

Lewisville Town Council
Planning and Action Meeting Minutes
February 6, 2021 - 8:00 a.m.

Digitally originating in Council Chambers 1st floor - Lewisville Town Hall
6510 Shallowford Road

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I. Call to Order

A. Roll Call

1. Mayor Horn called the meeting to order at 8:00 a.m. Council members present were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch.

B. Approval of Agenda

1. Council Member Smitherman moved to approve the agenda. The motion was seconded by Council Member Hunt and approved unanimously by a roll call vote of ayes from Council members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn. Also present were Town Manager Hank Perkins, Attorney Bo Houff, Finance Officer Pam Orrell, Public Works Director Ryan Moser, Planner Stacy Tolbert and Town Clerk Joyce Walker.

II. Governance

**A. Four year or staggered terms for Town Council - David Smitherman
Jane Welch**

Discussion: Community engagement on the subject, staff study, new members to council have a learning curve.

Direction: **After discussion, Council would like to have more study by staff.**

III. Capital Needs Planning

**A. Facilities planning - Mike Horn
Melissa Hunt**

Discussion: * Planning needs to be long range. Properties owned by Town identified - Town Hall, Town Hall Annex, Old Community Center, New Community Center, Lewisville-Vienna Road property

* Mr. Perkins provided a *suggestion* on facility use, including tearing down Annex and moving deputies to Old Community Center. File storage is needed. Storage for play sets and equipment used by public works identified. Use of property on Lewisville-Vienna could be used as a dog park; however, there is a resident occupying the property.

* Whatever is decided, the plan must be organized, step by step and priorities set.

* Implications of Great Wagon Road discussed.

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- * Public Works facility is needed.
- * Property on Lesley Road is for sale.
- * Mrs. Foster asked for bullet points of information from Mr. Perkins. Needs historical information and to understand the bigger picture.
 - She is to send her questions to Mr. Perkins.

Direction: After discussion, continue discussion at the March meeting.

Break 9:37 a.m. to 9:45 a.m.

- B. Capital spending needs - Ken Sadler**
- Discussion: * Plan for large replacements such as VAC.'s and their costs.
* Each department has contingencies for repairs.
* If needed, there is a capital buildings and land capital reserve that can be replenished.

Direction: After discussion, none.

- C. Long term planning for parking in the vicinity of the Square - Mike Horn**
- Discussion: * Everyone was asked how to best use the property of the shopping center for parking in the Downtown.
* Council members discussed other locations that could be used as well as after hours use of lots of Downtown businesses.

Direction: After discussion, no directions for staff.

IV. Services

- A. Leaf and limb pickup - Jane Welch**
Jeanne Marie Foster
- Discussion: * Leaf and limb pickup is a high priority on every survey.
* Depending on the option, there may have to be a tax increase to cover the cost.
* If leaf and limb pickup is offered to everyone in the town, open burning would be cancelled.
* Input from the public is needed.
* Council members were presented 3 options for leaf and limb pickup.
 - Council members liked proposal 3 which would allow residents to contract directly with a vendor and would still allow open burning.
* Question about open burning and air quality; townie plan needed.
- Direction:** (1) After discussion, provide a list of possible vendors to residents and (2) use Survey Monkey to gage residents' on whether they will pay for the service as a tax priority.

- B. Regional Storm water Pond #1 - Hank Perkins**
- Discussion: * This is an old project that was created to serve projects in the Downtown area.
* The last study was done in 2015.
* The Pond #2 project has already been discontinued.

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* After reviewing the project, its cost, and the few properties it will serve, staff has recommended this project also be discontinued, as there was no advantage to building the project.

- Expected cost is \$530,000.⁰⁰, not including the cost of appraisals and land acquisition, construction, on-going maintenance and any federal and/or state mandates that might be attached.
- There is \$400,000.⁰⁰ in the Storm Water Capital Reserve that could better be used on other capital projects.
- Projects constructed since the inception of this project in 2005 have constructed their own Storm water BMP.
- Staff provided a map of the Downtown area showing only four (4) properties would be serviced by this project. (See attached)

Direction: After discussion, Council agreed by consensus (nodding of heads) not to proceed with the project.

C. Storm water fees - Ryan Moser

Discussion: * Public Works Director Moser advised Council members of all the calls he takes on sink holes and other Storm water issues in need of repair.

* He also reminded Council that the Town has contracts to assist the Town in being compliant with our State Storm water audit.

* He suggested use of a townie Storm water fee to relieve the General Fund when unforeseen Storm water maintenance occurs.

* Council members were advised that the number of budget amendments for Storm water repairs is increasing and staff wanted Council to be on board about the expense involved with Storm water maintenance.

- It was suggested that an enterprise fund be established to provide for the on-going maintenance of the Town's aging infrastructure.

- Use of an enterprise fund is the suggested method from the SOG (NC School of Government) to fund Storm water maintenance.

» Mr. Moser will send link to Council members of information from the SOG.

- This could be collected on property owner's tax bills.

- Monies placed in this fund could also handle items such as yard waste pickup but more importantly will show the amount of money being spent.

* Other expenses are also associated with Storm water issues such as clean out.

* One question was whether there could be a forecast of repairs and costs.

Direction: After discussion, consensus was to sideline the issue until cost projections are received.

Lunch break: 11:50 a.m. to 12:20 p.m.

V. Planning and Land Use Related Issues

A. Greenway and Pedestrian Connectivity - Fred Franklin

Jeanne Marie Foster

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- Discussion: * Council was advised that there is funding available for Glenway plans but the deadline to submit a request is next Wednesday.
 * Mrs. Colbert explained that this (accepted but not adopted) Glenway plan is not part of the scope of the Comprehensive Plan and Parks, Recreation and Cultural Development Master Plan Update.
 * Council was also advised that the M.O. (Metropolitan Planning Organization) has funding for plans and studies, generally in annual cycles.
 * There was also a suggestion that there could be citizen burnout if asked to participate in another survey or charrette besides the Comp Plan and P & R Master Plan.
 * Mayor Horn suggested pausing on this update at the present time since the M. P. O. is looking at bike routes on state roads and Mr. Perkins also didn't think this was good timing.

Direction: After additional discussion, take no action at this time.

B. UDO re-write - Stacy Tolbert

- Discussion: * Mrs. Colbert wanted to bring everyone up-to-date on the UDO rewrite.
 - The UDO assessment has identified inconsistencies within the document.
 - Some of the ordinances and definitions are outdated.
 - The completion date for the Comprehensive Plan is April 2022 and at the time of adoption, staff would like to be able to start the UDO re-write which will be a "big ticket" item to be considered for budgeting.
 - There was a suggestion that a budget amendment could be used when needed.
 * Council members were also advised that a substantial format re-write may mean that the Town may no longer be able to rely on Winston-Salem to be the Town's enforcement agency.
 * Immediate updates are being done as needed and are not being held awaiting the re-write.

Direction: None at this time.

C. Land conservation - Jeanne Marie Foster

- Discussion: * Council Member Foster was concerned about large tracts of land being used for development instead of being conserved as a natural resource.
 - Piedmont Land Conservancy and New River Conservancy were mentioned as agencies that might be of assistance.
 * Council members were advised that local action is very expensive.
 * Council Member Foster wanted to know if there is a way to pro-actively look at conserving land.
 * There was a suggestion to check with the owners of large tracts about their intentions to possibly conserve their land.
 - Most of these large tracts are held by LLC's for the purpose of development.
 - Council members were reminded that conserving these lands would also remove them from the tax roll.

Direction: * On a map, identify large tracks of land and their aesthetic value for conservation when time allows.

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- Use an intern for this. They will need specific direction as to land size and any other requirements of the project.

VI. Parks and Recreation Related Issues

A. Splash park - Jane Welch

Discussion: * Council Member Welch wanted to know if a splash park was in future plans near the new Community Center.

- Mr. Perkins advised, depending on the system, could cost between \$125,000.⁰⁰ and \$225,000.⁰⁰ and recommended not doing anything until we see where this stands on the Master Plan for Parks and Rec.

* Council members made suggestions on how to pay for this such as “branding” and donations from the public.

* There was also a suggestion that PARTF could be used since the prior plan included the new Community Center which is now being built.

- The next submittal for a grant is in May and there is not enough time to go through the process to fulfill all of the requirements, especially public engagement.

- Mr. Perkins advised that the current grant must be closed before a new one can be started.

- Staff was asked to look at the types of projects that were funded in the last cycle.

» Note: During the meeting, one of the Council Members looked at the results of the last PARTF grants and they were “all over the place.”

* After discussing the issue, Council Member Welch was in agreement that a splash pad should be a part of the Parks and Recreation Master Plan process.

Direction: **After additional discussion, it was decided to pass on submitting an application this year.**

**B. Dog park - Melissa Hunt
Jane Welch**

Discussion: * Mr. Perkins reminded everyone that the Town is engaged in the Parks and Recreation Master Plan and a dog park would be an amenity of the plan.

* Council Member Hunt wanted to know if a dog park could be pulled out of the Parks and Rec master plan.

- Mr. Perkins advised that a 1-2 acres would be needed; it would be sectioned for large and small dogs; and would cost about \$50,000.⁰⁰, not including utilities.

- Mayor Horn wanted to know if there was overwhelming support for pulling out of the master plan.

- Mrs. Hunt suggested that the dog park is a high priority and a site needs to be found.

* Everyone was advised that dogs are allowed at Joanie Moser Park and that this should be communicated to residents.

Direction: **Send this question to the Parks and Recreation Board.**

C. Dogs and Jack Warren Park - Melissa Hunt

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Discussion: * Mr. Perkins advised Council of the public hearing in 2013 when there was a question to change the Town Code by allowing dogs at Jack Warren Park.
- Users of the park came to the meeting and told of aggressive dogs; owners that did not clean up behind the dogs; many that ran loose. He also noted that the Square has the same issues.

Direction: **None given.**

D. Discussion of potential land acquisition - Mike Horn

Discussion: * Council Members were advised that one of the members of the Beautification Committee had let the Mayor know that the Frank Holder land on Lasley Road was for sale at \$600,000.⁰⁰ and was interested in knowing if the Town would be interested in partnering with the residents of Lasley Forest in making the purchase.
- Council Member Franklin was familiar with the property and thought it would be a good property for public works.

* Mr. Moser will schedule a meeting with the realtor to look at the property.

Direction: **This is not a yes or no but will explore further.**

VII. Discussion Items

A. Discussion on contracting - Ken Sadler

Discussion: * Dr. Sadler wanted to make sure everyone understood what a contract can and cannot do as well as what they should do. He specifically was referring to the construction contract for the community center which he thought was a good one.
* He also mentioned that the Waste Management contract, mentioned at a previous meeting, had a clause that was added by the company and not by the Town.
* Attorney Houff also noted that the construction contract was a standard AIA (American Institute of Architects) contract for construction.

Direction: **After discussion, none.**

Communications Specialist Gennie Taylor was admitted electronically to the meeting at 2:00 p.m.
Council took a break between 2:02 p.m. and 2:08 p.m.

**B. Communication and community engagement now and in the future - JM Foster
Mike Horn**

Discussion: * Mayor Horn was interested in ways Channel 6 could be made more interesting as well as providing more information to residents.
- 1-minute videos.
- Use of FaceBook.
- Making sure editorial content is relevant to season.
- Making sure outdated material is removed from Channel 6 and web site.
* Mrs. Taylor provided background on her responsibilities for the newsletter, web site and social media, noting that she only works part-time.
- A re-design of the web site is currently being worked on.

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- Council members pointed out some problems with Channel 6 that Mrs. Taylor said she needed to audit for correction.

* There was a question whether the Council meetings should be broadcast 4 times a day on Channel 6 and instead be reduced to 2 so that other content can be shown.

- Mrs. Taylor also explained that, depending on the length of the meeting and file size, download times may take hours.

- All Council meetings are on Channel 6 as well as the Town's YouTube channel and is high on Google analytics.

- Everyone was reminded that pre-COVID, only regular Council meetings were broadcast on Channel 6 (and live on FaceBook).

* Mayor Horn asked what meetings did they want on Channel 6.

Direction: **After discussion, none.**

C. Update on all road, sidewalk and building projects - Mike Horn

Discussion: * Mr. Perkins provided an update on tracking the STIP projects and their scheduling. (See attached.

* Staff is waiting on Right of Way Certification from the DOT for the Gateway Project.

Direction: **Keep Council updated as things change with the projects.**

D. Discussion on noise and ATV riding in town - Mike Horn

Discussion: * The mayor and council members have been receiving complaints about ATV riders riding their vehicles, being nuisances in their neighborhood and creating noise. They ride their vehicles without helmets.

* Attorney Houff advised that there are limitations on what towns can do based on the General Statutes and ATV's fall under motor vehicles which can be handled by community policing.

* Unkept lots were also mentioned.

- There is a process to handle unkept lots but it does take time.

- Enforcement is outsourced to Winston-Salem.

- It was also noted that permission must be given to go onto one's property.

Direction: **Mr. Perkins will review noise ordinances in other towns.** (Those ordinances usually involve a decibel meter and law enforcement.)

- Attorney Houff cautioned that you must be objective and prepared to enforce at every occasion.

E. Revaluations

1. There was general discussion on the revaluation of properties, the effect on the tax rate, whether the rate should be revenue neutral or remain the same.

2. Mr. Perkins is required to present revenue neutral information at the budget presentation during a revaluation year.

Direction: **None.**

F. Internal Communications

* Mrs. Foster asked about communication between Council and staff but will discuss at a later date.

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VIII. **For the Good of the Order**

- A. Mrs. Walker announced that she will be retiring at the end of the year.
 - 1. Mr. Perkins plans to hire someone in time to shadow Mrs. Walker before she leaves.
- B. **Mr. Perkins will send a summary of the results of the meeting to Council members.**

IX. **Adjournment**

- A. Having no other business to discuss, Council Member Smitherman moved to adjourn the meeting at 3:25 p.m. The motion was seconded by Council Member Franklin and approved unanimously by a roll call vote of ayes from Council Members Foster, Franklin, Hunt, Sadler, Smitherman, Welch and Mayor Horn.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk