

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**May 2, 2024 – 6:00 PM**  
**Lewisville Town Hall 2<sup>nd</sup> 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 Interim Town Manager/Planning Director 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 Welch moved to approve the agenda. The motion was seconded by Council Member Puckett and approved unanimously.

**2. Items Requiring Council Direction**

- A. Plemmons Road maintenance – The North Carolina Department of Transportation (NCDOT) has inquired if the Town would be interested in assuming maintenance of 265 feet of Plemmons Road (gravel) that is outside the Town’s corporate limits. The Town currently maintains portions of Plemmons Road on both sides of this section. Staff has inquired if the unincorporated portion would be eligible for Powell Bill funding. One dwelling and one vacant lot is accessed from this portion of Plemmons Road. At this time, the Town does not maintain any other roads outside the corporate limits. Council consensus was to accept maintenance with or without Powell Bill funding.
- B. Great Wagon Road betterments
  - i. Since the Great Wagon Road will become a Town-maintained road a year after project completion, the Town can install pedestal lighting. Council consensus was given to install straight poles whereby banners can be hung along the Great Wagon Road at a cost of \$2,447.84/pole plus \$21.85/pole/month for LED lights.
  - ii. The retaining wall at Lewisville First Baptist Church will be impacted by the project. NCDOT will replace the portion of the retaining wall within the project area and will attempt to match the block style; however, they do not think the color will match. To replace all of the block would be a cost to the Town of approximately \$55,000-\$65,000. Mrs. Tolbert has discussed this with the church’s pastor and the church would like the block to match but understand if the Town is unable to do so. Council consensus was to not replace all the block and for staff to evaluate potential options to rectify the inconsistency.
  - iii. Mrs. Tolbert noted the Town is responsible for the water and sewer lines in the Great Wagon Road. It is anticipated the Town will see a shortfall of approximately \$2 million. Mrs. Tolbert stressed this is only an estimate and the Town will know more at bid.
- C. Forsyth 250 Committee representative – Forsyth County Historic Resources Commission has requested a Town representative to serve on the Forsyth 250 committee. This committee is an official America 250 NC committee commemorating 250 years since the signing of the Declaration of Independence. If the Lewisville Historical Society has representation on the committee, a Town staff member will serve as a Town’s representative.
- D. Traffic calming discussion – Council Member Long, via email, shared videos with Council regarding an accident and traffic issues in Shallowford Reserve. The Town’s current traffic mitigation policy was discussed. Council consensus was to evaluate the cost of speed humps with emergency breaks, develop proposed revisions to the policy, and determine if the Town can set additional speeding fines.

**3. Items Requiring Action at Briefing – None**

**4. Administrative Reports**

**A. Interim Town Manager**

- i. Willow Run Municipal Service District (WRMSD) update – Town staff hosted an informational meeting related to Marblehead Dam improvements and the proposed WRMSD tax increase was held at the Mary Alice Warren Community Center (MAWCC) on May 1. The meeting was publicized by flyer, the MSD Board, the neighborhood association and Lewisville Connect. The goal of the meeting was to inform the WRMSD community about the history, charter, MSD duties, funding, and the procurement and bid process. Approximately, fifty-six residents attended who were receptive of the needed repairs. The resident’s main question was why the Town was not contributing whereby staff shared the Town would provide an interest-free loan to WRMSD, which is a revenue loss to the Town. Mrs. Tolbert noted the WRMSD Board concurs with the Town’s proposal.
- ii. PARTE/Jack Warren Park Improvements – Five bids were received at the April 18 bid opening for the PARTE/Jack Warren Park improvements. To offset costs, the Town had self-perform options for landscaping and electrical. With these two items being self-performed, low bid was approximately \$425,000. There is \$404,000 in the project fund and almost \$60,000 in the Parks & Recreation reserve fund. Council consensus was to add this item to the May 9 agenda.

**B. Clerk**

- i. Youth Art Show – May 8, 4:30-7:00 PM, MAWCC
- ii. Budget Work Session – May 13, 6 PM, Town Hall
- iii. Board & Committee Collaboration Session – May 16, 5:30-6:30 PM, Town Hall
- iv. Volunteer Appreciation Event – May 16, 6:30 PM, Town Hall
- v. Jurassic Park – May 17
- vi. Military Appreciation Concert – May 27, 6-8 PM
- vii. Camel City Yacht Club – June 8, 7-9 PM
- viii. Blood Drive – June 12, MAWCC

**5. Tentative Agenda Items for Regular Meeting on May 9, 2024**

**A. Consent Agenda**

- i. Resolution 2024-020– Financial statements for the nine months ended March 31, 2024
- ii. Approval of Closed Session Minutes – April 3, 2024
- iii. Approval of Agenda Briefing Minutes – April 4, 2024
- iv. Approval of Closed Session Minutes – April 4, 2024
- v. Approval of Regular Meeting Minutes – April 11, 2024
- vi. Approval of Closed Session Minutes – April 15, 2024

**B. Introductions, Recognitions, Presentations and/or Proclamations**

- i. Presentations
  - a. Sheriff’s Office monthly report

**C. Public Hearing**

- i. 2024-2025 Budget

**D. New Business**

- i. Resolution 2024-021 – 2023-2024 Audit services contract with Gibson & Company, PA

A break was taken 7:37 PM – 7:43 PM.

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

- A. Council Member Huffman moved to enter into closed session for property acquisition pursuant to NCGS 143-318.11(a)(5) and personnel pursuant to NCGS 143-318.11(a)(6) at 7:43 PM. The motion was seconded by Council Member Long and approved unanimously.
- B. Staff was excused from the personnel portion of the closed session at 8:19 PM.
- C. Council returned from closed session at 8:44 PM.

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

- A. Clarification was given regarding COLA and merit increases for staff. It was noted that merit will be given as a bonus this year and not added to salary.

8. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 9:00 PM. The motion was seconded by Council Member Welch and approved unanimously.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk