

**RETREAT OF  
THE VILLAGE OF CLEMMONS COUNCIL  
MARCH 26, 2015**

The Village of Clemmons Council met on Thursday, March 26, 2015 at the Village of Clemmons Town Hall in Clemmons, North Carolina. The following members were present: Mayor Nelson and Council Members Cameron, Denny, Lawry, Roark and Rogers. No member was absent. The following staff members were present: Interim Manager Kirby, Finance Director Stroud, Planner Ledbetter, Marketing/Communications Director Ford, Public Works Director/Village Engineer Gunnell, Information and Technology Director Gearren, Attorney Kasper and Clerk Shortt.

Mayor Nelson called the retreat to order at 8:40 a.m. on Thursday, March 26, 2015, and welcomed everyone.

Logistical announcements were made by Manager Kirby. Manger Kirby then requested to add an item to the agenda following the lunch break "Closed Session to discuss property acquisition in accordance with NCGS 143-318.11(a)(5)."

Council Member Rogers made a motion to add item to the agenda following the lunch break "Closed Session to discuss property acquisition in accordance with NCGS 143-318.11(a)(5). Council Member Roark seconded the motion which was unanimously approved.

### **Planning and Development**

Planner Ledbetter presented her portion of the agenda. She advised that since the beginning of this process (2013) the Lewisville-Clemmons Road Overlay Committee has been divided but have now reached consensus for the Plan. She provided an update on the Lewisville-Clemmons Road Overlay which included the following:

1. Code – draft highlighting the vision, intent, boundaries, requirements, use, and standards
2. Connectivity
  - a. Phase 1 – Ramada Drive to Stadium Drive – estimated cost \$175,000
  - b. Phase 2 – Stadium Drive to end of Towne Center Property (Market Center) – estimated cost \$175,000
  - c. Phase 3 – Sessions Court to Stadium Drive – survey work to begin April 2015 will determine estimated cost
  - d. Redevelopment Strategies – biggest effect on business owners is Right-of-Way Dedication to the Village which would be required along connectivity route and all new businesses will be required to provide cross-access easements to their boundaries. A brief discussion was held regarding signage, landscaping and possible funding options for the designated area. Planner Ledbetter will follow up with Council after meetings are held with business stakeholders and the Overlay Committee.

Planner Ledbetter provided a staff recommendation to Council to begin the Idols Road Overlay process next due to the imminent construction of the corridor and the current land use is vacant at this time. It would take approximately 5 months to complete. Due to the update of the Comprehensive Plan and continuation of the Lewisville-Clemmons Road Overlay process, staff does not believe the Highway 158 Overlay process could begin prior to January 2016. By consensus, Council agreed to begin the Idols Road and Highway 158 Overlay.

Planner Ledbetter advised Council on the need to have in place a Comprehensive Sidewalk Plan. With a plan already in place, the Village may be given priority ranking as grant funding becomes available. By consensus, Council agreed that a Comprehensive Sidewalk Plan should be designed.

### **Budget and Forecast**

Finance Officer Stroud presented the first draft of the budget for FY 2015-2016. There will be no change in the tax rate. Finance Officer Stroud advised of the current pending Senate Bill 369 which would change the Sales Tax Distribution for North Carolina counties providing an increased amount to more rural counties. The Village currently receives 1% of the sales tax distribution to Forsyth County. Public Works Director/Engineer Gunnell provided an overview for their operations budget including equipment, paving and building upfit. Finance Officer Stroud advised of \$100,000 from Powell Bill that is included in current budget and the possibility of utilizing those funds for the overlay cost. Discussion followed allowing Council an opportunity to ask questions. The budget hearing will be held at the last Council meeting in April 2015.

A short break followed.

### **Tourism and Marketing**

Marketing/Communications Director Ford presented various ideas on the marketing and branding of the Village including fund status, point system, newsletter, social media and website. After questions and discussion, the Council requested a written marketing plan be drafted in order to set and evaluate goals for the Village. Council also requested Mrs. Ford to research social media policies and provide recommendations.

Lunch followed.

**Closed Session to Discuss Property Acquisition in accordance with NCGS 143-318.11(a)(5).**

Council Member Rogers made a motion to reconvene the regular meeting with no action taken during Closed Session. Council Member Roark seconded the motion which was unanimously approved.

**Staffing Request and Job Descriptions by Supervisor**

Public Works Director/Engineer Gunnell advised there is currently one open position to be filled with no plans for additional staffing at this time. A complete listing of job descriptions was provided to Council for review and approval so appropriate changes in grade levels can be established. Attorney Kasper recommended adding additional funds in the budget for personnel policy review.

**Discussion on Communication and Council Procedures**

Council Member Cameron questioned the protocol for Village Council communication and agenda procedures and authority. After much discussion, the following was decided:

- Council has the authority to act when all together
- Council needs to be proactive but not sacrifice process for progress
- Council communicates with each other to ensure all members have the same information
- Staff to provide a proposal for agenda preparation and revisions to Council for review

**Manager – Hiring Update**

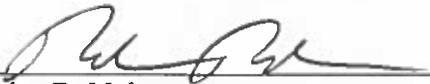
Manager Kirby provided an update on the hiring of the new Village Manager advising that the ad went out this week. The close date for applications is May 4, 2015. All applications will be reviewed at that time (approximately 30 days) and presented to Council to determine who will be interviewed.

**Other Items and Wrap Up**

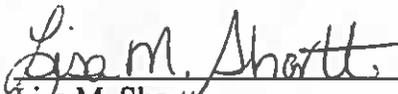
Attorney Kasper suggested the possible need for a Nuisance Ordinance. By direction of Council, he and Planner Ledbetter will discuss further and bring forth a proposal.

There being no further business, Council Member Rogers made a motion to adjourn the retreat. Council Member Denny seconded the motion which was unanimously approved.

The retreat adjourned at 2:39 p.m.

  
\_\_\_\_\_  
Nickolas B. Nelson  
Mayor

Attest:

  
\_\_\_\_\_  
Lisa M. Shortt  
Village Clerk