

Lewisville Town Council
Briefing and Action Meeting Minutes
April 6, 2023 – 6:30 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

1. Call to Order:

- A. Mayor Horn opened the meeting at 6:30 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also attending were Town Manager James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, Public Works Director Jon Hanna, Facilities Manager Brian Moore, and Attorney Elliot Fus.
- B. Adoption of Agenda – Council Member Hunt moved to approve the agenda. The motion was seconded by Mayor Pro Tem Foster and approved unanimously.

2. Items Requiring Council Direction

- A. Discussion of invocation alternatives – After some discussion on how to proceed with invocations at regular Council meetings, Council consensus was Council members would volunteer to lead the invocation and examples would be provided to Council.
- B. Forsyth County Board of Elections deposit waiver – Mayor Horn shared that Lewisville Elementary School and Winston-Salem/Forsyth County Schools Board of Education have inquired if primary day and election day voting could be held at Mary Alice Warren Community Center (MAWCC) versus the school. Council consensus was that primary day and election day voting could be held at MAWCC only with no early voting.

3. Administrative Reports

A. Manager

- i. BAC update – Manager Ayers shared an update related to the review of board and committee structures and ways to improve community involvement.
- ii. PARTF grant update – Request for qualifications related to the PARTF project at Jack Warren Park is expected to be issued next week. Once the requests are received and reviewed, staff will present a proposed contract for Council consideration.
- iii. Solar panel project update – The solar panels atop Mary Alice Warren Community Center are live. Electricity production began March 28.
- iv. Recruitment update – The Town is advertising for both a maintenance worker and a full-time communications specialist.

B. Clerk

- i. CityVision – April 25-27 – Concord
- ii. Budget work sessions – April 20, 6 PM; May 1, 6 PM; May 4, 6:30 PM (if needed)
- iii. Boards & Committees Ice Cream Social – May 19, 4:30-6:30 PM, MAWCC
- iv. Holiday Open House – November 30 or December 8
 - Council consensus was to forego a holiday open house noting one was held in 2022 due to it being the first year of the Mary Alice Warren Community Center being open.

C. Assistant Town Manager/Planner

- i. UDO consultant procurement update – Request for proposals to procure a UDO (Unified Development Ordinance) consultant were issued on March 29 with proposals being due by April 24.

- ii. Lewisville-Vienna and Yadkinville Roads Roundabout – The Metropolitan Planning Organization (MPO) was requested to bring back to the forefront funding consideration of the Lewisville-Vienna and Yadkinville Roads roundabout. New estimated numbers of \$3,490,000 for this project were submitted to the MPO. Mrs. Tolbert noted this is a SPOT Safety Program project and does not require a 20% funding match. SPOT addresses smaller improvement projects related to safety, potential safety and operational issues.
- iii. Great Wagon Road project
 - Shallowford Square playground – The Great Wagon Road project will impact the playground at Shallowford Square. Since the playground was funded by PARTF, the new location of the playground will need to be submitted to PARTF for their approval. NCDOT will cover relocation costs. Any upgrades to the playground would be at the Town’s expense.
 - Building leased – The property where the Town is leasing a building to store play equipment will be acquired by NCDOT and both the house and garage will be demolished. NCDOT will dispose of the buildings and their contents at NCDOT costs. The costs of a play production as well as the fact that Shallowford Square is tied up for eight weeks was discussed. Staff noted the new, smaller amphitheater to be constructed at Jack Warren Park might be a better option for outdoor productions. Council consensus was to permit NCDOT to discard unusable items on behalf of the Town.
- iv. Gateway project update – The gateway project was delayed five weeks due to Windstream’s schedule. Council discussed in detail options to keep the project moving efficiently with as little inconvenience to the community as possible. Council consensus was to permit 25 nights of work whereby there would be full lane closures with access only to the gas station and homes. Traffic would be detoured.
- D. Community Center Facilities Manager
 - i. MAWCC quarterly report – The past quarter’s revenues for MAWCC were discussed noting the Town is on track to exceed projected revenues. Mr. Moore shared upcoming new programs at the center.

A break was taken from 8:42 PM until 8:49 PM.

4. **Agenda Items for Regular Meeting on April 13, 2023**

- A. Tentative Agenda
 - i. Consent Agenda
 - a. Resolution 2023-018 – Financial statements for the eight months ended February 28, 2023
 - ii. Approval of Regular Meeting Minutes – February 9, 2023
 - iii. Approval of Agenda Briefing Minutes – March 2, 2023
 - iv. Approval of Regular Meeting Minutes – March 9, 2023
 - ii. Introductions, Recognitions, Presentations and/or Proclamations
 - a. Recognitions
 - 1. Meghan Flow, Planning Board
 - 2. Jessica Higgins, Planning Board
 - 3. Ryan Walker, Parks & Recreation Board
 - b. Presentations
 - 1. Great Wagon Road – Connie James, NCDOT
 - 2. Sheriff’s office

- iii. Proclamations
 - a. Proclamation 2023-001 – Volunteer Appreciation Week – April 16-22, 2023
 - b. Proclamation 2023-002 – Historic Preservation Month – May 2023
 - B. Appointment(s)
 - i. Appointment Order 2023-004 – Alex Branower – Lewisville Beautification
 - ii. Appointment Order 2023-005 – Alex Branower – Environmental Conservation & Sustainability
 - C. Old Business
 - D. New Business
 - i. Ordinance 2023-014 – Amending the Lewisville-Vienna Road and Robinhood Road Roundabout Capital Project Ordinance - \$1,531,485
 - ii. Ordinance 2023-015 – Amending Budget Ordinance 2022-001 – Transfer \$306,297 from General Fund to Lewisville-Vienna Road and Robinhood Road Roundabout Capital Projects Fund
 - iii. Resolution 2023-019 – Authorizing auditing services for fiscal year 2022-2023 with Gibson & Company
 - a. Request for proposals was sent to thirty-nine firms and two proposals were received. Gibson & Company was low bid.
 - iv. Resolution 2023-020 - Paving contract
 - a. Bids for the paving contract will be received April 11.
 - v. Ordinance 2023-016 – Voluntary Agricultural District (VAD)
 - a. Mr. Fus is working with Forsyth County to develop the agreement.
5. **For the Good of the Order**
- A. City-County Planning Board representation – Council consensus was to join Clemmons and Kernersville in requesting representation on the City-County Planning Board.
 - B. West Central Community Center – Council consensus was given for Mayor Horn to continue discussions with West Central Community Center related to a potential dog park.
6. **Closed Session – NCGS 143-318.11(a)(6) – Personnel related** – Mayor Horn moved to enter into closed session pursuant to NCGS 143-318.11(a)(6) at 9:12 PM. The motion was seconded by Council Member Welch and approved unanimously.
- Council returned to regular session at 9:46 PM.
7. **Adjournment** – Council Member Sadler moved to adjourn the meeting at 9:48 PM. The motion was seconded by Mayor Pro Tem Foster and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk