

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**November 2, 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, 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 Town Attorney Elliot Fus. Council Member David Smitherman was absent.
- B. Adoption of Agenda – Council Member Welch moved to approve the agenda. The motion was seconded by Council Member Hunt and approved unanimously.

**2. Items Requiring Council Direction**

- A. Facility use exemption requests
  - i. Forsyth County Sheriff's Office – The Forsyth County Sheriff's Office has requested use of the Shallowford Square pavilion for a foundation fundraiser on September 7, 2024. This item will be placed on the November 9, 2023 agenda for consideration.
  - ii. North Carolina League of Municipalities – Manager Ayers requested exemption be granted to allow the Town to host the North Carolina League of Municipalities (NCLM) Regional Risk Management Meeting on March 28, 2024 at the Mary Alice Warren Community Center (MAWCC). The meeting will be attended by NCLM members and staff as well as Town staff. This item will be placed on the November 9, 2023 agenda for consideration.
  - iii. Lewisville-Clemmons Chamber of Commerce – The local weekly LEADS group of the Lewisville-Clemmons Chamber of Commerce has been meeting at a local business. The group has grown to 20 individuals. The Leads group is requesting weekly usage of MAWCC. Due to the routine nature of the group meetings, it was recommended that the Leads group meet at the G. Galloway Reynolds Community Center. This item will be placed on the November 9, 2023 agenda for consideration.
- B. BAC Update – Manager Ayers shared recommendations with the Council from the Board and Committee workgroup (BAC). After detailed discussion between Council and staff, Council direction was given as follows:
  - The Stormwater and Utilities Committee will be dissolved.
  - Mayor Horn requested recognition of Ed Rachlin be added to the November 9, 2023 agenda.
  - The Parks & Recreation Advisory Board will have monthly scheduled meetings but will only meet as needed (like the Zoning Board of Adjustment).
  - The charters of all boards and committees will be reviewed with some revisions as follows:
    - i. Members of the same household cannot serve as chair and vice chair.
    - ii. Three (3) unexcused absences will result in removal from the board/committee.
    - iii. Unexcused absence to be defined.
  - The following items will be discussed at the Council Retreat:
    - i. Annual reports
    - ii. Size limits
    - iii. Governance of boards and committees
    - iv. Liaison roles

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

4. **Old Business** – None

5. **Administrative Reports**

A. Clerk

- i. Miriam Marley has resigned from the Lewisville Beautification Committee.
- ii. Newly Elected Officials Orientation – November 30, 5:30-7 PM, Town Hall
- iii. Holiday Open House – December 1, 5-6:30 PM, MAWCC
- iv. Council and staff Christmas lunch – December 6, 12 PM, MAWCC
- v. Christmas Parade – December 10, 3 PM
- vi. CPR Classes – January 19 at 1 PM; April 27 at 8 AM; and, August 10 at 8 AM

B. Finance Director

- i. Audit update – Mrs. Orrell shared details related to the recently completed 2022-2023 audit. Gibson and Company will give an official presentation at the November 9, 2023 meeting. *(Information shared by Mrs. Orrell is included with the minutes.)*

6. **Tentative Agenda Items for Regular Meeting on November 9, 2023**

A. Consent Agenda

- i. Resolution 2023-049 – Financial statements for three months ended September 30, 2023
- ii. Approval of Agenda Briefing Minutes – October 5, 2023
- iii. Approval of Regular Meeting Minutes – October 12, 2023
- iv. **UNSEAL** Closed Session Minutes – February 21, 2023

B. Introductions, Recognitions, Presentations and/or Proclamations

- i. Presentations
  - a. Sheriff’s Office monthly report
  - b. June 30, 2023 Audit Report – Monty Pendry, Gibson & Company PA

C. New Business

- i. Ordinance 2023-045– Establishing the Shallowford Road CMAQ Sidewalk Capital Project Ordinance - \$1,446,134
  - a. Mrs. Orrell noted the information she was sharing applied to both this agenda item and the next. The Town has been awarded a federal CMAQ (Congestion Mitigation & Air Quality) grant and a CRPDA (Carbon Reduction Program) grant to construct sidewalk along one side of Shallowford Road from Lowes Foods Drive to Shallowford Reserve Drive. The Town Manager has signed the agreement with the NC Department of Transportation for the locally administered project with the following breakdown:

<b>Fund Source</b>	<b>Federal Funds</b>	<b>Reimbursement Rate</b>	<b>Town Funds</b>	<b>Town Match Rate</b>
CMAQ (Congestion Mitigation & Air Quality)	\$ 884,928	80%	\$ 221,232	20%
CRPDA (Carbon Reduction Program)	\$ 166,806	80%	\$ 41,701	20%
<b>Total</b>	<b>\$ 1,051,734</b>	<b>80%</b>	<b>\$ 262,933</b>	<b>20%</b>

**Total Project Cost \$1,314,667**

With this agreement in place, staff is ready to proceed with the procurement of preliminary engineering services. As such, staff is recommending approval of the capital project ordinance titled **Shallowford Road CMAQ Sidewalk Capital Projects Fund** with the following initial budget for expenditures and revenues which does include a 10% contingency over the figures in the table above:

<b>EXPENDITURES</b>	
Preliminary Engineering	\$ 208,507
Right-of Way/Utility Relocation	\$ 158,400
Construction	\$ 947,760
10% Contingency	\$ 131,467
<b>Total Expenditures</b>	<b>\$ 1,446,134</b>

<b>REVENUES</b>	
Transfer from Sidewalks, Bike Paths, & Greenways Capital Reserve Fund	\$ -
Transfer from General Fund	\$ 1,446,134
<b>Total Revenues</b>	<b>\$ 1,446,134</b>

- ii. Ordinance 2023-046 – Amending Ordinance 2023-001 to transfer \$262,933 from General Fund to Shallowford Road CMAQ Sidewalk Capital Projects Fund
- iii. Resolution 2023-050 – Internal Control Policy
  - a. The proposed Internal Control Policy provides operational structure and documentation with procedures designed to protect the Town’s assets.
- iv. Resolution 2023-051 – Supporting Clean Energy
  - a. In 2021, Council adopted Resolution 2021051 – The Goal of 100% Clean Renewable Energy by 2050. The current resolution states the Town “commits” to five goals. After some review and discussion by the Environmental Conservation and Sustainability Committee, the Committee is recommending that the Resolution wording be changed to “strive.” This change also aligns with the State’s Executive Order 80.

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

- A. Manager Ayers reported the Gateway project is going well and a little ahead of schedule.
- B. The post office is setting up in their new facility.
- C. The charging stations at Shallowford Square are receiving some activity. Average usage is for an hour.

8. **Adjournment** – Council Member Franklin moved to adjourn the meeting at 8:30 PM. The motion was seconded by Mayor Pro Tem Foster and approved unanimously.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk