit staggered terms for the committee members to be effective April 2025. The staggered terms would provide continuity on the committee since they are active with shows and grants. This will require a charter change.

3. Items Requiring Action at Briefing – None

4. Administrative Reports

- A. Interim Town Manager
 - i. Forsyth 250 representative – Manager Tolbert reported that a representative from the Lewisville Historical Society is already serving on the Forsyth 250 Committee

commemorating America's 250th anniversary. Therefore, Veronica Leasure will serve as the Town's representative on the committee.

- ii. Task/project update – Manager Tolbert shared a document outlining tasks and projects with anticipated dates for when these items will be brought to Council.

B. Clerk

- i. Camel City Yacht Club – June 8, 7-9 PM
- ii. Blood Drive – June 12, MAWCC
- iii. Street Party & Food Truck Festival – The Band of Oz – June 22, 6-9 PM
- iv. Independence Day tribute Concert – Jim Quick & the Coastline – June 29, 7-9 PM
- v. Town offices closed – July 4
- vi. CPR Class – August 10, 8 AM-12 PM, MAWCC

5. **Tentative Agenda Items for Regular Meeting on June 13, 2024**

A. Consent Agenda

- i. Resolution 2024-025– Financial statements for the ten months ended April 30, 2024
- ii. Approval of Budget Workshop Minutes – April 18, 2024
- iii. Approval of Budget Workshop Minutes – April 29, 2024
- iv. Approval of Agenda Briefing Minutes – May 2, 2024
- v. Approval of Closed Session Minutes – May 2, 2024
- vi. Approval of Regular Meeting Minutes – May 9, 2024
- vii. Approval of Closed Session Minutes – May 9, 2024
- viii. Approval of Budget Workshop Minutes – May 13, 2024
- ix. Ordinance 2024-011 – Amending Budget Ordinance 2023-001 – Jack Warren Park Improvements - \$58,736 (Ordinance Number Correction – Previously adopted as Ordinance 2024-008)

B. Introductions, Recognitions, Presentations and/or Proclamations

- i. Presentations
 - a. Sheriff's Office monthly report
 - b. Introduction of Officer

C. Public Hearing

- i. Rezoning – L-109 – 2065 Glenn Ferry Court
 - a. Staff presentation
 - b. Public Hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2024-012– Change zoning from Forsyth County RS-30 to Town of Lewisville RS-30 – 2065 Glenn Ferry Court
- ii. Annexation – 2065 Glenn Ferry Court
 - a. Staff presentation
 - b. Public Hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2024-013 – Extend the Town of Lewisville corporate limits to include 2065 Glenn Ferry Court

D. New Business

- i. Ordinance 2024-001 – 2024-2025 Budget
- ii. Ordinance 2024-014 – Amending the Sidewalks, Bike Paths and Greenways Capital Reserve Fund
- iii. Ordinance 2024-015 – Amending the Municipal Buildings and Land Capital Reserve Fund
- iv. Ordinance 2024-016 – Amending the Public Works Facility Capital Reserve Fund
- v. Ordinance 2024-017– Amending the Parks and Recreation Capital Reserve Fund
- vi. Ordinance 2024-018 – Order to collect 2024 taxes

- vii. Ordinance 2024-019 – Order to collect 2023 and prior years’ taxes
- viii. Resolution 2024-026 – Awarding janitorial service contract for Jack Warren Pak, Shallowford Square, Town Hall Annex and G Galloway Reynolds Community Center - \$50,496
- ix. Resolution 2024-027 – Awarding janitorial service contract for Town Hall - \$27,384
- x. Resolution 2024-028 – Awarding horticultural maintenance contract - \$95,616
- xi. Resolution 2024-029 – Awarding grounds maintenance services contract
- xii. Resolution 2024-030 – Awarding snow and ice removal contract
- xiii. Ordinance 2024-020 – Amend Grant Project Ordinance for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds
- xiv. Appointment 2024-003 – Triad Municipal Alcoholic Beverage Control System Board
- xv. Ordinance 2024-021 – Street maintenance acceptance of a portion Plemmons Road

6. **Closed Session – NCGS 143-318.11(a)(5)**

- A. Mayor Horn moved to enter into closed session for property acquisition pursuant to NCGS 143-318.11(a)(5) at 6:58 PM. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously.
- B. Council returned from closed session at 7:33 PM.

7. **For the Good of the Order**

8. **Adjournment** – Council Member Puckett moved to adjourn the meeting at 7:33 PM. The motion was seconded by Council Member Sadler and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

Lewisville Town Council
Regular Meeting Minutes
June 13, 2024 – 6:00 PM
Lewisville Town Hall Council Chambers
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, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, and Town Attorney Elliot Fus. Council Member Julie Puckett was absent.
- B. Invocation – Council Member Jane Welch
- C. Pledge of Allegiance – Mayor Mike Horn
- D. Adoption of Agenda – Council Member Welch moved to approve the agenda as amended. The motion was seconded by Council Member Long and approved unanimously.

2. Consent Agenda

- A. Resolution 2024-025– Financial statements for the ten months ended April 30, 2024
- B. Approval of Budget Workshop Minutes – April 18, 2024
- C. Approval of Budget Workshop Minutes – April 29, 2024
- D. Approval of Agenda Briefing Minutes – May 2, 2024
- E. Approval of Closed Session Minutes – May 2, 2024
- F. Approval of Regular Meeting Minutes – May 9, 2024
- G. Approval of Closed Session Minutes – May 9, 2024
- H. Approval of Budget Workshop Minutes – May 13, 2024
- I. Ordinance 2024-011 – Amending Budget Ordinance 2023-001 – Jack Warren Park Improvements - \$58,736 (Ordinance Number Correction – Previously adopted as Ordinance 2024-008)
- J. Revised 2024 Meeting Schedule

Mayor Pro Tem Hunt moved to approve the consent agenda items. The motion was seconded by Council Member Huffman and approved unanimously. *(Resolution 2024-025 and Ordinance 2024-011 are herein incorporated by reference into the minutes.)*

3. Introductions, Recognitions, Presentations and/or Proclamations

- A. Presentations
 - i. Monthly report – Sergeant Stringer shared recent call information. He encouraged motorists to slow down while driving through Town when events are occurring at Shallowford Square noting there are many pedestrians. Pedestrians were also encouraged to use the lighted crosswalks because deputies are stationed at these areas to assist.

2024													
TYPE OF INCIDENT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Total calls for service	575	657	715	682	605								
Security Check	277	347	408	368	300								
Traffic Arrest / Violation	34	38	24	30	25								151
Alarm	11	1	19	14	16								61
Priority Call Response Time	5.9	5	5	4.1	5.4								25.4
2023													
TYPE OF INCIDENT	JAN	FEB	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total calls for service	872	676	751	758	754								575
Security Check	570	396	136	446	442								
Traffic Arrest / Violation	49	47	51	75	41								
Alarm	17	23	23	22	15								
Priority Call Response Time	5.2	3.6	5.2	5.3	5								

- ii. Introduction of Deputy Stephens – Sergeant Stringer introduced Deputy John ‘Cody’ Stephens as the Town’s newest officer. Deputy Stephens has sixteen years of law enforcement experience.
- iii. Council Member Welch inquired if there is a program for air conditioning units for the elderly. Sergeant Stringer was not familiar with a program but he did encourage residents to be a good neighbor and check on others.

4. **Public Forum** – None

5. **Public Hearing**

A. Rezoning – L-109 – 2065 Glenn Ferry Court

- i. Staff presentation – Manager Tolbert shared the rezoning request is in conjunction with an annexation request. The property needs to be rezoned from RS-30 Forsyth County to RS-30 Town of Lewisville. The Planning Board voted unanimously to recommend approval at their April 10, 2024 meeting. Rezoning is contingent upon annexation approval.
- ii. Public Hearing – Brady Allen, 2065 Glenn Ferry Court, stated he grew up in Lewisville and purchased this property after college.
- iii. Council discussion
- iv. Council consideration – Ordinance 2024-012– Change zoning from Forsyth County RS-30 to Town of Lewisville RS-30 – 2065 Glenn Ferry Court – Council Member Sadler moved to approve Ordinance 2024-012. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously. *(Ordinance 2024-012 is herein incorporated by reference into the minutes.)*

B. Annexation – 2065 Glenn Ferry Court

- i. Staff presentation – Manager Tolbert stated the property owner has requested contiguous annexation into the Town of Lewisville.
- ii. Public Hearing – Brady Allen, 2065 Glenn Ferry Court, requested Council to favorably consider annexation of his property.
- iii. Council discussion

B. Council consideration – Ordinance 2024-013 – Extend the Town of Lewisville corporate limits to include 2065 Glenn Ferry Court – Council Member Welch moved to approve Ordinance 2024-013. The motion was seconded by Council Member Huffman and approved unanimously. *(Ordinance 2024-013 is herein incorporated by reference into the minutes.)*

6. New Business

- A. Ordinance 2024-001 – 2024-2025 Budget – Manager Tolbert shared the proposed 2024-2025 Budget includes a property tax increase from 17.7 cents to 21.7 cents due to solid waste, recycling and community policing increases. The Willow Run Municipal Service District tax is also proposed to increase from 5 cents to 10 cents for repairs to Lake Marblehead Dam. Council Member Sadler moved to approve Ordinance 2024-001. The motion was seconded by Council Member Long. Mayor Horn, Mayor Pro Tem Hunt and Council Members Long, Sadler and Welch voted in favor. Council Member Huffman voted in opposition. Motion passed 5-1. *(Ordinance 2024-001 is herein incorporated by reference into the minutes.)*
- B. Ordinance 2024-014 – Amending the Sidewalks, Bike Paths and Greenways Capital Reserve Fund – The amendment reflects no 2024-2025 contribution to the Sidewalks, Bike Paths and Greenways Capital Reserve Fund. Council Member Welch moved to approve Ordinance 2024-014. The motion was seconded by Council Member Sadler and approved unanimously. *(Ordinance 2024-014 is herein incorporated by reference into the minutes.)*
- C. Ordinance 2024-015 – Amending the Municipal Buildings and Land Capital Reserve Fund – The amendment reflects no 2024-2025 contribution to the Municipal Buildings and Land Capital Reserve Fund. Council Member Huffman moved to approve Ordinance 2024-015. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously. *(Ordinance 2024-015 is herein incorporated by reference into the minutes.)*
- D. Ordinance 2024-016 – Amending the Public Works Facility Capital Reserve Fund – The amendment reflects no 2024-2025 contribution to the Public Works Facility Capital Reserve Fund. Council Member Long moved to approve Ordinance 2024-016. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously. *(Ordinance 2024-016 is herein incorporated by reference into the minutes.)*
- E. Ordinance 2024-017 – Amending the Parks and Recreation Capital Reserve Fund – The amendment reflects no 2024-2025 contribution to the Parks and Recreation Capital Reserve Fund. Mayor Pro Tem Hunt moved to approve Ordinance 2024-017. The motion was seconded by Council Member Sadler and approved unanimously. *(Ordinance 2024-017 is herein incorporated by reference into the minutes.)*

Mayor Horn stated it is alarming that the Town has not contributed to the capital reserve funds the last several years. He expressed hope for renewed enthusiasm next year.

- F. Ordinance 2024-018 – Order to collect 2024 taxes – Mayor Pro Tem Hunt moved to approve Ordinance 2024-018. The motion was seconded by Council Member Sadler and approved unanimously. *(Ordinance 2024-018 is herein incorporated by reference into the minutes.)*
- G. Ordinance 2024-019 – Order to collect 2023 and prior years' taxes – Council Member Long moved to approve Ordinance 2024-019. The motion was seconded by Council Member Welch and approved unanimously. *(Ordinance 2024-019 is herein incorporated by reference into the minutes.)*
- H. Resolution 2024-026 – Awarding janitorial service contract for Jack Warren Pak, Shallowford Square, Town Hall Annex and G Galloway Reynolds Community Center - \$50,496 – Council Member Sadler moved to approve Resolution 2024-026. The motion was seconded by Council Member Long and approved unanimously. *(Resolution 2024-026 is herein incorporated by reference into the minutes.)*
- I. Resolution 2024-027 – Awarding janitorial service contract for Town Hall - \$27,384 – Council Member Long moved to approve Resolution 2024-027. The motion was seconded by Council Member Sadler and approved unanimously. *(Resolution 2024-027 is herein incorporated by reference into the minutes.)*

- J. Resolution 2024-028 – Awarding horticultural maintenance contract - \$95,616 – Council Member Huffman moved to approve Resolution 2024-028. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously. *(Resolution 2024-028 is herein incorporated by reference into the minutes.)*
- K. Resolution 2024-029 – Awarding grounds maintenance services contract – Mayor Pro Tem Hunt moved to approve Resolution 2024-029. The motion was seconded by Council Member Huffman and approved unanimously. *(Resolution 2024-029 is herein incorporated by reference into the minutes.)*
- L. Resolution 2024-030 – Awarding snow and ice removal contract – Council Member Welch moved to approve Resolution 2024-030. The motion was seconded by Council Member Long and approved unanimously. *(Resolution 2024-030 is herein incorporated by reference into the minutes.)*
- M. Ordinance 2024-020 – Amend Grant Project Ordinance for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds – Mayor Pro Tem Hunt moved to approve Ordinance 2024-020. The motion was seconded by Council Member Sadler and approved unanimously. *(Ordinance 2024-020 is herein incorporated by reference into the minutes.)*
- N. Appointment 2024-003 – Triad Municipal Alcoholic Beverage Control System Board – Council Member Huffman moved to approve Appointment 2024-003 appointing Ed Smith to a three-year term on the Triad Municipal Alcoholic Beverage Control System Board. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously. *(Appointment 2024-003 is herein incorporated by reference into the minutes.)*
- O. Ordinance 2024-021 – Street maintenance acceptance of a portion Plemmons Road – The North Carolina Department of Transportation has requested the Town to accept maintenance of 265 feet of Plemmons Road that is gravel and outside town limits. If accepted by Council, the Town will receive Powell Bill funds. Mayor Pro Tem Hunt moved to approve Ordinance 2024-021. The motion was seconded by Council Member Welch and approved unanimously. *(Ordinance 2024-021 is herein incorporated by reference into the minutes.)*

Manager Tolbert explained the next three items of business relates to the purchase of the former US Post Office property at 6524 Shallowford Road. In order to enter into a contract or purchase agreement, the Council must establish a capital project ordinance and amend the current fiscal year budget.

- P. Ordinance 2024-022 – Establish Public Works Facility Capital Project Ordinance - \$1,000,000 – Council Member Sadler moved to approve Ordinance 2024-022. The motion was seconded by Council Member Long and approved unanimously. *(Ordinance 2024-022 is herein incorporated by reference into the minutes.)*
- Q. Ordinance 2024-023 – Close out the Public Works Facility Capital Reserve Fund – Balance of \$899,325.47 – Council Member Sadler moved to approve Ordinance 2024-023. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously. *(Ordinance 2024-023 is herein incorporated by reference into the minutes.)*
- R. Ordinance 2024-024 – Amend Budget Ordinance 2023-001 – Transfer balance of \$899,325.47 in the Public Works Facility Capital Reserve Fund to the Public Works Facility Capital Projects Fund – Mayor Pro Tem Hunt moved to approve Ordinance 2024-024. The motion was seconded by Council Member Long and approved unanimously. *(Ordinance 2024-024 is herein incorporated by reference into the minutes.)*
- S. Resolution 2024-031 – Purchase of Property – 6524 Shallowford Road – Council Member Welch moved to approve Resolution 2024-031 authorizing the Town Manager to execute all documents related to the purchase of 6524 Shallowford Road in the amount of \$700,000. The motion was seconded by Council Member Long and approved unanimously. *(Resolution 2024-031 is herein incorporated by reference into the minutes.)*

7. **Administrative Reports**

A. Upcoming events and closings

- i. Street Party & Food Truck Festival – The Band of Oz – June 22, 6-9 PM
- ii. Independence Day Tribute Concert – Jim Quick & Coastline – June 29, 7-9 PM
- iii. Town offices closed – July 4

B. Clerk's Report

- i. CPR Class – August 10, 8 AM-12 PM, MAWCC

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

A. Public comments

- i. Susan Frey, 165 Will Austin Court, inquired about project information related to the Great Wagon Road. Mayor Horn inquired if the Town could get a simplified map for the Town's website.

B. Council comments

- i. Mayor Horn stated that since the Town did not have any transportation projects needing funding this cycle, the Town's points were allocated to Bermuda Run's 801 widening project.
- ii. Council consensus was given for the following Council committee changes:
 - a. Monte Long to serve as primary delegate for Piedmont Triad Regional Council (PTRC)
 - b. Melissa Hunt to serve on the Administrative Committee
- iii. The Town is receiving approximately \$100/month for the electric vehicle (EV) charging stations.
- iv. Applications have been received for the Planning Director opening and interviews will be held soon.

9. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 7:11 PM. The motion was seconded by Council Member Long and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk