

Lewisville Town Council
Briefing and Action Meeting Minutes
October 3, 2024 – 6:00 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

1. Call to Order:

- A. Mayor Pro Tem Hunt opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn (remote), Mayor Pro Tem Melissa Hunt and Council Members Ivan Huffman, Monte Long, Julia Puckett, Ken Sadler 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, Operations Manager Brian Moore and Town Attorney Elliot Fus.
- B. Adoption of Agenda – Council Member Long moved to approve the agenda with the removal of a shop local event under For the Good of the Order. The motion was seconded by Council Member Huffman and approved unanimously.

2. Items Requiring Council Direction

- A. Staggered terms – Clerk Moore and Attorney Fus shared options for implementing staggered terms. The Town’s options are 1) legislative action; 2) ordinance to change charter; or 3) voter referendum. The process for each option was explained. Council Member Sadler inquired the benefit of staggered terms. Continuity was a reason shared by some members. Council Member Sadler stated that, historically, there have been no adverse effects when there is a large change to the Council and staff does not change. He expressed concern the Town was moving from the intent of the original Town charter. Other reasons supporting staggered terms expressed by Council was the short learning curve of two years, concern of a completely new Council at once, and retaining focus of Council members during the election process.

Council Member Huffman made a motion to move forward with staggered terms. Mayor Pro Tem Hunt seconded the motion. Mayor Horn, Mayor Pro Tem Hunt and Council Members Huffman, Long and Puckett voted in favor. Council Members Sadler and Welch voted in opposition. Motion passed 5-2.

Attorney Fus explained the Council’s next step would be to adopt a resolution of intent to amend the charter and schedule a public hearing. After the public hearing, Council would consider an ordinance to 1) make ordinance effective only upon a vote of the residents (special election); or 2) approve the ordinance to be effective but know it is subject to a referendum petition being filed. Council held a great deal of discussion about the process.

Council Member Sadler made a motion have a referendum. Motion was seconded by Council Member Welch. Attorney Fus noted this does not need to be determined at this time. Mayor Horn and Council Members Sadler and Welch voted in favor. Mayor Pro Tem Hunt and Council Members Huffman, Long and Puckett voted in opposition. Motion failed 3-4. After the vote, Council Member Sadler requested this item be placed on next week’s agenda as New Business.

3. Items Requiring Action at Briefing

- A. Ordinance 2024-032 – Amending Budget Ordinance 2024-001 to increase dependent medical, vision and dental insurance - \$8,650 – An employee has had a qualifying event allowing them to change their insurance coverage; therefore, a budget amendment is needed. Council Member Huffman made a motion to approve Ordinance 2024-032. Motion was seconded by Council

Member Puckett and passed unanimously. (*Ordinance 2024-032 is herein incorporated by reference into the minutes.*)

4. Administrative Reports

A. Town Manager

- i. Great Wagon Road Betterments – North Carolina Department of Transportation (NCDOT) has estimated \$500,000-\$600,000 for the Great Wagon Road betterments of conduit for decorative street lighting, sidewalks larger than the minimum 5 foot and stamped concrete truck aprons with red tint around roundabout to match existing roundabouts in town. Funding for this will come from the Great Wagon Road Capital Project. Council will be requested to approve the agreement at the November 7 briefing in order to meet the NCDOT November 12 deadline.
- ii. Former post office building – There were no surprises with inspections of the former post office building and closing will be October 14.

B. Clerk

- i. The Kruger Brothers, October 5, 4:30-6:30 PM
- ii. Blood Drive, October 9, 1-5:30 PM
- iii. Jumanji movie, October 11
- iv. Bulky item pickup, October 14
- v. Shalloween, October 19, 1-2:30 PM
- vi. Special Recycling event, October 26
- vii. CPR class, November 1, 4-8 PM, MAWCC
- viii. Shallowford Square art call deadline, November 27
- ix. MAWCC mural art call deadline, December 1
- x. Shallowford Square collaboration event update – Clerk Moore shared the collaboration event held by the Public Art and Parks & Recreation committees was held September 9 at Shallowford Square. The committees received great feedback on potential art designs and playground amenities.

Council Member Sadler inquired how community shred events were advertised and inquired if enough are held to cover the community's needs. Shred events are advertised in the Town's newsletter when information is given to staff.

C. Public Works Director

- i. PARTF/Jack Warren Park improvements – The PARTF/Jack Warren Park improvements project continues to progress. It is hoped the pavilion will be delivered late October-early November. The contract is for completion to be done by December 31; however, it is hoped it will be completed mid-November. Manager Tolbert applauded public works for doing a lot of the work which saves the Town money.
- ii. Tree replacement plan – Trees located between the sidewalk and curb in the Ridgecrest area are being 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 is working with the homeowners association to communicate with the neighborhood. Mr. Hanna noted the same issue is occurring in Belgrove. Some trees can be saved but some will have to be replaced. Staff has also worked with this neighborhood's homeowners association and placed door hangers in the neighborhood. Due to the size of the trees, they are too big to be relocated.
- iii. Fall roadway maintenance – A pavement preservation system is being established whereby a portion of Powell Bill funds is used for street maintenance. Albeit unsightly, crack sealing adds

years to streets and it is the Town's job to protect assets with most responsible use of funds. The crack sealing project will be done this fall with resurfacing in spring.

D. Community Center Operations Manager

- i. Quarterly report – Mr. Moore shared the first quarter report for Mary Alice Warren Community Center. *(Report is herein incorporated into the minutes.)*

Break – 7:38 PM – 7:44 PM

5. **Tentative Agenda Items for Regular Meeting on October 10, 2024**

A. Consent Agenda

- i. Resolution 2024-045– Financial statements for two months ended August 31, 2024
- ii. Approval of Agenda Briefing Minutes – September 5, 2024
- iii. Approval of Regular Meeting Minutes – September 12, 2024

B. Introductions, Recognitions, Presentations and/or Proclamations

- i. Introduction
 - a. Lynn Cochran, Planning Director
- ii. Presentation
 - a. Sheriff's Office
- iii. Proclamation
 - a. National Family Literacy Day- November 1, 2024

C. Public Hearings

- i. Unified Development Ordinance amendment – L-168 – Golf Driving Ranges
 - a. Staff presentation
 - b. Public Hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2024-033– Amend UDO
 1. The proposed UDO amendment establishes minimum standards for driving ranges allowing them in residential zoned areas. Planning Board recommends approval.
- ii. Rezoning – L-110 – 7825 Shallowford Road (PIN 5865-98-6697, 5865-98-5943)
 - a. Staff presentation
 - b. Public Hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2024-034– Change zoning from Forsyth County RS-40 to Town of Lewisville RS-40 – 7825 Shallowford Road
- iii. Annexation – 7825 Shallowford Road
 - a. Staff presentation
 - b. Public Hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2024-035 – Extend the Town of Lewisville corporate limits to include 7825 Shallowford Road

D. Appointment

- i. Zoning Board of Adjustment
 - a. Alternate Member (Appoint 1)

E. Old Business

F. New Business

i. 2025 Meeting schedule

- a. The proposed 2025 meeting schedule reflects meetings for Town Council, boards and committees. The schedule also reflects the Council retreat, budget meetings and CityVision. Due to CityVision, the May agenda briefing will be held April 24.

- ii. Resolution 2024-046 – Correction to Resolution 2021023 – Declaration of Withdrawal of Road Dedication
 - a. Resolution 2021023 and the *Declaration of Withdrawal Road Dedication* erroneously referenced Lots 17 and 18. The correct lot numbers are Lots 18 and 19.
- iii. Resolution 2024-047 – Remote Participation Policy
 - a. Attorney Fus shared in the recent case of *State of North Carolina v. Anson County*, the North Carolina Court of Appeals held that remote participation by commissioners at a county commissioners meeting did not count toward quorum. Therefore, Attorney Fus is requesting the quorum provisions in the Town’s Remote Participation Policy be revised.
- iv. Resolution 2024-048– Special Projects Review policy
 - a. Clerk Moore shared proposed changes to the Special Projects Review policy are cleanups and includes a more detailed application.
- v. Ordinance 2024-036 – Amending Budget Ordinance 2024-001 – Classification and Compensation Study - \$9,200
 - a. The Town received four responses to the classification and compensation study request for proposals. Manager Tolbert recommends the MAPS Group (The Management and Personnel Services Group), a preferred partner of the North Carolina League of Municipalities. The study will be completed by the end of February 2025 in time for budget preparations. The other firms were unable to complete the study until after the budget process. Scope of work includes:
 - Study orientation sessions with employees
 - Review and study of existing employee positions
 - Conferences with department heads to review and verify info
 - Preparation of job descriptions
 - Determine what positions should be exempt/non-exempt per Fair Labor Standards Act (FLSA).
 - Salary survey of public sector jurisdictions
 - Ensures ranges are competitive and sufficient to attract and retain employees
 - Determination if town’s salaries, benefits & wages are competitive
 - Prepare updated pay plan (salary grades)
 - Give implementation options with costs associated
 - Comprehensive review of the town’s personnel policy
 - Modern & effective HR management
 - Current laws & regulations
- vi. Resolution 2024-049 – Voice and internet contract with Spectrum Enterprise - \$91,440
- vii. Resolution 2024-050– Amendment #2 to Kimley-Horn preliminary engineering contract - Roundabout at Lewisville-Vienna Road and Robinhood Road Project - \$33,066.77
 - a. NCDOT is now requiring wet utilities to be outside of roundabouts. This was not the case when the original contract was approved. The proposed amendment includes:
 - Wet Utility Plans, Specification and Estimate
 - Relocation of approximately 2,150 linear feet of existing water lines.
 - Relocation of hydrants, valves, meters, etc.
 - Additional meetings and coordination associated with the relocation including meetings with the Town, NCDOT, and City of Winston-Salem Utilities.
 - Water Utility Relocation As-Built Drawings required for NCDOT and City of WS Utilities
- viii. Resolution 2024-051 – Utility relocation agreement with Duke Energy - Roundabout at Lewisville-Vienna Road and Robinhood Road Project - \$280,637.89

The next two items were discussed together.

- ix. Ordinance 2024-037 – Amending Great Wagon Road Improvements Capital Project Ordinance - \$6,217,453.72
- x. Resolution 2024-052 – Utility Agreement with the City of Winston-Salem and the NC Department of Transportation - \$6,217,453.72
 - a. Manager Tolbert presented an agreement with the City of Winston-Salem and NCDOT related to utilities for the Great Wagon Road project. The Great Wagon Road Improvements Capital Project Ordinance would need amending also. The agreement states, NCDOT will construct water and sewer lines within the Great Wagon Road, the Town of Lewisville will pay for the installation of the lines, and the City of Winston-Salem will take over ownership and maintenance of the lines after construction. Mrs. Orrell shared the anticipated increase to the water and sewer reserve fund. Once payment is required, it is hopeful the funds will be available in the fund along with other avenues of funding include the upcoming tax revaluation.

Lewisville Water and Sewer Projects	
Updated: 9/4/2024	
Expenses	
Sewer Lift Station Relocation	\$ 5,864,400
GWR Water/Sewer Lines Installation	6,217,454
Estimated Cost	12,081,854
Revenues	
<i>Reserve Held by the W-S/Forsyth County Utility Commission</i>	
Balance 6/30/2024	7,485,617
Estimated contribution FY 24-25	900,000
Estimated contribution FY 25-26	900,000
Estimated Reserves	9,285,617
Estimated Deficit	\$ 2,796,237

6. For the Good of the Order

- A. Council Member Welch asked everyone to wear pink at the regular meeting for Breast Cancer Awareness Month.
- B. The Coffee Mill had begun collections for the Western North Carolina communities devastated by Hurricane Helene last week and quickly ran out of room. The Town was able to offer the Galloway Community Center as a collection site. Manager Tolbert commended Town staff for their efforts working the site, answering calls and more.

7. **Adjournment** – Council Member Long moved to adjourn the meeting at 8:51 PM. The motion was seconded by Council Member Huffman and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk