

Lewisville Town Council
Briefing and Action Meeting Minutes
January 4, 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 James Ayers, Assistant 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. Adoption of Agenda – Mayor Pro Tem Hunt moved to approve the agenda. The motion was seconded by Council Member Huffman and approved unanimously.

2. Presentation & Update

- A. Jack Warren Park Improvements (PARTF) – Carrie Cranwill, McGill & Associates, shared an updated layout for the Jack Warren Park improvements through the PARTF grant explaining aspects of the project. Two site visits have been conducted with the Parks & Recreation Board participating in the first. The outdoor amphitheater color scheme is designed to match the Mary Alice Warren Community Center (MAWCC) and it will have a grass terrace and seating capacity of 100-200. The first two holes of the disc golf will be made ADA accessible and the last few holes can be viewed from MAWCC. Discussion was held on whether to extend lighting to the outdoor theater.

3. Items Requiring Council Direction

- A. I'm One of the Reasons Lewisville is a Great Place to Live nomination - Council Member Welch nominated Judi Burkhart to receive the *I'm One of the Reasons Lewisville is a Great Place to Live* award for presenting the idea of CPR classes in Town. She stated this shows how one person can make a difference. Ms. Burkhart will be recognized at the January 11 meeting. *(A copy of Ms. Burkhart's nomination form is herein incorporated into the minutes.)*
- B. Updates to Personnel Policy – Manager Ayers shared two update proposals for the Town's Personnel Policy. The first is to clarify that an employee can choose to reimburse the Town for health, dental, and/or vision when on leave without pay. The second is a request to align the Town's holiday schedule with the State of North Carolina. Doing so would give Town staff three days at Christmas versus two. This item will be placed on the January 11 meeting agenda for consideration.

4. Items Requiring Action at Briefing

- A. Resolution 2024-002 – Directing Clerk to investigate annexation petition – Shallowford Road Driving Range - Mayor Pro Tem Hunt moved to approve Resolution 2024-002. The motion was seconded by Council Member Puckett and approved unanimously. *(Resolution 2024-002 is herein incorporated by reference into the minutes.)*
- B. Resolution 2024-005 – Opposing Billboards on HWY 421 – Council Member Welch moved to approve Resolution 2024-005. The motion was seconded by Council Member Huffman and approved unanimously. *(Resolution 2024-005 is herein incorporated by reference into the minutes.)*

5. Old Business – None

6. Administrative Reports

A. Manager

- i. Capital Improvement Plan (CIP) update
 - a. In the last budget cycle, Manager Ayers requested engineering services for a Capital Improvements Plan (CIP) to plan and prepare cost estimates for capital projects. Since the fund balance dipped below 65% at 2022-2023 fiscal year end, staff has evaluated areas in which to save funds. Staff recommends foregoing the CIP and purchase of a Public Works vehicle plus bank the cost savings Ms. Tolbert achieved with the Unified Development Ordinance (UDO) rewrite. Manager Ayers shared the trend for larger projects has shown an increase in design, rights-of-way acquisition and construction. These cost increases affect the fund balance and, sometimes, the Town's ability to proceed with projects. Manager Ayers feels the numbers will not be good if a CIP is done now and projects are placed on hold. Therefore, Manager Ayers also recommends pausing the sidewalk improvements along Shallowford Road and the multi-use-path along Lewisville-Vienna Road. Staff will communicate with North Carolina Department of Transportation (NCDOT) to determine how long these projects can be placed on pause. Council consensus was given to: 1) forego funding of CIP; and, 2) forego purchase of Public Works vehicle. Council will discuss later in the meeting the potential of pausing the Lewisville-Vienna Road multi-use path.

B. Clerk

- i. Christmas Tree collection – January 8
 - a. Only one pass through Town will be done. Trees must be placed at the curb, without lights and decorations, by 6 AM on January 8.
- ii. E-Cycle – January 13, Shallowford Square
- iii. CPR Class – January 19, 1-5 PM, MAWCC
 - a. This class is already full, with a waiting list. The next class will be April 27.
- iv. Family Game Night by Lewisville-Clemmons Chamber of Commerce – January 27, MAWCC
 - a. Thus far, the Lewisville-Clemmons Chamber of Commerce only has two sponsors so it is likely this event will be canceled.
- v. Local Government Day by Leadership Lewisville-Clemmons – February 1, Town Hall
- vi. Lewisville: The Town I Love art exhibit reception – February 9, 4:30-7:30 PM, MAWCC
 - a. The Public Art Advisory Committee will host an inaugural art reception on February 9 with the art remaining on display through March 9 at MAWCC.
- vii. Council Retreat – February 16-17, MAWCC
- viii. Essentials of Municipal Government – February 22-23, UNC SOG
- ix. Board and committee appointments will be made in March.
- x. NCLM Risk Management Spring Tour – March 28, MAWCC
- xi. CityVision – April 23-25 – Benton Convention Center, Winston-Salem

C. Community Center Operations Manager

- i. Quarterly report
 - a. Mr. Moore shared rental and program usage at MAWCC for the last quarter. Mrs. Orrell shared the Town has collected 45% of the projected revenue for MAWCC for the current fiscal year. *(Mr. Moore's report is herein incorporated into the minutes.)*

7. Tentative Agenda Items for Regular Meeting on January 11, 2024

A. Consent Agenda

- i. Resolution 2024-001– Financial statements for five months ended November 30, 2023
- ii. Approval of Regular Meeting Minutes – December 14, 2023

- B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Presentations
 - a. Sheriff's Office monthly report
 - b. Introduction of Officer Lucas Manning
- C. New Business
 - i. Certificate of Sufficiency - Annexation request – Shallowford Road Driving Range
 - ii. Resolution 2024-003 – Setting public hearing for rezoning request – Shallowford Road Driving Range
 - a. Mrs. Tolbert shared details related to the rezoning request for a golf driving range on Shallowford Road. The property is outside Town limits. The proposed driving range is an established business currently located outside Town limits on Country Club Road. The applicant is requesting the property be rezoned from RS-40 Forsyth County jurisdiction to HB-C Lewisville jurisdiction. They are proposing a golf shop, putting area, chipping area and driving range. No food establishment is proposed. With the HB-C designation, only a driving range would be permitted on the property. Council asked several questions of Mrs. Tolbert regarding fencing, buffers, lighting, and more. Mrs. Tolbert noted the Planning Board is recommending approval. At the Planning Board hearing, two people spoke in opposition. One spoke against lighting and the other expressed concern about the septic system overflowing into their lake. Council can add conditions but the petitioner would have to agree to the conditions. Since this property is outside town limits, the Comprehensive Plan does not address rezoning; however, staff referred to Forsyth County's Legacy Plan for guidance.
 - iii. Resolution 2024-004 – Setting public hearing for annexation request – Shallowford Road Driving Range
 - a. If rezoning is approved, the petitioner will request annexation into the Town. This will be a noncontiguous annexation.
 - iv. Resolution 2024-006 – Solid Waste/Recycling Services Contract
 - a. The solid waste/recycling contract is the Town's largest contract. Staff received four proposals and one nonresponsive bid. The new contract, effective July 1, will be approximately \$500,000 higher, which is equivalent to three cents in the tax rate. This would be a five-year contract with up to two, two-year renewal options. Manager Ayers is still negotiating with the apparent low bidder and hopes to present a contract to Council next week or the February Council meeting, at the latest.
 - v. Resolution 2024-007 – Lewisville-Vienna Road Multi-Use Path Engineering Services Contract
 - a. After much discussion, Council consensus was to pause this project for now as well as the Shallowford Road project.

8. For the Good of the Order – None

A break was taken at 8:29 PM and Council reconvened at 8:39 PM.

9. Closed Session per NCGS – 143-318.11(a)3 to consult with the Town Attorney

- A. Council Member Puckett made a motion to enter into closed session per NCGS 143-318.11(a)3 at 8:40 PM. The motion was seconded by Council Member Monte Long and approved unanimously.
- B. Council returned from closed session at 9:11 PM.
- C. Council Member Puckett moved to authorize the Town Manager to proceed with the condemnation of the following parcels for Project U-6154 (Roundabout at Lewisville-Vienna Road and Robinhood Road: 1) Parcel 006 - CMC Family Enterprises, LLC - PIN 5886-56-2846; and, 2) Parcel 013 - Randy Duggins - PIN 5886-57-5027. The motion was seconded by Council Member Welch and approved unanimously.

10. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 9:12 PM. The motion was seconded by Mayor Pro Tem Hunt and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk