



Lewisville Town Council
Briefing and Action Meeting Agenda
October 3, 2024 – 6:00 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. Staggered terms

- 3. Items Requiring Action at Briefing**
 - A. Ordinance 2024-032 – Amending Budget Ordinance 2024-001 to increase dependent medical, vision and dental insurance - \$8,650 ([Attachment #1](#))

- 4. Administrative Reports**
 - A. Town Manager
 - i. Great Wagon Road betterments
 - ii. Former post office building
 - B. Town Clerk
 - i. The Kruger Brothers, October 5, 4:30-6:30 PM
 - ii. Blood Drive, October 9, 1-5:30 PM
 - iii. Jumanji movie, October 11
 - iv. Bulky item pickup, October 14
 - v. Shalloween, October 19, 1-2:30 PM
 - vi. Special Recycling event, October 26
 - vii. CPR class, November 1, 4-8 PM, MAWCC
 - viii. Shallowford Square art call deadline, November 27
 - ix. MAWCC mural art call deadline, December 1
 - C. Public Works Director
 - i. PARTF/Jack Warren Park improvements
 - ii. Tree replacement plan
 - iii. Fall roadway maintenance
 - D. Community Center Operations Manager
 - i. Quarterly Report ([Attachment #2](#))

- 5. Tentative Agenda Items for Regular Meeting on October 10, 2024**
 - A. Consent Agenda
 - i. Resolution 2024-045– Financial statements for two months ended August 31, 2024 ([Attachment #3](#))
 - ii. Approval of Agenda Briefing Minutes – September 5, 2024 ([Attachment #4](#))
 - iii. Approval of Regular Meeting Minutes – September 12, 2024 ([Attachment #5](#))
 - B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Introduction
 - a. Lynn Cochran, Planning Director
 - ii. Presentation
 - a. Sheriff’s Office
 - iii. Proclamation
 - a. National Family Literacy Day – November 1, 2024 ([Attachment #6](#))

- C. Public Hearings
 - i. Unified Development Ordinance amendment – L-168 – Golf Driving Ranges
 - a. Staff presentation
 - b. Public Hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2024-033– Amend UDO [\(Attachment #7\)](#)
 - ii. Rezoning – L-110 – 7825 Shallowford Road (PIN 5865-98-6697, 5865-98-5943)
 - a. Staff presentation
 - b. Public Hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2024-034– Change zoning from Forsyth County RS-40 to Town of Lewisville RS-40 – 7825 Shallowford Road [\(Attachment #8\)](#)
 - iii. Annexation – 7825 Shallowford Road
 - a. Staff presentation
 - b. Public Hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2024-035 – Extend the Town of Lewisville corporate limits to include 7825 Shallowford Road [\(Attachment #9\)](#)
- D. Appointment
 - i. Zoning Board of Adjustment
 - a. Alternate Member (Appoint 1)
- E. Old Business
- F. New Business
 - i. 2025 Meeting schedule [\(Attachment #10\)](#)
 - ii. Resolution 2024-046 – Correction to Resolution 2021023 – Declaration of Withdrawal of Road Dedication [\(Attachment #11\)](#)
 - iii. Resolution 2024-047 – Remote Participation Policy [\(Attachment #12\)](#)
 - iv. Resolution 2024-048– Special Projects Review policy [\(Attachment #13\)](#)
 - v. Ordinance 2024-036 – Amending Budget Ordinance 2024-001 – Classification and Compensation Study - \$9,200 [\(Attachment #14\)](#)
 - vi. Resolution 2024-049 – Voice and internet contract with Spectrum Enterprise - \$91,440 [\(Attachment #15\)](#)
 - vii. Resolution 2024-050– Amendment #2 to Kimley-Horn preliminary engineering contract - Roundabout at Lewisville-Vienna Road and Robinhood Road Project - \$33,066.77 [\(Attachment #16\)](#)
 - viii. Resolution 2024-051 – Utility relocation agreement with Duke Energy - Roundabout at Lewisville-Vienna Road and Robinhood Road Project - \$280,637.89 [\(Attachment #17\)](#)
 - ix. Ordinance 2024-037 – Amending Great Wagon Road Improvements Capital Project Ordinance - \$6,217,453.72 [\(Attachment #18\)](#)
 - x. Resolution 2024-052 – Utility Agreement with the City of Winston-Salem and the NC Department of Transportation - \$6,217,453.72 [\(Attachment #19\)](#)

6. For the Good of the Order

- A. Shop local event

7. Adjournment



STAFF REPORT

ITEM:	1. ORDINANCE 2024-032
SUBJECT:	1. ORDINANCE 2024-025 - BUDGET AMENDMENT – TO INCREASE APPROPRIATIONS FOR DEPENDENT MEDICAL, VISION, AND DENTAL INSURANCE.
	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	10/3/2024

BACKGROUND/SUMMARY:

An employee of the Town of Lewisville had a qualifying event occur in their household which made it necessary for them to add their family to the Town’s medical, dental, and vision insurance policies effective September 1, 2024. According to the Town’s Personnel Policy, the Town will pay for 50% of dependent insurance coverage for medical, vision, and dental. The current budget for these items is not adequate to absorb the increase in cost and thus staff is requesting that Council increase budgeted appropriations in the amount of \$8,650.

STAFF RECOMMENDATION AND REQUESTED ACTION:

- Staff is requesting that Council approve Ordinance 2024-025 to amend the annual operating budget to increase appropriations for dependent medical, vision, and dental insurance.

FISCAL IMPACT:

Fund balance will be appropriated in the amount of \$8,650.

ATTACHMENTS:

- Ordinance 2024-032 - Amendment to Budget Ordinance 2024-001



TOWN OF LEWISVILLE
 Budget Amendment Ordinance 2024-032
 Amending Budget Ordinance 2024-001

FINANCE DEPARTMENT USE ONLY
Budget Amendment # 1
Pam Orrell, Finance Director

CODE	ACCOUNT DESCRIPTION	AMOUNT	CODE	ACCOUNT DESCRIPTION	AMOUNT
10-00-5500-1840	General Fund - Public Works Medical Insurance	\$ 8,335.00	10-00-3990-9000	General Fund - Fund Balance Appropriated	\$ 8,650.00
10-00-5500-1850	General Fund - Public Works Dental Insurance	\$ 315.00			
		\$ 8,650.00			\$ 8,650.00

EXPLANATION: To increase appropriations for dependent medical, vision, and dental insurance.

RECOMMENDED BY: Pam Orrell, Town Finance Director

Approved and effective upon adoption this the 3rd day of October 2024 by the Lewisville Town Council.

ATTEST:

 Mike Horn, Mayor

 Dora K. Moore, Town Clerk

Programs	Schedule	Time	Room(s)	Charge	Shallow Ford Grant
1st Quarter 2024-2025					
American Mahjong	Monday's in July, August, September	1:00pm-5:00pm	Vienna	Free	No
Blood Drive	August 7	1:00pm-5:00pm	Shallow Ford/Lewisville	Free	No
Card Game Class	Wednesday's in July, August, September	1:00pm-4:00pm	Vienna	Free	No
Color Theory & Mixing Class	August 24	1:00pm-4:00pm	Magnolia	\$35 for members, \$50 for non-members	No
Colored Pencil Classes					
Colored Pencil for Beginners	September 3, 10, 24	9:30am-12:00pm & 6:00pm-8:30pm	Magnolia	\$65 for the 4 week class	No
Colored Pencil Explorers	July 13, August 17, September 14	1:00pm-3:30pm	Shallow Ford, Magnolia, or Vienna	Free	No
Open Draw	Monday's in July, August, September	10:00am-12:00pm	Magnolia	Free	No
Introduction to Colored Pencil	August 20	10:00am-12:00pm & 6:00pm-8:00pm	Magnolia	Free	No
Into to Drawing Dogs in Colored Pencil	September 4, 11, 25	9:30am-12:00pm	Magnolia	\$65 for the 4 week class	No
Surfaces in Colored Pencil	September 3, 10, 24	1:00pm-3:30pm	Magnolia	\$65 for the 4 week class	No
Understanding Color Theory with Colored Pencil	September 4, 11, 25	1:00pm-3:30pm	Magnolia	\$65 for the 4 week class	No
Coming Into Existence	July 12, 19, & 26	11:00am-1:00pm	Vienna	\$25/person	No
Cooking Class	Tuesday's in July, August, September	6:00pm-9:00pm	Shallow Ford/Kitchen	\$65/class for non-members, \$45/class for members	No
CPR Class	August 10	8:00am-12:00pm	Shallow Ford/Lewisville	Free	No (Town Sponsored with Lewisville FD)
Environmental Action:Summer Series	July 16	12:00pm-1:30pm	Vienna	Free	Yes (Piedmont Environmental Alliance)
Family Art Pop-In	July 27, August 31, September 28	12:00pm-3:00pm	Magnolia, Vienna	Free	Yes (WS/FC Arts Council)
Functional Longevity-Optimizing Physical Ability	July 8	12:30pm-1:30pm	Lewisville	Free	No
Güipil Bilingual Book Club and Journaling	September 10	6:00pm-7:30pm	Magnolia	Free	Yes (Mujer Valiosa Community)
Line Dancing Class	Tuesday's in July, August, September	5:30pm-7:30pm	Lewisville/Vienna	\$7/class	No
Marlene Kuser Art Class	September 10	3:00pm-5:00pm	Magnolia	Free	Yes (WS/FC Arts Council)
Meditative Movement and Dance	Wednesday's in September	10:30am-12:00pm	Vienna	Free	No
Mixed Media Explorations	September 12, 26	1:00pm-3:00pm	Magnolia	\$100 for the 7 week session	No
Mixed Media in a Daily Sketchbook Practice	September 29	1:00pm-4:00pm	Magnolia	\$15 for members/\$30 for non-members	Yes (Associated Artists of W-S)
Mobility and Flexibility Class for Seniors	Monday's and Wednesday's in July, August, September	11:00am-12:00pm	Lewisville	\$90/month of classes	No
Mommy & Me Classes					
Bouncing Babies Playgroup	Tuesday's in September	11:00am-12:00pm	Lewisville	\$47/month of classes	No
	Thursday's in July, August, September	9:00am-10:00am	Lewisville	\$47/month of classes	No
Music and Movement	Tuesday's and Thursday's in July, August, September	10:00am-11:00am	Lewisville	\$47/month of classes	No
Story Time Art	Tuesday's in July, August	11:15am-12:00pm	Lewisville	\$47/month of classes	No
Open Doors Art Class	September 9, 16, 23, & 30	1:00pm-2:30pm	Magnolia	Free	No (Shepherd's Center)
Realistic Drawing Techniques	September 12, 26	10:00am-12:00pm	Magnolia	\$85 or \$95 w/supplies for the 7 week class	No
Reynolda House Discovery Lessons	July 20, September 21	10:00am-11:30am	Magnolia	\$5/child	Yes (Reynolda House)
Salem Swing Band Concert	September 13	7:00pm-9:00pm	Shallow Ford/Lewisville/Vienna	Free	Yes (Salem Swing Band)
Sewing Essentials for Newborns	September 8, 22	2:00pm-4:00pm	Vienna	Free	Yes (Newborns in Need)
Shag Dance Class	September 9, 16, 23, & 30	6:00pm-7:00pm	Magnolia	\$50 for a 4 class session	No
Sleep Soundly Workshop	August 9	10:00am-2:00pm	Shallow Ford	\$20	No
Sound Bath	July 26,	3:00pm-4:00pm	Magnolia	\$30/person	No
Story Time Series	July 27, August 31, September 28	10:30am-11:30am	Magnolia	Free	Yes (WS/FC Arts Council)
Swing Dance Lessons and Concert	July 6	10:00am-1:00pm	Shallow Ford/Lewisville/Vienna	Free	Yes (Salem Swing Band)
Tai Chi Class	Friday's in July, August, September	9:00am-10:00am	Lewisville/Vienna	Free	No (Shepherd's Center)
Winston-Salem Symphony Serenades	September 15, 27, & 29	3:00pm-4:00pm or 5:30pm-6:30pm	Lewisville	Free	Yes (Winston-Salem Symphony)
Writing Stories for Your Life	July 8, August 12, September 9	10:00am-12:00pm	Great Wagon	Free	No (Shepherd's Center)
Yoga Class	July 11, 25, August 22, September 5, 12, 19	6:00pm-7:00pm	Vienna	\$5/class	No
Zumba Class	Monday's and Wednesday's in July, August, September	6:30pm-7:30pm	Lewisville	\$7/class	No

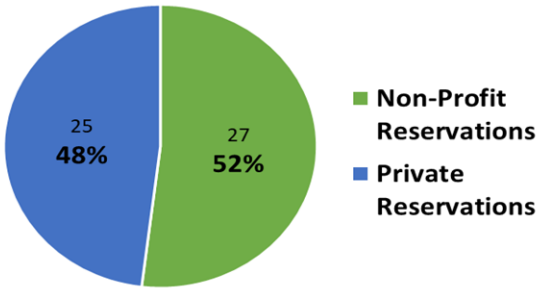
Non-Profit	Type of Event	Date	Time Reserved	Room(s) Reserved	Fee
1st Quarter 2024-2025					
American Legion	Meeting	September 5	7:00pm-9:30pm	Lewisville	\$ -
American Legion Auxiliary	Meeting	September 5	6:30pm-8:30pm	Shallow Ford/Kitchen	\$ -
Boy Scouts Troop 752	Weekly Meeting	Monday's in July, August, September	6:30pm-8:30pm	Vienna	\$ -
Girl Scout Troop 10231	Bi-Weekly Meeting	September 9, 23	6:30pm-7:30pm	Great Wagon or Shallow Ford	\$ -
Girl Scout Troop 40047	Bi-Weekly Meeting	September 11, 25	6:00pm-7:30pm	Great Wagon or Magnolia	\$ -
Girl Scout Troop 40052	Meeting	August 29, September 12, 26	6:30pm-7:30pm	Vienna or Magnolia	\$ -
Kimberley Park Elementary School	Teacher Return	August 2	8:00am-3:00pm	Shallow Ford/Lewisville/Kitchen	\$ 262.50
Lewisville Civic Club	Monthly Meeting	July 18, August 15, September 19	5:30pm-8:30pm	Shallow Ford/Kitchen	\$ -
Lewisville Garden Club	Meeting	September 25	9:00am-1:00pm	Shallow Ford/Kitchen	\$ -
Lewisville Historical Society	Bi-Monthly Membership Meeting	July 8, September 9	4:00pm-9:00pm	Shallow Ford/Kitchen	\$ -
Moore Elementary School	Leadership Retreat	July 29	9:00am-12:00pm	Shallow Ford/Kitchen	\$ -
NCLM	Meeting	September 26	8:00am-3:00pm	Shallow Ford/Kitchen	\$ -
1st Quarter Non-Profit Revenue					\$ 262.50

Type of Reservation	Date	Time Frame	Room(s) Rented	Revenue	Resident
Baby Shower	July 6, 2024	3:00pm-7:00pm	Shallow Ford	\$ 200.00	Yes
Kids Camp	July 18, 2024	8:30am-1:30pm	Shallow Ford	\$ 250.00	Yes
Wedding Party	July 20, 2024	10:00am-7:00pm	Shallow Ford, Lewisville, & Kitchen	\$ 1,400.00	No
Family Gathering	July 20, 2024	4:00pm-9:00pm	Vienna	\$ 250.00	Yes
Baby Shower	July 21, 2024	11:30am-3:30pm	Vienna	\$ 200.00	Yes
Baby Shower	July 27, 2024	10:30am-2:30pm	Vienna	\$ 200.00	Yes
Wedding Rehearsal Dinner	July 27, 2024	5:00pm-9:00pm	Shallow Ford & Kitchen	\$ 275.00	Yes
July Revenue				\$ 2,775.00	
Kimberley Park Elementary	August 2, 2024	8:00am-3:00pm	Shallow Ford, Lewisville, & Kitchen	\$ 262.50	NP
Family Reunion	August 2, 2024	5:00pm-10:00pm	Shallow Ford, Lewisville, Vienna, & Kitchen	\$ 950.00	Yes
Birthday Party	August 10, 2024	10:00am-2:00pm	Vienna	\$ 300.00	No
Family Reunion	August 10, 2024	12:00pm-4:00pm	Magnolia	\$ 100.00	Yes
Celebration of Life	August 10, 2024	2:00pm-6:00pm	Shallow Ford & Kitchen	\$ 275.00	Yes
Church Service	August 16, 2024	5:00pm-10:00pm	Shallow Ford & Kitchen	\$ 425.00	No
Conference & Luncheon	August 17, 2024	10:00am-3:00pm	Shallow Ford & Kitchen	\$ 425.00	No
Stayed an Extra Hour				\$ 50.00	
Wedding Shower	August 17, 2024	11:00am-4:00pm	Lewisville	\$ 475.00	No
Birthday Party	August 17, 2024	12:00pm-4:00pm	Vienna	\$ 200.00	Yes
Wedding Reception	August 24, 2024	11:00am-6:00pm	Shallow Ford & Kitchen	\$ 425.00	Yes
Company Party	August 25, 2024	4:00pm-8:00pm	Lewisville & Vienna	\$ 500.00	Yes
Shady Brook Lane HOA	August 29, 2024	6:00pm-8:00pm	Shallow Ford	\$ 200.00	Yes
Birthday Party	August 30, 2024	4:00pm-9:00pm	Shallow Ford, Lewisville, & Kitchen	\$ 900.00	No
Extra Cleaning				\$ 35.00	
August Revenue				\$ 5,522.50	
Wake Forest University History Department	September 6, 2024	4:00pm-9:00pm	Lewisville	\$ 475.00	No
Birthday Party	September 7, 2024	2:00pm-10:00pm	Lewisville	\$ 600.00	Yes
Baby Shower	September 14, 2024	11:00am-5:00pm	Shallow Ford & Kitchen	\$ 375.00	Yes
Birthday Party	September 22, 2024	1:00pm-6:00pm	Shallow Ford & Kitchen	\$ 425.00	No
Safety Event	September 26, 2024	5:30pm-9:30pm	Shallow Ford, Lewisville, Vienna	\$ 700.00	Yes
Birthday Party	September 28, 2024	2:00pm-10:00pm	Shallow Ford, Lewisville, Vienna, & Kitchen	\$ 1,475.00	Yes
September Revenue				\$ 4,050.00	
1st Quarter Revenue				\$ 12,347.50	
Fiscal Year Total				\$ 12,347.50	

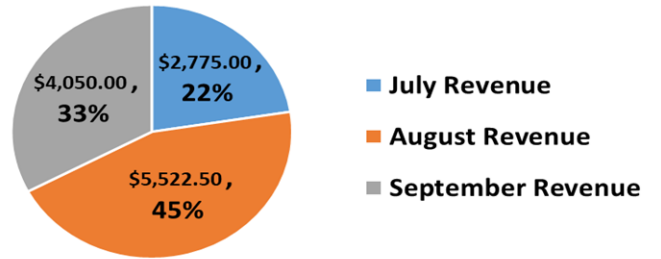
	Jul-24	Aug-24	Sep-24	Total
Non-Profit Reservations	6	7	14	27
Private Reservations	7	12	6	25
Programs	75	59	99	233
	88	78	119	285

Combined Reservations	52
# of Programs	233

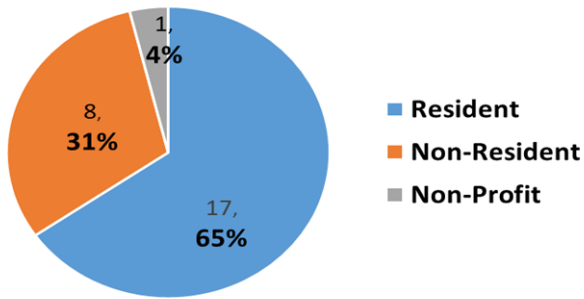
2024-25 Types of Reservations



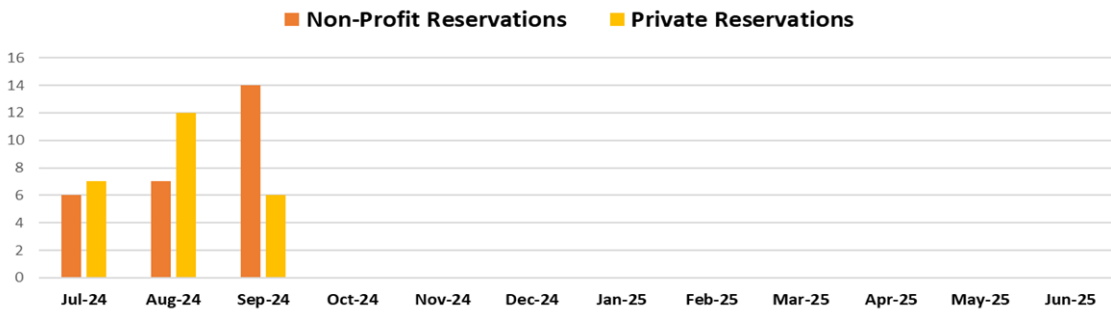
2024-25 1st Quarter Revenue by Month



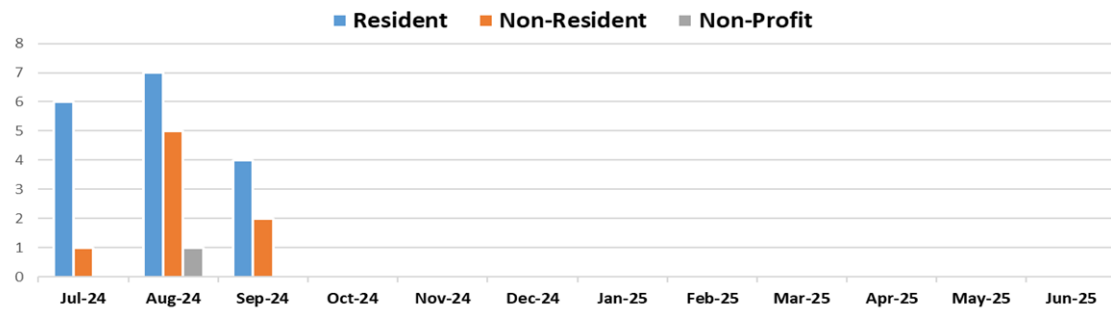
2024-25 Paid Reservations by Residency



2024-25 Types of Reservations by Month



2024-25 Paid Reservation by Residency by Month





**RESOLUTION 2024-045 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 two months ended August 31, 2024; 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 two months ended August 31, 2024 and incorporated herein.

Adopted this the 10th day of October 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

**Town of Lewisville
Financial Budget to Actual Report - General Fund
Two Months Ended August 31, 2024**

General Fund

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 3,770,165.00	\$ 57,167.31	\$ (3,712,997.69)	1.52%
Sales Tax Revenue	1,289,255.00	-	(1,289,255.00)	0.00%
Other Revenues	1,774,885.00	69,458.05	(1,705,426.95)	3.91%
Transfer from ARPA Special Revenue Fund	-	-	-	-
Subtotal	6,834,305.00	\$ 126,625.36	\$ (6,707,679.64)	1.85%
Appropriation from Fund Balance	387,586.00			
Total	\$ 7,221,891.00			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 305,072.00	\$ 47,471.45	\$ 45,889.34	\$ 211,711.21	30.60%
Administration	1,027,257.00	208,726.86	52,898.84	765,631.30	25.47%
Finance	309,693.00	66,520.60	6.76	243,165.64	21.48%
Debt Service	225,200.00	225,200.00	-	-	100.00%
Planning & Zoning	383,876.00	24,167.62	80,307.13	279,401.25	27.22%
Beautification	130,956.00	15,936.00	101,820.64	13,199.36	89.92%
Community Policing	1,035,720.00	13,302.77	978,970.00	43,447.23	95.81%
Public Works	519,645.00	82,884.85	56,624.18	380,135.97	26.85%
Streets	325,107.00	6,894.00	31,935.00	286,278.00	11.94%
Powell Bill	466,430.00	17,100.00	10,850.00	438,480.00	5.99%
Storm Water	231,157.00	12,947.50	115,742.82	102,466.68	55.67%
Solid Waste	1,605,860.00	116,665.12	-	1,489,194.88	7.26%
Recycling	5,310.00	190.00	-	5,120.00	3.58%
Parks and Recreation	386,781.00	76,978.07	29,868.94	279,933.99	27.62%
Transfers to Willow Run MSD Special Revenue Fund	263,827.00	-	-	263,827.00	0.00%
Transfers to Capital Projects Funds	-	-	-	-	-
Transfers to Capital Reserves	-	-	-	-	-
Total	\$ 7,221,891.00	\$ 914,984.84	\$ 1,504,913.65	\$ 4,801,992.51	33.51%

General Fund Balance 7/1/2023	\$ 6,021,921.94
Increase (Decrease) FY 2023-2024 (Preliminary)	1,404,718.13
Year-to-Date Increase (Decrease) FY 2024-2025	(788,359.48)
General Fund Balance 8/31/2024	<u>\$ 6,638,280.59</u>

Town of Lewisville
Financial Budget to Actual Report - Willow Run Municipal Service District
Two Months Ended August 31, 2024

Willow Run Municipal Service District

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 75,016.00	\$ 1,991.10	\$ (73,024.90)	2.65%
Transfers from General Fund	263,827.00	-	(263,827.00)	0.00%
Subtotal	338,843.00	\$ 1,991.10	\$ (336,851.90)	0.59%
Appropriation from Fund Balance	192,872.00			
Total	\$ 531,715.00			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 531,715.00	\$ 17,500.00	\$ 17,500.00	\$ 496,715.00	6.58%
Total	\$ 531,715.00	\$ 17,500.00	\$ 17,500.00	\$ 496,715.00	6.58%

MSD Fund Balance 7/1/2023	\$ 233,234.96
Increase (Decrease) FY 2023-2024 (Preliminary)	16,546.07
Year-to-Date Increase (Decrease) FY 2024-2025	(15,508.90)
MSD Fund Balance 8/31/2024	<u><u>\$ 234,272.13</u></u>

**Town of Lewisville
August 31, 2024**

Capital Reserve Funds					
	Fund Balance 7/1/2024	Transfers In	Transfers Out	Investment Earnings	Fund Balance 8/31/2024
Sidewalks, Bike Paths, and Greenways Capital Reserve	1,388.16	-	-	12.34	1,400.50
Municipal Buildings/Land Capital Reserve	142,522.09	-	-	1,267.23	143,789.32
Parks & Recreation Capital Reserve	331.15	-	-	2.94	334.09
Total	\$ 144,241.40	\$ -	\$ -	\$ 1,282.51	\$ 145,523.91

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)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2023 through June 30, 2024	(1,335,948.56)
Investment earnings	168,479.99
American Rescue Plan Act Special Revenue Fund - Cash Balance 8/31/2024	\$ 543,232.22

**Town of Lewisville
August 31, 2024**

Capital Projects Funds - Since Inception								
Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 8/31/2024	Budget
Gateway Project Capital Project	2,758,646.45	(3,496,342.15)	1,810,901.90	-	114,117.81	-	1,187,324.01	\$ 4,094,108.90
Community Center Capital Project	100,000.00	(4,801,672.80)	2,947,137.00	-	20,036.78	2,000,000.00	265,500.98	\$ 4,947,137.00
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	592,263.01	(767,005.40)	560,297.00	-	48,556.81	-	434,111.42	\$ 2,801,485.00
Jack Warren Park Improvements	42,929.06	(89,057.73)	672,049.00	-	28,744.37	-	654,664.70	\$ 672,049.00
Lewisville-Vienna Multipurpose Path	-	-	353,291.00	-	19,757.33	-	373,048.33	\$ 1,766,453.00
Shallowford Road CMAQ Sidewalk	-	-	262,933.00	-	11,260.22	-	274,193.22	\$ 1,446,134.00
Great Wagon Road Improvements	-	-	1,924,545.62	-	40,550.38	-	1,965,096.00	\$ 1,924,545.62
Public Works Facility	-	(3,361.20)	899,325.47	-	9,813.50	-	905,777.77	\$ 1,000,000.00
Total	\$ 3,493,838.52	\$ (9,157,439.28)	\$ 9,430,479.99	\$ -	\$ 292,837.20	\$ 2,000,000.00	\$ 6,059,716.43	\$ 18,651,912.52

Lewisville Town Council
Briefing and Action Meeting Minutes
September 5, 2024 – 6:00 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

1. **Call to Order:**

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt and Council Members Ivan Huffman, Monte Long, Julia Puckett (remote), Ken Sadler (remote) and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran and Town Attorney Elliot Fus.
- B. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Long and approved unanimously.

2. **Items Requiring Council Direction**

- A. Resident recognition criteria – Mrs. Moore shared with Council a proposed resolution outlining when a resident is honored by proclamation, certificate or ‘I’m One of the Reasons Lewisville is a Great Place to Live’ award. Council consensus was to place on the September 12 agenda for consideration.
- B. Staggered terms – Council requested staff to research the process for changing Council terms to staggered terms.
- C. Shallowford Square art installation – Manager Tolbert shared the Public Art Advisory Committee’s request for the Town to cover the installation costs for Shallowford Square art. The committee is developing the call for artists and would like the full grant (\$5,000) and Town match (\$5,000) to be used by the artist for the artwork. Council expressed concern on what installation costs could be which is unknown at this time. Council noted the additional committee members will be appointed in March and the committee can solicit donations for the installation since the type of art will be known at that time.
- D. Programming instructor fees – Manager Tolbert shared with Council statistics on how many program instructors are charging program fees and are not paying room rental at Mary Alice Warren Community Center (MAWCC). Programs are extremely important and the Town wishes to continue having them with the hopes of increasing. Staff was directed to formulate some options for Council consideration in November.
- E. Facility Use Exemption Request – West Forsyth Christian Preschool – Council consensus was given for a one-time, reduced rate for West Forsyth Christian Preschool to use MAWCC on April 4, 2025 for their annual gallery hop and silent auction. The preschool will use the entire building. This will be on the September 12 agenda for Council consideration.

3. **Items Requiring Action at Briefing**

- A. Reaffirm vote for Resolution 2024-037 – Facility Use Exemption – Forsyth County Fire Historical Society, Inc. by Council Members Puckett and Sadler per Resolution 2022-055:
A Council, Board or Committee Member participating remotely shall be able to vote on matters allowed under the policy. One or more Council, Board or Committee Members may cast the deciding vote(s) on a matter. In this event, the vote(s) shall be ratified by the remotely attending Council, Board or Committee Member(s) at the next meeting at which the member(s) are physically present.

Since Council Members Puckett and Sadler were attending the meeting remote, no reaffirmation was done by either. Council Member Puckett will reaffirm her vote at the September 12 meeting.

4. Administrative Reports

A. Town Manager

- i. Public Works building purchase – All inspections of the former post office building have been completed with no major issues. The title search found two businesses using the post office address as their address due to their postal box rental. This has been corrected. October 14 is the tentative closing date.
- ii. UDO rewrite – The UDO rewrite will take a little longer than anticipated due to Town staff requesting a deeper review of the ordinance. This falls under the contract scope and the Town will not incur any additional fees. Manager Tolbert noted the Town has a good working relationship with Kimley Horn and they understood the staff's concerns.
- iii. Classification and compensation study – Request for proposals for a classification and compensation study was released last week with requests due by September 23. This endeavor was discussed during budget work sessions and is a task bestowed on Manager Tolbert by the Council's administrative committee. A budget amendment will be needed to enter into a contract.

B. Clerk

- i. Andrew Thielen Big Band – September 7, 7-9 PM
- ii. Public Art and Parks & Recreation collaboration event – September 9, 6 PM, Shallowford Square
- iii. Paw Patrol The Mighty Movie – September 13
- iv. Clean Sweep – September 14
- v. Coconut Grove Band – September 21, 7-9 PM
- vi. The Wildflowers – September 28, 7-9 PM
- vii. The Kruger Brothers, October 5, 4:30-6:30 PM

C. Public Works Director

- i. PARTF/Jack Warren Park improvements – The PARTF/Jack Warren Park improvements project is making good progress with all the concrete down for walkways, amphitheater seating laid out, nature trails constructed and disc golf course mapping completed. The entire project is anticipated to be completed early- to mid-November. A ribbon cutting with a disc golf demonstration will be planned for early 2025.
- ii. Lake Marblehead Dam – Grimes Engineering is still in the design phase and will transition to the permitting phase mid-October. The MSD Board has requested to see the design prior to submittal to Department of Environmental Quality (DEQ) just so they understand and are familiar with the plan. Request for bids for the repairs will be done early 2025.
- iii. Tree replacement program – Mr. Hanna shared that trees located between the sidewalk and curb in the Ridgecrest area will need to be replaced due to them damaging infrastructure in the rights-of-way. The trees will be removed and replaced with more adequate trees that contribute to the neighborhood and streetscape. Tree replacement will be phased over three years. Staff will work with the homeowners association to communicate with the neighborhood. Mr. Hanna noted the same issue is occurring in other neighborhoods including Brook Forest and Belgrove. The UDO will have an updated streetscape trees list to help prevent this in the future.

5. Tentative Agenda Items for Regular Meeting on September 12, 2024

A. Consent Agenda

- i. Resolution 2024-038– Financial statements for month ended July 31, 2024
- ii. Approval of Agenda Briefing Minutes – August 1, 2024
- iii. Approval of Regular Meeting Minutes – August 8, 2024

- B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Introduction
 - a. Lynn Cochran, Planning Director
 - ii. Recognition
 - a. Public Safety Advisory Committee
 - iii. Presentations
 - a. Sheriff's Office
 - iv. Proclamation
 - a. 2024-003 – Constitution Week
- C. Old Business
- D. New Business
 - i. Ordinance 2024-031 – Declaring road closure for Christmas parade
 - ii. Resolution 2024-039 – Setting public hearing for Unified Development Ordinance amendment – Golf Driving Ranges
 - iii. Resolution 2024-040 – Setting public hearing for rezoning request – L-110 – 7825 Shallowford Road (PIN 5865-98-6697) and 0 Shallowford Road (PIN 5865-98-5943)
 - iv. Resolution 2024-041 – Setting public hearing for annexation request – 7825 Shallowford Road (PIN 5865-99-6697, 5865-98-5943)

6. **For the Good of the Order**

- A. Council Member Welch inquired about fall paving. Mr. Hanna stated the Town will do maintenance this winter including crack sealing, filling potholes, etc. Paving will be done later in the fiscal year.
- B. The new speed trailer has been ordered and will be used in areas where there are speeding concerns.
- C. NCDOT is currently acquiring rights-of-way for the eastern portion of the Northern Beltway.
- D. Council Member Huffman shared information that the Great Wagon Road was previously known as the Native American Warriors Trail, then The Path and then Great Philadelphia Road. Council discussed that some type of placard depicting the history should be placed along the road after work is completed.

7. **Adjournment** – Council Member Long moved to adjourn the meeting at 7:30 PM. The motion was seconded by Council Member Huffman and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

Lewisville Town Council
Regular Meeting Minutes
September 12, 2024 – 6:00 PM
Lewisville Town Hall Council Chambers
6510 Shallowford Road

1. Call to Order:

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt, and Council Members Ivan Huffman, Monte Long, Julie Puckett, Ken Sadler (remote) and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell and Town Attorney Elliot Fus.
- B. Invocation – Council Member Jane Welch
- C. Pledge of Allegiance – Council Member Julie Puckett
- D. Adoption of Agenda – Council Member Huffman moved to approve the agenda as amended. The motion was seconded by Council Member Welch and approved unanimously.

2. Consent Agenda

- A. Resolution 2024-038– Financial statements for month ended July 31, 2024
- B. Approval of Agenda Briefing Minutes – August 1, 2024
- C. Approval of Regular Meeting Minutes – August 8, 2024

Council Member Puckett moved to approve the consent agenda items. The motion was seconded by Council Member Long and approved unanimously. *(Resolution 2024-038 is herein incorporated by reference into the minutes.)*

3. Introductions, Recognitions, Presentations and/or Proclamations

- A. Recognition
- i. Mayor Horn recognized Public Safety Advisory Committee members for their service to the Town over the years. Public Safety was one of the Town’s first committees. Over the course of years, the committee’s functions have been absorbed by staff and county agencies. Tasks originally given to the committee are now staff driven. He extended thanks to members for exceptional service to the Town.
- B. Presentations
- i. Sheriff’s Office – Sergeant Stringer shared recent call information. He encouraged motorists to slow down when entering event areas noting Tour to Tanglewood will travel through Lewisville on September 22.

2024													
TYPE OF INCIDENT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Total calls for service	575	657	715	682	605	591	621	698					
Security Check	277	347	408	368	300	284	351	357					
Traffic Arrest / Violation	34	38	24	30	25	41	36	32					260
Alarm	11	1	19	14	16	8	19	12					100
Priority Call Response Time	5.9	5	5	4.1	5.4	4.8	5	4.5					39.7
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	734	769					575
Security Check	570	396	136	446	442	518	388	464					
Traffic Arrest / Violation	49	47	51	75	41	35	30	72					
Alarm	17	23	23	22	15	20	7	7					
Priority Call Response Time	5.2	3.6	5.2	5.3	5.9	5	4.1	4.1					

- C. Proclamation
 - i. 2024-003 – Constitution Week – September 17-23, 2024 (*Proclamation is incorporated into the minutes.*)

4. **Public Forum**

- A. Lisa Glunt, 310 Fox Ridge Circle, shared comments related to the additional homes being built in Shady Brook. Mayor Horn stated his understanding of the recent development; however, he suggested the Planning Board review current guidelines to see if anything can be done in the future. (*Ms. Glunt's comments are incorporated into the minutes.*)

5. **Old Business**

- A. Reaffirm vote for Resolution 2024-037 – Facility Use Exemption – Forsyth County Fire Historical Society, Inc. per Resolution 2022-055
 - i. Council Member reaffirmed her vote in the affirmative.

6. **New Business**

- A. Ordinance 2024-031 – Declaring road closure for Christmas parade – Mayor Pro Tem Hunt moved to approve Ordinance 2024-031. The motion was seconded by Council Member Sadler and approved unanimously. (*Ordinance 2024-031 is herein incorporated by reference into the minutes.*)
- B. Resolution 2024-039 – Setting public hearing for Unified Development Ordinance amendment – Golf Driving Ranges – Council Member Puckett moved to approve Resolution 2024-039. The motion was seconded by Council Member Huffman and approved unanimously. (*Resolution 2024-039 is herein incorporated by reference into the minutes.*)
- C. Resolution 2024-040 – Setting public hearing for rezoning request – L-110 – 7825 Shallowford Road (PIN 5865-98-6697, 5865-98-5943) – Council Member Huffman moved to approve Resolution 2024-040. The motion was seconded by Council Member Puckett and approved unanimously. (*Resolution 2024-040 is herein incorporated by reference into the minutes.*)
- D. Resolution 2024-041 – Setting public hearing for annexation request – 7825 Shallowford Road (PIN 5865-99-6697, 5865-98-5943) – Council Member Long moved to approve Resolution 2024-041. The motion was seconded by Council Member Huffman and approved unanimously. (*Resolution 2024-041 is herein incorporated by reference into the minutes.*)
- E. Resolution 2024-042 – Resident Recognition Policy – Council Member Welch moved to approve Resolution 2024-042. The motion was seconded by Council Member Puckett and approved unanimously. (*Resolution 2024-042 is herein incorporated by reference into the minutes.*)
- F. Resolution 2024-043 – Facility Use Exemption – West Forsyth Christian Preschool – West Forsyth Christian Preschool has requested full use of Mary Alice Warren Community Center on April 4, 2025 for their annual silent auction and gallery hop. Mayor Pro Tem Hunt moved to approve Resolution 2024-043 with an amendment noting all requirements were met. The motion was seconded by Council Member Puckett and approved unanimously. (*Resolution 2024-043 is herein incorporated by reference into the minutes.*)
- G. Resolution 2024-044 – Naming Jack Warren Park Amphitheater – Manager Tolbert shared a resolution naming the new Jack Warren Park amphitheater in honor of Mayor Horn. She explained this honor was at the suggestion of Mary Alice Warren and each Council Member has expressed their support. Council Member Sadler moved to approve Resolution 2024-044. The motion was seconded by Council Member Long and approved unanimously. Mayor Horn stated that he was honored, proud, humbled and surprised. He extended thanks to Mrs. Warren who has generously gifted land over the years to the Town and residents. (*Resolution 2024-044 is herein incorporated by reference into the minutes.*)

7. **Administrative Reports**

- A. Upcoming events and closings
- i. Paw Patrol, The Mighty Movie – September 13
 - ii. Clean Sweep – September 14
 - iii. Coconut Grove Band – September 21, 7-9 PM
 - iv. The Wildflowers – September 28, 7-9 PM
 - v. The Kruger Brothers, October 5, 4:30-6:30 PM

8. **For the Good of the Order**

- A. Public comments – None
- B. Council comments
- i. Mayor Pro Tem Hunt thanked Mrs. Warren, Council Member Welch, Fanny Stronach and staff for all that was done to honor and surprise Mayor Horn.

9. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 6:34 PM. The motion was seconded by Council Member Puckett and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk



**PROCLAMATION 2024-004
NATIONAL FAMILY LITERACY DAY
NOVEMBER 1, 2024**

WHEREAS, National Family Literacy Day, established by the 103rd Congress in 1994, and now marking its 30th anniversary on November 1, 2024, highlights the importance of reading and learning for the entire family and emphasizes the impact that parents have on their child’s learning; and,

WHEREAS, this day is celebrated across America each year, and focuses on special activities and events that showcase the importance of family literacy programs that empower families and build a nation of readers; and,

WHEREAS, illiteracy programs across the United States will observe National Family Literacy Day by holding read-a-thons, book drives, workshops and family activities at schools, libraries and community centers to encourage literacy; and,

WHEREAS, as many as one in six adults struggle with reading and writing, and by learning to read, individuals can gain self-respect and confidence and strive toward goals that otherwise would not be achievable; and,

WHEREAS, the National Society of the Daughters of the American Revolution is a nonprofit, nonpolitical volunteer women’s service organization dedicated to promoting patriotism, preserving American history and securing America’s future through better education for children and adults; and,

WHEREAS, education being one of the cornerstones, the National Society of the Daughters of the American Revolution is committed to increasing literacy by promoting and supporting literacy programs.

NOW, THEREFORE, the Mayor and Town Council in Lewisville do hereby proclaim

November 1, 2024 as National Family Literacy Day

in Lewisville. To underscore the importance of literacy, celebrate the joy of reading, encourage residents to promote literacy by reading together as a family, and to extend deep appreciation to our local librarians, educators, and literacy service providers for their tireless efforts to strengthen the literacy of our children and our community,

Proclaimed this the 10th day of October 2024.

Mike Horn, Mayor



**ORDINANCE 2024-033 OF THE LEWISVILLE TOWN COUNCIL
UDO L-168 - AMENDING THE UNIFIED DEVELOPMENT ORDINANCE (UDO)
GOLF DRIVING RANGES**

WHEREAS, the Lewisville Planning Board held a legislative hearing on September 11, 2024 on the draft to amend the UDO sections related to the permitted uses table, use conditions and sign regulations as it relates to golf driving ranges; and,

WHEREAS, the Lewisville Planning Board recommended approval to the Lewisville Town Council; and,

WHEREAS, the Lewisville Town Council held a legislative hearing on October 10, 2024.

NOW THEREFORE, BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Unified Development Ordinance (UDO) UDO L-168 related to the permitted uses table, use conditions and sign regulations is amended as noted in the attached document.

Adopted this the 10th day of October 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

STAFF REPORT

DOCKET # UDO-168

REQUEST

This UDO text amendment was drafted by staff at the request of the Lewisville Town Council to amend the *Unified Development Ordinances* (UDO) to modify regulations for the use of Golf Driving Ranges. The amendment applies to UDO Chapter B, Article II Table B.2.6 Permitted Uses; Chapter B, Article II Section 5.32 Golf Driving Range; & Article III Section 2.1 Sign Regulations.

BACKGROUND

The Town's Unified Development Ordinances (UDO) already has Golf Driving Range as a specified use in the permitted use table and specific use conditions or regulations. Golf Driving Ranges are currently permitted by right with a permit from the zoning officer in three zoning districts: Highway Business, General Industrial, and Mixed Use – Conditional.

Golf Courses are a use in the permitted use table with its own specific use conditions as well. This use is permitted by right in the same zoning districts as golf driving ranges, with the inclusion of the Institutional and Public zoning district. Golf Courses are also permitted with Planning Board Review in every residential zoning district of the UDO, both single-family and multifamily, and including the Yadkin River Conservation, Agricultural, and Manufactured Housing Development districts. Overall golf courses are permitted in some fashion in 20 different zoning districts compared to golf driving ranges 3 permitted districts.

These uses have strong similarities in character (driving ranges are often even an accessory component of golf courses), making the disparity in district availability appear exceedingly arbitrary. Given this, Council has requested staff to review the regulation of these uses.

ANALYSIS

Staff proposes changes to the regulations of golf driving ranges that will bring them more in line with the regulations concerning golf courses. Primarily this includes allowing it in the same zoning districts and in the same capacity as golf courses. Driving ranges would then be permitted by right in the Institutional and Public zoning district, as well as permitted with Planning Board Review in all residential zoning districts.

The current use conditions of golf driving ranges center on establishing minimum dimensions of the range and orienting lighting away from adjacent residential properties. Staff proposes incorporating all of the use conditions established for golf courses in addition to the conditions for

driving ranges. These additions would include a 100-foot setback for buildings, limited hours of operations in residential districts, eliminating nighttime lighting in residential districts, and a provision on water quality protections in the YR district. An additional adjustment would be made to the sign regulations to allow for golf driving ranges to have signage in residential districts in the same capacity that golf courses are permitted. Staff is also proposing a requirement for a type II bufferyard in the side and rear yards when adjacent to residentially zoned properties to further mitigate any negative externalities the use could exude towards those areas.

SUMMARY

This UDO text amendment will allow golf driving ranges to be permitted in the all of the same zoning districts as golf courses, as the character of these uses are aligned. Additional standards will be added to the use conditions of golf driving ranges to further standardize and reconcile these similar uses. Staff believes the proposed use regulations, size limitations and other standards is reasonable as it will ensure the proper placement of these businesses and the protection of the community around them.



**ORDINANCE 2024-034 OF THE TOWN OF LEWISVILLE
AMENDING THE TOWN OF LEWISVILLE’S ZONING ORDINANCE OF THE UNIFIED
DEVELOPMENT ORDINANCE AND OFFICIAL ZONING MAP OF THE TOWN OF LEWISVILLE**

**7825 Shallowford Road (L-110)
(PINS 5865-99-6697, 5865-98-5943)**

BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL as follows:

Section 1. The Town of Lewisville Zoning Ordinance (Section B 6-2) of the Lewisville Unified Development Ordinances and the official zoning maps of the Town of Lewisville and Forsyth County, North Carolina are hereby amended by changing from RS-40 Forsyth County jurisdiction to RS-40 Lewisville jurisdiction for the following described property as:

PIN 5865-99-6697 – 7825 Shallowford Road
PIN 5865-98-5943 – 0 Shallowford Road
16.76 acres +/-

Section 2. This Ordinance shall be effective from and after its date of adoption.

Adopted and effective this the 10th day of October 2024 by the Lewisville Town Council with a vote of _____.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

GENERAL USE DISTRICT REZONING STAFF REPORT

7815 Shallowford Rd

DOCKET: L-110
STAFF: Adam Barr, Planner
Petitioner: Richard Lyons
Ownership: Dump the Stump, LLC
Applicant: Ricky Lyons

REQUEST:

From: RS-40 (Residential Single Family, minimum lot size of 40,000 sq. ft.) Forsyth County Zoning
To: RS-40 (Residential Single Family, minimum lot size of 40,000 sq. ft.) Lewisville Zoning
PIN(s): 5865-99-6697 and 5865-98-5943
Acreage: 16.76 ac

LOCATION:

Street(s): Shallowford Rd
Jurisdiction: Town of Lewisville (pending annexation)

PROPERTY SITE/IMMEDIATE AREA:

Existing Structures on Site: The site is currently vacant aside from an existing cell tower.

Adjacent uses:

- * North – Large lot single family residences, zoned RS-40
- * East - Large lot single family residences, zoned RS-40
- * South - Large lot single family residences, zoned RS-40
- * West - Large lot single family residences, zoned RS-40

GENERAL AREA:

Character/Maintenance: The homes in this area are mainly single-family medium to large lots.

PHYSICAL FEATURES:

Topography: The site slopes gently from south to north away from Shallowford Rd.

Vegetation/habitat: The property is predominately wooded and open field.

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

WATER AND SEWER FACILITIES:

The site is to be served by public water and private septic.

TRANSPORTATION:

Direct Access to Site: Shallowford Rd
Street Classification(s): Shallowford Rd – Major Thoroughfare
Average Daily Traffic Count: Shallowford Rd at 18,000 adt (source: NCDOT AADT 2021)

CONFORMITY TO ORDINANCE/PLANS:

Lewisville Tomorrow Comprehensive Plan- The Comprehensive Plan's Future Land Use Map identifies the areas in the town that is closest to the property as Rural Residential. Rural Residential areas include mostly residential land uses and abundant open space. The limited infrastructure (utilities and street),

low-density development pattern, and occasional agricultural activities in these areas contribute to their rural character and, for many people, help define Lewisville. While homes may be widely separated with larger lots, cluster developments or conservation-based subdivisions that set aside large areas for permanent open space may be appropriate to minimize environmental impacts and disruption of the landscape.

Legacy Development Guide - Legacy recognizes this area as being in GMA-5 Rural Area. The GMA-5 Rural Area is located at the fringes of Forsyth County and is beyond the area that can be provided with public sewer and other services in a cost-effective manner. This area is intended to remain very low-density residential and agricultural in character. Legacy states GMA-5 includes development goals encouraging subdivisions that conserve open space and not zoning property to more intense districts.

ANALYSIS:

As described in NC § 160D-202(g): When a city annexes, or a new city is incorporated in, or a city extends its jurisdiction to include, an area that is currently being regulated by the county, the county development regulations and powers of enforcement shall remain in effect until (i) the city has adopted such development regulations or (ii) a period of 60 days has elapsed following the annexation, extension, or incorporation, whichever is sooner. Prior to the transfer of jurisdiction, the city may hold hearings and take any other measures consistent with G.S. 160D-204 that may be required in order to adopt and apply its development regulations for the area at the same time it assumes jurisdiction.

The zoning district classifications contained in the Zoning Ordinances of Forsyth County and the Town of Lewisville are very similar and the permitted uses and development standards are in most cases equivalent, if not identical. The purpose of this zoning map amendment is to continue a similar type of zoning within the Town of Lewisville as previously applied under Forsyth County jurisdiction.

This request is a general use rezoning for the purposes of accepting a Lewisville zoning district due to annexation.

RECOMMENDATION:

The proposal is consistent with both the Lewisville Comprehensive Plan and Forsyth County Legacy Plan. Given these findings and other supporting information found in this report, staff recommends the rezoning to the Planning Board.



**ORDINANCE 2024-035 OF THE TOWN OF LEWISVILLE
EXTEND THE TOWN OF LEWISVILLE CORPORATE LIMITS TO INCLUDE
7825 SHALLOWFORD ROAD**

WHEREAS, the Town of Lewisville has been petitioned under NCGS 160A-58.1 to annex the area described below; and,

WHEREAS, the Lewisville Town Council has by resolution directed the Town Clerk to investigate the sufficiency of the petition requesting annexation of property known as 7825 Shallowford Road into the Town of Lewisville; and,

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of annexation was held at the Lewisville Town Hall, 6510 Shallowford Road, at 6 PM on Thursday, October 10, 2024 after due notice by the Winston-Salem Journal on Sunday, September 29, 2024;

WHEREAS, the Lewisville Town Council finds that the petition meets the requirements of NCGS 160A-58.1.

NOW, THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL that:

Section 1. By virtue of the authority granted by NCGS 160A-58.1, the following described territory is hereby annexed and made part of the Town of Lewisville as of October 10, 2024:

PIN 5865-99-6697 – 7825 Shallowford Road
PIN 5865-98-5943 – 0 Shallowford Road
16.76 acres +/-

Section 2. Upon and after October 10, 2024, the above described territory shall be subject to all debts, laws, ordinance and regulations in force in the Town of Lewisville and shall be entitled to the same privileges and benefits as other parts of the of the Town of Lewisville. Said territory shall be subject to municipal taxes according the NCGS 160A-58.10.

Section 3. The Mayor of the Town of Lewisville shall cause to be recorded in the office of the Forsyth County Register of Deeds and the office of the North Carolina Secretary of State an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of the ordinance. Such map shall also be delivered to the Forsyth County Board of Elections as required by NCGS 163-288.1.

Adopted this the 10th day of October 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk



TOWN OF LEWISVILLE 2025 MEETING SCHEDULE

BOARDS & COMMITTEES	TIME	PLACE	DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Beautification Committee	6:00 PM	TH 201	MON		17	17		19				15	20		
Environmental Committee	6:00 PM	TH 201	TUE	14	11	11	8	13	10	8	12	9	14		9
Parks & Recreation Committee	6:00 PM	TH 201	MON	13	10	10		12	9	14	11	8	13	10	8
Planning Board	6:00 PM	TH 201	WED	8	12	12	9	14	11	9	13	10	8	12	10
Public Art Committee	6:00 PM	TH 201	MON	6	3	3	7	5	2	7	4		6	3	1
Willow Run MSD Board	6:00 PM	TH 201	TUE	21		18		20			19		21		
Zoning Board of Adjustment	6:00 PM	TH 110	TUE	28	25	25	22	27	24	22	26	23	28	25	23

TOWN COUNCIL	TIME	PLACE	DAY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Agenda Briefing	6:00 PM	TH 201	THUR	2	6	6	3	24-Apr	5	3	7	4	2	6	4
Regular Meeting	6:00PM	TH 110	THUR	9	13	13	10	15	12	10	14	11	9	13	11
Council Retreat		MAWCC	January 31 - 5:30 PM; February 1 - 8:30 AM												
Budget Work Sessions	6:00 PM	TH 110	April 14, April 21, April 24, May 15 (Note: Budget work sessions only held if needed.)												
NCLM CityVision			April 29-May 1												

Planning Board If there is a public hearing, the planning Board meets in TH 110 (Council Chambers).

Zoning Board of Adjustment - Only meets as needed.

MAWCC - Mary Alice Warren Community Center; TH - Town Hall

Room 201 is the second floor conference room. Room 110 is the Council Chambers.

Individuals requiring special accommodations may contact the Town Clerk at least 72 hours prior to meetings to request special assistance (336-945-1022).



**RESOLUTION 2024-046 OF THE LEWISVILLE TOWN COUNCIL
CORRECTION TO RESOLUTION 2021023
ACCEPTING DECLARATION OF WITHDRAWL OF ROAD DEDICATION**

WHEREAS, Mrs. V. M. Conrad and Mr. Phillip Conrad, filed a plat with the Register of Deeds of Forsyth County on February 6, 1979, dedicating a 60" road right-of-way for a road off Sonata Drive in the Shallowford Lakes Subdivision; and,

WHEREAS, this right-of-way had not been utilized nor road built by the Town of Lewisville; and,

WHEREAS, the Town of Lewisville had no plans to build the road so dedicated and the road dedication is not part of any street plan adopted under NCGS Section 136-66.2; and,

WHEREAS, NCGS 136-96 provides for the withdrawal of dedication of roads not used in fifteen (15) years; and,

WHEREAS, NCGS 136-96 deems these dedications to be abandoned and dedication may be withdrawn; and

WHEREAS, the Town of Lewisville received a Declaration of Withdrawal of Road Dedication from Jon R. Reynolds as Liquidator for Fisher River Timber Land and Cattle Company, successor in interest, to withdraw the dedication of property described in the *Declaration of Withdrawal of Road Dedication* on March 22, 2021; and,

WHEREAS, the Lewisville Town Council accepted the *Declaration of Withdrawal of Road Dedication* for the strip of land known as Aria Drive between lots 17 and 18 and declared no street or thoroughfare plan of which this road right-of-way would be a part with the adoption of Resolution 2021023 on April 8, 2021; and,

WHEREAS, Resolution 2021023 and the *Declaration of Withdrawal of Road Dedication* referenced incorrect lot numbers; and,

WHEREAS, the correct lot numbers should be reflected as Lots 18 and 19, not Lots 17 and 18; and,

WHEREAS, the *Declaration of Withdrawal of Road Dedication* was corrected November 16, 2021.

NOW, THEREFORE BE IT RESOLVED, THAT THE LEWISVILLE TOWN COUNCIL adopts this resolution to correct the erroneous Resolution 2021023 to reflect the strip of land known as Aria Drive between lots 18 and 19 and declares that the Town of Lewisville has no street or thoroughfare plan of which this road right-of-way would be a part.

Adopted and effective this the 10th day of October 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk



**RESOLUTION 2024-047 OF THE LEWISVILLE TOWN COUNCIL
AMENDING THE REMOTE MEETING PARTICIPATION POLICY
OF THE LEWISVILLE TOWN COUNCIL**

WHEREAS, the Lewisville Town Council has previously adopted a Remote Participation Policy; and

WHEREAS, in the recent case of *State of North Carolina v. Anson County*, the North Carolina Court of Appeals held that remote participations by commissioners at a county commissioners meeting did not count toward quorum; and

WHEREAS, a UNC School of Government commentator has advised that “cities should take even more care to ensure that a quorum is physically present before conducting business”; and,

WHEREAS, the Town Attorney has recommend the Town revise the provisions on quorum in the Remote Participation Policy.

NOW THEREFORE BE IT RESOLVED that the Lewisville Town Council amends and adopts the remote participation policy attached hereto.

Resolved, approved and effective upon adoption, this the 10th day of October 2024 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



**RESOLUTION 2024-047 OF THE LEWISVILLE TOWN COUNCIL
AMENDING THE REMOTE MEETING PARTICIPATION POLICY
OF THE LEWISVILLE TOWN COUNCIL**

REMOTE PARTICIPATION POLICY

When a *State of Emergency* is declared by the Governor or General Assembly, remote participation in meetings shall be under the direction of declaration approved by the Governor and/or General Assembly and any applicable legislation.

Other than *States of Emergency* declared by the Governor or General Assembly, the Lewisville Town Council authorizes remote participation in briefings and official meetings of the Lewisville Town Council, Boards and Committees subject to the following rules and procedures:

1. Remote participation may be used only in limited circumstances. A Council, Board or Committee Member desiring to participate in a meeting remotely must assert one or more of the following four reasons for being physically unable to attend the meeting:
 - a. Personal illness or disability ;
 - b. Employment purposes;
 - c. Family or other emergency; or
 - d. To participate in other scheduled Town related meetings which make it logistically impractical to attend the scheduled meeting.
2. Remote participation may be allowed during open and closed sessions.
3. Remote participation shall not be allowed during the following:
 - a. Quasi-judicial hearings; and
 - b. Public hearings
- ~~4. In emergency situations, remote participation will be allowed to establish quorum pursuant to General Statute 143-318.10(d).~~
- 5.4. A Council, Board or Committee Member desiring to participate in a meeting remotely must notify the Town Clerk, Town Manager, Board or Committee Chair and/or Mayor of the need for remote participation at least 24 hours prior to the start of the meeting, unless advance notice is impractical or a *State of Emergency* has been declared and remote meetings have been authorized by the Mayor and/or Manager.



**RESOLUTION 2024-047 OF THE LEWISVILLE TOWN COUNCIL
AMENDING THE REMOTE MEETING PARTICIPATION POLICY
OF THE LEWISVILLE TOWN COUNCIL**

- 6-5. At the start of the official meeting and prior to participating in deliberations, the Mayor, Board or Committee Chair shall announce that a Member is participating remotely.
- a. A Member participating remotely shall participate via video conference or teleconference communication and must be fully heard and, if possible, seen by other members of the Council, Board or Committee and any other individuals in attendance at the meeting.
 - i. Use of telephone, internet or satellite enabled audio or video conferencing, or any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another is necessary. If clear audio is not available, the Council, Board or Committee may elect to disallow or discontinue the remote participation.
 - b. Such Council, Board or Committee Member shall identify himself or herself and state the reason that he/she is participating remotely.
 - ~~c. A quorum may be established by the remote participation of one or more Council, Board or Committee Members.~~
- 7-6. A Council, Board or Committee Member participating remotely shall be allowed to participate in all open and closed session official Council, Board or Committee meeting discussions.
- 8-7. A Council, Board or Committee Member participating remotely shall be able to vote on matters allowed under the policy. One or more Council, Board or Committee Members may cast the deciding vote(s) on a matter. In this event, the vote(s) shall be ratified by the remotely attending Council, Board or Committee Member(s) at the next meeting at which the member(s) are physically present.
- a. A Council, Board or Committee Member participating remotely shall provide a voice vote which can be heard and recorded if participating by telephone and shall provide a voice and hand vote if participating by video.
- 9-8. A Council Member participating remotely shall be provided with all documents to be considered during the meeting.

Prior resolutions

Resolution 2017019	04-13-2017	Establishing the Remote Participation Policy
Resolution 2020028	05-14-2020	Establishing the Remote Participation Policy
<u>Resolution 2022-055</u>	<u>09-08-2022</u>	<u>Amending the Remote Participation Policy</u>



**RESOLUTION 2024-048 OF THE LEWISVILLE TOWN COUNCIL
SPECIAL PROJECTS REVIEW COMMITTEE**

WHEREAS, the Town Council supports service projects for the town; and,

WHEREAS, nonprofit organizations serving the town with an IRS designation 501(c)(3) regularly provide projects which enhance the town; and,

WHEREAS, the Town Council has determined that each project should be reviewed on its own merit and, therefore developed a funding policy.

NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL updates the Special Projects Review Committee's charter:

1. **NAME OF THE COMMITTEE:** The Lewisville Special Projects Review Committee referred to herein as the Committee.
2. **TYPE OF COMMITTEE:** The Committee shall be an advisory committee to the Town Council.
3. **MISSION:** Review projects submitted for funding and making recommendation to Council for Council's approval.
4. **MEMBERSHIP:** The Committee shall consist of three (3) members of Town Council, the Finance Director, Town Manager, Town Clerk and Town Attorney.
5. **TERMS OF APPOINTMENT:** Committee members are for two (2) years and are to be appointed by Council at the Organizational Meeting after Town elections are certified.
6. **MEETINGS:**
 - a. The Committee shall meet on an as needed basis following the Council's Briefing and Action Meeting.
 - ~~b. All Committee meeting schedules shall be provided to the Town Clerk who shall make all the necessary announcements and postings.~~
 - ~~c. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations with approved Committee meeting minutes submitted to the Town Clerk for the appropriate filing, posting and distribution to Council.~~

BE IT FURTHER RESOLVED THAT THE LEWISVILLE TOWN COUNCIL amends the Special Projects Funding Policy and application included herein.

Adopted this the 10th day of October 2024 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

Town of Lewisville
Special Projects Funding Policy
for Nonprofit Organizations

Purpose

The purpose of this policy is to promote partnerships between the Town and general nonprofit organizations for the benefit of Lewisville residents.

Coverage

This policy, upon adoption by the Town Council, shall be applicable to all requests for support from nonprofit organizations.

Procedures

1. Eligibility: Organizations serving the residents of the Town of Lewisville are defined as those with a 501(c)(3) designation; is a group which regularly comes together for purposes of promoting, providing or supporting services to the Town of Lewisville or its residents, and is one which is described in one or more of the following:
 - a. Uses a location within Lewisville's corporate limits for its primary service place;
 - b. Has an office in Lewisville;
 - c. Has a majority of Lewisville residents in its service population;
 - d. Conducts a majority of its activities in Lewisville;
 - e. Is a regional organization which focuses a significant program in Lewisville, but otherwise conduct business and operations outside of Lewisville.

Funding for any organization shall be considered only as allowed by the North Carolina General Statutes. Organizations must meet the criteria for public purpose expenditures by tax paid dollars. Applications will be available at Town Hall.

2. General Funding Assistance: Organizations may apply to the Town of Lewisville for operating funding assistance, specific program costs, or capital items necessary for successful execution of their mission. As with all funding appropriations, Town Council action is required for approval of all nonprofit funding awarded.
3. Application Process: Completed applications will be reviewed by the Finance Director, Town Attorney and the Special Projects Review Committee at their monthly meetings held on the first Thursday in each month and following the Town Council's monthly briefing. The Special Projects Review Committee shall meet on an as needed basis each month. The Special Projects Review Committee reserves the right to hold any preliminary conferences with the applicants for questions prior to making a recommendation to the Town Council. Upon completion of the review by the Special Projects Review Committee, a recommendation shall be made to the Town Council. The Council shall either approve or disapprove the request and shall state the basis for disapproval of any request. All funding requests are subject to the availability of funds and shall only be provided after an approved budget amendment by the Town Council.
4. Notification: Each applicant will be notified in writing whether the request has been granted or denied. Payment to the organization shall be made based upon the project timeline and the type of project. Funds distributed by the Town of Lewisville may only be spent as indicated in the nonprofit application for which the funds were awarded. Within 30 days of completion of the project, the organization shall provide the Town with a written accounting of its expenditure of the funds described in the application request, and in such detail and with such backup

information and certifications as deemed necessary by the Town, its Finance Director, in accordance with the requirements or guidelines set forth by the General Accepted Accounting Principles. Proof of the respective expenditures including actual receipts may be requested as verification by the Town of Lewisville. Town funds may not be used by organizations for political activities. Pictures or other descriptions of the completed project may be requested by the Town. Funds shall be expended in the allotted time as stated in the application's estimated completion date.

5. Disclaimer: The Town of Lewisville reserves the right to deny any application. The previous approval of funding by the Town to the same or similar organization or for the same or similar project for which funds have been previously issued shall not entitle any organization to subsequent funding.



TOWN OF LEWISVILLE NONPROFIT FUNDING REQUEST APPLICATION

I. PURPOSE

The purpose of this application is to ensure the Town fully understands the nature and amount of the request being made by the organization serving Lewisville, and to equitably and efficiently allocate resources to strengthen community organizations providing a process fair to each request. Nonprofit organizations that have received money in a previous year must submit an application for current year funding. Whether or not an organization received funding in a prior year will not be a determining factor in the recommendation process. Each year is evaluated independently of any prior year funding decisions. Therefore, an award one year is not a guarantee of funding for future year(s).

II. Application Review

Completed applications will be reviewed by Town staff and the Special Projects Review Committee prior to presentation to the Town Council with recommendations. Staff may recommend and Town Council may require annual reporting, submission of additional documentation or other items. As with all funding appropriations, Town Council is required for approval of all nonprofit funding awarded.

III. Funding Decisions

Applications received are open to the public. All organizations requesting funding will be notified of Town Council's final funding decisions following the regular meeting in which application is considered. Town Council reserves the right to deny any request for any reason.

IV. Funding Distribution

Funds will be distributed by the Town of Lewisville.

V. Funding Usage

Funds will be distributed by the Town of Lewisville may only be spent as indicated in the nonprofit application for which the funds were awarded. Proof of the respective expenditures including actual receipts may be requested as verification by the Town. Funds received from the Town of Lewisville are not to be used to fund political activities.



TOWN OF LEWISVILLE NONPROFIT FUNDING REQUEST APPLICATION

Name of organization: _____

Agent/Person Completing Form: _____

Street address: _____

Mailing address (if different from street): _____

Telephone number: _____ Email address: _____

Website (if applicable): _____

Eligibility: 501(c)(3) STATUS AND OTHER REQUIREMENTS

Organizations serving the residents of the Town of Lewisville are defined as those with a 501(c)(3) designation; is a group which regularly comes together for purposes of promoting, providing or supporting services to the Town of Lewisville or its residents, and is one which is described in one or more of the following (*please check all that apply*):

____ Uses a location within Lewisville's corporate limits for its primary service place;

____ Has an office in Lewisville;

____ Has a majority of Lewisville residents in its service population;

____ Conducts a majority of its activities in Lewisville;

____ A regional organization which focuses a significant program in Lewisville, but otherwise conduct business and operations outside of Lewisville.

Funding Request

Organizations may apply to the Town of Lewisville for one or more of the following (*please check all that apply*):

____ Operating/Operations funding assistance

____ Specific program costs

____ Capital items (necessary for successful execution of the mission)

Describe, in detail, what the requested funds will be used for and how the funds will be used to achieve the criteria outlined. You may attach additional(s) if needed.

Has your organization received funds from the Town of Lewisville in the past and, if so, how much and how were these funds utilized?

RESIDENTS: HOW ARE THEY TO BE SERVED

Describe, in detail, how the requested funds are being used to directly impact Town of Lewisville residents.

Please give the number of Town of Lewisville residents directly served by your organization. (Generally, the larger the number of Town of Lewisville residents served, the greater the value to the community. Only benefiting a few individuals does not necessarily eliminate the request from the possibility to be considered for funding.)

MISSION & SERVICE ALIGNMENT

Describe how your organization's mission and service impacts the Town of Lewisville community and how it aligns with the mission and services of the Town of Lewisville.

HISTORY

How long has your organization been in existence and how has it serviced the Town of Lewisville:

CHECKLIST OF DOCUMENTS FOR SUBMITTAL

- ____ Completed application
- ____ Copy of most recent audited financial statements with the audit letter included
- ____ List of current members and the presiding officer of your organization including names and titles.
- ____ IRS Status Documentation, if applicable to your organization
- ____ Certificate of insurance
- ____ Budget for this project showing revenues and expenditures
- ____ Additional pertinent information you would like to be considered regarding your organization's request

SUBMITTAL INSTRUCTIONS

Include five (5) individually stapled copies of the completed application including all requested materials.

Mail to:

Town of Lewisville
ATTN: Pam Orrell – Finance Director
PO Box 547
Lewisville, NC 27023

-OR-

Bring to:

Town of Lewisville
ATTN: Pam Orrell
6510 Shallowford Road
Lewisville, NC 27023

The organization agrees to protect, defend, indemnify and save harmless the Town, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from any and all willful or negligent acts or omissions of the Organization, its officers, agents, servants, and employees in the performance of any project for which funds from the Town of Lewisville are provided.

By signing this application for a request of funds, I understand and agree to the above statement. I have read and understand the attached Town of Lewisville Policy regarding Nonprofit Funding and agree to provide any information requested upon completion of the project or program for which the funds are requested.

Name: _____ Signature: _____
Title: _____ Date: _____

If you need guidance in completing this form, please contact Finance Director Pam Orrell at 336-945-1027 or finance@lewisvillenc.net.



STAFF REPORT

ITEM:	1. ORDINANCE 2024-036
SUBJECT:	1. ORDINANCE 2024-036 - BUDGET AMENDMENT – TO FUND A CLASSIFICATION AND COMPENSATION STUDY
	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	10/10/2024

BACKGROUND/SUMMARY:

During the budget workshops for the FY 2024-2025 budget, staff was instructed by the Town Council to hire a consultant to conduct a classification and compensation study for the Town of Lewisville staff. We issued a request for proposals. The chosen consultant has proposed a fee of \$8,700 plus travel costs not to exceed \$500. As this fee is not included in the annual operating budget, as originally adopted, staff is requesting a budget amendment in the amount of \$9,200.

STAFF RECOMMENDATION AND REQUESTED ACTION:

- Staff is requesting that Council approve Ordinance 2024-036 to amend the annual operating budget to fund a classification and compensation study in the amount of \$9,200.

FISCAL IMPACT:

Fund balance will be appropriated in the amount of \$9,200.

ATTACHMENTS:

- Ordinance 2024-036 - Amendment to Budget Ordinance 2024-001



TOWN OF LEWISVILLE
 Budget Amendment Ordinance 2024-036
 Amending Budget Ordinance 2024-001

FINANCE DEPARTMENT USE ONLY
Budget Amendment # 2
Pam Orrell, Finance Director

CODE	ACCOUNT DESCRIPTION	AMOUNT	CODE	ACCOUNT DESCRIPTION	AMOUNT
10-00-4110-6000	General Fund - Governing Body - Contracted Services	\$ 9,200.00	10-00-3990-9000	General Fund - Fund Balance Appropriated	\$ 9,200.00
		\$ 9,200.00			\$ 9,200.00

EXPLANATION: To budget for a classification and compensation study.

RECOMMENDED BY: Pam Orrell, Town Finance Director

Approved and effective upon adoption this the 10th day of October 2024 by the Lewisville Town Council.

ATTEST:

 Mike Horn, Mayor

 Dora K. Moore, Town Clerk



STAFF REPORT

ITEM:	1. RESOLUTION 2024-049
SUBJECT:	1. RESOLUTION 2024-049 - COUNCIL APPROVAL OF CONTRACT WITH SPECTRUM FOR TELEPHONE AND INTERNET AT TOWN HALL, TOWN HALL ANNEX, AND THE MARY ALICE WARREN COMMUNITY CENTER
	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	10/10/2024

BACKGROUND/SUMMARY:

The Town's 3-year contract with Spectrum for telephone/internet is up for renewal and Spectrum is proposing another 3-year contract. The current rates and renewal rates are as follows:

Location	Current Monthly Rate	Renewal Monthly Rate	Increase (Decrease)
Town Hall (30MB to 200MB)	\$ 1,343.00	\$ 1,511.00	\$ 168.00
Annex (30MB Unchanged)	\$ 590.50	\$ 468.00	\$ (122.50)
Mary Alice Warren Community Center (100MB to 50MB)	\$ 939.50	\$ 561.00	\$ (378.50)
Total Monthly Rate	\$ 2,873.00	\$ 2,540.00	\$ (333.00)

The contract rate will be as follows for all 3 locations:

Monthly Rate	\$ 2,540.00
	x <u>12 months</u>
Annual Rate	\$ 30,480.00
	x <u>3 years</u>
Rate Over 3-Year Contract Period	<u>\$ 91,440.00</u> Plus Taxes, Fees, & Surcharges

STAFF RECOMMENDATION AND REQUESTED ACTION:

1. Staff is requesting that Council approve Resolution 2024-049 to approve the renewal contract with Spectrum for 3 years at a total cost of \$91,440 plus taxes, fees, and surcharges.

FISCAL IMPACT:

This item is already included in the FY 2024-2025 budget.

ATTACHMENTS:

1. Resolution 2024-049



**RESOLUTION 2024-049 OF THE TOWN OF LEWISVILLE
APPROVING THREE (3) YEAR CONTRACT FOR VOICE AND INTERNET SERVICE**

WHEREAS, Town of Lewisville desires to enter into a three (3) year contract with Spectrum Enterprise for voice and internet service; and,

WHEREAS, the contract provides services for Town Hall, Town Hall Annex and Mary Alice Warren Community Center; and,

WHEREAS, the three-year contract rate is \$91,440 plus taxes, surcharges and other fees for service at all locations.

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Town Manager is authorized to sign a contract and other related documents with Spectrum Enterprises for voice and internet services.

Adopted this the 10th day of October 2024 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



STAFF REPORT

ITEM:	<ol style="list-style-type: none"> 1. RESOLUTION 2024-050 2. RESOLUTION 2024-051
SUBJECT:	<ol style="list-style-type: none"> 1. RESOLUTION 2024-050- APPROVAL OF AMENDMENT #2 TO KIMLEY-HORN PRELIMINARY ENGINEERING CONTRACT – ROUNDABOUT AT LEWISVILLE-VIENNA ROAD AND ROBINHOOD ROAD 2. RESOLUTION 2024-051 - APPROVAL OF UTILITY RELOCATION AGREEMENT WITH DUKE ENERGY – ROUNDABOUT AT LEWISVILLE-VIENNA ROAD AND ROBINHOOD ROAD
	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	10/10/2024

BACKGROUND/SUMMARY:

1. In September, 2021, the Town entered into a contract with Kimley-Horn for preliminary engineering services related to the construction of a single-lane roundabout at Lewisville-Vienna Road and Robinhood Road. The original contract amount was \$419,853.92. The contract was subsequently amended to add additional tasks in February, 2024 for \$48,396.24. Kimley-Horn has now presented the Town with Amendment #2 for the preparation of utility relocation plans in the amount of \$33,066.77. The amended contract will then be as follows:

Kimley-Horn	Contract Amount
Original Contract for Preliminary Engineering	\$ 419,853.92
Amendment #1	\$ 48,396.24
Amendment #2	\$ 33,066.77
Total Revenues	\$ 501,316.93

2. Duke Energy has presented the Town with a Utility Relocation Agreement related to the construction of the Roundabout at Lewisville-Vienna Road and Robinhood Road in the amount of \$280,637.89.

STAFF RECOMMENDATION AND REQUESTED ACTION:

1. Staff is requesting that Council approve Resolution 2024-050 to approve Amendment #2 to the preliminary engineering contract with Kimley-Horn in the amount of \$33,066.77.
2. Staff is requesting that Council approve Resolution 2024-051 to approve the Utility Relocation Agreement with Duke Energy in the amount of \$280,637.89.

FISCAL IMPACT:

See Background/Summary above

ATTACHMENTS:

1. Resolution 2024-050
2. Resolution 2024-051



**RESOLUTION 2024-050 OF THE TOWN OF LEWISVILLE
AMENDING CONTRACT FOR U-6154
LEWISVILLE-VIENNA/ROBINHOOD ROAD ROUNDABOUT PROJECT**

WHEREAS, Town of Lewisville desired to ease traffic situations at the intersection of Lewisville-Vienna Road and Robinhood Road; and,

WHEREAS, a Capital Project Ordinance for the Lewisville-Vienna Road and Robinhood Road Roundabout project (U-6154) was established and adopted by the Lewisville Town Council on July 13, 2019; and,

WHEREAS, a contract for professional services for the Lewisville-Vienna Road and Robinhood Road Roundabout project (U-6154) was awarded to Kimley-Horn and Associates of Raleigh on September 9, 2021 for \$419,853.92; and,

WHEREAS, the agreement was amended to add additional tasks in February 2024 for \$48,396.24; and,

WHEREAS, a second amendment is requested by Kimley-Horn for the preparation of utility relocation plans in the amount of \$33,066.77; and,

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL approves Amendment #2 with Kimley-Horn for the Lewisville-Vienna Road and Robinhood Road Roundabout project (U-6154) in the amount of \$33,066.77 for preparation of utility relocation plans and the Town Manager is authorized to sign related documents.

Adopted this the 10th day of October 2024 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



**RESOLUTION 2024-051 OF THE TOWN OF LEWISVILLE
CONTRACT WITH DUKE ENERGY FOR
LEWISVILLE-VIENNA/ROBINHOOD ROAD ROUNDABOUT PROJECT (U-6154)**

WHEREAS, a Capital Project Ordinance for the Lewisville-Vienna Road and Robinhood Road Roundabout project (U-6154) was established and adopted by the Lewisville Town Council on July 13, 2019; and,

WHEREAS, a contract for professional services for the Lewisville-Vienna Road and Robinhood Road Roundabout project (U-6154) was awarded to Kimley-Horn and Associates of Raleigh on September 9, 2021; and,

WHEREAS, Duke Energy has presented a utility relocation agreement related to the Lewisville-Vienna Road and Robinhood Road Roundabout project (U-6154) in the amount of \$280,637.89.

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL approves the utility relocation agreement with Duke Energy for the Lewisville-Vienna Road and Robinhood Road Roundabout project (U-6154) in the amount of \$280,637.89 and the Town Manager is authorized to sign related documents.

Adopted this the 10th day of October 2024 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



STAFF REPORT

ITEM:	<ol style="list-style-type: none">1. ORDINANCE 2024-0372. RESOLUTION 2024-052
SUBJECT:	<ol style="list-style-type: none">1. ORDINANCE 2024-037 - AMENDMENT TO GREAT WAGON ROAD IMPROVEMENTS CAPITAL PROJECT ORDINANCE2. RESOLUTION 2024-052 - APPROVAL OF UTILITY AGREEMENT WITH CITY OF WINSTON-SALEM AND THE NC DEPARTMENT OF TRANSPORTATION
	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	10/10/2024

BACKGROUND/SUMMARY:

In April, 2024, the Lewisville Town Council established the Great Wagon Road Improvements Capital Projects Fund to account for the improvements to the newly constructed GWR to include street trees, streetlights, and expansion of the sidewalk. \$1,924,545.62 was transferred into this newly created fund from the GWR ROW/Construction Capital Reserve Fund and the GWR ROW/Construction Capital Projects Fund.

The City of Winston-Salem and the NC Department of Transportation have presented the Town with a utility agreement whereby the NCDOT will construct new water and sewer lines along the GWR. The Town will fully reimburse the NCDOT for the cost of the new lines at an estimated cost of \$6,217,453.72 and then the City of Winston-Salem will assume ownership and maintenance of the new lines.

It is necessary to amend the GWR Improvements Capital Projects Fund to include the estimated cost of the new water and sewer lines as follows:

	Original Budget	Amendment	Amended Budget
EXPENDITURES:			
Construction	\$ 1,924,545.62	\$ 6,217,453.72	\$ 8,141,999.34
Total Expenditures	\$ 1,924,545.62	\$ 6,217,453.72	\$ 8,141,999.34

REVENUES:			
Transfer from GWR ROW/Construction Capital Reserve Fund	\$ 1,131,952.97	\$ -	\$ 1,131,952.97
Transfer from GWR ROW/Construction Capital Projects Fund	\$ 792,592.65	\$ -	\$ 792,592.65
Transfer from General Fund	\$ -	\$ 6,217,453.72	\$ 6,217,453.72
Total Revenues	\$ 1,924,545.62	\$ 6,217,453.72	\$ 8,141,999.34

STAFF RECOMMENDATION AND REQUESTED ACTION:

1. Staff is requesting that Council approve Ordinance 2024-037 to amend the Great Wagon Road Improvements Capital Project Ordinance in the amount of \$6,217,453.72.
2. Staff is requesting that Council approve Resolution 2024-052 to approve the utility agreement between the Town of Lewisville, the City of Winston-Salem, and the NC Department of Transportation at an estimated cost to the Town of \$6,217,453.72.

FISCAL IMPACT:

See Background/Summary above

ATTACHMENTS:

1. Ordinance 2024-037
2. Resolution 2024-052



**ORDINANCE 2024-037 OF THE TOWN OF LEWISVILLE
AMENDING CAPITAL PROJECT ORDINANCE
GREAT WAGON ROAD IMPROVEMENTS**

WHEREAS, the Lewisville Town Council established the Capital Project Ordinance 2024-004 for the installation and construction of improvements to the Great Wagon Road that include, but are not limited to, street trees, streetlights, and sidewalk expansion; and

WHEREAS, appropriations were originally made in the amount of \$1,924,545.62 for this project; and

WHEREAS, it is necessary for the Town of Lewisville to enter into an agreement with the City of Winston-Salem and the NC Department of Transportation, whereas the NC Department of Transportation will construct new water and sewer lines along the newly constructed Great Wagon Road. The Town will fully reimburse the NC Department of Transportation for the cost of the new water and sewer lines at an estimated cost of \$6,217,453.72. The City of Winston-Salem will then assume ownership and maintenance of the new lines.

NOW THEREFORE BE IT ORDAINED that the Town of Lewisville desires to amend Section 3 and 4 of Ordinance 2024-004 and the following amounts are appropriated by amendment to Ordinance 2024-004 to complete this project:

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

Construction	57-00-5600-6000	\$ 6,217,453.72
Total Expenditures		\$ 6,217,453.72

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

Transfer from General Fund	57-00-3980-0000	\$ 6,217,453.72
Total Revenues		\$ 6,217,453.72

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 October, 2024 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk



**RESOLUTION 2024-052 OF THE TOWN OF LEWISVILLE
UTILITY AGREEMENT WITH
CITY OF WINSTON-SALEM AND NORTH CAROLINA DEPARTMENT OF TRANSPORTATION
GREAT WAGON ROAD IMPROVEMENTS**

WHEREAS, a Capital Projects Fund for the Great Wagon Road Improvements was established and adopted by the Lewisville Town Council in April 2024; and,

WHEREAS, funds totaling \$1,924,545.72 was transferred into the fund from the GWR ROW/Construction Capital Reserve Fund and the GWR ROW/Construction Capital Projects Fund; and,

WHEREAS, the City of Winston-Salem and North Carolina Department of Transportation have presented a utility agreement for the construction of water and sewer lines along the Great Wagon Road at an estimated cost of \$6,217,453.72; and,

WHEREAS, the Town will fully reimburse the North Carolina Department of Transportation for cost of the lines and the City of Winston-Salem will assume ownership and maintenance of the new lines.

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL approves the utility agreement with the City of Winston-Salem and North Carolina Department of Transportation for the construction of water and sewer lines along the Great Wagon Road at an estimated cost of \$6,217,453.72 and the Town Manager is authorized to sign related documents.

Adopted this the 10th day of October 2024 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Dora K. Moore, Town Clerk