



Lewisville Town Council
Briefing and Action Meeting Agenda
March 6, 2025 – 6:00 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

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

- 2. Items Requiring Council Direction**
 - A. Board and committee report clarification
 - B. Shred event
 - C. Spring 2026 community event
 - D. Artwork showing request - Art in Bloom sponsored by Lewisville Garden Club ([Attachment #1](#))

- 3. Items Requiring Action at Briefing**
 - A. Council vote to fill unexpired term of Council Member Julia Puckett
 - B. I'm One of the Reasons Lewisville is a Great Place to Live nomination ([Attachment #2](#))
 - C. Roundabout art placement

- 4. Administrative Reports**
 - A. Town Manager
 - i. Classification and pay study
 - ii. Great Wagon Road update
 - iii. Clerk retirement
 - B. Town Clerk
 - i. Jack Warren Park Dedication, March 22, 9-11 AM
 - ii. Creek Week, March 22-31
 - iii. Clean Sweep, March 29
 - iv. Earth Day, April 12, 9 AM-2 PM
 - C. Public Works Director
 - i. Paving update
 - ii. Ridgecrest tree replacement update
 - iii. Public Works facility update
 - D. Planning Director
 - i. UDO update

- 5. Tentative Agenda Items for Regular Meeting on March 13, 2025**
 - A. Consent Agenda
 - i. Resolution 2025-009– Financial statements for seven months ended January 31, 2025 ([Attachment #3](#))
 - ii. Approval of Council Retreat minutes – January 31, 2025 and February 1, 2025 ([Attachment #4](#))
 - iii. Approval of Agenda Briefing minutes – February 6, 2025 ([Attachment #5](#))
 - iv. Approval of Regular Meeting minutes – February 13, 2025 ([Attachment #6](#))
 - B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Presentation
 - a. Sheriff's Office
 - C. Old Business
 - D. Oath of Office

- E. Appointments
 - i. Boards
 - a. Planning (Appoint 3)
 - b. Willow Run Municipal Service District
 - i. Area 3 (Appoint 1)
 - ii. At-large (Appoint 1)
 - c. Zoning Board of Adjustment (Appoint 1)
 - ii. Committees
 - a. Parks & Recreation (Appoint 1)
 - b. Public Art (Appoint 7)
- F. New Business
 - i. Resolution 2025-010 – 2024-2025 Audit services contract with Gibson & Company, PA
(Attachment #7)
 - ii. Council committee appointments
 - a. Piedmont Triad Regional Council (PTRC) Alternate
 - b. Special Projects Review Committee

6. For the Good of the Order

7. Adjournment



TOWN STAFF

Received by:

Date:

APPLICATION FOR PLACING ARTWORK ON TOWN OF LEWISVILLE PROPERTY

Thank you for your interest in placing artwork on property owned by the Town of Lewisville. Please complete and submit this application, along with the proposal, to:

Lewisville Public Art Advisory Committee
Town of Lewisville
6510 Shallowford Road, PO Box 547
Lewisville, NC 27023

Please review the attached Policies and Procedures. For assistance, please contact the [Town Clerk at 336-945-1022](tel:336-945-1022) or townclerk@lewisvillenc.net. The Lewisville Public Art Advisory Committee reserves the right to request additional information in order to process an exhibition proposal.

APPLICANT

Name(s)/Organization:

Contact: Kimberly Ann Cruz	
Address: 6350 Doral Dr.	
City: State: Zip: Tobaccoville, North Carolina 27050	
Phone: Fax: 336-575-1869	
Email: aquacruz1@gmail.com	Website: in progress
Conflicts of Interest (disclose any active contracts or contract negotiations with the Town): No conflicts.	

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PROPOSED ARTWORK

Title of proposed artwork or exhibition

Labeling - include artist's name, date of creation, materials used (optional), short explanation of work (optional), donor's name, when applicable

10-15 original pieces of art. A variety of mediums will be used including canvas and sculpture. The artwork has not been chosen yet. The artwork we would like to use will be inspirational and not controversial or political. A floral arrangement will be paired with each artwork on a pedestal.

(Optional) Proposed Town-owned site for placement: A temporary installation in the main gallery at the Mary Alice Warren Community Center.

Participants (list anyone that will be involved in the project):

Members of the Lewisville Garden Club and local artists and florists will participate.

Please attach a proposal that includes the following:

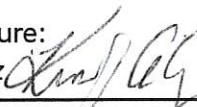
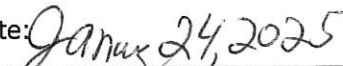
1. Narrative description of the artwork or project including:
 - a. Concept
 - b. Aesthetic vision
 - c. Artist involvement
 - d. Materials
 - e. Processes
 - f. Durability
 - g. Other relevant information
2. Timeline and detailed installation plan (including specific required components for installation)
3. Maintenance plan while the piece is on display (whether temporary or permanent)
4. Qualifications including:
 - a. Artist(s) resume/bio
 - b. Examples of past exhibits or similar projects
5. Visuals including:
 - a. Sketches, photographs, or other documentation of sufficient descriptive clarity to indicate the nature of the proposed art including an accurate description of colors
 - b. (If applicable) Digital, color images of artworks in exhibition
 - c. (if applicable) A site plan clearly showing the dimensions and the location of the art and its relation to pedestrian path of travel on the site and in the vicinity, including adjacent rights-of-way.
 - d. (If applicable) An elevation or perspective rendering showing the streetscape view of the art including the street elevations of adjacent properties
 - e. Digital images of past exhibits or similar projects
 - f. Maquette or rendering of artwork(s)

Submit application and supporting materials to:

Lewisville Public Art Advisory Committee
 Town of Lewisville
 6510 Shallowford Road, PO Box 547
 Lewisville, NC 27023

Or electronically at: townclerk@lewisvillenc.net

APPLICANT'S AUTHORIZATION TO INITIATE REVIEW OF AN EXHIBITION PROPOSAL

Authorized signature: Kimberly Ann Cruz 	Signature of Legal Guardian if Artist is a minor:
Print name: Kimberly Ann Cruz	Date: 

Art In Bloom is a festival that features floral arrangements that interpret artworks in art museums, typically. The event is usually held in spring and free to the public. Artists loan their works to be paired with a floral designer who then interprets the art in floral form.

The Lewisville Garden Club's "Art In Bloom" Will take place from April 23, 2025 until April 25, 2025.

A variety of art mediums are chosen based on availability and willingness of the art. In the past sculptures, vintage couture, oil, pastel, x-ray, copper weaving, water-colors, and mixed media have been some of the materials used by artists. Fresh plant materials including a plethora of flowers, leaves, grasses, and dried plant materials such as drift wood and other botanical materials are used by the floral designers. The emphasis is on fresh plant material.

The artwork is selected in advance and a photo is sent to the floral designer. This is done a couple of months in advance. The morning of the first day of the show, usually around 8 am or 9am, the floral designer arrives to set up their floral arrangement beside the artwork. They have around two hours to complete their set up.

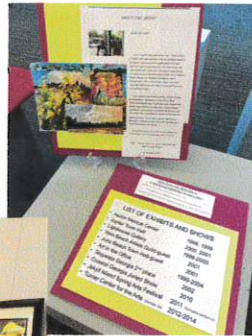
The installation is only for a couple of days due to the nature of the durability of the floral designs. Three days max. A member of our group will check on the designs and add any water as needed.

We need either the evening before or very early in the morning to set up the pedestals for the designers in the morning. The installation is open to the public at 2pm. It stays open a total of three days. At the end of the third days, designers return to take down their arrangements. Our garden club collects the artwork and returns it to the artists. The Lewisville Garden Club also takes responsibility for clean up and returning the space to its original state.

The temporary installation requires no maintenance while its on display.

We provide cards with the artists name, date and title of the work to be displayed by the pieces.

The following page has photos of last years Art In Bloom at the Lewisville Library.





POLICIES AND PROCEDURES FOR ARTWORK DONATIONS, LOANS, AND EXHIBITIONS ON PUBLIC PROPERTY

For assistance, please contact the Town Clerk at 336-945-1022 or townclerk@lewisvillenc.net.

Background:

Private individuals and agencies occasionally offer works of art as donations or loans to the Town of Lewisville or desire to display art owned by those individuals or agencies on public property. Similarly, individuals or groups may also wish to propose a public art project that would be temporarily or permanently installed on Town property.

The Lewisville Public Arts Committee was established to provide guidance and oversight for art projects which are for public display in the Town of Lewisville. The Committee reviews and makes recommendations concerning all aspects of public art, including policy, projects, acquisition, siting maintenance, adoption, deaccessioning, education, and outreach.

The Committee shall be comprised of five (5) members. Those with an art background will be given preference. Examples of art professionals include, but are not limited to: visual arts, art nonprofit workers, design professionals, art educators, architects, art collectors, artists, craftsperson, and other professions in visual arts.

Definitions:

Artwork Donations/Gifts/Loans:

- Unrestricted Donation/Gift – The donation of a work of art to the Town without any restrictions placed on where it is sited.
- Restricted Donation/Gift – The donation of a site-specific work of art to the Town.
- Loan – The loan of a work of art to the Town, with or without restrictions placed on where it is sited.

Exhibitions/Artwork:

- Temporary Exhibition/Artwork – A proposed exhibition or work of public art installed temporarily on Town property. Proposals may be site-specific or not.
- Permanent Exhibition/Artwork – A proposed exhibition or work of public art installed permanently on Town property. Proposals may be site-specific or not.
- Exhibition of privately owned art on Public Property – A proposed exhibition of art not owned by the Town but located outside the business or building of the art owner on Town property.

The Committee will review each donation, loan, and exhibition proposal on the basis of the criteria established below. Individuals or groups will be required to submit the relevant application and supporting materials when proposing a donation, loan, artwork, or exhibition in order to ensure that all criteria are addressed.

1. **Artistic Merit:** Does the artwork have strong artistic merit? Criteria include but are not limited to:
 - Durability and craftsmanship in fabrication.
 - Appropriateness of artwork scale to the proposed site.
 - Appropriateness of artwork to other aspects of its surroundings, and artist's credentials and recognition.

2. **Site:** What type of site is proposed for the artwork? Siting criteria include but are not limited to:
 - As applicable, the artwork shall meet Town structural building, right-of-way, electrical, and other codes for safety.
 - Permanently sited artwork shall relate to the architectural, historical, geographical, and/or sociocultural context of the site.

3. **Safety, Maintainability and Feasibility:** Artworks on Town property must be structurally sound, durable and resistant to vandalism, weathering, and excessive maintenance/repair costs and should not pose a threat to the safety of the public. As applicable, the artwork shall be accessible to all people and meet American with Disabilities Act requirements. Applicant must provide the following information for the Committee review:
 - Adjacent/surrounding site conditions if applicable,
 - Dimensions
 - Materials
 - Colors
 - Power, plumbing or other utility requirements
 - Construction/installation method
 - Fabricator is qualified to install the work and carries adequate insurance to meet Town standards.
 - Evidence the art will not pose a threat to public safety.

The Committee may require additional support materials such as text verbally describing artwork and specifications, structural and engineering drawings, models or presentation drawings.

Procedure:

- A. Completed and signed applications, proposals, and supporting materials, including images or a maquette or rendering of artwork(s), should be submitted to the Committee and reviewed by staff for completion. Any questions regarding the application process should be referred to the

Town of Lewisville's Town Clerk.

- B. The Committee will review applications and supporting materials, according to the criteria outlined above, at their regularly scheduled meeting. Applications and proposals should be received at least four weeks prior to the meeting. If needed, Committee can schedule a special meeting to review the application. Committee will determine, at the meeting, whether they will recommend accepting or rejecting the proposal. The Committee may attach conditions to its recommendations for acceptance or rejection of proposals.
- C. If a specific site is recommended for placement of the donated or loaned work or exhibition of private art on public property, Committee will review the proposed site. The site will also need to be approved by appropriate Town departments (Planning and Public Works). If the site is within the Downtown Overlay, Committee will forward the proposal and their recommendations to the Planning Board. If a site has not been proposed, Committee will work with the applicant to identify an appropriate location for the work of art or exhibition.
- D. If the proposal is accepted, Committee will forward the recommendation (along with the recommendation of the Planning Board, if applicable) to the Town Council for final approval.
- E. Committee will work with individuals or groups on agreements, timelines, and installation of artwork(s). If the work or exhibition has yet to be fabricated, Committee must be kept informed of the creation process with progress updates and scheduled studio visits.
- F. If Committee and the Town approve the exhibition of private art on public property, the owner of the private art must execute an agreement with the Town whereby, among other things, the owner assumes liability for personal or property damage arising from the exhibition of that private art on public property.

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Eligible Artworks:

All artworks commissioned or acquired under the Lewisville Public Art Program shall be designed, or the process facilitated by, artist(s). Such artworks may include, but are not limited to:

- 1. Design work provided by the artists, including:
 - i. Artwork mounted or painted on exterior surfaces, fixtures and functional elements.
 - ii. Outdoor space design elements in areas such as plazas, public parks, arcades, and pedestrian passageways.

- iii. Artistic design of roadways, bridges, parkways, pedestrian or bicycle pathways, transit system improvements, water and watershed facilities, solid waste transfer stations and sites with historic, archeological, and unique geological features.
2. Forms of visual art such as, but not limited to:
 - i. Sculptures, including bas-relief (cast), mobile, fountain, environmental, kinetic and electronic, in any material or combination of materials.
 - ii. All paintings, including murals and frescoes on portable and/or permanent structures.
 - iii. Art forms in clay, fiber and textile woods, metal, plastics, glass mosaics and other material; any combination or forms of media.

Ineligible Artworks:

1. "Art objects" which are mass-produced of standard design such as playground equipment, fountains, or statuary objects, unless incorporated into the artwork by a project artist.
2. Directional elements such as graphics, signage unless where these elements are integral parts of the original work of art or Public Art project.
3. Reproductions, by mechanical or other means, of original works of art, unless in cases where such reproduction is inherent in the art-making process, such as films, video, photography, printmaking, computer imagery or other media arts.
4. Decorative, ornamental or functional elements or architecture except where these elements are designed by the artist and/or are an integral part of the artwork by the artist or are the results of collaboration among design professionals, including at least one artist.
5. Services or utilities necessary to operate or maintain the artwork in perpetuity.
6. Artwork painted on unpainted masonry that is part of a historically designated building or structure.
7. Artwork that is considered distasteful not suitable for public viewing as determined by the Committee.

**Nomination Form
for
I'm One of the Reasons Lewisville is A Great Place to Live**

Purpose of the Award

The "I'm One of the Reasons Lewisville is A Great Place to Live" award is presented to selected individuals who are making Lewisville a great place to live. An individual may be nominated for any reason as long as it can be clearly demonstrated that their activities or other contributions have improved the quality of life for residents or in the town in general.

Nominations should be submitted to staff who will validate the nominee's information and present the information to Council at its next scheduled briefing. If selected to receive the award, the nominee and their nominator will be recognized at a regularly scheduled meeting of the Lewisville Town Council or other official town meeting or event.

Nomination Information (This form may be updated on-line.)

Date: March 3, 2025

Nominator Information

Name of Nominator: Mike Horn

Contact telephone number: 336-945-5558

Contact email: mayor@lewisvillenc.net

Nominee Information

Name of Nominee: Barbara Campbell

Address of Nominee: 7862 Grapevine Road

Lewisville, NC 27023

Telephone Number of Nominee: 336-413-6116

Contact email: bcampbell47@triad.rr.com

Reason for the Nomination: Mrs. Campbell has served on the Town's Community Stakeholders Committee that held plan the Mary Alice Warren Community Center. She currently serves as chair of the Public Art Advisory Committee. Mrs. Campbell actively promotes art and artists in the Town of Lewisville and her personal artwork can be found at many Town locations including the Coffee Mill, Country Store and Dogwood.

Form may be returned via email to: townclerk@lewisvillenc.net or mailed to: Town Clerk, PO Box 547, Lewisville, NC 27023.

FOR OFFICE USE BELOW:

Date received: 3-3-2025 Presented to Council: 3-6-2025 Approval Date: _____



**RESOLUTION 2025-009 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 seven months ended January 31, 2025; 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 seven months ended January 31, 2025 and incorporated herein.

Adopted this the 13th day of March 2025 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

Town of Lewisville
Financial Budget to Actual Report - General Fund
Seven Months Ended January 31, 2025

General Fund

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 3,770,165.00	\$ 2,945,008.85	\$ (825,156.15)	78.11%
Sales Tax Revenue	1,289,255.00	536,923.84	(752,331.16)	41.65%
Other Revenues	1,774,885.00	1,011,938.77	(762,946.23)	57.01%
Transfer from ARPA Special Revenue Fund	-	374,752.23	374,752.23	-
Subtotal	6,834,305.00	\$ 4,868,623.69	\$ (1,965,681.31)	71.24%
Appropriation from Fund Balance	420,225.00			
Total	\$ 7,254,530.00			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 314,272.00	\$ 127,359.70	\$ 14,607.09	\$ 172,305.21	45.17%
Administration	1,027,766.00	539,711.18	26,678.49	461,376.33	55.11%
Finance	309,693.00	180,781.40	-	128,911.60	58.37%
Debt Service	225,200.00	225,200.00	-	-	100.00%
Planning & Zoning	383,876.00	122,582.14	74,729.18	186,564.68	51.40%
Beautification	130,956.00	86,533.98	39,840.00	4,582.02	96.50%
Community Policing	1,035,720.00	522,775.67	489,485.00	23,459.33	97.73%
Public Works	542,575.00	284,312.67	27,264.25	230,998.08	57.43%
Streets	325,107.00	157,939.35	54,157.51	113,010.14	65.24%
Powell Bill	466,430.00	18,200.00	9,750.00	438,480.00	5.99%
Storm Water	231,157.00	53,051.86	94,415.08	83,690.06	63.80%
Solid Waste	1,605,860.00	721,606.28	-	884,253.72	44.94%
Recycling	5,310.00	4,004.04	-	1,305.96	75.41%
Parks and Recreation	386,781.00	158,364.86	14,648.00	213,768.14	44.73%
Transfers to Willow Run MSD Special Revenue Fund	263,827.00	-	-	263,827.00	0.00%
Transfers to Capital Projects Funds	-	-	-	-	-
Transfers to Capital Reserves	-	-	-	-	-
Total	\$ 7,254,530.00	\$ 3,202,423.13	\$ 845,574.60	\$ 3,206,532.27	55.80%

General Fund Balance 7/1/2024	\$ 7,426,640.07
Year-to-Date Increase (Decrease) FY 2024-2025	1,666,200.56
General Fund Balance 1/31/2025	<u><u>\$ 9,092,840.63</u></u>

Town of Lewisville
Financial Budget to Actual Report - Willow Run Municipal Service District
Seven Months Ended January 31, 2025

Willow Run Municipal Service District

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 75,016.00	\$ 63,135.69	\$ (11,880.31)	84.16%
Transfers from General Fund	263,827.00	-	(263,827.00)	0.00%
Subtotal	338,843.00	\$ 63,135.69	\$ (275,707.31)	18.63%
Appropriation from Fund Balance	192,872.00			
Total	\$ 531,715.00			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 531,715.00	\$ 22,965.00	\$ 17,500.00	\$ 491,250.00	7.61%
Total	\$ 531,715.00	\$ 22,965.00	\$ 17,500.00	\$ 491,250.00	7.61%

MSD Fund Balance 7/1/2024	\$ 249,781.03
Year-to-Date Increase (Decrease) FY 2024-2025	40,170.69
MSD Fund Balance 1/31/2025	<u><u>\$ 289,951.72</u></u>

**Town of Lewisville
January 31, 2025**

Capital Reserve Funds					
	Fund Balance 7/1/2024	Transfers In	Transfers Out	Investment Earnings	Fund Balance 1/31/2025
Sidewalks, Bike Paths, and Greenways Capital Reserve	1,388.16	-	-	39.76	1,427.92
Municipal Buildings/Land Capital Reserve	142,522.09	-	-	4,082.30	146,604.39
Parks & Recreation Capital Reserve	331.15	-	-	9.48	340.63
Total	\$ 144,241.40	\$ -	\$ -	\$ 4,131.54	\$ 148,372.94

American Rescue Plan Act Special Revenue Fund	
American Rescue Plan Act funding received	\$ 4,024,471.50
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2021-2022	(1,208,168.14)
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2022-2023	(1,105,602.57)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2023 through June 30, 2024	(1,335,948.56)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2024 through November 30, 2024	(374,752.23)
Investment earnings	173,258.17
American Rescue Plan Act Special Revenue Fund - Cash Balance 1/31/2025	\$ 173,258.17

**Town of Lewisville
January 31, 2025**

Capital Projects Funds - Since Inception									
Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 1/31/2025	Budget	
Gateway Project Capital Project	2,883,206.28	(3,811,320.76)	1,810,901.90	-	131,969.99	-	1,014,757.41	\$ 4,094,108.90	
Community Center Capital Project	100,000.00	(4,796,462.80)	2,947,137.00	-	23,486.23	2,000,000.00	274,160.43	\$ 4,947,137.00	
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	602,657.65	(920,149.24)	560,297.00	-	55,092.93	-	297,898.34	\$ 2,801,485.00	
Jack Warren Park Improvements	125,526.24	(416,699.85)	672,049.00	-	39,992.25	-	420,867.64	\$ 672,049.00	
Lewisville-Vienna Multipurpose Path	-	-	353,291.00	-	27,060.79	-	380,351.79	\$ 1,766,453.00	
Shallowford Road CMAQ Sidewalk	-	-	262,933.00	-	16,628.31	-	279,561.31	\$ 1,446,134.00	
Great Wagon Road Improvements	-	-	1,924,545.62	-	79,022.60	-	2,003,568.22	\$ 8,141,999.34	
Public Works Facility	-	(710,835.64)	899,325.47	-	17,665.63	-	206,155.46	\$ 1,000,000.00	
Total	\$ 3,711,390.17	\$(10,655,468.29)	\$ 9,430,479.99	\$ -	\$ 390,918.73	\$ 2,000,000.00	\$ 4,877,320.60	\$ 24,869,366.24	

Lewisville Town Council
Council Retreat Minutes
January 31, 2025 – 6:00 PM
February 1, 2025 – 9:00 AM

Mary Alice Warren Community Center – Magnolia Room

1. Call to Order

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

Mayor Horn stated the retreat will focus on a long-term philosophy approach encouraging big thinking.

2. **State of the Town** – Manager Tolbert reviewed the Town’s 2024 accomplishments, endeavors, projects, and more. The 2025 retreat will feed the 2025-2026 budget and provided a task list for the year. *(Presentation is attached as part of the minutes.)*
3. **Compensation & Pay Study presentation** – Erika Phillips, The Maps Group, shared the recent pay and classification study stressing the study was based upon job titles, not individuals. The goal of the study is to ensure the Town is competitive in pay and benefits. Ideally, a study should be done every five years. The market survey focuses on organizations the Town does or could be losing and/or recruiting from, comparable in size, offering similar services and within a one-hour commute. Organizations used for the survey were: Archdale, Clemmons, Eden, Elon, Forsyth County, Hillsborough, Kernersville, King, Mount Airy, Reidsville and Winston-Salem. Four of the Town’s classifications are competitive and ten classifications are below average. Next steps for the process include review of job descriptions and personnel policy and a benefit survey.

Break 7:24 PM to 7:36 PM.

Council discussed the need to retain employees and ability to recruit when needed. It was noted every year looks different in terms of staffing and the Town currently has four employees who could retire. Competitive pay, professional development, a sense of equality and adding value, and a pleasant work environment were listed as important for retention. *(Presentation is attached as part of the minutes.)*

4. **Lewisville Fire Department informational report** – Manager Tolbert shared information related to discussions with the Lewisville Fire Department. *(Presentation is attached as part of the minutes.)*
5. **For the Good of the Order**
 - Staff and the Shallow Ford Foundation have talked about the 2025 Holiday Open House. Past open houses, have not produced donations for the Shallow Ford Foundation so a separate event with presale tickets may be more beneficial. After some discussion by Council, it was recommended the Town budget funding for the Shallow Ford Foundation to provide programming on the Town’s behalf instead of holding a ticketed event. This will be discussed in more detail during budget work sessions. The Town will continue to hold a Holiday Open House at Mary Alice Warren Community Center prior to the Christmas Tree Lighting.
 - Council Member Puckett has submitted her resignation from Council. This will be discussed and accepted at the February agenda briefing.

6. **Recess** – Council Member Huffman moved to recess the meeting at 9:22 PM and to reconvene at 9:00 AM on February 1, 2025. Mayor Pro Tem Hunt seconded the motion and motion passed unanimously.
7. **Call to Order** – In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt and Council Members Ivan Huffman, Monte Long, and Jane Welch. Also attending were Town Manager Stacy Tolbert, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran and Town Clerk Dora Moore. Council Members Julie Puckett and Ken Sadler were absent.
8. **Boards & Committees**
 - Clerk Moore provided an overview of the Town’s boards and committees and their accomplishments over the past year. *(Presentation is attached as part of the minutes.)*
 - Beautification Committee – Chair Christi Ritter touted the knowledge and dedication of the committee’s members who work primarily in Jack Warren Park. The age of current committee members is a concern. Over the years, the committee has assisted the Town with the selection of trees along Shallowford Road and the memorial trees in Jack Warren Park.
 - Environmental Conservation and Sustainability Committee (ECSC) – Chair Kay Smitherman thanked Council and staff for their support of the Earth Day and special recycling events.
 - Parks & Recreation Committee – Chair Aaron Hutmacher shared the committee’s desire to serve the Council, staff and community as needed. The committee’s current tasks are working with staff on the upcoming Jack Warren Park improvements dedication ceremony and the Shallowford Square playground relocation.
 - Public Art Advisory Committee – Chair Barbara Campbell expressed excitement in the Town embracing art in Lewisville noting art brings people together in a nonpolitical manner. She noted with the art shows, the Town has been able to build an artist database. The committee inquired direction from Council on the Council’s vision of where and what type of art is wanted. Grant matches are appreciated but the committee believes the Town will need to budget funds to fulfil their vision. Ms. Campbell further requested Council consider an assessment set aside by builders to go towards public art. She also expressed the committee’s desire not to have to raise funds for projects. Manager Tolbert noted staff and the committee are trying to look outside the box in terms of fundraising.
 - Council consensus was given that board and committee applicant interviews continue to be done by staff and committee chairs, when available.
 - Council consensus was to see committee chairs at least annually. Committee chairs and members were also encouraged to attend meetings when their requests are presented to Council.

Break 10:31 AM to 10:49 AM.

9. **Resolution 2023-051 – Clean Renewable Energy** – Mr. Hanna reported the Town has done a few things to attain goals of Resolution 2023-051: solar panels on Mary Alice Warren Community Center, electric vehicle charging stations at Shallowford Square, LED lights where feasible and bottle filler at Shallowford Square. Currently, ECSC is researching energy use at all Town buildings. What are next steps? Some ideas to meet the goals include integrating renewable goals in the new public works building (former post office), Duke Energy programs, use of green contractors, purchase recyclable products and educate residents on energy usage. Also, ECSC is being encouraged to think beyond recycling.

10. Infrastructure discussion

- A. Stormwater – Mr. Hanna shared information about stormwater including what it is, it's impact, Town's management requirements, Town's stormwater infrastructures and funding. A lot of the Town's stormwater management is done in house, in partnership with Piedmont Triad Regional Council and through a contractor. Areas not regulated, aging infrastructure and increased loads impact the Town's stormwater. Mr. Hanna stated bad stormwater can directly lead to bad roads. The need for a stormwater technician, which could limit the Town's need for contractors, was discussed. Staff was requested to research stormwater impact fees. *(Presentation is attached as part of the minutes.)*

Break 12:11 PM to 12:33 PM.

- B. Paving – A pavement study was done in 2020 and staff would like to schedule one in 2025-2026. Since 2020, the Town really has not been meeting paving needs. Mr. Hanna suggested the Town consider a pavement preservation program which is a similar concept as vehicle maintenance – spend money along the way to prevent spending a lot at one time. He stated many streets and stormwater infrastructures are meeting end of life, which is forty years. Wise stewardship of funds is important which was the intention of the recent crack sealing project. *(Presentation is attached as part of the minutes.)*

With the infrastructure and project needs, Council noted this may be a season of retention. Council discussed in depth the revaluation process, fund balance and reserves.

Break 1:19 PM to 1:27 PM.

11. Future use of Town properties

- Shallowford Road Moser property – This property fronts both Shallowford Road and the Great Wagon Road and was donated with request for it to serve a public purpose. Numerous ideas of making this a connector park with potential art, historical information, benches, etc. was discussed. Council consensus was to retain the property.
- Great Wagon Road/North Street properties – These two properties have deed restrictions. Council consensus was to consider selling these properties and explore removal of deed restrictions.
- Lewisville-Vienna Road Moser property – Council discussed potential uses for the property noting the terrain. Council consensus was to attain an appraisal.
- Lewisville-Vienna/Robinhood Roads properties – Council consensus was to demolish the building and retain the properties.
(Presentation is attached as part of the minutes.)

12. **Projects** – Manager Tolbert provided an overview of current town projects including Jack Warren Park/PARTF, Great Wagon Road, Lewisville-Vienna Road roundabout and Lake Marblehead Dam. Council noted that once these projects are done, the Town will need to focus on infrastructure.

13. **Adjournment** – Having no other business to discuss, Council Member Huffman moved to adjourn the meeting at 2:42 PM. Council Member Welch seconded the motion and motion passed unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

DRAFT

Lewisville Town Council
Briefing and Action Meeting Minutes
February 6, 2025 – 6:00 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

1. Call to Order:

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

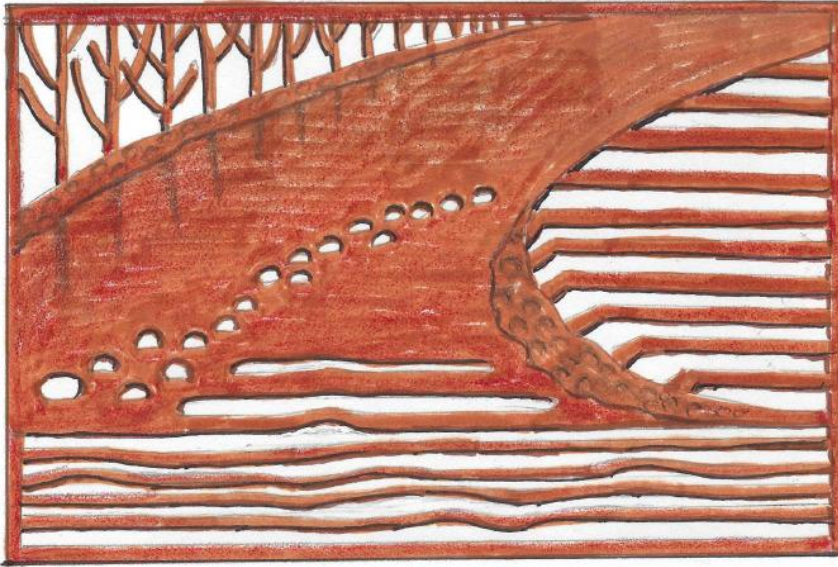
2. Items Requiring Council Direction

- A. MAWCC Mural proposal – Clerk Moore reported the Public Art Advisory Committee received five submissions for the Mary Alice Warren Community Center mural project and shared the committee’s proposal. The mural is funded by a \$2,500 grant from the Shallowford Foundation. The recommended piece was by Missy Pardue of Yadkinville. The proposal is a river table style wood panel with blue epoxy resin flowing through the middle, use of acrylic paint for the images. The whole piece would not be covered in paint to showcase the natural wood and represent nature. To make it durable, the entire piece weighing 125-150 pounds will be sealed in epoxy. Proper mounting of the system is the Town’s only expense. Council consensus was to approve the proposal with request that the wine glass be replaced with a wagon or the Roller Mill.



- B. Shallowford Square Art proposal – Clerk Moore reported the Public Art Advisory Committee also received five submissions for the Shallowford Square art project and shared the committee’s proposal. The art piece is funded by a \$5,000 matching grant from the Shallowford Foundation and \$5,000 from the Town. The piece chosen by the committee was designed by local residents, Paul & Patricia Spainhour. Depicting the Shallow Ford, the piece is a welded, hot rolled carbon steel with a forged/gun metal patina. The piece weighs 550-600 pounds and is 3” thick front to back. The Spainhours would transport the piece to Shallowford Square and the Town is responsible for all permits, underground utility locations and installation. Council expressed concern about the safety of the edges and corner with the piece being near a playground initially.

Staff will work with the artists on the design and safety concerns. Council consensus was to accept the proposal and for staff to determine the Town's costs associated with the project.



One of the artists who submitted work for consideration was Bill Brown from Linville Falls, NC. Mr. Brown has an existing piece, *Bridge in Balance*, that he offered at a reduced rate of \$10,000. Albeit beautiful, the piece did not work for the Shallowford Square location. During the proposal process, staff learned public art is permitted in roundabouts upon application to North Carolina Department of Transportation (NCDOT). The committee also learned Cliff Lewis who donated the outdoor pieces at MAWCC is willing to purchase *Bridge in Balance* if it is placed in a roundabout. Council requested the cost for installation, permits, landscaping, lighting, etc. be determined before committing.



Council Member Sadler joined the meeting remotely at 6:35 PM.

- C. Jack Warren Park Amphitheater dedication and park improvements ribbon cutting – A dedication and ribbon cutting ceremony for the PARTF Jack Warren Park improvements will be held March 22, 9-11 AM. The short program will include light refreshments, disc golf demonstrations and nature trail tours. Parks & Recreation Committee will work with staff on this event.
- D. Facility use exemption process update – Clerk Moore shared proposed wording to have facility use exemption requests reviewed by the Council’s Special Projects Review Committee. The committee currently reviews nonprofit grant funding requests. The proposal includes combining both requests into one application. Council consensus was given to move forward with the proposed process.

3. Items Requiring Action at Briefing

- A. Resignation of Council Member Julia Puckett – Mayor Horn shared Council Member Julia Puckett submitted her resignation from Town Council effective January 31, 2025. A subcommittee of Mayor Horn, Mayor Pro Tem Hunt and Council Member Huffman will collect suggested names for her replacement and make a recommendation to Council.

Council Member Welch moved to accept the resignation of Council Member Julia Puckett. Motion was seconded by Council Member Long and passed unanimously.

4. Administrative Reports

- A. Town Manager
 - i. Town survey – Mayor Horn, Mayor Pro Tem Hunt and Council Member Welch will work with staff on the Town survey.
- B. Clerk
 - i. Winter Art Show February 7, 4:30-6:30 PM, MAWCC
 - a. Council discussed the option of allowing artists to sell their pieces during the show.
 - ii. CPR class February 8, 8 AM- Noon
 - iii. Blood Drive February 12, 1-5:30 PM
- C. Public Works Director
 - i. Paving update – Crack sealing in Sequoia, Arbor Run and Oak Grove areas is underway. Mr. Hanna shared he is developing a paving bids list.
 - ii. Tree replacement update – Tree replacements in the Ridgecrest subdivision begins next week.
- D. Planning Director – Mr. Cochran has begun receiving the final UDO drafts for review. When ready for Council direction, Mr. Cochran will provide summaries of the items to Council.

5. Tentative Agenda Items for Regular Meeting on February 13, 2025

- A. Consent Agenda
 - i. Resolution 2025-006– Financial statements for six months ended December 31, 2024
 - a. Ms. Orrell reported sales tax revenue has flattened and ABC revenues are below budget projections.
 - ii. Approval of Agenda Briefing Minutes – January 2, 2025
 - iii. Approval of Regular Meeting Minutes – January 9, 2025
- B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Presentations
 - a. Forsyth County Revaluation – John Burgiss, Forsyth County Tax Collector/Assessor
 - b. Sheriff’s Office
 - 1. Introduction of new officer

C. Public Hearing

- i. Rezoning – L-111 – 7505 Franklin Road
 - a. Staff presentation
 - b. Public hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2025-002 – Change zoning from PB-C to RS-20 – 7505 Franklin Road
 1. Formerly, a small business operated on the property. Since there is no longer a business at this location, the property owner has requested the rezoning which is a downzoning.
- ii. Rezoning – L-112 – 7035 Franklin Road
 - a. Staff presentation
 - b. Public hearing
 - c. Council discussion
 - d. Council consideration – Ordinance 2025-003 – Change zoning from RS-20 and GI to IP – 7035 Franklin Road
 1. Temple Baptist Church owns this property and is requesting a zoning cleanup of their properties.

D. Old Business

E. New Business

- i. Ordinance 2025-004 – Amending the charter of the Town of Lewisville to implement four-year staggered terms for members of the Town Council – This ordinance is the final step in implementing four-year staggered terms for council members, upon voter approval. The mayoral seat would remain a two-year term.
- ii. Resolution 2025-007 – Calling a special election of the purpose of submitting to a vote an ordinance implementing four-year staggered terms for the members of the Town Council – In order for the four-year staggered term to go to the residents for a vote, Council must call for a special election. The proposed resolution also shows the ballot wording.
- iii. Ordinance 2025-005 – Amending Budget Ordinance 2024-001 Snow and ice removal

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

- A. Mayor Pro Tem Hunt inquired about dating documents on the website so when searched, individuals know the document age.
- B. Mayor Horn shared a request from the Civic Club to once again utilize the Council Chambers for a candidate forum in October. As a legacy use, Council consensus was given but noted that space may be an issue depending on the number of candidates.
- C. Mayor Horn thanked staff for the recent Council Retreat noting staff is thinking ahead of Council.
- D. Attorney Fuss will not be at the regular meeting. Attorney Amy Lanning will attend in his absence.

7. **Adjournment** – Council Member Long moved to adjourn the meeting at 7:32 PM. The motion was seconded by Council Member Huffman and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

February 6, 2025

**Lewisville Town Council
Regular Meeting Minutes
February 13, 2025 – 6:00 PM
Lewisville Town Hall Council Chambers
6510 Shallowford Road**

1. Call to Order:

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt, and Council Members Ivan Huffman, Monte Long, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, Communications Specialist Veronica Leasure and Attorney Amy Lanning.
- B. Invocation – Council Member Monte Long
- C. Pledge of Allegiance – Council Member Ken Sadler
- D. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Long and approved unanimously.

2. Consent Agenda

- A. Resolution 2025-006– Financial statements for six months ended December 31, 2024
- B. Approval of Agenda Briefing Minutes – January 2, 2025
- C. Approval of Regular Meeting Minutes – January 9, 2025

Council Member Welch moved to approve the consent agenda items. The motion was seconded by Council Member Sadler and approved unanimously. *(Resolution 2025-006 is herein incorporated by reference into the minutes.)*

3. Introductions, Recognitions, Presentations and/or Proclamations

- A. Presentations
 - i. Forsyth County Revaluation – John Burgiss, Forsyth County Tax Collector/Assessor – Mr. Burgiss shared information related to revaluation process and the recent revaluation. *(Presentation is incorporated into the minutes.)*
 - ii. Sheriff’s Office – Sergeant Stringer shared recent call information. He thanked Council for AED units in all officer vehicles noting one officer had to use it recently on a call. Sergeant Stringer then introduced Caleb Gray as the Town’s newest officer.

2025													
TYPE OF INCIDENT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Total calls for service	670												
Security Check	364												
Traffic Arrest / Violation	18												
Alarm													
Priority Call Response Time	6.5												
2024													
TYPE OF INCIDENT	JAN	FEB	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total calls for service	575												
Security Check	277												
Traffic Arrest / Violation	34												
Alarm	11												
Priority Call Response Time	5.9												

4. Public Forum – No one spoke

5. Public Hearing

A. Rezoning – L-111 – 7505 Franklin Road

- i. Staff presentation - Mr. Cochran stated the property owner is requesting a downzoning due to no longer operating a business on the property. The Planning Board unanimously recommended approval of the request. Staff recommends approval based upon consistency. *(Presentation is incorporated into the minutes.)*
- ii. Public Hearing – No comments
- iii. Council discussion – None
- iv. Council consideration – Ordinance 2025-002 – Change zoning from PB-C to RS-20 – 7505 Franklin Road – Mayor Pro Tem Hunt moved to approve Ordinance 2025-002 approving the request based upon the consistency & reasonable determination statements that are included with the agenda packet and as may be amended. The motion was seconded by Council Member Welch and motion passed unanimously. *(Ordinance 2025-002 is herein incorporated by reference into the minutes.)*

B. Rezoning – L-112 – 7035 Franklin Road

- i. Staff presentation - Mr. Cochran stated the property owner, Temple Baptist, is requesting the rezoning of their properties for uniformity. The Planning Board unanimously recommended approval of the request. Staff recommends approval based upon consistency. *(Presentation is incorporated into the minutes.)*
- ii. Public Hearing – No comments
- iii. Council discussion – None
- iv. Council consideration – Ordinance 2025-003 – Change zoning from RS-20 and GI to IP – 7035 Franklin Road – Council Member Long moved to approve Ordinance 2025-003 approving the request based upon the consistency & reasonable determination statements that are included with the agenda packet and as may be amended. The motion was seconded by Council Member Huffman and motion passed unanimously. *(Ordinance 2025-003 is herein incorporated by reference into the minutes.)*

6. New Business

- ### A. Ordinance 2025-004 – Amending the charter of the Town of Lewisville to implement four-year staggered terms for members of the Town Council – Clerk Moore reported this is the final step to amend the Lewisville Town Charter to implement four-year staggered terms for council members contingent upon voter approval during the November 2025 municipal election. The mayoral seat would remain two-years. The implementation process is as follows:

Four-year staggered terms shall be implemented as follows:

- a. At the regular municipal election to be held in 2027, candidates for three Council seats receiving the highest number of votes shall be elected to serve for four-year terms. The three candidates for Council seats who receive the next highest number of votes shall be elected to serve for two-year terms.
- b. At the regular municipal election to be held in 2029, and every four years thereafter, three Council Members will be elected to serve for four-year terms.
- c. At the regular municipal election to be held in 2031, and every four years thereafter, three Council Members shall be elected to serve for four-year terms.
- d. The mayoral seat will remain a two-year term.

Council Member Huffman moved to approve Ordinance 2025-004. The motion was seconded by Mayor Pro Tem Hunt. Mayor Horn, Mayor Pro Tem Hunt, and Council Members Huffman and Long voted in favor. Council Members Sadler and Welch voted in opposition. Motion passed 4-2. *(Ordinance 2025-004 herein incorporated by reference into the minutes.)*

- B. Resolution 2025-007 – Calling a special election for the purpose of submitting to a vote an ordinance implementing four-year staggered terms for the members of the Town Council – With the approval of Ordinance 2025-004, Council must call for a special election for the vote on implementing four-year staggered terms for council members. Although this vote will be held at the same time as the November 2025 municipal election, General Statutes refers to it as a special election. The resolution also outlines the ballot wording. Council Member Huffman moved to approve Resolution 2025-007. The motion was seconded by Mayor Pro Tem Hunt and motion passed unanimously. *(Resolution 2025-007 is herein incorporated by reference into the minutes.)*
- C. Ordinance 2025-005 – Amending Budget Ordinance 2024-001 – Snow and ice removal - \$47,550 – Mayor Pro Tem Hunt moved to approve Ordinance 2025-005. The motion was seconded by Council Member Long and motion passed unanimously. *(Ordinance 2025-004 is herein incorporated by reference into the minutes.)*
- D. Resolution 2025-008 – Special Projects Review Committee - Revised – The proposed changes to the Special Projects Review Committee’s responsibilities includes the review of facility use exemption requests in addition to nonprofit project requests. The facility use exemption request and nonprofit funding request applications have been combined into one document. Council Member Welch moved to approve Resolution 2025-008. The motion was seconded by Council Member Huffman and motion passed unanimously. *(Resolution 2025-008 is herein incorporated by reference into the minutes.)*
- E. Ordinance 2025-006 – Amending Chapter 16 – Facility Use Exemptions – With the review of facility use exemption requests tasked to the Special Projects Review Committee, Chapter 16 of the Town Code needs to be amended to reflect same. Council Member Welch moved to approve Ordinance 2025-006. The motion was seconded by Council Member Huffman and motion passed unanimously. *(Ordinance 2025-006 is herein incorporated by reference into the minutes.)*

7. **Administrative Reports**

- A. Upcoming events and closings
 - i. Jack Warren Park PARTF ribbon cutting and dedication event – March 22, 9-11 AM
 - ii. Resident survey will be open March 2025
- B. Approvals at the Briefing and Action Meeting on February 6, 2025
 - i. Council approved proposed Mary Alice Warren Community Center mural.
 - ii. Council approved proposed Shallowford Square art.

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

- A. Public comments
- B. Council comments

9. **Adjournment** – Council Member Long moved to adjourn the meeting at 7:08 PM. The motion was seconded by Mayor Pro Tem Hunt and motion passed unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk



STAFF REPORT

ITEM:	RESOLUTION 2025-010
SUBJECT:	CONTRACT WITH GIBSON & COMPANY, P.A. FOR AUDIT SERVICES
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	3/6/2025

BACKGROUND/SUMMARY:

The Town of Lewisville issued a “Request for Proposals” or “RFP” for audit services for the fiscal year 2022-2023. In addition to the 2022-2023 fiscal year, we requested estimates for fiscal years 2023-2024 and 2024-2025 as well. Gibson & Company, P.A. was the winning bidder. The audit contract for the fiscal year ended June 30, 2025 is attached to this staff report and requires council approval.

The fee for the audit in accordance with Governmental Auditing Standards (GAGAS) is \$22,010. If expenditures of federal funds exceed \$750,000 and/or if expenditures of State funds exceed \$500,000, then a single audit will be required. The fee for the first major program will be \$4,000 and the fee for each major program beyond that will be \$2,500 per major program. In the event that the sum of all federal and State expenditures exceeds \$4,000,000, then there will be an additional fee of \$1,000 per each additional \$1,000,000 in excess. Based on the amount of federal and State funds spent so far this year, we anticipate a single audit for federal and State purposes. The number of major programs that will require a single audit is unknown at this time, but could be as many as four programs. The audit contract presented by Gibson & Company specifies a fee not to exceed \$33,510. This fee will cover the base GAGAS audit plus a single audit of 4 major programs. In the event, that there are fewer than 4 major programs, then the fee will be reduced to actual.

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff is requesting that Council approve Resolution 2025-010 to approve the contract with Gibson & Company, P.A. to provide audit services for the fiscal year ended June 30, 2025 with a fee not to exceed \$33,510.

FISCAL IMPACT:

See Background/Summary Section above.

ATTACHMENT(S):

- (1) Contract with Gibson & Company, P.A.
- (2) Resolution 2025-010 approving the audit contract with Gibson & Company, P.A. for FY 2024-2025 audit services.



**RESOLUTION 2025-010 OF THE LEWISVILLE TOWN COUNCIL
AUTHORIZING CONTRACT FOR FISCAL YEAR 2024-2025 AUDIT SERVICES**

WHEREAS, Gibson & Company, P.A. has provided auditing services since 2001; and

WHEREAS, Gibson & Company, P.A. has submitted its contract and engagement letter for services for the annual independent audit of the Town for Fiscal Year 2024-2025; and

WHEREAS, the audit is a budgeted line item; and

WHEREAS, the cost of the audit is greater than \$10,000.00 (ten thousand dollars) and requires formal approval.

NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL approves the contract for the firm of Gibson & Company, P.A. to perform the annual independent audit of the Town's financial statement for Fiscal Year 2024-2025 for a fee not to exceed \$33,510.

Adopted this the 13th day of March 2025 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

The	Governing Board Town Council
of	Primary Government Unit Town of Lewisville
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Gibson & Company, P.A.
	Auditor Address 1411 Old Mill Circle, Winston-Salem, NC 27103

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/25	Date Audit Will Be Submitted to LGC 12/31/25
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Must be within six months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. If the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period, the Auditor shall perform the audit in accordance with *Government Auditing Standards* (GAGAS). The Governmental Unit is subject to federal single audit requirements in accordance with Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Subpart F (*Uniform Guidance*) and the State Single Audit Implementation Act. Currently the threshold is \$750,000 for a federal single audit and \$500,000 for a State Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501) the Auditor and Governmental Unit(s) should discuss, in advance of the execution of this contract, the responsibility for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512) to ensure proper submission.

Effective for audits of fiscal years beginning on or after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within six months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters. If matters identified during the audit were required to be reported as described in AU-C §260.12-.14 and were communicated in a method other than an AU-C §260 letter, the written documentation must be submitted.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.
24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.
25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Preparing financial statements in their entirety shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.
- All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.
28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:
- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
 - b) the status of the prior year audit findings;
 - c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
 - d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.
29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name: **Title and Unit / Company:** **Email Address:**

OR Not Applicable (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

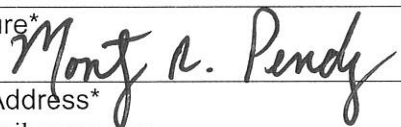
4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

Primary Government Unit	Town of Lewisville
Audit Fee (financial and compliance if applicable)	\$ 22010
Fee per Major Program (if not included above)	\$ 4000
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$ 33510

Discretely Presented Component Unit	N/A
Audit Fee (financial and compliance if applicable)	\$
Fee per Major Program (if not included above)	\$
Additional Fees Not Included Above (if applicable):	
Financial Statement Preparation (incl. notes and RSI)	\$
All Other Non-Attest Services	\$
TOTAL AMOUNT NOT TO EXCEED	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Gibson & Company, P.A.	
Authorized Firm Representative (typed or printed)* Monty R. Pendry, Partner/Principal	Signature* 
Date* 2-7-25	Email Address* monty@gibcocpa.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Lewisville	
Date Governing Board Approved Audit Contract* (Enter date in box to right)	
Mayor/Chairperson (typed or printed)* Mike Horn, Mayor	Signature*
Date	Email Address* mayor@lewisvillenc.net

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Sum Obligated by This Transaction:	\$ 33510
Primary Governmental Unit Finance Officer* (typed or printed) Pam A. Orrell	Signature*
Date of Pre-Audit Certificate*	Email Address* finance@lewisvillenc.net

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU* N/A	
Date DPCU Governing Board Approved Audit Contract* (Enter date in box to right)	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

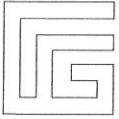
Required by G.S. 159-28(a1) or G.S. 115C-441(a1). Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Sum Obligated by this Transaction:	\$
DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



Addendum to Contract to Audit Accounts of
Town of Lewisville

The current Peer Review Report dated November 30, 2023, for the firm of Gibson & Company, P.A. was provided to our Local Government and was an attachment to the 2025 Audit Contract/Engagement Letter submitted to the Local Government Commission. The report contained a pass with deficiency rating concerning the Independent Quality Reviewer also signed the engagement letter and was named as engagement partner which is now considered an impairment of the Quality Reviewer's independence under the current yellow book requirements. Engagement contracts and letters will now name someone other than the Quality Reviewer as the engagement partner.

We do not believe this will affect the quality of audit we receive from Gibson & Company, P.A..

Mayor/Chairperson of the governing board

Date

Chair of Audit committee (if applicable)

Date

Governmental Unit Finance Officer

Date

Report on the Firm's System of Quality Control

November 30, 2023

To the Shareholders of Gibson & Company, P.A. and the Peer Review Committee of Coastal Peer Review, Inc.

We have reviewed the system of quality control for the accounting and auditing practice of **Gibson & Company, P.A.** in effect for the year ended March 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in the System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Deficiency Identified in the Firm's System of Quality Control

We noted the following deficiency during our review:

1. The firm's quality control policies and procedures regarding relevant ethical requirements (independence) and engagement performance (engagement quality control review) are not appropriately designed to allow someone independent of the engagement team to be the safeguard to mitigate the significant threat of preparing the client's financial statements and also to conduct engagement quality control reviews.

On six out of twelve of the yellow-book engagements and three out of 4 of the single audit engagements, the engagement partner of those jobs is designated as the safeguard person to mitigate the significant self-review threat of preparing the client's financial statements.

The engagement partner on those jobs does not go to the field, review workpapers, or write financial statements. However, the firm's engagement letter indicates this partner is the engagement partner. This engagement partner reviews the financial statements, signs the report, and reviews the client representation letter.

Therefore, the engagement partner does not meet the yellow-book requirements that the safeguard has to be someone who was not a member of the engagement team to review the work performed. The firm's managing partner is also the engagement quality control reviewer of all engagements that meet the firm's criteria for engagement quality control review, including engagements where the managing partner is also the engagement partner. The managing partner does not meet the quality control standards where the engagement quality control reviewer is independent of the engagement team, where the managing partner is also the engagement partner. In addition, the engagement quality control reviewer only reviews the financial statements and report and is not required to review select workpaper documentation as required by quality control standards.

As a result, the above engagements do not conform to professional standards in all material respects because the firm is not independent based on the yellow-book requirements.

Opinion

In our opinion, except for the deficiency previously described, the system of quality control for the accounting and auditing practice of **Gibson & Company, P.A.** in effect for the year ended March 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or fail. **Gibson & Company, P.A.** has received a peer review rating of *pass with deficiency*.

Ray, Bumgarner, Kingshill & Assoc., P.A.



February 7, 2025

To the Council Members
Town of Lewisville
PO Box 547
Lewisville, NC 27023-0547

We are pleased to confirm our understanding of the services we are to provide for the Town of Lewisville for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the Town of Lewisville as of and for the year ended June 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Lewisville basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town of Lewisville's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Required Supplementary Information.

We have also been engaged to report on supplementary information other than RSI that accompanies the Town of Lewisville financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole.

- 1) Schedule of expenditures of federal awards.
- 2) Combining and individual non-major or fund financial statements.
- 3) Other schedules.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions,

misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Lewisville compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town of Lewisville major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Town of Lewisville compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting

documentation, and other information as needed to perform an audit under the Uniform Guidance; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings,

conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the Town of Lewisville in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other non-audit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the non-audit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town of Lewisville; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Gibson & Company, P.A. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the North Carolina Local Government Commission or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gibson & Company, P.A. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the North Carolina Local Government Commission. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Monty R. Pendry is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit at your earliest convenience.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$22,010 (this fee is for a GAAS or GAGAS audit only. An additional fee of \$4,000 will be added if a Single Audit is necessary). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance

with our firm policies, work may be suspended if your account becomes significantly overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly. The cost included for the basic audit services are "not-to-exceed."

Our fees for other services, if any, (reconciliations, consultation, etc that are not related to or required by the basic audit) tend to be on an "as needed" basis and are therefore not subject to a fixed fee. We propose that these services, if any, be billed at our standard rate based on the actual time spent as needed or requested by you and your staff. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your engagement. These standard rates range from \$72 to \$256 which includes a 20% discount that we offer to municipalities. (Please note that this paragraph will not be imposed for "routine questions" with a duration of 30 minutes or less.) This paragraph is intended to apply to "special projects" or requests by you that would require significant time and involvement by us. Further we would advise you of any potential additional fees before they were incurred.

This service engagement arrangement may be terminated by you or by Gibson & Company, P.A. upon written notification.

Reporting

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Town Council of the Town of Lewisville. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the Town of Lewisville and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Gibson & Company, P.A.



Monty R. Pendry
Partner/Principal

RESPONSE:

This letter correctly sets forth the understanding of the Town of Lewisville.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____