

Lewisville Town Council
Briefing and Action Meeting Agenda
August 3, 2023 – 6:30 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

- 1. Call to Order:**
 - A. Roll Call
 - B. Adoption of Agenda

- 2. Items Requiring Council Direction**
 - A. Application to serve on Beautification Committee – Miriam Selby
 - B. Application to fill unexpired Zoning Board of Adjustment term – Andrew Flanagan

- 3. Items Requiring Action at Briefing**

- 4. Old Business**

- 5. Administrative Reports**
 - A. Clerk
 - i. Blood Drive – August 9 – 1-5 PM – MAWCC
 - ii. Summer Student Leadership session – August 15
 - B. Community Center Facilities Manager
 - i. Quarterly report ([Attachment #1](#))

- 6. Tentative Agenda Items for Regular Meeting on August 10, 2023**
 - A. Consent Agenda
 - i. Resolution 2023-032 – Financial statements for the year ended June 30, 2023 – PRELIMINARY AND UNAUDITED – ([Attachment #2](#))
 - ii. Approval of Agenda Briefing Minutes – July 6, 2023 ([Attachment #3](#))
 - iii. Approval of Closed Session Minutes – July 6, 2023
 - iv. Approval of Regular Meeting Minutes – July 13, 2023 ([Attachment #4](#))
 - v. 2023 Meeting Schedule revision ([Attachment #5](#))
 - B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Presentations
 - a. UDO rewrite kickoff – Kimley-Horn
 - b. Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022 – “Certificate of Achievement for Excellence in Financial Reporting” ([Attachment #6](#))
 - C. Technical Review
 - i. Resolution 2023-033 – Lewisville Technical Review for Compliance (LTRC) for Beroth Circle subdivision – L-PBR 2023001 ([Attachment #7](#))
 - D. New Business
 - i. Ordinance 2023-030 – Capital Project Ordinance – Lewisville-Vienna Multipurpose Path ([Attachment #8](#))
 - ii. Ordinance 2023-031 – Amendment to Budget Ordinance 2023-001 – Transfer from Sidewalks, Bike Paths & Greenways Capital Reserve Fund to the Lewisville-Vienna Multipurpose Path Capital Projects Fund - \$188,100 ([Attachment #9](#))
 - iii. Ordinance 2023-032 – Sidewalks, Bike Paths & Greenways Capital Reserve Ordinance Amendment - \$188,100 ([Attachment #10](#))

- iv. Ordinance 2023-034 – Amendment to Budget Ordinance 2023-001 – Transfer from General Fund to the Lewisville-Vienna Multipurpose Path Capital Projects Fund - \$165,191 ([Attachment #11](#))
- v. Resolution 2023-034 – Advertising Electronic Auction by Electronic Means Only ([Attachment #12](#))
- vi. Ordinance 2023-033 – Disposal of Surplus Property ([Attachment #13](#))
- vii. Resolution 2023-035 – Jack Warren Park Improvements (PARTF) – McGill & Associates

7. For the Good of the Order

- A. Food Drive to benefit LCAP (Lewisville Community Assistance Program) – October 14, 2023

8. Adjournment

Type of Reservation	Date	Time Frame	Room(s) Rented	Revenue	Not Paid	Resident
1st Birthday Party	April 1, 2023	12:00pm-4:00pm	Shallow Ford & Kitchen	\$ 335.00		No
Eagle Scout Court of Honor	April 1, 2023	2:00pm-6:00pm	Lewisville	\$ 160.00		Yes
90th Birthday Party	April 2, 2023	1:00pm-5:00pm	Lewisville	\$ 200.00		Yes
Wedding & Reception	April 8, 2023	10:00am-6:00pm	Shallow Ford, Lewisville, Vienna, & Kitchen	\$ 2,225.00		Yes
Bridal Shower	April 8, 2023	5:00pm-9:00pm	Magnolia	\$ 100.00		Yes
Baby Shower	April 15, 2023	12:00pm-4:00pm	Vienna	\$ 160.00		Yes
Bridal Shower	April 15, 2023	2:00pm-7:00pm	Shallow Ford & Kitchen	\$ 275.00		Yes
WS/FCS Safety Exercise	April 19, 2023	8:00am-5:00pm	Shallow Ford, Lewisville, Vienna, & Kitchen	\$ -		Non-Profit
WS/FCS Safety Exercise	April 20, 2023	8:00am-5:00pm	Shallow Ford, Lewisville, Vienna, & Kitchen	\$ -		Non-Profit
West Forsyth Christian Preschool	April 21, 2023	12:00pm-10:00pm	All Rooms	\$ 1,787.50		Non-Profit
1st Birthday Party	April 22, 2023	10:00am-2:00pm	Shallow Ford & Kitchen	\$ 235.00		Yes
Family Reunion	April 22, 2023	11:00am-4:00pm	Lewisville	\$ 200.00		Yes
Baby Shower	April 22, 2023	12:00pm-4:00pm	Vienna	\$ 260.00		No
Dinner	April 22, 2023	4:00pm-9:30pm	Shallow Ford & Kitchen	\$ 415.00		No
Birthday party	April 22, 2023	6:00pm-10:00pm	Vienna	\$ 200.00		Yes
Golden Leaf Meeting	April 27, 2023	8:00am-4:00pm	Shallow Ford, Lewisville, Vienna, Kitchen, & Magnolia	\$ 3,075.00		No
Bridal Shower	April 29, 2023	10:00am-4:00pm	Shallow Ford & Kitchen	\$ 235.00		Yes
The Moles Club Meeting	April 30, 2023	1:00pm-6:00pm	Shallow Ford & Kitchen	\$ 275.00		No
Birthday Party	April 30, 2023	1:00pm-5:00pm	Magnolia	\$ 100.00		Yes
WS/FCS BOE Retreat	May 5, 2023	8:00am-4:30pm	Magnolia	\$ 112.50		Non-Profit
WS/FCS BOE Retreat	May 6, 2023	10:00am-4:30pm	Magnolia	\$ 87.50		Non-Profit
Family Reunion	May 6, 2023	11:00am-3:00pm	Shallow Ford & Kitchen	\$ 335.00		No
WFHS Hunter Safety Team Banquet	May 6, 2023	6:00pm-10:00pm	Shallow Ford & Kitchen	\$ 137.50		Non-Profit
First Communion Celebration	May 7, 2023	3:00pm-7:00pm	Shallow Ford	\$ 200.00		Yes
Safe Harbor Seminar	May 8, 2023	5:00pm-9:00pm	Lewisville	\$ 260.00		No
Safe Harbor Seminar	May 11, 2023	5:00pm-9:00pm	Lewisville	\$ 260.00		No
Graduation Party	May 13, 2023	2:00pm-6:00pm	Lewisville	\$ 300.00		Yes
Family Gathering	May 13, 2023	4:00pm-10:00pm	Shallow Ford & Kitchen	\$ 375.00		Yes
Zoom Meeting	May 15, 2023	10:00am-4:00pm	Great Wagon	\$ 150.00		Yes
Shallow Ford Foundation Breakfast	May 16, 2023	8:00am-12:00pm	Shallow Ford Room & Kitchen	\$ -		Non-Profit
American Legion District Meeting	May 20, 2023	9:00am-1:00pm	Lewisville	\$ 80.00		Non-Profit
Baby Shower	May 20, 2023	12:00pm-5:00pm	Shallow Ford & Kitchen	\$ 375.00		No
			<i>Withheld \$81.21 for Damage to Wall</i>	\$ 81.21		

Girl Scout Awards Ceremony	May 21, 2023	1:00pm-6:00pm	Shallow Ford, Lewisville, Vienna & Kitchen	\$ 787.50		Non-Profit
West Forsyth Women's Basketball	May 24, 2023	5:00pm-9:30pm	Shallow Ford & Kitchen	\$ -		Non-Profit
Luncheon	May 27, 2023	10:00am-4:00pm	Shallow Ford & Kitchen	\$ 475.00		No
Birthday Party	June 3, 2023	10:00am-4:00pm	Shallow Ford & Kitchen	\$ 475.00		No
Shallow Ford Foundation Board Meeting	June 5, 2023	5:00pm-9:00pm	Shallow Ford & Kitchen	\$ -		Non-Profit
Graduation Lunch	June 10, 2023	1:00pm-8:00pm	Shallow Ford & Kitchen	\$ 355.00		Yes
Birthday party	June 11, 2023	2:00pm-6:00pm	Lewisville	\$ 400.00		No
WS/FCS Teacher Academy	June 15, 2023	8:00am-4:30pm	Lewisville	\$ -		Non-Profit
WS/FCS Teacher Academy	June 16, 2023	8:00am-4:30pm	Lewisville	\$ 180.00		Non-Profit
Baby Shower	June 17, 2023	11:00am-3:00pm	Shallow Ford & Kitchen	\$ 235.00		Yes
Graduation Party	June 24, 2023	2:00pm-6:00pm	Vienna	\$ 200.00		Yes
Graduation/Birthday Party	June 24, 2023	5:00pm-10:00pm	Shallow Ford, Lewisville, & Kitchen	\$ 900.00		No
Community Gathering	June 29, 2023	5:00pm-10:00pm	Lewisville	\$ 350.00		Yes
Retirement Celebration	June 30, 2023	11:00am-3:00pm	Shallow Ford & Kitchen	\$ 375.00		No
4th Quarter Total				\$17,723.71	\$ -	
Fiscal Year Total				\$60,701.21		



**RESOLUTION 2023-032 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTANCE AND APPROVAL OF MONTHLY DISBURSEMENTS**

WHEREAS, the Finance Officer has presented the Town Council with the Revenue Statement Summary and the Encumbrances and Expenditure State Summary of figures for the year ended June 30, 2023 (preliminary and unaudited); and

WHEREAS, the Finance Officer did not report any unusual expenditures.

NOW, THEREFORE BE IT RESOLVED THAT the Lewisville Town Council accepts the Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary for the year ended June 30, 2023 (preliminary and unaudited) and incorporated herein.

Adopted this the 10th day of August 2023 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

Town of Lewisville
Financial Budget to Actual Report - General Fund
Fiscal Year Ended June 30, 2023

PRELIMINARY AND UNAUDITED

General Fund

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 2,883,926.00	\$ 2,945,933.03	\$ 62,007.03	102.15%
Sales Tax Revenue	1,057,280.00	1,115,942.51	58,662.51	105.55%
Other Revenues	1,399,596.00	1,564,114.72	164,518.72	111.75%
Transfer from ARPA Special Revenue Fund	-	1,105,602.57	1,105,602.57	-
Subtotal	5,340,802.00	\$ 6,731,592.83	\$ 1,390,790.83	126.04%
Appropriation from Fund Balance	7,232,903.98			
Total	\$ 12,573,705.98			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 2,301,547.00	\$ 2,201,400.53	\$ -	\$ 100,146.47	95.65%
Administration	912,283.18	707,609.43	-	204,673.75	77.56%
Finance	270,815.00	259,680.90	-	11,134.10	95.89%
Debt Service	232,400.00	232,400.00	-	-	100.00%
Planning & Zoning	455,975.00	220,770.77	-	235,204.23	48.42%
Beautification	119,302.00	111,918.45	-	7,383.55	93.81%
Community Policing	847,146.00	570,386.94	-	276,759.06	67.33%
Public Safety	16,450.00	1,726.90	-	14,723.10	10.50%
Public Works	508,896.00	424,132.12	-	84,763.88	83.34%
Streets	250,585.00	33,709.60	-	216,875.40	13.45%
Powell Bill	405,357.00	54,592.60	-	350,764.40	13.47%
Storm Water	183,176.00	82,249.23	-	100,926.77	44.90%
Solid Waste	917,000.00	873,014.84	-	43,985.16	95.20%
Recycling	8,595.00	2,930.89	4,000.00	1,664.11	80.64%
Parks and Recreation	617,881.80	459,551.68	1,113.52	157,216.60	74.56%
Transfers to Capital Projects Funds	3,606,297.00	1,582,914.00	-	2,023,383.00	43.89%
Transfers to Capital Reserves	920,000.00	920,000.00	-	-	100.00%
Total	\$ 12,573,705.98	\$ 8,738,988.88	\$ 5,113.52	\$ 3,829,603.58	69.54%

General Fund Balance 7/1/2022	\$ 7,943,133.05
Year-to-Date Increase (Decrease) FY 6/30/2023	(2,007,396.05)
General Fund Balance 6/30/2023	<u>\$ 5,935,737.00</u>

Town of Lewisville
 Financial Budget to Actual Report - Willow Run Municipal Service District
 Fiscal Year Ended June 30, 2023

PRELIMINARY AND UNAUDITED

Willow Run Municipal Service District

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 36,610.00	\$ 43,281.56	\$ 6,671.56	118.22%
Subtotal	36,610.00	\$ 43,281.56	\$ 6,671.56	118.22%
Appropriation from Fund Balance	-			
Total	\$ 36,610.00			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 36,610.00	\$ 3,062.19	\$ -	\$ 33,547.81	8.36%
Total	\$ 36,610.00	\$ 3,062.19	\$ -	\$ 33,547.81	8.36%

MSD Fund Balance 7/1/2022	\$ 192,445.34
Year-to-Date Increase (Decrease) FY 6/30/2023	40,219.37
MSD Fund Balance 6/30/2023	<u><u>\$ 232,664.71</u></u>

**Town of Lewisville
June 30, 2023**

PRELIMINARY AND UNAUDITED

Capital Reserve Funds					
	Fund Balance 7/1/2022	Transfers In	Transfers Out	Investment Earnings	Fund Balance 6/30/2023
GWR ROW/Construction Capital Reserve	\$ 1,051,083.99	\$ -	\$ -	\$ 39,452.89	\$ 1,090,536.88
Sidewalks, Bike Paths, and Greenways Capital Reserve	132,269.89	25,000.00	-	5,896.58	163,166.47
Municipal Buildings/Land Capital Reserve	130,369.89	-	-	4,893.49	135,263.38
Public Works Facility Capital Reserve	330,120.65	495,000.00	-	30,840.16	855,960.81
Parks & Recreation Capital Reserve	-	400,000.00	-	14,845.38	414,845.38
Total	\$ 1,643,844.42	\$ 920,000.00	\$ -	\$ 95,928.50	\$ 2,659,772.92

American Rescue Plan Act Special Revenue Fund	
American Rescue Plan Act funding received	\$ 4,024,471.50
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2021-2022	(1,208,168.14)
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2022-2023	(1,105,602.57)
Investment earnings	94,156.54
American Rescue Plan Act Special Revenue Fund - Cash Balance 6/30/2023	\$ 1,804,857.33

**Town of Lewisville
June 30, 2023**

PRELIMINARY AND UNAUDITED

Capital Projects Funds - Since Inception								
	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 6/30/2023	Budget
GWR ROW/Construction Capital Project	\$ 221,684.95	\$(1,093,360.03)	\$ 1,563,000.00	\$ -	\$ 72,268.21	\$ -	\$ 763,593.13	\$ 1,563,800.00
JWP Maintenance Facility/Playground Expansion Capital Project	-	(35,481.33)	55,000.00	-	1,752.11	-	21,270.78	\$ 55,000.00
Gateway Project Capital Project	797,220.37	(1,036,968.63)	1,591,667.00	-	32,844.27	-	1,384,763.01	\$ 3,874,874.00
Community Center Capital Project	100,000.00	(4,789,472.19)	2,947,137.00	-	9,589.53	2,000,000.00	267,254.34	\$ 4,947,137.00
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	216,609.67	(271,293.09)	560,297.00	-	16,813.22	-	522,426.80	\$ 2,801,485.00
Total	\$ 1,335,514.99	\$(7,226,575.27)	\$ 6,717,101.00	\$ -	\$ 133,267.34	\$2,000,000.00	\$ 2,959,308.06	\$ 13,242,296.00

Lewisville Town Council
Briefing and Action Meeting Minutes
July 6, 2023 – 6:30 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

1. Call to Order:

- A. Mayor Horn opened the meeting at 6:30 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, and Jane Welch. Also attending were Town Manager James Ayers, Finance Director Pam Orrell, Town Clerk Dora Moore, Public Works Director Jon Hanna, and Attorney Elliot Fus. Council Member David Smitherman was absent.
- B. Adoption of Agenda – Council Member Franklin moved to approve the agenda with the inclusion of Mahjong at Mary Alice Warren Community Center (MAWCC) added to ‘For the Good of the Order.’ The motion was seconded by Council Member Hunt and approved unanimously.

2. Items Requiring Council Direction

- A. I’m One of the Reasons Lewisville is a Great Place to Live – Yvonne Hall has nominated Zeke Mock to receive the I’m One of the Reasons Lewisville is a Great Place to Live award. Ms. Hall notes Mr. Mock’s service to the town specifically as an advisor to the Lewisville Beautification Committee stating there would be no public gardens in Jack Warren Park without Mr. Mock. Council consensus was to recognize Mr. Mock at the July 13 meeting. *(Nomination form is included with the minutes.)*

3. Items Requiring Action at Briefing – None

4. Old Business – None

5. Administrative Reports

A. Manager

- i. Programming discussion – Manager Ayers noted that with a full year of programming at MAWCC, staff is beginning to have questions and concerns about programming such as can instructors charge a fee, who pays instructors, and more. Manager Ayers shared a spreadsheet that listed the programs, if rental fee is paid, if a participation fee is charged, and more. Considerable discussion was held on whether instructors could charge for participation and/or materials. Also to be considered is if the program is sponsored by the Shallowford Foundation. Example was discussed of exercise instructor requesting free use of pavilion for fee-paying class. Consensus was to not allow this exemption. Staff will research what other municipalities with similar programs are doing.

B. Clerk

- i. Municipal elections – Candidate filing for municipal elections begins at 12 PM Friday, July 7 and closes at 12 PM Friday, July 21. Filing fee is \$5.
- ii. National Night Out – A National Night Out event will be held at Shallowford Square on August 1 at 6 PM. This is a free community event to include free hot dogs (served by the Vienna Civic Club), public safety vehicles, and more.
- iii. Blood drive – August 9, 1-5 PM at Mary Alice Warren Community Center
- iv. Summer Student Leadership – Currently, five students have registered for the Summer Student Leadership scheduled for August 15. Mrs. Moore shared that Representative Zenger has offered to conduct a session. In evaluating the session’s intent and since it is only a one-day

session, the Council would like staff to maintain focus on the day-to-day operations in the Town of Lewisville.

6. Tentative Agenda Items for Regular Meeting on July 13, 2023

- A. Consent Agenda
 - i. Resolution 2023-031 – Financial statements for the eleven months ended May 31, 2023
 - ii. Approval of Agenda Briefing Minutes – June 1, 2023
 - iii. Approval of Closed Session Minutes – June 1, 2023
 - iv. Approval of Regular Meeting Minutes – June 8, 2023
- B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Introduction
 - a. Veronica Leasure
 - ii. Recognition
 - a. US Congressional Award Gold Medal recipients
 - 1. Mayor Horn noted that four Lewisville young adults received this prestigious Congressional Award – Sarina Horner, Yasmin Horner, Cole Pollock and Madeline Pollock.
 - iii. Presentations
 - a. Lewisville-Clemmons Chamber of Commerce special events – Denise Heidel
 - 1. Ms. Heidel will present to Council the idea of a family game night at MAWCC that would promote membership and Lewisville businesses.
 - b. Sheriff's Office
- C. New Business
 - i. Ordinance 2023-024 – Establishing Capital Project Ordinance – Jack Warren Park Improvements - \$481,125
 - ii. Ordinance 2023-025 – Closing Capital Project Ordinance – Jack Warren Park Maintenance Facility/Playground Expansion - \$21,270.28
 - iii. Ordinance 2023-026 – Amending Budget Ordinance 2023-001 – Transfer from Parks & Recreation Capital Reserve Fund to Jack Warren Park Improvements Capital Projects Fund - \$459,854.22
 - iv. Ordinance 2023-028 – Amending the Parks & Recreation Capital Reserve Fund – Transfer to the Jack Warren Park Improvements Capital Projects Fund - \$459,854.22
 - v. Ordinance 2023-029 – Amending Grant Project Ordinance for the American Rescue Plan Act of 2021; Coronavirus State and Local Fiscal Recovery Funds

7. For the Good of the Order

- A. Council Member Welch shared that a lot of residents are interested in CPR classes. Manager Ayers explained Lewisville Fire Department is planning to hold a CPR class but have had difficulty acquiring manikins.
- B. Council Member Welch also noted a lot of bicyclists park at Shallowford Square and Town Hall Annex and inquired what could be done to manage. Staff noted that when there are rentals, respective parking areas are coned off for the rental. This is also done at the Galloway building.
- C. Council Member Hunt noted the new gate at Jack Warren Park looks good. She inquired if fencing in the prior location will be removed. Mr. Hanna has requested proposals for removal of the old fencing as well as installing new fencing where needed.
- D. Mayor Horn shared it was possible to have a group at next week's meeting regarding Roger's Trees & Nursery on Shallowford Road. It was noted that this property is impacted by the Great Wagon Road project. Manager Ayers shared a timeline with Council related to NCDOT's property acquisition.

E. Mayor Horn shared a letter he has received from a Mahjong group that meets at MAWCC. The group of about 60 people meets each Monday. Twenty-five cents is wagered for each hand. A complaint was received from a participant regarding the wager request. After speaking with the Forsyth County Sheriff's Office, Manager Ayers contacted the group to let them know they could not place wagers. This resulted in the letter with 23 signatures to Mayor Horn. Attorney Fus agreed that this would be considered gaming. Council consensus was to allow the Mahjong group to use the facility with no wagering per the Town Attorney's guidance.

8. **Adjournment** – Council Member Welch moved to adjourn the meeting at 8:07 PM. The motion was seconded by Council Member Hunt and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

DRAFT

Lewisville Town Council
Regular Meeting Minutes
July 13, 2023 – 7:00 PM
Lewisville Town Hall Council Chambers
6510 Shallowford Road

1. Call to Order:

- A. Mayor Horn opened the meeting at 7:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also attending were Town Manager James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Town Clerk Dora Moore, Communications Specialist Veronica Leasure and Town Attorney Elliot Fus.
- B. Invocation – Council Member David Smitherman
- C. Pledge of Allegiance – Council Member Ken Sadler
- D. Adoption of Agenda – Mayor Pro Tem Foster moved to approve the agenda. The motion was seconded by Council Member Hunt and approved unanimously.

2. Consent Agenda

- A. Resolution 2023-031 – Financial statements for the eleven months ended May 31, 2023
- B. Approval of Agenda Briefing Minutes – June 1, 2023
- C. Approval of Closed Session Minutes – June 1, 2023
- D. Approval of Regular Meeting Minutes – June 8, 2023
 - i. Council Member Sadler moved to approve the consent agenda items. The motion was seconded by Council Member Franklin and approved unanimously. (*Resolution 2023-031 is herein incorporated by reference into the minutes.*)

3. Presentations, Introductions and/or Proclamations

- A. Introduction
 - i. Communications Specialist – Manager Ayers introduced Veronica Leasure as the Town’s new, full-time Communications Specialist. Ms. Leasure earned her bachelor’s degree from Catawba College, where she majored in Integrated Marketing Communications and Multimedia Production. Ms. Leasure most recently worked for WXII 12 News/Hearst TV.
- B. Recognition
 - i. US Congressional Award Gold Medal recipients – Mayor Horn recognized Sarina Horner (unable to attend), Yasmin Horner, Cole Pollock and Madeline Pollock for receiving the US Congressional Award, the highest honor bestowed upon a youth.
 - ii. I’m One of the Reasons Lewisville is a Great Place to Live - Mayor Horn presented Zeke Mock with the I’m One of the Reasons Lewisville is a Great Place to Live award. In nominating Mr. Mock for the award, Yvonne Hall cited Mr. Mock’s many years of work with the Beautification Committee. Mayor Horn echoed Ms. Hall’s comments and noted Mr. Mock’s dedication to the town. (*Certificate is included with the minutes.*)
- C. Presentations
 - i. Lewisville-Clemmons Chamber of Commerce – Denise Heidel presented the Council with a proposal for a Family Game Night at the Mary Alice Warren Community Center on January 27, 2024. Businesses in the Chamber would sponsor a game and this would serve as a fundraiser for the Chamber. Winston-Salem/Forsyth County Schools are supportive of the proposed event. The goal is to bring an event to Lewisville that makes an impact and supports the community. Currently, Chamber membership is 17% Lewisville, 40% Clemmons and 40%

Winston-Salem businesses. Another possible way to engage and promote Lewisville businesses is a weekly leads group. Council Member Smitherman moved to allow the Lewisville-Clemmons Chamber of Commerce to use up to three rooms at the Mary Alice Warren Community Center on January 27, 2024 for a Family Game Night. The motion was seconded by Mayor Pro Tem Foster and approved unanimously. *(Powerpoint is included with the minutes.)*

- ii. Forsyth County Sheriff’s Office – Sergeant Stringer introduced Lieutenant Dwayne Little to Council. Sergeant Stringer then shared current call statistics and cautioned motorists to slow down while driving through Town especially when there are events at Shallowford Square. Mayor Pro Tem Foster inquired how mental health calls are handled. Sergeant Stringer stated the Forsyth County Sheriff’s Office has taken great strides in terms of crisis negotiation and noted officers are only legally allowed to do certain things.

2023													
TYPE OF INCIDENT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Total calls for service	872	676	751	758	754	800							4611
Security Check	570	396	136	446	442	518							2508
Traffic Arrest / Violation	49	47	51	75	41	35							298
Alarm	17	23	23	22	15	16							116
Priority Call Response Time	5.2	3.6	5.2	5.3	5	5.5							29.8
2022													
TYPE OF INCIDENT	JAN	FEB	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total calls for service	700	532	608	586	492	559							
Security Check	258	253	275	297	177	245							
Traffic Arrest / Violation	26	17	61	59	19	25							
Alarm	15	21	14	22	21	15							
Priority Call Response Time	6.4	5	5.5	5	5.2	5							

4. Public Forum

- A. Susan Linker, 814 Reynolds Road – Ms. Linker shared her concerns about Roger’s Tree & Nursery having to move due to the lot being sold to the North Carolina Department of Transportation (NCDOT). She expressed hope that the Town will request NCDOT to allow Roger’s to remain at their location through December 2023 noting Roger’s has beautified the Town for a long time.

5. New Business

- A. Ordinance 2023-024 – Establishing Capital Project Ordinance – Jack Warren Park Improvements - \$481,125 – Council Member Franklin moved to approve Ordinance 2023-024. The motion was seconded by Council Member Smitherman and approved unanimously. *(Ordinance 2023-024 is herein incorporated by reference into the minutes.)*
- B. Ordinance 2023-025 – Closing Capital Project Ordinance – Jack Warren Park Maintenance Facility/Playground Expansion - \$21,270.28 – Council Member Welch moved to approve Ordinance 2023-025. The motion was seconded by Council Member Hunt and approved unanimously. *(Ordinance 2023-025 is herein incorporated by reference into the minutes.)*
- C. Ordinance 2023-026 – Amending Budget Ordinance 2023-001 – Transfer from Parks & Recreation Capital Reserve Fund to Jack Warren Park Improvements Capital Projects Fund - \$459,854.22 – Council Member Hunt moved to approve Ordinance 2023-026. The motion was seconded by Mayor Pro Tem Foster and approved unanimously. *(Ordinance 2023-026 is herein incorporated by reference into the minutes.)*
- D. Ordinance 2023-028 – Amending the Parks & Recreation Capital Reserve Fund – Transfer to the Jack Warren Park Improvements Capital Projects Fund - \$459,854.22 – Council Member Franklin moved to approve Ordinance 2023-028. The motion was seconded by Council Member

Smitherman and passed unanimously. (*Ordinance 2023-028 is herein incorporated by reference into the minutes.*)

- E. Ordinance 2023-029 – Amending Grant Project Ordinance for the American Rescue Plan Act of 2021; Coronavirus State and Local Fiscal Recovery Funds – The amendment is equal to the value of salaries and benefits. Council Member Welch moved to approve Ordinance 2023-029. The motion was seconded by Council Member Franklin and passed unanimously. (*Ordinance 2023-029 is herein incorporated by reference into the minutes.*)

6. Administrative Reports

A. Upcoming events and closings

- i. July 22 – Beggars Banquet – Rolling Stones Tribute Band – 7-9 PM
- ii. August 1 – National Night Out – 6-8 PM
- iii. August 5 – Songs of the South – Alabama Tribute Band – 7-9 PM

B. Clerk’s Report

- i. Candidate filing for municipal elections closes at 12 PM Friday, July 21. Filing fee is \$5.
- ii. Blood Drive – August 9 – 1-5 PM – MAWCC
- iii. Summer Student Leadership – August 15 – 9 AM-4 PM
 - a. Currently, thirteen students have registered. Eight live inside Town and five live outside.

7. For the Good of the Order

A. Public comments – None

B. Council comments

- i. Council Member Franklin stated this is his fourth consecutive term on Council and he does not plan to file for reelection.
- ii. Council Member Franklin encouraged everyone to give blood on August 9.
- iii. Council Member Hunt asked staff to see if the Lewisville-Clemmons Chamber of Commerce would publicize the Town’s student leadership.

8. **Closed Session pursuant to NCGS 143-318.11(6)** – Mayor Pro Tem Foster moved to enter into closed session at 7:56 PM pursuant to NCGS 143-318.11(6). The motion was seconded by Council Member Welch and approved unanimously.

Council returned to open session at 8:30 PM.

9. **Adjournment** – Council Member Sadler moved to adjourn the meeting at 8:30 PM. The motion was seconded by Council Member Smitherman and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

Revised December 8, 2022
 Revised June 8, 2023
 Revised August 10, 2023



TOWN OF LEWISVILLE 2023 MEETING SCHEDULE

	TIME	PLACE	DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Beautification Committee	07:00pm	TH	MON	N/A	20	20	17	15	N/A	N/A	N/A	18	16	20	4
LV Utilities Committee	06:30pm	TH	WED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Parks and Recreation Board	06:30pm	TH	MON	9	13	13	10	8	12	10	14	11	9	13	11
Planning Board Meeting (Room 110)	06:30pm	TH	WED	11	8	8	12	10	14	12	09	13	11	08	13
Planning Board Work Session	06:30pm	TH	WED	25	22	22	26	24	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Public Art Advisory Committee	05:00pm	TH	MON								14	11	09	13	11
Public Safety Committee	05:30pm	TH	TUE	3	7	7	4	2	6	N/A	1	5	3	7	5
Environmental Committee	06:30pm	TH	TUE	10	14	14	11	9	13	11	8	12	10	14	12
Special Projects Review Comm	06:30pm	TH	THU	5	2	2	6	4	1	6	3	7	5	2	7
T C Briefing & Action Meeting	06:30pm	TH	THU	5	2	2	6	4	1	6	3	7	5	2	7
Town Council Meeting (Room 110)	07:00pm	TH	THU	12	9	9	13	11	8	13	10	14	12	9	14
Willow Run Mun. Svc. District Board	06:30pm	TH	TUE	17	N/A	21	N/A	16	N/A	N/A	15	N/A	17	N/A	N/A
Zoning Bd. of Adjustment (Room 110)	06:30pm	TH	TUE	24	28	28	25	23	27	25	22	26	24	28	N/A
Council Retreat		MAWCC	January 27 -5:30 PM; January 28 - 8:30 AM												

All meetings are held in conference room 201 unless otherwise noted. Room 110 is the Council Chambers.

Additional meetings and changes in the meeting schedule will be advertised on Channel 6 and the Town's website.

Special Projects Review Committee - Only meets when there is a request to be heard by the committee. The meeting follows the Town Council Briefing.

Zoning Board of Adjustment - Only meets as needed.

Planning Board Meeting - If no public hearing is scheduled, Planning Board meets in Town Hall conference room 201.

DISABLED PERSONS REQUIRING SPECIAL ACCOMMODATIONS MAY CONTACT TOWN HALL AT LEAST 72 HOURS
 IN ADVANCE OF THE MEETING TO REQUEST SPECIAL ASSISTANCE (336-945-5558).

Location Legend: MAWCC - Mary Alice Warren Community Center; TH - Town Hall



STAFF REPORT

ITEM:	PRESENTATION
SUBJECT:	CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING FOR THE ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2022
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	8/10/2023

BACKGROUND/SUMMARY:

The program for the Certificate of Achievement for Excellence in Financial Reporting was established by the Government Finance Officers Association of the United States and Canada in 1945 to encourage and assist state and local governments to go beyond the minimum reporting requirements of generally accepted accounting principles, and to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure, and then to recognize individual governments that succeed in achieving that goal.

The goal of the program is not to assess the financial health of participating governments, but rather to ensure that users of their financial statements have the information they need to do so themselves.

Reports submitted to the program are reviewed by selected members of the professional staff of the GFOA (Government Finance Officers Association) and the Special Review Committee (SRC), which comprises individuals with expertise in public sector financial reporting and includes financial statement preparers, independent auditors, academics, and other finance professionals.

We did enter our Annual Comprehensive Financial Report into the program for the fiscal year ended June 30, 2022 and I am pleased to report that we have been awarded the certificate.

This is the 18th year that the Town has been awarded this honor.

STAFF RECOMMENDATION AND REQUESTED ACTION:

No action required.

FISCAL IMPACT:

None

ATTACHMENTS:

1. Copy of Certificate of Achievement for Excellence in Financial Reporting
2. News Release from Government Finance Officers Association of the United States and Canada



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Town of Lewisville
North Carolina**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2022

Christopher P. Morrill

Executive Director/CEO



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

6/28/2023

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

(Chicago, Illinois)—Government Finance Officers Association of the United States and Canada (GFOA) has awarded the Certificate of Achievement for Excellence in Financial Reporting to **Town of Lewisville** for its annual comprehensive financial report for the fiscal year ended June 30, 2022. The report has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the report.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources, and practical research for more than 21,000 members and the communities they serve.



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

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**Town of Lewisville
North Carolina**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2022

Christopher P. Morrill

Executive Director/CEO



GOVERNMENT FINANCE OFFICERS ASSOCIATION
NEWS RELEASE

FOR IMMEDIATE RELEASE

6/28/2023

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
Email: mlevine@gfoa.org

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**RESOLUTION 2023-033 OF THE LEWISVILLE TOWN COUNCIL
TECHNICAL REVIEW FOR COMPLIANCE – SITE PLAN APPROVAL
ISSUED BY THE LEWISVILLE TOWN COUNCIL FOR ZONING CASE L-PBR 2023-001**

WHEREAS, the Lewisville Planning Board reviewed the attached site plan regarding the construction of a subdivision on Beroth Circle at their June 14, 2023 meeting; and

WHEREAS, this site plan includes twenty-seven (27) lots on approximately 33.88 acres; and

NOW, THEREFORE BE IT RESOLVED by the Lewisville Town Council that:

Section 1. The properties included in the site planned attached herein consists of 33.88 acres; and

Section 2. The developer has or will need to follow major subdivision requirements in Chapter D Section 4 of the Unified Development Ordinances; and

Section 3. This resolution shall become effective from and after its adoption.

Adopted this the 10th day of August 2023 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

STAFF REPORT

Beroth Circle Subdivision

DOCKET: L-PBR 2023001

STAFF: Adam Barr, Planner

Petitioner: Beroth Circle, LLC c/o Winfield Beroth

Ownership: Thomas Jasper Beroth

REQUEST: Preliminary Major Subdivision

A major subdivision in the RS-30 zoning district. The meeting requires technical review for compliance by the Planning Board and final approval by the Town Council.

PIN#(s): 5886-49-2775

Acreage: 33.88 Acres

LOCATION:

Street: Beroth Cr

Jurisdiction: Town of Lewisville

PROPERTY SITE/IMMEDIATE AREA:

Existing Structures on Site: The site currently has a single-family home on the property.

Adjacent uses:

- * North – Assisted living facility, zoned Institutional and Public (IP-S)
- * East – Existing single-family residences that access off Beroth Cr, zoned RS-30.
- * South - Existing single-family residences that access off Beroth Cr, zoned RS-30.
- * West - Existing single-family residences that access off Manoa Rd, zoned RS-30.

GENERAL AREA:

Character/Maintenance: The area is made up of single-family dwellings on small to medium sized lots. The area surrounding this 27-lot development is made up of established neighborhoods.

PHYSICAL FEATURES:

Topography: The site is predominately flat.

Vegetation/habitat: The property is used for agricultural purposes.

Watershed: The property is currently within the Yadkin River WS IV watershed.

WATER AND SEWER FACILITIES:

Public water is available to the site. The site will be served by private septic fields.

TRANSPORTATION:

Direct Access to Site: Beroth Cr

Street Classification(s): Local arterial

Average Daily Traffic Count/Estimated: Closest measurement is Shallowford Rd at 4,100 ADT or Robinhood Rd at 2,000 ADT.

CONFORMITY TO PLANS:

Lewisville Unified Development Ordinance (UDO) - A site plan has been submitted for review of compliance with the Unified Development Ordinance. The site plan has been reviewed by staff and persons from the Technical Review Committee including the following agencies: Planning, Inspections, Addressing, Fire, Utilities, Stormwater, NCDOT, and Erosion Control. The proposal is for a 27 lot, preliminary major subdivision for single-family homes. Overall, the proposal meets the requirements of the UDO.

Lewisville Comprehensive Plan - The Plan describes this area as the Neighborhood Residential future land use. Neighborhood Residential accounts for many of the suburban-style, lower-density residential areas that have been built during the past 20 years.

Legacy Development Guide - *Legacy* recognizes this area as being in GMA-3 Suburban Neighborhoods. *Legacy* states GMA-3 areas should be used for increasing overall residential density. Subdivisions in GMA-3 cater to specific housing styles and price ranges. The proposed subdivision does fall into this category.

ANALYSIS:

The applicant is requesting a preliminary major subdivision approval in RS-30 zoning. The preliminary major subdivision plat does adhere to the RS-30 standards. Major Large Lot

subdivisions within the Yadkin River WS-IV watershed area with a minimum lot size of 40,000 square feet do not require curb and gutter. Sidewalks are only required in residential subdivisions where curb and gutter are required.

Town staff is of the opinion that the request is in general conformance with the Town's *Comprehensive Plan and Legacy* for the area. The developer has or will need to follow the major subdivision requirements in Chapter D Section 4, remedy the comments made by the TRC and obtain any required permits.

RECOMMENDATION:

Town staff is of the opinion that the request meets the standards of the Unified Development Ordinance. The site has available infrastructure to support the density of development that is being proposed. Statements found in both the *Lewisville Comprehensive Plan* and *Forsyth County Legacy Plan* encourages the diversification of housing stock in ways that are sensitive to established residential areas.

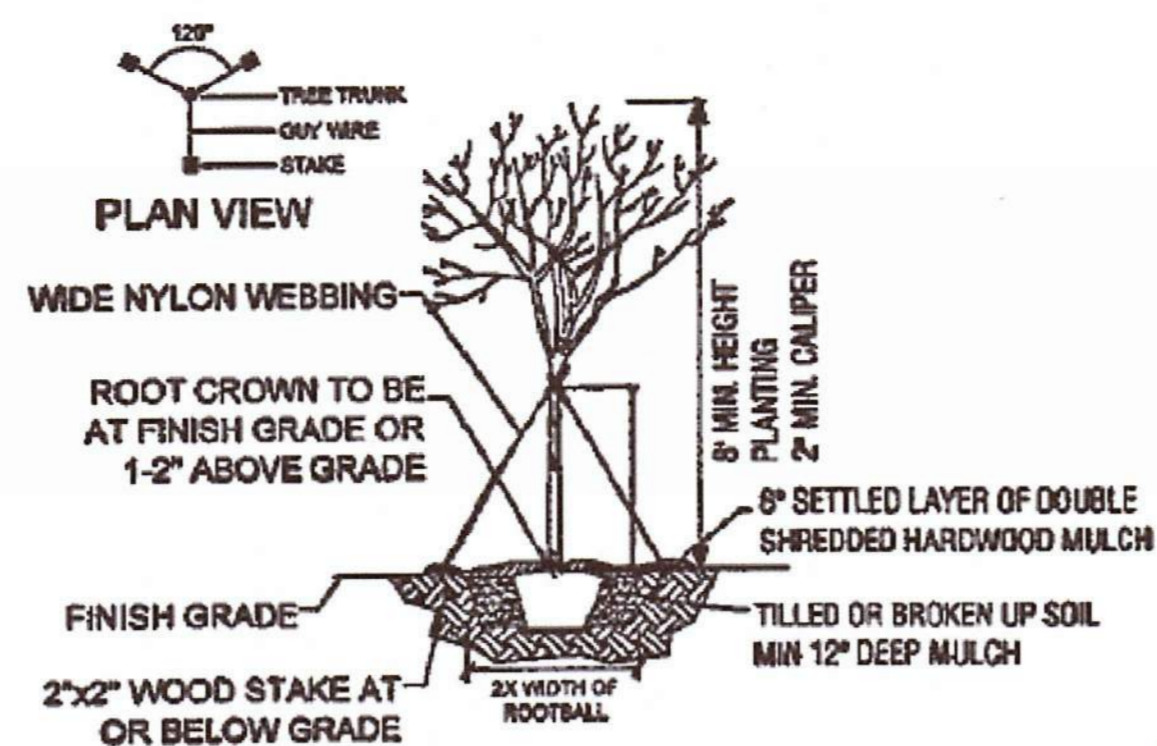
PRELIMINARY NOT FOR
CONSTRUCTION



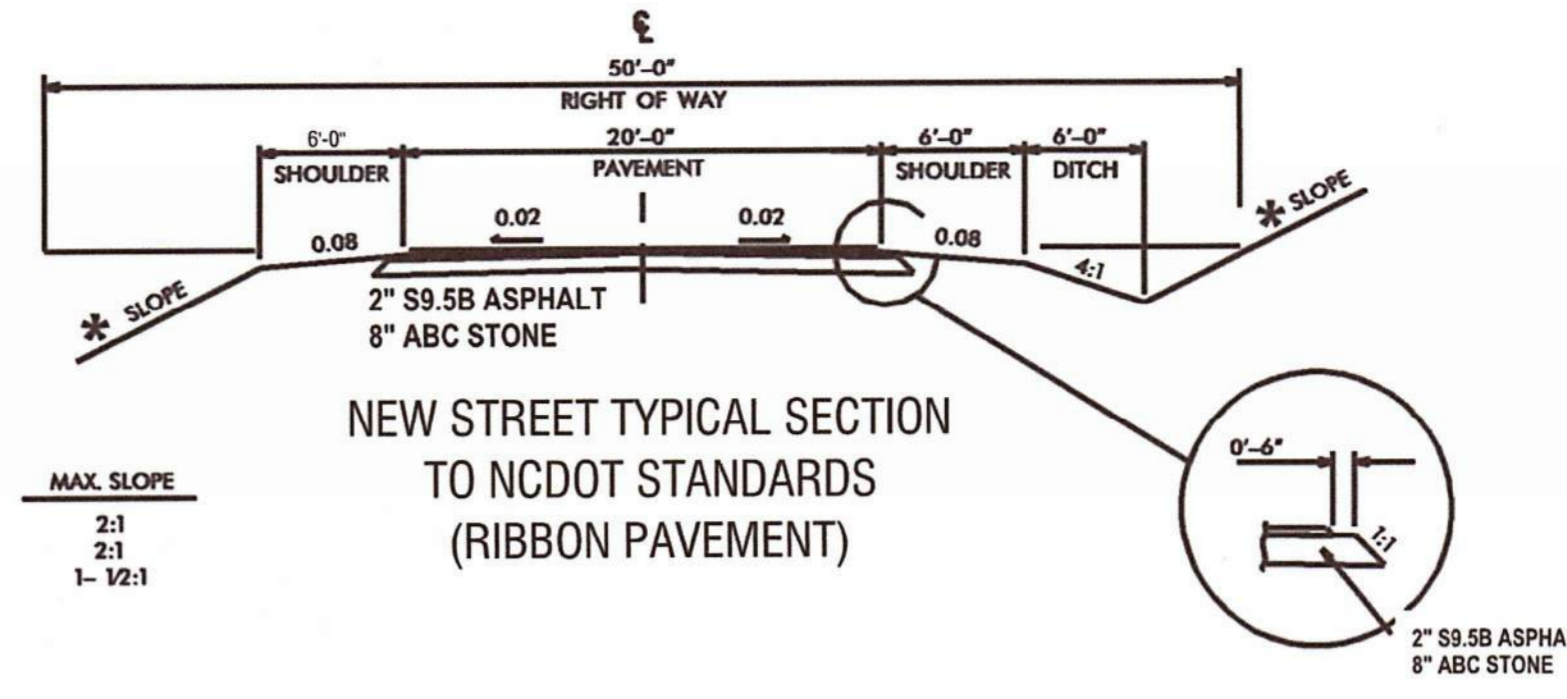
© 2023 LaBella Associates

**BEROTH CIRCLE
SUBDIVISION**

BEROTH CIRCLE, LLC
2511 OLIVET CHURCH ROAD
WINSTON-SALEM, NC 27106



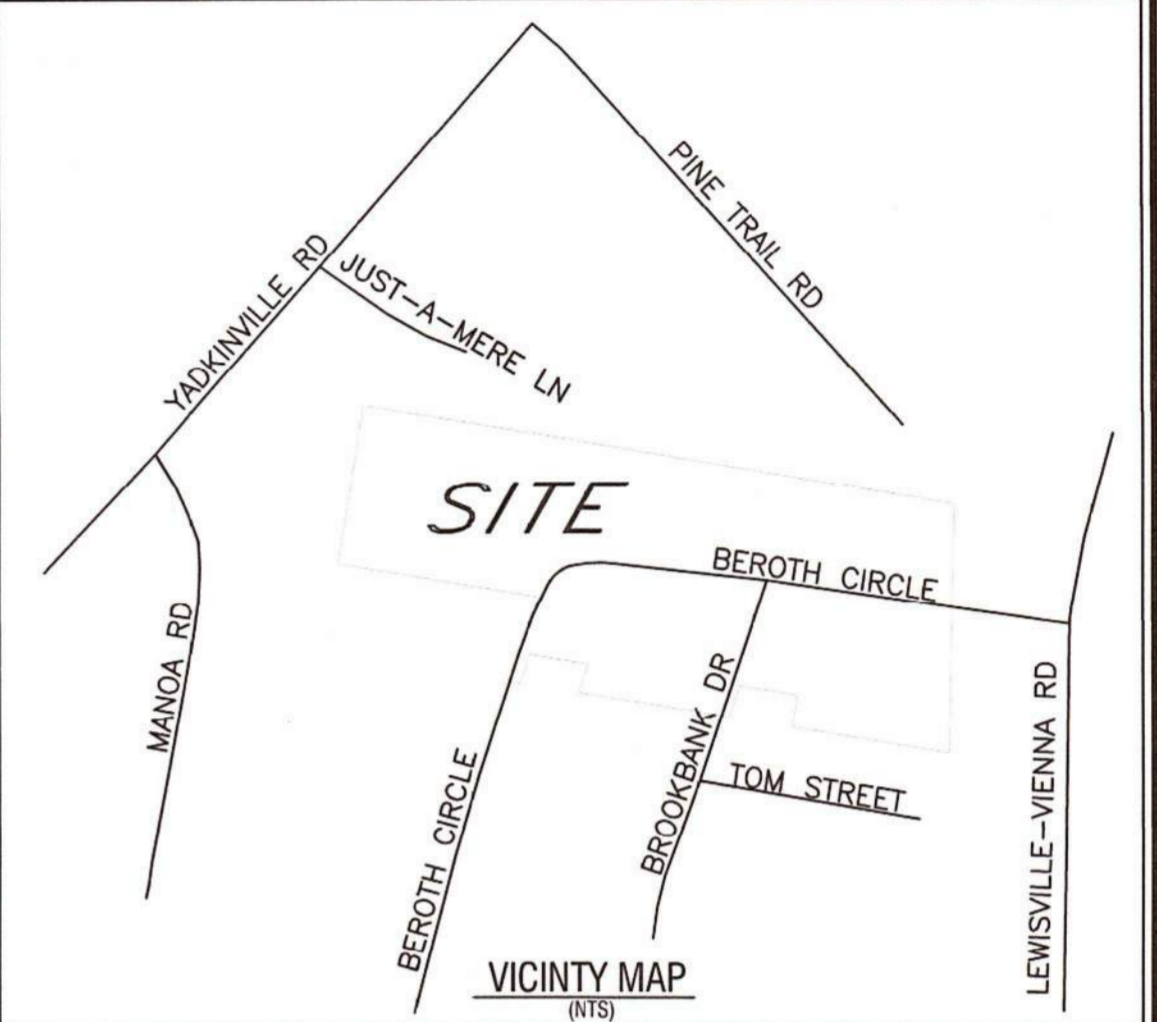
Deciduous Tree Planting Detail



SITE COVERAGE CALCULATION:
PAVED OR GRAVEL SURFACE TO LAND: (EXISTING HOUSE, SHEDS, SIDEWALK & DRIVE) = 8260.15 SF / 0.19 AC
OPEN SPACE TO LAND: VEGETATED STREAM BUFFERS = 74,077.65 SF / 1.70 AC
PROPOSED ROAD = 17045.91 SF / 0.39 AC

PARKING CALCULATION:
2 SPACES/LOT X 27 LOTS = 54 SPACES PROVIDED
NOTE: NO ON STREET PARKING ALLOWED DUE TO STREET WIDTH ONLY BEING 20 FT.

- USE: PROPOSED SINGLE FAMILY RESIDENTIAL HOME SITES
- NEW PUBLIC STREET
- PROPOSED LOTS WILL BE SERVED BY SEPTIC FIELDS & PUBLIC WATER.
- PROPOSED CUL-DE-SAC STREET (CORA MAE LANE) IS 580 LINEAR FEET. DRIVEWAY PERMITS WILL NEED TO BE OBTAINED FOR LOTS ALONG BEROETH CIRCLE - THIS STREET IS TOWN MAINTAINED.
- STREET TREES TO BE PLACED AT A RATE OF 1 TREE PER 45 FEET OF STREET CENTERLINE. CRAWP MYRTLES & EASTERN RED BUDS WILL BE USED. ONE TREE PER LOT WILL ALSO BE REQUIRED.
- STREET TREES SHALL BE PROVIDED FROM CURB, SIDEWALK OR EDGE OF PAVEMENT, WHICHEVER CREATES THE GREATEST SETBACK. SMALL VARIETY TREES MUST BE SET BACK A MINIMUM OF 4 FEET. MEDIUM TREES MUST BE SET BACK A MINIMUM OF 6 FEET. LARGE VARIETY TREES PROHIBITED TO BE PLANTED AS STREET TREES.



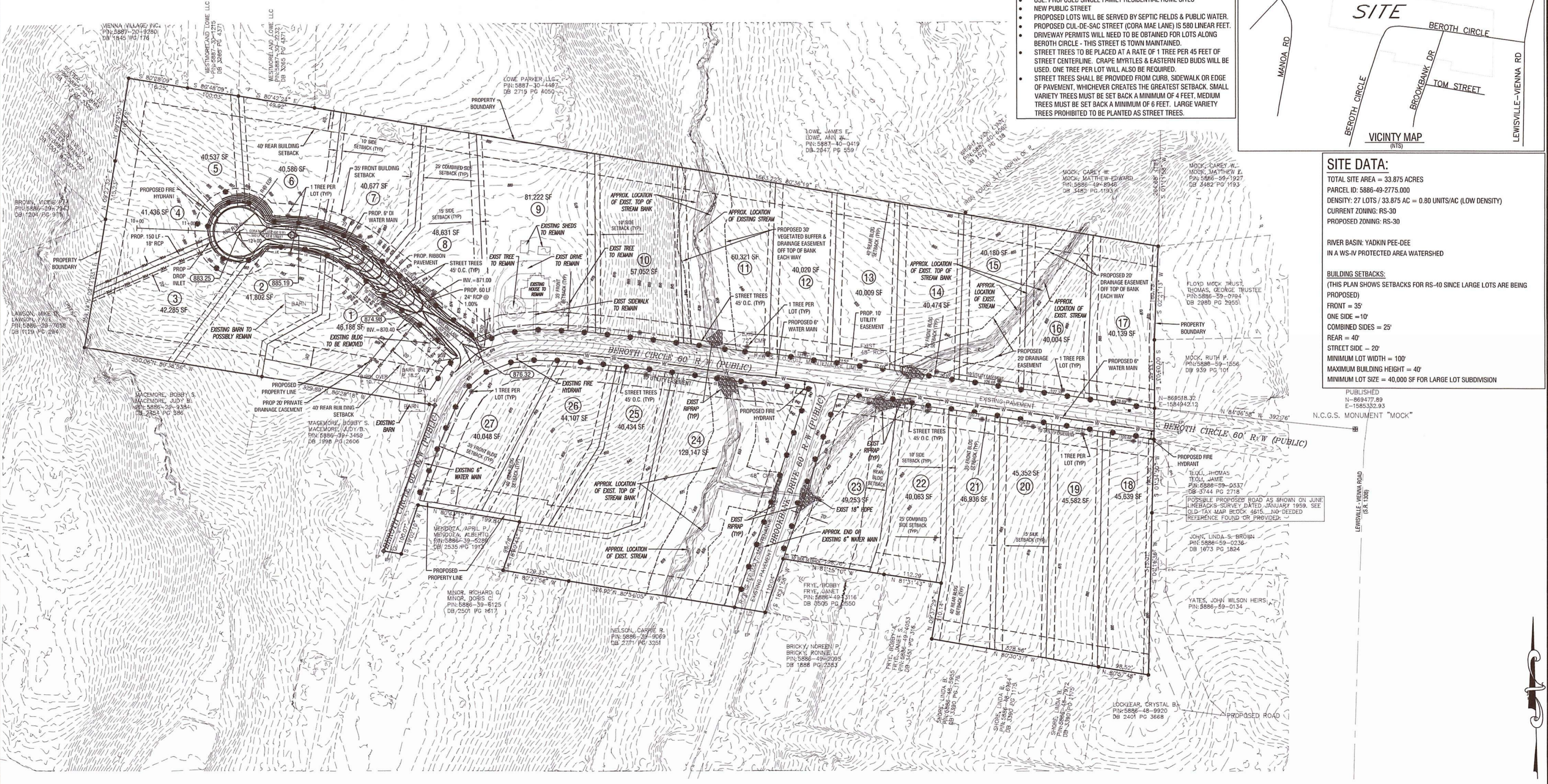
SITE DATA:

TOTAL SITE AREA = 33.875 ACRES
PARCEL ID: 5886-49-2775.000
DENSITY: 27 LOTS / 33.875 AC = 0.80 UNITS/AC (LOW DENSITY)
CURRENT ZONING: RS-30
PROPOSED ZONING: RS-30

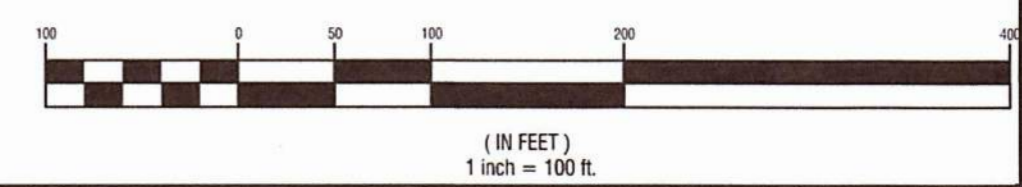
RIVER BASIN: YADKIN PEE-DEE
IN A WS-IV PROTECTED AREA WATERSHED

BUILDING SETBACKS:
(THIS PLAN SHOWS SETBACKS FOR RS-40 SINCE LARGE LOTS ARE BEING PROPOSED)
FRONT = 35'
ONE SIDE = 10'
COMBINED SIDES = 25'
REAR = 40'
STREET SIDE = 20'
MINIMUM LOT WIDTH = 100'
MAXIMUM BUILDING HEIGHT = 40'
MINIMUM LOT SIZE = 40,000 SF FOR LARGE LOT SUBDIVISION

PUBLISHED
N-869477.89
E-1584942.12
N. C.S.G.S. MONUMENT "MOCK"



GIS INFORMATION FROM FORSYTH COUNTY. FIELD BOUNDARY & TOPOGRAPHIC SURVEY INFORMATION PROVIDED BY COE FORESTRY & SURVEYING RECEIVED ON 4/29/23.



Date & Time: 5/3/2023 8:19 AM By: Sherril Brandon
Path: J:\Wfield\Beroth\2231574 - Beroth Circle Site Prelim Subdiv. Plan Services\06_Drawings\06_Prelim Site Plan.dwg

1	04/21/23	LEWISVILLE PLANNING COMMENTS
NO.	DATE	DESCRIPTION
REVISIONS		
PROJECT NUMBER:		2231574
DRAWN BY:		BWS
REVIEWED BY:		PAS
ISSUED FOR:		
PRELIMINARY SUBDIVISION PLAN		
DATE:		3/20/23
DRAWING NAME:		

**PRELIMINARY
SUBDIVISION PLAN**

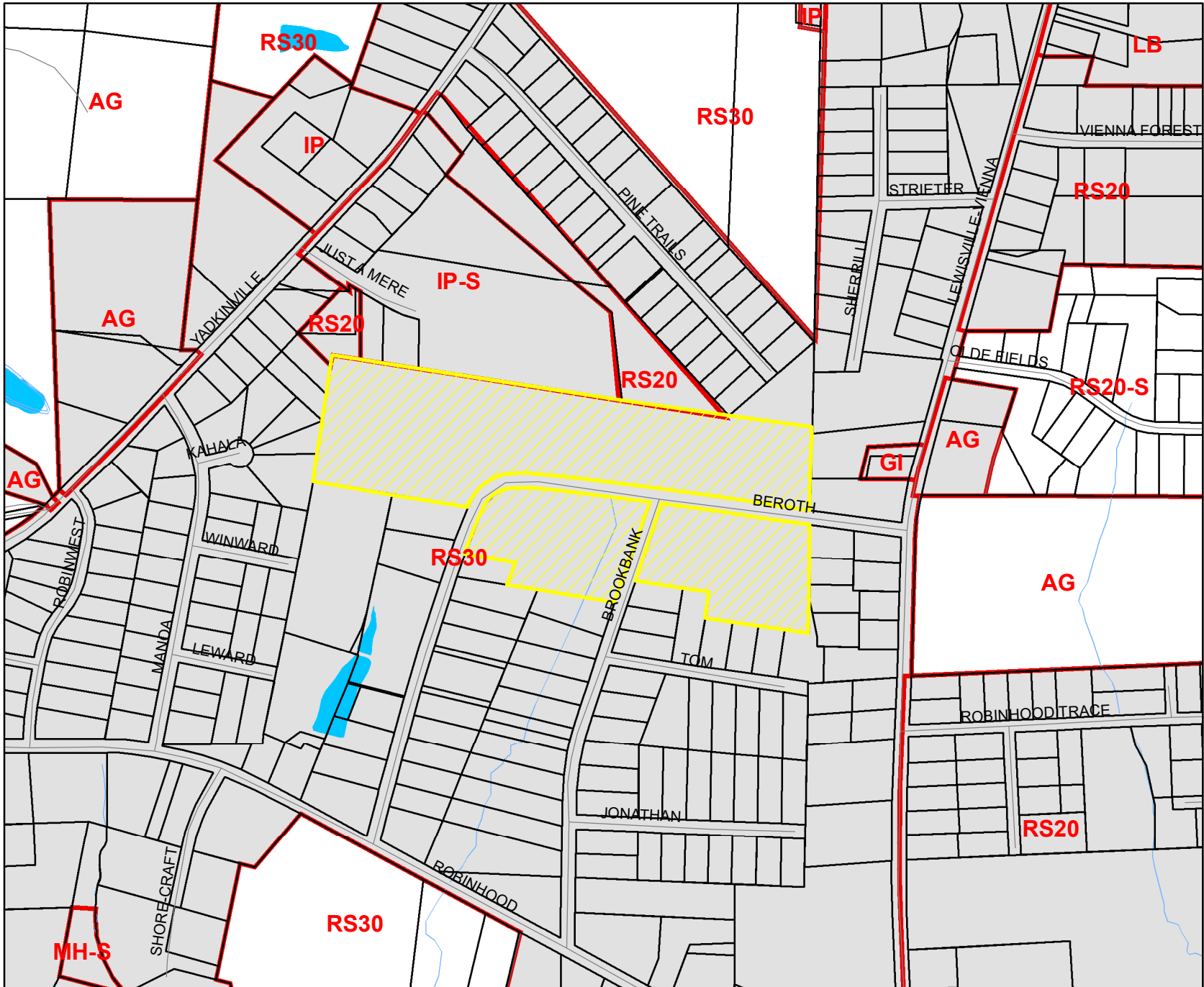
DRAWING NUMBER:

C 1.0

L-PBR 2023001 Beroth Circle Subdivision

Legend

- CENTERLINES
- Legal Lot Lines
- Streams
- Pond / Lake
- Zoning
- Lewisville
- Property of Request



PIN #: 5886-49-2775



1 inch = 575 feet

This map and analysis are provided "As Is" without warranty of any kind, either express or implied. The information contained in this map is for informational purposes only and was not prepared for, and is not suitable for legal, engineering, or surveying purposes. Use of these materials constitutes acceptance of this disclaimer of liability.

Created by: Stacy Tolbert



STAFF REPORT

ITEM:	<ol style="list-style-type: none"> 1. ORDINANCE 2023-030 2. ORDINANCE 2023-031 3. ORDINANCE 2023-032 4. ORDINANCE 2023-034
SUBJECT:	<ol style="list-style-type: none"> 1. CAPITAL PROJECT ORDINANCE – LEWISVILLE-VIENNA MULTIPURPOSE PATH 2. BUDGET AMENDMENT – TRANSFER FROM SIDEWALKS, BIKE PATHS, & GREENWAYS CAPITAL RESERVE FUND TO LEWISVILLE-VIENNA MULTIPURPOSE PATH CAPITAL PROJECTS FUND 3. AMENDMENT TO SIDEWALKS, BIKE PATHS, & GREENWAYS CAPITAL RESERVE ORDINANCE 4. BUDGET AMENDMENT – TRANSFER FROM GENERAL FUND TO LEWISVILLE-VIENNA MULTIPURPOSE PATH CAPITAL PROJECTS FUND
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	8/3/2023

BACKGROUND/SUMMARY:

The Town has been awarded a federal CMAQ (Congestion Mitigation & Air Quality) grant to construct approximately 1.9 miles of a multi-use path along Lewisville-Vienna Road. The proposed path will connect single family housing to the existing sidewalk network. The Town Manager has signed the agreement with the NC Department of Transportation for the locally administered project with the following breakdown:

CMAQ - Federal Funds	\$ 1,413,162	80%
Town Match	\$ 353,291	20%
Total Estimated Cost	\$ 1,766,453	100%

With this agreement in place, the staff is ready to proceed with the RFQ (Request for Qualifications) for the design services. As such, staff is recommending approval of the capital project ordinance titled **Lewisville-Vienna Multipurpose Path Capital Projects Fund** with the following budget for expenditures and revenues:

EXPENDITURES	
Preliminary Engineering	\$ 154,325
Right-of Way/Utility Relocation	\$ 100,000
Construction	\$ 1,512,128
Total Expenditures	\$ 1,766,453

REVENUES	
Transfer from Sidewalks, Bike Paths, & Greenways Capital Reserve Fund	\$ 188,100
Transfer from General Fund	\$ 1,578,353
Total Revenues	\$ 1,766,453

STAFF RECOMMENDATION AND REQUESTED ACTION:

1. Staff is requesting that Council approve Ordinance 2023-030 to establish the Lewisville-Vienna Multipurpose Path Capital Projects Fund.
2. Staff is requesting that Council approve Ordinance 2023-031 which is a budget amendment to transfer \$188,100 from the Sidewalks, Bike Paths, & Greenways Capital Reserve Fund to the newly created Lewisville-Vienna Multipurpose Path Capital Projects Fund.
3. Staff is requesting that Council approve Ordinance 2023-032 to amend the Sidewalks, Bike Paths, & Greenways Capital Reserve Ordinance for the transfer of \$188,100 to the newly created Lewisville-Vienna Multipurpose Path Capital Projects Fund.
4. Staff is requesting that Council approve Ordinance _____ which is a budget amendment to transfer \$165,191 from the General Fund to the Lewisville-Vienna Multipurpose Path Capital Projects Fund.

FISCAL IMPACT:

See Background/Summary Section Above.

ATTACHMENTS:

1. Ordinance 2023-030 Capital Project Ordinance – Lewisville-Vienna Multipurpose Path
2. Ordinance 2023-031 Amending Ordinance 2023-001 – Budget amendment to transfer \$188,100 from the Sidewalks, Bike Paths, & Greenways Capital Reserve Fund to the Lewisville-Vienna Multipurpose Path Capital Projects Fund
3. Ordinance 2023-032 Amending the Sidewalks, Bike Paths, & Greenways Capital Reserve Ordinance.
4. Ordinance 2023-034 Amending Ordinance 2023-001 – Budget Amendment to transfer \$165,191 from the General Fund to the Lewisville-Vienna Multipurpose Path Capital Projects Fund.



**ORDINANCE 2023-030 OF THE TOWN OF LEWISVILLE
ESTABLISHING CAPITAL PROJECT ORDINANCE
LEWISVILLE-VIENNA MULTIPURPOSE PATH**

BE IT ORDAINED by the Lewisville Town Council that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby established and adopted:

Section 1. The project authorized is the construction of approximately 1.9 miles of a multi-use path along Lewisville-Vienna Road. The proposed path will connect single-family housing to the existing sidewalk network. The project will be financed 80% by the Federal Highway Administration under a CMAQ (Congestion Mitigation & Air Quality) grant up to and not to exceed the maximum award amount of \$1,413,162. The remaining 20% of the costs will be financed with transfers from the Town's General Fund and the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund.

Section 2. The officers of this unit are hereby directed to proceed with the capital project within the terms of the contracting agreements and budget contained herein.

Section 3. The following amounts are appropriated to complete this project:

Preliminary Engineering	55-00-5600-6002	\$ 154,325.00
Right-of-Way/Utility Relocation	55-00-5600-6001	\$ 100,000.00
Construction	55-00-5600-6000	\$ 1,512,128.00
Total Expenditures		\$ 1,766,453.00

Section 4. The following revenues are anticipated to be available to complete this project:

Transfer from Sidewalks, Bike Paths, & Greenways Capital Reserve Fund	55-00-3980-0003	\$ 188,100.00
Transfer from General Fund	55-00-3980-0000	\$ 1,578,353.00
Total Revenues		\$ 1,766,453.00

Section 5. The Finance Director is hereby directed to maintain within the Capital Projects Fund sufficient detailed accounting records to satisfy the requirements of the contract agreements and state regulations.

Section 6. The Town Manager shall have the authority per G.S. 159-15 to transfer appropriations from one line item to another line item within the capital project ordinance. The Town Manager shall have the authority to approve and execute contracts and contract amendments in amounts not to exceed \$50,000.

Section 7. The Finance Director is directed to report, on a monthly basis, on the financial status of this project.

Section 8. Copies of this capital project ordinance shall be furnished to the Town Clerk, Budget Officer and Finance Director for direction in carrying out this project.

Adopted this the 10th day of August 2023 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



TOWN OF LEWISVILLE
 Budget Amendment Ordinance 2023-031
 Amending Budget Ordinance 2023-001

FINANCE DEPARTMENT USE ONLY
Budget Amendment # 3
Pam Orrell, Finance Director

CODE	ACCOUNT DESCRIPTION	AMOUNT	CODE	ACCOUNT DESCRIPTION	AMOUNT
23-00-3980-0001	Sidewalks, Bike Paths, & Greensways Capital Reserve Fund - Transfer to Lewisville-Vienna Multipurpose Path Capital Projects Fund	\$ 188,100.00	23-00-3990-9000	Sidewalks, Bike Paths, & Greensways Capital Reserve Fund - Fund Balance Appropriated	\$ 188,100.00
		\$ 188,100.00			\$ 188,100.00

EXPLANATION: To transfer \$188,100 from the Sidewalks, Bike Paths, & Greenways Capital Reserve Fund to the Lewisville-Vienna Multipurpose Path Capital Projects Fund.

RECOMMENDED BY: Pam Orrell, Town Finance Director

Approved and effective upon adoption this the 10th day of August 2023 by the Lewisville Town Council.

ATTEST:

 Mike Horn, Mayor

 Dora K. Moore, Town Clerk



**ORDINANCE 2023-032 OF THE TOWN OF LEWISVILLE
AMENDING THE
SIDEWALKS, BIKE PATHS & GREENWAYS CAPITAL RESERVE FUND**

WHEREAS, the Lewisville Town Council adopted Resolution 2006036 on June 8, 2006 authorizing the establishment of the Sidewalks Construction Capital Reserve Fund; and,

WHEREAS, this fund will remain operational for a period not to exceed ten years (beginning July 1, 2006 and ending June 30, 2016) or until a cumulative sum not to exceed \$250,000 has been received; and,

WHEREAS, the Lewisville Town Council will appropriate or transfer an amount of no less than \$25,000 each year from the General Fund to this fund; and,

WHEREAS, Resolution 2006036 was corrected to Ordinance 2006047 on June 4, 2009; and

WHEREAS, Resolution 2007008 changed the name to Sidewalks/Bike Paths Capital Reserve Fund and also was amended by Ordinance 2006047 on June 4, 2009; and,

WHEREAS, Town Council has suspended annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during Fiscal Year 2009-2010; and,

WHEREAS, Town Council, upon review of the proposed budget for FY 2010-2011, suspended the annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during Fiscal Year 2010-2011; and,

WHEREAS, Town Council, upon review of the proposed budget for FY 2011-2012, suspended the annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during Fiscal Year 2011-2012; and,

WHEREAS, the Town Council suspended the annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during FY 2012-2013; and,

WHEREAS, the Town Council suspended the annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during FY 2013-2014; and,

WHEREAS, on June 12, 2014, the Lewisville Town Council approved the appropriation or transfer of an amount of no less than \$25,000 each year from the General Fund to this fund for FY 2014-2015 and continue annual transfers to June 30, 2016 or until a cumulative sum not to exceed \$250,000 has been received; and,

WHEREAS, the Lewisville Town Council has been informed that the Lewisville-Vienna Sidewalk

Extension Grant Project costs have increased, and,

WHEREAS, the Capital Reserve Fund for Sidewalks/Bike Paths has an accumulated amount of \$102,648.15 as of August 31, 2014; and,

WHEREAS, the purpose of the Capital Reserve Fund for Sidewalks/Bike Paths is to construct new sidewalks/Bike Paths; and,

WHEREAS, Section 3 was amended in October 2014 to transfer \$100,000 to the Lewisville-Vienna Sidewalk Extension Grant Project from the Capital Reserve Sidewalks/Bike Paths; and,

WHEREAS, the Town Council has been informed that there has been a change to the engineering for the drainage pipe in the Lewisville-Vienna Sidewalk Project; and,

WHEREAS, The Lewisville Town Council will continue to appropriate or transfer an amount of no less than \$25,000 each fiscal year from the General Fund to the Capital Reserve Fund to June 30, 2025 or until an accumulative sum not to exceed \$250,000 has been received; and

WHEREAS, in June, 2015, the Town Council transferred \$1,667 to the Lewisville-Vienna Sidewalk Extension Grant Project from the Capital Reserve Sidewalks/Bikepaths; and,

WHEREAS, Town Council has directed staff to close the Greenways Capital Reserve Fund and to transfer all monies into the Sidewalks/Bikepaths/Greenways Capital Reserve Fund; and,

WHEREAS, the amount being transferred is \$100,127.24 and any future dividends; and,

WHEREAS, also at its meeting in July 2015 the Town Council ordained that the Sidewalks/Bikepaths Capital Reserve Fund be renamed the Sidewalks/Bikepaths/Greenways Capital Reserve Fund; and,

WHEREAS, there is a need to fund Supplemental Agreement #2 for drainage measures for the Grant Project Lewisville-Vienna Sidewalk Extension in the amount of \$6,379.59; and,

WHEREAS, \$6,379.59 was transferred into the Grant Project - Lewisville-Vienna Sidewalk Extension for construction in August, 2015; and,

WHEREAS, the Town Council will continue to appropriate or transfer an amount of no less than \$25,000 each fiscal year from the General Fund to the Capital Reserve Fund to June 30, 2025 or until the fund reaches a balance of \$250,000; and,

WHEREAS, there was a need to fund the purchase of right of way and/or utilities, preliminary engineering, and construction for the Gateway Project and \$125,546.44 was transferred to the Gateway Project Capital Projects Fund; and,

WHEREAS, there is a need to fund the purchase of right-of-way and/or utilities, preliminary engineering, and construction of the Lewisville-Vienna multi-use path extension.

NOW THEREFORE BE IT ORDAINED that Ordinance 2017-025 be amended to transfer \$188,100 to the Lewisville-Vienna Multipurpose Path Capital Projects Fund.

Adopted this the 10th day of August 2023 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk

DRAFT



TOWN OF LEWISVILLE
 Budget Amendment Ordinance 2023-034
 Amending Budget Ordinance 2023-001

FINANCE DEPARTMENT USE ONLY
Budget Amendment # 4
Pam Orrell, Finance Director

CODE	ACCOUNT DESCRIPTION	AMOUNT	CODE	ACCOUNT DESCRIPTION	AMOUNT
10-20-5600-4995	General Fund - Streets - Transfer to Lewisville- Vienna Multipurpose Path Capital Projects Fund	\$ 165,191.00	10-00-3990-9000	General Fund - Fund Balance Appropriated	\$ 165,191.00
		\$ 165,191.00			\$ 165,191.00

EXPLANATION: To transfer \$165,191 from the General Fund to the Lewisville-Vienna Multipurpose Path
Capital Projects Fund.

RECOMMENDED BY: Pam Orrell, Town Finance Director

Approved and effective upon adoption this the 10th day of August 2023 by the Lewisville Town Council.

ATTEST:

 Mike Horn, Mayor

 Dora K. Moore, Town Clerk



**RESOLUTION 2023-034 OF THE TOWN OF LEWISVILLE
AUTHORIZING ADVERTISING OF ELECTRONIC AUCTIONS BY ELECTRONIC MEANS ONLY**

WHEREAS, NCGS 160-270(c) authorizes the Town of Lewisville to conduct public auctions of real or personal property by electronic auctions procedures and to advertise electronic auctions by electronic means only; and,

WHEREAS, the Town of Lewisville finds that advertising electronic auction sales of real and personal property by electronic means only increases the efficiency of property disposal by this method and saves tax payer's dollars.

NOW THEREFORE BE IT RESOLVED that the Lewisville Town Council approves the following:

1. All sales of real and personal property by electronic public auction may be advertised by electronic means only.
2. Electronic advertisements of the sale of personal property shall be posted at least 10 calendar days prior to the date on which bidding for the property opens.
3. Electronic advertisements of the sale of real property shall be posted at least 30 calendar days prior to the date on which bidding for the property opens.
4. Electronic advertisements shall be posted on the Town of Lewisville's website and, where feasible, by any other electronic means through which notice of electronic auction may be broadly advertised.
5. Electronic advertisement shall identify and provide a general description of the property to be sold, the date and time at which electronic bidding opens, the electronic address where information about the property to be sold can be found, the electronic address where electronic bids may be posted, a reference to the resolution authorizing the sale where applicable, and any other relevant terms and conditions of sale.

Adopted this the 10th day of August 2023 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



**ORDINANCE 2023-033 OF THE TOWN OF LEWISVILLE
DISPOSAL OF SURPLUS PERSONAL PROPERTY**

NOW THEREFORE BE IT ORDAINED by the Lewisville Town Council:

Section 1. The Town Manager is hereby authorized to dispose of any surplus personal property owned by the Town of Lewisville, whenever he or she determines, in his or her discretion, that:

- a) The item or group of items has a fair market value of less than thirty thousand dollars (\$30,000); and,
- b) The property is no longer necessary to the conduct of public business; and,
- c) Sound property management principles and financial considerations indicate that the interests of the Town of Lewisville would be best served by disposing of the property.

Section 2. The Town Manager may dispose of any such surplus personal property by any means which he or she judges reasonably calculated to yield the highest attainable sale price in money or other consideration, including but not limited to the methods of sale provided in Article 12 of North Carolina General Statutes (NCGS) Chapter 160A. Such sale may be public or private, and with or without notice and minimum waiting period.

Section 3. The surplus property shall be sold to the party who tenders the highest offer, or exchanged for any property or services useful to the Town of Lewisville if greater value may be obtained in that manner, and the Town Manager is hereby authorized to execute and deliver any applicable title documents. If no offers are received within a reasonable time, the Town Manager may retain the property, obtain any reasonably available salvage value, or cause it to be discarded. No surplus property may be donated to any individual or organization except by resolution of the Lewisville Town Council.

Section 4. The Town Manager shall keep a record of all property sold under authority of this Ordinance and that records shall generally describe the property sold or exchanged, to whom it was sold or with whom exchanged, and the amount of money or other consideration received for each sale or exchange. The Town Manager may convey title, if applicable, to any property sold.

Section 5. Town staff, elected officials, and members of their immediate households shall not be permitted to purchase surplus property from the Town of Lewisville.

Section 6. This Ordinance is enacted pursuant to the provisions of NCGS 160A-266(c).

Section 7. This Ordinance shall become effective upon adoption.

Adopted this the 10th day of August 2023 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk

DRAFT