



**Lewisville Town Council**  
**Briefing and Action Meeting Agenda**  
**April 24, 2025 – 6:00 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. Items Requiring Council Direction**
  - A. Public art
  - B. Conrad Lake renaming request ([Attachment #1](#))
- 3. Items Requiring Action at Briefing**
  - A. Resolution 2025-017 – Award paving contract to CACTX Surfaces - \$77,057 ([Attachment #2](#))
- 4. Administrative Reports**
  - A. Town Manager
    - i. Survey update
  - B. Town Clerk
    - i. Bulky item pickup – April 28
    - ii. Budget work session - May 15, 6 PM, Town Hall
    - iii. MAWCC Mural reception and artist meet-and-greet - May 16, 5:30 PM
    - iv. Twisters movie - May 16
    - v. Town offices closed - May 26
    - vi. Military Appreciation Concert – May 26, 6-8 PM
    - vii. Board & Committee Collaboration Session – May 28, 5:30-6:30 PM, Town Hall
    - viii. Volunteer Appreciation Event – May 28, 6:30 PM, Town Hall
    - ix. Blood Drive – June 4, MAWCC
    - x. CPR Class – June 6, 1-5 PM, MAWCC
  - C. Public Works Director
    - i. Public Works facility update
  - D. Planning Director
    - i. UDO update
      - a. UDO public engagement session – May 14, 5:30-7:30 PM, Town Hall
- 5. Tentative Agenda Items for Regular Meeting on May 8, 2025**
  - A. Consent Agenda
    - i. Resolution 2025-015– Financial statements for nine months ended March 31, 2025 ([Attachment #3](#))
    - ii. Approval of Agenda Briefing minutes – April 3, 2025 ([Attachment #4](#))
    - iii. Approval of Regular Meeting minutes – April 10, 2025 ([Attachment #5](#))
    - iv. Approval of Budget Workshop minutes –April 14, 2025 ([Attachment #6](#))
    - v. Approval of Budget Workshop minutes – April 21, 2025 ([Attachment #7](#))
    - vi. **UNSEAL** Closed Session Minutes – January 4, 2024; May 2, 2024; May 9, 2024; June 6, 2024
  - B. Introductions, Recognitions, Presentations and/or Proclamations
    - i. Introduction
      - a. New Town Clerk
    - ii. Recognition
      - a. Excellence in Communication award – Veronica Leasure



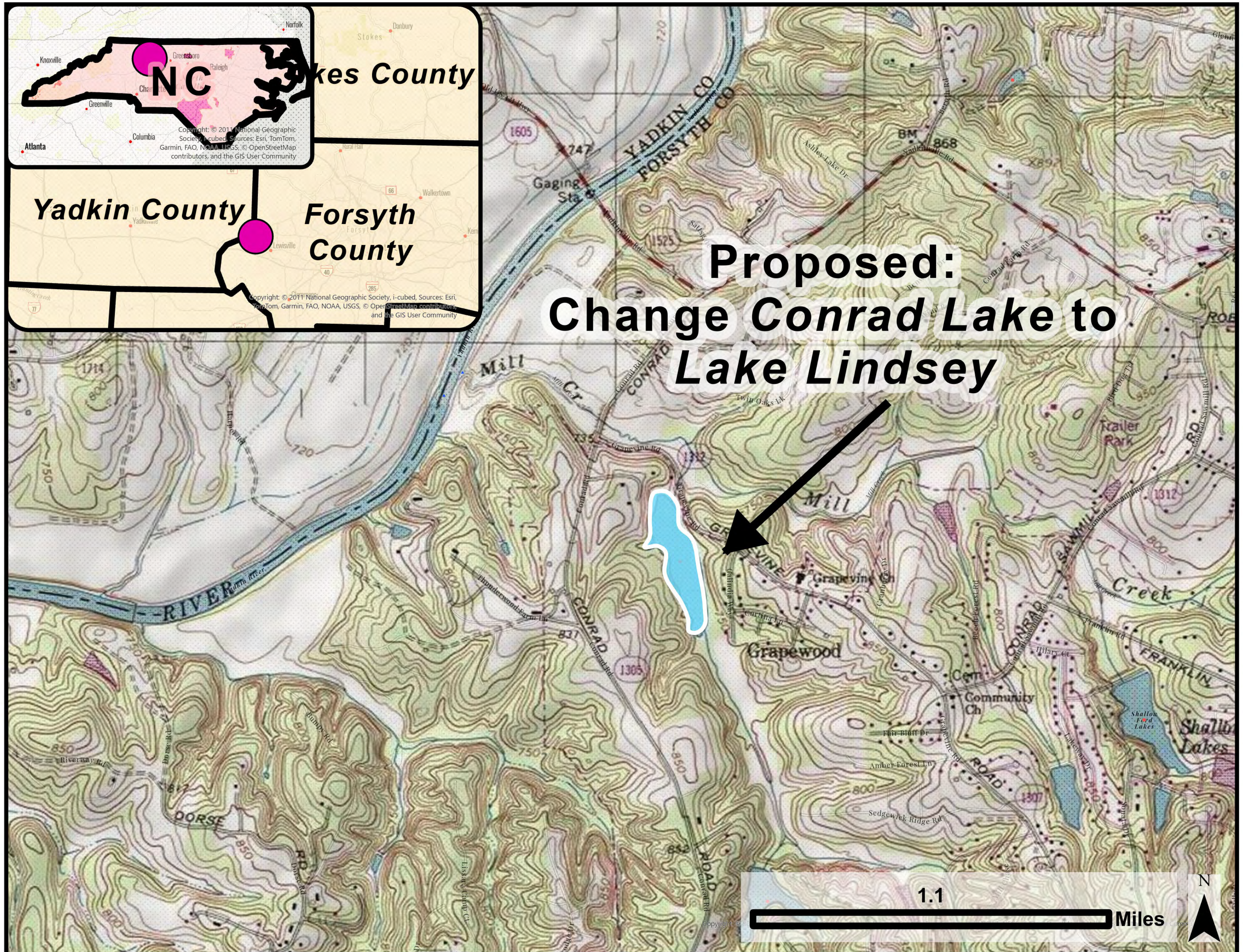
- iii. Proclamation
  - a. Proclamation 2025-001 - Historic Preservation Month ([Attachment #8](#))
    - 1. Historic Commission Annual Report – Michelle McCullough, Historic Resources Officer
- iv. Presentation
  - a. Sheriff's Office
- C. Public Hearing
  - i. 2025-2026 Budget
- D. Old Business
- E. New Business
  - i. Ordinance 2025-009 – Amend Planning Board Charter ([Attachment #9](#))
  - ii. Resolution 2025-016 – Suggested Rules of Procedure ([Attachment #10](#))
  - iii. Ordinance 2025-010 – Close Gateway Project Capital Projects Fund ([Attachment #11](#))
  - iv. Ordinance 2025-011 – Close Lewisville-Vienna Multipurpose Path Capital Projects Fund ([Attachment #12](#))
  - v. Ordinance 2025-012 – Close Shallowford Road CMAQ Sidewalk Capital Projects Fund ([Attachment #13](#))

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

## **7. Adjournment**

**Budget work session to follow agenda briefing.**







## Change Conrad Lake to Lake Lindsey

### Proposal Information

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Proposed name	<b>Lake Lindsey</b>
Proposal type	change name considered offensive by proponent
Current official name	Conrad Lake
GNIS ID	<a href="#">1000121</a>
Proponent	Charlotte Gillispie; Elkin, NC
Date proposed	12/24/24
Submitter	Michael Doub; Elkin, NC
BGN case number	6446
Quarterly Review List	458

### Feature Details

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Primary coordinates	36.120926, 80.441772
Secondary coordinates	n/a
Feature class	reservoir
Feature size	3 acres
Feature description	2 mi. NW of Lewisville, 2.5 mi. SW of Vienna
Name history	named for a name derived from Lincoln
USGS primary topo map	Clemmons 1:24,000
State(s)	North Carolina
County(s)	Forsyth County
Local jurisdiction(s)	Town of Lewisville
Land ownership	private

### BGN decisions

- None

### Other Names

- Unpublished names: None found
- Published names:
  - Conrad Lake: USGS

### Case Summary

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This proposal is to change the name of Conrad Lake, a 3-acre reservoir west of Winston-Salem in the Town of Lewisville, Forsyth County, to Lake Lindsey.

The proponent, who owns the land wrote:

Upon acquiring our new piece of property, we would like the name of the lake changed from Conrad Lake to Lake Lindsey. In the following paragraph, I will detail why this is important. Lindsey is derived from the Old English toponym Lindesege. Lindum Colonia was the Roman name of the settlement which is now the city of Lincoln. Lindum has



been reconstructed to Lindon which means pool or lake. Lindsey is the Brittonic form of Lincoln. President Lincoln initiated the Emancipation Proclamation of 1863 which freed all enslaved people in states that rebelled against the Union. It has come to our attention that the Hilltop House was a plantation owned by the Conrad family, who owned slaves dating back to River John Conrad. The cook's house, which sits on the northern most end of our property, was where the enslaved cooks stayed. The adjacent property to us also has three former slave homes on it for laborers which are still standing in decent shape today. In keeping up with modern times and culture, we would like to see the name Conrad Lake removed as it identifies itself with antiquated antics that were associated with demoralizing and dehumanizing people.

The proponent did not provide any information about River John Conrad or evidence that the reservoir is named for him.

After BGN staff informed the proponent that a name that contains "Lindsey" could be construed to be commemorative and asked the proponent to confirm that "Lindsey" does not refer to any individual, living or deceased, the proponent followed up with the following:

When looking up a name, we thought of Lincoln as a possibility because it means pool or lake and is tied to the reformation as I had previously stated. But then reading further into the historical side of the name on Wikipedia we saw Lindsey and how it meant, "isle of Lincoln", while not actually an isle it did seem to sound better when saying it. We have groomed and combed historical documents online and have come with another backup name or two. We have thought about Lake Gadsden as there was a successful Revolutionary War battle fought just a few miles from there at Shallowford in favor of the US, but we are willing to ask the Lewisville Historical Society their opinion on it as well. There are no other lakes named that around there as well. So with that said Lindsey would be our first choice and possibly Gadsden for a second. . . .

As the new property owners we would like to see the name changed. We are in the process of tearing down the cook's quarters and getting rid of this blemish on the land and are willing to work through the process of making sure this gets done.

The name was added to GNIS in 2000 from a U.S. Army Corps of Engineers (USACE) list of dams and reservoirs and USGS maps did not show any prior name for this reservoir. The USACE National Inventory of Dams [record for this dam](#) reports that the dam is named Conrad Lake Dam, was built in 1945, and is owned by Hill Top Farms, LLC. This information may not be current.

## Stakeholder Input

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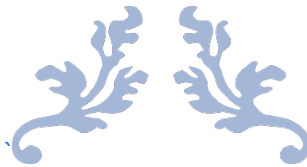
Local government	Town of Lewisville Forsyth County
State Names Authority	North Carolina
Federal Agency	n/a



Federally Recognized  
Tribes  
Other

All federally recognized Tribes  
contacted under Policy X





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# THE BOARD ON GEOGRAPHIC NAMES DOMESTIC NAMES COMMITTEE PROPOSAL FORM

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This document is for those interested in proposing:

1. **A new name for a currently unnamed geographic feature, or**
2. **A change to an existing name, spelling, or where a name is applied.**

By submitting this form, the proponent acknowledges the [BGN Policies](#) and agrees to work with BGN staff regarding their proposal.





# Domestic Geographic Name Proposal Form

The U.S. Board on Geographic Names (BGN) is responsible for standardizing the names of geographic features within the 50 States and in other areas under the sovereignty of the United States. The BGN retains the legal authority to promulgate all official names and locations of natural features (e.g. mountains, rivers, valleys), as well as canals, channels, reservoirs, and other select feature types.

This form is to propose a new name or name, spelling, or application change for a geographic feature for Federal use. A proponent should carefully review the proposal prior to submission to ensure that it is consistent with the [BGN policies](#). Please note all fields with a red outline are required prior to submitting this form.

The proponent should also be aware that the entire proposal—including personal identifying information and any associated correspondence—is in the public domain and may be made publicly available at any time.

Submit Proposal:

1. Download and email this form and supporting documentation to:

[BGNESEC@usgs.gov](mailto:BGNESEC@usgs.gov)

OR 2. Send by mail to:

U.S. BGN Executive Secretary, Domestic Names  
12201 Sunrise Valley Drive, MS-523  
Reston, VA 20192

Contact Us:

[BGNESEC@usgs.gov](mailto:BGNESEC@usgs.gov)

- i. Save PDF using this format:  
'State\_GeographicNameProposed'
- ii. Email Subject: *ST\_GeographicName*

*Please note that anything submitted by mail will delayed.*

## Naming Basics

Proposed Name:

Is this to change an existing name? ☐ Y ☐ N

*If yes, please provide the official name and Feature ID as it appears in [the Geographic Names Information System \(GNIS\)](#).*

Is this name in current local use? ☐ Y ☐ N

What is the Feature Type?

GNIS Name:

GNIS ID:

## Location Basics



Where is the feature?

Latitude:  (38.94741)

Longitude:  (-77.36839)

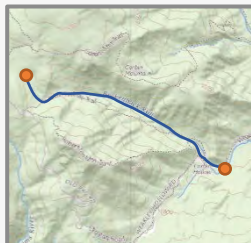


For Linear Features (e.g. stream or valley):

Mouth/Confluence

Latitude:  (38.94741)

Longitude:  (-77.36839)



Source/Headwater

Latitude:  (38.94741)

Longitude:  (-77.36839)

*General Location:*

State:

County:

City/Town/  
Township/  
Borough:

*Public Land Survey System:*

*Section(s), Township, Range, Meridian*



## Feature Description

*Physical shape, length, width, etc. (Maps can be submitted separately by email)*

## Name Details

### Name information:

*Please provide relevant information about the proposed name, such as origin, meaning, how long it has been in current use, as well as current or historical significance. Also include why you believe the feature requires a name or name change and why the proposed name is appropriate. Describe any documents that you will be submitting (separately by email) to support your proposal.*

Please provide a list of supporting documentation, including any web links:

*Examples: Published sources showing the proposed name or letters of support (local government, historical society, etc.).*



Is the name [commemorative](#)? Does the name honor or refer to a person or persons? ☐ Y ☐ N

*Please note that the BGN will only accept proposals for names that are intended to honor a person or persons deceased at least five years. The BGN will disapprove names that could be construed to honor living persons. The person being honored should have had either (1) some direct or long-term association with the feature, or (2) have made a significant contribution to the area, community, or State in which it is located; or (3) have outstanding national or international recognition. The BGN discourages the use of an individual's full name except to avoid ambiguity.*

*If yes, please provide the following:*

Honoree's Date of Birth:

Honoree's Date of Death:

Short biography and significance or association with the geographic feature: *(list any additional honorees here)*

Is the feature in a Wilderness Area or Wilderness Study Area? ☐ Y ☐ N ☐ Unknown

*If yes, please provide your justification for making an exception to [the Wilderness Policy](#):*

*Please note that the BGN will not approve new names for unnamed features within wilderness areas or wilderness study areas, unless an overriding need can be demonstrated by the proponent.*



Is the name you are proposing intended to honor Native Americans, their language, or culture? ☐ Y ☐ N

*If yes, to ensure that the proposed name is appropriate, the BGN strongly advises proponents to work with Tribal Leaders, Tribal Historic Preservation Officers, and/or Native American linguists or other expert(s) associated with the Tribe to determine the acceptability of the proposed name and application. Please review [the BGN's Cultural Sensitivity for Native American Names guidance](#).*

*Proponents should also seek letters of endorsement from the governments (e.g., Tribal Councils) of any affected Tribes. Please indicate below, or in documentation submitted separately (with this proposal or any time after the proposal is submitted), any efforts to solicit Tribal input.*

## Additional Information +


Is there any local opposition or conflict with the proposed name? ☐ Y ☐ N

*If yes, please explain and describe any opposition:*


Additional notes, including any Tribal input details


## Proponent Information


*Please provide one form of contact (email preferred):*


 Proponent's Name:

Agency or Organization, if applicable:

 Email:

 Mailing Address:

 Phone:

 Are you completing this form for someone else? ☐ Y ☐ N

*If yes, please fill out the following:*

Completed by:  
Full Name:   
Email:   
Mailing Address:   
Phone:



## Ancestry record

🕒 Citation details

🔗 Associated facts

🖼️ Media

## 1830 United States Federal Census



[View image](#)

[View record](#)

Name	John Conrad
Home in 1830 (City, County, State)	Stokes, North Carolina
Free White Persons - Males - 20 thru 29	1
Free White Persons - Males - 50 thru 59	1
Free White Persons - Females - 30 thru 39	1
Free White Persons - Females - 40 thru 49	1
Slaves - Males - Under 10	2
Slaves - Males - 10 thru 23	5
Slaves - Males - 36 thru 54	2
Slaves - Females - Under 10	6
Slaves - Females - 10 thru 23	4
Slaves - Females - 24 thru 35	1
Slaves - Females - 36 thru 54	1
Free White Persons - 20 thru 49	3
Total Free White Persons	4
Total Slaves	21
Total - All Persons (Free White, Slaves, Free Colored)	25



[Citation details](#)[Associated facts](#)[Media](#)[View image](#)[View record](#)

Name	John Conrad
Residence Date	1840
Home in 1840 (City, County, State)	Yadkin District, Stokes, North Carolina
Free White Persons - Males - 60 thru 69	1
Slaves - Males - Under 10	3
Slaves - Males - 10 thru 23	4
Slaves - Males - 24 thru 35	2
Slaves - Males - 55 thru 99	2
Slaves - Females - Under 10	3
Slaves - Females - 10 thru 23	6
Slaves - Females - 24 thru 35	3
Slaves - Females - 55 thru 99	1
Persons Employed in Agriculture	18
Total Free White Persons	1
Total Slaves	24
Total All Persons - Free White, Free Colored, Slaves	25







by the Marshal of the at bottom: no. District (or Territory) of *North Carolina*

SLAVES, & FREE												TOTAL	NUMBER OF PERSONS IN EACH FAMILY EMPLOYED IN							PRISONERS FOR REVOLUTIONARY OR MILITARY SERVICES INCLUDED IN THE FOREGOING.		AGE	DEAF AND DUMB, BLIND, AND IDIOTS WHITE PERSONS, INCLUDED IN THE FOREGOING.			DEAF, DUMB, BLIND, AND IDIOTS COLORED PERSONS, INCLUDED IN THE FOREGOING.			SCHOOLS, &c.																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		
MALES						FEMALES							Mining	Agriculture	Commerce	Manufactures and trades	Navigation of the coast	Navigation of the inland waters, lakes, and rivers	Learned professions and engineering	NAMES			DEAF AND DUMB.			BLIND AND IDIOTS.			DEAF, DUMB, AND BLIND.			IDIOTS AND IMBECILES.			Universities or Colleges	Number of Students	Academies and Grammar Schools	No. of Scholars	Primary and Common Schools	No. of Scholars	No. of Scholars in public charge																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
Under 10	10 under 24	24 under 36	36 under 55	55 under 100	100 and up-ward.	Under 10	10 under 24	24 under 36	36 under 55	55 under 100	100 and up-ward.	Under 14								14 under 25	25 and up-ward.	Blind.	Idiots and imbeciles in public charge.	Idiots and imbeciles at private charges.	Deaf & dumb.	Blind.	Idiots and imbeciles in public charge.	Idiots and imbeciles at private charges.	Universities or Colleges	Number of Students	Academies and Grammar Schools	No. of Scholars	Primary and Common Schools	No. of Scholars								No. of Scholars in public charge																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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# Feature Details

Feature ID	1000121	
Name	Conrad Lake	
Class	Reservoir	
Feature Code	Lake/Pond: Hydrographic Category = Perennial	
Location	Forsyth County - North Carolina	
Citation	Source Type	Text
	Reference	US
	Originator	U.S. Army Corps of Engineers
	Distribution Date	December 31, 1981
	Title	Dams and Reservoirs List, Washington, DC
	Edition	
	Original Citation	A listing of impounded bodies of water and associated information.
Entry Date	January 1, 2000	
*Elevation	224 meters / 735 feet	
Designations		
History		
Description		

Census Code	Class Code	GSA Code	OPM Code
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# Variant Names

										Name	▼	Asc	▼
Name	In Part	Originator	Reference	Series Name	Publication Date	Source URL	Title	Edition	Notes	Additional Information			

# Decisions

Name	Date	Authority	Type
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# Decision Cards

Filename	
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# Coordinates

Sequence	Coordinates	Map	State
1	36.1194120, -80.4411718 / 36° 7' 9.88" N, 80° 26' 28.22" W	Clemmons	NC



# Government Units

Sequence	State or Equivalent	County or Equivalent
1	North Carolina	Forsyth County

## Map

+

-

Imagery

36.1229509°, -80.4285456°, 15z

Map layers

The National Map Base Layer

The National Map Imagery

The National Map + Aerial Imagery

Esri Imagery

Names

100%

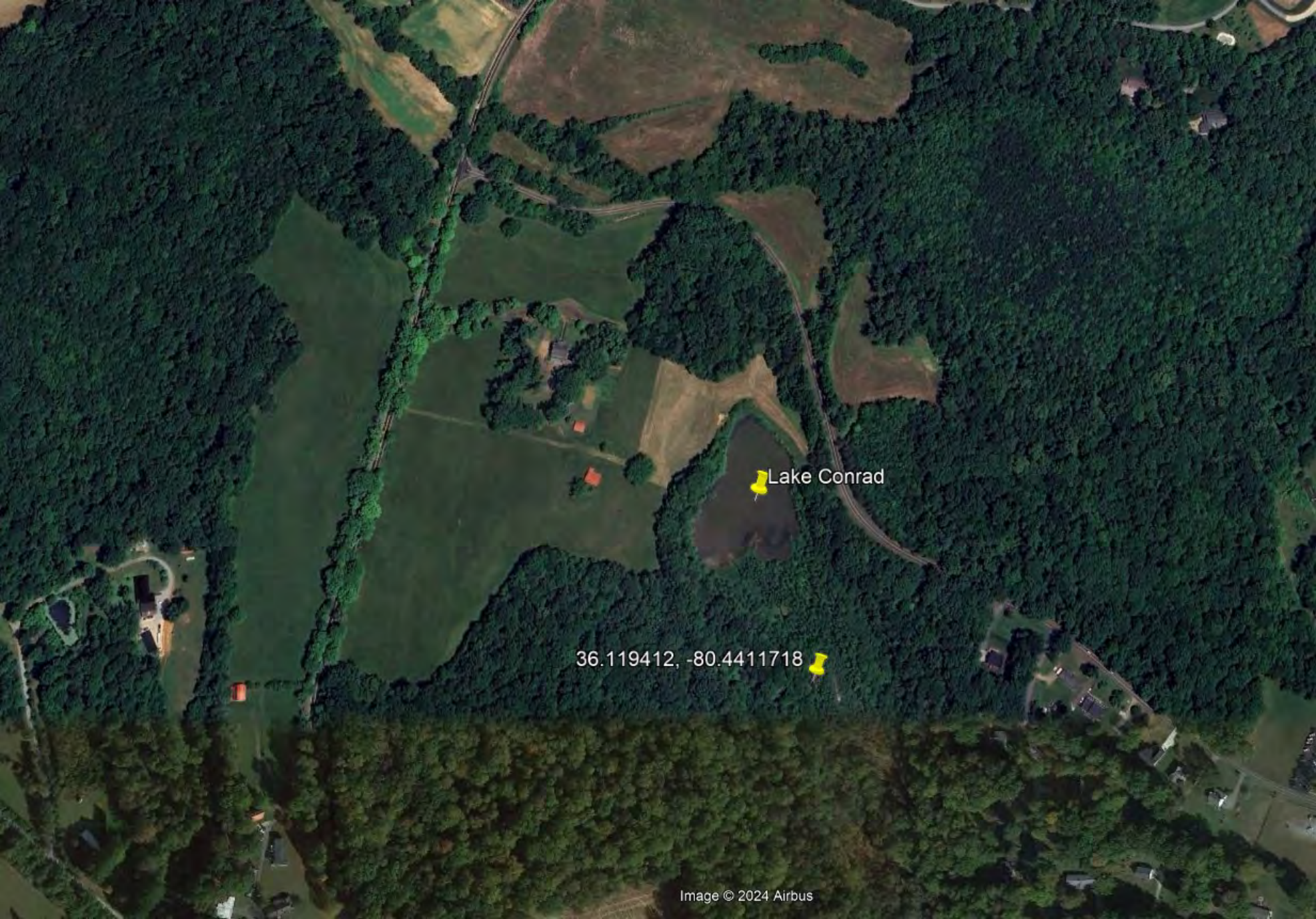
Quad Index (level 10)

100%

Historical Topo

100%





Lake Conrad

36.119412, -80.4411718





# Johannes "River John" Conrad Jr

## 1778–1850


**BIRTH** 11 JUL 1778 • Heidelberg, Berks, Pennsylvania, United States

**DEATH** 26 NOV 1850 • Bethania, Forsyth, North Carolina, United States


Timeline

Sources

Family

1778 (AGE)	<b>Birth</b> 11 Jul 1778 • Heidelberg, Berks, Pennsylvania, United States
1780 2	<b>Birth of sister <a href="#">Anna Elisabeth Conrad</a></b> (1780–1781) 04 Sep 1780 • Heidelberg, Berks, Pennsylvania, USA
1781 2	<b>Death of sister <a href="#">Anna Elisabeth Conrad</a></b> (1780–1781) 12 Mar 1781 • Heidelberg, Berks, Pennsylvania, USA
1782 4	<b>Birth of brother <a href="#">Jacob Conrad</a></b> (1782–1839) 15 August 1782 • Heidelberg, Berks, Pennsylvania, USA
1784 5	<b>Birth of brother <a href="#">Abraham Romig Conrad</a></b> (1784–1869) 23 Apr 1784 • Berks County, Pennsylvania, USA
1790 12	<b>Birth of brother <a href="#">Isaac Conrad</a></b> (1790–1832) 1790 • Stokes, North Carolina, Colonial America
1802 24	<b>Death of father <a href="#">Johannes J Conrad</a></b> (1747–1802) 7 September 1802 • Bethania, Stokes, North Carolina
1803 25	<b>Marriage</b> 26 Dec 1803 • Surry, North Carolina, USA   <b><a href="#">Elizabeth Miller</a></b> 1781–1837  1 source
1805 27	<b>Birth of son <a href="#">Frederick Thomas Conrad</a></b> (1805–1830) 13 October 1805 • Stokes County, North Carolina, USA
1805 27	<b>Birth of son <a href="#">John Joseph Conrad</a></b> (1805–1871) 13 Oct 1805 • Surry County, North Carolina, USA
1807 28	<b>Birth of son <a href="#">Isaac Conrad</a></b> (1807–1850) 8 Jan 1807
1807 29	<b>Birth of daughter <a href="#">Wilhelmina Conrad</a></b> (1807–1889) 1807



1810 32	<div>Residence</div> <div>1810 • Salem, Stokes, North Carolina, United States</div> <div>1 source</div>
1820 42	<div>Residence</div> <div>1820 • Stokes, North Carolina, United States</div> <div>1 source</div>
1824 46	<div>Death of mother <a>Catharina Romig</a> (1752–1824)</div> <div>20 Nov 1824 • Bethania, Forsyth, North Carolina, USA</div>
1829 51	<div>Death of daughter <a>Mary Polly Conrad</a> (–1829)</div> <div>1829</div>
1830 51	<div>Death of son <a>Frederick Thomas Conrad</a> (1805–1830)</div> <div>26 April 1830 • Shiloh, Cumberland, New Jersey, USA</div>
1830 52	<div>Residence</div> <div>1830 • Stokes, North Carolina, USA</div> <div>1 source</div>
1832 53	<div>Death of brother <a>Isaac Conrad</a> (1790–1832)</div> <div>13 Jan 1832 • Vienna, Forsyth, North Carolina, USA</div>
1837 59	<div>Death of wife <a>Elizabeth Miller</a> (1781–1837)</div> <div>27 Dec 1837 • Stokes, North Carolina, USA</div>
1839 61	<div>Death of brother <a>Jacob Conrad</a> (1782–1839)</div> <div>4 November 1839 • Bethania, Forsyth, North Carolina, USA</div>
1840 62	<div>Residence</div> <div>1840 • Yadkin District, Stokes, North Carolina, USA</div> <div>1 source</div>
1843 65	<div>Marriage</div> <div>10–31-1843 • Stokes, North Carolina</div> <div>  <div> <a>Margaret Rebecca Harris</a>  1806–1860 </div> </div>
1850 72	<div>Death of son <a>Isaac Conrad</a> (1807–1850)</div> <div>17 Jul 1850</div>
1850 72	<div>Death</div> <div>26 Nov 1850 • Bethania, Forsyth, North Carolina, United States</div>
1850	<div>Residence</div> <div>1850 • Forsyth, North Carolina, USA</div> <div>1 source</div>



**Burial**

Bethania, Forsyth County, North Carolina, United States of America

1 source

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1850 ◦

**Probate**

1850 • Forsyth, North Carolina, USA

1 source

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## Newspaper

River John Conrad's story is really the American story of a man who sets out for places unknown, settles down and, through his own efforts, realizes his dream of achieving success. It's the story of our nation, with men and families heading West to settle a farm or ranch, attracting yet others to build a community and, finally, maybe a Chicago, or a Denver, or a San Francisco.

Yet, there was a time, 200 years ago, when our western Forsyth County was "out west," 50 years and more before there was a West out there.

To begin the story: In about 1800 a young man named John Conrad left Bethania, the Moravian settlement, and headed across country toward the Great Wagon Road near its crossing of the famous Shallow Ford on the Yadkin River. Here he married a local girl and, on a lonely hill overlooking the Yadkin, he began farming. Some saw rough wilderness and discouragement. He saw opportunity everywhere.

Over time his energy and enterprise led him to build a mill, and then a ferry across the Yadkin River. His small farm grew to become a fruit plantation of nearly 2,000 acres.

In the early 1800s he built a large, Federal-style home.

From his holdings along the Yadkin, locals called him "River John" Conrad.

His many enterprises attracted others to form a nearby settlement called Brooks-town, and River John helped establish its stores, schools and churches.

The road that led from his ferry through Brookstown to Salem supported the important dried-fruit export economy. It later allowed tobacco farmers in the western counties to move their product to market, and helped our city and county to grow into the dominating economic center of the Piedmont. We call that important old route Robinhood Road today. And River John helped make it all possible.

Today his old home still stands on its original hill to inspire us all to achieve our own personal part of the American dream.

A long time ago, a person wrested the future of the untamed earth, built with his skills and industry impressive enterprises, and bequeathed his legacy to the larger community. Each of us might do no less.

Now, how his historic home came to remain for us is the stuff of yet another American story, the kind we watch on the Home and Gardens TV channel.

About 30 years ago, several different families moved into River John's now run-down house, saved the 10 country acres surrounding it, proceeded to remove disfiguring additions, and lovingly restored "This Old House" into the home we see today.

Previously, state and county laws established our local historic-resources commission to assist the new owners in their restoration of River John's home in exchange for a Local Historic Landmark designation, preservation in perpetuity, and eligibility for a 50-percent reduction in their property taxes.

The experiences learned from this early designation led, over time, to the designation of 120 other properties as locally important links to our community's history and development, mostly in towns and cities.

The Forsyth County commissioners designated River John's home as one of a few remaining on the county's old western frontier. And each successive owner of the home has served as a responsible custodian of our legacy.

It's been a triumphant story so far.

But now the present owners' needs have outgrown River John's home and they have proposed wrapping around the old home a 6,000-square-foot addition costing \$1.5 million. This modern addition would be three times the size of River John's home and shrink its importance as part of our community's heritage. To achieve this project, they want the zoning changed and the county commissioners' historic designation repealed, which would be a precedent-establishing first.

The proud home on the hill would be lost among the modern sprawl and lost, too, to our view. No longer would his old home serve to remind us of the time, two centuries ago, when a local young man achieved the American dream



through his own talent, enterprise and energy.

All is not yet lost, however. The state and county laws establishing the designation process also provide guidelines for owners to make additions to accommodate their changing needs, while preserving River John's legacy. A compromise within the law is possible.

So here's to River John's home on the hill. Let it long remain to inspire us with his achievements.

Rod Meyer was the director of Historic Bethabara Park from 1987 to 2004 and is now retired.

## Names

Johannes River John Conrad	b.07/11/1778 in Heidelberg -- d.11/26/1850 Parents: Christian Conrad + Maria Boeckel Spouses: Elizabeth Miller
----------------------------	--

## Sources

1.  Website:   
Moderator: David Conrad

Close Window





By Raegen Luntz / Posted Friday, November 1, 2019



## RIVERVIEW: HOME OF "RIVER JOHN" CONRAD

The Lewisville Historical Society is featuring a program on "Riverview: Home of 'River John' Conrad", ca. 1805, one of the earliest Federalist houses built near the Yadkin River in Forsyth County, at their membership meeting at the Lewisville Branch Library. Light refreshments will be served. Please call (336) 766-5842 for more information.

Co-sponsored by the Lewisville Historical Society and the Lewisville Branch Library.

Photo source: "Shallow Ford Country" by G. Galloway Reynolds

**Lewisville Historical Society: "Riverview - Home of 'River John' Conrad"**

**Monday, Nov. 18 at 6 p.m.**

**Lewisville Branch Library Auditorium**



**From:** [Michael L Doub](#)  
**To:** [Dora Moore](#)  
**Subject:** lake change of name request and support  
**Date:** Thursday, February 6, 2025 2:36:48 PM  
**Attachments:** [RE EXTERNAL proposed name change for Conrad Lake in Lewisville NC.msg](#)  
[DNC\\_ProposalForm.pdf](#)

---

Dora,

I am representing Charlotte Gillispie and myself, Michael Doub, and asking for the support in changing the name of Conrad Lake to Lake Lindsey. We are the current new land owners. Since taking ownership of the land, we have learned that the house that sits on top of the hill on our property is a former slave cook house, which we will have removed and torn down as it is decrepit and falling in on itself. The adjacent property to us has cabins for slave labor workers that they are repurposing. We want the property we have purchased to stand for something that unites people. We have reached out to the US Board of Geographic names and asked them to change the name of the lake. They in turn ask for any support from local town authorities in changing the name. I have enclosed the emails that shows our correspondence. We did some research and believe we have a good name change suggestion and it fits with how we see the property going forward. I have also enclosed my proposal to the US Board of Geographic names. Below is an except for why we believe we should change it:

Upon acquiring our new piece of property, we would like the name of the lake changed from Conrad Lake to Lake Lindsey. In the following paragraph, I will detail why this is important. Lindsey is the Brittonic form of Lincoln. President Lincoln initiated the Emancipation Proclamation of 1863 which freed all enslaved people in states that rebelled against the Union. It has come to our attention that the Hilltop House was a plantation owned by the Conrad family, who owned slaves dating back to River John Conrad. The cook's house, which sits on the northern most end of our property, was where the enslaved cooks stayed. The adjacent property to us also has three former slave homes on it for laborers which are still standing in decent shape today. In keeping up with modern times and culture, we would like to see the name Conrad Lake removed as it identifies itself with antiquated antics that were associated with demoralizing and dehumanizing people.

Again we are looking to move forward with calling the lake now Lake Lindsey. It is a take on a name that represented the end of an era and the beginning of a new one, very similar to how we see our life. Any help you can provide in the form of support with our movement will be greatly appreciated and when the future looks back it will recognize a this as a place that brings people together. We have an idea that will make this property unique and loved by the town, but in doing so we first need your support in this name change.

Thank you for any and all support in this manner.

**Michael Doub**

**Clinical Radiology Engineer III**

*Radiology Service*

Medical Center Boulevard, Winston-Salem, NC 27157

☎ 336-716-2497 | ✉ [mdoub@wakehealth.edu](mailto:mdoub@wakehealth.edu)

📠 336-716-3021



## Atrium Health

*Wake Forest Baptist is now  
Atrium Health Wake Forest Baptist*

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**This electronic message is intended only for the use of the individual(s) and entity named as recipients in the message. If you are not an intended recipient of this message, please notify the sender immediately and delete the material from any computer. Do not deliver, distribute or copy this message, and do not disclose its contents or take any action in reliance on the information it contains. Thank you.**





## U.S. BOARD ON GEOGRAPHIC NAMES (BGN)

### GEOGRAPHIC NAME PROPOSAL RECOMMENDATION

Proposed name:

\* Current official name:

This is to notify the U.S. Board on Geographic Names that the:

(Name of government entity, organization, or individual)  
**recommends** that the U. S. Board on Geographic Names:

**Approve the proposal ....**

**Reject the proposal .....**

**Other .....**

**Comments** (attach supporting documentation if appropriate):

Name and Title:

Address

Phone and Email

Signature and date (typed name is accepted as signature)

\* The official name of the geographic feature is the name listed in the [Geographic Names Information System](#)

**Return to:** U.S. Board on Geographic Names

[BGNEXEC@usgs.gov](mailto:BGNEXEC@usgs.gov)

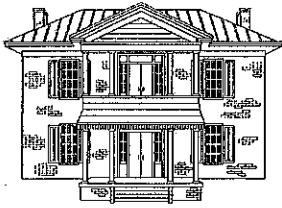
Telephone: (703) 648-4550

12201 Sunrise Valley Drive

Mail Stop 523

Reston, VA 20192-0523





## **LEWISVILLE HISTORICAL SOCIETY**

P.O. BOX 242  
LEWISVILLE, NC 27023

April 11, 2025

Mayor Mike Horn  
Members of the Lewisville Town Council  
Town of Lewisville  
6510 Shallowford Road  
Lewisville, NC 27023

Dear Mayor Mike Horn and Lewisville Town Council Members:

The Lewisville Historical Society has been asked by the Town to respond to a request from Michael Doub and Charlotte Gillispie new owners of the property at 7980 Grapevine Road which includes Conrad Lake. Their request is to rename the lake to Lake Lindsey.

After doing some research and reaching out to Conrad family members and local historians, the Lewisville Historical Society Board has voted to recommend to the Town that Mr. Doub's and Ms. Gillispie's request not be approved by the Town Council. The reasons for our decision follow:

First, the Conrad family has a history that reaches back to the 1700s in Lewisville and descendants have made—and continue to make—important contributions to this area as the following research from local historian Darla Johnson shows:

- Johann Jacob Conrad (1717-1798) immigrated to America in 1737 from Alsace (Germany/France border) and settled in Pennsylvania.
- In 1768, he purchased land in North Carolina.
- Three of his sons – Christian, Johannes, Johann Jacob – came to North Carolina in 1769 and in the mid-1770s settled on this land in present day western Forsyth County.
- Generations of native Conrads in Forsyth County are descendants of these three brothers and have contributed to the development and heritage of this area.
- Agricultural, industrial and political contributions are the heritage of the Conrad family in western Forsyth County for over 250 years.
- Leonard Conrad was one of the first five county commissioners appointed in Forsyth County in 1849.
- Leonard's descendants Forest Conrad and Debra Conrad served as county commissioners in the 20<sup>th</sup> century.
- Debra Conrad also served in the NC State Legislature.
- The Conrad family is intermarried with many other pioneering families in this area and beyond.
- They are a notable group of people who have contributed much to the development and prosperity of Forsyth County.

Second, Conrad Lake is near another historic property referred to as the Hilltop House, built in 1856-57 by Augustus Eugene Conrad. Mr. Conrad ran a grist mill and a ferry at the site which immensely helped the development of the area at the time. The Hilltop House on Conrad Road



has recently been purchased and the new owners are striving to restore the House as well as some of its outbuildings to their original state. The land originally purchased by Johann Jacob Conrad in 1768 on which this lake is located has continually been referred to as the Conrad Farm.

Third, original settlers who have lived in the area for more than 200 years have roads, streets, and historic areas named after them including Conrad Road, Conrad-Sawmill Road, Conrad Circle, Hauser Road and Doub Road.

Fourth, many of these families employed African Americans as field workers in their establishment of new communities. This is an important historical fact. The Lewisville Historical Society does not support the erasure of this history from the Lewisville community and surrounding areas.

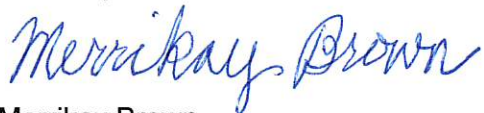
The Board of Directors thanks the Mayor and the Town Council for their request to respond to Michael Doub and Charlotte Gillispie to rename Conrad Lake. As stated earlier and based on the additional information provided in this letter, we strongly oppose the renaming request.

The LHS Board and I would like to thank Kathy Ewalt, LHS Preservation Committee Chair, Darla Johnson, and Wrenn Conrad for their research and contributing comments on this issue.

We would also like to thank the Lewisville Town Council for its regard and respect for the history of Lewisville and the area, and for all of its efforts through the years to preserve the unique character of Lewisville.

Please contact me for additional information or further discussion.

Sincerely,



Merrikay Brown  
President  
Lewisville Historical Society

Lewisville Historical Society Board of Directors:

Merrikay Brown, President  
Derrick Beauchamp, Vice President  
Joyce Walker, Secretary  
Mary Armitage, Assistant Secretary  
Kathy Ewalt, Treasurer  
Chris Watson, Assistant Treasurer





## STAFF REPORT

ITEM:	RESOLUTION 2025-017
SUBJECT:	SPRING PUBLIC WORKS BUILDING PAVING
PREPARED BY:	JON HANNA, PUBLIC WORKS DIRECTOR
DATE SUBMITTED:	APRIL 24, 2025

### BACKGROUND/SUMMARY:

In December 2024, an informal Request for Proposals (RFP) was issued for pavement repair, resurfacing, and expansion at the newly acquired Public Works Facility at 6524 Shallowford Road. The scope of work was developed by the Public Works Director with input from Staff, and includes rehabilitation of salvageable existing surface, improvement/replacement of the main travel area, and expansion in the back where dry storage is expected to be built. It would also link the future Public Works yard to the existing Annex parking lot with a new connector drive.

Proposals were solicited and received from CACTX and C&C Paving. CACTX submitted the most responsive proposal which, once amended, totaled \$77,057. This work would ideally take place in May and would facilitate the subsequent installation of fencing around the rear yard area.

### STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends this contract be approved by Council.

### FISCAL IMPACT:

The proposed contract value is \$77,057.

### ATTACHMENT(S):

Resolution 2025-017





**RESOLUTION 2025-017 OF THE LEWISVILLE TOWN COUNCIL  
AWARD PAVING CONTRACT FOR PAVING PUBLIC WORKS FACILITY PARKING LOT**

**WHEREAS**, the Town of Lewisville purchased the building and property at 6524 Shallowford Road in June 2024; and,

**WHEREAS**, the building and property will be utilized as the Town Public Works facility; and,

**WHEREAS**, improvements to the parking areas and entrances is required; and,

**WHEREAS**, CACTX Surfaces has bid the best price for this project.

**NOW, THEREFORE BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** the Town Manager is authorized to award a contract for paving of the Public Works facility parking lot with CACTX Surfaces for an amount not to exceed \$77,057.

Approved and effective this the 24<sup>th</sup> day of April 2025 by the Lewisville Town Council.

ATTEST:

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

\_\_\_\_\_  
Dora K. Moore, Town Clerk





**RESOLUTION 2025-015 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 nine months ended March 31, 2025; and

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

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

Adopted this the 8<sup>th</sup> day of May 2025 by the Lewisville Town Council.

ATTEST:

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

\_\_\_\_\_  
Dora K. Moore, Town Clerk



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

**General Fund**

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 3,770,165.00	\$ 3,583,547.40	\$ (186,617.60)	95.05%
Sales Tax Revenue	1,289,255.00	752,800.79	(536,454.21)	58.39%
Other Revenues	1,774,885.00	1,224,394.96	(550,490.04)	68.98%
Transfer from ARPA Special Revenue Fund	-	374,752.23	374,752.23	-
<b>Subtotal</b>	6,834,305.00	\$ 5,935,495.38	\$ (898,809.62)	86.85%
Appropriation from Fund Balance	467,775.00			
<b>Total</b>	<b>\$ 7,302,080.00</b>			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 314,272.00	\$ 157,776.32	\$ 13,638.39	\$ 142,857.29	54.54%
Administration	1,030,582.00	678,352.04	29,931.43	322,298.53	68.73%
Finance	309,693.00	227,605.09	-	82,087.91	73.49%
Debt Service	225,200.00	225,200.00	-	-	100.00%
Planning & Zoning	381,060.00	157,253.64	66,402.22	157,404.14	58.69%
Beautification	130,956.00	102,490.91	26,079.00	2,386.09	98.18%
Community Policing	1,035,720.00	523,001.12	489,485.00	23,233.88	97.76%
Public Works	542,575.00	363,819.14	18,605.55	160,150.31	70.48%
Streets	371,194.20	227,772.20	6,254.67	137,167.33	63.05%
Powell Bill	466,430.00	20,200.00	9,750.00	436,480.00	6.42%
Storm Water	231,157.00	79,247.50	121,932.83	29,976.67	87.03%
Solid Waste	1,605,860.00	954,328.52	-	651,531.48	59.43%
Recycling	6,772.80	5,466.84	200.00	1,105.96	83.67%
Parks and Recreation	386,781.00	191,604.35	27,059.23	168,117.42	56.53%
Transfers to Willow Run MSD Special Revenue Fund	263,827.00	-	-	263,827.00	0.00%
Transfers to Capital Projects Funds	-	-	-	-	-
Transfers to Capital Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 7,302,080.00</b>	<b>\$ 3,914,117.67</b>	<b>\$ 809,338.32</b>	<b>\$ 2,578,624.01</b>	<b>64.69%</b>

General Fund Balance 7/1/2024	\$ 7,426,640.07
Year-to-Date Increase (Decrease) FY 2024-2025	2,021,377.71
General Fund Balance 3/31/2025	<u>\$ 9,448,017.78</u>



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

***Willow Run Municipal Service District***

<b>Revenues</b>	<b>Budget</b>	<b>Revenue Year to Date</b>	<b>Revenue Over (Under) Budget</b>	<b>Percentage Collected</b>
Revenues	\$ 75,016.00	\$ 76,821.84	\$ 1,805.84	102.41%
Transfers from General Fund	263,827.00	-	(263,827.00)	0.00%
<b>Subtotal</b>	338,843.00	<b>\$ 76,821.84</b>	<b>\$ (262,021.16)</b>	<b>22.67%</b>
Appropriation from Fund Balance	192,872.00			
<b>Total</b>	<b>\$ 531,715.00</b>			

	<b>Budget</b>	<b>Expenditures Year to Date</b>	<b>Encumbrances Year to Date</b>	<b>Unencumbered and Unspent Balance</b>	<b>Percentage of Budget Spent or Encumbered</b>
Expenditures	\$ 531,715.00	\$ 23,424.70	\$ 21,300.00	\$ 486,990.30	8.41%
<b>Total</b>	<b>\$ 531,715.00</b>	<b>\$ 23,424.70</b>	<b>\$ 21,300.00</b>	<b>\$ 486,990.30</b>	<b>8.41%</b>

MSD Fund Balance 7/1/2024	\$ 249,781.03
Year-to-Date Increase (Decrease) FY 2024-2025	53,397.14
MSD Fund Balance 3/31/2025	<u><u>\$ 303,178.17</u></u>



**Town of Lewisville**  
**March 31, 2025**

<b>Capital Reserve Funds</b>					
	<b>Fund Balance 7/1/2024</b>	Transfers In	Transfers Out	Investment Earnings	<b>Fund Balance 3/31/2025</b>
Sidewalks, Bike Paths, and Greenways Capital Reserve	1,388.16	-	-	49.59	1,437.75
Municipal Buildings/Land Capital Reserve	142,522.09	-	-	5,091.10	147,613.19
Parks & Recreation Capital Reserve	331.15	-	-	11.83	342.98
<b>Total</b>	<b>\$ 144,241.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,152.52</b>	<b>\$ 149,393.92</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	174,450.38
<b>American Rescue Plan Act Special Revenue Fund - Cash Balance 3/31/2025</b>	<b>\$ 174,450.38</b>



**Town of Lewisville  
March 31, 2025**

<b>Capital Projects Funds - Since Inception</b>								
Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 3/31/2025	Budget
Gateway Project Capital Project	2,883,206.28	(3,811,320.76)	1,810,901.90	-	138,515.08	-	1,021,302.50	\$ 4,094,108.90
Community Center Capital Project	100,000.00	(4,796,462.80)	2,947,137.00	-	24,722.36	2,000,000.00	275,396.56	\$ 4,947,137.00
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	602,657.65	(1,055,987.47)	560,297.00	-	57,001.04	-	163,968.22	\$ 2,801,485.00
Jack Warren Park Improvements	125,526.24	(589,623.21)	672,049.00	-	43,502.01	-	251,454.04	\$ 672,049.00
Lewisville-Vienna Multipurpose Path	-	-	353,291.00	-	29,678.02	-	382,969.02	\$ 1,766,453.00
Shallowford Road CMAQ Sidewalk	-	-	262,933.00	-	18,551.99	-	281,484.99	\$ 1,446,134.00
Great Wagon Road Improvements	-	-	1,924,545.62	-	92,809.28	-	2,017,354.90	\$ 8,141,999.34
Public Works Facility	-	(727,281.13)	899,325.47	-	18,916.30	-	190,960.64	\$ 1,000,000.00
<b>Total</b>	<b>\$ 3,711,390.17</b>	<b>\$ (10,980,675.37)</b>	<b>\$ 9,430,479.99</b>	<b>\$ -</b>	<b>\$ 423,696.08</b>	<b>\$ 2,000,000.00</b>	<b>\$ 4,584,890.87</b>	<b>\$ 24,869,366.24</b>



**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**April 3, 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 Council Members Ivan Huffman, Tom Lawson, Monte Long and Ken Sadler. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, Community Center Operations Manager Brian Moore and Town Attorney Elliot Fus. Council Member Jane Welch was absent.
- B. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Long and approved unanimously.

**2. Items Requiring Council Direction**

- A. Great Wagon Road groundbreaking ceremony – Although the Great Wagon Road (GWR) project is a North Carolina Department of Transportation (NCDOT) project, Council would like to have an informal groundbreaking ceremony. Dependent upon equipment mobilization and weather permitting, Council will meet at Shallowford Square at 5:30 PM on April 10.
- B. Personnel Policy – As the final phase of the classification and compensation study, Manager Tolbert shared an updated personnel policy. The original policy was adopted in 1994. It was repealed in 1997 with a new one adopted the same day. Since 1997, there have been nine revisions. Highlighted areas of the policy included: updated language per human resources laws, clearer information related to political activity, new inclement weather guidelines, more guidance on leave without pay, more guidance regarding disciplinary actions, more guidance on grievance procedure and a section related to longevity pay. After discussions, Council consensus was to change longevity pay to loyalty pay whereby staff would be recognized every third anniversary with a \$1,500. However, for the 2025-2026 fiscal year, all employees with three plus years will receive loyalty pay. Thereafter, loyalty pay will be given on their next three-year, milestone anniversary.

Break – 7:27PM-7:32 PM

- C. Dogs at Shallowford Square – Due to many reasons including, safety concerns and hygiene, Council consensus was to continue with no dogs allowed at Shallowford Square.
- D. Shred event update – The Environmental Conservation and Sustainability Committee is not interested in holding a shred event and expressed concern about impacting community fundraising events. Council consensus was to not to offer a shred event.
- E. I'm One of the Reasons Lewisville is a Great Place to Live nomination – Clerk Moore shared a nomination for Iris N. 'Geraldine' Huff to receive the *I'm One of the Reasons Lewisville is a Great Place to Live*. Ms. Huff served as the ninth Pfafftown postmaster and grew up in the Vienna community. Since it could not be clearly demonstrated their activities or other contributions have improved the quality of life for residents or the town in general, the request was denied.

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



#### 4. Administrative Reports

##### A. Town Manager

- i. School collaboration update – Manager Tolbert shared Mayor Pro Tem Hunt and Council Member Welch have met with administrations at West Forsyth and Reagan high schools and staff has also met with individuals from Reagan and Forsyth Country Day regarding student leadership. From these connections, staff invited area schools and homeschooling program to participate in an informational session at Town Hall. Only three individuals participated – Lewisville Elementary School principal, Lewisville Middle School principal and Forsyth Country Day Interim Head Master. Most did not respond to the invitation. After discussion amongst Mayor Pro Tem Hunt, Council Member Welch, Manager Tolbert and Clerk Moore, it is recommended that student leadership be paused and continue to evaluate as time progresses. Staff will continue to offer an annual informational session for school leaders. Mayor Pro Tem Hunt commended staff for their efforts.
- ii. Resident survey update – Thus far, 291 responses to the electronic resident survey have been received since March 1. The survey will remain open through June 30 and staff will continue to promote.

##### B. Clerk

- i. Earth Day, April 12, 9 AM-2 PM
- ii. Budget work sessions
  - April 14, April 21, April 24 (after briefing), May 15
- iii. Town Offices closed for Easter observance, April 18
- iv. May agenda briefing, April 24, 6 PM
- v. Bulky item pickup, April 28
- vi. Board & Committee Collaboration Session – May 28, 5:30-6:30 PM, Town Hall
- vii. Volunteer Appreciation Event – May 28, 6:30 PM, Town Hall

##### C. Public Works Director

- i. Town Hall Annex update – Staff reported the moisture issue at the Town Hall Annex was corrected over the winter. Currently, new laminate flooring and paint is being done in the high traffic areas.

##### D. Planning Director – Mr. Cochran reported the final, proposed UDO draft has been received. It will be shared with the Planning Board on April 9 and they will vote on the draft at their June meeting. The proposed update will be presented to Council for consideration in July or August.

##### E. Community Center Operations Manager – Mr. Moore shared the recent quarterly report for usage at the Mary Alice Warren Community Center. Council requested year-over-year data for the budget.

#### 5. Tentative Agenda Items for Regular Meeting on April 10, 2025

##### A. Consent Agenda

- i. Resolution 2025-011– Financial statements for eight months ended February 28, 2025
- ii. Approval of Agenda Briefing minutes – March 6, 2025
- iii. Approval of Regular Meeting minutes – March 13, 2025

##### B. Introductions, Recognitions, Presentations and/or Proclamations

- i. Recognition
  - a. Julia Puckett, Council Member
  - b. Chad Conger, Willow Run MSD Board
  - c. Holli Conger, Public Art Committee
  - d. Tom Lawson, Planning Board
  - e. Debbie Stokes, Parks & Recreation Committee
- ii. Presentations
  - a. Sheriff's Office



- C. Old Business
- D. New Business
  - i. Paving contract – Council will be requested to approve a contract for paving in the entire Lewisville Trails neighborhood, Fair Bluff Drive and Goldfinch Road.

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

- A. Council Member Long will be unable to attend the April 14 budget work session.
- B. Council Member Huffman may not attend the May 8 meeting.

7. **Adjournment** – Council Member Long moved to adjourn the meeting at 8:30 PM. The motion was seconded by Council Member Lawson and approved unanimously.

ATTEST:

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

\_\_\_\_\_  
Dora K. Moore, Town Clerk



A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt, and Council Members Ivan Huffman, Tom Lawson, Monte Long, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, and Attorney Elliot Fuss.

B. Invocation – Council Member Ken Sadler

C. Pledge of Allegiance – Mayor Pro Tem Melissa Hunt

D. Adoption of Agenda – Council Member Welch moved to approve the agenda. The motion was seconded by Council Member Long and approved unanimously.

Council Member Huffman moved to approve the consent agenda items. The motion was seconded by Council Member Lawson and approved unanimously. *(Resolution 2025-011 is herein incorporated by reference into the minutes.)*

[illegible]

- April 10, 2025



the property tax rate in the Willow Run Municipal Service District remain \$0.10/\$100 valuation.  
(*Budget message is incorporated into the minutes.*)

**4. Public Forum**

- A. Matt Sin, 631 Friar Tuck Road – Mr. Sin spoke in opposition of recent North Carolina Senate zoning bills. He encouraged residents to voice their concerns.

**5. New Business**

- A. Ordinance 2025-008 – Amending Budget Ordinance 2024-001 – Paving - \$78,760 – Council Member Huffman moved to approve Ordinance 2025-008. The motion was seconded by Council Member Sadler and motion passed unanimously. (*Ordinance 2025-008 herein incorporated by reference into the minutes.*)
- B. Resolution 2025-012 – Award paving contract to Yadkin Valley Paving, Inc. - \$488,000 – The proposed paving contract with Yadkin Valley Paving, Inc. is for the entire Lewisville Trails neighborhood, Fair Bluff Drive and Goldfinch Road. Mayor Pro Tem Hunt moved to approve Resolution 2025-012. The motion was seconded by Council Member Long and motion passed unanimously. (*Resolution 2025-012 is herein incorporated by reference into the minutes.*)
- C. Resolution 2025-013 – Personnel Policy – The update of the Town’s Personnel Policy is the final phase of the Town’s classification and compensation study. Council Member Sadler moved to approve Resolution 2025-013. The motion was seconded by Council Member Lawson and motion passed unanimously. (*Resolution 2025-013 is herein incorporated by reference into the minutes.*)
- D. Resolution 2025-014 – Opposing preemption of local government planning and zoning – Mayor Horn presented and read a resolution opposing current legislation that would undermine the fundamental authority for local planning and zoning by local elected officials. Council discussed at length their concerns with SB 495, SB497, SB499, SB688 and HB765. The North Carolina League of Municipalities are also in opposition of these bills. Mayor Pro Tem Hunt moved to approve Resolution 2025-014. The motion was seconded by Council Member Lawson. Mayor Pro Tem Hunt amended her motion to reword a section as follows:

***NOW, THEREFORE, BE IT RESOLVED, that the Lewisville Town Council urges the sponsors of this legislation to reconsider SB495, SB497, SB499, SB688 and HB765 and to consult with local municipalities to develop meaningful and appropriate solutions that do not usurp local authority and to respect the interest of the residents they represent.***

Council Member Lawson seconded the amended motion and motion passed unanimously.  
(*Resolution 2025-014 is herein incorporated by reference into the minutes.*)

**6. Administrative Reports**

- A. Upcoming events and closings
- i. Town Offices closed for Easter observance, April 18
  - ii. Bulky item pickup, April 28
  - iii. UDO public engagement session, May 14, 5:30-7:30 PM, Town Hall
- B. Clerk report
- i. Budget work sessions
    - a. April 14, April 21, April 24 (after briefing), May 15
  - ii. May agenda briefing, April 24, 6 PM
  - iii. Board & Committee Collaboration Session – May 28, 5:30-6:30 PM, Town Hall
  - iv. Volunteer Appreciation Event – May 28, 6:30 PM, Town Hall



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

A. Public comments

- i. Susan Frey, 165 Will Austin Court, thanked Mr. Sin for his comments and Council for passing Resolution 2025-014. She expressed her displeasure with the bills and encouraged people to share the information with their neighbors and email their representatives.

B. Council comments

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

ATTEST:

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

\_\_\_\_\_  
Dora K. Moore, Town Clerk



**Lewisville Town Council**  
**Budget and Action Meeting**  
**April 14, 2025 – 6:00 PM**  
**Lewisville Town Hall 1<sup>st</sup> Floor Council Chambers**  
**6510 Shallowford Road**

**Call to Order** – Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt and Council Members Ivan Huffman, Tom Lawson, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, Planning Director Lynn Cochran and Public Works Director Jon Hanna. Council Member Monte Long was absent.

Manager Tolbert shared she is proposing a property tax rate decrease from 21.7 cents/\$100 valuation to 19.7 cents/\$100 valuation. This recommendation is a result of the recent tax revaluation by Forsyth County. With the tax rate decrease and new property values, the proposed Town budget can be fully funded from the General Fund for the first time in many years.

The following information was shared regarding the 2024-2025 tax rate, the proposed 2025-2026 tax rate and the revenue neutral rate.

**Property Tax Rate of 19.7 cents per \$100 of Valuation**

Category	Actual FY 2024-2025 Valuation as of (1/1/2024) from TR-2	FY 2025-2026 Estimated Valuation as of (1/1/2025)	Increase (Decrease)	% Increase (Decrease)
Real property	\$ 1,530,221,642	\$ 2,366,446,054	\$ 836,224,412	54.65%
Personal Property	\$ 26,135,957	\$ 25,157,101	\$ (978,856)	-3.75%
Public service companies	\$ 23,584,979	\$ 24,056,679	\$ 471,700	2.00%
Registered motor vehicles	\$ 207,702,151	\$ 221,359,076	\$ 13,656,925	6.58%
Total	\$ 1,787,644,729	\$ 2,637,018,910	\$ 849,374,181	47.51%

	FY 2024-2025	FY 2025-2026	Increase	% Increase
Total valuation	\$ 1,787,644,729	\$ 2,637,018,910		
/ \$ 100	\$ 100	\$ 100		
x \$ 0.217	\$ 0.217	\$ 0.197		
\$ 3,879,189	\$ 3,879,189	\$ 5,194,927		
Collection rate 98%	98%	98%		
Estimated property tax revenue	\$ 3,801,605	\$ 5,091,028	\$ 1,289,423	33.92%
<b>1 penny of the tax rate generates</b>	\$ 175,189	\$ 258,428	\$ 83,239	47.51%

Fraction of 1 Cent	Gross Tax Revenue Generated	1% Collection Fee	Net Tax Revenue Generated
1/10	\$ 25,843	\$ 258	\$ 25,585
2/10	\$ 51,686	\$ 517	\$ 51,169
3/10	\$ 77,528	\$ 775	\$ 76,753
4/10	\$ 103,371	\$ 1,034	\$ 102,337
5/10	\$ 129,214	\$ 1,292	\$ 127,922
6/10	\$ 155,057	\$ 1,551	\$ 153,506
7/10	\$ 180,900	\$ 1,809	\$ 179,091
8/10	\$ 206,742	\$ 2,067	\$ 204,675
9/10	\$ 232,585	\$ 2,326	\$ 230,259
10/10	\$ 258,428	\$ 2,584	\$ 255,844



**Revenue Neutral Tax Rate Calculation**

FY 2024-2025 estimated property tax revenue	\$ 3,879,189
Divided by FY 2025-2026 estimated valuation	\$ 2,637,018,910
Divided by \$100	\$ 100
Rate to produce equivalent levy as in FY 2024-2025	\$ 0.1471
Average growth % in the last 3 years	3.11%
<b>Revenue neutral tax rate</b>	<b>\$ 0.1517</b>

**Property Tax Revenue Using Revenue Neutral Rate**

Total estimated valuation FY 2025-2026	\$ 2,637,018,910
/ \$	100
x \$	<b>0.1517</b>
	\$ 4,000,358
Collection rate	98%
Estimated property tax revenue	\$ 3,920,351
<b>1 penny of the tax rate generates</b>	<b>\$ 258,428</b>

**Difference Between 19.7 Cents and Revenue Neutral Rate  
(With 98% Collection Rate)**

FY 25-26 Property tax using 19.7 cents	\$ 5,091,028
FY 25-26 Property tax using 15.17 cents	\$ 3,920,351
Difference	\$ 1,170,677



	50%	75%	100%
Home Value Prior to Revaluation	Home Value After Revaluation With a 50% Increase in Value	Home Value After Revaluation With a 75% Increase in Value	Home Value After Revaluation With a 100% Increase in Value

**21.7 Cents Tax Rate (Tax Rate in FY 24-25)**

Home Value	\$ 100,000	\$ 150,000	\$ 175,000	\$ 200,000
/	\$ 100	\$ 100	\$ 100	\$ 100
X	\$ 0.217	\$ 0.217	\$ 0.217	\$ 0.217
Property Tax	\$ 217	\$ 326	\$ 380	\$ 434

A Lewisville resident owns a home that before the revaluation is valued on the tax records at \$100,000. At the current tax rate of 21.7 cents the homeowner paid property tax of \$217 in FY 24-25. After the revaluation, if his home is valued 50% higher at \$150,000 and the tax rate remains unchanged at 21.7 cents, then his property tax in FY 25-26 will be \$326. If his home value increases 75% to \$175,000 or 100% to \$200,000, and the tax rate remains unchanged at 21.7 cents, then his property taxes will increase to \$380 or \$434 respectively in FY 25-26.

**19.7 Cents Tax Rate (Proposed Tax Rate for FY 25-26)**

Home Value	\$ 100,000	\$ 150,000	\$ 175,000	\$ 200,000
/	\$ 100	\$ 100	\$ 100	\$ 100
X	\$ 0.197	\$ 0.197	\$ 0.197	\$ 0.197
Property Tax	\$ 197	\$ 296	\$ 345	\$ 394

If the FY 25-26 tax rate is 19.7 cents and the homeowner's house value remains unchanged at \$100,000, then his property tax will decrease to \$197 in FY 25-26. If his home value increases 50% to \$150,000, 75% to \$175,000, or 100% to \$200,000, and the tax rate is 19.7 cents, then his property taxes will increase to \$296, \$345, or \$394 respectively for FY 25-26.

**15.17 Cents Tax Rate (Revenue Neutral Rate)**

Home Value	\$ 100,000	\$ 150,000	\$ 175,000	\$ 200,000
/	\$ 100	\$ 100	\$ 100	\$ 100
X	\$ 0.1517	\$ 0.1517	\$ 0.1517	\$ 0.1517
Property Tax	\$ 152	\$ 228	\$ 265	\$ 303

If the FY 25-26 tax rate is 15.17 cents (revenue neutral rate) and the homeowner's house value remains unchanged at \$100,000, then his property tax will decrease to \$152 in FY 25-26. If his home value increases 50% to \$150,000, 75% to \$175,000, or 100% to \$200,000, and the tax rate is 15.17 cents, then his property taxes will increase to \$228, \$265, or \$303 respectively for FY 25-26.

Council stressed the importance of being upfront that a tax rate decrease does not mean a tax decrease.

In addition, the following budget items were shared:

- The current economic growth has analyst predicting a chance for a recession.
- The North Carolina League of Municipalities' (NCLM) projections for sales and use tax revenues was followed. They are projecting a 2.4% increase in revenues.
- The alcoholic beverages tax revenue is projected to decrease 3.2% in FY 2024-2025 and increase by 2.6% in FY 2025-2026.
- Telecommunications and video programming sales tax revenues will continue to decline.
- Powell Bill funds are appropriated by the NC General Assembly.
- Investment earnings for the current year will come in above budget. However, analyst at the NC Capital Management Trust have advised that earnings rate could decline down to 3.5% in 2025-2026.
- Revenues at the Mary Alice Warren Community Center (MAWCC) are projected to remain steady at \$70,000.
- There is no projected appropriated fund balance transfers. There will be a transfer from the Willow Run MSD Special Revenue Fund in the amount of \$37,508 to begin repayment of the Town's loan.



- I. A 3% merit bonuses for staff members, as warranted, is proposed. Merit is not added to salaries. A 2.7% COLA for staff is also proposed.
- J. The currently has one vacant position.
- K. In terms of overtime, Council inquired if an additional staff member would be beneficial. Manager Tolbert shared that overtime for all nonexempt employees must be budgeted; however, a lot of the staff uses the time as compensatory time versus being paid overtime.
- L. Loyalty pay of \$1,500 for each employee with three plus years of service with the Town is proposed for the upcoming budget year. In future years, only employees at the specified milestone as outlined in the Personnel Policy will receive loyalty pay.
- M. Council Member Lawson inquired if bonds could be done for projects such as sidewalks and roundabouts. It was noted the Town does not currently have a bond rating so bonds are not an option. Mrs. Orrell shared becoming bond rated and acquiring bonds is a process. Furthermore, bonds are typically issued for a need and sidewalks would not be considered a need.

Break 7:46 PM – 7:54 PM.

- N. Mayor Pro Tem Hunt requested a comprehensive list of contracts.
  - O. The events budget now reflects all costs associated with an event versus the costs being spread several funds.
  - P. Council Member Sadler requested the cost per Community Policing Officer.
  - Q. Council Member Sadler inquired what was the excess revenue over expenses last year and the average over the last few years.
  - R. To be more efficient, Public Works is requesting the purchase of: 1) F550 truck; 2) plow and salt spreader for F550 truck; 3) salt spreader for F-150 truck; 4) salt spreader for F-250 truck; and, 5) a tractor. It was noted that the addition of salt spreaders and plows does not eliminate the need to contract for snow removal; however, it allows staff to address areas in the community that may have been missed, clearing Town properties, etc.
  - S. Council Member requested projected operation cost to maintain the proposed equipment.
2. **Recess** – Council Member Huffman moved to recess the meeting at 9:00 PM until April 21, 2025 at 6 PM in the Town Council Chambers. The motion as seconded by Mayor Pro Tem Hunt and approved unanimously.

ATTEST:

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

\_\_\_\_\_  
Dora K. Moore, Town Clerk



**Lewisville Town Council  
Budget and Action Meeting  
April 21, 2025 – 6:00 PM  
Lewisville Town Hall 1<sup>st</sup> Floor Council Chambers  
6510 Shallowford Road**

**Call to Order** – Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt and Council Members Ivan Huffman, Tom Lawson, Monte Long, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Finance Director Pam Orrell, Town Clerk Dora Moore, Planning Director Lynn Cochran and Public Works Director Jon Hanna.

As a follow up from the April 14, 225 budget work session and questions submitted by Council Member Sadler, staff shared the following with Council:

- A. The revenue-neutral rate if there had been no revaluation using the 3.11% natural, annual growth rate. Mrs. Orrell provide the information but stressed that revenue-neutral is only done during a revaluation year.
- B. An outline of how merit, cola and 457/401(k) contributions are calculated and applied to employee salaries.
- C. Information related to the state pension fund rate paid by employees and the Town. For the 2025-2026 fiscal year, the employee contribution is 6% and the Town's contribution is 14.35%. The Town's contribution is set annually by the Local Government Employee's Retirement System (LGERS).
- D. The non-discretionary increase in expenses for the Town's largest and most significant contracts. Staff is projecting revenues will exceed expenses but is too soon to estimate how much excess at this time.
- E. The cost per deputy in the 2025-2026 fiscal year is \$149,887.14.

Council Member Lawson stressed the Town needs to have a long-term vision whereby staff and future Council's can work towards noting this is how Lewisville has become the current community.

Council consensus was given to obtain requests for proposals for legal services.

The following budget items were discussed:

- A. Funding of the municipal buildings/land; sidewalks, bike paths & greenways; and, parks & recreation capital reserve funds is proposed. It was noted that these are the Town's savings accounts for future projects and allows the Town to pursue projects when opportunities arise. It has been several years since the reserves have been funded.
- B. Funds to purchase and install speed humps are allocated to fulfill Traffic Control Policy related recommendations.
- C. A new pavement study is requested since the last study was done in 2020. Public Works can identify areas of concern; however, an engineer can determine underlying conditions and recommend options that may not be readily known by staff. The study is used for budgeting purposes. Since the 2020 study, paving repairs were not done as recommended with only a third of the recommended spending done. To protect and maintain the Town's assets, nearly \$1 million is proposed for street resurfacing, crack sealing and paving.
- D. Approximately, \$130,000 is budgeted for stormwater compliance requirements.
- E. As discussed at Council retreat, \$10,000 has been allocated for the Shallowford Foundation to provide programming at Mary Alice Warren Community Center.
- F. The events budget now reflects all costs associated with an event versus the costs being spread several funds.



- G. Staff was requested to research why ten-foot sidewalks along Great Wagon Road are proposed.
- H. Proposed amendments to some of the Capital Reserve ordinances is proposed as follows:

**Current Capital Reserve Ordinances**

Capital Reserve Fund	Annual Contribution	Source	Duration of Contributions
Sidewalks, Bike Paths, and Greenways	\$ 25,000	General Fund	June 30, 2025 or until the fund reaches a balance of \$250,000
Municipal Buildings/Land	\$ 170,000	General Fund	June 30, 2026 or until the fund reaches a balance of \$1,500,000
Parks & Recreation	\$ 400,000	General Fund	June 30, 2032 or until the fund reaches a balance of \$1,500,000
Total	\$ 595,000		

**Proposed Amendments to Capital Reserve Ordinances**

Capital Reserve Fund	Annual Contribution	Source	Duration of Contributions
Sidewalks, Bike Paths, and Greenways	\$ 100,000	General Fund	June 30, 2035 or until the fund reaches a balance of \$1,000,000
Municipal Buildings/Land	\$ 25,000	General Fund	June 30, 2035 or until the fund reaches a balance of \$1,000,000
Parks & Recreation	\$ 100,000	General Fund	June 30, 2030 or until the fund reaches a balance of \$500,000
Total	\$ 225,000		

- I. Staff will be proposing the closing of the Gateway, Lewisville-Vienna multipurpose path and Shallowford Road CMAQ capital projects funds in May. Council requested what the total unrestricted funds from the closeouts would be and if they could be placed back in general fund.

Break 8:15 Pm – 8:24 PM.

- J. Council discussed in detail the revenue-neutral rate and what one penny of the tax rate generates.

	FY 2024-2025	FY 2025-2026	Increase	% Increase
Total valuation	\$ 1,787,644,729	\$ 2,637,018,910		
/ \$	100	100		
x \$	0.217	0.197		
	\$ 3,879,189	\$ 5,194,927		
Collection rate	98%	98%		
Estimated property tax revenue	\$ 3,801,605	\$ 5,091,028	\$ 1,289,423	33.92%
1 penny of the tax rate generates	\$ 175,189	\$ 258,428	\$ 83,239	47.51%

Fraction of 1 Cent	Gross Tax Revenue Generated	1% Collection Fee	Net Tax Revenue Generated
1/10	\$ 25,843	\$ 258	\$ 25,585
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3/10	\$ 77,528	\$ 775	\$ 76,753
4/10	\$ 103,371	\$ 1,034	\$ 102,337
5/10	\$ 129,214	\$ 1,292	\$ 127,922
6/10	\$ 155,057	\$ 1,551	\$ 153,506
7/10	\$ 180,900	\$ 1,809	\$ 179,091
8/10	\$ 206,742	\$ 2,067	\$ 204,675
9/10	\$ 232,585	\$ 2,326	\$ 230,259
10/10	\$ 258,428	\$ 2,584	\$ 255,844

- K. Council held a great deal of discussion on the revaluation, revenue-neutral and proposed tax rates. Some Council expressed opposition to the proposed tax rate while other stated that if it was not a revaluation year, the Town would need to consider a tax increase. Concerns included cutting funds and not having funds for unexpected, major issues; not preparing for the future; risk of increasing taxes in future; placing a financial burden on residents; and, expending funds that could potentially wait another cycle.
- L. Council was requested to review the budget over the next couple of days and to share their thoughts at the next budget work session. Staff will also review the proposed budget to determine what proposals can be funded from fund balance.



2. **Recess** – Council Member Huffman moved to recess the meeting at 9:24 PM until April 24, 2025 following the agenda briefing at 6 PM in the Town Council Chambers. The motion as seconded by Council Member Long and approved unanimously.

ATTEST:

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

\_\_\_\_\_  
Dora K. Moore, Town Clerk

DRAFT





**PROCLAMATION 2025-001  
HISTORIC PRESERVATION MONTH  
MAY 2025**

**WHEREAS**, the Town of Lewisville joins cities and counties across the United States in a nationwide celebration of Historic Preservation Month; and,

**WHEREAS**, historic preservation is an effective tool for economic development, tourism promotion, revitalizing neighborhoods, fostering local pride, and maintaining community character while enhancing livability; and,

**WHEREAS**, Historic Preservation Month is sponsored by the Forsyth County Historic Resources Commission; and,

**WHEREAS**, the Historic Resource Commission's mission is to protect and enrich the county's cultural, historical, architectural, and archaeological heritage through the identification, designation, and preservation of historic resources; and,

**WHEREAS**, the Historic Resource Commission strives to promote the use and conservation of historic properties for the education, pleasure, and enrichment of Forsyth County residents; and,

**WHEREAS**, the Historic Resource Commission strives to educate the public about the history of Forsyth County's built environment, both extant and gone; and to amplify the voices and stories of persons and places traditionally excluded from the historic preservation narrative; and,

**WHEREAS**, the Commission encourage members of the community to participate in creative and fun events related to historic preservation as a way to celebrate Historic Preservation Month 2025, and,

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Town Council in Lewisville do hereby declare the month of May 2025 as Historic Preservation Month and call upon the residents of Lewisville to join hundreds of communities across the United States in recognizing and participating in this special observance.

**BE IT FURTHER RESOLVED** that proclamation be spread upon the minutes of the Town of Lewisville and that a copy be furnished to the Forsyth County Historic Resources Commission.

Adopted this 8<sup>th</sup> day of May 2025.

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Mike Horn, Mayor





## **ORDINANCE 2023-009 AMENDING THE TOWN OF LEWISVILLE TOWN CODE CHAPTER 10 PLANNING ORGANIZATION CHARTER**

**WHEREAS**, the General Statutes of North Carolina Chapter 160D provides for the establishment and operation of a municipal planning board; and

**WHEREAS**, the Town Council has previously adopted an ordinance establishing its Planning Board and Zoning Board of Adjustment; and

**WHEREAS**, from time to time it may be necessary for the Town Council to revise the purpose and scope of such charters.

**NOW THEREFORE BE IT ORDAINED THAT THE LEWISVILLE TOWN COUNCIL** amends Chapter 10 related to the Planning Board and Zoning Board of Adjustments charter as follows:

### **SECTION 1. Scope of Planning.**

Every action and program of every component of the Town of Lewisville involves planning, in a broad sense of the term. For purposes of this ordinance, the term is restricted to activities and programs involving physical, economic, and social development of the town.

### **SECTION 2. Planning Agencies.**

The following are designated as planning agencies assigned responsibilities under this ordinance: The Town Council, the Planning Board, the Zoning Board of Adjustment, the Lewisville Beautification Committee, and the Office of the Town Manager.

### **SECTION 3. Town Council.**

In its legislative capacity, the Town Council adopts policies, ordinances, and amendments; appropriates funds; approves acquisitions, construction, and disposition of public facilities; and oversees administration of the town. In its quasi-judicial or administrative capacity, it issues special-use permits or conditional-use permits specified for its review under the zoning ordinance [according to the Unified Development Ordinance](#) (G.S. ~~160A-381~~ [160D-705\(c\)](#)), and gives final approval to plats of proposed subdivisions (G.S. ~~160A-373~~ [160D, Article 8](#)).

### **SECTION 4. Town Planning Board.**

The Town Planning Board of the Town of Lewisville is hereby created, in accordance with the following provisions.

#### **A. Membership and Vacancies.**

From and after July 1, 2004 the Planning Board shall consist of seven (7) members. ~~From the period beginning on July 1, 2003 until June 30, 2004 the Planning Board shall consist of five (5) members with an additional two (2) members who shall serve as ex-officio members. The ex-officio members shall have no voting authority and shall not be treated as Planning Board members for the purpose of~~



determining the outcome of votes, the presence of a quorum or any other purpose. Except for the two

~~(2) ex-officio members prior to July 1, 2004, who shall be residents of the Vienna annexation area,~~ All members of the Planning Board shall be residents and residents of the Town of Lewisville and shall be appointed by the Town Council. Members will be appointed for terms of three (3) years, ~~except for the first appointment of the two (2) new members of the Planning Board when the size of the Planning Board is increased to seven (7) on July 1, 2004. The terms of these two (2) new members shall be for the following periods: one of the new members will serve from July 1, 2004 to December 31, 2006 and the other new member will serve from July 1, 2004 to December 31, 2007.~~ Vacancies occurring for reasons other than expiration of terms shall be filled as they occur for the period of the unexpired term.

In 2006, Council determined that the terms should end on March 31 rather than December 31, and extended all terms of then serving members from the date their terms would have expired to the next occurring March 31. New terms shall commence on April 1. Board members shall be appointed by and serve at the pleasure of the Council, each to serve an unlimited number of three (3)-year terms.

Members may be removed by the Town Council.

B. Organization, Rules, Meetings, and Records.

(1) At the first scheduled meeting following April 1 or, based on the Board's meeting schedule, the first scheduled meeting following appointments made at the March Council meeting, whichever comes first, the Planning Board shall meet and elect a chair, vice chair and create and fill such offices as it may determine. The term of the chair, vice chair and other officers shall be one year, with eligibility for reelection. The Board shall adopt rules of attendance of its members and for transaction of its business and shall keep records of its members' attendance and of its resolutions, discussions, findings, and recommendations, which shall be public records. The Board shall hold at least one meeting monthly, and all of its meetings shall be open to the public. There shall be a quorum of four (4) members for the purpose of taking any official action **of which one must be the chair or vice chair.**

C. General Powers and Duties.

It shall be the duty of the Planning Board, in general:

(1) To acquire and maintain in current form such basic information and materials as are necessary to understanding of past trends, present conditions, and forces at work to cause changes in these conditions;

(2) To identify needs and problems growing out of those trends;

(3) To determine objectives to be sought in development of the area;

(4) To establish principles and policies for guiding action in development of the area;

(5) To prepare and recommend to the Town Council and from time to time, recommend amendments and revisions to a comprehensive and coordinated plan for the physical, social, and economic development of the area;

(6) To prepare and recommend to the Town Council ordinances promoting orderly



development along lines indicated in the comprehensive plan and advise it concerning proposed amendments of such ordinances;

(7) To determine whether specific proposed developments conform to the principles and requirements of the ~~comprehensive plan for the growth and improvement of the area~~ [Town of Lewisville Comprehensive Plan](#) and ~~ordinances~~ the [Unified Development Ordinance](#) adopted in furtherance of such plan;

(8) To keep the Town Council and the general public informed and advised as to these matters;  
and

(9) To perform any other duties that may lawfully be assigned to it.

D. Basic Studies.

As background for ~~it's~~ [the](#) comprehensive plan and any ordinances it may prepare, the Planning Board may gather maps and aerial photographs of physical features of the area; statistics on past trends and present conditions with respect to population, property values, the economic base of the area, and land use; and such other information as is important or likely to be important in determining the amount, direction, and kind of development to be expected in the area and its various parts.

In addition, the Planning Board may make, cause to be made, or obtain special studies on the location, the condition, and the adequacy of specific facilities, which may include, but are not limited to, studies of housing; commercial and industrial facilities; parks, playgrounds, and other recreational facilities; public and private utilities; and traffic, transportation, and parking facilities.

All Town officials shall, upon request, furnish to the Planning Board such available records or information as it may require in its work. The Board or its agents may, in the performance of its official duties, enter upon lands and make examinations or surveys and maintain necessary monuments thereon.

E. Comprehensive Plan.

The Planning Board shall prepare and submit to the Town Council for its consideration and possible adoption, a comprehensive plan, with the accompanying maps, plats, charts, and descriptive matter, showing the Planning Board's recommendations to the Town Council for the development of said territory, including, among other things, the general location, character, and extent of streets, bridges, boulevards, parkways, playgrounds, squares, parks, aviation fields, and other public ways, grounds, and open spaces; the general location and extent of public utilities and terminals, whether publicly or privately owned or operated, for water, light, sanitation, transportation, communication, power, and other purposes; the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of any of the foregoing ways, building, grounds, open spaces, property, utilities, or terminals; and the most desirable pattern of land use within the area, including areas for farming and forestry, for manufacturing and industrial uses, for commercial uses, for recreational uses, for open spaces, and for mixed uses. The Planning Board shall use as its basis the plan previously informally adopted by the Town Council.



The plan and any ordinances or other measures to effectuate it recommended by the Planning Board shall be made with the general purpose of guiding and accomplishing a coordinated, adjusted, and harmonious development of the town and its environs that will, in accordance with present and future needs, best promote health, safety, morals, and the general welfare, as well as efficiency and economy in the process of development; including, among other things, adequate provision for traffic, of the healthful and convenient distribution of population, the promotion of good civic design and arrangement, wise and efficient expenditure of public funds, and the adequate provision of public utilities, services, and other public requirements.

F. Subdivision Regulations.

The Planning Board shall prepare and submit to the Town Council for its consideration and possible adoption, regulations controlling the subdivision of land in accordance with the provisions of ~~Part 2 Article 19 of Chapter 160A of the General Statutes~~ [G.S. 160D](#) as [may be](#) amended. It shall review, from time to time, the effectiveness of such regulations and may make proposals to the Town Council for amendment or the improvement of those regulations and their enforcement.

In accordance with the provisions of any regulations that are adopted, the Planning Board may review subdivision plats that are submitted and make recommendations to the Town Council concerning such plats.

G. Zoning Ordinance.

The Planning Board shall prepare and submit to the Town Council for its consideration and possible adoption a zoning ordinance in accordance with the provision of ~~Part 3 Article 19 of Chapter 160A of the General Statutes~~ [G.S. 160D](#) as [may be](#) amended.

The Planning Board may initiate, from time to time, proposals for amendment of the zoning ordinance, based upon its studies and comprehensive plan. In addition, it shall review and make recommendations to the Town Council concerning all proposed amendments to the zoning ordinance.

H. Public Facilities.

The Planning Board shall review with the Town Manager and other town officials and report its recommendations to the Town Council concerning the location, extent, and design of all proposed public structures and facilities; the acquisition and disposition of public properties; and the establishment of building lines, mapped street lines, and proposals to change existing street lines. The Board shall include transportation planning in its purview. It shall also make recommendations concerning other matters referred to it by the Town Council.

K. Economic Development.

The Planning Board may prepare and amend from time to time an economic development program for submission to the Town Council, as authorized by Section 158-13 ([160D-501\(a1\) also includes economic development](#)) of the General Statutes.



L. Miscellaneous Powers and Duties.

The Planning Board may conduct such public hearings as may be required to gather information for the maintenance of the comprehensive plan. Before proposing any changes to such plan to the Town Council, it shall hold at least one public hearing thereon.

The Planning Board shall have power to promote public interest in and an understanding of its recommendations, and to that end it may publish and distribute copies of its recommendations and may employ such other means of publicity and education as it may elect.

Members or employees of the Planning Board, when duly authorized by the Board, may attend planning conferences, meetings of planning associations, or hearings on pending planning legislation, and the Planning Board may authorize payment in accordance with Town policy and within the Planning Board's budget.

~~M. Report The Planning Board shall, in July of each year, submit in writing to the Town Council, a report of its activities and an analysis of its expenditures to date for the previous fiscal year and any other reports upon request by Council.~~

N. Funding

(1) The Board shall submit an annual budget request to the Town Manager by February 28<sup>th</sup> of each year.

(2) The Board's budget shall include:

(a) The costs of items and/or contracts required to implement anticipated Board recommended projects.

(b) The costs of items and/or contracts required to sustain previous contracts and project.

(c) Expenditures must follow the town financial procedures.

(d) Expenditures must be approved in meetings and reflected in meeting minutes.

(3) Advisory Council and Special Committees.

The Planning Board may establish an unofficial Advisory Council and may cooperate with that Council to the end that its investigations and plans may receive full consideration, but the Board may not delegate to such Advisory Council any of its official powers and duties.

The Planning Board may from time to time establish special committees to assist it in studying specific questions and problems.



#### SECTION 5. Town Manager.

The Town Manager and his/her assigned and/or contracted staff shall assist the Town Council, the Planning Board, the Zoning Board of Adjustment, the Lewisville Beautification Committee, and other appropriate agencies with studies, advice, and preparation plans.

#### SECTION 6. Zoning Board of Adjustment.

The Zoning Board of Adjustment is charged with hearing appeals from the Zoning Administrator's decisions; granting in specified circumstances ~~special exceptions~~, special-use permits, ~~or conditional use permits~~ under the zoning ordinance; and issuing variances under the zoning ordinance, all pursuant to provisions of ~~Part 3 of Article 19 of Chapter 160A~~ G.S. 160D-302 of the ~~General Statutes~~ and the zoning ordinance.

In 2006, Council determined that the terms should end on March 31 rather than January 1, and extended all terms of then serving members from the date their terms would have expired to the next occurring March 31. New terms shall commence on April 1.

Chair: The Board membership shall select from among themselves a Chair.

- i. The Chair shall serve for one year.
- ii. The Chair shall be selected at the first scheduled meeting after April 1 or, based on the Board's meeting schedule, the first scheduled meeting following appointments made at the March Council meeting, whichever comes first.

b. Vice-Chair: The Board membership shall select from among themselves a Vice-Chair.

- i. The Vice-Chair shall serve for one year.
- ii. The Vice-Chair shall be selected at the first scheduled meeting after April 1 or, based on the Board's meeting schedule, the first scheduled meeting following appointments made at the March Council meeting, whichever comes first.

#### ~~SECTION 7. Lewisville Beautification Committee.~~

~~The Lewisville Beautification Committee develops and carries out voluntary programs, policies, and resolutions to improve community appearance and advises governmental agencies on aesthetic matters, pursuant to its charter.~~

#### SECTION 8. Inspection Service.

Inspection services provided by town staff or contracted staff shall enforce the zoning ordinance, the sign ordinance, and other ordinances as assigned by the Town Council and the Manager. The designated staff shall be responsible for issuing the appropriate permits, certificates, and orders for the purpose of appropriately maintaining the public welfare and safety.



## SECTION 9. Transition.

Notwithstanding the foregoing, the County of Forsyth shall retain all planning authority and jurisdiction within the Town limits until the Town of Lewisville and the County of Forsyth have agreed in accordance with Town of Lewisville Ordinance Number 1, that such authority and jurisdiction have been transferred to and assumed by the Town of Lewisville.

## ~~SECTION 10. Appointment of the Initial Board (Procedures).~~

~~Notwithstanding the foregoing, the following special provisions shall apply only to the appointment of the initial Lewisville Planning Board:~~

### ~~1. Members.~~

~~The Town Council shall select the five members of the Board from a pool of Lewisville Residents who have applied for a position as a Lewisville Planning Board member.~~

### ~~2. Terms of Office.~~

~~A. Reference Section 4. Town Planning Board, paragraph A. Membership and Vacancies, the five initial members will serve for approximately one, two, or three years as appointed. One (1) of the initial members shall be appointed for a term of one year; two (2), for two years; and two (2), for three years. Their successors shall be appointed for terms of three years. The one year term shall expire December 31, 1995, the two year terms shall expire December 31, 1996, and the three year terms shall expire December 31, 1997.~~

### ~~3. Chair.~~

~~Reference Section 4. Town Planning Board, paragraph B. Organization, Rules, Meetings and Records, the initial Chair shall be appointed by the Town Council whose term as Chair shall expire on December 31, 1995. Subsequent Chairs shall be selected as described in Section 4, paragraph B, of this ordinance.~~

**Ordinance 10-94 Establishing Lewisville Planning Organization - 22 Sept 1994**

**Ordinance 11-94 - Amendment 1 - 26 Oct 1994**

**Ordinance 2003011 - Amendment 2 - June 12, 2003**

**Ordinance 2005001 - Amendment 3 - August 11, 2005**

**Ordinance 2006023 - Amendment 4 - July 13, 2006**

**Ordinance 2006024 - Amendment 5 - July 13, 2006**

**Ordinance 2014051 - Amendment 6 - October 9, 2014**

**Ordinance 2015019 - Amendment 7 - February 12, 2015**

**Ordinance 2016005 - Amendment 8 - March 10, 2016**

**Ordinance 2018023 – Amendment 9 – March 8, 2018**

**Ordinance 2023-009 – Amendment 10 – February 9, 2023**



Adopted this 8<sup>th</sup> day of May 2025 by the Lewisville Town Council.

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

ATTEST:

\_\_\_\_\_  
Dora K. Moore, Town Clerk

DRAFT





**RESOLUTION 2025-016 OF THE LEWISVILLE TOWN COUNCIL  
RULES OF PROCEDURE**

**WHEREAS**, at the August 13, 1991 organizational meeting, the Town Council adopted the Suggested Rules of Procedure for City Council by A. Fleming Bell with the requirement of a second to be used; and

**WHEREAS**, the Suggested Rules of Procedure for City Council was updated in 2017 by Trey Allen.

**NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL** adopts the updated Suggested Rules of Procedure as recommended by the UNC School of Government with selections made as required to make the policy relevant to the Town of Lewisville in terms of meeting date, agenda preparation and required seconds.

**Adopted and effective this the 8<sup>th</sup> day of May 2025 by the Lewisville Town Council.**

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

ATTEST:

\_\_\_\_\_  
Dora K. Moore, Town Clerk





# Rules of Procedure for the Town of Lewisville

## Part I. Applicability

### Rule 1. Applicability of Rules

These rules apply to all meetings of the Town of Lewisville. For purposes of these rules, a meeting of the council occurs whenever a majority of the council's members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the council's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

## Part II. Quorum

### Rule 2. Quorum

The presence of a quorum is necessary for the council to conduct business. A majority of the council's actual membership plus the mayor, excluding vacant seats, constitutes a quorum. A member who withdraws from a meeting without being excused by majority vote of the remaining members in attendance is deemed present for quorum purposes.

## Part III. Open Meetings

### Rule 3. Remote Participation in Council Meetings

The Town has adopted a Remote Participation Policy. ~~No member who is not physically present for a council meeting may participate in the meeting by electronic means except in accordance with a policy adopted by the council. [Although a member who attends a meeting electronically pursuant to such a policy may take part in debate, the member may neither be counted toward a quorum nor vote on any matter before the council.]~~

### Rule 4. Meetings to Be Open to the Public

Except as permitted by Rule 5, all meetings of the council shall be open to the public, and any person may attend its meetings.

### Rule 5. Closed Sessions

**(a) Motion to Enter Closed Session.** The town council may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session listed in paragraph (b) of this rule. A motion to enter closed session under subparagraph (b)(1) or (b)(2) must contain the additional information specified in those provisions.



**(b) Bases for Closed Session.** A closed session is permissible under the following circumstances and no others:

- (1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.
- (2) To consult with the town attorney or another attorney employed or retained by the town in order to preserve the attorney–client privilege. If the council expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.
- (3) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the town or (b) the closure or realignment of a military installation. The council may reach agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.
- (4) To establish or instruct staff or agents concerning the town’s position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease.
- (5) To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.
- (6) To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective public officer or employee, except when the individual in question is a member of the town council or other public body or is being considered to fill a vacancy on the town council or other public body. Final action to appoint or employ a public officer or employee must take place in open session.
- (7) To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.
- (8) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.
- (9) To view a law enforcement recording released pursuant to G.S. 132-1.4A.
- (10) On any other basis permitted by law.

**(c) Closed Session Participants.** Unless the council directs otherwise, the town manager, town attorney, and town clerk may attend closed sessions of the council. No other person may attend a closed session unless invited by majority vote of the council.

**(d) Motion to Return to Open Session.** Upon completing its closed session business, the council shall end the closed session by adopting a duly made motion to return to open session.

## **Rule 6. Meeting Minutes**

**(a) Minutes Required for All Meetings.** The council must keep full and accurate minutes of all of its meetings, including closed sessions. To be “full and accurate,” minutes must record all actions taken by



the council. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the council, though the council in its discretion may decide to incorporate such details into the minutes.

**(b) Record of “Ayes” and “Nays.”** At the request of any member of the council, the minutes shall list each member by name and record how each member voted on a particular matter.

**(c) General Accounts of Closed Sessions.** In addition to minutes, the council must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The council may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.

**(d) Sealing Closed Session Records.** Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the council or, if the council delegates the authority to unseal to one or more staff members, in accordance with guidelines adopted by the council. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

#### **Rule 7. Broadcasting and Recording Meetings**

**(a) Right to Broadcast and Record.** Any person may photograph, film, tape-record, or otherwise reproduce any part of a council meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a council meeting.

**(b) Advance Notice.** Any radio or television station that plans to broadcast any portion of a council meeting shall so notify the [town clerk/town manager/administrator] no later than [twenty-four hours] before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a council meeting.

**(c) Equipment Placement.** The [town manager/administrator] may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a council meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the [town manager/administrator] determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the [town manager/administrator] may require the pooling of the equipment and the personnel operating it.

**(d) Alternative Meeting Site.** If the news media request an alternative meeting site to accommodate news coverage, and the council grants the request, the news media making the request shall pay the costs incurred by the town in securing an alternative meeting site.

### **Part IV. Organization of the Council**

#### **Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore**

**(a) Scheduling Organizational Meeting.** The council must hold an organizational meeting following each general election in which council members are elected. The organizational meeting must be held on the date and at the time of the council’s first regular meeting in December following the. The organ-



izational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.

**(b) Oath of Office.** After old business has been handled and prior to new business at the organizational meeting, all newly elected members of the council must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each member's oath must be filed with the town clerk. Although a member who is not present for the organizational meeting may take the oath of office at another time, every member must take, subscribe, and file the oath before he or she begins performing any of the duties of the member's office.

**(c) Selection of Mayor Pro Tempore.** After the oath of office are subscribed at the organizational meeting, the council shall elect from among its members a mayor pro tempore using the procedures specified in Rule 38. The mayor pro tempore shall serve at the council's pleasure.

## **Part V. Types of Meetings**

### **Rule 9. Regular Meetings**

**(a) Regular Meeting Schedule.** The council shall hold a regular meeting on the second Thursday of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at Town Hall and begin at 6:00 PM. The council shall adopt a meeting schedule each year consistent with this rule. A copy of the council's current meeting schedule shall be filed with the town clerk and posted on the town's website.

**(b) Change to Meeting Schedule.** Notwithstanding paragraph (a) of this rule, the council may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the town clerk at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the town's website.

### **Rule 10. Special Meetings**

**(a) Calling Special Meetings.** A special meeting of the council may be called by the mayor, the mayor pro tempore, or any two council members. A special meeting may also be called by vote of the council in open session during a regular meeting or another duly called special meeting.

**(b) Notice to the Public.** At least forty-eight hours before a special meeting of the council, notice of the date, time, place, and purpose of the meeting shall be (1) posted at the door of the council's usual meeting room; (2) emailed to the sunshine list as requested with the town clerk; and, (3) posted on the website in advance of the meeting.

#### **(c) Notice to Members.**

- (1) *Meeting called by the mayor, the mayor pro tempore, or any two council members.* At least forty-eight hours before a special meeting called by the mayor, the mayor pro tempore, or any two council members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the mayor and each council member or left at his or her usual dwelling place.
- (2) *Meeting called by vote of the council in open session.* When a special meeting is called by vote of



the council in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and purpose.

**(d) Transacting Other Business.** Unless all members are present or any absent member has signed a written waiver of notice, only those items of business specified in the notice to council members may be taken up at a special meeting.

## **Rule 11. Emergency Meetings**

**(a) Grounds for Emergency Meeting.** Emergency meetings of the town council may be called only to address generally unexpected circumstances demanding the council's immediate attention.

**(b) Calling Emergency Meetings.** There are two methods by which an emergency meeting of the council may be called.

- (1) The mayor, the mayor pro tempore, or any two members of the council may at any time call an emergency council meeting by signing a written notice stating the date, time, and place of the meeting and the subjects to be considered. The notice shall be delivered to the mayor and each council member or left at his or her usual dwelling place at least six hours before the meeting.
- (2) An emergency meeting may be held when the mayor and all members of the council are present and consent thereto, or when any absent member has signed a written waiver of notice.

**(c) Notice to Media of Emergency Meetings.** Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the town clerk for notice of emergency meetings. To be valid, the request must include the newspaper's, wire service's, or station's telephone number. Notice may be given by telephone, e-mail, or the same method used to notify council members. Notice must be provided immediately after council members have been notified and at the expense of the party notified.

**(d) Transaction of Other Business Prohibited.** Only business connected with the emergency may be considered at an emergency meeting.

## **Rule 12. Recessed Meetings**

**(a) Calling Recessed Meetings.** When conducting a properly called regular, special, or emergency meeting, the council may recess the meeting to another date, time, or place by a procedural motion made and adopted, as provided in Rule 31, Motion 3, in open session. The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.

**(b) Notice of Recessed Meetings.** Notice of the recessed meeting's date, time, and place must appear on the webpage prior to the meeting. No further notice of a properly called recessed meeting is required.



## **Part VI. Agenda**

### **Rule 13. Agenda**

#### **(a) Agenda Preparation.**

- (1) *Preparation.* The town clerk shall prepare an agenda in advance of each meeting of the town council.
- (2) *Requesting placement of items on draft agenda.* For a regular meeting, a request to have an item of business placed on the agenda must be received by the town clerk at least four working days before the date of the meeting. The town clerk must place an item on the agenda in response to a council member's timely request.
- (3) *Supplemental information/materials.* If the council is expected to consider a proposed ordinance or ordinance amendment, a copy of the proposed ordinance or amendment shall be attached to the agenda.
- (4) *Delivery to council members.* Each council member shall receive an electronic copy of the agenda packet.
- (5) *Public inspection.* The agenda packet shall be available to the public when the document[s] have been, circulated to council.

#### **(b) Adoption of the Agenda.**

- (1) *Adoption.* As its first order of business at each meeting, the council shall review the agenda, make whatever revisions it deems appropriate, and adopt a formal agenda for the meeting.
- (2) *Amending the agenda.* Both before and after it adopts the agenda, the council may add or subtract agenda items by majority vote of the members present and voting, except that the council may not add to the items stated in the notice of a special meeting unless the requirements in Rule 10(d) are satisfied and only business connected with the emergency may be considered at an emergency meeting.

**(c) Consent Agenda.** The council may designate part of an agenda for a regular meeting as the *consent agenda*. Items may be placed on the consent agenda by the person(s) charged with preparing the draft agenda if the items are judged to be noncontroversial and routine. Prior to the council's adoption of the meeting agenda under subparagraph (b)(1) of this rule, the request of any member to have an item moved from the consent agenda to unfinished business must be honored by the council. All items on the consent agenda must be voted on and adopted by a single motion, with the minutes reflecting the motion and vote for each item.

**(d) Informal Discussion of Agenda Items.** The council may informally discuss an agenda item even when no motion regarding that item is pending.

### **Rule 14. Acting by Reference to Agenda or Other Document**

The council shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document with the intention of preventing persons in attendance from understanding what action is being considered or undertaken. The council may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, provided copies of the agenda are available for public inspection at the meeting and are sufficiently worded to enable the public to understand what is being deliberated or acted upon.



## **Rule 15. Agenda Items from Members of the Public**

If a member of the public wishes to request that the council include an item on its regular meeting agenda, he or she must submit the request to the town clerk by the deadline specified in Rule 13(a)(2). The council is not obligated to place an item on the agenda merely because such a request has been received.

## **Rule 16. Order of Business**

Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

- adoption of the agenda,
- approval of the consent agenda,
- approval of the previous meeting minutes,
- public comments,
- public hearings,
- unfinished business,
- new business, and
- administrative reports

Without objection, the mayor may call agenda items in any order most convenient for the dispatch of business.

## **Part VII. Role of the Presiding Officer**

### **Rule 17. The Mayor**

**(a) Presiding Officer.** When present, the mayor shall preside at meetings of the council.

**(b) Right to Vote.** The mayor votes on the same basis as other council members, though in no event may the mayor break a tie on a motion on which he or she has already voted.

**(c) Recognition of Members.** A member must be recognized by the mayor in order to address the council, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1.

**(d) Powers as Presiding Officer.** As presiding officer, the mayor is to enforce these rules and maintain order and decorum during council meetings. To that end, the mayor may:

- (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other members on this ground;
- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time; and
- (5) adjourn in an emergency.

**(e) Appeals of Procedural Rulings.** A member may appeal a decision made or answer given by the



mayor under subparagraph (d)(1), (2), or (3) in accordance with Rule 31, Motion 1.

#### **Rule 18. The Mayor Pro Tempore**

**(a) Presiding in Mayor's Absence.** When present, the mayor pro tempore shall preside over council meetings in the mayor's absence with all the powers specified in Rule 17(d).

**(b) Delegation of Mayor's Powers/Duties.** In the mayor's absence, the council may confer on the mayor pro tempore any of the mayor's powers and duties. Likewise, if the mayor becomes physically or mentally unable to perform the duties of his or her office, the council may by unanimous vote declare the mayor incapacitated and confer any of the mayor's powers and duties on the mayor pro tempore. When the mayor announces that he or she is no longer incapacitated, and a majority of the council concurs, the mayor shall resume the exercise of his or her powers and duties.

**(c) Duty to Vote.** Even when presiding over a council meeting, the mayor pro tempore has the same duty as other members to vote on all questions unless he or she has been excused from voting on a matter in accordance with Rule 28.

#### **Rule 19. Other Presiding Officer**

If both the mayor and mayor pro tempore are absent, the council may elect from among its members a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a member has the powers listed in Rule 17(d). Service as a temporary presiding officer does not relieve a member of the duty to vote on all questions unless excused from voting pursuant to Rule 28.

#### **Rule 20. When the Presiding Officer Is Active in Debate**

If the mayor becomes active in debate on a particular proposal, he or she may have the mayor pro tempore preside during the council's consideration of the matter. If the mayor pro tempore is absent or is also actively debating the matter, the mayor may designate another member to preside until the matter is concluded. Similarly, if the mayor pro tempore or a temporary presiding officer is presiding and takes an active part in debating a topic, he or she may designate another council member to preside temporarily.

### **Part VIII. Motions and Voting**

#### **Rule 21. Action by the Council**

Except as otherwise provided in these rules, the council shall act by motion. Any member may make a motion, including the mayor.

#### **Rule 22. Second Required**

A second is required on any motion.

#### **Rule 23. One Motion at a Time**

A member may make only one motion at a time.

#### **Rule 24. Withdrawal of Motion**

The member who introduces a motion may withdraw the motion unless the motion has been amended or the presiding officer has put the motion to a vote.



## **Rule 25. Debate**

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the principles listed below.

- The maker of the motion is entitled to speak first.
- A member who has not spoken on the issue shall be recognized before a member who has already spoken.
- To the extent practicable, the debate shall alternate between proponents and opponents of the measure.
- No member may speak more than twice on the same substantive motion. A member's first speech on a substantive motion shall be limited to ten minutes, and any second speech on the same motion shall be limited to five minutes. The same rules apply to debate on a procedural motion, except that a member's first speech shall not exceed five minutes, and any second speech shall be limited to two minutes.

## **Rule 26. Adoption by Majority Vote**

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

## **Rule 27. Changing a Vote**

A member may change his or her vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a member may not change his or her vote without the unanimous consent of the remaining members present. A member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

## **Rule 28. Duty to Vote**

**(a) Duty to Vote.** Every council member must vote except when excused from voting as provided by this rule.

**(b) Grounds for Excusal.** A member may be excused from voting on a matter involving the member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to council members. Members may also be excused from voting when prohibited from voting under G.S. 14-234 (contract providing direct benefit to member), G.S. 160A-381(d) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on member), or G.S. 160A-388(e)(2) (member's participation in quasi-judicial decision would violate affected person's right to an impartial decision maker). Questions about whether a basis for excusal exists should be directed to the town attorney.

## **(c) Procedure for Excusal.**

- (1) *At member's request.* Upon being recognized at a duly called meeting of the council, a member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining members present. If a majority of the remaining members present vote to excuse the member, the member is excused from voting on the matter.
- (2) *On council's initiative.* Even when a member has not asked to be excused from voting on a



matter, a majority of the remaining council members present may by motion and vote excuse the member from voting if grounds for doing so exist under paragraph (b).

**(d) Consequence of Non-Excused Failure to Vote.** Except as specified in paragraph (e), if a member who has not been excused from voting fails to vote on a matter, the member's failure to vote shall be recorded as an affirmative vote, provided:

- (1) the member is physically present in the council chamber; or,
- (2) the member has physically withdrawn from the meeting without being excused by majority vote of the remaining members present.

**(e) Failure to Vote on Certain Zoning Matters.** A member's unexcused failure to vote shall not be recorded as an affirmative vote if the motion concerns a proposal to amend, supplement, or repeal a zoning ordinance. Instead, the member's unexcused failure to vote shall be recorded as an abstention.

**(f) Mayor's Duty to Vote.** The provisions of this rule apply to the mayor.

#### **Rule 29. Voting by Written Ballot**

**(a) Secret Ballots Prohibited.** The council may not vote by secret ballot.

**(b) Rules for Written Ballots.** The council may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each member must sign his or her ballot, and the minutes must record how each member voted by name. The ballots must be made available for public inspection in the town clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

#### **Rule 30. Substantive Motions**

A substantive motion is not in order if made while another motion is pending. Once the council disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 31, Motion 14.

#### **Rule 31. Procedural Motions**

**(a) Certain Motions Allowed.** The council may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

**(b) Priority of Motions.** The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and
- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

When several procedural motions are pending, voting must begin with the procedural motion highest in priority, provided that a motion to amend or end debate on the highest priority motion must be voted on first.

**Motion 1. To Appeal a Ruling of the Presiding Officer.** Any member may appeal the presiding of-



ficer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time. The member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

**Motion 2. To Adjourn.** This motion may be used to close a meeting. It is not in order if the council is in closed session.

**Motion 3. To Recess to a Time and Place Certain.** This motion may be used to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the council is in closed session.

**Motion 4. To Take a Brief Recess.**

**Motion 5. To Follow the Agenda.** This motion must be made at the time an item of business that deviates from the agenda is proposed; otherwise, the motion is out of order as to that item.

**Motion 6. To Suspend the Rules.** To be adopted, a motion to suspend the rules must receive affirmative votes equal to at least two-thirds of the council's actual membership, excluding vacant seats and not counting the mayor if the mayor votes only in case of a tie. The council may not suspend provisions in these rules that are required under state law.

**Motion 7. To Divide a Complex Motion.** This motion is in order whenever a member wishes to consider and vote on parts of a complex motion separately. The member who makes this motion must specify how the complex motion will be divided.

**Motion 8. To Defer Consideration.** The council may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the council votes to revive it pursuant to Motion 13 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

**Motion 9. To End Debate (Call the Previous Question).** If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every member has had an opportunity to speak once on the pending motion.

**Motion 10. To Postpone to a Certain Time.** This motion may be employed to delay the council's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

**Motion 11. To Refer a Motion to a Committee.** The council may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 60 days of the referral date, the council must take up the motion if asked to do so by the member who introduced it.

**Motion 12. To Amend.**

**(a) Germaneness.** A motion to amend must concern the same subject matter as the motion it seeks to



alter.

**(b) Limit on Number of Motions to Amend.** When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

**(c) Amendments to Ordinances.** Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

**Motion 13. To Revive Consideration.** The council may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 8, provided it does so within 100 days of its vote to defer consideration.

**Motion 14. To Reconsider.** The council may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting during which the action to be reconsidered was taken and (b) by a member who voted with the prevailing side. For purposes of this motion, “the same meeting” includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the council’s deliberation on a pending matter.

**Motion 15. To Rescind.** The council may vote to rescind an action taken at a prior meeting provided rescission is not forbidden by law.

**Motion 16. To Prevent Reintroduction for Six Months.** This motion may be used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion’s defeat. To be adopted, this motion must receive votes equal to at least two-thirds of the council’s actual membership, excluding vacant seats and not counting the mayor, unless the mayor may vote on all questions. If this motion is adopted, the ban on reintroduction remains in effect for six months or until the council’s next organizational meeting, whichever occurs first.

## **Part IX. Ordinances and Contracts**

### **Rule 32. Introduction of Ordinances**

For purposes of these rules, the “date of introduction” for a proposed ordinance is the date on which the council first votes on the proposed ordinance’s subject matter.

### **Rule 33. Adoption, Amendment, and Repeal of Ordinances**

#### **(a) Adoption of Ordinances.**

- (1) *Proposed ordinances to be in writing.* No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to members before a vote on adoption is taken.
- (2) *Adoption on date of introduction.* To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least two-thirds of the council’s actual membership, excluding vacant seats and not counting the mayor, unless the mayor has the right to vote on all questions before the council.
- (3) *Adoption after date of introduction.* To be approved after the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to



at least a majority of all council members not excused from voting on the matter. In calculating the number of affirmative votes necessary for approval, the council shall count the mayor if he or she votes on all questions.

**(b) Amendment and Repeal of Ordinances.** The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

#### **Rule 34. Adoption of the Budget Ordinance**

**(a) Special Rules for the Adoption or Amendment of the Budget Ordinance.** Notwithstanding any provision in the town charter, general law, or local act,

- (1) the council may adopt or amend the budget ordinance at a regular or special meeting of the council by a simple majority of those members present and voting, a quorum being present;
- (2) no action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the council; and
- (3) the adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any town charter or local act concerning initiative or referendum.

**(b) Notice Requirements for Budget Meetings.** During the period beginning with the submission of the budget to the council and ending with the adoption of the budget ordinance, the council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as

- each member of the board has actual notice of each special meeting called for the purpose of considering the budget and
- no business other than consideration of the budget is taken up.

**(c) No Authority for Closed Sessions.** This rule shall not be construed to authorize the council to hold closed sessions on any basis other than the grounds set out in Rule 5.

#### **Rule 35. Approval of Contracts and Authorization of Expenditures**

**(a) Contracts to be in Writing.** No contract shall be approved or ratified by the town council unless it has been reduced to writing at the time of the council's vote.

**(b) Approval of Contracts.** To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all council members not excused from voting on the contract, including the mayor's vote in the event of a tie.

**(c) Authorization of Expenditure of Public Funds.** The same vote necessary to approve or ratify a contract is required for the council to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 34.



## **Part X. Public Hearings and Comment Periods**

### **Rule 36. Public Hearings**

**(a) Calling Public Hearings.** In addition to holding public hearings required by law, the council may hold any public hearings it deems advisable. The council may schedule hearings or delegate that responsibility to town staff members, as appropriate, except when state law directs the council itself to call the hearing. If the council delegates scheduling authority, it must provide adequate guidance to assist staff members in exercising that authority.

**(b) Public Hearing Locations.** Public hearings may be held anywhere within the town or within the county where the town is located.

**(c) Rules for Public Hearings.** The council may adopt reasonable rules for public hearings that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups of persons supporting or opposing the same positions,
- provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of council chambers (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from council chambers to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

**(d) Notice of Public Hearings.** Any public hearing at which a majority of the council is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.

**(e) Continuing Public Hearings.** The council may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to paragraph (g), if a quorum of the council is not present for a properly scheduled public hearing, the hearing must be continued until the council's next regular meeting without further advertisement.

**(f) Conduct of Public Hearings.** At the time appointed for the hearing, the mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the council for the hearing. Unless the council extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the mayor shall declare the hearing closed, and the council shall resume the regular order of business.

**(g) Public Hearings by Less Than a Majority of Council Members.** Nothing in this rule prevents the council from appointing a member or members to hold a public hearing on the council's behalf, except when state law requires that the council itself conduct the hearing.



## **Rule 37. Public Comment Periods**

**(a) Frequency of Public Comment Periods.** The council must provide at least one opportunity for public comment each month at a regular meeting, except that the council need not offer a public comment period during any month in which it does not hold a regular meeting.

**(b) Rules for Public Comment Periods.** The council may adopt reasonable rules for public comment periods that, among other things,

- fix the maximum time allotted to each speaker,
- provide for the designation of spokespersons for groups supporting or opposing the same positions,
- provide for the selection of delegates from groups supporting or opposing the same positions when the number of persons wishing to attend the public comment period exceeds the capacity of council chambers (so long as arrangements are made for those excluded from the hall to listen to the hearing), and
- provide for the maintenance of order and decorum in the conduct of the hearing.

**(c) Content-Based Restrictions Generally Prohibited.** The council may not restrict speakers based on subject matter, as long as their comments pertain to subjects within the council's real or apparent jurisdiction.

## **Part XI. Appointments and Appointed Bodies**

### **Rule 38. Appointments**

**(a) Appointments in Open Session.** The council must consider and make any appointment to another body or, in the event of a vacancy on the council, to its own membership in open session.

**(b) Nomination and Voting Procedure.** The council shall use the following procedure to fill a vacancy in the council itself or in any other body over which it has the power of appointment. The mayor shall open the floor for nominations, whereupon council members may put forward and debate nominees. When debate ends, the mayor shall call the roll of the members, and each member shall cast a vote for his or her preferred nominee. The voting shall continue until a nominee receives a majority of votes cast during a single balloting.

**(c) Mayor.** The mayor may make nominations and vote on appointments under this rule.

**(d) Multiple Appointments.** If the council is filling more than one vacancy, each member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of members voting shall be required for each appointment. No member may cast more than one vote for the same candidate for the same vacancy during a single balloting.

**(e) Duty to Vote.** It is the duty of each member to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a member's ballot.

**(f) Vote by Written Ballot.** The council may vote on proposed appointments by written ballot in accordance with Rule 29.



## **Rule 39. Committees and Boards**

**(a) Establishment and Appointment.** The council may establish temporary and standing committees, boards, and other bodies to help carry on the work of town government. Unless otherwise provided by law or the council, the power of appointment to such bodies lies with the council.

**(b) Open Meetings Law.** The requirements of the open meetings law apply whenever a majority of an appointed body's members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the town's professional staff.

**(c) Procedural Rules.** The council may prescribe the procedures by which the town's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. [In the absence of rules adopted by the council, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.]

## **Part XII. Miscellaneous**

### **Rule 40. Amendment of the Rules**

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the town charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the council's members, excluding vacant seats and counting the mayor only if the mayor may vote on all questions.

### **Rule 41. Reference to Robert's Rules of Order Newly Revised**

The council shall refer to *Robert's Rules of Order Newly Revised* for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted *Robert's*, the mayor shall make a ruling on the issue subject to appeal to the council under Rule 31, Motion 1.





## STAFF REPORT

ITEM:	<ol style="list-style-type: none"><li>1. ORDINANCE 2025-010</li><li>2. ORDINANCE 2025-011</li><li>3. ORDINANCE 2025-012</li></ol>
SUBJECT:	<ol style="list-style-type: none"><li>1. ORDINANCE 2025-010 CLOSE OUT GATEWAY PROJECT CAPITAL PROJECTS FUND</li><li>2. ORDINANCE 2025-011 CLOSE OUT LEWISVILLE-VIENNA MULTIPURPOSE PATH CAPITAL PROJECTS FUND</li><li>3. ORDINANCE 2025-012 CLOSE OUT SHALLOWFORD ROAD CMAQ SIDEWALK CAPITAL PROJECTS FUND</li></ol>
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	5/8/2025

### BACKGROUND/SUMMARY:

1. The construction on the Gateway Project ended in 2024. All contractors have been paid and all NCDOT reimbursements have been received under the federal grant. There is \$1,021,302.50 remaining in the Gateway Project Capital Projects Fund as of March 31, 2025. The Roundabout at Lewisville-Vienna Road and Robinhood Road project needs additional funds to cover the cost of construction to begin in the months ahead. Staff recommends that the Town Council close the Gateway Project Capital Projects Fund and transfer the remaining funds of \$1,021,302.50 plus any accrued investment earnings to the Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund.
2. The Town Manager, at the direction of Town Council, is working with the necessary funding sources to reallocate federal funding of \$1,413,162 from the Lewisville-Vienna Multipurpose Path Project (C-5705) to the Roundabout Project at Lewisville-Vienna Road and Robinhood Road (U-6154). Staff recommends closing the Lewisville-Vienna Multipurpose Path Capital Projects Fund and to transfer the remaining money in the fund (\$382,969.02 at March 31, 2025 plus any accrued investment earnings) to the



Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund to cover the Town's match.

3. The Town Manager, at the direction of Town Council, is working with the necessary funding sources to reallocate federal funding of \$1,051,734 from the Shallowford Road CMAQ Sidewalk Project (BL-0114) to the Roundabout Project at Lewisville-Vienna Road and Robinhood Road (U-6154). Staff recommends closing the Shallowford Road CMAQ Sidewalk Capital Projects Fund and to transfer the remaining money in the fund (\$281,484.99 at March 31, 2025 plus any accrued investment earnings) to the Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund to cover the Town's match.

#### **STAFF RECOMMENDATION AND REQUESTED ACTION:**

1. Staff recommends that the Town Council close the Gateway Project Capital Projects Fund and transfer the remaining funds of \$1,021,302.50 plus any accrued investment earnings to the Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund.
2. Staff recommends closing the Lewisville-Vienna Multipurpose Path Capital Projects Fund and to transfer the remaining money in the fund (\$382,969.02 plus any accrued investment earnings) to the Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund.
3. Staff recommends closing the Shallowford Road CMAQ Sidewalk Capital Projects Fund and to transfer the remaining money in the fund (\$281,484.99 plus any accrued investment earnings) to the Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund.

#### **FISCAL IMPACT:**

See Background/Summary Section above.

#### **ATTACHMENT(S):**

1. ORDINANCE 2025-010 AMENDING GATEWAY PROJECT CAPITAL PROJECT ORDINANCE
2. ORDINANCE 2025-011 AMENDING LEWISVILLE-VIENNA MULTIPURPOSE PATH CAPITAL PROJECT ORDINANCE
3. ORDINANCE 2025-012 AMENDING SHALLOWFORD ROAD CMAQ SIDEWALK CAPITAL PROJECT ORDINANCE





ORDINANCE 2025-010 OF THE LEWISVILLE TOWN COUNCIL  
AMENDING CAPITAL PROJECT ORDINANCE  
GATEWAY PROJECT

**WHEREAS**, the Lewisville Town Council established the Capital Project Ordinance 2017-018 for the purchase of right of way and/or utilities, preliminary engineering, and construction for the Gateway Project into the Town of Lewisville from Williams Road; and

**WHEREAS**, the Town of Lewisville engaged Kimley Horn and Associates to provide professional services on the Gateway Project that includes design, traffic control, pavement marking plans, hydraulics, erosion control, location surveys, signing, planning, natural environment, public involvement, gateway and landscape design, utilities coordination, SUE, and right of way; and

**WHEREAS**, appropriations were originally made in the amount of \$1,494,680 for this project; and

**WHEREAS**, the Town Council approved Ordinance 2021-046 in the amount of \$16,114, to amend the agreement with Kimley Horn and Associates to include conducting a pedestrian survey for the Schweinitz Sunflower, which is a federally protected species, and also to expand the bid phase for construction; and

**WHEREAS**, the Town of Lewisville has been awarded supplemental federal funding in the amount of \$1,687,463. This amount added to the original federal funding amount of \$1,195,744 brings the Town's total federal award to \$2,883,207; and

**WHEREAS**, the Town of Lewisville was ready to begin the construction phase of the project and there was a need to amend the budget for the rising cost of construction; and

**WHEREAS**, the Town Council approved Ordinance 2022-064 to amend the budget by \$2,364,080 to cover the remaining phases of the project to include construction, CEI services, and a bat survey; and

**WHEREAS**, there was a need to amend the budget by \$119,234.90 for Branch Civil Change Order #2 for additional milling, asphalt, and related work; and

**WHEREAS**, there was a need to amend the budget to add \$100,000 in contingency funds to cover any other additional costs that might arise as the project is under construction; and

**WHEREAS**, construction on the Gateway Project finished in 2024. All contractors have been paid and all reimbursements from the NC Department of Transportation have been received under the federal highway grant; and



**WHEREAS**, there remains \$1,021,302.50 in the capital project fund as of March 31, 2025; and

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

**NOW THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL** that this ordinance is amended to transfer the remaining funds of \$1,021,302.50 plus any accrued investment earnings to the Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund.

**Revenues:**

Gateway Project - Fund Balance Appropriated	50-00-3990-9000	\$1,021,302.50 plus any accrued investment earnings
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**Expenses:**

Gateway Project - Transfer to Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund	50-00-3980-0004	\$1,021,302.50 plus any accrued investment earnings
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This closes the Capital Project Fund for the Gateway Project.

**Adopted this the 8th day of May, 2025 by the Lewisville Town Council.**

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

ATTEST:

\_\_\_\_\_  
Dora K. Moore, Town Clerk





**ORDINANCE 2025-011 OF THE TOWN OF LEWISVILLE  
AMENDING CAPITAL PROJECT ORDINANCE  
LEWISVILLE-VIENNA MULTIPURPOSE PATH**

**WHEREAS**, the Lewisville Town Council established the Capital Project Ordinance 2023-030 to construct approximately 1.9 miles of a multi-use path along Lewisville-Vienna Road. The proposed path would connect single-family housing to the existing sidewalk network. The project would be financed 80% by the Federal Highway Administration under a CMAQ (Congestion Mitigation & Air Quality) grant up to and not to exceed the maximum award amount of \$1,413,162. The remaining 20% of the costs would be financed with transfers from the Town's General Fund and the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund; and

**WHEREAS**, appropriations were originally made in the amount of \$1,766,453 for this project; and

**WHEREAS**, at a meeting of the Lewisville Town Council on December 5, 2024, the Town Manager recommended that, due to the rising costs of this project and the shortfall in the roundabout project at Lewisville-Vienna Road and Robinhood Road (U-6154), that the Town request reallocation of the federal funds from the Lewisville-Vienna Multipurpose Path project (C-5705) to the roundabout project (U-6154); and

**WHEREAS**, Council consensus was given to request the reallocation of funds to the roundabout project (U-6154); and

**WHEREAS**, there remains \$382,969.02 in the capital projects fund as of March 31, 2025; and

**WHEREAS**, there is need to provide matching funds to the Roundabout at Lewisville-Vienna Road and Robinhood Road capital project.

**NOW THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL** that this ordinance is amended to transfer the remaining funds of \$382,969.02 plus any accrued investment earnings to the Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund.



**Revenues:**

Lewisville Vienna Multipurpose Path Capital Projects Fund - Fund Balance Appropriated	55-00-3990-9000	\$382,969.02 plus any accrued investment earnings
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**Expenses:**

Lewisville Vienna Multipurpose Path Capital Projects Fund - Transfer to Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund	55-00-3980-0004	\$382,969.02 plus any accrued investment earnings
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This closes the Capital Project for the Lewisville-Vienna Multipurpose Path.

Adopted this the 8<sup>th</sup> day of May, 2025 by the Lewisville Town Council.

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Mike Horn, Mayor

ATTEST:

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Dora K. Moore, Town Clerk





**ORDINANCE 2025-012 OF THE TOWN OF LEWISVILLE  
AMENDING CAPITAL PROJECT ORDINANCE  
SHALLOWFORD ROAD CMAQ SIDEWALK**

**WHEREAS**, the Lewisville Town Council established the Capital Project Ordinance 2023-045 to construct sidewalk along one side of Shallowford Road from Lowes Foods Drive to Shallowford Reserve Drive. The project would be financed 80% by the Federal Highway Administration under a CMAQ (Congestion Mitigation & Air Quality) grant up to and not to exceed the maximum award amount of \$884,928 and a CRPDA (Carbon Reduction Program) grant up to and not to exceed the maximum award amount of \$166,806. The remaining 20% of the costs would be financed with transfers from the Town's General Fund and the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund.

**WHEREAS**, appropriations were originally made in the amount of \$1,446,134 for this project; and

**WHEREAS**, at a meeting of the Lewisville Town Council on December 5, 2024, the Town Manager recommended that, due to the rising costs of this project and the shortfall in the roundabout project at Lewisville-Vienna Road and Robinhood Road (U-6154), that the Town request reallocation of the federal funds from the Shallowford Road CMAQ Sidewalk project (BL-0114) to the roundabout project (U-6154); and

**WHEREAS**, Council consensus was given to request the reallocation of funds to the roundabout project (U-6154); and

**WHEREAS**, there remains \$281,484.99 in the capital projects fund as of March 31, 2025; and

**WHEREAS**, there is need to provide matching funds to the Roundabout at Lewisville-Vienna Road and Robinhood Road capital project.

**NOW THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL** that this ordinance is amended to transfer the remaining funds of \$281,484.99 plus any accrued investment earnings to the Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund.



**Revenues:**

Shallowford Road CMAQ Sidewalk Capital Projects Fund - Fund Balance Appropriated	56-00-3990-9000	\$281,484.99 plus any accrued investment earnings
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**Expenses:**

Shallowford Road CMAQ Sidewalk Capital Projects Fund - Transfer to Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund	56-00-3980-0004	\$281,484.99 plus any accrued investment earnings
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This closes the Capital Project for the Shallowford Road CMAQ Sidewalk.

Adopted this the 8<sup>th</sup> day of May, 2025 by the Lewisville Town Council.

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

ATTEST:

\_\_\_\_\_  
Dora K. Moore, Town Clerk