

Lewisville Town Council
Briefing and Action Meeting Minutes
July 2, 2019 - 6:00 p.m.
Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road

1. Call to Order:

- a. Mayor Horn called the meeting to order at 6:01 p.m. Council Members present were Fred Franklin, Marci Gallman, Robert Greene, Sandra Mock, Ed Smith and Jeff Zenger. Also present were Town Manager Hank Perkins, Attorney Bo Houff, Finance Officer Pam Orrell, Planner Stacy Tolbert, Public Works Director George Hauser and Town Clerk Joyce Walker.
- b. Adoption of Agenda
 - i. The addition of Colon Moore as guest speaker and the Forsyth Home Education Association as Item 3.d.ii., requesting the addition to the Exemption Policy were additions to the agenda.
 - ii. With those noted additions, Council Member Franklin moved to approve the agenda. The motion was seconded by Council Member Zenger and approved unanimously.

2. Guests, Introductions and Presentations for July 2, 2019

- a. Colon Moore, Winston-Salem/Forsyth County Schools, was present to provide an update on the Robinhood Road Middle School.
 - i. The original design costs were over budget but issued have been straightened out.
 - ii. The construction documents are about 70% complete and in the July/August time frame, informal information will be coming forward to the planner.
 - iii. This project had design and construction cost concerns that hampered moving forward earlier.
 - (1) He reported that the school system was able to purchase the properties that were in the middle of the project without having to go to condemnation.
 - iv. At this time, the hope is to formally submit so that the project can be bid in the November/December time frame in order to break ground in February with a target completion in June 2021 to open for the 2021/2022 school year.
 - v. The school system will be petitioning to close Dexter Road at the school line.
 - vi. The bus entrance will be off Robinhood and parents will enter from Lewisville-Vienna.
 - vii. Mr. Moore was not certain what elementary schools would feed into the new middle school. The school board will determine the attendance zone for the school once it is complete.

3. Items That Require Council Direction

- a. Future lighting needs
 - i. Mr. Perkins advised Council of lighting needs for our upcoming road (Gateway) project and suggested that Duke energy has PED lighting that looks like the existing lights that have been purchased in the past by the Town. Although there is a monthly cost for lighting, Duke Energy would be responsible for any and all maintenance and replacements. If that works well, then move that scenario to the GWR project.

Lewisville Town Council
Briefing and Action Meeting Minutes
July 2, 2019 - 6:00 p.m.

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- (1) After discussion, staff will check on the monthly cost and whether banners and decorations can be hung from their poles.
- b. Minimum housing code enforcement
 - i. Dan Kornelis, Department of Housing, was present to address the abandoned house on Divaldi Street (see June minutes).
 - (1) He said that a member of his department had been to the location often. The particular inspector's job consists mostly of housing rehabilitation which takes precedence over other work because of the funding received from the federal government.
 - (2) With that being said, the County would like for the code to be updated but it is difficult to deal with an abandoned house.
 - (a) The old code would take 2 years but a revision to the code will now take 45-50 days to complete if the house has to be torn down.
 - (b) Additionally, there is a cost to tear the building down which could put the department in the negative.
 - (c) The owner doesn't live there but another relative will come out to feed his dog.
 - (3) In the meantime, the Commissioners have funded a position this year.
 - (4) We hope to provide better coverage in the future, but as a reminder, his department does have to serve the whole county, excluding Winston-Salem and Kernersville. However, the first priority is a house that is occupied.
 - (5) A resident has advised that the house is in foreclosure and Mr. Kornelis will follow up.
 - (6) Mr. Kornelis suggested that residents could call his department for information and updates.
 - ii. Other programs under his department were also provided such as down payment assistance for new home buyers.
- c. Survey presentation
 - i. Council members were provided a copy of the Table of Contents and the Executive Summary for the survey.
 - (1) When compared, answers to this survey are similar to the last survey.
 - (2) There are demographic comparisons that provide insight on services, parks, needs, etc.
 - ii. After the meeting, the PDF version will be sent to all Council Members and the update will be on the agenda next week.
- d. Requests to be added to the Facility Use Exemption Policy of Chapter 16-14 of the Town Code
 - i. Council reviewed the information from Tealdrops, Inc. and Forsyth Home Educators.
 - ii. After reviewing the provided information and discussion, Council was agreeable to adding these two organizations to the Exempt list and directed staff to have an ordinance at the meeting next week to add to Chapter 16 of the Town Code.

Lewisville Town Council
Briefing and Action Meeting Minutes
July 2, 2019 - 6:00 p.m.

Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road

4. Items Requiring Action at Briefing

- a. **Ordinance 2019031** - authorizing the Forsyth County Tax Collector to collect taxes for Town of Lewisville for the 2019 tax year
 - i. Council Member Zenger moved to approve Ordinance 2019031. The motion was seconded by Council Member Smith and approved unanimously. Ordinance 2019031 is herein incorporated by reference into the minutes.
- b. **Ordinance 2019032** - authorizing the Forsyth County Tax Collector to collect taxes for years 2010 through 2018
 - i. Council Member Franklin moved to approve Ordinance 2019032. The motion was seconded by Council Member Zenger and approved unanimously. Ordinance 2019032 is herein incorporated by reference into the minutes.
- c. **Ordinance 2019030 AMENDED** - to correct a clerical error to include a PIN number that was omitted from the last line of the metes and bounds description
 - i. Council Member Gallman moved to approve Ordinance 2019030 AMENDED. The motion was seconded by Council Member Mock and approved unanimously. Ordinance 2019030 AMENDED is herein incorporated by reference into the minutes.
- d. **Ordinance 2019026 AMENDED** - to correct a clerical error to include a PIN number that was omitted from the last line of the metes and bounds description
 - i. Council Member Mock moved to approve Ordinance 2019AMEND. The motion was seconded by Council Member Gallman and approved unanimously. Ordinance 2019026 AMENDED is herein incorporated by reference into the minutes.

5. Unfinished Business:

- a. None.

6. Administrative Reports:

- a. Manager's Report
 - i. Contingency report
 - (1) \$2,984.61 was spent for HVAC system repair and update.
 - ii. DOT public meeting for the GWR Project
 - (1) The DOT will be hosting a public meeting on the Great Wagon Road Project on Thursday, July 25, 2019 here at Town Hall. Local officials will be welcomed at 3:00 p.m. There will be a public session from 4:00 p.m. until 6:00 p.m.
 - iii. Community Center
 - (1) The Council reviewed material from the feedback of the various stakeholder groups on their wants and the amount of space that would be needed. This will need to be assessed for space and cost.
 - (2) Council reviewed possible site plans.
 - (a) The parking should NOT be prominent.
 - (b) Parking can be spread out and serve Jack Warren Park as well.

Lewisville Town Council
Briefing and Action Meeting Minutes

July 2, 2019 - 6:00 p.m.

Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road

- (c) Space needs for the YMCA were reviewed and the cost for their portion of the building.
 - (3) Council members liked the concepts presented, especially with the circular entrance with some type of feature and the longer layout.
 - (a) After discussion, the architects will be asked to look at moving the building closer to Lewisville-Clemmons Road.
 - (4) There was a suggestion that there should be a master plan for the entire site.
 - iv. Bike and pedestrian planning grant webinar update and information included re Vienna area in the Susan Hatchell plan (from June briefing)
 - (1) Mr. Perkins and Mrs. Tolbert participated in the webinar and found there will be another planning grant offered in the spring.
 - (a) He advised there were already bike amenities in our upcoming projects and recommended this grant be bypassed which was agreeable to Council.
- b. Staff Reports
 - i. Attorney
 - (1) None.
 - ii. Public Works
 - (1) Street paving
 - (a) Mr. Hauser advised Council that 99% of the paving has been done and he is waiting on the results of the core samples. There was a change order for \$25,000.⁰⁰ to fix some intersections which were not in the original contract.
 - (b) North Street has been *patched* with hot mix but the hole eats everything. There is a quote for the new budget for an 8x8x2 area but it is unknown what is under the area.
 - (c) There are two places that the Town will need to have mowed: (1) the Moser property on Lewisville-Vienna Road at \$1,600.⁰⁰ per year and (2) the Warren property at \$1,140.⁰⁰ which includes \$100.⁰⁰ for the first time because it is so overgrown and all other times at 65.⁰⁰. These changes will be an addendum to the mowing contract.
 - iii. Planning
 - (1) Tomahawk Creek update
 - (a) Mrs. Tolbert advised Council that she had attended a pre-construction meeting for this project. Work will be starting July 8th and should be complete by December. This project will provide sewer service to the new middle school and Glad Acres.
 - iv. Finance
 - (1) None.
 - v. Clerk
 - (1) There will be a meeting of the Special Projects Review Committee following the Briefing.

Lewisville Town Council
Briefing and Action Meeting Minutes
July 2, 2019 - 6:00 p.m.
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7. **Agenda Items for Regular Meeting on July 11, 2019**

- a. Tentative Agenda
 - i. Consent Agenda
 - (1) [Resolution 2019051](#) - Acceptance and Approval of Monthly [Financials for May 2019](#)
 - (2) Approval of Council Briefing and Action [Minutes - June 6, 2019](#)
 - (3) Approval of Council Meeting [Minutes - June 13, 2019](#)
 - ii. **Introductions, Presentations and/or Proclamations**
 - (1) None
 - iii. Public Hearings
 - (1) [Ordinance 2019033](#) - Case L-090 rezoning a 1.95 acre tract of land located at 7675 Yadkinville Road from RS40 to YR to conform with overall property acreage totaling 14.59 acres
 - iv. Evidentiary Hearings
 - (1) [Ordinance 2019034](#) - Case L-091 requesting a Special Use Permit for Avendell Subdivision, a Planned Residential Development (PRD) located off Shallowford Road
 - v. [Resolution 2019050](#) - authorizing the contract with Sir Speedy for newsletter printing in an amount not to exceed \$12,715.50
 - vi. [Resolution 2019052](#) - authorizing the Town Manager to award a 3-year contract to EcoLogic Environmental Landscapes, LLC of Pfafftown to provide maintenance of the Perennial Garden at Jack Warren Park for an amount not to exceed \$15,505.⁰⁰ for each year of the contract
 - vii. Conrad Circle Repairs
 - (1) [Ordinance 2019035](#) - amending Budget Ordinance 2019001 for repairs on Conrad Circle in the amount of \$59,603.⁰⁰
 - (2) [Resolution 2019053](#) - authorizing the manager to award the contract for repairs on Conrad Circle to Russell Construction Company of Advance in an amount not to exceed \$59,603.⁰⁰
 - viii. Mayor Horn advised that he would like to recognize Fire Chief Darin Needham for completing courses with the National Association of Fire Chiefs certification and is one of the few in the state that has completed this course.
- b. Approval of Tentative Agenda for regular meeting on [July 11, 2019](#)
 - i. With items noted above and the addition of Fire Chief Needham's recognition, Council Member Smith moved to approve the agenda for July 11, 2019. The motion was seconded by Council Member Zenger and approved unanimously.

Council took a break from 7:59 p.m to 8:06 p.m.

- 8. **For the Good of the Order:**
 - a. Council Discussion

Lewisville Town Council
Briefing and Action Meeting Minutes
July 2, 2019 - 6:00 p.m.

Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road

- i. None.
 - b. Closed Session
 - i. At 8:07 p.m., Council Member Smith moved to go into Closed Session citing § 143-318.11.(a)(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations as read by Attorney Houff. The motion was seconded by Council Member Zenger and approved unanimously.
 - ii. At 8:55 p.m., Council members returned from Closed Session.
- 9. **Adjournment**
 - a. Having no other business to discuss, Council Member Zenger moved to adjourn the meeting. The motion was seconded by Council Member Smith and approved unanimously.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk