

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**September 7, 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 Fred Franklin, Melissa Hunt, and Ken Sadler. 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 David Smitherman and Jane Welch were absent.
- B. Adoption of Agenda – Council Member Hunt moved to approve the agenda. The motion was seconded by Mayor Pro Tem Foster and approved unanimously.

**2. Items Requiring Council Direction**

- A. Facility use exemption requests at Mary Alice Warren Community Center (MAWCC)
  - i. Lewisville-Clemmons Chamber of Commerce
    - a. Family Game Night – January 27 – In July, Council approved the use of the three multi-purpose rooms at MAWCC for a Family Game Night event. Response has been so great that the entire MAWCC facility is needed. This item will be placed on the September 14, 2023 agenda for consideration.
    - b. Leadership Lewisville/Clemmons – February 1 & June 6 – The Chamber is requesting use of the Shallowford and Lewisville rooms and kitchen for their 2024 Leadership Lewisville-Clemmons sessions on February 1 for the Local Government Day and June 6 for the Human Services Day classes. This item will be placed on the September 14, 2023 agenda for consideration.
  - ii. Winston-Salem/Forsyth County Planning & Development Services
    - a. Comprehensive Plan public meeting – October 25 – This request is for a public input session on the new Legacy Comprehensive Plan, Forward 2045 on October 25 beginning around 5:30 PM. They are requesting the Lewisville and Vienna rooms. This item will be placed on the September 14, 2023 agenda for consideration.
- B. Non-profit funding policy discussion – To begin the discussion, Manager Ayers shared that the School of Government (SOG) has said “local governments have broad authority to appropriate monies to private entities (including nonprofits, corporations, associations, and individuals). The monies, however, must be expended by the private entities only on projects, services, or activities that the local government could have supported directly.” In recent weeks, the Town has received three types of non-profit funding requests: 1) in-kind for facility exemption fee; 2) one-time grant; and 3) recurring appropriation. The Special Projects Review Committee received a request from Lewisville Community Assistance Program (LCAP) for \$5,000 for their food pantry program. Consensus of the committee was to 1) continue with the current in-kind project (food drive at the October 14 bluegrass concert); 2) review the non-profit process and future funding with Council in September; and, 3) make a determination on the current request following Council feedback. It was noted that funding for non-profit requests is not in the budget. When funding is approved, a budget amendment is needed. Council Member Franklin shared that in the past the Town had a \$5,000 budget line item whereby funding was given up to one or more organizations upon request. Council Member Hunt shared that the committee was looking for some type of prioritization of funding in terms of Council priorities. After a great deal of discussion, Council consensus was to continue funding nonprofits. The LCAP request will return to the Special Projects Review Committee for a recommendation to Council.

As an example of the third type of non-profit funding request, Manager Ayers also shared that the Nissen House has requested a recurring appropriation to fund a part-time employee at \$16,000/year. Council consensus was to not fund ongoing funding or staffing requests of nonprofits. Manager Ayers shared copies of the Nissen House funding package with Council and Council discussed the request.

Council consensus was given to place a freeze on all nonprofit funding requests.

### 3. **Items Requiring Action at Briefing**

- A. Resolution 2023-036 – Directing Clerk to investigate annexation petition – Lake at Lissara Phase II Section VII – Mrs. Moore shared with Council an annexation petition for Lake at Lissara Phase II Section VII. Council Member Franklin moved to approve Resolution 2023-036. The motion was seconded by Council Member Sadler and approved unanimously. *(Resolution 2023-036 is herein incorporated by reference into the minutes.)*

### 4. **Old Business** – None

### 5. **Administrative Reports**

- A. Clerk
  - i. Summer Student Leadership – Eleven students attended the Summer Student Leadership on August 15. Staff is evaluating ways to continue improving the program.
  - ii. Candidate Forum – October 19, 7:30 PM, Town Hall – Sponsored by Lewisville Civic Club
  - iii. CPR Class – November 3, 1 PM, MAWCC – As of today, there have been thirty registrations.
  - iv. Newly Elected Officials Orientation – November 30, 5:30-7 PM, MAWCC
  - v. Council and staff Christmas lunch – December 6, 12 PM, MAWCC

### 6. **Tentative Agenda Items for Regular Meeting on September 14, 2023**

- A. **Consent Agenda**
  - i. Resolution 2023-037 – Financial statements for one month ended July 31, 2023
  - ii. Approval of Agenda Briefing Minutes – August 3, 2023
  - iii. Approval of Regular Meeting Minutes – August 10, 2023
- B. **Introductions, Recognitions, Presentations and/or Proclamations**
  - i. **Presentations**
    - a. **Sheriff’s Office**
      - 1. Monthly report
      - 2. Introduction of Officer Chris Faw
  - ii. **Proclamation**
    - a. **Constitution Week**
- C. **New Business**
  - i. Certificate of Sufficiency - Annexation request – Lake at Lissara Phase II Section VII
  - ii. Resolution 2023-038 – Setting public hearing for annexation request – Lake at Lissara Phase II Section VII
  - iii. Resolution 2023-039 – Setting public hearing for rezoning request – Lake at Lissara Phase II Section VII
  - iv. Resolution 2023-040 – Setting public hearing for special use permit for PRD request – L-106 - Lake at Lissara Phase II Section VII
  - v. Resolution 2023-041 – Benevolence Policy
    - a. Mrs. Moore shared a proposed Benevolence Policy with Council. The Town does not have a written policy and the proposed policy outlines current Town practices.

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

- A. I'm One of the Reasons Lewisville is a Great Place to Live (IOOTRLIAGPTL) – Mayor Horn shared his request to nominate Nate Barry for the award. Mr. Barry is 8-years old and has raised over \$15,000 this summer for cancer research.
- B. Mountaineer replacement – The Town's 23-year old Mountaineer is proposed to be replaced with a Toyota RAV4 plug-in, hybrid-electric. Manager Ayers has received notification the vehicle is not available in this region and a factory order could possibly take a year. He reported that other hybrid-electric vehicles like the RAV4 hybrid and Ford Maverick are available. The purchase of one of these could save some upfront costs and would be delivered sooner.

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

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk