

Lewisville Town Council
Briefing and Action Meeting Minutes
July 3, 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 and Monte Long. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, and Town Attorney Elliot Fus. Council Members Julia Puckett, Ken Sadler and Jane Welch 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.

2. Items Requiring Council Direction

- A. Traffic Mitigation Policy – Mr. Hanna shared proposed changes to the traffic mitigation policy including cost sharing, mitigation options, and forming a Public Safety Technical Review Committee to include the town manager, public works director, fire departments, and community policing. Council consensus was given to bring the final proposal to Council in August. *(Powerpoint is included with the minutes.)*
- B. Non-profit exempt facility users
 - i. Updated application – Mrs. Moore shared proposed changes to the facility use exemption request application. Council consensus was given to bring the final proposal to Council in August.
 - ii. User list review – Mrs. Tolbert reviewed the current user exemption list with Council with recommendations on who should remain on the list, be removed, or have limited use. Council consensus was given to bring the final proposal to Council in August.
 - iii. Town-affiliated organizations – Mrs. Tolbert requested language be included in the ordinance whereby staff could waive usage fees for Town-affiliated organizations such as North Carolina League of Municipalities, Piedmont Triad Regional Council, Winston-Salem/Forsyth County Planning Board, and other member organizations. Council consensus was given to bring the final proposal to Council in August.

3. Items Requiring Action at Briefing

- A. Resolution 2024-033 - Piedmont Natural Gas easement for Great Wagon Road - Mayor Pro Tem Hunt moved to approve Resolution 2024-033. The motion was seconded by Council Member Huffman and approved unanimously. *(Resolution 2024-033 is herein incorporated by reference into the minutes.)*

4. Administrative Reports

- A. Town Manager
 - i. Electric vehicle rebate – Manager Tolbert reported the Town requested the full \$20,000 rebate (\$5,000/port) for the two EV charging stations (equaling four ports) at Shallowford Square. Since the Town’s spaces are part of handicap accessible spaces and are labeled “EV Optional,” the state requested the signage to be removed or new spaces allocated for EV parking for reimbursement. Staff worked with the state whereby the parking can remain as is and the Town qualify for a slightly different rebate of \$16,000 (\$4,000/port).
 - ii. Public Works building purchase agreement execution – A purchase agreement in the amount of \$700,000 for the building adjacent to Town Hall, former US Post Office, with a 90-day

review period has been signed. The agreement specifies the seller must provide evidence that the US Postal Service lease agreement has been terminated. Closing is scheduled for 120 days from the agreement date.

- iii. Planning Director position – A conditional offer of employment has been extended to Lynn Cochran for the Planning Director position. Mr. Cochran currently works for Rockingham County and previously worked with the Piedmont Triad Regional Council. Upon successful completion of screening requirements, Mr. Cochran will begin on August 5.

B. Clerk

- i. Town offices closed – July 4
- ii. The Neon Queen – July 13, 7:15 PM
- iii. Gump Fiction – July 20, 7 PM
- iv. Chicago Rewired – August 3, 7 PM
- v. National Night Out – August 6, 6-8 PM
- vi. Blood Drive – August 7, 1-5 PM, MAWCC
- vii. CPR Class – August 10, 8 AM-12 PM, MAWCC

C. Public Works Director

- i. Request for Qualifications – Lake Marblehead Dam – Two request for qualifications were received. Staff is reviewing the proposal from Grimes Engineering for design and development at a cost of approximately \$30,000. In addition, the Town would have to pay all permitting costs. Staff hopes to have the agreement on the agenda next week for Council consideration. As the project progresses, the Town will keep the Willow Run neighborhood apprised by communications via the MSD, homeowner’s association, flyers, etc.

5. **Tentative Agenda Items for Regular Meeting on July 11, 2024**

6. **For the Good of the Order**

- 7. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 7:36 PM. The motion was seconded by Council Member Long and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk