



**Town of Lewisville Town Council  
Briefing and Action Meeting Agenda**

**~~October 2, 2025 – 6:00 PM~~**

**October 6, 2025 – 6:30 PM**

**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room  
6510 Shallowford Road**

- 1. Call to Order:**
  - A. Roll Call
  - B. Adoption of Agenda
- 2. Introduction**
  - A. Al Andrews, Brough Law Firm, PLLC – Town Attorney
- 3. Items Requiring Council Direction**
  - A. Fred Moser Property Update
  - B. Special Projects Review Committee Facility Use Exemption Request ([Attachment #1](#))
    - i. Lydia's Hope
    - ii. West Forsyth Christian Preschool
- 4. Items Requiring Action at Briefing**
  - A. Motion for Moratorium on Facility Use and Exemption Requests
- 5. Administrative Reports**
  - A. Town Manager
    - i. Round-a-bout update
    - ii. Great Wagon Road update
  - B. Town Clerk
    - i. Board and Committee Openings/Applications closed 9/30
    - ii. None of the Above Concert and Food Drive for the Lewisville Community Assistance Program - @ Shallowford Square – October 4 (5 PM – 7PM)
    - iii. Lewisville Public Arts Committee Unveiling and Reception for the Shallow Ford sculpture - @ Shallowford Square – October 6 (5:30 PM – 6PM)
    - iv. Blood Drive – @ MAWCC – October 8 (1PM – 5PM)
    - v. Hocus Pocus Starlight Movie Night - @Shallowford Square – October 10
    - vi. Bulky Pick-Up Begins – October 13
    - vii. Lewisville Election Candidate Forum - @ Mary Alice Warren Community Center – October 16, 2025 @ 7 PM (Hosted by the Lewisville Civic Club)
    - viii. Shalloween - @ Shallowford Square – October 25 @ 1 PM – 2:30 PM
    - ix. Elected Orientation – @ Town Hall – December 4 – Photo's @ 4 PM – Dinner @ 5:30 PM – Orientation @ 6 PM (No Council Briefing)
  - C. Public Works Director
    - i. Shallowford Square Playground Update
    - ii. Marblehead Dam Update
  - D. Operations Manager Quarterly Report ([Attachment #2](#))
- 6. Tentative Agenda Items for Regular Meeting on October 9, 2025**
  - A. Consent Agenda
    - i. Resolution 2025-031 – Financial Statements for Two Months Ended August 31, 2025 ([Attachment #3](#))
    - ii. Approval of Draft Agenda Briefing minutes – September 4, 2025 ([Attachment #4](#))
    - iii. Approval of Draft Regular Meeting minutes – September 11, 2025 ([Attachment #5](#))

- B. Introductions, Recognitions, Presentations and/or Proclamations
  - i. Presentation
    - a. Sheriff's Office
- C. Old Business
- D. New Business
  - i. Motion to Approve the 2026 Meeting Schedule ([Attachment #6](#))
  - ii. Resolution 2025-034 -Call a Public Hearing to Receive Public Comments for the Unified Development Ordinance (UDO) L-170 Text Amendments ([Attachment #7](#))
  - iii. Resolution 2025-040 - Call a Public Hearing to Receive Public Comments to Rezone L-114 at 6732 Shallowford Road (PIN 5875-85-4964) for the United Parcel Service ([Attachment #8](#))
  - iv. Resolution 2025-041 - Award Street Paving Contract in the Amount of \$81,563 ([Attachment #9](#))
  - v. Resolution 2025-042 - Interlocal Agreement with Winston Salem/Forsyth County Utilities for the Lewisville Lift Station ([Attachment #10](#))
  - vi. Resolution 2025-043 -Approve a Construction, Engineering, and Inspection (CEI) contract with Volkert Engineering for the Lewisville/Vienna/Robinhood Round-a-Bout ([Attachment #11](#))
  - vii. Ordinance 2025-027 - Declare the Road Closure - 2025 Christmas Parade ([Attachment #12](#))
  - viii. Ordinance 2025-028 - Amend Capital Project Ordinance for the Community Center Capital Projects Fund ([Attachment #13](#))
  - ix. Ordinance 2025-029 - Amend Capital Project Ordinance for Jack Warren Park Improvements ([Attachment #14](#))
  - x. Resolution 2025 – 044 - Approve the Special Project Review Committee Facility Use Exemption Process and Revisions ([Attachment #15](#))

xi. **For the Good of the Order**

xii. **Adjournment**



**TOWN OF LEWISVILLE  
NONPROFIT EXEMPTION & FUNDING REQUEST APPLICATION**

Organization Name: Lydia's Hope  
Agent/Person Completing Form: Paula Boyd  
Street address: 2910 Briarcliffe Rd, Winston-Salem  
2808 Maplewood Ave, Winston-Salem  
Mailing address (if different from street): PO Box 464, King, NC 27021  
Telephone number: (336) 926-9364 Email address: paula@lydiashope.com  
Website (if applicable): www.lydiashope.com

**Eligibility: 501(c)(3) STATUS AND OTHER REQUIREMENTS**

Organizations serving the residents of the Town of Lewisville are defined as those with a 501(c)(3) designation; is a group which regularly comes together for purposes of promoting, providing or supporting services to the Town of Lewisville or its residents, and is one which is described in one or more of the following (*please check all that apply*).

Provide supporting documentation for each item selected and attach additional sheets as needed to adequately provide requested information.

☐ **Uses a location within Lewisville's corporate limits for its primary service place;**  
In detail, describe service area listing specific areas as appropriate. \_\_\_\_\_  
\_\_\_\_\_

☐ **Has an office in Lewisville;**  
Street address: \_\_\_\_\_

☐ **Has a majority of Lewisville residents in its service population;**  
Numerically, how many residents: \_\_\_\_\_

☐ **Conducts a majority of its activities in Lewisville;**  
In detail, list all activities/business/etc. conducted in the town limits of Lewisville. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☒ **A regional organization which focuses a significant program in Lewisville, but otherwise conduct business and operations outside of Lewisville.**  
In detail, describe the program(s), service area listing specific areas as appropriate and provide street address of office. Answered on attached.  
\_\_\_\_\_  
\_\_\_\_\_

**Funding Request** N/A

Organizations may apply to the Town of Lewisville for one or more of the following (*please check all that apply*):

- ☐ Operating/Operations funding assistance  
☐ Specific program costs  
☐ Capital items (necessary for successful execution of the mission)

Describe, in detail, what the requested funds will be used for and how the funds will be used to achieve the criteria outlined. You may attach additional sheet(s) if needed.

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Has your organization received funds from the Town of Lewisville in the past and, if so, how much and how were these funds utilized?

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**EXEMPTION REQUEST**

Is this a one-time request? Yes

If so, what is the date(s)? February 28, 2026

Is this request for recurring dates? No

If so, what are the dates and frequency? \_\_\_\_\_

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What facility are you requesting:

☐ G. Galloway Building ☐ Shallowford Square ☐ Jack Warren Park

☒ Mary Alice Warren Center

For the G. Galloway Building and Mary Alice Warren Center, what room(s) are you requesting: \_\_\_\_\_

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Describe, in detail, what the requested exemption will be used for and how this achieves the criteria outlined. You may attach additional sheet(s) if needed.

Please see attached

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**RESIDENTS: HOW ARE THEY TO BE SERVED**

Describe, in detail, how the requested funds are being used to directly impact Town of Lewisville residents.

Answered on attached

Please give the number of Town of Lewisville residents directly served by your organization. (Generally, the larger the number of Town of Lewisville residents served, the greater the value to the community. Only benefiting a few individuals does not necessarily eliminate the request from the possibility to be considered for funding.)

**MISSION & SERVICE ALIGNMENT**

Describe how your organization's mission and service impacts the Town of Lewisville community and how it aligns with the mission and services of the Town of Lewisville.

Answered on attached

**HISTORY**

How long has your organization been in existence and how has it serviced the Town of Lewisville:

Answered on attached

#### CHECKLIST OF DOCUMENTS FOR SUBMITTAL

- ☒ Completed application
- ☒ ~~NA~~ Copy of most recent audited financial statements with the audit letter included *(if funding is requested)*
- ☒ List of current members and the presiding officer of your organization including names and titles
- ☒ IRS Status Documentation, if applicable to your organization
- ☒ Certificate of insurance - *getting updated*
- ☒ Budget for this project showing revenues and expenditures
- ☒ ~~NA~~ Additional pertinent information you would like to be considered regarding your request

#### SUBMITTAL INSTRUCTIONS

Applications can be emailed, mailed or dropped off to the Town Clerk at: 6510 Shallowford Road, PO Box 547, Lewisville, NC 27023, [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net).

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The organization agrees to protect, defend, indemnify and save harmless the Town, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from any and all willful or negligent acts or omissions of the Organization, its officers, agents, servants, and employees in the performance of any project for which funds from the Town of Lewisville are provided.

By signing this application, I understand and agree to the above statement. I have read and understand the attached Town of Lewisville policy regarding Nonprofit Funding and Exemption.

Name: Paula Boyd Signature: Paula Boyd  
Title: CEO / Exec. Director Date: 9/5/2025

*If you need guidance in completing this form, please contact the Town Clerk at 336-945-1022 or [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net).*

Below are detailed answers to the questions on the application.

The Board of Directors are listed on page 3.

**A regional organization that focuses a significant program in Lewisville, but otherwise conducts business and operations outside of Lewisville –**

Lydia's Hope provides a wide range of programming designed to strengthen families and support the community, including professional counseling services for children, teens, and adults; caregiver training through the *Hope 4 Connections* program featuring Trust-Based Relational Intervention (TBRI®); school-based trauma-informed education and support; grief counseling; and professional trainings for educators, social service staff, and community organizations. Our service area includes Forsyth County and its surrounding communities, with a direct impact on residents of Lewisville through school partnerships, counseling services, and family support programs. We operate from two office locations: our main office at 2910 Briarcliffe Road, Winston-Salem, and a satellite office inside Winston-Salem Pediatrics at 2808 Maplewood Ave, Winston-Salem. These locations allow us to remain accessible while extending services throughout the county, including to families and schools in the Town of Lewisville.

**Describe, in detail, what the requested exemption will be used for and how this achieves the criteria outlined.**

Lydia's Hope is excited to host its first-ever fundraiser, the *Decades Prom*, aiming to bring together at least 150 attendees for an evening of fun, connection, and community support. Guests will have the opportunity to choose their favorite decade, dress accordingly, and dance the night away in a family-friendly atmosphere designed for ages 12 and up. The event will feature live music, food, and a silent auction, with round tables available for partnering businesses to decorate and showcase their support. Through this event, Lydia's Hope hopes to raise \$20,000, which will help establish a permanent office location to better serve families in our community.

The requested exemption will be used to support Lydia's Hope in hosting a *Decades Prom* designed to bring the community together while raising funds to expand our services for children and families. While our physical office is currently located outside the town of Lewisville, our programs actively serve Lewisville residents and directly impact the community. For example, Lydia's Hope has provided trauma-informed support within Lewisville's elementary and middle schools, offering resources and services that benefit both students and staff.

Our mission is to build strong families through hope and connection, and this aligns closely with the Town of Lewisville's criteria for promoting and supporting services that enhance the well-being of its residents. The *Decades Prom* will not only provide an enjoyable community event for families but will also generate essential funding that allows Lydia's Hope to expand access to counseling, caregiver training, and trauma-informed programming. These services are significant and have a direct, positive impact on Lewisville residents by strengthening families, supporting youth, and building healthier community connections.



Rec'd 9/4/25

## **TOWN OF LEWISVILLE NONPROFIT FUNDING & EXEMPTION REQUEST APPLICATION**

### **I. PURPOSE**

The purpose of this application is to ensure the Town fully understands the nature of the request being made by the organization serving Lewisville, and to equitably and efficiently allocate resources to strengthen community organizations providing a process fair to each request. Nonprofit organizations that have received exemptions or funding in a previous year must submit an application for current year. Whether or not an organization received an exemption or funding in a prior year will not be a determining factor in the recommendation process. Each year is evaluated independently of any prior year decisions. Therefore, an award one year is not a guarantee for future year(s).

### **II. Application Review**

Completed applications will be reviewed by the Special Projects Review Committee prior to presentation to Town Council with recommendations. Staff may recommend and Town Council may require annual reporting, submission of additional documentation or other items. As with all funding appropriations, Town Council is required for approval of all nonprofit funding awarded.

### **III. Funding Decisions**

Applications received are open to the public. All organizations requesting exemptions or funding will be notified of Town Council's final decisions following the regular meeting in which application is considered. Town Council reserves the right to deny any request for any reason.

### **IV. Funding Distribution**

Funds will be distributed by the Town of Lewisville.

### **V. Funding Usage**

Funds will be distributed by the Town of Lewisville may only be spent as indicated in the nonprofit application for which the funds were awarded. Proof of the respective expenditures including actual receipts may be requested as verification by the Town. Funds received from the Town of Lewisville are not to be used to fund political activities.



## TOWN OF LEWISVILLE

### NONPROFIT EXEMPTION & FUNDING REQUEST APPLICATION

Organization Name: West Forsyth Christian Preschool  
Agent/Person Completing Form: LeAnna Cardwell  
Street address: 125 Lewisville-Clemmons Rd, Lewisville, NC  
27023

Mailing address (if different from street): PO Box 1670 Lewisville NC  
27023

Telephone number: 336 766 0301 Email address: lcardwell@wfcpreschool.com  
Website (if applicable): \_\_\_\_\_

#### **Eligibility: 501(c)(3) STATUS AND OTHER REQUIREMENTS**

Organizations serving the residents of the Town of Lewisville are defined as those with a 501(c)(3) designation; is a group which regularly comes together for purposes of promoting, providing or supporting services to the Town of Lewisville or its residents, and is one which is described in one or more of the following *(please check all that apply)*.

Provide supporting documentation for each item selected and attach additional sheets as needed to adequately provide requested information.

☐ **Uses a location within Lewisville's corporate limits for its primary service place;**

In detail, describe service area listing specific areas as appropriate. \_\_\_\_\_

☒ **Has an office in Lewisville;**

Street address: 125 Lewisville - Clemmons Rd.

☐ **Has a majority of Lewisville residents in its service population;**

Numerically, how many residents: \_\_\_\_\_

☐ **Conducts a majority of its activities in Lewisville;**

In detail, list all activities/business/etc. conducted in the town limits of Lewisville. \_\_\_\_\_

☐ **A regional organization which focuses a significant program in Lewisville, but otherwise conduct business and operations outside of Lewisville.**

In detail, describe the program(s), service area listing specific areas as appropriate and provide street address of office. \_\_\_\_\_

### **Funding Request**

Organizations may apply to the Town of Lewisville for one or more of the following (*please check all that apply*):

- ☐ Operating/Operations funding assistance  
☐ Specific program costs  
☐ Capital items (necessary for successful execution of the mission)

Describe, in detail, what the requested funds will be used for and how the funds will be used to achieve the criteria outlined. You may attach additional sheet(s) if needed.

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Has your organization received funds from the Town of Lewisville in the past and, if so, how much and how were these funds utilized?

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### **EXEMPTION REQUEST**

Is this a one-time request? yes

If so, what is the date(s)? April 17, 2026

Is this request for recurring dates? no

If so, what are the dates and frequency? \_\_\_\_\_

What facility are you requesting:

- ☐ G. Galloway Building ☐ Shallowford Square ☐ Jack Warren Park  
☒ Mary Alice Warren Center

For the G. Galloway Building and ~~Mary Alice Warren Center~~, what room(s) are you requesting: Great Wagon Room  
Shallowford Room, Lewisville Room, Vienna Room, Magnolia Room

Describe, in detail, what the requested exemption will be used for and how this achieves the criteria outlined. You may attach additional sheet(s) if needed.

Gallery Hop / Silent Auction will raise money  
for WFCP playground, building needs, school  
supplies and teaching enrichment.

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**RESIDENTS: HOW ARE THEY TO BE SERVED**

Describe, in detail, how the requested funds are being used to directly impact Town of Lewisville residents.

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Please give the number of Town of Lewisville residents directly served by your organization. (Generally, the larger the number of Town of Lewisville residents served, the greater the value to the community. Only benefiting a few individuals does not necessarily eliminate the request from the possibility to be considered for funding.)

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**MISSION & SERVICE ALIGNMENT**

Describe how your organization's mission and service impacts the Town of Lewisville community and how it aligns with the mission and services of the Town of Lewisville.

see attached letter

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**HISTORY**

How long has your organization been in existence and how has it serviced the Town of Lewisville:

17 years. see attached letter

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**CHECKLIST OF DOCUMENTS FOR SUBMITTAL**

- ☐ Completed application
- ☐ Copy of most recent audited financial statements with the audit letter included *(if funding is requested)*
- ☐ List of current members and the presiding officer of your organization including names and titles
- ☐ IRS Status Documentation, if applicable to your organization
- ☐ Certificate of insurance
- ☐ Budget for this project showing revenues and expenditures
- ☐ Additional pertinent information you would like to be considered regarding your request

**SUBMITTAL INSTRUCTIONS**

Applications can be emailed, mailed or dropped off to the Town Clerk at: 6510 Shallowford Road, PO Box 547, Lewisville, NC 27023, townclerk@lewisvillenc.net.

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The organization agrees to protect, defend, indemnify and save harmless the Town, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from any and all willful or negligent acts or omissions of the Organization, its officers, agents, servants, and employees in the performance of any project for which funds from the Town of Lewisville are provided.

By signing this application, I understand and agree to the above statement. I have read and understand the attached Town of Lewisville policy regarding Nonprofit Funding and Exemption.

Name: LeAnna Cardwell Signature: LeAnna Cardwell  
Title: Director Date: 9/2/25

*If you need guidance in completing this form, please contact the Town Clerk at 336-945-1022 or [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net).*

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**STAFF USE ONLY**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Special Projects Review Committee Review Date: \_\_\_\_\_

Recommendation: \_\_\_\_\_

Council Approval: YES \_\_\_\_\_ NO \_\_\_\_\_ Date of Council Action: \_\_\_\_\_

Notes (if applicable): \_\_\_\_\_



**RESOLUTION 2025-008 OF THE LEWISVILLE TOWN COUNCIL AMENDED SPECIAL PROJECTS REVIEW  
COMMITTEE**

**NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** updates the Special Projects Review Committee's charter:

1. **NAME OF THE COMMITTEE:** The Lewisville Special Projects Review Committee referred to herein as the Committee.
2. **TYPE OF COMMITTEE:** The Committee shall be an advisory committee to the Town Council.
3. **MISSION:** Review nonprofit projects submitted for funding, review facility use exemption requests and make recommendations to Council for consideration.
4. **MEMBERSHIP:** The Committee shall consist of three (3) members of Town Council, the Finance Director, Town Manager, Town Clerk and Town Attorney.
5. **TERMS OF APPOINTMENT:** Committee members are for two (2) years and are to be appointed by Council at the Organizational Meeting after Town elections are certified.
6. **MEETINGS:**
  - a. The Committee shall meet on an as needed basis following the Council's Briefing and Action Meeting.
  - b. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations.

**BE IT FURTHER RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** amends the Special Projects Funding Policy and application included herein.

Adopted this the 12<sup>th</sup> day of June 2025 by the Lewisville Town Council.

ATTEST:

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

\_\_\_\_\_  
Angela Lord, Town Clerk



125 Lewisville-Clemmons Road  
A Ministry of Lewisville Baptist Church  
Mailing: PO Box 670  
Lewisville, NC 27023  
Phone 336.766.0301  
[www.wfcpreschool.com](http://www.wfcpreschool.com)

**September 4, 2025**

Town of Lewisville / Town Council

West Forsyth Christian Preschool is proud to be Lewisville's only all-day Christian preschool. We are a year-round facility, licensed by the NC Department of Child Development, and operate as a nonprofit 501(c)(3) organization.

Our experienced staff provides a strong educational and faith-based foundation for children ages 2 through 5 during the school year, along with a Summer Fun Camp during the summer months. Over the past 17 years, more than 4,500 children have graduated from our preschool and gone on to attend Lewisville Elementary and other area schools.

All of the funds from our annual Gallery Hop & Silent Auction event are used directly for improvements in playground equipment and toys, classroom upgrades, and teaching materials—ensuring that our students have a safe, engaging, and enriching learning environment.

Community involvement is at the heart of our mission. We partner with local efforts such as Second Harvest Food Bank, cereal and diaper drives, and other charitable causes. Each year, our Grandparents' Day, Christmas, and Graduation programs bring together 100–150 families to celebrate and build lasting connections.

We also participate in the Lewisville Christmas Parade alongside Lewisville Baptist Church and regularly join in other church and community events. In addition, our children love creating cards, photos, and artwork to share with Mary Alice Warren, sending her joy and encouragement throughout the year.

Thank you for your support of Lewisville's children and families.

Sincerely,  
LeAnna Cardwell  
Director, West Forsyth Christian Preschool



2025-2026  
Rev. 08/12/2025

## BOARD OF DIRECTORS

### OFFICERS

<b>President</b>	Alex Smith (08/15) 312 Sonata Drive Lewisville, NC 27023 336.391.1775 <a href="mailto:natasmith77@yahoo.com">natasmith77@yahoo.com</a>	<b>Vice President</b>	Austin Westmoreland (08/21) 9361 Concord Church Road Lewisville, NC 27023 336.816.4829 <a href="mailto:austinw@omegaconstruction.com">austinw@omegaconstruction.com</a>
<b>Treasure</b>	Garrett Miner (8/25) 8458 Meadow Vista Drive Lewisville, NC 27023 480.599.4538 <a href="mailto:garrett.miner@gmail.com">garrett.miner@gmail.com</a>	<b>Secretary</b>	Jared Avidon (8/25) 968 Ridge Gate Drive Lewisville, NC 27023 336.880.3347 <a href="mailto:avidon31@gmail.com">avidon31@gmail.com</a>

### MEMBERS

Glenda Cornatzer – LBC Liaison (08/22) 1025 Glenn Ferry Drive East Bend, NC 27018 336.749.9815 <a href="mailto:gmcornatzer@yadtel.net">gmcornatzer@yadtel.net</a>	Lindsey Green (08/25) 1415 Ashfield Court Lewisville, NC 27023 727.967.0495 <a href="mailto:lindseyagrover@gmail.com">lindseyagrover@gmail.com</a>
Eleanor Russell (12/14) 7598 Rinehart Lane Clemmons, NC 27012 336.766.7777 <a href="mailto:elrussell@360health4u.com">elrussell@360health4u.com</a>	Katlyn Mothorpe (04/24) 130 Pine Hill Drive Clemmons, NC 27012 828.775.0430 <a href="mailto:katlynrita@gmail.com">katlynrita@gmail.com</a>
Lora Myers (04/24) 6785 Forest Oaks Drive Clemmons, NC 27012 <a href="mailto:lorsncsu@hotmail.com">lorsncsu@hotmail.com</a>	

### EX-OFFICIO'S

Walt Mooney 260 Lake Dale Court Clemmons, NC 27012	Andrea Branscome 5423 Carrington Oaks Drive Lewisville, NC 27023	Grove Gore 3080 Williams Road Lewisville, NC 27023
Cheryl Grant 1501 Royal Ridge Drive Pfafftown, NC 27040	Allen Johnson 4160 Briar Creek Road Clemmons, NC 27012	Lindsay Voss 522 Bridge Pointe Drive Clemmons, NC 27012



# E-595E Streamlined Sales and Use Tax Certificate of Exemption

Do not send this form to the Streamlined Sales Tax Governing Board or the NC Department of Revenue. Send the completed form to the seller and keep a copy for your records. This is a multi-state form for use in the states listed. Not all states allow all exemptions listed on this form. The purchaser is responsible for ensuring it is eligible for the exemption in the state it is claiming the tax exemption from. Check with the state for exemption information and requirements. The purchaser is liable for any tax and interest, and possible civil and criminal penalties imposed by the state, if the purchaser is not eligible to claim this exemption.

1 ☐ Check if this certificate is for a single purchase. Enter the related invoice/purchase order # \_\_\_\_\_

2 A. Purchaser's name  
**WEST FORSYTH CHRISTIAN PRESCHOOL**

B. Business address City State Country Zip code  
**125 LEWISVILLE-CLEMMONS ROAD LEWISVILLE NC USA 27023**

C. Name of seller from whom you are purchasing, leasing, or renting \_\_\_\_\_

D. Seller's address City State Country Zip code \_\_\_\_\_

3 Purchaser's type of business. Check the number that describes your business.

- |  |  |
|--|--|
| <input type="checkbox"/> 01 Accommodation and food services              | <input type="checkbox"/> 11 Transportation and warehousing     |
| <input type="checkbox"/> 02 Agricultural, forestry, fishing, and hunting | <input type="checkbox"/> 12 Utilities                          |
| <input type="checkbox"/> 03 Construction                                 | <input type="checkbox"/> 13 Wholesale trade                    |
| <input type="checkbox"/> 04 Finance and insurance                        | <input type="checkbox"/> 14 Business services                  |
| <input type="checkbox"/> 05 Information, publishing, and communications  | <input type="checkbox"/> 15 Professional services              |
| <input type="checkbox"/> 06 Manufacturing                                | <input type="checkbox"/> 16 Education and health-care services |
| <input type="checkbox"/> 07 Mining                                       | <input checked="" type="checkbox"/> 17 Nonprofit organization  |
| <input type="checkbox"/> 08 Real estate                                  | <input type="checkbox"/> 18 Government                         |
| <input type="checkbox"/> 09 Rental and leasing                           | <input type="checkbox"/> 19 Not a business                     |
| <input type="checkbox"/> 10 Retail trade                                 | <input type="checkbox"/> 20 Other (explain) _____              |

4 Reason for exemption. Check the letter that identifies the reason for the exemption.

- |   |  |
|---|--|
| <input type="checkbox"/> A Federal government (department) _____    | <input type="checkbox"/> H Agricultural production # _____             |
| <input type="checkbox"/> B State government (name) _____            | <input type="checkbox"/> I Industrial production/manufacturing # _____ |
| <input type="checkbox"/> C Tribal government (name) _____           | <input type="checkbox"/> J Direct pay permit # _____                   |
| <input type="checkbox"/> D Foreign diplomat # _____                 | <input type="checkbox"/> K Direct mail # _____                         |
| <input checked="" type="checkbox"/> L Other (explain) <b>501 3c</b> |  |
| <input type="checkbox"/> G Resale # _____                           |  |

5 Identification (ID) number. Enter the ID number as required in the instructions for each state in which you are claiming an exemption. If claiming multiple exemption reasons, enter the letters identifying each reason as listed in Section 4 for each state.

ID Number	State/Country	Reason	ID Number	State/Country	Reason
AR			NV		
GA			OH		
IA			OK		
IN			RI		
KS			SD		
KY			TN		
MI			UT		
MN			VT		
<input checked="" type="checkbox"/> NC <b>22-3980976</b>	<input checked="" type="checkbox"/> NC		WA		
ND			WI		
NE			WV		
NJ			WY		

6 Sign and Date. I declare that the information on this certificate is correct and complete to the best of my knowledge and belief.

Signature of authorized purchaser  
**Rosemary C. Drinkuth**

Print name here Title Date  
**Rosemary C. Drinkuth Financial Advisor 12/13/24**

Phone number  
**336.766.0301**

E-mail address  
**rdrinkuth@wfcpreschool.com**



WESTFOR-01

JSHANK

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/5/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER American Church Group of North Carolina, LLC 401 E Antletam St., Ste B Hagerstown, MD 21740	CONTACT NAME:	PHONE (A/C, No, Ext): (877) 766-7981	FAX (A/C, No): (877) 281-9040
	E-MAIL ADDRESS: service@bitnerhenry.com		
INSURED  West Forsyth Christian Preschool, Inc. PO Box 670 Lewisville, NC 27023	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Brotherhood Mutual Insurance Company		13528
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER: General Aggregate	X		32MNA0403843	9/2/2025	9/2/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Mary Alice Warren Community Center is named as an additional insured on the policy in relation to the event being held on April 17, 2026.

## CERTIFICATE HOLDER

## CANCELLATION

Mary Alice Warren Community Center 7632 Warren Park Dr Lewisville, NC 27023	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Robert C. Martin</i>

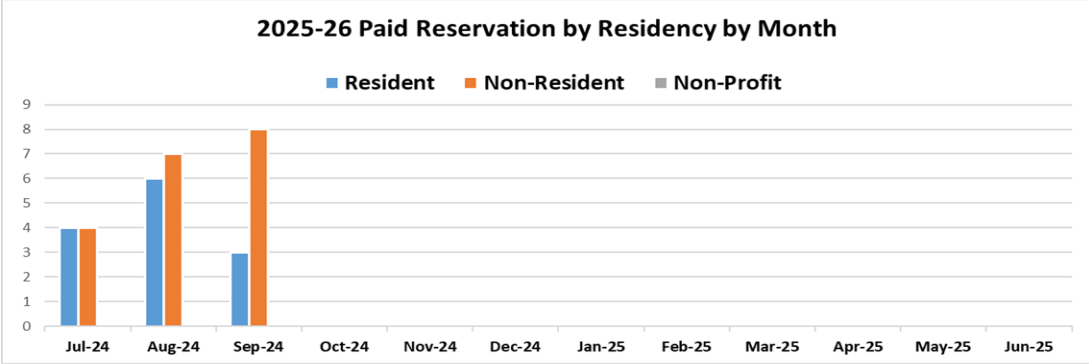
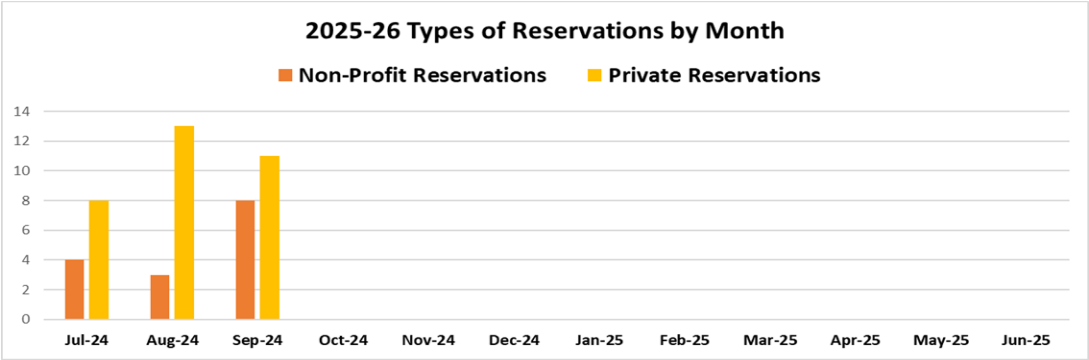
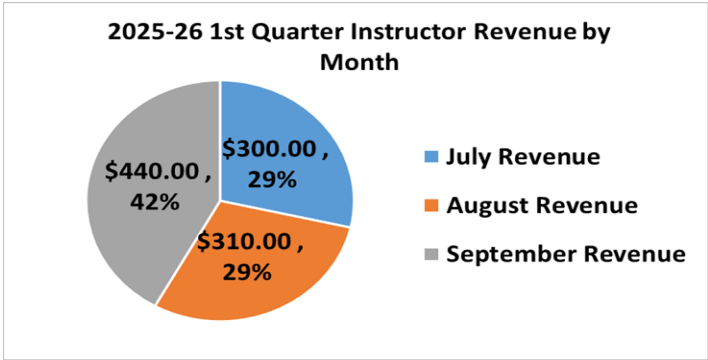
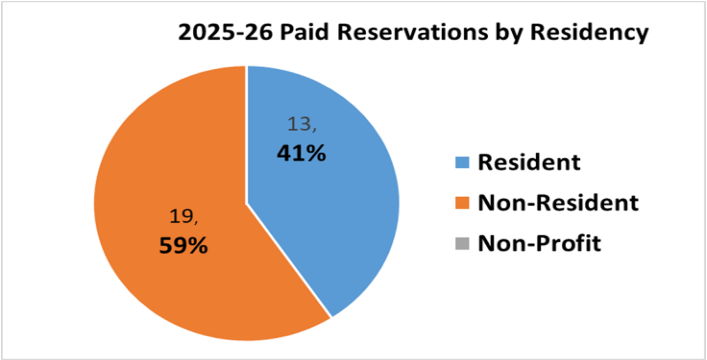
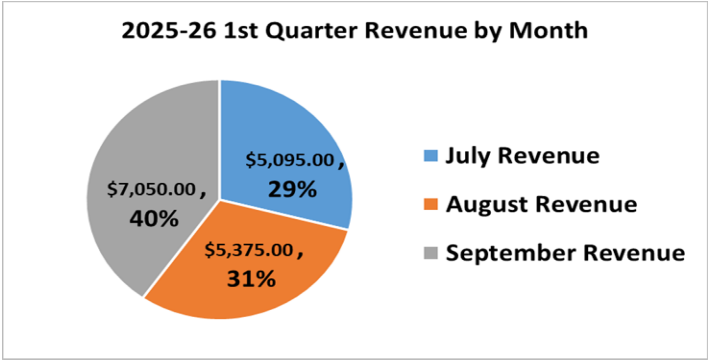
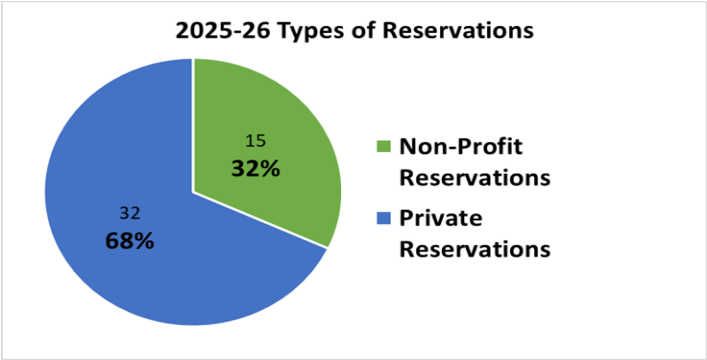
Programs	Schedule	Time	Room(s)	Shallow Ford Grant	Charge
<u>1st Quarter 2025-2026</u>					
American Mahjong	Monday's in July, August, September	1:00pm-5:00pm	Vienna	No	Free
Beyond Brushstrokes	September 25	9:30am-12:30pm	Magnolia	Yes (Associated Artists of W-S)	\$20 for members/\$25 for non-members
Blood Drive	August 6	1:00pm-5:30pm	Shallow Ford/Lewisville	No	Free
Card Game Group	Wednesday's in July, August, September	1:00pm-4:00pm	Vienna	No	Free
Colored Pencil Explorers	July 12, August 9, September 13	11:00am-3:30pm	Magnolia	No	Free
Colored Pencil Open Draw	Monday's in July, August, September	10:00am-12:00pm	Magnolia	No	Free
Colored Pencil Workshop - Maine Coon Cat	September 26 & 27	10:00am-5:00pm	Magnolia	No	\$230 for the 2 day workshop
Community Round Table Discussion	July 30	1:00pm-3:00pm	Shallow Ford	No	Free
CPR Class	September 27	8:00am-12:00pm	Shallow Ford/Lewisville	No (LFD and Town of Lewisville)	Free
Family ArtDrop-In	July 19, August 16, September 20	12:00pm-3:00pm	Magnolia	Yes (Arts Council of W/S-FC)	Free
Hudson River School Art Education	July 23	10:00am-11:30am	Magnolia	No	Free
Jewelry Making Class	September 10	9:00am-11:00am & 11:30am-1:30pm	Magnolia	No	\$20 per class
Line Dancing	Tuesday's in July, August, September	5:30pm-7:30pm	Lewisville/Vienna	No	\$7 per class
Mixedfit Class	Wednesday's in September	6:30pm-7:30pm	Lewisville	No	\$10 per class
Mobility and Flexibility for Seniors	Monday's and Wednesday's in July, August, September	11:00am-12:00pm	Lewisville	No	\$100 for the month of classes
Mommy and Me Class - Music & Movement	Tuesday's and Thursdays in July, August, September	10:00am-11:00am	Lewisville	No	\$57 for the month of classes
	Thursday's in July, August, September	9:00am-10:00am	Lewisville	No	\$57 for the month of classes
Mommy and Me Class - Preschool Playgroup	Tuesday's in September	1:15pm-2:00pm	Lewisville	No	\$57 for the month of classes
Opera Lite	August 17	3:00pm-5:00pm	Shallow Ford/Lewisville	Yes (Piedmont Opera)	\$15 per person
Reynolda Discovery Lessons	July 18, August 22, September 19	10:00am-12:00pm	Magnolia	Yes (Reynolda House)	\$3 per child
Salem Swing Band Concert	August 15	7:00pm-9:30pm	Shallow Ford/Lewisville/Vienna	Yes (Salem Band)	Free
Shag Dance Lessons for Beginners	Monday's in July, August	6:00pm-7:00pm	Magnolia	No	\$40 for the 4 classes
Story Time Series	July 19, August 16, September 20	10:30am-11:30am	Magnolia	Yes (Arts Council of W/S-FC)	Free
Tai Chi Class	Friday's in July, August, September	9:00am-10:00am	Lewisville/Vienna	No	\$2 donation suggested
The Singing Circle	September 4	6:00pm-7:00pm	Vienna	No	Free
Watery Dance with Scott Krohn	August 23	9:00am-4:00pm	Magnolia	No	\$140 per person
Writing Stories for Your Life	July 14, August 11, September 8	10:00am-12:00pm	Great Wagon	No	Free
Yoga Class	Tuesday's in July, August, September	6:00pm-7:00pm	Magnolia	No	Free
Zumba Class	Monday's and Wednesday's in July, Monday's in September	6:30pm-7:30pm	Lewisville	No	\$7 per class

Non-Profit	Type of Event	Date	Time Reserved	Room(s) Reserved	Fee
<b><u>1st Quarter 2025-2026</u></b>					
Shallow Ford Foundation	Board Orientation Meeting	July 1	2:30pm-4:30pm	Great Wagon	\$ -
Lewisville Historical Society	Membership Meeting	July 14, September 8	4:00pm-9:00pm	Shallow Ford/Kitchen	\$ -
Lewisville Civic Club	Membership Meeting	July 17, August 21, September 18	5:00pm-8:30pm	Shallow Ford/Kitchen	\$ -
Piedmont Flyers	Monthly Meeting	July 28, August 25, September 29	6:00pm-7:30pm	Great Wagon	\$ -
Girl Scout Troop 10231	Bi-weekly meeting	August 25, September 8, 22	6:30pm-8:00pm	Shallow Ford	\$ -
Girl Scout Troop 40052	Bi-weekly meeting	September 4, 18	6:30pm-7:30pm	Vienna	\$ -
American Legion Post 522	Monthly Meeting	September 4	7:00pm-9:30pm	Lewisville	\$ -
					\$ -

Type of Reservation	Date	Time Frame	Room(s) Rented	Revenue	Resident
Get Together	July 13	10:00am-4:00pm	Lewisville	\$ 450.00	Y
<i>Portion of security deposit withheld for extra cleaning and rules violations</i>				\$ 170.00	
Family Lunch	July 13	12:00pm-4:00pm	Shallow Ford/Kitchen	\$ 375.00	N
Rehearsal Dinner	July 18	1:00pm-10:00pm	Lewisville	\$ 775.00	N
Church Function	July 19	12:00pm-8:00pm	Shallow Ford/Lewisville/Vienna/Kitchen	\$ 1,475.00	Y
Baby Shower	July 26	11:30am-3:30pm	Lewisville	\$ 400.00	N
Wedding Shower	July 26	1:00pm-5:00pm	Vienna	\$ 300.00	N
Birthday Party	July 26	1:30pm-6:30pm	Shallow Ford/Kitchen	\$ 325.00	Y
Memorial Service/Visitation	July 27	12:30pm-6:30pm	Shallow Ford/Lewisville/Kitchen	\$ 825.00	Y
<b>July Revenue</b>				<b>\$ 5,095.00</b>	
Children of the American Revolution	August 2	10:00am-2:00pm	Vienna	\$ 200.00	Y
Family Reunion	August 2	1:00pm-5:00pm	Shallow Ford/Kitchen	\$ 275.00	Y
Bridal Shower	August 3	12:00pm-4:00pm	Vienna	\$ 200.00	Y
Baby Shower	August 3	1:00pm-5:00pm	Shallow Ford/Kitchen	\$ 375.00	N
Birthday Party	August 9	2:00pm-6:00pm	Shallow Ford/Kitchen	\$ 375.00	N
Baby Shower	August 9	2:00pm-6:00pm	Lewisville	\$ 300.00	Y
Baby Shower	August 10	10:00am-4:00pm	Shallow Ford/Lewisville/Vienna/Kitchen	\$ 1,125.00	Y
Crosby Scholars	August 14	8:30am-2:30pm	Shallow Ford/Kitchen	\$ 475.00	N
Baby Shower	August 16	2:00pm-6:00pm	Shallow Ford/Kitchen	\$ 375.00	N
Graduation Party	August 23	6:00pm-10:00pm	Lewisville	\$ 400.00	N
<i>Stayed an hour past reservation time</i>				\$ 75.00	
Baby Shower	August 30	10:30am-5:00pm	Shallow Ford/Kitchen	\$ 525.00	N
Birthday Party	August 31	1:00pm-7:00pm	Shallow Ford/Kitchen	\$ 375.00	Y
Coaches Meeting	August 31	2:30pm-4:30pm	Vienna	\$ 300.00	N
<b>August Revenue</b>				<b>\$ 5,375.00</b>	
Baby Shower	September 6	11:00am-4:00pm	Shallow Ford/Kitchen	\$ 425.00	N
Employee Picnic	September 12	11:30am-3:30pm	Lewisville/Vienna	\$ 700.00	N
WS First Church	September 12	5:30pm-10:00pm	Shallow Ford/Lewisville/Kitchen	\$ 900.00	N
WS First Church	September 13	8:00am-12:00pm	Shallow Ford/Lewisville/Kitchen	\$ 775.00	N
Bridal Shower	September 13	2:00pm-6:00pm	Shallow Ford/Kitchen	\$ 275.00	Y
Garba Dance Festival	September 14	3:00pm-10:00pm	Shallow Ford/Lewisville/Vienna/Kitchen	\$ 1,300.00	Y
<i>Portion of security deposit withheld for extra cleaning</i>				\$ 105.00	
Baby Shower	September 20	11:00am-4:00pm	Shallow Ford/Kitchen	\$ 425.00	N
Baby Shower	September 20	11:00am-4:00pm	Lewisville	\$ 475.00	N
Memorial Service	September 27	1:00pm-6:00pm	Vienna	\$ 350.00	N
<i>Stayed past reservation time</i>				\$ 50.00	
Baby Shower	September 27	2:00pm-6:00pm	Shallow Ford/Lewisville/Kitchen	\$ 775.00	N
<i>Stayed past reservation time</i>				\$ 125.00	
Birthday Party	September 28	12:00pm-4:00pm	Lewisville	\$ 300.00	Y
<i>Portion of security deposit withheld for extra cleaning</i>				\$ 70.00	
<b>September Revenue</b>				<b>\$ 7,050.00</b>	
<b>1st Quarter Revenue</b>				<b>\$ 17,520.00</b>	
<b>Fiscal Year Total</b>				<b>\$ 17,520.00</b>	

	Jul-24	Aug-24	Sep-24	Total
Non-Profit Reservations	4	3	8	15
Private Reservations	8	13	11	32
Programs	66	56	71	193
	78	72	90	240

Combined Reservations	47
# of Programs	193





**RESOLUTION 2025-031 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 two months ended August 31, 2025;

**WHEREAS**, the Finance Officer did not report any unusual expenditures; and

**NOW, THEREFORE BE IT RESOLVED THAT** the Lewisville Town Council accepts the Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary for the two months ended August 31, 2025 and incorporated herein.

Adopted this the 9<sup>th</sup> day of October 2025 by the Lewisville Town Council.

ATTEST:

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

\_\_\_\_\_  
Angela Lord, Town Clerk

**Town of Lewisville**  
**Financial Budget to Actual Report - General Fund**  
**Two Months Ended August 31, 2025**

**General Fund**

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 4,656,701.00	\$ 11,444.36	\$ (4,645,256.64)	0.25%
Sales Tax Revenue	1,291,420.00	-	(1,291,420.00)	0.00%
Other Revenues	1,835,805.00	67,695.45	(1,768,109.55)	3.69%
Transfer from Willow Run MSD Special Revenue Fund	37,508.00	-	(37,508.00)	\$ -
<b>Subtotal</b>	7,821,434.00	<b>\$ 79,139.81</b>	<b>\$ (7,742,294.19)</b>	1.01%
Appropriation from Fund Balance	256,934.00			
<b>Total</b>	<b>\$ 8,078,368.00</b>			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 381,979.00	\$ 57,852.01	\$ 51,071.19	\$ 273,055.80	28.52%
Administration	1,036,497.00	214,435.76	56,845.56	765,215.68	26.17%
Finance	335,088.00	69,646.85	-	265,441.15	20.78%
Debt Service	221,600.00	221,600.00	-	-	100.00%
Planning & Zoning	331,574.00	32,230.32	32,077.86	267,265.82	19.39%
Beautification	139,044.00	16,214.00	102,829.16	20,000.84	85.62%
Community Policing	1,063,880.00	1,830.11	1,049,210.00	12,839.89	98.79%
Public Works	738,987.00	94,294.17	193,537.04	451,155.79	38.95%
Streets	344,870.00	6,411.59	24,900.00	313,558.41	9.08%
Powell Bill	867,500.00	5,050.00	19,500.00	842,950.00	2.83%
Stormwater	260,072.00	15,107.25	114,611.57	130,353.18	49.88%
Solid Waste	1,668,536.00	121,402.64	-	1,547,133.36	7.28%
Recycling	4,910.00	190.00	-	4,720.00	3.87%
Parks and Recreation	458,831.00	86,701.97	40,103.74	332,025.29	27.64%
Transfers to Capital Projects Funds	-	-	-	-	-
Transfers to Capital Reserves	225,000.00	225,000.00	-	-	100.00%
<b>Total</b>	<b>\$ 8,078,368.00</b>	<b>\$ 1,167,966.67</b>	<b>\$ 1,684,686.12</b>	<b>\$ 5,225,715.21</b>	<b>35.31%</b>

General Fund Balance 7/1/2024	\$ 7,426,640.07	
Year-to-Date Increase (Decrease) FY 2024-2025	985,968.75	Unaudited
Year-to-Date Increase (Decrease) FY 2025-2026	(1,088,826.86)	
General Fund Balance 8/31/2025	<u>\$ 7,323,781.96</u>	

**Town of Lewisville**  
**Financial Budget to Actual Report - Willow Run Municipal Service District**  
**Two Months Ended August 31, 2025**

***Willow Run Municipal Service District***

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 106,542.00	\$ 3,946.57	\$ (102,595.43)	3.70%
<b>Subtotal</b>	106,542.00	<b>\$ 3,946.57</b>	<b>\$ (102,595.43)</b>	<b>3.70%</b>
Appropriation from Fund Balance	462,963.00			
<b>Total</b>	<b>\$ 569,505.00</b>			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 531,997.00	\$ -	\$ -	\$ 531,997.00	0.00%
Transfer to General Fund	\$ 37,508.00	\$ -	\$ -	37,508.00	0.00%
<b>Total</b>	<b>\$ 569,505.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 569,505.00</b>	<b>0.00%</b>

MSD Fund Balance 7/1/2024	\$ 249,781.03	
Year-to-Date Increase (Decrease) FY 2024-2025	303,945.80	<i>Unaudited</i>
Year-to-Date Increase (Decrease) FY 2025-2026	3,946.57	
MSD Fund Balance 8/31/2025	<u><b>\$ 557,673.40</b></u>	

**Town of Lewisville**  
**August 31, 2025**

<b>Capital Reserve Funds</b>					
	<b>Fund Balance 7/1/2025</b>	<b>Transfers In</b>	<b>Transfers Out</b>	<b>Investment Earnings</b>	<b>Fund Balance 7/31/2025</b>
Sidewalks, Bike Paths, and Greenways Capital Reserve	1,452.89	100,000.00	-	647.51	<b>102,100.40</b>
Municipal Buildings/Land Capital Reserve	149,167.45	25,000.00	-	1,231.27	<b>175,398.72</b>
Parks & Recreation Capital Reserve	346.59	100,000.00	-	639.56	<b>100,986.15</b>
<b>Total</b>	<b>\$ 150,966.93</b>	<b>\$ 225,000.00</b>	<b>\$ -</b>	<b>\$ 2,518.34</b>	<b>\$ 378,485.27</b>

<b>American Rescue Plan Act Special Revenue Fund</b>	
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	177,554.12
<b>American Rescue Plan Act Special Revenue Fund - Cash Balance 8/31/2025</b>	<b>\$ 177,554.12</b>

**Town of Lewisville  
August 31, 2025**

<b>Capital Projects Funds - Since Inception</b>								
<b>Project</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Transfers In</b>	<b>Transfers Out</b>	<b>Investment Earnings</b>	<b>Loan Proceeds</b>	<b>Fund Balance 8/31/2025</b>	<b>Budget</b>
Community Center Capital Project	100,000.00	(4,815,994.69)	2,947,137.00	-	27,940.45	2,000,000.00	<b>259,082.76</b>	<b>\$ 4,947,137.00</b>
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	826,307.49	(1,066,777.15)	2,254,052.22	-	80,636.66	-	<b>2,094,219.22</b>	<b>\$ 2,801,485.00</b>
Jack Warren Park Improvements	230,940.00	(597,062.46)	672,049.00	-	48,648.75	-	<b>354,575.29</b>	<b>\$ 672,049.00</b>
Great Wagon Road Improvements	-	-	1,924,545.62	-	128,701.14	-	<b>2,053,246.76</b>	<b>\$ 8,141,999.34</b>
Public Works Facility	-	(827,257.83)	899,325.47	-	20,842.08	-	<b>92,909.72</b>	<b>\$ 1,000,000.00</b>
<b>Total</b>	<b>\$ 1,157,247.49</b>	<b>\$ (7,307,092.13)</b>	<b>\$ 8,697,109.31</b>	<b>\$ -</b>	<b>\$ 306,769.08</b>	<b>\$ 2,000,000.00</b>	<b>\$ 4,854,033.75</b>	<b>\$ 17,562,670.34</b>



**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**September 4, 2025 – 6:00 PM**  
**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room**  
**6510 Shallowford Road**

**1. Call to Order:**

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro-Tem Melissa Hunt and Councilmembers Ivan Huffman, Tom Lawson, Monte Long, Jane Welch, and Ken Sadler. Also attending were Town Manager Stacy Tolbert, Town Clerk Angie Lord, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, and Town Attorney Elliot Fus.
- B. Adoption of Agenda – Mayor Horn requested the agenda to be amended to include a facility exemption request from the Winston Salem/Forsyth County School Board, a request for Oak Grove neighborhood speed cushions, and to consider a resolution to appoint a Law Firm for Town representation. Councilmember Long moved to approve the agenda as amended. The motion was seconded by Councilmember Huffman and approved unanimously.

**2. Items Requiring Council Direction**

- A. Lucy Lane – Right turn Only Discussion – Town Manager Stacy Tolbert outlined a partnership with Lewisville Elementary to alleviate school traffic concerns; highlighted the removal of crossing guards; measurements taken by the school; the incorporation of cones and temporary signage; requested Council direction for permanent no left turn signage on school days during the hours of 7:15 AM – 8:00 AM and 2:15 PM – 3:00 PM; and stated with Council approval, staff would provide a resolution for consideration at the September 11, 2025 Town Council meeting. It was the consensus of Council for staff to move forward with the item.
- B. Facility Use Exemption – Winston Salem/Forsyth County School Board – Town Manager Tolbert explained the Special Projects Review Committee had met previous to the Town Council Briefing; stated the Winston Salem/Forsyth County (WS/FC Board) School Board had requested a fee exemption for the use of the Magnolia Room at the Mary Alice Warren Community Center (MAWCC) for a Board retreat hosting approximately 15 people on October 21<sup>st</sup> from 9am – 4pm; explained the WS/FC Board was previously on the exemption list; stated the list had been updated to reflect Lewisville resident fed schools; referenced a revision to the exemption list to include governmental agencies; and referred to the committee for a one-time exemption recommendation. Councilmember Welch stated the Committee unanimously recommended approval of the request. Discussion took place regarding future modifications to the facility exemption process; and the WS/FC Board requirements to notice meetings. It was the consensus of Council to approve the Facility Use Exemption request. Staff will present a resolution for consideration at the September 11, 2025 Town Council meeting. *(Facility exemption request referenced is herein incorporated by reference into the minutes.)*
- C. Oak Grove Speed Cushions – Public Works Director Jon Hanna outlined a request by the Oak Grove neighborhood for traffic speed cushions; provided a map for the proposed three speed cushions and a four-way stop on Riding Ridge Lane and Fairhaven Road; explained canvassing policies; stated out of 100 homes canvassed, 74% affirmative responses were received; and outlined an estimated cost of \$7000 for the project.  
 Councilmember Huffman left the meeting at 6:22 PM; and returned at 6:23 PM.  
 Discussion ensued regarding signage; neighborhood communications; installation timelines; traffic mitigation policies for resident requests; and town-maintained roads. It was the consensus of Council to move forward with the request. Staff will present a resolution for consideration at

the September 11, 2025 Town Council meeting. *(Speed Cushion location map referenced is herein incorporated by reference into the minutes.)*

### 3. Items Requiring Action at Briefing

- A. Legal Representation Resolution – Town Manager Tolbert stated a Request for Proposals (RFP) from Laws Firms had been acquired; outlined a review of the RFPs; highlighted the selected representation was Brough Law Firm; commended current law firm, Blanco Tackabery and Attorney Elliot Fus, for dedication over the years; and presented Resolution 2025-036 for Council consideration to contract with Brough Law Firm effective October 1, 2025. Mayor Horn echoed commendations for Blanco Tackabery and Attorney Fus. Councilmember Huffman moved to approve resolution 2025-035. The motion was seconded by Councilmember Long and passed unanimously. *(Resolution 2025-036 referenced is herein incorporated by reference into the minutes.)*

### 4. Administrative Reports

- A. Town Manager
- i. Round-a-bout update – Town Manager Tolbert spoke to advertisements for construction bids; to an October 9<sup>th</sup> bid opening; and an anticipated item for Council consideration at the November meeting.
  - ii. Great Wagon Road Update – Town Manager Tolbert referenced the continued construction efforts; the installation of water & sewer lines and sidewalks; highlighted in-fill dirt being brought in; provided an overview of an item that was omitted from the contract for man hole extensions; referenced communications with the North Carolina Department of Transportation (NCDOT) to cover the cost of approximately \$205,000; and stated an update would be forthcoming. Manager Tolbert provided an update of the Lewisville Lift Station process; outlined a rejected bid that exceeded the engineer's estimated cost; explained the process for requesting bids again; and stated the projected second bid opening to be on Tuesday of next week.
  - iii. State of the Town Update – Town Manager Tolbert voiced the State of the Town had been successful; highlighted 10 of 14 candidates were in attendance; current Councilmembers that served on a panel; and commended an engaged and attentive audience. Councilmember Lawson left the meeting at 6:39 PM; and returned at 6:40 PM.
- B. Town Clerk
- i. ECSC Appointments - Town Clerk Angie Lord provided a brief overview of the Environmental Conservation & Sustainability Committee vacancies; the receipt of three applications (Scott Herzog, Jim McNamara, and Dixie Lee Thompson) for the two openings; outlined the interview process by Town Manager Tolbert and Town Clerk Lord; reviewed applicant experience and qualifications; stated staff recommended Mr. McNamara and Ms. Thompson for council consideration; and that voting ballots would be provided to Council at the September 11<sup>th</sup> Town Council meeting. *(ECSC applications referenced is herein incorporated by reference into the minutes.)*
  - ii. Public Arts Icon – Town Clerk Lord presented a request by the Lewisville Public Arts Committee for approval of an icon; and stated the intended use to be published on communications associated with public arts events such as unveiling of public arts pieces and the annual art show. Discussion took place regarding the purpose of the icon; staff liaison communications with the committee regarding the request; and a suggestion to incorporate the icon with the Town Seal. Mayor Horn stated he would work with Communications Specialist Veronica Leasure on icon options. *(Public Arts Committee icon proposal referenced is herein incorporated by reference into the minutes.)*
  - iii. Landslide – A Tribute to Fleetwood Mac - @ Shallowford Square – September 6 (7 PM – 9 PM)
  - iv. Starlight Movie Night – Inside Out 2 - @ Shallowford Square – September 12
  - v. CPR Class - @ MAWCC – September 27 – (8AM – 12PM)

- vi. Singers in the Round Showcase – September 27 - @Shallowford Square (7PM – 9PM)
- C. Public Works Director
  - i. Play Structure Update – Public Works Director Jon Hanna provided an update on the status of the play structure for Shallowford Square; stated vendor proposals were due tomorrow; and explained a quick process. Discussion occurred regarding custom designs; American Disability Act (ADA) compliances; and grant and naming opportunities.
  - ii. Fred Moser Property Project – Director Hanna provided a proposed map of phase one for the pedestrian passage; spoke to repurposed lighting on the property; and outlined a collaborative effort with the Parks and Recreation (P & R) Committee and other Lewisville Committee Chairs. Discussion took place regarding a protected property for residential use; an organic and natural setting; a potential vegetable garden; and future phases for the Lewisville P & R, Beautification, Public Arts, and the Environmental Conservation and Sustainability committees to be represented on the property.
- D. Planning Director
  - i. UDO Text Amendments Update – Planning Director Lynn Cochran referenced Council requests for text amendments to the adopted Unified Development Ordinance (UDO); outlined the timeline for presentations to the Planning Board and Town Council; and provided a handout with the suggested upcoming amendments. *(The recommended UDO amendments handout is herein incorporated by reference into the minutes.)*
- 5. Tentative Agenda Items for Regular Meeting on September 11, 2025**
  - A. Consent Agenda
    - i. Resolution 2025-035– Financial statements for Month Ended July 31, 2025
    - ii. Approval of Agenda Briefing minutes – August 7, 2025
    - iii. Approval of Regular Meeting minutes – August 14, 2025
  - B. Introductions, Recognitions, Presentations and/or Proclamations
    - i. Introduction
      - a. Michelle Bennett, Customer Service Representative/Events Coordinator
    - ii. Presentations
      - a. I’m One of the Reasons Lewisville is a Great Place to Live
      - a. Bessie Stogias – Liberty Restaurant
    - iii. Proclamations
      - a. Constitution Week Proclamation
    - iv. Sheriff’s Office
  - C. Old Business
  - D. New Business
    - i. Resolution 2025-032 – Resolution to Approve Marblehead Dam Construction Contract – Town Manager Tolbert stated staff had received construction bids for Lake Marblehead Dam repairs; outlined the receipt of two bids; explained the rejection of a bid due to the bid being nonresponsive; the chosen bid was under the engineer’s estimated cost at \$269,700; and stated Council would be requested to consider a contract approval with Largent Land Management, LLC at the Town Council meeting on September 11, 2025.
    - ii. Resolution 20256-033 to Approve CEI Services Contract - Town Manager Tolbert explained a qualifications-based selection process for an engineering firm for Construction, Engineering, and Inspection services; the firm would oversee the dam repairs; recognized Grimes Engineers as the chosen firm with a negotiated price of services for \$94,500.
    - iii. Resolution 2025-034 to Call Public Hearing – Lewisville/Clemmons Annexation Agreement – Town Manager Tolbert reviewed the previous 20-year contract agreement with the Village of Clemmons; spoke to a re-instatement of the agreement; highlighted boundary lines; the requirement for a public hearing; spoke to Council consideration to call a public hearing at the next meeting; and to hold a Public Hearing on October 9<sup>th</sup>. Town Attorney Elliot Fus

voiced concerns regarding conflicts with attorney representation. Discussion ensued regarding the original agreement; forced boundaries; governing statutes; development and growth impacts; landlock concerns; a legally binding agreement; and the need for Council review.

Mayor Horn recommended staff postpone the item to allow Council review of the agreement.

iv. **For the Good of the Order** - None

v. **Adjournment** – Councilmember Lawson moved to adjourn the meeting at 7:55 PM. The motion was seconded by Councilmember Long and approved unanimously.

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Mike Horn, Mayor

ATTEST:

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Angela Lord, Town Clerk



**Lewisville Town Council  
Regular Meeting Minutes  
September 11, 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 Councilmembers Ivan Huffman, Tom Lawson, Monte Long, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Angie Lord, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, Communications Specialist Veronica Leasure and Attorney Elliot Fuss.
- b. Invocation – Councilmember Long
- c. Pledge of Allegiance – Councilmember Welch
  - i. Following the pledge, Mayor Horn read a statement regarding the anniversary of the September 11, 2001 attacks; and shared an image to commemorate the event. *(Image referenced is herein incorporated into the minutes.)*
- d. Adoption of Agenda – Councilmember Long moved to approve the agenda. The motion was seconded by Mayor Pro-Tem Hunt and approved unanimously.

**2. Consent Agenda**

- a. Resolution 2025-035– Financial statements for Month Ended July 31, 2025
  - b. Approval of Agenda Briefing minutes –August 7, 2025
  - c. Approval of Regular Meeting minutes – August 14, 2025
- Councilmember Huffman moved to approve the consent agenda. The motion was seconded by Councilmember Long and approved unanimously.

**3. Introductions, Recognitions, Presentations and/or Proclamations**

- a. Introduction
  - i. Town Manager Stacy Tolbert recognized Michelle Bennett as the newest staff member in the position of Customer Service Representative/Events Coordinator. Ms. Bennett expressed appreciation for the opportunity.
- b. Presentations
  - i. I'm One of the Reasons Lewisville is a Great Place to Live
    - a. Mayor Horn presented *I'm One of the Reasons Lewisville is a Great Place to Live* to Bessie Stogias/Liberty Restaurant; highlighted past recognitions; and the long time presence in the community. Ms. Stogias voiced appreciation to her staff, husband, and the Town.
  - ii. Proclamations
    - a. Mayor Horn read a proclamation for Constitution Week into the record. *(Proclamation 2025-002 referenced is herein incorporated into the minutes.)*
    - b. Mayor Horn read a proclamation for the Lewisville Civic Club into the record; and stated he would present the proclamation to the organization at the next Civic Club meeting. *(Proclamation 2025-003 referenced is herein incorporated into the minutes.)*

- iii. Sheriff's Office – Sergeant PJ Stringer shared call stats; spoke to the upcoming movie night; and to traffic safety.

2025													
TYPE OF INCIDENT	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL
Total calls for service	670	718	766	640	680	698	746	761					
Security Check	364	414	372	338	363	362	403	389					
Traffic Arrest / Violation	18	35	19	22	26	15	29	23					
Alarm	16	12	11	14	20	17	11	18					
Priority Call Response Time	6.5	4.8	5	4.2	5.3	7	6.5	5.3					
2024													
TYPE OF INCIDENT	JAN	FEB	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Total calls for service	575	657	715	682	605	591	621	698					
Security Check	277	347	136	368	300	284	351	357					
Traffic Arrest / Violation	34	38	51	30	25	41	36	32					
Alarm	11	10	23	14	16	8	19	12					
Priority Call Response Time	5.9	5	5.2	4.1	4.1	5	5	4.5					

#### 4. Public Forum

- Susan Frey voiced concerns with Facility Exemption requests for use of the Mary Alice Warren Community Center.
- Suzanne Newsome referenced the State of the Town event; and commended staff and Council.

#### 5. Appointments

- Environmental Conservation & Sustainability Committee (ECSC) – Town Clerk Angie Lord provided three applications received for two vacancies (Scott Herzog, Jim McNamara, and Dixie Lee Thompson). Voting ballots were presented to Council; collected and tallied by Town Clerk Lord; and reported results for Scott Herzog and Dixie Lee Thompson being appointed to serve on the ECSC. **(Applications and voting ballots are herein incorporated by reference into the minutes.)**

#### 6. New Business

- Resolution 2025-032 – Approve Marblehead Dam Construction Contract with Largent Land Management, LLC in the Amount of \$269,700 – Town Manager Stacy Tolbert explained bids had been received for the construction of the Lake Marblehead Dam repairs; and stated following the informal bid process, the chosen bid selected was at \$269,700. Councilmember Lawson moved to approve Resolution 2025-032. The motion was seconded by Councilmember Welch and motion passed unanimously. **(Resolution 2025-032 is herein incorporated by reference into the minutes.)**
- Resolution 2025-033 – Approve CEI Services Contract with Grimes Engineering in an Amount not to Exceed \$94,500 – Town Manager Tolbert explained the connection to the previous item; stated the contract would be with Grimes Engineering to perform Construction, Engineering & Inspection services for the construction of the Lake Marblehead Dam repairs in the amount of \$94,500. Councilmember Lawson made a motion to adopt Resolution 2025-033. The motion was seconded by Councilmember Sadler and passed unanimously. **(Resolution 2025-033 is herein incorporated by reference into the minutes.)**
- Resolution 2025-037 – Adopt No Left Turn off Lucy Lane – Town Manager Tolbert outlined temporary traffic procedures since the start of the 2025/26 school year; community policing assistance; explained the enactment of a pilot program of “no left turn” during the school drop-off and pick up for Lewisville Elementary; and highlighted the changes in school traffic congestion. Town Manager Tolbert stated with the support from Lewisville Elementary and the Community Policing officers, that staff would like to implement permanent “no left turn” signage from Lucy Lane onto Shallowford Road during school days between the hours of 7:15 AM – 8:00 AM and 2:15 PM – 3:00 PM; and explained time restrictions would be effective once communication had been given to school parents and residents. Councilmember Welch moved to approve Resolution 2025-037. The motion was seconded by Councilmember Long and passed unanimously. **(Resolution 2025-037 and facility use exemption request are herein incorporated by reference into the minutes.)**
- Resolution 2025-038 – Approve Facility Use Exemption Request for Winston Salem/Forsyth School Board – Town Clerk Lord outlined the exemption request by Winston Salem/Forsyth County School Board for October 21, 2025 (9am – 4pm) to hold a retreat; and explained the

Special Projects Review Committee recommendation for approval. Councilmember Sadler explained the school board meetings were public meetings. Councilmember Lawson moved to approve Resolution 2025-038. The motion was seconded by Councilmember Welch and passed unanimously. (*Resolution 2025-038 and facility use exemption request are herein incorporated by reference into the minutes.*)

- e. Resolution 2025-039 – Resolution to Approve Oak Grove Neighborhood Speed Cushions – Public Works Director Jon Hanna provided a review of the canvassing procedures; and compliance to the regulations. Discussion ensued regarding installation timelines; selection process for the device; and budgetary alignment. Councilmember Long moved to approve 2025-039. The motion was seconded by Councilmember Huffman and passed unanimously. (*Resolution 2025-039 is herein incorporated by reference into the minutes.*)

## **7. Administrative Reports**

### **a. Upcoming events and closings**

- i. Starlight Movie Night – Inside Out 2 - @Shallowford Square – September 12
- ii. CPR Class - @ MAWCC – September 27 – (8AM – 12PM)
- iii. Singers in the Round Showcase – September 27 - @Shallowford Square (7PM – 9PM)
- iv. None of the Above Bluegrass Concert with LCAP food drive – October 4 @ Shallowford Square (5PM – 7PM)
- v. Blood Drive – October 8 - @ MAWCC (1PM – 5:30PM)

Town Manager Tolbert highlighted a Scouts Bingo event prior movie night. Discussion took place regarding CPR class availability.

### **b. Clerk Report**

- i. LBC, MSD, ZBOA Openings – Town Clerk Lord provided an overview of vacancies on the Lewisville Beautification Committee; and spoke to an extended application period. Town Clerk Lord stated staff were notified of the passing of a resident that served on the Zoning Board of Adjustment and the Willow Run Municipal Service District; and explained applications would be accepted for all vacancies through September 30, 2025.

### **c. Public Works Report**

- i. Pavement Condition Study - Public Works Director Hanna explained the pavement condition study to start for phase 1 with Summit Engineering; referenced maintenance and resurfacing; and that the project was on budget. Discussion took place regarding road prioritization; a Fall crack sealing project; and resident communications.

### **d. Approvals at the Briefing and Action Meeting on September 4, 2025**

- i. Resolution 2025-036 – Appoint Town Attorney Firm – Town Manager Tolbert outlined the appointment of the Brough Law Firm as legal representation for the Town effective October 1, 2025. Appreciation was expressed for Attorney Elliot Fus, Blanco Tackabery Law Firm.

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

- a. Public comments – there were no speakers.
- b. Council comments
  - i. Councilmember Sadler inquired about EV charging stations in connection to the Great Wagon Road construction; solar panels at the Mary Alice Warren Community Center (MAWCC); and commended the State of the Town event. Town Manager Tolbert explained a temporary interruption of services of the EV charging station. Finance Director Pam Orrell shared cost savings with the solar panels at MAWCC.

- 9. **Adjournment** – Councilmember Long moved to adjourn the meeting at 6:51 PM. The motion was seconded by Councilmember Sadler and motion passed unanimously.

ATTEST:

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

\_\_\_\_\_  
Angela Lord, Town Clerk

September 11, 2025



## TOWN OF LEWISVILLE TENTATIVE 2026 MEETING SCHEDULE

<b>BOARDS &amp; COMMITTEES</b>	<b>TIME</b>	<b>PLACE</b>	<b>DAY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>COM DAY</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
Beautification Committee	6:00 PM	TH 201	MON		16	16	20	2-May	18				21	19	16	21
Environmental Committee	6:00 PM	TH 201	TUE	13	10	10	14	2-May	12	9	14	11	8	13		8
Parks & Recreation Committee	6:00 PM	TH 201	MON	12	9	9	13	2-May	11	8	13	10	14	12	9	14
Planning Board	6:00 PM	TH 201	WED	14	11	11	8	2-May	13	10	8	12	9	14		9
Public Art Committee	6:00 PM	TH 201	MON	5	2	2	6	2-May	4	1	6	3		5	2	7
Willow Run MSD Board	6:00 PM	TH 201	TUE	20	17	17	21	2-May	19	16	21	18	15	20	17	15
Zoning Board of Adjustment	6:00 PM	TH 110	TUE	27	24	24	28	2-May	26	23	28	25	22	27	24	22

### COMMUNITY DAY MAY 2ND 10AM - 2PM

<b>TOWN COUNCIL</b>	<b>TIME</b>	<b>PLACE</b>	<b>DAY</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>		<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>
Agenda Briefing	6:00 PM	TH 201	THUR	22-Dec	5	5	2		7	4	2	6	3	1	5	3
Regular Meeting	6:00PM	TH 110	THUR	8	12	12	9		14	11	9	13	10	8	12	10
Council Retreat		MAWCC	January 30 - 5:30 PM; January 31 - 8:30 AM													
Budget Work Sessions	6:00 PM	TH 110	April 16, April 21, April 30, May 21 (Note: Budget work sessions only held if needed.)													
NCLM CityVision			May 5 - 7													

**Planning Board** If there is a public hearing, the Planning Board meets in TH 110 (Council Chambers).

**Zoning Board of Adjustment** - Only meets as needed.

MAWCC - Mary Alice Warren Community Center; TH - Town Hall

Room 201 is the second floor conference room. Room 110 is the Council Chamber.

**Individuals requiring special accommodations may contact the Town Clerk at least 72 hours prior to meetings to request special assistance (336-945-1022).**



**RESOLUTION 2025-034 OF THE LEWISVILLE TOWN COUNCIL  
CALLS A PUBLIC HEARING TO RECEIVE COMMENTS ON  
UDO L-170 AMENDING THE UNIFIED DEVELOPMENT ORDINANCE (UDO)**

**WHEREAS**, the Lewisville Planning Board held a public hearing on October 8, 2025 on the draft to amend the UDO regarding open space, tree preservation, and certain institutional uses;

**WHEREAS**, the Lewisville Planning Board recommends approval to the Lewisville Town Council;

**WHEREAS**, North Carolina General Statute 160D-601(a) provides that public notice be given when adopting or amending ordinances pertaining to planning and development;

**WHEREAS**, North Carolina General Statute 160D-601(a) requires that a notice of a public hearing be published twice in a newspaper having general circulation in the municipality not less than 10 days nor more than 25 days before the date fixed for the public hearing;

**WHEREAS**, North Carolina General Statute 160D-601(a) provides for Methods of Procedure; and

**NOW, THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL** to call a public hearing at the Lewisville Town Hall, 6510 Shallowford Road, for Thursday, November 13, 2025 at 6:00 PM for the purpose of receiving public comment concerning this request.

Adopted this the 9<sup>th</sup> day of October 2025 by the Lewisville Town Council.

ATTEST:

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

\_\_\_\_\_  
Angela Lord, Town Clerk



**RESOLUTION 2025-040 OF THE TOWN OF LEWISVILLE  
CALL A PUBLIC HEARING TO RECEIVE COMMENTS ON  
L-114 REZONING REQUESTED BY JUNG HOKE & ROSS HOUSTON  
TO REZONE PROPERTY AT 6732 SHALLOWFORD ROAD FROM RESIDENTIAL SINGLE-FAMILY  
(RS-20) TO LEWISVILLE DOWNTOWN 1 CONDITIONAL DISTRICT (LD1-C)**

**WHEREAS**, the Lewisville Planning Board held its public hearing on October 8, 2025;

**WHEREAS**, the Lewisville Planning Board recommends approval to the Lewisville Town Council;

**WHEREAS**, Chapter 160D-601 of the North Carolina General Statutes (NCGS) provides that the public notices be given when adopting or amending ordinances pertaining to planning and development;

**WHEREAS**, NCGS 160D-601 requires that a notice of a public hearing be published twice in a newspaper having general circulation in the municipality not less than 10 days nor more than 25 days before the date fixed for the public hearing; and

**NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL** calls a public hearing to be conducted on November 13, 2025 at 6:00 PM in the Lewisville Town Hall located at 6510 Shallowford Road for the purpose of receiving public comment concerning this request.

Adopted this the 9<sup>th</sup> day of October, 2025 by the Lewisville Town Council.

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

ATTEST:

\_\_\_\_\_  
Angela Lord, Town Clerk



**RESOLUTION 2025-041 OF THE LEWISVILLE TOWN COUNCIL  
AWARD CONTRACT FOR STREET MAINTENANCE**

**WHEREAS**, the Town of Lewisville has a pavement preservation system for town-maintained streets;

**WHEREAS**, the Town must protect its assets in a most fiscally, responsible manner;

**WHEREAS**, crack sealing of streets adds years to the life of streets before the street needs to be fully repaved;

**WHEREAS**, it has been determined that asphalt hot crack sealing is needed for the Brookforest, Sequoia, Arbor Run, and Oak Grove neighborhoods, as well as several scattered streets throughout Town;

**WHEREAS**, funds to complete the project are appropriated in the 2025-001 Budget Ordinance;

**WHEREAS**, American Spray Tech has honored last year's bid price for this project; and

**NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** the Town Manager is authorized to award a contract to American Spray Tech for asphalt hot crack sealing and speed hump maintenance as specified in the amount not to exceed \$81,563.

Approved and effective this the 9<sup>th</sup> day of October 2025 by the Lewisville Town Council.

ATTEST:

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

\_\_\_\_\_  
Angela Lord, Town Clerk



## STAFF REPORT

ITEM:	RESOLUTION 2025-042
SUBJECT:	INTERLOCAL AGREEMENT WINSTON-SALEM FORSYTH CO UTILITIES COMMISSION
PREPARED BY:	STACY TOLBERT, TOWN MANAGER
DATE SUBMITTED:	OCTOBER 2, 2025

### BACKGROUND/SUMMARY:

Before Council is a resolution to adopt the amended Interlocal agreement between the Town of Lewisville and the Winston-Salem Forsyth County Utilities Commission for Lewisville Sewer Lift Station associated with the Great Wagon Road. The original agreement was executed in January of 2023 of which the numbers associated with the agreement were engineers estimates. Those estimates are considered outdated compared today's costs associated with engineering and construction.

### STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends this contract be approved by Council.

### FISCAL IMPACT:

1. The cost for engineering & design of the Lewisville Sewer Lift station has also been updated within the agreement to reflect a more accurate cost. This number has been updated to \$630,000.
2. On September 17, 2025, bids were received for the construction of the Lewisville Sewer Lift Station. The lowest bidder was awarded the contract at a cost of \$7,270,430.43. The agreement has been rounded to accommodate the lowest bid to \$7,270,450.

### ATTACHMENT(S):

Draft Interlocal Agreement - Amended



**RESOLUTION 2025-042 OF THE LEWISVILLE TOWN COUNCIL  
AUTHORIZE AN AMENDMENT TO THE INTERLOCAL AGREEMENT BETWEEN THE TOWN OF  
LEWISVILLE AND WINSTON SALEM/FORSYTH COUNTY UTILITIES FOR CONSTRUCTION COST**

**WHEREAS**, the Town of Lewisville entered into an interlocal agreement in November 2022 for the design, permitting and reconstruction of the Lewisville Lift Station;

**WHEREAS, due** to supply and demands, in the last few of years, there has been a significant rise in construction cost;

**WHEREAS**, construction cost necessitates an amendment to the interlocal agreement to approximately \$7,270,430.43; and

**BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL** that the Town of Lewisville authorize an amendment to the interlocal agreement with and the Town Manager is authorized to sign said agreement with Winston-Salem/Forsyth County Utilities for construction cost of the Lewisville Lift Station.

Adopted this the 9<sup>th</sup> day of October 2025 by the Lewisville Town Council.

ATTEST:

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

\_\_\_\_\_  
Angela Lord, Town Clerk

NORTH CAROLINA  
FORSYTH COUNTY

LEWISVILLE LIFT STATION  
RELOCATION AGREEMENT

THIS MUTUAL AGREEMENT (*hereinafter, the "Agreement"*), made and entered into this, the 5<sup>th</sup> day of January, 2023 by and between the Winston-Salem/Forsyth County Utility Commission (*hereinafter, the "Commission"*) and the Town of Lewisville (*hereinafter, the "Town"*) (*the Commission and the Town, hereinafter, each, individually, a "Party", and, collectively, the "Parties"*).

**WITNESSETH:**

THAT, WHEREAS, the Town, together with the North Carolina Department of Transportation, will construct the Town's major thoroughfare, the Great Wagon Road; and

WHEREAS, the said construction necessitates the relocation of a lift station which belongs to the Commission and which serves the Town (*hereinafter, the "Lift Station"*); and

WHEREAS, the Lift Station will be reconstructed in a new location and the size and capacity increased to accommodate/serve new development generated by the construction of the Great Wagon Road; and

WHEREAS, the relocation of the Lift Station will require the construction of new gravity sewer and force mains; and

WHEREAS, the Parties would, therefore, like to provide for the design, permitting, and reconstruction of the Lift Station in a new location, and the construction of new gravity sewer and force mains (*all of which, hereinafter, will, collectively, be referred to as the "Project"*), and

WHEREAS, the Parties would like to provide for the acquisition of real property for the Project, and would like to apportion the costs of the Project and of the acquisition of real property therefor;

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions contained herein, accruing to the benefit of each of the respective Parties hereto, the Parties do, hereby, agree as follows:

1. Reconstruction of Lift Station; Construction of New Gravity Sewer and Force Mains; Provided that the Town fulfills all of its obligations under this Agreement, the Commission will reconstruct the Lift Station, , construct a new eight-inch (8") gravity sewer main, and construct a new force main (the size of which will be determined by the design engineer),

all as shown, and in the approximate locations indicated, in Exhibit A, attached hereto and made a part hereof (*hereinafter, the "Infrastructure"*).

2. The Commission will extend the new force main through the new Great Wagon Road. The Town will, therefore, use its best efforts to permit, and to intercede with the North Carolina Department of Transportation in order that they, too, will permit, the Commission to complete the Project in conjunction with the construction of the Great Wagon Road.
3. Design, Permitting, Real Property Acquisition, Construction, and Construction Administration. The Commission will contract for the design and construction of the Infrastructure, and the construction administration of the Project, in accordance with applicable laws, statutes, ordinances, rules, and regulations. The Commission will secure appropriate permits and the requisite real property interests, also in accordance with applicable laws, statutes, ordinances, rules, and regulations.

The Parties agree that the Commission and the City Attorney's Office of the City of Winston-Salem (*hereinafter, the "City Attorney's Office"*) will have complete control over the process of acquiring any easement or other real property interest the Commission deems necessary or desirable for the Project, and any consequent mediation and litigation. The Commission will, in its sole discretion, decide what property to acquire and the fair market value thereof, and the City Attorney's Office will decide, in its sole discretion, what strategy to take, what witnesses to call, what pre-litigation and litigation expenses to incur, and (together with the Commission, in the City Attorney's Office's and Commission's sole discretion) what settlement offers to make, decline, or recommend. It is understood that if a tentative settlement is reached, which sum exceeds the City of Winston-Salem City Manager's settlement authority, such settlement will be subject to the Commission's approval.

The Town, hereby, releases and forever discharges the Commission, the City of Winston-Salem, and their respective officials, officers, employees, agents, servants, independent contractors, and assigns (*hereinafter, the "Releasees"*) from any and all claims, demands, sums of money, actions, rights, causes of action, obligations, costs, expenses, damages, losses, and liabilities, of any kind or nature, whatsoever, directly or indirectly connected with, or related to, the design, permitting, construction, reconstruction, or construction administration of the Infrastructure or Project, or the acquisition of any easement or other real property interest, whether by gift, purchase, or condemnation, necessary or desirable in connection with the Project. The Town agrees not to file any action with respect to a claim or right released, hereby, and that, in the event that the Town does, that this release may be pleaded as a defense and/or a cross-complaint, counterclaim, cross-claim, or third-

party complaint. The release stated herein will survive the expiration or earlier termination of this Agreement.

4. Ownership. The Infrastructure will be and remain the Commission's property, and the Commission will have the sole right to operate, inspect, maintain, repair, rehabilitate, replace, reconstruct, relocate, and expand the same. The real property interests the Commission acquires under this Agreement will be deeded to, and held by, the City of Winston-Salem.

The Town will not have any claim to, or ownership of, the Infrastructure or real property interests acquired, and will have no right to charge others for connecting to the Infrastructure.

5. Connections. The Commission will not, under any circumstances, and, at no point in time, be obligated to pay for or provide connections to the Infrastructure, except as provided by applicable laws, statutes, and/or the Commission's Sewerage System Policy Resolution. Any connection to, addition to, or extension of, the Infrastructure will be made only upon the Commission's written consent. Any connection to the Infrastructure that the Commission approves will be made and paid for by the Town or subsequent users of the Infrastructure.
6. Apportionment of Costs. The Parties agree to share the design, permitting, real property acquisition, construction/reconstruction, and construction administration costs of the Project (*hereinafter, each, individually, a "Cost", and, collectively, the "Costs"*) in the following manner:
  - a. Design, Bidding, and Construction Administration Cost. The Cost of design, bidding, and construction administration services is currently estimated at Five Hundred Twenty-Nine Thousand, Forty-five Dollars (\$529,045). It is understood by both Parties, however, that Five Hundred Twenty-Nine Thousand, Forty-five Dollars (\$529,045) is an estimated cost, and subject to change. The Commission will determine the actual Cost of design, bidding, and construction administration services at the conclusion thereof.
  - b. Apportionment of Design, Bidding, and Construction Administration Cost. The Commission will pay ten percent (10%) and the Town will pay ninety percent (90%) of the Cost of design, bidding, and construction administration. For emphasis, the Commission will determine the actual Cost of design, bidding, and construction administration services, and the Town's share thereof, at the conclusion of the of design, bidding, and construction administration services.

- c. Construction Cost. The Cost of construction is currently estimated at Two Million Seven Hundred Seventy-Five Thousand Dollars (\$2,775,000). It is understood by both Parties, however, that Two Million Seven Hundred Seventy-Five Thousand Dollars (\$2,775,000) is an estimated cost, and subject to change. The Commission will determine the actual Cost of construction at the conclusion thereof.
  - d. Apportionment of Construction Cost. The Commission will pay Two Hundred Fifty Thousand Dollars (\$250,000) of the Cost of construction, which sum is roughly equivalent to the sum it would have cost to rehabilitate the existing lift station, in place, and to increase capacity therein to serve the new development generated by the construction of the Great Wagon Road. The Town will pay all Costs of construction which exceed Two Hundred Fifty Thousand Dollars (\$250,000). For emphasis, the Commission will determine the actual Cost of construction, and the Town's share thereof, at the conclusion of construction.
  - e. Apportionment of Real Property Acquisition Cost. The Commission will acquire, and the Town will pay, all the Commission's Costs to acquire the real property interests necessary to construct the Infrastructure and Project. The Commission will determine the actual Cost of real property acquisition at the conclusion thereof.
  - f. Payment of the Town's Share of Costs from the Town's Reserve Account. The Town may elect to have the Commission withhold the Town's share of the Costs from the Reserve Account that the Commission maintains on behalf of the Town. If the Town pays the Town's share of the Costs from any other funding source, the Town will comply with all federal, state, and local laws, rules, regulations, ordinances, standards, guidelines, and policies applicable thereto, and will indemnify and defend the Commission if the Town fails to do so.
7. Payment. The Commission will invoice the Town for its preliminary share of the overall Costs (including design, bidding, construction/reconstruction, construction administration services, and real property acquisition Costs), under subsection 6, above, once the Commission executes the construction contract. The Commission will invoice the Town its final share of the overall Costs once the Project and all real property acquisitions are complete.

If the Town does not elect to have the Commission retain the Town's share of the Costs from the Town's Reserve Account, the Town will pay its share of the Costs within thirty (30) calendar days of the date of invoice. Billing to the Town will be based upon actual costs.

If the Town does not pay its share of the Costs within thirty (30) calendar days of the date of invoice, the Commission will charge the Town interest on the unpaid balance at the maximum legal rate of interest permitted by law, currently eight percent (8%) per annum, per N.C.G.S. § 24-1.

If an invoice remains unpaid sixty (60) days from the date of invoice, the Commission may, upon ten (10) calendar days' written notice to the Town, elect a) to retain/withdraw from the Town's Reserve Account the sum necessary to reimburse the Commission for the Town's share of the Costs, as shown on the invoice, together with interest on the unpaid balance and b) to terminate this Agreement, without any liability or obligation to the Town therefor, without any further liability or obligation under this Agreement, without any obligation to complete the Infrastructure or Project, and without any obligation to reimburse the Town any sums in connection therewith.

8. Amendment. This Agreement may not be amended, except by another written instrument, duly executed and approved by both Parties hereto.
9. Termination; Survival. The Commission may terminate this Agreement for breach upon ten (10) calendar days' prior written notice to the Town. In case the Commission terminates this Agreement for breach under section 7, above, or otherwise, the Commission will be entitled to pursue all remedies available to it, at law and in equity, and the Town will remain obligated, following termination of the Agreement, to reimburse the Commission any expenses it has incurred, up until the date of termination, in the pursuit of this Agreement or the Project. Moreover, the Town's payment, release, indemnification, and defense obligations, hereunder, all survive the expiration or earlier termination of the Agreement.
10. Miscellaneous Other Provisions. This Agreement will endure until the earlier of the completion of the Project or the Commission's termination of the Agreement. No joint agency or joint venture is established by virtue of this Agreement. Commission and City of Winston-Salem personnel, and their respective agents and employees, will fulfill the execution of the undertaking hereunder.
11. Iran Divestment Act. The Parties certify that they are not on the North Carolina State Treasurer's list of persons engaging in business activities in Iran, prepared pursuant to

NCGS §147-86.58; nor will the Parties utilize, on this Agreement, any contractor or subcontractor on such list.

12. Divestment From Companies Boycotting Israel. The Parties certify that they are not on the North Carolina State Treasurer's list of companies engaged in a boycott of Israel, in violation of NCGS 147-86.80 et. seq., and that they will not utilize on this Agreement any contractor or subcontractor on said list.
13. E-Verify. Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a subcontractor, the Contractor shall require the subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes.
14. The Commission, hereby, reserves any and all defenses available to it at law or in equity, including, but not limited to, the defenses of governmental immunity, contributory negligence, and employees acting outside the scope of employment.

**[SIGNATURES APPEAR ON THE FOLLOWING PAGE.]**

TOWN OF LEWISVILLE

By: [Signature] (SEAL)

Signature

James E. Ayers II

Print Name

Town Manager



Attested By:

By: [Signature]

Signature

Dora H Moore

Print Name

Town Clerk/Secretary

This Instrument has been pre-audited in the  
Manner required by the Local Government  
Budget and Fiscal Control Act

Approved as to form and legality:

By: [Signature]

Signature

Pam Orrell

Print Name

Finance Officer

By: [Signature]

Bowen C. Houff, Town Attorney

**[SIGNATURES CONTINUE ON THE FOLLOWING PAGE.]**

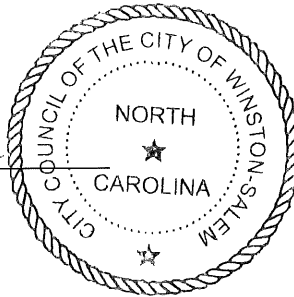
WINSTON-SALEM / FORSYTH COUNTY UTILITY COMMISSION

By: Courtney Driver (SEAL)  
Courtney Driver, Utilities Director

By: Lee Garrity (SEAL)  
Lee Garrity, City Manager

Attested by:

By: Kelly Latham  
Sandra Keeney, City Clerk  
Kelly Latham, Acting



This Instrument has been pre-audited in the  
Manner required by the Local Government  
And Fiscal Control Act

Approved as to form and legality:

By: Dewey M. Willard  
Kelly Latham, Chief Finance Officer  
Dewey M. Willard, Acting Deputy Financial Officer

By: Angela Carmon  
Angela Carmon, City Attorney  
Anargiros N. Kontos, Deputy

## **FIRST AMENDMENT TO LEWISVILLE LIFT STATION RELOCATION AGREEMENT**

This First Amendment to Lewisville Lift Station Relocation Agreement (the “Amendment”) is entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2025 (“Effective Date”), between the Winston-Salem/Forsyth County Utility Commission (hereinafter, the “Commission”), and the Town of Lewisville (hereinafter, the “Town”) (the Commission and the Town, hereinafter, each, individually, a “Party”, and together, the “Parties”).

### **Recitals**

A. WHEREAS, the Parties entered into that certain Lewisville Lift Station Relocation Agreement, dated January 5, 2023, for the design, permitting, relocation, and reconstruction of a lift station, and the construction of new gravity and force sewer mains (the “Agreement”); and

B. WHEREAS, the Parties agreed to apportion the cost of the work; and

C. WHEREAS, the Agreement estimated cost of the Lift Station, but stipulated that the cost was subject to change and would be finally determined at the conclusion of construction; and

D. WHEREAS, the cost of the Lift Station has risen, and the Parties wish to amend/update the Agreement to reflect the current estimate;

### **Agreement**

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties agree to amend the Agreement as follows:

1. Subsection 6(a) is, hereby, amended by adding the underlined language and deleting the language shown in strikethrough:

“Design, Bidding, and Construction Administration Cost. The Cost of design, bidding, and construction administration services is currently estimated at ~~Five Hundred Twenty-Nine Thousand, Forty-Five Dollars (\$529,045)~~ Six Hundred Thirty Thousand Dollars (\$630,000). It is understood by both Parties, however, that ~~Five Hundred Twenty-Nine Thousand, Forty-Five Dollars (\$529,045)~~ Six Hundred Thirty Thousand Dollars (\$630,000) is an estimated cost, and subject to change. The Commission will determine the actual Cost of design, bidding, and construction administration services at the conclusion thereof.”

2. Subsection 6(c) is, hereby, amended by adding the underlined language and deleting the language shown in strikethrough:

“c. Construction Cost. The Cost of construction is currently estimated at ~~Two Million Seven Hundred Seventy-Five Thousand Dollars (\$2,775,000)~~ Seven

Million Two Hundred Seventy Thousand Four Hundred Fifty Dollars (\$7,270,450). It is understood by both Parties, however, that ~~Two Million Seven Hundred Seventy Five Thousand Dollars (\$2,775,000)~~ Seven Million Two Hundred Seventy Thousand Four Hundred Fifty Dollars (\$7,270,450) is an estimated cost, and subject to change. The Commission will determine the actual Cost of construction at the conclusion thereof.”

2. Except as expressly modified or amended by this Amendment, all terms and provisions of the Agreement shall remain in full force and effect. In the case of a conflict in meaning between the Agreement and this Amendment, this Amendment shall prevail.

3. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original and all of which, combined, shall constitute one and the same instrument. Facsimile and/or electronic copies of the parties’ signatures shall be valid and treated the same as original signatures.

IN WITNESS WHEREOF, the parties have entered into this Amendment, to be effective as of the Effective Date.

**{SIGNATURES APPEAR ON THE FOLLOWING PAGE.}**

**WINSTON-SALEM/FORSYTH  
COUNTY UTILITY COMMISSION**

By: \_\_\_\_\_(SEAL)  
W. Patrick Pate, City Manager or  
Aaron King, Assistant City Manager

ATTEST:

By: \_\_\_\_\_  
Jayme Waldeck-Cranfill, City Clerk or  
Tatiana Banner, Deputy City Clerk

(SEAL)

Approved as to form and legality

this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
T. Camille French, City Attorney or  
Jerry N. Kontos, Deputy City Attorney

This instrument has been pre-audited in the  
manner required by the Local Government and  
Fiscal Control Act

this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Kelly Latham, Chief Financial Officer or  
D.P. Singla, Deputy Financial Officer

**TOWN OF LEWISVILLE**

By: \_\_\_\_\_(SEAL)  
\_\_\_\_\_, Town Manager

ATTEST:

By: \_\_\_\_\_  
\_\_\_\_\_, Town Clerk

(SEAL)

Approved as to form and legality

this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
\_\_\_\_\_, Town Attorney

This instrument has been pre-audited in the  
manner required by the Local Government and  
Fiscal Control Act

this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_



## STAFF REPORT

ITEM:	RESOLUTION 2025-043
SUBJECT:	CONSTRUCTION, ENGINEERING & INSPECTION CONTRACT FOR U-6154 (ROUNABOUT PROJECT)
PREPARED BY:	STACY TOLBERT, TOWN MANAGER
DATE SUBMITTED:	OCTOBER 2, 2025

### BACKGROUND/SUMMARY:

Before Council is a resolution to approve a contract with Volkert, Inc. to perform construction, engineering & inspection (CEI) services for the construction of the Lewisville-Vienna/Robinhood Road Roundabout project (U-6154). The costs associated with CEI services for the project have been reviewed and approved by NCDOT.

### STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends this contract be approved by Council.

### FISCAL IMPACT:

1. The contract amount for Volkert to perform CEI services for U-6154 is \$358,217.24.

### ATTACHMENT(S):

Contract



**RESOLUTION 2025-043 OF THE LEWISVILLE TOWN COUNCIL  
AUTHORIZING CONSTRUCTION, ENGINEERING, AND INSPECTION (CEI) SERVICES CONTRACT  
WITH VOLKERT ENGINEERING FOR THE LEWISVILLE-VIENNA/ROBINHOOD RD ROUND-A-BOUT**

**WHEREAS**, the Town is administering project U-6154 to transition the signalized intersection of Lewisville-Vienna Road and Robinhood Road into a single lane round-a-bout;

**WHEREAS**, the Town is able to proceed with the construction, engineering and inspection (CEI) services for the Lewisville-Vienna/Robinhood Rd Round-a-Bout project;

**WHEREAS**, a request for proposals for engineering services were advertised;

**WHEREAS**, the Town has negotiated a CEI (construction, engineering, and inspection) services contract with Volkert Engineering for a contract price not to exceed \$358,217.24.

**BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL** that the Town of Lewisville enter into a contract with Volkert Engineering for CEI services associated with the Lewisville-Vienna/Robinhood Rd Round-a-Bout project and the Town Manager is authorized to sign said contract and other associated documents with Volkert Engineering not to exceed \$358,217.24.

Adopted this the 9<sup>th</sup> day of October 2025 by the Lewisville Town Council.

ATTEST:

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

\_\_\_\_\_  
Angela Lord, Town Clerk



**ORDINANCE 2025-027 OF THE LEWISVILLE TOWN COUNCIL  
DECLARING ROAD CLOSURE FOR THE 2025 CHRISTMAS PARADE**

**WHEREAS**, the Lewisville Town Council acknowledges a long tradition of an annual Christmas parade provided by the Lewisville Civic Club for the pleasure of its residents;

**WHEREAS**, the Lewisville Town Council acknowledges a parade requires approximately one and one half (1.5) hours to install signs and traffic control, and also requires approximately one and one half (1.5) hours for removing signs, traffic control, and minimal litter pickup;

**WHEREAS**, full litter removal will be completed by contract the following day;

**WHEREAS**, roads will close to through traffic at 2:30 PM on the day of the parade;

**WHEREAS**, law enforcement agencies and emergency services have been notified of the closure;

**WHEREAS**, roads will be reopened at the conclusion of the parade;

**WHEREAS**, the North Carolina Department of Transportation has reviewed the route cited below and determined there are no NCDOT projects or maintenance activities scheduled for the date of the parade; and

**NOW, THEREFORE BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL** pursuant to the authority granted by NCGS 20-169, that they do hereby declare a temporary road closure during the day and times set forth below on the following described portion(s) of a State Highway System Route:

**Date:** Sunday, December 14, 2025

**Time:** 1:30 PM until 5:30 PM

**Route Description:** Lewisville-Vienna Road (SR 1308) from the Great Wagon Road to Shallowford Road (SR 1001); from Shallowford Road (SR 1001) to the Williams Road/Shallowford Road Roundabout; right onto continuation of Shallowford Road (SR 1001) to right onto Belnette Drive (local); right onto David McKee Street (local); and left onto the Great Wagon Road (local)

**Closures:**

- Shallowford Road (SR 1001) from Lewisville-Vienna Road (SR 1308) to the Williams Road/Shallowford Road roundabout
- Shallowford Road (SR 1001) from the Williams Road /Shallowford Road roundabout to Belnette Drive
- Lewisville-Vienna Road (SR 1308) from Jennings Road/Grapevine Road (SR 1307) to the Great Wagon Road at Lewisville-Vienna Road for emergency services staging
- Streets along Shallowford Road: Great Wagon Road, Esso Lane, Conrad Circle, Shallowford Village Court, Styers Street, Lewisville-Clemmons Road, North Street and inclusive neighborhood, Lucy Lane, Arrow Leaf Drive, David McKee Street, Mock Garden Lane, Sunny Acres Drive, Belnette Drive and Brookside Drive and inclusive neighborhood



**ORDINANCE 2025-027 OF THE LEWISVILLE TOWN COUNCIL  
DECLARING ROAD CLOSURE FOR THE 2025 CHRISTMAS PARADE**

This ordinance is to become effective when signs are erected giving notice of the limits and times of the parade and implementation of adequate traffic control to guide through vehicles around the parade route.

Adopted and enacted this the 9th day of October 2025 by the Lewisville Town Council.

ATTEST:

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

\_\_\_\_\_  
Angela Lord, Town Clerk



## STAFF REPORT

ITEM:	<ol style="list-style-type: none"> <li>1. ORDINANCE 2025-028</li> <li>2. ORDINANCE 2025-029</li> </ol>
SUBJECT:	<ol style="list-style-type: none"> <li>1. ORDINANCE 2025-028 CLOSE OUT COMMUNITY CENTER CAPITAL PROJECTS FUND</li> <li>2. ORDINANCE 2025-029 CLOSE OUT JACK WARREN PARK IMPROVEMENTS CAPITAL PROJECTS FUND</li> </ol>
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	10/9/2025

### BACKGROUND/SUMMARY:

1. Construction on the Mary Alice Warren Community Center is complete and all contractors have been paid. There is \$259,082 remaining in the Community Center Capital Projects Fund as of September 30, 2025. Following is a schedule of the cost to build the Community Center that includes building construction, furniture, equipment, the parking lot, the surrounding landscaping and the stormwater feature along with the funding sources that were used to pay for the facility.

**Mary Alice Warren Community Center**

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<b>Total Expenses</b>	<u>\$ 4,815,995</u>
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**Revenue Sources:**

Transfer from General Fund	1,326,712
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Transfer from Stormwater Capital Reserve	159,437
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Transfer from Municipal Buildings/Land Capital Reserve	1,460,988
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Bank loan	2,000,000
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NC State Capital Infrastructure Grant	100,000
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Investment earnings	<u>27,940</u>
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<b>Total Revenue Sources</b>	<u>5,075,077</u>
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Remaining cash balance	<u><u>\$ 259,082</u></u>
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2. Construction of the Jack Warren Park improvements is complete and all contractors have been paid and all reimbursements under the PARTF grant have been received. There is \$354,575 remaining in the Jack Warren Park Improvements Capital Projects Fund as of September 30, 2025. Following is a schedule of the cost of the project that includes the 18-hole disc golf course, nature walking trails, and the construction of the Mike Horn Amphitheater along with the funding sources that were used to pay for the project.

**Jack Warren Park Improvements**

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<b>Total Expenses</b>	<u>\$ 597,062</u>
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**Revenue Sources:**

Transfer from General Fund	132,188
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Transfer from Parks & Recreation Capital Reserve	518,590
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Transfer from JWP Maintenance Facility/Playground Capital Projects Fund	21,270
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PARTF Grant	230,940
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Investment earnings	<u>48,649</u>
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<b>Total Revenue Sources</b>	<u>951,637</u>
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Remaining cash balance	<u><u>\$ 354,575</u></u>
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Staff recommends that the above capital project funds be closed and the remaining cash balances be transferred to the Great Wagon Road Improvements (GWR) Capital Projects Fund. The purpose of the GWR Improvements Capital Projects Fund is to pay for the water/sewer lines along the Great Wagon Road along with street lights, street trees, and sidewalk expansion. Tied to this project is also the relocation of the sewer lift station. The Town of Lewisville is responsible for the cost of all this work performed by City-County Utilities and the NC Department of Transportation. The Town's capital reserve held by City-County Utilities will be used to pay for this work and then any shortfall will be paid by the Town. The current funds in the GWR Improvements Capital Projects Fund will not be adequate to meet the shortfall. The budget for this project allows for transfers from the General Fund to fund this shortfall. However, when the GWR Improvements Capital Budget Ordinance was amended by Town Council at their regular meeting on October 10, 2024 the Town Council voted to include a paragraph in the amendment that reads as follows:

***“To address the potential shortfall, other Town reserves and excess funds in existing capital projects should be considered as funding sources before funding the shortfall from the General Fund.”***

So, transferring the excess funds from the Community Center Capital Projects Fund and the JWP Improvements Capital Projects Fund to the GWR Improvements Capital Projects Fund would be in keeping with the spirit of this paragraph

Following is a schedule of budgeted costs and estimated revenue sources for the water/sewer projects and street improvements assuming that the remaining cash balances from the above capital projects are transferred into the GWR Improvements Capital Projects Fund.

<b><i>Expenses:</i></b>	
Sewer lift station - design, bidding, and CEI (\$630,000 x 90%)	\$ 567,000
Sewer lift station - construction (\$7,270,450 minus \$250,000)	\$ 7,020,450
GWR water/sewer line installation	6,217,454
NCDOT - conduit for future lighting, stamped truck apron with tinted concrete, and 10-foot sidewalks	556,375
Duke Energy - Light Poles	?
<b>Total expenses</b>	<b>\$ 14,361,279</b>
<b><i>Revenues:</i></b>	
GWR Improvements Capital Projects Fund balance 8/31/25	\$ 2,053,247
<i>Reserve held by the City-County Utilities</i>	
Balance 6/30/25	8,533,930
Estimated contribution FY 25-26	900,000
Transfer from Community Center Capital Projects Fund	259,082
Transfer from JWP Improvements Capital Projects Fund	354,575
<b>Total revenues</b>	<b>\$ 12,100,834</b>
<b>Excess (Deficit)</b>	<b>\$ (2,260,445)</b>

#### STAFF RECOMMENDATION AND REQUESTED ACTION:

1. Staff recommends that the Town Council close the Community Center Capital Projects Fund and transfer the remaining funds of \$259,082 plus any accrued investment earnings to the GWR Improvements Capital Projects Fund.
2. Staff recommends that the Town Council close the JWP Improvements Capital Projects Fund and transfer the remaining funds of \$354,575 plus any accrued investment earnings to the GWR Improvements Capital Projects Fund.

#### FISCAL IMPACT:

See Background/Summary Section above.

**ATTACHMENT(S):**

1. ORDINANCE 2025-028 AMENDING COMMUNITY CENTER CAPITAL PROJECT ORDINANCE
2. ORDINANCE 2025-029 AMENDING JWP IMPROVEMENTS CAPITAL PROJECT ORDINANCE

**TOWN OF LEWISVILLE  
ORDINANCE 2025-028  
AMENDING CAPITAL PROJECT ORDINANCE OF THE LEWISVILLE TOWN COUNCIL  
COMMUNITY CENTER CAPITAL PROJECTS FUND**

**WHEREAS**, the Lewisville Town Council established the Capital Project Ordinance 2019023 for the construction of a new community center building;

**WHEREAS**, the Town of Lewisville engaged ADW Architects of Charlotte to conduct a pre-design study to assess the size, placement, cost estimations, and programming of a new community center;

**WHEREAS**, appropriations were made in the amount of \$16,000 for this project;

**WHEREAS**, the Lewisville Town Council amended Ordinance 2019023 by approving Ordinance 2019045 at their meeting on October 10, 2019, to move forward to the next phase of design work with ADW Architects and amended Sections 3 and 4 in an amount of \$379,000;

**WHEREAS**, additional information has been received that requires an additional amendment to Sections 3 and 4 of the Community Center Capital Project Ordinance;

**WHEREAS**, in November 2019, Sections 3 and 4 amended Ordinance 2019023 in the amount of \$28,200 to appropriate funds for design by approving Ordinance 2019052;

**WHEREAS**, appropriations were made by amendment to Sections 3 and 4 to Ordinance 2019023 to complete this project;

**WHEREAS**, funds in the amount of \$4,094,725 were appropriated in August 2020 in order to move to the construction phase of this project;

**WHEREAS**, appropriations were made by Ordinance 2020053 to Sections 3 and 4 to amend Ordinance 2019023 in the amount of \$159,437 in order to fund Change Order #1 from Fairwood Construction, LLC to construct a bio-cell pond on the site of the new Community Center;

**WHEREAS**, appropriations were made by Ordinance 2021005 to fund Change Order #2 from Fairwood Construction, LLC in the amount of \$112,031.<sup>00</sup> to fund additional costs related to market adjustments in the cost of lumber;

**WHEREAS**, appropriations were made by Ordinance 2021019 in the amount of \$26,550.<sup>00</sup> to install an irrigation system on the property of the Mary Alice Warren Community Center;

**WHEREAS**, appropriations were made by Ordinance 2021019 to expand the budget for kitchen appliances and shelving in the amount of \$7,632.<sup>00</sup>;

**WHEREAS**, appropriations were made by Ordinance 2021019 to expand the IT budget in the amount of \$7,542.<sup>00</sup> for a network cabling package and to install a network rack in the server room;

**TOWN OF LEWISVILLE  
ORDINANCE 2025-028  
AMENDING CAPITAL PROJECT ORDINANCE OF THE LEWISVILLE TOWN COUNCIL  
COMMUNITY CENTER CAPITAL PROJECTS FUND**

**WHEREAS**, appropriations were made by Ordinance 2021019 to expand the budget for outdoor site lighting in the amount of \$26,630.<sup>00</sup>;

**WHEREAS**, appropriations were made on May 6, 2021 to increase the furniture and AV equipment budget by \$49,390.<sup>00</sup>;

**WHEREAS**, appropriations were made on July 21, 2021 to increase the budget by \$40,000 for the purchase of outdoor furniture;

**WHEREAS**, construction of the Mary Alice Warren Community Center is complete and all vendors have been paid;

**WHEREAS**, there remains \$259,082 in the capital projects fund as of September 30, 2025;

**WHEREAS**, there is need to provide funding to another capital project in the Town of Lewisville; and

**NOW THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL** that this ordinance is amended to transfer the remaining funds of \$259,082 plus any accrued investment earnings to the Great Wagon Road Improvements Capital Projects Fund.

**Revenues**

Community Center - Fund Balance Appropriated	52-00-3990-9000	\$259,082 plus any accrued investment earnings
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**Expenses**

Community Center - Transfer to GWR Improvements Capital Projects Fund	52-00-3980-0003	\$259,082 plus any accrued investment earnings
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This closes the Capital Projects Fund for the Community Center.

Adopted this the 9<sup>th</sup> day of October, 2025 by the Lewisville Town Council.

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

ATTEST:

\_\_\_\_\_  
Angela Lord  
Town Clerk



**ORDINANCE 2025-029 OF THE TOWN OF LEWISVILLE  
AMENDING CAPITAL PROJECT ORDINANCE  
JACK WARREN PARK IMPROVEMENTS**

**WHEREAS**, the Lewisville Town Council established the Capital Project Ordinance 2023-024 for the addition of amenities to the existing Jack Warren Park;

**WHEREAS**, appropriations were made in the amount of \$481,125 for this project;

**WHEREAS**, the Town desired to enter into a contract with McGill Associates, P.A. for surveying and construction document phase services, bidding and award assistance, and construction phase services;

**WHEREAS**, due to rising costs, the amount budgeted for these services was not adequate and the budget was amended in the amount of \$39,520;

**WHEREAS**, the Town desired to enter into a contract for construction services and to enter into a contract for electrical services;

**WHEREAS**, due to rising costs, the amount budgeted for the construction phase was not adequate and there was a need to amend the budget;

**WHEREAS**, the budget was amended by \$151,404 for the construction phase of the project;

**WHEREAS**, the improvements to Jack Warren Park are complete, all vendors have been paid, and all reimbursements have been received under the PARTF grant;

**WHEREAS**, there remains \$354,575 in the capital projects fund as of September 30, 2025;

**WHEREAS**, there is need to provide funding to another capital project in the Town of Lewisville; and

**NOW THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL** that this ordinance is amended to transfer the remaining funds of \$354,575 plus any accrued investment earnings to the Great Wagon Road Improvements Capital Projects Fund

**Revenues**

JWP Improvements - Fund Balance Appropriated	54-00-2900-9000	\$354,575 plus any accrued investment earnings
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**Expenses**

JWP Improvements - Transfer to GWR Improvements Capital Projects Fund	54-00-3980-0006	\$354,575 plus any accrued investment earnings
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This closes the Capital Projects Fund for the Jack Warren Park Improvements.

Adopted this the 9<sup>th</sup> day of October 2025 by the Lewisville Town Council.

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

ATTEST:

\_\_\_\_\_  
Angela Lord  
Town Clerk



## **SPECIAL PROJECTS REVIEW COMMITTEE**

### **Meeting Minutes**

**September 18, 2025**

- I. **Call to Order** – Councilmember Welch called the meeting to order at 3:08 PM. Committee members present were Mayor Pro-Tem Melissa Hunt, Councilmembers Ivan Huffman and Jane Welch. Town Manager Stacy Tolbert and Clerk Angie Lord were also in attendance.
- II. **Approval of Minutes**
  - A. September 4, 2025 – Councilmember Huffman made a motion to approve the meeting minutes of September 4, 2025. Mayor Pro-Tem Hunt seconded the motion and motion passed unanimously.
- III. **Open Discussion:**
  - A. Application Process – Councilmember Welch explained the purpose of the meeting to discuss continuation of the Committee, delegate the review and recommendation process to staff, or to have the review process go directly to Council. Mayor Pro-Tem Hunt recommended setting boundaries, to have staff oversee the process, to set maximum budget for grants and exemption uses, adoption of fiscal year budgetary allocations; and reiterated the process should be a staff function. Councilmember Huffman inquired as to the budget impact regarding funding that has been granted or loss due to exemption waivers in the previous year. Town Manager Stacy Tolbert confirmed staff could provide funding amounts from the Operations Manager report. Councilmember Huffman referenced resident comment; the committee's obligation to represent residents; recommended a set budget; the purpose of the committee; spoke to staff involvement; voiced concern with last minute requests; voiced concern with review at the Council level; echoed the process should be a staff function. Councilmember Welch spoke to transparency. Town Manager Tolbert explained should staff review and provide recommendations as compared to Committee and Council decisions that staff would not approve the majority of request; spoke to Lewisville values; voiced concerns with staff oversight; highlighted the reputation for exemption uses in the community; staff obligation to educate the public on the program; spoke to committee value; to safe space conversations; to policies regarding fee schedules; and to staff authority. Discussion took place regarding residents overstepping the process to contact Council directly; and Parks and Recreation contributions and recommendation to fee schedules. Councilmember Huffman spoke to the goals of the program; to community-based facilities; and to the need to make a profit. Mayor Pro-Tem Hunt referenced a reevaluation of the purpose of the policy. Discussion continued regarding the purpose to promote relationships with non-profits groups; clarification of benefit of partnerships to the town; programming that staff participate in; starting fresh with the policy; in-kind violations; the components of the application that include, one time use,

reoccurring usage requests, and grant funding; other municipalities practices; interpretation of statutes; the requirement of the attorney participating in Committee meetings; and the need for consistency. Mayor Pro-Tem Hunt voiced the need to rescind the policy and create three separate policies; getting rid of the exemption process except for current reoccurring exemptions being grandfathered into new policy; voiced concern with staff being at the forefront to review and make recommendations; the need to rescind the whole policy, keep language for non-profits for reoccurring exemptions, and case by case review if needed. During discussions it was recommended there be a once a year application period, review and recommendations; Council allocated funds in the annual budget; accountability for non-profits to submit in a timely manner; and processes of fund requests to include interviews. Councilmember Welch spoke to pressures to validate Committee decisions in Council briefings; a cleaner process; and staff review and revision of application. Mayor Pro-Tem Hunt explained the current three-point application as a facility use exemption, grant funding, and ordinance/code approvals for reoccurring facility uses; stated the recommendation to remove the one-time facility use portion; to revise the policy for grant funds; to grandfather in non-profits currently on the ordinance approved exemption list; and Council consideration of one-time use requests. Councilmember Huffman spoke to a confirmed impact on Lewisville residents for exemptions; High Point non-profit language; and to partnerships as a long-term relationship. Town Clerk Angie Lord explained cost associated with continued revisions to the Town Code and codification. Councilmember Welch requested staff recommend budgetary amounts for Council consideration. Councilmember Huffman highlighted the need for non-profit reporting following approvals by the Committee and Council; spoke to a post event survey; and to non-profit organization accountability. Mayor Pro-Tem Hunt suggested removal of all one-time facility use exemptions. Discussion took place regarding an annual re-application process; a re-submittal of current Certificate of Insurance; funding being aligned with fiscal year budgeting; grant funding as a monetary exchange; a schedule for an application period to include submissions in April, review in May, recommendations to Council in June, and funding distributions in July; a four to six-week application period; and potential of emergency needs by community. Town Manager Tolbert reviewed the Town Code Facility Use Exemption List with the Committee. Mayor Pro-Tem Hunt explained the removal of one-time requests does not align with the Committee purpose; stated partnership is more than a one-time usage; spoke to an affordable community center; communication and connectivity to assist public; recommended once a year application period for grant requests and once a year application period for facility use exemption list requests; spoke to reduction in staff workloads, Committee meetings, and codification fees. Councilmember Welch highlighted the budget needs. Discussion continued regarding true meaning of partnerships; presentation at the Council briefing; timeline in proposed changes; effective dates; Council attendance in the next couple of months; the need for discussions with Mayor Horn; a unified presentation at the November briefing; changing boundaries in the process; setting the stage for a new council; the need for budgetary information regarding the Mary Alice Warren Community Center; and Committee to

submit revisional recommendations. Town Clerk Lord requested direction to review two requests received in October or November; and stated both requests were for 2026. Councilmember Huffman recommended review of the applications. Town Manager Tolbert recommended placing a moratorium on the process; to which the Committee agreed; and spoke to the need for Committee statements prior to staff presentation. Discussion ensued regarding strategies for presenting recommended changes; a secured process; Town driven and hosted events; the Mary Alice Warren Community Center mission statement; and justifications of usage. Discussion continued regarding Council reception of the recommendation; obstacles to work through; a restructure of the policy; other granting application processes; allowances for exemptions; creation of partnerships; and protection of the Town moving forward.

Town Clerk Lord confirmed the following directions by the Committee:

- 1) Remove the one-time use exemption process
- 2) Update the policy for a once a year application process for grant funding requests
- 3) Update the policy for a once a year application process for reoccurring facility use exemption request
- 4) Update the policy for a four-week application process for grant funding with open application period in April, Committee review in May, recommendations to Council in June, disbursement of funding approvals in July
- 5) Update the policy for a four-week application process for reoccurring facility use exemption request in August, Committee review in September, recommendations to Council in October, and Code updates in November

Committee members clarified the need for current non-profits on the exemption list to submit updated information annually. Town Clerk Lord will send calendar invites to Committee for review of two current requests on October 2<sup>nd</sup> @ 5:30 PM; and will email applications for review.

B. Exemption Lists – This item was included in previous discussions.

- IV. **Adjournment** – Having no business to discuss, Councilmember Huffman moved to adjourn the meeting at 4:42 PM. The motion was seconded by Mayor Pro-Tem and passed unanimously.

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Angela Lord  
Town Clerk



**RESOLUTION 2025-044 OF THE LEWISVILLE TOWN COUNCIL TO  
AMEND SPECIAL PROJECTS REVIEW COMMITTEE AND FACILITY USE EXEMPTION REQUEST**

**NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** amends the Special Projects Review Committee's charter:

1. **NAME OF THE COMMITTEE:** The Lewisville Special Projects Review Committee referred to herein as the Committee.
2. **TYPE OF COMMITTEE:** The Committee shall be an advisory committee to the Town Council referred to herein as Council.
3. **MISSION:** Review nonprofit projects submitted for funding, review facility use exemption requests, and make recommendations to Council for consideration.
4. **MEMBERSHIP:** The Committee shall consist of three (3) members of Town Council, the Finance Director, Town Manager, Town Clerk and Town Attorney.
5. **TERMS OF APPOINTMENT:** Committee members are for two (2) years and are to be appointed by Council at the Organizational Meeting after Town elections are certified.
6. **FUNDING ALLOCATION:** Committee members shall make recommendation to Council in the distribution of Funding & Exemption requests based on allocation adopted in each Fiscal Year Budget.
7. **APPLICATION PROCESS FOR GRANT REQUEST:** Non-profit organizations may apply annually during the month of April for funding request. The Committee shall review applications in May, make recommendations to Council in June, and funding distributions to successful grant requests shall be paid after July 1.
8. **APPLICATION PROCESS FOR FACILITY USE EXEMPTION REQUEST:** Non-profit organizations may apply annually in August to be included on the Facility Use Exemption List at Mary Alice Warren Community Center (MAWCC). The Committee shall review applications in September, make recommendations to Council in October, and revision to Chapter 16 Code of Ordinances shall be updated accordingly in November.
9. **MEETINGS:**
  - a. The Committee shall meet ~~on an as-needed basis following the Council's Briefing and Action Meeting~~ once per year to consider grant funding request and once a year to review facility use exemptions as outlined above.
  - b. Minutes of all meetings shall be maintained in accordance with the Public Records laws and regulations.

**BE IT FURTHER RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** amends the Special Projects Funding Policy and application included herein.

Adopted this the 9<sup>th</sup> day of October 2025 by the Lewisville Town Council.

ATTEST:

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

\_\_\_\_\_  
Angela Lord, Town Clerk

**Town of Lewisville**  
**Special Projects Funding & Exemption Policy**  
**for Nonprofit Organizations**

**Purpose**

The purpose of this policy is to promote partnerships between the Town and general nonprofit organizations for the benefit of Lewisville residents.

**Coverage**

This policy shall be applicable to all requests for support and exemptions from nonprofit organizations.

**Procedures**

1. Eligibility: Organizations serving the residents of the Town of Lewisville are defined as those with a 501(c)(3) designation; is a group which regularly comes together for purposes of promoting, providing or supporting services to the Town of Lewisville or its residents, and is one which is described in one or more of the following:
  - a. Uses a location within Lewisville's corporate limits for its primary service place;
  - b. Has an office in Lewisville;
  - c. Has a majority of Lewisville residents in its service population;
  - d. Conducts a majority of its activities in Lewisville;
  - e. Is a regional organization which focuses a significant program in Lewisville, but otherwise conduct business and operations outside of Lewisville.

Funding and exemptions for any organization shall be considered only as allowed by the North Carolina General Statutes. For funding, organizations must meet the criteria for public purpose expenditures by tax paid dollars. Applications will be available at Town Hall.

2. General Funding Assistance: Organizations may apply annually in the month of April to the Town of Lewisville for operating funding assistance, specific program costs, or capital items necessary for successful execution of their mission. The Committee shall review applications in May, make recommendations to Council in June, and funding distributions to successful grant requests shall be paid after July 1. As with all funding appropriations, Town Council action is required for approval of all nonprofit funding awarded.
3. Facility Use Exemption Request: Non-profit organizations must apply annually in August to be included on the Facility Use Exemption List. The Committee shall review applications in September, make recommendations to Council in October, and revision to Chapter 16 Code of Ordinances shall be updated accordingly in November. As with all funding appropriations, Town Council action is requested for approval of all nonprofit funding awarded.
4. Funding Allocation: Committee members shall make recommendation to Council in the distribution of Funding & Exemption requests based on allocation adopted in each Fiscal Year Budget.
5. Application Process: Applications must be submitted to the Town Clerk during the application process as outlined above. Completed applications will be reviewed by the Special Projects Review Committee ~~at their monthly meetings held on the first Thursday in each month and following the Town Council's monthly briefing~~ once per year in May for Grant requests and once per year in September for facility use exemption requests. ~~The Special Projects Review Committee shall meet on an as needed basis each month.~~ The Special Projects Review Committee reserves the right to hold any preliminary conferences with the applicants for questions prior to making a recommendation to the Town Council. Upon completion of the review by the Special Projects

Review Committee, a recommendation shall be made to the Town Council. The Council shall either approve or disapprove the request and shall state the basis for disapproval of any request. All funding requests are subject to the availability of funds and shall only be provided after an approved budget amendment funding allocations have been adopted by the Town Council.

6. Notification: Each applicant will be notified whether the request has been granted or denied. For funding, payment to the organization shall be made ~~based upon the project timeline and the type of project~~ in July for grant funding requests. Funds distributed by the Town of Lewisville may only be spent as indicated in the nonprofit application for which the funds were awarded. Within 30 days of completion of the project, the organization shall provide the Town with a written accounting of its expenditure of the funds described in the application request, and in such detail and with such backup information and certifications as deemed necessary by the Town, its Finance Director, in accordance with the requirements or guidelines set forth by the General Accepted Accounting Principles. Proof of the respective expenditures including actual receipts may be requested as verification by the Town of Lewisville. Town funds may not be used by organizations for political activities. Pictures or other descriptions of the completed project may be requested by the Town. Funds shall be expended in the allotted time as stated in the application's estimated completion date. Non-profit organizations shall notify the Town of Lewisville if projects, in which funding has been received, are cancelled and shall reimburse the Town of Lewisville funding designated for said project.
7. Disclaimer: The Town of Lewisville reserves the right to deny any application. The previous approval of funding by the Town to the same or similar organization or for the same or similar project for which funds have been previously issued shall not entitle any organization to subsequent funding.



## TOWN OF LEWISVILLE NONPROFIT FUNDING & EXEMPTION REQUEST APPLICATION

### I. PURPOSE

The purpose of this application is to ensure the Town fully understands the nature of the request being made by the organization serving Lewisville, and to equitably and efficiently allocate resources to strengthen community organizations providing a process fair to each request. Nonprofit organizations that have received exemptions or funding in a previous year must submit an application for current year. Applications for grant funding will be accepted during the month of April. Applications for Facility Use Exemptions will be accepted during the month of August. Whether or not an organization received an exemption or funding in a prior year will not be a determining factor in the recommendation process. Each year is evaluated independently of any prior year decisions. Therefore, an award one year is not a guarantee for future year(s).

### II. Application Review

Completed grant applications will be reviewed ~~by the Special Projects Review Committee~~ annually in May and facility use exemption application will be review annually in September by the Special Projects Review Committee prior to presentation to Town Council with recommendations. Staff may recommend and Town Council may require annual reporting, submission of additional documentation or other items. As with all funding appropriations, Town Council is required for approval of all nonprofit funding awarded.

### III. Funding Decisions

Applications received are open to the public. All organizations requesting exemptions or funding will be notified of Town Council's final decisions following the regular meeting in which application is considered which shall be the June Council meeting for grant applications and October for facility use exemptions. Town Council reserves the right to deny any request for any reason.

### IV. Funding Distribution

Funds availability shall be determined by Council with the adopted of each fiscal year budget and will be distributed by the Town of Lewisville.

### V. Funding Usage

Funds will be distributed by the Town of Lewisville may only be spent as indicated in the nonprofit application for which the funds were awarded. Proof of the respective expenditures including actual receipts may be requested as verification by the Town. Funds received from the Town of Lewisville are not to be used to fund political activities.



## TOWN OF LEWISVILLE NONPROFIT EXEMPTION & FUNDING REQUEST APPLICATION

Organization Name: \_\_\_\_\_

Agent/Person Completing Form: \_\_\_\_\_

Street address: \_\_\_\_\_

Mailing address (if different from street): \_\_\_\_\_

Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

### **Eligibility: 501(c)(3) STATUS AND OTHER REQUIREMENTS**

Organizations serving the residents of the Town of Lewisville are defined as those with a 501(c)(3) designation; is a group which regularly comes together for purposes of promoting, providing or supporting services to the Town of Lewisville or its residents, and is one which is described in one or more of the following (*please check all that apply*):

- \_\_\_\_ Uses a location within Lewisville's corporate limits for its primary service place;
- \_\_\_\_ Has an office in Lewisville;
- \_\_\_\_ Has a majority of Lewisville residents in its service population;
- \_\_\_\_ Conducts a majority of its activities in Lewisville;
- \_\_\_\_ A regional organization which focuses a significant program in Lewisville, but otherwise conduct business and operations outside of Lewisville.

### **Grant Funding Request - Only complete this section for grant funding request**

Organizations may apply to the Town of Lewisville for one or more of the following (*please check all that apply*):

- \_\_\_\_ Operating/Operations funding assistance
- \_\_\_\_ Specific program costs
- \_\_\_\_ Capital items (necessary for successful execution of the mission)

Describe, in detail, what the requested funds will be used for and how the funds will be used to achieve the criteria outlined. You may attach additional sheet(s) if needed.

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Has your organization received funds from the Town of Lewisville in the past and, if so, how much and how were these funds utilized?

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**EXEMPTION REQUEST** Only complete this section for facility use exemptions

Is this a one-time request? \_\_\_\_\_

If so, what is the date(s)? \_\_\_\_\_

Is this is a request for recurring dates?

: \_\_\_\_\_

If so, What are the dates and frequency? \_\_\_\_\_

What facility are you requesting to acquire exemption?

\_\_\_ G. Galloway Building \_\_\_ Shallowford Square \_\_\_ Jack Warren Park

\_\_\_ Mary Alice Warren Center

*For the G. Galloway Building and Mary Alice Warren Center, what room(s) are you requesting: \_\_\_\_\_*

Describe, in detail, what the requested exemption will be used for and how this achieves the criteria outlined. You may attach additional sheet(s) if needed.

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**RESIDENTS: HOW ARE THEY TO BE SERVED**

Describe, in detail, how the requested funds are being used to directly impact Town of Lewisville residents.

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Please give the number of Town of Lewisville residents directly served by your organization. (Generally, the larger the number of Town of Lewisville residents served, the greater the value to the community. Only benefiting a few individuals does not necessarily eliminate the request from the possibility to be considered for funding.)

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**MISSION & SERVICE ALIGNMENT**

Describe how your organization's mission and service impacts the Town of Lewisville community and how it aligns with the mission and services of the Town of Lewisville.

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**HISTORY**

How long has your organization been in existence and how has it serviced the Town of Lewisville:

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**CHECKLIST OF DOCUMENTS FOR SUBMITTAL**

- \_\_\_\_ Completed application
- \_\_\_\_ Copy of most recent audited financial statements with the audit letter included *(if funding is requested)*
- \_\_\_\_ List of current members and the presiding officer of your organization including names and titles
- \_\_\_\_ IRS Status Documentation, if applicable to your organization
- \_\_\_\_ Certificate of insurance
- \_\_\_\_ Budget for this project showing revenues and expenditures
- \_\_\_\_ Additional pertinent information you would like to be considered regarding your request

**SUBMITTAL INSTRUCTIONS**

Applications can be emailed, mailed or dropped off only during the application process as indicated above to the Town Clerk at: 6510 Shallowford Road, PO Box 547, Lewisville, NC 27023, [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net).

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The organization agrees to protect, defend, indemnify and save harmless the Town, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorneys' fees resulting from any and all willful or negligent acts or omissions of the Organization, its officers, agents, servants, and employees in the performance of any project for which funds from the Town of Lewisville are provided.

By signing this application, I understand and agree to the above statement. I have read and understand the attached Town of Lewisville policy regarding Nonprofit Funding and Exemption.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

*If you need guidance in completing this form, please contact Town Clerk at 336-945-1022 or [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net).*