Lewisville Town Council
Briefing and Action Meeting Agenda
February 3, 2022 – 6:30 PM
Digitally Originating - Lewisville Town Hall 1st Floor Council Chambers
6510 Shallowford Road

Please click the link below to join the webinar:
https://us02web.zoom.us/j/83007378005?pwd=UU5aMXYySU00VElzU3A2Rng5eHlOZz09
Passcode: 537190Or
Telephone: US: +1 312 626 6799
Webinar ID: 830 0737 8005
Passcode: 537190

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

2. **Introductions, Recognitions and Presentations for February 3, 2022**

3. **Items Requiring Council Direction:**
   A. Request to add West Forsyth Christian Preschool to the list of exempt users for Town facilities *(Attachment #1)*
   B. Request to add Clemmons Kiwanis to the list of exempt users for Town facilities *(Attachment #2)*
   C. Request to add Camp 6 of the Department of North Carolina, Sons of Union Veterans to the list of exempt users for Town facilities *(Attachment #3)*

4. **Items Requiring Action at Briefing:**
   A. Ordinance 2022-005 – Amending Budget Ordinance 2021001 in the amount of $15,000 for community policing when Forsyth County Commissioners approved an across the board raise for all County employees *(Attachment #4)*
   B. Ordinance 2022-006 – Amending Budget Ordinance 2021001 in the amount of $50,000 for snow and ice removal *(Attachment #5)*
   C. Letter of Support for U-6154 Lewisville –Vienna Road and Robinhood Road Roundabout *(Attachment #6)*
   D. Ordinance 2022-007 – Amending Budget Ordinance 2021001 for HVAC Preventative Maintenance at Mary Alice Warren Community Center *(Attachment #6A)*

5. **Unfinished Business:**
   A. Dinosaur Artwork Placement

6. **Administrative Reports:**
   A. Manager
      i. PARTF Grant Meetings scheduled
         1. February 14, February 17 and March 14 – 6:30 PM - Zoom
         2. March 17 – 6:30 PM-8:30 PM – Mary Alice Warren Community Center, Lewisville/Vienna Rooms
      ii. Mary Alice Warren Community Center Facilities Manager Update
   B. Attorney
   C. Public Works
   D. Planning
      i. Comprehensive Plan

E. Finance
F. Clerk
   i. Council Retreat – February 4-5 via Zoom *(Attachment #7)*
   https://us02web.zoom.us/j/89220943140?pwd=a3UwNDJ3UUxDaEU0NWxmUEVjdnU3UT09
   Passcode: 856052 – Telephone (301)715-8592 Webinar ID: 892 2094 3140, Passcode: 856052

7. Agenda Items for Regular Meeting on February 10, 2022

A. Tentative Agenda
   i. Consent Agenda
      1. Resolution 2022-005 – Acceptance and Approval of Monthly Financials for six months ended December 31, 2021 *(Attachment #8)*
      2. Approval of Council Briefing Meeting Minutes – January 6, 2022 *(Attachment #9)*
      3. Approval of Regular Meeting Minutes – January 13, 2022 *(Attachment #10)*
      4. Resolution 2022-006– Accepting the resignation of Russell Bailey from the Environmental, Conservation & Sustainability Committee *(Attachment #11)*
      5. Resolution 2022-007 – Accepting the resignation of Debbie Pritchard from the Beautification Committee *(Attachment #12)*
      6. Resolution 2022-008 – Accepting the resignation of Janice Orsini from the Parks & Recreation Board *(Attachment #13)*
      7. Resolution 2022-009 – Accepting the resignation of Ronald Morris from the Public Safety Committee *(Attachment #14)*
   ii. Introductions, Recognitions, Presentations and/or Proclamations
      1. Presentations
         a. Sheriff's Office Report
   iii. Public Hearings
   iv. Technical Review(s)
   v. Preliminary Site Plan Approvals
   vi. Evidentiary Hearings
   vii. Old Business
   viii. New Business
      1. Resolution 2022-011 – Shallowford Square Clock Tower Inscription Policy *(Attachment #15)*
      2. Resolution 2022-012 – Approving a Policy for Allowable Costs and Cost Principles for Expenditures for ARPA *(Attachment #16)*
      3. Resolution 2022-013 – Conflict of Interest Policy *(Attachment #17)*
B. Approval of Tentative Agenda for regular meeting on February 10, 2022

8. For the Good of the Order

9. Closed Session

10. Adjournment

Dora Moore

From: Hank Perkins
Sent: Monday, January 10, 2022 10:48 AM
To: Dora Moore
Subject: Fw: Approval for Non-Profit Organization
Attachments: Tax Exemption Certificate.pdf

Dora,

I have received the email below and the attached from the West Forsyth Christian Preschool asking to be placed on the approved non profit list for fee exemptions for the Community Center.

Let's plan on placing this request on the February agenda for the Council.

In Public Service,

Hank Perkins, MPA, ICMA-CM
Town Manager

LEWISVILLE

From: Rosemary Drinkuth <rdrinkuth@wfcpreschool.com>
Sent: Monday, January 10, 2022 7:47 AM
To: Hank Perkins <whperkins@lewisvillenc.net>
Subject: Approval for Non-Profit Organization

Good morning Mr. Perkins –
West Forsyth Christian Preschool is a small, non-profit Christian Preschool, located in Lewisville for the past 13 years. We are seeking approval from the Council to be added to the list of non-profit organizations to use the new Lewisville Community Center for our Gallery Hop/Silent Auction in April and possibly another community gathering with our preschool in the future.
We serve 60 families and 59 children and looking to celebrate our 14th year anniversary.
I am attaching a copy of our 501 c3 document for verification of our status. Please let me know if anything further is needed.
We look forward to hearing from you regarding our approval.
Have a blessed day,
Rosemary

Rosemary C. Drinkuth
Administrator/Director
West Forsyth Christian Preschool
1200 Lewisville-Clemmons Road
Post Office Box 670
Lewisville, NC 27023
Phone 336.766.0301/Fax 336.766.0089

Dora Moore

From: Hank Perkins
Sent: Sunday, January 16, 2022 3:43 PM
To: Dora Moore
Cc: Pam Orrell
Subject: Fw: Request to add Clemmons Kiwanis to Not-For Profit Organizations List
Attachments: Clemmons Kiwanis Overview - 2022-01-14.docx; IRS Approval of 501(c)(3) status.pdf

Another one for February.

In Public Service,

Hank Perkins, MPA, ICMA-CM
Town Manager

LEWISVILLE

From: Barbara Schanker <bschanker@hotmail.com>
Sent: Sunday, January 16, 2022 1:35 PM
To: Hank Perkins <whperkins@lewisvillenc.net>
Subject: Request to add Clemmons Kiwanis to Not-For Profit Organizations List

We are requesting that Clemmons Kiwanis Foundation be added to the Town of Lewisville's Not-For Profit Organizations List.

The Clemmons Kiwanis Foundation is a 501(c)(3) non-profit organization (IRS confirmation letter attached).

Clemmons Kiwanis was established almost 30 years ago (March 24, 1983). Although our name is Clemmons Kiwanis, we consider ourselves to be the Lewisville-Clemmons Kiwanis. At least a third of our members live in Lewisville, including President Michael Watson, Secretary Chris Billups, Treasurer Barbara Schanker, and Key Club Leader Theresa Bryant.

We are a small but active group. Information about some of our recent activities is attached.

Should you have any questions or need additional information, please contact me by phone or email.

Thank you.

Barbara Schanker, Treasurer
7920 Lasley Forest Road
Lewisville, NC 27023
336-945-3113

Attachment #3

Tue 2/1/2022 1:43 PM

William Ewalt <wiewalt35@yahoo.com>

Re: Major General George Stoneman Camp 6 North Carolina Sons of Union Veterans

To Dora Moore

You replied to this message on 2/1/2022 2:44 PM.

The Sons of Union Veterans is the successor organization to the Great Army of the Republic (G.A.R. - open to any Union Veteran of the Civil War). It is a lineal organization of descendants of Union soldiers and sailors, that also allows Associate members who are interested in Civil War history. Major General George Stoneman Camp 6 currently has fifteen members, and we try to meet quarterly in person. Thus, we hope we can be accommodated with a time and date to meet at the Mary Alice Warren Community Center.

The highlight of our organization's year is Memorial Day. Each Memorial Day, Camp 6 joins Camp 2 (Gibbon - Burke Camp) at the National Cemetery in Salisbury, North Carolina near the site of the eighteen trenches that hold approximately over 11,000 bodies of Union Soldiers who died at the Salisbury Prison during their captivity. The two camps hold a memorial service in memory of the fallen.

The six camps in North Carolina due research, cleaning and restoration of Union graves in the state. There were eight military regiments that were formed in the Civil War as North Carolina units. There are Union veterans who came to North Carolina after the war making their home here and were buried here.

We honor the Union Veterans who died here in North Carolina and participate in patriotic events across our country to honor all Union Veterans

Bill Ewalt

Camp Commander Major General George Stoneman Camp 6
Sons of the Union Veterans of the Civil War

135 Cramerton Court

Lewisville, NC 27023.

On Monday, January 31, 2022, 05:01:33 PM EST, Dora Moore <townclerk@lewisvillenc.net> wrote:

Mr. Ewalt,

Can you provide me a little more information on what you would like to use the facility for?

Thanks!

Dora K. Moore, MMC, NCCMC

Attachment #4

TOWN OF LEWISVILLE
Budget Amendment Ordinance 2022-005
Amending Budget Ordinance 2021001

FINANCE DEPARTMENT USE ONLY
Budget Amendment # 22
Pam Orrell, Finance Officer

CODE	ACCOUNT DESCRIPTION	AMOUNT	CODE	ACCOUNT DESCRIPTION	AMOUNT
10-10-5100-6000	General Fund-Community Policing-Contracted Services	$ 15,000.00	10-00-3990-9000	General Fund-Fund Balance Appropriated	$ 15,000.00
		$ 15,000.00			$ 15,000.00

EXPLANATION: To increase the budget for community policing when the Forsyth County Commissioners approved an across the board raise for all County employees.

RECOMMENDED BY: Pam Orrell, Town Finance Officer

Approved and effective upon adoption this the 3rd day of February 2022 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

DRAFT

TOWN OF LEWISVILLE
Budget Amendment Ordinance 2022-006
Amending Budget Ordinance 2021001

FINANCE DEPARTMENT USE ONLY
Budget Amendment # 23
Pam Orrell, Finance Officer

CODE	ACCOUNT DESCRIPTION	AMOUNT	CODE	ACCOUNT DESCRIPTION	AMOUNT
10-20-5600-6100	General Fund-Streets-Snow and Ice Removal	$ 50,000.00	10-00-3990-9000	General Fund-Fund Balance Appropriated	$ 50,000.00
		$ 50,000.00			$ 50,000.00

EXPLANATION: To increase the budget for snow and ice removal.

RECOMMENDED BY: Pam Orrell, Town Finance Officer

Approved and effective upon adoption this the 3rd day of February 2022 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

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TOWN OF LEWISVILLE

6510 Shallowford Road • P.O. Box 547 • Lewisville, NC 27023-0547
Voice 336-945-5558 Fax 336-945-5531
E-Mail: townhall@lewisvillenc.net
WebSite: www.lewisvillenc.net

February 3, 2022

Kelly Garvin
Planning Development Coordinator
Winston-Salem Department of Transportation
PO Box 2511
Winston-Salem, NC 27102

RE: Lewisville-Vienna Road/Robinhood Road Roundabout
Letter of Support for the 20% Match

DRAFT

Dear Ms. Garvin,

The Town of Lewisville is pleased to submit an application for supplemental funding of an already approved roundabout project at the intersection of Lewisville-Vienna Road and Robinhood Road. This project is identified as U-6154 in the Winston-Salem Urban Area Metropolitan Planning Organization and was originally approved for funding through the Fiscal Year 2018 STP-DA Call for Projects.

The original estimated total cost of the project in 2018 was $1,270,000 with a local match of approximately $254,000. At that time, a support letter was obtained from the Lewisville Town Council for the expected local match of $254,000.

Due to the rise in prices and the age of the project, the cost estimate has risen significantly. During the Fiscal Year 2022 STP-DA Call for Projects, we are requesting supplemental funding the make up the budget shortfall of $1,531,484.90. The projected 20% local match of the budget shortfall is $306,296.98.

The Town of Lewisville is in support of the expected local matches including the FY2018 local match of $254,000 as well as the newly estimated FY2022 local match of $306,296.98. This brings the project total local 20% match to $560,296.98.

Sincerely,

Mike Horn
Mayor

TOWN OF LEWISVILLE
Budget Amendment Ordinance 2022-007
Amending Budget Ordinance 2021001

FINANCE DEPARTMENT USE ONLY
Budget Amendment # 24
Pam Orrell, Finance Officer

CODE	ACCOUNT DESCRIPTION	AMOUNT	CODE	ACCOUNT DESCRIPTION	AMOUNT
10-80-6120-3514	General Fund-Parks and Recreation-Maintenance and Repair MAWCC	$ 3,100.00	10-00-3990-9000	General Fund-Fund Balance Appropriated	$ 3,100.00
		$ 3,100.00			$ 3,100.00

EXPLANATION: Spring HVAC maintenance at the Mary Alice Warren Community Center.

RECOMMENDED BY: Pam Orrell, Town Finance Officer

Approved and effective upon adoption this the 3rd day of February 2022 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

DRAFT

FRIDAY, FEBRUARY 4, 2022				
STAFF/COUNCIL MEMBER PRESENTATIONS	**COUNCIL MEMBER REQUESTING ITEM & STAFF SUPPORT**	**Outcome of discussion / What information /direction do you want from council members?**	**OVERALL RANKING**	**MINUTES**
Capital Improvements Plan (CIP)	HANK			15
Community Policing	PJ			30
Future of fire service in Lewisville	DARRIN			30
Staffing Plan	HANK			45
Board & Committee Project Report	JEANNE MARIE	Sharing SOG, best practices and comparison to ToL BAC status. Raise TC awareness, ensure consistency of knowledge. Get TC input on best ways to govern, asess, modify, update, collapse BACs.		45
Strategic Planning	JEANNE MARIE	Provide update on strategic planning for municipalities from SOG (where it fits with other plans).	22	15
	TOTAL TIME FRIDAY			180
SATURDAY, FEBRUARY 5, 2022				
COUNCIL MEMBER SUBMISSIONS	**COUNCIL MEMBER REQUESTING ITEM & STAFF SUPPORT**	**Outcome of discussion / What information/direction do you want from council members?**	**OVERALL RANKING**	**MINUTES**
Land Use Plan Review	JEANNE MARIE/STACY T	Review existing and projected land use plans using maps, highlight collective assumptions. TC: Invite joint session with PB	21	15

Update on residential and commercial development.	MELISSA/STACY T	Council direction regarding a visual map (think Rand McNally style) of residential and commercial development with color coded parcels indicating planning stage.	19	10
Future Use of Existing Facilities & Land	MELISSA/HANK	Discussion of existing facilities and Council to provide direction on preference of a formal facilities use audit.	13	20
Implementation of Parks & Recreation Plan (Park Land Acquisition)	MELISSA/STACY T	Further Council discussion and staff views on when to implement aspects of our PARC plan specifically land acquisition	14	15
Land Conservation through purchase, partnerships, incentives and ordinar	JEANNE MARIE/HANK/STACY T	Review actions/directions to date. Provide best practice options. TC: Consider how to operationalize - ad hoc/standing committee. What should be town relationship with Messer project.	17	15
Suggestions for shortening council briefings and monthly meeting.	JANE/DORA		17	10
Communications – Discussion on current communications efforts and activities, possible enhancements, and staffing for improved use of TV6, Facebook, Town Newsletter and Website. Information Technology.	MIKE/HANK & GENNIE	Discuss the effectiveness of our communication efforts and provide staff with direction for improvement.	18	20
Road, sidewalk, greenway and stormwater project update.	MIKE / HANK	Quick update on projects and council discussion on future submittals for Federal/State funding.	19	10

Community Center General Discussion / Operating Cost Projections	MIKE/HANK/PAM	Quick update on program/class status, staffing and projected operational costs.	19	20
Achieving Sustainability Goals	JEANNE MARIE/HANK	Review actions/directions/BAC requests to date. Outline best practice options. TC: How to operationalize - consider ad hoc/standing committee for follow up.	22	10
Earlier Distribution of Town Meeting Agendas	JANE/DORA	Get a better understanding of the process to see if we can make improvements so Council can receive agendas more in advance.	22	5
Staggered terms	MELISSA/HANK	Discussion of staggered terms.	23	10
Review Budget Process	JEANNE MARIE/PAM	Clarity on BAC inclusion (will be addressed in BAC update). Why so many amendments? Clarity on role of TC vs manager	23	5
Comp plan update; where are we at? next steps? in budget?	MIKE/STACY T	How are we going to implement recommendations in comp plan and develop work plans for staff, council, boards and committees.	24	10

RESOLUTION 2022-005 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 six months ended December 31, 2021; 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 six months ended December 31, 2021 and incorporated herein.

Adopted this the 10th day of February 2022 by the Lewisville Town Council.

ATTEST:

_____
Mike Horn, Mayor

_____
Dora K. Moore, Town Clerk

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Town of Lewisville
Other Funds
December 31, 2021

Capital Reserves Funds

GWR ROW/Construction Capital Reserve	$	1,049,452.54
Sidewalks, Bike Paths, and Greenways Capital Reserve		132,064.59
Municipal Buildings/Land Capital Reserve		130,217.65
Public Works Facility Capital Reserve		329,681.97
Total Capital Reserve Fund Balances	$	1,641,416.75

Capital Projects Funds

GWR ROW/Construction Capital Project	$	734,825.89
JWP Maintenance Facility/Playground Expansion Capital Project		20,629.23
Gateway Project Capital Project		188,759.28
Community Center Capital Project		309,430.18
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project		207,325.55
Total Capital Projects Fund Balances	$	1,460,970.13

Special Revenue Funds

American Rescue Plan Special Revenue Fund	$	2,012,235.75
Total Special Revenue Funds	$	2,012,235.75

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Lewisville Town Council
Briefing and Action Meeting Minutes
January 6, 2022 – 6:30 PM
Digitally Originated - Lewisville Town Hall 1st Floor Council Chambers
6510 Shallowford Road

1. **Call to Order:**
   a. Mayor Horn opened the meeting being streamed electronically 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, David Smitherman, and Jane Welch. Also attending were Town Manager Hank Perkins, Town Attorney Bowen Houff, Town Planner Stacy Tolbert, Finance Director Pam Orrell, Public Works Director Ryan Moser, and Town Clerk Dora Moore.
   b. Adoption of Agenda – Council Member Smitherman moved to approve the agenda. The motion was seconded by Council Member Franklin and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch.

2. **Introductions, Recognitions and Presentations for January 6, 2022**
   a. None

3. **Items Requiring Council Direction**
   a. Dinosaur Artwork Placement – Manager Perkins shared two metal dinosaur sculptures have been donated to the Town. Each sculpture is approximately 9-10 feet tall and approximately 21 feet long. The current owner has the sculptures anchored by metal into concrete. The Lewisville Beautification Committee (LBC) and the Parks and Recreation Advisory Board (P&R) recommend the dinosaurs be placed along the tree line behind the Mary Alice Warren Community Center. Susan Linker, LBC chair, shared the two groups hope the sculptures can be positioned to face each other about 6-7 feet apart. Mr. Moser stated staff would like to place the dinosaurs in the fall due to grading and grass sowing that will need to commence in the spring. The current owner has agreed to retain the sculptures until they can be placed in the fall. Due to safety concerns, Manager Perkins noted the sculptures need to be placed with signage to give a strong indication that these are artwork and not a playground area. Dedication markers could also be erected noting the artist and donator. Mrs. Linker suggested inviting the media once completed. Council consensus was given to the location and for staff to develop a tighter plan in terms of the area footprint including grass, markers, etc. potentially at the February meeting. ***(Committee recommended placement location is attached.)***
   b. Clock Tower Memorial Inscriptions – Manager Perkins shared the Town received a request from former Mayor Bob Stebbins inquiring if Dick Heriot's name could be added to the clock tower. Mr. Heriot served as a Planning Board Chair. Current names on the memorial are: Tom Voss, Ron Conley, David McKee, H. Grady Dull, Charles S. Hauser, Roger T. Fowler, E. A. Hendley and Dan Jennings. Manager Perkins shared the Town does not have a policy; however, a draft policy was developed in 2011. Manager Perkins also shared concern about overly subjective decisions. Council consensus was for staff to develop a policy for consideration.

4. **Items Requiring Action at Briefing**
   a. Ordinance 2022-002 – Amending Budget Ordinance 2021001 in the amount of $10,651.37 to replace fire alarm system at Town Hall – Mr. Moser shared the Town Hall fire alarm system went down a few weeks ago. The system is working now; however, it will quit again. He noted the system is antiquated and the Town is unable to get parts. When the system is down, the fire department cannot be contacted. Council Member Sadler moved to approve Ordinance 2022-002 as presented. The motion was seconded by Council Member Hunt and approved unanimously

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with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. ***(Ordinance 2022-002 is herein incorporated by reference into the minutes.)***

b. Resolution 2022-001 – Authorizing contract for Town Hall fire alarm system to Sage Security Solutions, LLC in the amount of $10,651.37 - Council Member Franklin moved to approve Resolution 2022-001 as presented. The motion was seconded by Council Member Sadler and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. ***(Resolution 2022-001 is herein incorporated by reference into the minutes.)***

5. **Unfinished Business** – None

6. **Administrative Reports**
   a. Manager
      i. ARPA Funding – Final rules for ARPA funding were released today and Mrs. Orrell will attend a session soon. Manager Perkins shared the Town will receive approximately $4 million in ARPA funding. An eligible expense of the funding is water and sewer projects. Manager Perkins recommended some of the ARPA funding, supplemented by the Town's Capital Reserve fund, be used towards the sewer lift station project that is estimated at $3.6 million. He noted this is a joint project with City-County Utilities Commission and City-County Planning Board. Council consensus is needed to develop the project's Memorandum of Understanding with the City-County Utilities Commission. Council consensus to proceed.
      ii. Gateway Project Update – After three bid openings with no bids, staff needs to decide whether to alter the bid package by making the bid package more inviting or possibly pairing with another project.
      iii. Lewisville-Vienna Roundabout – Mrs. Tolbert reported the roundabout plan at Lewisville-Vienna and Robinhood Roads is at 30%. This will be a single lane roundabout that predominately stays in existing rights-of-way. Anticipated construction start date is November 2023. Mrs. Tolbert shared the anticipated project cost noting the numbers are conservative. ***(Pre-cost opinion and map are attached.)***
      iv. PARTF Grant Meetings – Staff will hold a series of PARTF meetings to garner community feedback on the PARTF grant submittal for Jack Warren Park. Mr. Perkins noted the grant request is a continuation of the 2020 grant request and must be for a single-site location. Public meetings will be held January 10, February 14, February 17, and March 14 via Zoom and in person March 17 at the Mary Alice Warren Community Center. Manager Perkins will also meet with the Lewisville Civic Club, Vienna Civic Club, and Western Forsyth Rotary Club. The draft plan will be submitted to PARTF in March in order to receive feedback prior to final submittal in April.
      v. Mary Alice Warren Community Center Facilities Manager Update – Multiple applications were received regarding this position with most coming from Indeed. Manager Perkins has five interviews scheduled for next week with 2-3 additional applicants that may be called if needed. Computers for the facility manager and IT will need to be purchased as well. Staff will present those numbers to Council next week.
   b. Attorney – None
   c. Public Works – None
   d. Planning – None
   e. Finance – None

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f. Clerk
   i. Council Retreat will be February 4-5 at the Mary Alice Warren Community Center. Council is requested to submit their topics to Manager Perkins and Mrs. Moore no later than January 20th noting sooner is preferable. CDC guidelines will be followed.
   ii. Due to rising COVID numbers, Council consensus was for Council to meet via Zoom. Boards and Committees can choose how they will meet.

At 8:31 PM, Council took a ten-minute break.

7. **Agenda Items for Regular Meeting on January 13, 2022**
   a. Tentative Agenda
      i. Consent Agenda
         1. Resolution 2022-002 – Acceptance and Approval of Monthly Financials for five months ended November 30, 2021
         2. Approval of Council Briefing Meeting Minutes – December 2, 2021
         3. Approval of Retiring Council Meeting Minutes – December 9, 2021
         4. Approval of Organizational Meeting Minutes – December 9, 2021
      ii. Introductions, Recognitions, Presentations and/or Proclamations
         1. Presentations
            a. Sheriff's Office Report
      iii. Public Hearings
         1. Ordinance 2021063 - L-101 Rezoning 771 Williams Rd from RS-20 to HB-C requested by Advanced Appliance Service c/o Mike & Laura Cooper
      iv. Technical Review(s)
      v. Preliminary Site Plan Approvals
      vi. Evidentiary Hearings
      vii. Old Business
      viii. New Business
         1. Resolution 2022-003 – Authorizing auditing services for fiscal year 2021-2022 with a base charge of $20,745, flat additional charge of $4,000 if a single audit is required with one major program, and a flat additional charge of $2,500 for each additional major program
            a. Mrs. Orrell noted the proposal is for three years but Council is only approving one year.

Gibson & Company, P.A.
Proposed Audit Fees

Year Ended	Base Charge	Single Audit - 1st Major Program	Single Audit - Each Additional Major Program
June 30, 2022	$ 20,745	$ 4,000	$ 2,500
June 30, 2023	$ 21,367	$ 4,000	$ 2,500
June 30, 2024	$ 22,008	$ 4,000	$ 2,500

A single audit is required when the Town spends more than $750,000 in Federal funds and/or $500,000 in State funds.

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2. Ordinance 2022-003 – Amending Budget Ordinance 2021001 in the amount of $3,575 for lawn maintenance at Mary Alice Warren Community Center
3. Resolution 2022-004 – Authorizing Change Order #1 with Yards By Us for lawn maintenance at Mary Alice Warren Community Center

b. Approval of Tentative Agenda for regular meeting on January 13, 2022
   i. Council Member Franklin moved to approve the tentative agenda for January 13, 2022. The motion was seconded by Council Member Welch and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch

8. **For the Good of the Order**
   a. Mr. Moser reported the bulky item pickup originally scheduled for February 14 is rescheduled to April 18 due to COVID issues at Waste Management. Staff will determine the best way to notify residents of the date change.
   b. Some concern was expressed regarding the Program Facilities Manager position being nonexempt. Manager Perkins strongly feels this position does not meet the requirements for an exempt position further stating the position is not a department head which is one factor of consideration. The position is $25,000/year plus benefits.
   c. Mrs. Tolbert encouraged everyone to view the draft Comprehensive Plan on the Town's website.
   d. Mayor Horn shared his desire to keep the Mary Alice Warren Community Center open all day. He plans to select a group of community center volunteers who will act as hosts so the building can be open. The volunteers would go through vetting and a short orientation process. Manager Perkins noted a volunteer application should be developed.

9. **Adjournment** - Council Member Welch moved to adjourn the meeting at 9:21 PM. The motion was seconded by Council Member Hunt and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch.

ATTEST: _____
Mike Horn, Mayor

_____
Dora K. Moore, Town Clerk

DRAFT

Lewisville Town Council
Briefing and Action Meeting Minutes
January 13, 2022 – 7:00 PM
Digitally Originated - Lewisville Town Hall 1st Floor Council Chambers
6510 Shallowford Road

1. **Call to Order:**
   a. Mayor Horn opened the meeting being streamed electronically at 7:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also attending were Town Manager Hank Perkins, Town Attorney Bowen Houff, Town Planner Stacy Tolbert, Finance Director Pam Orrell, Public Works Director Ryan Moser, and Town Clerk Dora Moore.
   b. Pledge of Allegiance – Council Member Jane Welch
   c. Invocation – Attorney Bowen Houff
   d. Adoption of Agenda – Mrs. Moore shared revised December 9, 2021 retiring meeting minutes were emailed to Council. Council Member Sadler moved to approve the agenda as presented. The motion was seconded by Council Member Smitherman and approved unanimously with a roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster and Council Members Franklin, Hunt, Sadler, Smitherman and Welch.

2. **Consent Agenda**
   a. Consent agenda items
      i. Resolution 2022-002 – Acceptance and Approval of Monthly Financials for five months ended November 30, 2021
      ii. Approval of Council Briefing Meeting Minutes – December 2, 2021
      iii. Approval of Retiring Council Meeting Minutes – December 9, 2021
      iv. Approval of Organizational Meeting Minutes – December 9, 2021
   b. Council Member Welch moved to approve the agenda as amended. The motion as seconded by Council Member Sadler and approved unanimously by roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster, and Council Members Franklin, Hunt, Sadler, Smitherman and Welch. ***(Resolution 2022-002 is herein incorporated by reference into the minutes.)***

3. **Presentations, Introductions and/or Proclamations**
   a. Forsyth County Sheriff's Office – Sergeant Stringer provided current call statistics. Sergeant Stringer shared that, especially with the impending winter weather, a vehicle on the side of the road with caution tape means it has been checked by a first responder.

4. **Public Forum** – No comments

5. **Appointment(s)** – None

6. **Public Hearing(s)**
   a. Public hearing on L-101 to rezone 771 Williams Road from RS-20 to HB-C requested by Advanced Appliance Service c/o Mike and Laura Cooper
      i. Mrs. Tolbert noted this public hearing was scheduled for December 9, 2021 and continued to January 13, 2022 due to sickness of the applicant. She advised the individuals in the Council Chambers how to participate in the hearing.
      ii. Mike Cooper and Brad Klosterman were promoted to panelists for the public hearing.
      iii. Mrs. Tolbert shared the staff report and a Powerpoint related to the L-101 rezoning request. ***(Staff report and Powerpoint are attached to minutes.)***

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iv. Planning Board removed veterinary services as an eligible use due to incompatibility with the area.
v. Public generally does not visit this site because service is done at customer's location. There will be no showroom; however, parts can be purchased at a small counter. Company vehicles are taken home by employees.
vi. This is not considered to be in the downtown, gateway area.
vii. Site plan amendment would be needed for expansion.
viii. Public Hearing was electronically opened.
    a. Those in support:
        a. Mike Cooper, 741 Edinburgh Road, expressed thanks for continuance of hearing due to family sickness. Mr. Cooper shared he lives in the community and does not want an ugly building either. This is why concessions have been made to lessen area impact and to beautify.
        b. Brad Klosterman, 1644 Reynolda Road, is the applicant agent and shared a Powerpoint. (***Powerpoint is attached to the minutes.)***
    b. Those in opposition:
        a. Aaron Hutmacher, 315 Doub Road, shared reasons for his objection. ***(Mr. Hutmacher's comments are attached to the minutes.)***

    There being no further comments, the public hearing was closed.
ix. Mayor Horn inquired how this should be addressed since the draft Comprehensive Plan shows this property residential instead of commercial. Council Member Sadler stated the Planning Board is familiar with the draft plan. Mrs. Tolbert stated the Planning Board decision was based upon the current plan.
x. Mayor Pro Tem Foster has a hiccup with the rezoning noting this has potential to be a park. Mrs. Tolbert this was not considered for a park in the PARC plan since there are already other parks within walking distance of downtown.
xi. This would not be a domino effect for commercial development due to the proposed Comprehensive Plan would not recommend such. Also, the current plan allows for this property only to be commercial and it is where the commercial development ends.
xii. Council Member Smitherman moved to approve Ordinance 2021063. The motion was seconded by Council Member Franklin.
xiii. Mayor Horn has some pause due to proposed Comprehensive Plan.
xiv. Motion passed 4-3. Mayor Horn and Council Members Franklin, Sadler and Smitherman voted in favor. Mayor Pro Tem Foster and Council Members Hunt and Welch voted in opposition.

7. **Evidentiary Hearing(s)** – None

8. **Annexation Request(s)** – None

9. **Technical Review(s) for Compliance** – None

10. **Unfinished Business**
    a. Boards and Committees Update – Mayor Pro Tem Foster stated the workgroup would bring forward information at the retreat.

11. **New Business**
    a. Resolution 2022-003 – Authorizing auditing services for fiscal year 2021-2022 with a base charge of $20,745, flat additional charge of $4,000 if a single audit is required with one major

program, and a flat additional charge of $2,500 for each additional major program – Mrs. Orrell presented the proposed 2021-2022 Audit Contract noting she feel transportation projects will not trigger a single audit but ARPA funds may. Single audit is triggered by spending $750,000 in federal funds and/or $500,000 in state funds. Council Member Smitherman moved to approve Resolution 2022-003. The motion was seconded by Council Member Franklin and approved unanimously by roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster, and Council Members Franklin, Hunt, Sadler, Smitherman and Welch. ***(Resolution 2022-003 is herein incorporated by reference into the minutes.)***

b. Ordinance 2022-003 – Amending Budget Ordinance 2021001 in the amount of $3,575 for lawn maintenance at Mary Alice Warren Community Center – Since this is under the $10,000 threshold, it meets informal bid process and Mr. Moser obtained two bids. Manager Perkins noted the Town tries to be competitive but also likes to work with current, honest vendors. Council Member Sadler moved to approve Ordinance 2022-003. The motion was seconded by Council Member Hunt and approved unanimously by roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster, and Council Members Franklin, Hunt, Sadler, Smitherman and Welch. ***(Ordinance 2022-003 is herein incorporated by reference into the minutes.)***

c. Resolution 2022-004 – Authorizing Change Order #1 with Yards By Us for lawn maintenance at Mary Alice Warren Community Center - Council Member Sadler moved to approve Resolution 2022-004. The motion was seconded by Council Member Franklin and approved unanimously by roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster, and Council Members Franklin, Hunt, Sadler, Smitherman and Welch. ***(Resolution 2022-004 is herein incorporated by reference into the minutes.)***

d. Ordinance 2022-004 – Amending Budget Ordinance 2021001 in the amount of $3,827 to purchase two computers and one printer for the Mary Alice Warren Community Center and one printer for Town Planner - Council Member Welch moved to approve Ordinance 2022-004. The motion was seconded by Council Member Hunt and approved unanimously by roll call vote of ayes from Mayor Horn, Mayor Pro Tem Foster, and Council Members Franklin, Hunt, Sadler, Smitherman and Welch. ***(Ordinance 2022-004 is herein incorporated by reference into the minutes.)***

12. **Administrative Reports**
    a. Upcoming Town holidays – Town offices will be closed January 17.
    b. Manager's Report
        i. PARTF Grant Meetings scheduled
            a. January 25, February 14, February 17 and March 14 – 6:30 PM - Zoom
            b. March 17 – 6:30 PM-8:30 PM – Mary Alice Warren Community Center, Lewisville/Vienna Rooms

Mayor Horn was disconnected at 8:55 PM. Mayor Pro Tem Foster conducted the meeting.

    c. Clerk's Report
        i. Council Retreat – February 4 at 5 PM and February 5 at 8 AM, Mary Alice Warren Community Center. Topics are needed as soon as possible.

Mayor reconnected at 8:56 PM.

    d. Approvals at the Briefing and Action Meeting on January 6, 2022
        i. Ordinance 2022-002 – Amending Budget Ordinance 2021001 in the amount of $10,651.37 to replace fire alarm system at Town Hall

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ii. Resolution 2022-001 – Authorizing contract for Town Hall fire alarm system to Sage Security Solutions, LLC in the amount of $10,651.37

13. **For the Good of the Order**
    a. Mr. Moser reported the contractor is ready should the Town receive the forecasted winter weather. Snow blades are also on Town trucks so staff can work on smaller cul-de-sacs. Issues can be emailed to Mr. Moser or reported via SeeClick Fix. Main state roads are serviced first, then main town roads and then neighborhoods.
    b. Council Member Franklin encouraged people to give blood due to national shortage.
    c. Mayor Pro Tem Foster shared hospitals are asking town leaders to encourage masking and vaccinations.
    d. The final public involvement survey for the Comprehensive Plan is on the Town's Facebook and website.
    e. Council Member Sadler reminded Council that he will need to excuse himself for two hours of the Saturday retreat session due to a prior obligation.

14. **Adjournment** - Council Member Franklin moved to adjourn the meeting at 9:11 PM. The motion was seconded by Council Member Smitherman and approved unanimously with a roll call vote of ayes from Mayor Mike Horn, Mayor Pro Tem Jeanne Marie Foster and Council Members Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch.

ATTEST: _____
Mike Horn, Mayor

_____
Dora K. Moore, Town Clerk

DRAFT

RESOLUTION 2022-006 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING RESIGNATION OF RUSSELL BAILEY
FROM THE ENVIRONMENTAL, CONSERVATION & SUSTAINABILITY COMMITTEE

WHEREAS, the Town of Lewisville has received notification from Russell Bailey via email of his resignation from the Environmental, Conservation & Sustainability Committee; and,

WHEREAS, the Environmental, Conservation & Sustainability Committee appreciates the dedicated work of committee member Russell Bailey.

NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL accepts the resignation of Russell Bailey from the Environmental, Conservation & Sustainability Committee.

Resolved and effective upon adoption this the 10th day of February 2022 by the Lewisville Town Council.

ATTEST:

_____
Mike Horn, Mayor

_____
Dora K. Moore, Town Clerk

DRAFT

RESOLUTION 2022-007 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING RESIGNATION OF DEBBIE PRITCHARD
FROM THE LEWISVILLE BEAUTIFICATION COMMITTEE

WHEREAS, the Town of Lewisville has received notification from Debbie Pritchard via email of his resignation from the Lewisville Beautification Committee; and,

WHEREAS, the Lewisville Beautification Committee appreciates the dedicated work of committee member Debbie Pritchard.

NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL accepts the resignation of Debbie Pritchard from the Lewisville Beautification Committee.

Resolved and effective upon adoption this the 10th day of February 2022 by the Lewisville Town Council.

_____
ATTEST: Mike Horn, Mayor

_____
Dora K. Moore, Town Clerk

DRAFT

RESOLUTION 2022-008 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING RESIGNATION OF JANICE ORSINI
FROM THE LEWISVILLE PARKS, RECREATION AND CULTURAL DEVELOPMENT BOARD

WHEREAS, the Town of Lewisville has received notification from Janice Orsini via email of his resignation from the Lewisville Parks, Recreation and Cultural Development Board; and,

WHEREAS, the Lewisville Parks, Recreation and Cultural Development Board appreciates the dedicated work of committee member Janice Orsini.

NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL accepts the resignation of Janice Orsini from the Lewisville Parks, Recreation and Cultural Development Board.

Resolved and effective upon adoption this the 10th day of February 2022 by the Lewisville Town Council.

ATTEST:

_____
Mike Horn, Mayor

_____
Dora K. Moore, Town Clerk

DRAFT

RESOLUTION 2022-009 OF THE LEWISVILLE TOWN COUNCIL
ACCEPTING RESIGNATION OF RONALD MORRIS
FROM THE PUBLIC SAFETY COMMITTEE

WHEREAS, the Town of Lewisville has received notification from Ronald Morris via email of his resignation from the Public Safety Committee; and,

WHEREAS, the Public Safety Committee appreciates the dedicated work of committee member Ronald Morris.

NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL accepts the resignation of Ronald Morris from the Public Safety Committee.

Resolved and effective upon adoption this the 10th day of February 2022 by the Lewisville Town Council.

ATTEST:

_____
Mike Horn, Mayor

_____
Dora K. Moore, Town Clerk

DRAFT

RESOLUTION 2022-011 OF THE LEWISVILLE TOWN COUNCIL
SHALLOWFORD SQUARE CLOCK TOWER INSCRIPTION POLICY

WHEREAS, the Lewisville Town Council has requested that a policy be developed for names to be placed on the Shallowford Square Clock Tower; and,

WHEREAS, past tradition placed names of deceased who contributed greatly to the Town.

NOW, THEREFORE BE IT RESOLVED, that the Lewisville Town Council finds that persons who have served on the Town of Lewisville Town Council, including the interim Town Council, should have his or her name inscribed on the clock tower located at Shallowford Square alongside the names of the distinguished citizens currently inscribed thereon.

BE IT FURTHER RESOLVED that the policy attached hereto will provide the criteria for placing said names.

Adopted and effective this the 10th day of February 2022 by the Lewisville Town Council.

ATTEST:

_____
Mike Horn, Mayor

_____
Dora K. Moore, Town Clerk

DRAFT

TOWN OF LEWISVILLE
SHALLOWFORD SQUARE CLOCK TOWER INSCRIPTION POLICY

1. A request may be made by any citizen to have a deceased Town of Lewisville Mayor's or Council Member's name placed on the Shallowford Square Clock Tower.

2. The deceased Mayor or Council Member must have served on the Town Council Town for at least ten (10), consecutive or non-consecutive years of service, in any of the following capacities:

   a. Having been a member of the Interim Town Council.
   b. Having been an elected Town official.

3. The request will be submitted to the Town Clerk who will verify years of service.

DRAFT

Attachment #16

RESOLUTION 2022-012 OF THE LEWISVILLE TOWN COUNCIL APPROVING A POLICY FOR ALLOWABLE COSTS AND COST PRINCIPLES FOR EXPENDITURE OF AMERICAN RESCUE PLAN ACT CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY NORTH CAROLINA LOCAL GOVERNMENTS

WHEREAS, the Town of Lewisville has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of HR 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

WHEREAS, the funds may be used for projects as stated in the policy; and,

WHEREAS, the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Sect. 200 (UG), as provided in the Assistance Listing; and,

WHEREAS, the Compliance and Reporting Guidance for the State and Local Fiscal Recovery Funds provides guidance; and,

WHEREAS, Subpart E of the UG dictates allowable costs and cost principles for expenditure of ARP/CSLFRF funds.

NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL adopts and enacts the attached Policy for Allowable Costs and Cost Principles for Expenditure of American Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds by North Carolina Local Governments.

Adopted and enacted this the 10th day of February 2022 by the Lewisville Town Council.

DRAFT

ATTEST:

_____
Mike Horn, Mayor

_____
Dora K. Moore, Town Clerk

TOWN OF LEWISVILLE

POLICY FOR ALLOWABLE COSTS AND COST PRINCIPLES FOR EXPENDITURE OF AMERICAN RESCUE PLAN ACT CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY NORTH CAROLINA LOCAL GOVERNMENTS

DRAFT

DATE APPROVED BY

Town Council:

February ___, 2022

TOWN OF LEWISVILLE

POLICY FOR ALLOWABLE COSTS AND COST PRINCIPLES FOR EXPENDITURE OF AMERICAN RESCUE PLAN ACT CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS BY NORTH CAROLINA LOCAL GOVERNMENTS

WHEREAS the Town of Lewisville, has received an allocation of funds from the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); and

WHEREAS the funds may be used for projects within these categories, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;

2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;

3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;

4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,

5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and storm water infrastructure, and to expand access to broadband internet; and

WHEREAS the ARP/CSLFRF are subject to the provisions of the federal Uniform Grant Guidance, 2 CFR Sect. 200 (UG), as provided in the Assistance Listing; and

WHEREAS the Compliance and Reporting Guidance for the State and Local Fiscal Recovery Funds provides, in relevant part:

> **Allowable Costs/Cost Principles.** As outlined in the Uniform Guidance at 2 CFR Part 200, Subpart E regarding Cost Principles, allowable costs are based on the premise that a recipient is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award. Recipients must implement robust internal controls and effective monitoring to ensure compliance with the Cost Principles, which are important for building trust and accountability.
>
> [ARP/CSLFRF] Funds may be, but are not required to be, used along with other funding sources for a given project. Note that [ARP/CSLFRF] Funds may not be used for a non-Federal cost share or match where prohibited by other Federal programs, e.g., funds may not be used for the State share for Medicaid.

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Treasury's Final Rule and guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 CFR 200.425, a reasonably proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable; however, costs for audits that were not performed in accordance with 2 CFR Part 200, Subpart F are not allowable. Please see 2 CFR Part 200, Subpart E regarding the Cost Principles for more information.

a. Administrative costs: Recipients may use funds for administering the SLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements. Further, costs must be reasonable and allocable as outlined in 2 CFR 200.404 and 2 CFR 200.405. Pursuant to the [ARP/CSLFRF] Award Terms and Conditions, recipients are permitted to charge both direct and indirect costs to their SLFRF award as administrative costs. Direct costs are those that are identified specifically as costs of implementing the [ARP/CSLFRF] program objectives, such as contract support, materials, and supplies for a project. Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the [ARP/CSLFRF] award such as the cost of facilities or administrative functions like a director's office. Each category of cost should be treated consistently in like circumstances as direct or indirect, and recipients may not charge the same administrative costs to both direct and indirect cost categories, or to other programs. If a recipient has a current Negotiated Indirect Costs Rate Agreement (NICRA) established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 CFR 200.414(f).

b. Salaries and Expenses: In general, certain employees' wages, salaries, and covered benefits are an eligible use of [ARP/CSLFRF] award funds; and

WHEREAS Subpart E of the UG dictates allowable costs and cost principles for expenditure of ARP/CSLFRF funds; and

WHEREAS Subpart E of the UG (specifically, 200.400) states that:

The application of these cost principles is based on the fundamental premises that:

(a) The non-Federal entity is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.
(b) The non-Federal entity assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.
(c) The non-Federal entity, in recognition of its own unique combination of staff, facilities, and experience, has the primary responsibility for employing whatever form of sound organization and management techniques may be necessary in order to assure proper and efficient administration of the Federal award.

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(d) The application of these cost principles should require no significant changes in the internal accounting policies and practices of the non-Federal entity. However, the accounting practices of the non-Federal entity must be consistent with these cost principles and support the accumulation of costs as required by the principles, and must provide for adequate documentation to support costs charged to the Federal award.

(e) In reviewing, negotiating and approving cost allocation plans or indirect cost proposals, the cognizant agency for indirect costs should generally assure that the non-Federal entity is applying these cost accounting principles on a consistent basis during their review and negotiation of indirect cost proposals. Where wide variations exist in the treatment of a given cost item by the non-Federal entity, the reasonableness and equity of such treatments should be fully considered.

(f) For non-Federal entities that educate and engage students in research, the dual role of students as both trainees and employees (including pre- and post-doctoral staff) contributing to the completion of Federal awards for research must be recognized in the application of these principles.

(g) The non-Federal entity may not earn or keep any profit resulting from Federal financial assistance, unless explicitly authorized by the terms and conditions of the Federal award;

BE IT RESOLVED that the governing board of Town of Lewisville hereby adopts and enacts the following US Cost Principles Policy for the expenditure of ARP/CSLFRF funds.

ALLOWABLE COSTS AND COSTS PRINCIPLES POLICY OVERVIEW

Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance (UG), specifically Subpart E, defines those items of cost that are allowable, and which are unallowable. The tests of allowability under these principles are: (a) the costs must be reasonable; (b) they must be allocable to eligible projects under the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (ARP/CSLFRF); (c) they must be given consistent treatment through application of those generally accepted accounting principles appropriate to the circumstances; and (d) they must conform to any limitations or exclusions set forth in these principles or in the ARP/CSLFRF grant award as to types or amounts of cost items. Unallowable items fall into two categories: expenses which are by their nature unallowable (e.g., alcohol), and unallowable activities (e.g., fund raising).

Town of Lewisville shall adhere to all applicable cost principles governing the use of federal grants. This policy addresses the proper classification of both direct and indirect charges to ARP/CSLFRF funded projects and enacts procedures to ensure that proposed and actual expenditures are consistent with the ARP/CSLFRF grant award terms and all applicable federal regulations in the UG.

Responsibility for following these guidelines lies with Town Council, the Town Manager, and the Finance Officer, who are charged with the administration and financial oversight of the ARP/CSLFRF. Further, all local government employees and officials who are involved in obligating, administering, expending, or monitoring ARP/CSLFRF grant funded projects should be well versed with the categories of costs that are generally allowable and unallowable. Questions on the allowability of costs should be directed to the Finance Officer. As questions on allowability of certain costs may require interpretation and judgment, local government personnel are encouraged to ask for assistance in making those determinations.

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GENERAL COST ALLOWABILITY CRITERIA

All costs expended using ARP/CSLFRF funds must meet the following general criteria:

1. **Be necessary and reasonable for the proper and efficient performance and administration of the grant program.**

   A cost must be *necessary* to achieve a project objective. When determining whether a cost is necessary, consideration may be given to:

   - Whether the cost is needed for the proper and efficient performance of the grant project.
   - Whether the cost is identified in the approved project budget or application.
   - Whether the cost aligns with identified needs based on results and findings from a needs assessment.
   - Whether the cost addresses project goals and objectives and is based on program data.

   A cost is *reasonable* if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices. When determining reasonableness of a cost, consideration must be given to:

   - Whether the cost is a type generally recognized as ordinary and necessary for the operation of the Town of Lewisville or the proper and efficient performance of the federal award.
   - The restraints or requirements imposed by factors, such as: sound business practices; arm's-length bargaining; federal, state, and other laws and regulations; and terms and conditions of the ARP/CSLFRF award.
   - Market prices for comparable goods or services for the geographic area.
   - Whether individuals concerned acted with prudence in the circumstances considering their responsibilities to the Town of Lewisville, its employees, the public at large, and the federal government.
   - Whether the Town of Lewisville significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the ARP/CSLFRF award's cost.

2. **Be allocable to the ARP/CSLFRF federal award.** A cost is allocable to the ARP/CSLFRF award if the goods or services involved are chargeable or assignable to the ARP/CSLFRF award in accordance with the relative benefit received. This means that the ARP/CSLFRF grant program derived a benefit in proportion to the funds charged to the program. *For example, if 50 percent of a local government program officer's salary is paid with grant funds, then the local government must document that the program officer spent at least 50 percent of his/her time on the grant program.*

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If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized by the ARP/CSLFRF, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required.

3. **Be authorized and not prohibited under state or local laws or regulations.**

4. **Conform to any limitations or exclusions set forth in the principles, federal laws, ARP/CSLFRF award terms, and other governing regulations as to types or amounts of cost items.**

5. **Be consistent with policies, regulations, and procedures that apply uniformly to both the ARP/CSLFRF federal award and other activities of the Town of Lewisville.**

6. **Be accorded consistent treatment.** A cost MAY NOT be assigned to a federal award as a direct cost and also be charged to a federal award as an indirect cost. And a cost must be treated consistently for both federal award and non-federal award expenditures.

7. **Be determined in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in the UGG.**

8. **Be net of all applicable credits.** The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to and received by the local government related to the federal award, they shall be credited to the ARP/CSLFRF award, either as a cost reduction or a cash refund, as appropriate and consistent with the award terms.

9. **Be adequately documented.**

SELECTED ITEMS OF COST

The UGG examines the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost) at 2 CFR § 200.420-.475.

The Finance Officer is responsible for determining cost allowability and must be familiar with the Selected Items of Cost. The Town of Lewisville must follow the applicable regulations when charging these specific expenditures to the ARP/CSLFRF grant. The Finance Officer will check costs against the selected items of cost requirements to ensure the cost is allowable and that all process and documentation requirements are followed. In addition, State laws, Town of Lewisville regulations, and program-specific rules may deem a cost as unallowable, and the Finance Officer must follow those non-federal rules as well.

Exhibit A identifies and summarizes the Selected Items of Cost.

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DIRECT AND INDIRECT COSTS

Allowable and allocable costs must be appropriately classified as direct or indirect charges. It is essential that each item of cost be treated consistently in like circumstances either as a direct or an indirect cost.

Direct costs are expenses that are specifically associated with a particular ARP/CSLFRF-eligible project and that can be directly assigned to such activities relatively easily with a high degree of accuracy. Common examples of direct costs include salary and fringe benefits of personnel directly involved in undertaking an eligible project, equipment and supplies for the project, subcontracted service provider, or other materials consumed or expended in the performance of a grant-eligible project.

Indirect costs are (1) costs incurred for a common or joint purpose benefitting more than one ARP/CSLFRF-eligible project, and (2) not readily assignable to the project specifically benefited, without effort disproportionate to the results achieved. They are expenses that benefit more than one project or even more than one federal grant. Common examples of indirect costs include utilities, local telephone charges, and shared office supplies, administrative or secretarial salaries.

For indirect costs, the Town of Lewisville may charge a 10 percent de minimis rate of modified total direct costs (MTDC). According to UGG Section 200.68 MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance the subawards under the award). MTDC EXCLUDES equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000.

SPECIAL PROVISIONS FOR STATE AND LOCAL GOVERNMENTS

There are some special provisions of the UG that apply only to states, local governments, and Indian Tribes.

§ 200.444 General costs of government.

(a) For states, local governments, and Indian Tribes, the general costs of government are unallowable (except as provided in § 200.475). Unallowable costs include:

(1) Salaries and expenses of the Office of the Governor of a state or the chief executive of a local government or the chief executive of an Indian tribe;

(2) Salaries and other expenses of a state legislature, tribal council, or similar local governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction;

(3) Costs of the judicial branch of a government;

(4) Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in § 200.435); and

(5) Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.

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(b) For Indian tribes and Councils of Governments (COGs) (see definition for *Local government* in § 200.1 of this part), up to 50% of salaries and expenses directly attributable to managing and operating Federal programs by the chief executive and his or her staff can be included in the indirect cost calculation without documentation.

§ 200.416 Cost allocation plans and indirect cost proposals.

(a) For states, local governments and Indian tribes, certain services, such as motor pools, computer centers, purchasing, accounting, etc., are provided to operating agencies on a centralized basis. Since Federal awards are performed within the individual operating agencies, there needs to be a process whereby these central service costs can be identified and assigned to benefitted activities on a reasonable and consistent basis. The central service cost allocation plan provides that process.

(b) Individual operating agencies (governmental department or agency), normally charge Federal awards for indirect costs through an indirect cost rate. A separate indirect cost rate(s) proposal for each operating agency is usually necessary to claim indirect costs under Federal awards. Indirect costs include:

(1) The indirect costs originating in each department or agency of the governmental unit carrying out Federal awards and

(2) The costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs.

(c) The requirements for development and submission of cost allocation plans (for central service costs and public assistance programs) and indirect cost rate proposals are contained in appendices V, VI and VII to this part.

§ 200.417 Interagency service.

The cost of services provided by one agency to another within the governmental unit may include allowable direct costs of the service plus a pro-rated share of indirect costs. A standard indirect cost allowance equal to ten percent of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service. These services do not include centralized services included in central service cost allocation plans as described in Appendix V to Part 200.

COST ALLOWABILITY REVIEW PROCESS

Preapproval Cost Allowability Review

Before an ARP/CSLFRF-funded project is authorized, the Finance Officer must review the proposed cost items within an estimated project budget to determine whether they are allowable and allocable and whether cost items will be charged as direct or indirect expenses. This review will occur concurrently with the review of project eligibility and *before* obligating or expending any ARP/CSLFRF funds.

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- Local government personnel must submit proposed ARP/CSLFRF projects to the Finance Officer for review. In addition to other required information, all proposed project submissions must delineate estimated costs by cost item.

- Along with a general review of project eligibility and conformance with other governing board management directives, the Finance Officer must review estimated costs for specific allowable cost requirements, budget parameters, indirect rates, fringe benefit rates, and those activities/costs that require pre-approval by the US Treasury.

- If a proposed project includes a request for an unallowable cost, the Finance Officer will return the proposal to the requesting party for review and, if practicable, resubmission with corrected cost items.

- Once a proposed project budget is pre-approved by the Finance Officer, the local government personnel responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget.

POST-EXPENDITURE COST ALLOWABILITY REVIEW

Once an expenditure is incurred related to an eligible project, and an invoice or other demand for payment is submitted to the local government, the Finance Officer must perform a second review to ensure that actual expenditures comprise allowable costs.

- All invoices or other demands for payment must include a breakdown by cost item. The cost items should mirror those presented in the proposed budget for the project. If an invoice or other demand for payment does not include a breakdown by cost item, the Finance Officer will return the invoice to the project manager and/or vendor, contractor, or subrecipient for correction.

- The Finance Officer must review the individual cost items listed on the invoice or other demand for payment to determine their allowability and allocability.

- If all cost items are deemed allowable and properly allocable, the Finance Officer must proceed through the local government's normal disbursement process.

- If any cost item is deemed unallowable, the Finance Officer will notify the project management and/or vendor, contractor, or subrecipient that a portion of the invoice or other demand for payment will not be paid with ARP/CSLFRF funds. The Finance Officer may in their discretion, and consistent with this policy, allow an invoice or other demand for payment to be resubmitted with a revised cost allocation. If the local government remains legally obligated by contract or otherwise to pay the disallowed cost item, it must identify other local government funds to cover the disbursement. Town of Lewisville's governing board must approve any allocation of other funds for this purpose.

- The Finance Officer must retain appropriate documentation of budgeted cost items per project and actual obligations and expenditures of cost items per project.

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COST TRANSFERS

Any costs charged to the ARP/CSLFRF federal award that do not meet the allowable cost criteria must be removed from the award account and charged to an account that does not require adherence to federal UGG or other applicable guidelines.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, potential repayment of disallowed costs and discontinuance of funding.

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EXHIBIT A

Selected Items of Cost	Uniform Guidance General Reference	Allowability
Advertising and public relations costs	2 CFR § 200.421	Allowable with restrictions
Advisory councils	2 CFR § 200.422	Allowable with restrictions
Alcoholic beverages	2 CFR § 200.423	Unallowable
Alumni/ae activities	2 CFR § 200.424	Not specifically addressed
Audit services	2 CFR § 200.425	Allowable with restrictions
Bad debts	2 CFR § 200.426	Unallowable
Bonding costs	2 CFR § 200.427	Allowable with restrictions
Collection of improper payments	2 CFR § 200.428	Allowable
Commencement and convocation costs	2 CFR § 200.429	Not specifically addressed
Compensation – personal services	2 CFR § 200.430	Allowable with restrictions; Special conditions apply (e.g., § 200.430(i)(5))
Compensation – fringe benefits	2 CFR § 200.431	Allowable with restrictions

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Conferences	2 CFR § 200.432	Allowable with restrictions
Contingency provisions	2 CFR § 200.433	Unallowable with exceptions
Contributions and donations	2 CFR § 200.434	Unallowable (made by non-federal entity); not reimbursable but value may be used as cost sharing or matching (made to non-federal entity)
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 CFR § 200.435	Allowable with restrictions
Depreciation	2 CFR § 200.436	Allowable with qualifications
Employee health and welfare costs	2 CFR § 200.437	Allowable with restrictions
Entertainment costs	2 CFR § 200.438	Unallowable with exceptions
Equipment and other capital expenditures	2 CFR § 200.439	Allowability based on specific requirement
Exchange rates	2 CFR § 200.440	Allowable with restrictions
Fines, penalties, damages and other settlements	2 CFR § 200.441	Unallowable with exceptions
Fund raising and investment management costs	2 CFR § 200.442	Unallowable with exceptions
Gains and losses on disposition of depreciable assets	2 CFR § 200.443	Allowable with restrictions
General costs of government	2 CFR § 200.444	Unallowable with exceptions

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Goods and services for personal use	2 CFR § 200.445	Unallowable (goods/services); allowable (housing) with restrictions
Idle facilities and idle capacity	2 CFR § 200.446	Idle facilities - unallowable with exceptions; Idle capacity - allowable with restrictions
Insurance and indemnification	2 CFR § 200.447	Allowable with restrictions
Intellectual property	2 CFR § 200.448	Allowable with restrictions
Interest	2 CFR § 200.449	Allowable with restrictions
Lobbying	2 CFR § 200.450	Unallowable
Losses on other awards or contracts	2 CFR § 200.451	Unallowable (however, they are required to be included in the indirect cost rate base for allocation of indirect costs)
Maintenance and repair costs	2 CFR § 200.452	Allowable with restrictions
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453	Allowable with restrictions
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454	Allowable with restrictions; unallowable for lobbying organizations
Organization costs	2 CFR § 200.455	Unallowable except federal prior approval
Participant support costs	2 CFR § 200.456	Allowable with prior approval of the federal awarding agency
Plant and security costs	2 CFR § 200.457	Allowable; capital expenditures are subject to § 200.439

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Pre-award costs	2 CFR § 200.458	Allowable if consistent with other allowabilities and with prior approval of the federal awarding agency
Professional services costs	2 CFR § 200.459	Allowable with restrictions
Proposal costs	2 CFR § 200.460	Allowable with restrictions
Publication and printing costs	2 CFR § 200.461	Allowable with restrictions
Rearrangement and reconversion costs	2 CFR § 200.462	Allowable (ordinary and normal)
Recruiting costs	2 CFR § 200.463	Allowable with restrictions
Relocation costs of employees	2 CFR § 200.464	Allowable with restrictions
Rental costs of real property and equipment	2 CFR § 200.465	Allowable with restrictions
Scholarships and student aid costs	2 CFR § 200.466	Not specifically addressed
Selling and marketing costs	2 CFR § 200.467	Unallowable with exceptions
Specialized service facilities	2 CFR § 200.468	Allowable with restrictions
Student activity costs	2 CFR § 200.469	Unallowable unless specifically provided for in the federal award
Taxes (including Value Added Tax)	2 CFR § 200.470	Allowable with restrictions

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Termination costs	2 CFR § 200.471	Allowable with restrictions
Training and education costs	2 CFR § 200.472	Allowable for employee development
Transportation costs	2 CFR § 200.473	Allowable with restrictions
Travel costs	2 CFR § 200.474	Allowable with restrictions
Trustees	2 CFR § 200.475	Not specifically addressed

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RESOLUTION 2022-013 OF THE LEWISVILLE TOWN COUNCIL
APPROVING A CONFLICT OF INTEREST POLICY

WHEREAS, the Town of Lewisville should prevent the personal interest of staff members and elected officials from interfering with the performance of their duties; and,

WHEREAS, the Town of Lewisville should prevent the personal interest of staff members and elected officials from resulting in personal financial, professional and/or political gain to such persons at the expense of the Town.

NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL adopts and enacts the attached Conflict of Interest Policy.

Adopted and enacted this the 10th day of February 2022 by the Lewisville Town Council.

ATTEST:

_____
Mike Horn, Mayor

_____
Dora K. Moore, Town Clerk

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TOWN OF LEWISVILLE

CONFLICT OF INTEREST POLICY

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DATE APPROVED BY

Town Council:

February 10, 2022

Town of Lewisville

Conflict of Interest Policy

The purpose of the following policy and procedures is to prevent the personal interest of staff members and members of Town Council of the Town of Lewisville from interfering with the performance of their duties to the Town of Lewisville, or resulting in personal financial, professional, and/or political gain on the part of such persons at the expense of the Town of Lewisville.

Definitions: Conflict of Interest (also Conflict) means a conflict, or the appearance of a conflict between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include staff members and members of Town Council of the Town of Lewisville. Governing Board (also board) means the Town Council. Council Member means an individual member of the Town Council. Staff member means a person who receives all or part of his/her income from the payroll of the Town of Lewisville.

Policy:

1. Full disclosure, by notice in writing, shall be made by the interested parties to the full Town Council in all conflicts of interest, including but not limited to the following:
   a) A Council Member is related to another Council Member.
   b) A Council Member is related to a staff member.
   c) A Council Member is also a staff member.
   d) A staff member in a supervisory capacity is related to another staff member whom he/she supervises.
   e) A Council Member or staff member receives payment from the Town of Lewisville for any contract, subcontract, goods, or services other than as part of his/her regular job responsibilities or as reimbursement for reasonable expenses incurred as provided in the bylaws and board policy.
   f) A Council Member or staff member is a member of the governing body of a contributor to the Town of Lewisville.
   g) A Council Member or staff member may have personal, financial, professional, or political gain at the expense of the Town of Lewisville.
   h) A Council Member or staff member engages in activities that may cause a loss of public credibility in the Town of Lewisville or create a public impression of impropriety.

2. Following full disclosure of a possible conflict of interest or any condition listed above, the Town Council shall determine whether a conflict of interest exists and, if so, the Town Council shall vote to authorize or reject the transaction and/or condition. Both votes shall be by a majority vote without counting the vote of any interested Council Member, even if the disinterested Council Members are less than a quorum, provided that at least one consenting Council Member is disinterested.

3. An interested Council Member or staff member shall not participate in any discussion or debate of the Town Council, or of any committee thereof, in which the subject of discussion is a contract, transaction, or situation in which there may be a conflict of interest.

4. No Council Member or staff member shall participate in the selection, award, or administration of a procurement transaction in which federal or state funds are used, where to his/her knowledge, any of the following has a financial interest in that transaction: (1) the staff member or Council Member; (2) any member of his/her immediate family; (3) his/her partner; (4) an organization in which any of the above is an officer, director, or employee; or (5) a person or organization with whom any of the above is negotiating or has any arrangement concerning prospective employment.

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5. Existence of any of the above-listed conditions shall render a contract or a transaction voidable unless full disclosure of personal interest is made in writing to the Town Council and such transaction was approved by the Town Council in full knowledge of such interest.

6. The disinterested Council Members are authorized to impose by majority vote other reasonable sanctions as necessary to recover associated costs against a Council Member or staff member for failure to disclose a conflict of interest as described in Paragraph 1 or for any appearance of a conflict.

7. Appeal from sanctions imposed pursuant to Paragraph 5 and 6 above shall be prescribed by law in those courts of the State of North Carolina with jurisdiction over both the parties and the subject matter of the appeal.

8. In the event that the Town of Lewisville has incurred costs or attorney fees as a result of legal action, litigation, or appeal brought by or on behalf of an interested Council Member or staff member due to a conflict of interest and consequent sanctions and in the event that the Town of Lewisville prevails in such legal action, litigation, or appeal, the Town of Lewisville shall be entitled to recover all of its costs and attorney fees from the unsuccessful party.

9. A copy of this policy shall be given to all Council Members and staff members upon commencement of such person's relationship with the Town of Lewisville. Each Council Member and staff member shall sign and date the policy at the beginning of his or her term of service or employment and each year thereafter. Failure to sign does not nullify the policy.

Signed:

_____ _____

(signature) (name printed)

_____

(date)

To ensure the policy is being regularly enforced and monitored for compliance, the Finance Officer shall remind Town Council and staff members of the policy annually by email and shall require Town Council and staff members to disclose annually any interests that may give rise to conflict.

Use the section below to disclose any interests that may give rise to conflict:

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