

Lewisville Town Council
Briefing and Action Meeting Minutes
October 6, 2022 – 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, and Jane Welch. Also attending were Interim Town Manager & Planner Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, Attorney Bo Houff, and Facility Manager Brian Moore. Council Member David Smitherman was absent.
- B. Adoption of Agenda – Council Member Welch moved to approve the agenda to include a closed session. The motion was seconded by Council Member Hunt and approved unanimously.

2. Introductions, Recognitions and Presentations for October 6, 2022

- A. Introduction
 - i. Planner I – Mrs. Tolbert introduced Adam Barr as the Town’s new Planner I. Mr. Barr is a UNC-Greensboro graduate and formerly worked in the planning department at Davie County assisting Mocksville and Bermuda Run.
- B. Presentation
 - i. Lewisville lift station relocation – Winston-Salem/Forsyth County Utilities (WSFCU) staff and a Freese & Nichols representative shared with Council information related to the relocation of the sewer lift station currently located behind the Food Lion shopping center. The purpose of the new lift station is due to the Great Wagon Road construction. WSFCU briefly explained the new location of the lift station as well as cost and projected service area. The Town would be responsible for ninety percent (90%) of design, bidding and construction administration cost. WSFCU will pay ten percent (10%). WSFCU will pay \$250,000 of construction cost with the Town paying construction costs exceeding \$250,000. Council discussed the reserve and their desire to, hopefully, recoup some of the costs through voluntary annexations in the service area not currently in the Town limits. It was noted these discussions would need to be held with Utilities Director Courtney Driver. Staff was requested to gather information related to the most recent sewer study and minutes related to the 2018-2019 discussions. Staff was also requested to compile a list of committed project funds. *(Presentation is included as part of the minutes.)*

3. Administrative Report

- A. Community Center Facilities & Programming Manager
 - i. Mr. Moore shared a quarterly report of events, programs and rentals at Mary Alice Warren Community center (MAWCC). Mr. Moore also reported that repair work related to the construction warranty was being done and great progress was being made. Mr. Moore is also developing a participation survey to gain feedback on potential programs at MAWCC. *(Mr. Moore’s report is included as part of the minutes.)*

- 4. **Closed Session - NCGS 143-318.11(a)(3)** – Council Member Hunt moved to enter into closed session related to attorney-client privilege pursuant to NCGS 143-318.11(a)(3) at 8:21 PM. The motion was seconded by Council Member Sadler and approved unanimously.

5. Items Requiring Council Direction

- A. Establishing a Public Art Advisory Committee – Mrs. Moore requested guidance from Council as she drafts an ordinance establishing a Public Art Advisory Committee. Council consensus was to

develop an expansive ordinance addressing indoor and outdoor art and for the committee to be a freestanding committee.

6. Items Requiring Action at Briefing

- A. Ordinance 2022-052– Budget amendment for street sweeping - \$4,650 – Council Member Franklin moved to approve Ordinance 2022-052 as presented. The motion was seconded by Council Member Sadler and passed unanimously. (*Ordinance 2022-052 is herein incorporated by reference into the minutes.*)
- B. Resolution 2022-060 – Additional street sweeping due to Hurricane Ian - \$4,650 – Council Member Sadler moved to approve Resolution 2022-060 as presented. The motion was seconded by Mayor Pro Tem Foster and passed unanimously. (*Resolution 2022-060 is herein incorporated by reference into the minutes.*)
- C. Approval of Town Manager employment contract – Mayor Horn shared an offer for Town Manager has been extended to the Council’s top candidate. Council consensus was that the Town Manager does not receive compensatory time for attending agenda briefings and regular Council meetings. Council consensus was also given that the Town Manager will accrue sick and vacation the same as other staff. Council Member Welch moved to approve the proposed Town Manager employment contract. The motion was seconded by Council Member Hunt and passed unanimously.

7. Unfinished Business

- a. Review and select MAWCC solar panel proposal – Council consensus was given for the Town to pursue the Duke Energy rebate for the 96% consumption offset solar panels with Renewable Energy Design. (*Presentation is included as part of the minutes.*)

A recess was taken from 9:50 PM until 10:02 PM.

b. BAC status update

- i. Plans of work – Clerk Moore presented the draft plans of work for all Town boards and committees. The plans of work reflect the board/committee’s request and staff comments. Council reviewed each plan of work and made suggestions. (*Plans of work are included as part of the minutes.*)
 - a. Planning Board - Council Member Hunt moved to approve the Planning Board plan of work as amended. The motion was seconded by Council Member Sadler and passed unanimously.
 - b. Public Safety Advisory Committee - Council Member Welch moved to approve the Public Safety Advisory Committee plan of work as amended. The motion was seconded by Council Member Sadler and passed unanimously.
 - c. Environmental, Conservation and Sustainability Committee – Mayor Pro Tem Foster moved to approve the Environmental, Conservation and Sustainability Committee plan of work as amended. The motion was seconded by Council Member Hunt and passed unanimously.
 - d. Lewisville Beautification Committee - Council Member Sadler moved to approve the Lewisville Beautification Committee plan of work as amended. The motion was seconded by Council Member Welch and passed unanimously.
 - e. Parks and Recreation Advisory Board – Mayor Pro tem Foster moved to approve the Parks and Recreation Advisory Board plan of work as amended. The motion was seconded by Council Member Sadler and passed unanimously.

8. Administrative Reports

- A. Manager
- B. Attorney – Mr. Houff announced he will be retiring at the end of the year.
- C. Public Works
- D. Planning – None
- E. Finance – Mrs. Orrell reported the garbage and recycling fuel surcharge has increased due to the rising fuel costs. A budget amendment will be presented to Council for their consideration next week.
- F. Clerk – None

9. Agenda Items for Regular Meeting on October 13, 2022

- A. Tentative Agenda
 - i. Consent Agenda
 - a. Resolution 2022-058 – Financial statements for the two month ended August 31, 2022
 - b. Approval of Agenda Briefing Minutes – September 1, 2022
 - c. Approval of Called Meeting Minutes – September 7, 2022
 - d. Approval of Closed Session Minutes – September 7, 2022
 - e. Approval of Regular Meeting Minutes – September 8, 2022
 - f. Approval of Closed Session Minutes – September 9, 2022
 - g. Approval of Called Meeting Minutes – September 14, 2022
 - h. Approval of Closed Session Minutes – September 14, 2022
 - i. Approval of Called Meeting Minutes – September 20, 2022
 - j. Approval of Closed Session Minutes – September 20, 2022
 - k. Approval of Called Meeting Minutes – September 28, 2022
 - l. Approval of Closed Session Minutes – September 28, 2022
 - m. Resolution 2022-059 – Accepting resignation of Dale Harriman – Public Safety Advisory Committee
 - ii. Introductions, Recognitions, Presentations and/or Proclamations
 - a. Presentations
 - a. Sheriff's office
 - b. Introductions
 - a. Planner I – Adam Barr
 - b. Town Manager
 - iii. Appointment(s)
 - a. Parks and Recreation Advisory Board (2 vacancies)
 - iv. Public Hearings
 - v. Technical Review(s)
 - vi. Preliminary Site Plan Approvals
 - vii. Evidentiary Hearings
 - viii. Old Business
 - ix. New Business
 - a. Ordinance 2022-050 – Budget amendment to cover increased garbage and recycling fuel surcharge - \$27,000
 - b. Ordinance 2022-051 – Budget amendment to purchase two (2) Level 2 electric vehicle charging stations - \$48,305
 - c. Resolution 2022-057 – Contract with Colite for two (2) Level 2 EV charging stations - \$48,305

- d. Resolution 2022-061– Interlocal agreement with Winston-Salem/Forsyth County Utilities for relocation of Lewisville lift station
- e. Ordinance 2022-053 – Budget amendment to purchase solar panels for MAWCC
- f. Resolution 2022-062 – Awarding MAWCC solar panel contract
- g. Ordinance 2022-XXX – Budget amendment for tree replacements
 - 1. Mrs. Tolbert reported the budget amendment is to replace trees throughout Town as well as the purchase of a Chestnut tree that has been donated by Mary Alice Warren.
- B. Approval of Tentative Agenda for regular meeting on October 13, 2022
 - i. Council Member Hunt moved to approve the tentative agenda for October 13, 2022. The motion was seconded by Council Member Welch and approved unanimously.

10. **For the Good of the Order**

- A. Mayor Pro Tem Foster extended thanks to Mrs. Tolbert and Mrs. Moore for their endeavors with the plans of work.
- B. Mayor Pro Tem Foster inquired about the possibility of permitting voluntary agricultural districts. Council consensus was for a report be given to Council at the November Briefing.

11. **Adjournment** – Council Member Franklin moved to adjourn the meeting at 11:11 PM. The motion was seconded by Council Member Sadler and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk