

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**August 3, 2023 – 6:30 PM**  
**Lewisville Town Hall 2<sup>nd</sup> 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 Melissa Hunt, Ken Sadler, and Jane Welch. Also attending were Town Manager James Ayers, Assistant Town Manager/Planning Director Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, Public Works Director Jon Hanna, and Attorney Elliot Fus. Council Members Fred Franklin and David Smitherman were absent.
- B. Adoption of Agenda – Council Member Hunt moved to approve the agenda. The motion was seconded by Council Member Welch and approved unanimously.

**2. Items Requiring Council Direction**

- A. Application to serve on Beautification Committee – Miriam Selby – This item will be placed on the August 10, 2023 agenda for consideration.
- B. Application to fill unexpired Zoning Board of Adjustment term – Andrew Flanagan – This item will be placed on the August 10, 2023 agenda for consideration.

**3. Items Requiring Action at Briefing – None**

**4. Old Business – None**

**5. Administrative Reports**

- A. Clerk
  - i. Blood drive – August 9, 1-5 PM at Mary Alice Warren Community Center
  - ii. Summer Student Leadership – Fifteen students have registered for the Summer Student Leadership scheduled for August 15.
- B. Community Center Facilities Manager
  - i. Quarterly report – Mr. Moore reported that nonprofit usage of the Mary Alice Warren Community Center (MAWCC) is up quite a bit. He also reported that the new fee structure for MAWCC has resulted in more rentals. Staff was asked to evaluate social media promotions of events sponsored by Shallowford Foundation. Council Member Hunt inquired what room(s) at MAWCC is occupied most and the percentage of nonprofit reservations.

**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
  - ii. Approval of Agenda Briefing Minutes – July 6, 2023
  - iii. Approval of Closed Session Minutes – July 6, 2023
  - iv. Approval of Regular Meeting Minutes – July 13, 2023
  - v. 2023 Meeting Schedule revision
    - a. The revised 2023 Meeting Schedule reflects the Public Art Advisory Committee meetings.

B. Introductions, Recognitions, Presentations and/or Proclamations

i. Presentations

a. UDO rewrite kickoff – Kimley-Horn

1. Representatives of Kimley-Horn will be in Lewisville on August 10 to meet with staff, look at past projects, cases and plans, and give a short presentation at the Council meeting. Kimley-Horn will also have one-on-one sessions with Council and Planning Board members. Mrs. Tolbert stated the rewrite is for clarity and to determine if changes related to NCGS are needed.

b. Annual Comprehensive Financial Report for the fiscal year ended June 30, 2022 – “Certificate of Achievement for Excellence in Financial Reporting”

1. Mrs. Orrell shared this is the 18<sup>th</sup> time the Town has received this honor.

C. Technical Review

i. Resolution 2023-033 – Lewisville Technical Review for Compliance (LTRC) for Beroth Circle subdivision – L-PBR 2023001

a. Mrs. Tolbert reported this is for a major subdivision allowed by right. The Beroth Circle subdivision will be located off Lewisville-Vienna Road. There current zoning is RS-30 and lots will be greater than 40,000 square feet. The increase in lot size does not require a zoning change. Curb and guttering is not required. There will be 27 lots on 33.88 acres. Eight lots will have access off of a new road, Cora Mae Lane. The properties will have public water and septic. Both the Planning Board and staff recommend approval.

D. New Business

i. Ordinance 2023-030 – Capital Project Ordinance – Lewisville-Vienna Multipurpose Path

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

iii. Ordinance 2023-032 – Sidewalks, Bike Paths & Greenways Capital Reserve Ordinance Amendment - \$188,100

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

a. Mrs. Orrell noted the first four items under New Business are related to the Lewisville-Vienna Multipurpose Path. 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:

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

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

- v. Resolution 2023-034 – Advertising Electronic Auction by Electronic Means Only
  - a. This resolution will allow electronic auctions to be advertised by electronic means only per NCGS 160A-270(c).
- vi. Ordinance 2023-033 – Disposal of Surplus Property
  - a. This ordinance allows the Town Manager to dispose of surplus personal property less than \$30,000 per NCGS 160A-266. The current ordinance is less than \$5,000.
- vii. Ordinance 2023-035 – Jack Warren Park Improvements (PARTF) – McGill & Associates
  - a. McGill & Associates, PA was selected as the highest-rated firm for the Jack Warren Park Improvements PARTF grant project.

**7. For the Good of the Order**

- A. Candidate forum – On behalf of the Lewisville Civic Club, Bo Houff and Joyce Walker requested use of the Town Hall Council Chambers for a candidate forum on October 19 at 7:30 PM. Mayor Horn suggested televising and rebroadcasting the forum on Channel 6. Council consensus was given to allow the Civic Club to use the Town Hall Council Chambers for a candidate forum.
- B. Food drive to benefit LCAP (Lewisville Community Assistance Program) – Participants of the Town’s last concert on October 14 will have an opportunity to bring non-perishable food items for LCAP. This organization serves over 100 homes/month.
- C. Newly Elected Officials Orientation – An orientation for newly elected officials will be held November 30. A save-the-date will be given to all candidates.
- D. CPR class – Lewisville Fire Department has received CPR manikins and will be scheduling a class to be held at MAWCC.
- E. December 7, 2023 agenda briefing – Due to municipal elections, the meeting schedule will be revised to reflect the cancellation of the December 7 agenda briefing.
- F. Mayor Pro Tem Foster and Council Member Sadler will need to attend the August 10 meeting virtually.
- G. The National Night Out event was well-attended and received by the community.

8. **Adjournment** – Council Member Sadler moved to adjourn the meeting at 7:58 PM. The motion was seconded by Council Member Welch and approved unanimously.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk