

Lewisville Town Council
Briefing and Action Meeting Minutes
September 5, 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, Monte Long, Julia Puckett (remote), Ken Sadler (remote) and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran and Town Attorney Elliot Fus.
- 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. Resident recognition criteria – Mrs. Moore shared with Council a proposed resolution outlining when a resident is honored by proclamation, certificate or ‘I’m One of the Reasons Lewisville is a Great Place to Live’ award. Council consensus was to place on the September 12 agenda for consideration.
- B. Staggered terms – Council requested staff to research the process for changing Council terms to staggered terms.
- C. Shallowford Square art installation – Manager Tolbert shared the Public Art Advisory Committee’s request for the Town to cover the installation costs for Shallowford Square art. The committee is developing the call for artists and would like the full grant (\$5,000) and Town match (\$5,000) to be used by the artist for the artwork. Council expressed concern on what installation costs could be which is unknown at this time. Council noted the additional committee members will be appointed in March and the committee can solicit donations for the installation since the type of art will be known at that time.
- D. Programming instructor fees – Manager Tolbert shared with Council statistics on how many program instructors are charging program fees and are not paying room rental at Mary Alice Warren Community Center (MAWCC). Programs are extremely important and the Town wishes to continue having them with the hopes of increasing. Staff was directed to formulate some options for Council consideration in November.
- E. Facility Use Exemption Request – West Forsyth Christian Preschool – Council consensus was given for a one-time, reduced rate for West Forsyth Christian Preschool to use MAWCC on April 4, 2025 for their annual gallery hop and silent auction. The preschool will use the entire building. This will be on the September 12 agenda for Council consideration.

3. **Items Requiring Action at Briefing**

- A. Reaffirm vote for Resolution 2024-037 – Facility Use Exemption – Forsyth County Fire Historical Society, Inc. by Council Members Puckett and Sadler per Resolution 2022-055:
A Council, Board or Committee Member participating remotely shall be able to vote on matters allowed under the policy. One or more Council, Board or Committee Members may cast the deciding vote(s) on a matter. In this event, the vote(s) shall be ratified by the remotely attending Council, Board or Committee Member(s) at the next meeting at which the member(s) are physically present.

Since Council Members Puckett and Sadler were attending the meeting remote, no reaffirmation was done by either. Council Member Puckett will reaffirm her vote at the September 12 meeting.

4. **Administrative Reports**

A. Town Manager

- i. Public Works building purchase – All inspections of the former post office building have been completed with no major issues. The title search found two businesses using the post office address as their address due to their postal box rental. This has been corrected. October 14 is the tentative closing date.
- ii. UDO rewrite – The UDO rewrite will take a little longer than anticipated due to Town staff requesting a deeper review of the ordinance. This falls under the contract scope and the Town will not incur any additional fees. Manager Tolbert noted the Town has a good working relationship with Kimley Horn and they understood the staff's concerns.
- iii. Classification and compensation study – Request for proposals for a classification and compensation study was released last week with requests due by September 23. This endeavor was discussed during budget work sessions and is a task bestowed on Manager Tolbert by the Council's administrative committee. A budget amendment will be needed to enter into a contract.

B. Clerk

- i. Andrew Thielen Big Band – September 7, 7-9 PM
- ii. Public Art and Parks & Recreation collaboration event – September 9, 6 PM, Shallowford Square
- iii. Paw Patrol The Mighty Movie – September 13
- iv. Clean Sweep – September 14
- v. Coconut Grove Band – September 21, 7-9 PM
- vi. The Wildflowers – September 28, 7-9 PM
- vii. The Kruger Brothers, October 5, 4:30-6:30 PM

C. Public Works Director

- i. PARTF/Jack Warren Park improvements – The PARTF/Jack Warren Park improvements project is making good progress with all the concrete down for walkways, amphitheater seating laid out, nature trails constructed and disc golf course mapping completed. The entire project is anticipated to be completed early- to mid-November. A ribbon cutting with a disc golf demonstration will be planned for early 2025.
- ii. Lake Marblehead Dam – Grimes Engineering is still in the design phase and will transition to the permitting phase mid-October. The MSD Board has requested to see the design prior to submittal to Department of Environmental Quality (DEQ) just so they understand and are familiar with the plan. Request for bids for the repairs will be done early 2025.
- iii. Tree replacement program – Mr. Hanna shared that trees located between the sidewalk and curb in the Ridgecrest area will need to be replaced due to them damaging infrastructure in the rights-of-way. The trees will be removed and replaced with more adequate trees that contribute to the neighborhood and streetscape. Tree replacement will be phased over three years. Staff will work with the homeowners association to communicate with the neighborhood. Mr. Hanna noted the same issue is occurring in other neighborhoods including Brook Forest and Belgrove. The UDO will have an updated streetscape trees list to help prevent this in the future.

5. **Tentative Agenda Items for Regular Meeting on September 12, 2024**

A. Consent Agenda

- i. Resolution 2024-038– Financial statements for month ended July 31, 2024
- ii. Approval of Agenda Briefing Minutes – August 1, 2024
- iii. Approval of Regular Meeting Minutes – August 8, 2024

- B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Introduction
 - a. Lynn Cochran, Planning Director
 - ii. Recognition
 - a. Public Safety Advisory Committee
 - iii. Presentations
 - a. Sheriff's Office
 - iv. Proclamation
 - a. 2024-003 – Constitution Week
- C. Old Business
- D. New Business
 - i. Ordinance 2024-031 – Declaring road closure for Christmas parade
 - ii. Resolution 2024-039 – Setting public hearing for Unified Development Ordinance amendment – Golf Driving Ranges
 - iii. Resolution 2024-040 – Setting public hearing for rezoning request – L-110 – 7825 Shallowford Road (PIN 5865-98-6697) and 0 Shallowford Road (PIN 5865-98-5943)
 - iv. Resolution 2024-041 – Setting public hearing for annexation request – 7825 Shallowford Road (PIN 5865-99-6697, 5865-98-5943)

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

- A. Council Member Welch inquired about fall paving. Mr. Hanna stated the Town will do maintenance this winter including crack sealing, filling potholes, etc. Paving will be done later in the fiscal year.
- B. The new speed trailer has been ordered and will be used in areas where there are speeding concerns.
- C. NCDOT is currently acquiring rights-of-way for the eastern portion of the Northern Beltway.
- D. Council Member Huffman shared information that the Great Wagon Road was previously known as the Native American Warriors Trail, then The Path and then Great Philadelphia Road. Council discussed that some type of placard depicting the history should be placed along the road after work is completed.

7. **Adjournment** – Council Member Long moved to adjourn the meeting at 7:30 PM. The motion was seconded by Council Member Huffman and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk