

Lewisville Town Council

Council Retreat Minutes

January 31, 2025 – 6:00 PM

February 1, 2025 – 9:00 AM

Mary Alice Warren Community Center – Magnolia Room

1. Call to Order

- A. Mayor Horn opened the Council retreat at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt and Council Members Ivan Huffman, Monte Long, and Jane Welch. Also attending were Town Manager Stacy Tolbert, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran and Town Clerk Dora Moore. Council Members Julie Puckett and Ken Sadler were absent.
- B. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Long and approved unanimously.

Mayor Horn stated the retreat will focus on a long-term philosophy approach encouraging big thinking.

2. **State of the Town** – Manager Tolbert reviewed the Town’s 2024 accomplishments, endeavors, projects, and more. The 2025 retreat will feed the 2025-2026 budget and provided a task list for the year. *(Presentation is attached as part of the minutes.)*
3. **Compensation & Pay Study presentation** – Erika Phillips, The Maps Group, shared the recent pay and classification study stressing the study was based upon job titles, not individuals. The goal of the study is to ensure the Town is competitive in pay and benefits. Ideally, a study should be done every five years. The market survey focuses on organizations the Town does or could be losing and/or recruiting from, comparable in size, offering similar services and within a one-hour commute. Organizations used for the survey were: Archdale, Clemmons, Eden, Elon, Forsyth County, Hillsborough, Kernersville, King, Mount Airy, Reidsville and Winston-Salem. Four of the Town’s classifications are competitive and ten classifications are below average. Next steps for the process include review of job descriptions and personnel policy and a benefit survey.

Break 7:24 PM to 7:36 PM.

Council discussed the need to retain employees and ability to recruit when needed. It was noted every year looks different in terms of staffing and the Town currently has four employees who could retire. Competitive pay, professional development, a sense of equality and adding value, and a pleasant work environment were listed as important for retention. *(Presentation is attached as part of the minutes.)*

4. **Lewisville Fire Department informational report** – Manager Tolbert shared information related to discussions with the Lewisville Fire Department. *(Presentation is attached as part of the minutes.)*
5. **For the Good of the Order**
 - Staff and the Shallow Ford Foundation have talked about the 2025 Holiday Open House. Past open houses, have not produced donations for the Shallow Ford Foundation so a separate event with presale tickets may be more beneficial. After some discussion by Council, it was recommended the Town budget funding for the Shallow Ford Foundation to provide programming on the Town’s behalf instead of holding a ticketed event. This will be discussed in more detail during budget work sessions. The Town will continue to hold a Holiday Open House at Mary Alice Warren Community Center prior to the Christmas Tree Lighting.
 - Council Member Puckett has submitted her resignation from Council. This will be discussed and accepted at the February agenda briefing.

6. **Recess** – Council Member Huffman moved to recess the meeting at 9:22 PM and to reconvene at 9:00 AM on February 1, 2025. Mayor Pro Tem Hunt seconded the motion and motion passed unanimously.
7. **Call to Order** – In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt and Council Members Ivan Huffman, Monte Long, and Jane Welch. Also attending were Town Manager Stacy Tolbert, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran and Town Clerk Dora Moore. Council Members Julie Puckett and Ken Sadler were absent.
8. **Boards & Committees**
 - Clerk Moore provided an overview of the Town’s boards and committees and their accomplishments over the past year. (*Presentation is attached as part of the minutes.*)
 - Beautification Committee – Chair Christi Ritter touted the knowledge and dedication of the committee’s members who work primarily in Jack Warren Park. The age of current committee members is a concern. Over the years, the committee has assisted the Town with the selection of trees along Shallowford Road and the memorial trees in Jack Warren Park.
 - Environmental Conservation and Sustainability Committee (ECSC) – Chair Kay Smitherman thanked Council and staff for their support of the Earth Day and special recycling events.
 - Parks & Recreation Committee – Chair Aaron Hutmacher shared the committee’s desire to serve the Council, staff and community as needed. The committee’s current tasks are working with staff on the upcoming Jack Warren Park improvements dedication ceremony and the Shallowford Square playground relocation.
 - Public Art Advisory Committee – Chair Barbara Campbell expressed excitement in the Town embracing art in Lewisville noting art brings people together in a nonpolitical manner. She noted with the art shows, the Town has been able to build an artist database. The committee inquired direction from Council on the Council’s vision of where and what type of art is wanted. Grant matches are appreciated but the committee believes the Town will need to budget funds to fulfil their vision. Ms. Campbell further requested Council consider an assessment set aside by builders to go towards public art. She also expressed the committee’s desire not to have to raise funds for projects. Manager Tolbert noted staff and the committee are trying to look outside the box in terms of fundraising.
 - Council consensus was given that board and committee applicant interviews continue to be done by staff and committee chairs, when available.
 - Council consensus was to see committee chairs at least annually. Committee chairs and members were also encouraged to attend meetings when their requests are presented to Council.

Break 10:31 AM to 10:49 AM.

9. **Resolution 2023-051 – Clean Renewable Energy** – Mr. Hanna reported the Town has done a few things to attain goals of Resolution 2023-051: solar panels on Mary Alice Warren Community Center, electric vehicle charging stations at Shallowford Square, LED lights where feasible and bottle filler at Shallowford Square. Currently, ECSC is researching energy use at all Town buildings. What are next steps? Some ideas to meet the goals include integrating renewable goals in the new public works building (former post office), Duke Energy programs, use of green contractors, purchase recyclable products and educate residents on energy usage. Also, ECSC is being encouraged to think beyond recycling.

10. Infrastructure discussion

- A. Stormwater – Mr. Hanna shared information about stormwater including what it is, it's impact, Town's management requirements, Town's stormwater infrastructures and funding. A lot of the Town's stormwater management is done in house, in partnership with Piedmont Triad Regional Council and through a contractor. Areas not regulated, aging infrastructure and increased loads impact the Town's stormwater. Mr. Hanna stated bad stormwater can directly lead to bad roads. The need for a stormwater technician, which could limit the Town's need for contractors, was discussed. Staff was requested to research stormwater impact fees. *(Presentation is attached as part of the minutes.)*

Break 12:11 PM to 12:33 PM.

- B. Paving – A pavement study was done in 2020 and staff would like to schedule one in 2025-2026. Since 2020, the Town really has not been meeting paving needs. Mr. Hanna suggested the Town consider a pavement preservation program which is a similar concept as vehicle maintenance – spend money along the way to prevent spending a lot at one time. He stated many streets and stormwater infrastructures are meeting end of life, which is forty years. Wise stewardship of funds is important which was the intention of the recent crack sealing project. *(Presentation is attached as part of the minutes.)*

With the infrastructure and project needs, Council noted this may be a season of retention. Council discussed in depth the revaluation process, fund balance and reserves.

Break 1:19 PM to 1:27 PM.

11. Future use of Town properties

- Shallowford Road Moser property – This property fronts both Shallowford Road and the Great Wagon Road and was donated with request for it to serve a public purpose. Numerous ideas of making this a connector park with potential art, historical information, benches, etc. was discussed. Council consensus was to retain the property.
- Great Wagon Road/North Street properties – These two properties have deed restrictions. Council consensus was to consider selling these properties and explore removal of deed restrictions.
- Lewisville-Vienna Road Moser property – Council discussed potential uses for the property noting the terrain. Council consensus was to attain an appraisal.
- Lewisville-Vienna/Robinhood Roads properties – Council consensus was to demolish the building and retain the properties.
(Presentation is attached as part of the minutes.)

12. **Projects** – Manager Tolbert provided an overview of current town projects including Jack Warren Park/PARTF, Great Wagon Road, Lewisville-Vienna Road roundabout and Lake Marblehead Dam. Council noted that once these projects are done, the Town will need to focus on infrastructure.

13. **Adjournment** – Having no other business to discuss, Council Member Huffman moved to adjourn the meeting at 2:42 PM. Council Member Welch seconded the motion and motion passed unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk