



Lewisville Town Council
Regular Meeting Agenda
June 12, 2025 – 6:00 PM
Lewisville Town Hall 1st Floor Council Chambers
6510 Shallowford Road

1. Call to Order:

- a. Roll Call
- b. Invocation – Council Member Long
- c. Pledge of Allegiance – Council Member Huffman
- d. Adoption of Agenda

2. Consent Agenda

- A. Resolution 2025-018– Financial statements for ten months ended April 30, 2025 ([Attachment #1](#))
- B. Ordinance 2025-013 – Order to collect 2025 taxes ([Attachment #2](#))
- C. Ordinance 2025-014 – Order to collect 2024 and prior years' taxes ([Attachment #3](#))
- D. Approval of Agenda Briefing minutes – April 24, 2025 ([Attachment #4](#))
- E. Approval of Budget Workshop minutes – April 24, 2025 ([Attachment #5](#))
- F. Approval of Regular Meeting minutes – May 8, 2025 ([Attachment #6](#))

3. Introductions, Recognitions, Presentations and/or Proclamations

- A. Presentations
 - i. Sheriff's Office

4. Public Forum

- a. Residents should register with the Town Clerk and limit their comments to three (3) minutes.
- b. Written comments are also available.

5. Closed Session Personnel

6. New Business

- a. Ordinance 2025-001 – 2025-2026 Budget ([Attachment #7](#))
- b. Ordinance 2025-015 – Amending the Municipal Buildings and Land Capital Reserve Fund ([Attachment #8](#))
- c. Ordinance 2025-016– Amending the Parks and Recreation Capital Reserve Fund ([Attachment #9](#))
- d. Ordinance 2025-017 – Amending Sidewalks, Bike Paths, and Greenways Capital Reserve Ordinance ([Attachment #10](#))
- e. Resolution 2025-019 – Awarding horticultural maintenance contract - \$95,616 ([Attachment #11](#))
- f. Resolution 2025-020 – Awarding grounds maintenance services contract ([Attachment #12](#))
- g. Resolution 2025-008 – Amend Special Project Review Committee Facility Use Exemption Application ([Attachment #13](#))
- h. Ordinance 2025-018 – Piedmont Flyers Club Facility Use Exemption Request & Amending Chapter 16 Facility Use Exemption List ([Attachment #14](#))
- i. Town Manager contract renewal

7. Administrative Reports

- a. Upcoming events and closings
 - i. CPR Class – June 6, 1-5 PM, MAWCC

- ii. Street Party & Food Truck Festival – The Entertainers – June 21, 6-9 PM
 - iii. Independence Day tribute concert – On the Border – June 28, 7-9 PM
 - iv. Town Offices closed – July 4
- b. Clerk Report
 - i. Environmental, Conservation & Sustainability Committee vacancy

8. For the Good of the Order

- a. Public Comments
 - i. Residents should limit their comments to three (3) minutes.
 - ii. Written comment forms are also available.
- b. Council Comments

9. Adjournment



**RESOLUTION 2025-018 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 ten months ended April 30, 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 ten months ended April 30, 2025 and incorporated herein.

Adopted this the 12th day of June 2025 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Angela Lord, Town Clerk

Town of Lewisville
Financial Budget to Actual Report - General Fund
Ten Months Ended April 30, 2025

General Fund

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 3,770,165.00	\$ 3,694,150.22	\$ (76,014.78)	97.98%
Sales Tax Revenue	1,289,255.00	842,803.62	(446,451.38)	65.37%
Other Revenues	1,774,885.00	1,314,510.00	(460,375.00)	74.06%
Transfer from ARPA Special Revenue Fund	-	374,752.23	374,752.23	-
Subtotal	6,834,305.00	\$ 6,226,216.07	\$ (608,088.93)	91.10%
Appropriation from Fund Balance	546,535.00			
Total	\$ 7,380,840.00			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 314,272.00	\$ 169,674.77	\$ 17,927.26	\$ 126,669.97	59.69%
Administration	1,030,582.00	742,292.17	21,185.82	267,104.01	74.08%
Finance	309,693.00	249,676.70	-	60,016.30	80.62%
Debt Service	225,200.00	225,200.00	-	-	100.00%
Planning & Zoning	381,060.00	173,575.04	61,124.12	146,360.84	61.59%
Beautification	130,956.00	110,884.68	18,111.00	1,960.32	98.50%
Community Policing	1,035,720.00	767,743.62	244,742.50	23,233.88	97.76%
Public Works	542,575.00	401,246.42	18,116.90	123,211.68	77.29%
Streets	371,194.20	233,192.95	37,910.00	100,091.25	73.04%
Powell Bill	545,190.00	20,550.00	463,440.00	61,200.00	88.77%
Storm Water	231,157.00	136,648.46	69,119.83	25,388.71	89.02%
Solid Waste	1,605,860.00	1,072,093.70	-	533,766.30	66.76%
Recycling	6,772.80	5,741.25	-	1,031.55	84.77%
Parks and Recreation	386,781.00	209,135.68	20,469.51	157,175.81	59.36%
Transfers to Willow Run MSD Special Revenue Fund	263,827.00	-	-	263,827.00	0.00%
Transfers to Capital Projects Funds	-	-	-	-	-
Transfers to Capital Reserves	-	-	-	-	-
Total	\$ 7,380,840.00	\$ 4,517,655.44	\$ 972,146.94	\$ 1,891,037.62	74.38%

General Fund Balance 7/1/2024	\$ 7,426,640.07
Year-to-Date Increase (Decrease) FY 2024-2025	1,708,560.63
General Fund Balance 4/30/2025	<u>\$ 9,135,200.70</u>

Town of Lewisville
Financial Budget to Actual Report - Willow Run Municipal Service District
Ten Months Ended April 30, 2025

Willow Run Municipal Service District

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 75,016.00	\$ 79,747.51	\$ 4,731.51	106.31%
Transfers from General Fund	263,827.00	-	(263,827.00)	0.00%
Subtotal	338,843.00	\$ 79,747.51	\$ (259,095.49)	23.54%
Appropriation from Fund Balance	192,872.00			
Total	\$ 531,715.00			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 531,715.00	\$ 36,549.70	\$ 8,175.00	\$ 486,990.30	8.41%
Total	\$ 531,715.00	\$ 36,549.70	\$ 8,175.00	\$ 486,990.30	8.41%

MSD Fund Balance 7/1/2024	\$ 249,781.03
Year-to-Date Increase (Decrease) FY 2024-2025	43,197.81
MSD Fund Balance 4/30/2025	<u><u>\$ 292,978.84</u></u>

Town of Lewisville
April 30, 2025

Capital Reserve Funds					
	Fund Balance 7/1/2024	Transfers In	Transfers Out	Investment Earnings	Fund Balance 4/30/2025
Sidewalks, Bike Paths, and Greenways Capital Reserve	1,388.16	-	-	54.58	1,442.74
Municipal Buildings/Land Capital Reserve	142,522.09	-	-	5,603.49	148,125.58
Parks & Recreation Capital Reserve	331.15	-	-	13.02	344.17
Total	\$ 144,241.40	\$ -	\$ -	\$ 5,671.09	\$ 149,912.49

American Rescue Plan Act Special Revenue Fund	
American Rescue Plan Act funding received	\$ 4,024,471.50
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2021-2022	(1,208,168.14)
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2022-2023	(1,105,602.57)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2023 through June 30, 2024	(1,335,948.56)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2024 through November 30, 2024	(374,752.23)
Investment earnings	175,055.92
American Rescue Plan Act Special Revenue Fund - Cash Balance 4/30/2025	\$ 175,055.92

Capital Projects Funds - Since Inception								
Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 4/30/2025	Budget
Gateway Project Capital Project	2,883,206.28	(3,811,320.76)	1,810,901.90	-	142,060.17	-	1,024,847.59	\$ 4,094,108.90
Community Center Capital Project	100,000.00	(4,805,614.11)	2,947,137.00	-	25,350.21	2,000,000.00	266,873.10	\$ 4,947,137.00
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	602,657.65	(1,056,471.47)	560,297.00	-	57,321.42	-	163,804.60	\$ 2,801,485.00
Jack Warren Park Improvements	206,340.77	(591,781.46)	672,049.00	-	44,506.15	-	331,114.46	\$ 672,049.00
Lewisville-Vienna Multipurpose Path	-	-	353,291.00	-	31,007.36	-	384,298.36	\$ 1,766,453.00
Shallowford Road CMAQ Sidewalk	-	-	262,933.00	-	19,529.07	-	282,462.07	\$ 1,446,134.00
Great Wagon Road Improvements	-	-	1,924,545.62	-	99,811.82	-	2,024,357.44	\$ 8,141,999.34
Public Works Facility	-	(728,946.80)	899,325.47	-	19,292.02	-	189,670.69	\$ 1,000,000.00
Total	\$ 3,792,204.70	\$ (10,994,134.60)	\$ 9,430,479.99	\$ -	\$ 438,878.22	\$ 2,000,000.00	\$ 4,667,428.31	\$ 24,869,366.24

NORTH CAROLINA
FORSYTH COUNTY

ORDINANCE 2025-013
ORDER OF THE COUNCIL OF THE TOWN OF LEWISVILLE
IN ACCORDANCE WITH G.S.105-321 AND G.S. 153A-156
FOR THE COLLECTION OF 2025 TAXES

TO: MICHAEL POLLOCK, AAS
INTERIM TAX COLLECTOR OF FORSYTH COUNTY, CITY OF WINSTON-SALEM, VILLAGE OF CLEMMONS, VILLAGE OF TOBACCOVILLE, TOWN OF LEWISVILLE, TOWN OF RURAL HALL, TOWN OF WALKERTOWN, CITY OF KING, TOWN OF KERNERSVILLE, TOWN OF BETHANIA, CITY OF HIGH POINT

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the 2025 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2025 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobacoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Beeson's Cross Roads Service District, Belews Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Northeast Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley's Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District, West Bend Service District, Downtown Winston-Salem Business Improvement District, Willow Run Municipal Service District, and Countywide Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law. You are hereby authorized and directed to use any method of collections authorized by law to collect such taxes including, without limitation, the in-rem method of foreclosure authorized by NCGS § 105-375, the mortgage style of foreclosure authorized by NCGS § 105-374.

You are also hereby authorized, empowered and commanded to administer and to collect taxes on gross receipts derived from retail short-term leases or rentals of motor vehicles as set forth under G.S. 153A-156. You are hereby authorized to promulgate such rules and procedures necessary to administer these taxes which are not inconsistent or contrary to applicable law.

You are also hereby authorized, to the full extent permitted by law, to collect liens that attach to real property under NCGS chapters 160D, 160A, or 153A, including but not limited to those that arise by reason of removal of a structure to the extent authorized by state and local law, and sanitation liens that arise under § 160A-193 or 153A-140.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years' taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions at the discretion of the Tax Collector.

WITNESS my hand and official seal, this the 12th day of June, 2025.

Mike Horn, Mayor

Angela Lord, Town Clerk

NORTH CAROLINA

FORSYTH COUNTY

ORDINANCE 2025-014
ORDER OF THE COUNCIL OF THE TOWN OF LEWISVILLE
IN ACCORDANCE WITH G.S.105-373, G.S.105-321, AND G.S.105-330.3
FOR THE COLLECTION OF 2024 AND PRIOR YEARS' TAXES

TO: MICHAEL POLLOCK, AAS
INTERIM TAX COLLECTOR OF FORSYTH COUNTY, CITY OF WINSTON-SALEM, VILLAGE OF CLEMMONS, VILLAGE OF TOBACCOVILLE,
TOWN OF LEWISVILLE, TOWN OF RURAL HALL, TOWN OF WALKERTOWN, CITY OF KING, TOWN OF KERNERSVILLE, TOWN OF
BETHANIA, CITY OF HIGH POINT

You are hereby authorized, empowered, and commanded to collect the taxes remaining unpaid as set forth in the 2016 through 2024 tax records filed in the Office of the Forsyth County Tax Collector, and in the tax receipts herewith delivered to you in the amounts and from the taxpayers likewise therein set forth. You are further authorized, empowered, and commanded to collect the 2016 through 2024 taxes charged and assessed as provided by law for adjustments, changes, and additions to the tax records and tax receipts delivered to you which are made in accordance with law. Such taxes are hereby declared to be a first lien on all real property of the respective taxpayers in Forsyth County, City of Winston-Salem, Town of Rural Hall, Town of Walkertown, Village of Clemmons, Village of Tobaccoville, Town of Bethania, Town of Lewisville, City of King, Town of Kernersville, City of High Point, Beeson's Cross Roads Fire Protection District, Beeson's Cross Roads Service District, Belews Creek Fire and Rescue Protection District, City View Fire Protection District, Clemmons Fire and Rescue Protection District, Forest Hill Fire and Rescue Protection District, Griffith Fire Protection District, Gumtree Fire and Rescue Protection District, Horneytown Fire and Rescue Protection District, King of Forsyth County Fire and Rescue Protection District, Lewisville Fire and Rescue Protection District, Mineral Springs Fire Protection District, Mineral Springs Service District, Mount Tabor Fire and Rescue Protection District, Northeast Fire and Rescue Protection District, Old Richmond Fire and Rescue Protection District, Piney Grove Fire Protection District, Suburban Fire and Rescue Protection District, Salem Chapel Fire and Rescue Protection District, South Fork Fire Protection District, Talley's Crossing Fire and Rescue Protection District, Triangle Fire Protection District, Union Cross Fire and Rescue Protection District, Vienna Fire Protection District and West Bend Service District, Downtown Winston-Salem Business Improvement District, Willow Run Municipal Service District, and Countywide Service District, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell, any real or personal property, and attach wages and/or other funds, of such taxpayers, for and on account thereof, in accordance with law.

Within available funds in the budget ordinance and personnel positions established, the Tax Collector may appoint employees and authorize them to perform those functions authorized by the Machinery Act of Chapter 105 of the North Carolina General Statutes and other applicable laws for current and previous years' taxes. County personnel presently in the Tax Collector's office continue to serve in their respective positions in the discretion of the Tax Collector.

Taxes on registered classified Motor Vehicles for 2021 and prior years are deemed uncollectible; therefore, the Forsyth County Commissioners, pursuant to G.S. 105-373(h) do hereby relieve the tax collector of the charge of collecting taxes on registered classified motor vehicles listed pursuant to G.S. 105-330.3(a)(1) for 2021 and prior years.

WITNESS my hand and official seal, this the 12th day of June, 2025.

MIKE HORN, MAYOR

ATTEST:

ANGIE LORD, TOWN CLERK

Lewisville Town Council
Briefing and Action Meeting Minutes
April 24, 2025 – 6:00 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

1. Call to Order:

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt and Council Members Ivan Huffman, 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, Community Center Operations Manager Brian Moore and Town Attorney Elliot Fus.
- 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. Public art – Manager Tolbert inquired of the desired depth of Council approval for public art. Unless a public art piece would have a significant impact, Council agreed they would prefer the Public Art Committee and Town staff handle the logistics. Council will be apprised of public art endeavors under administrative reports at agenda briefings as needed.
- B. Conrad Lake renaming request – Clerk Moore shared information received from the US Board on Geographic Names (BGN) regarding a request to rename Conrad Lake to Lake Lindsey. Michael Doub and Charlotte Gillespie own 7890 Grapevine Road, which includes Conrad Lake. Mr. Doub communicated with Clerk Moore in February 2025 regarding this request. After discussion with Mayor Horn and Manager Tolbert, the Lewisville Historical Society (LHS) was given the information and requested to make a recommendation. While awaiting LHS's recommendation, BGN communicated with the Town. BGN is not requesting official Council action; however, they are requesting a statement. After research and conversations with the Conrad family, LHS is recommending the request not be approved due to numerous reasons. Council consensus was to issue a statement as follows – 'After significant research by the Lewisville Historical Society and based upon their recommendation, the Town of Lewisville is not in support of Conrad Lake being renamed to Lake Lindsey.' *(All documentation related to the request is attached for reference.)*

3. Items Requiring Action at Briefing

- A. Resolution 2025-017 – Award paving contract to CACTX Surfaces - \$77,057 – The next uplift to the new public works facility is paving of the parking lot with drive improvements. Council Member Lawson moved to approve Resolution 2025-017. The motion was seconded by Council Member Welch and motion passed unanimously. *(Resolution 2025-017 is herein incorporated by reference into the minutes.)*

4. Administrative Reports

- A. Town Manager
 - i. Resident survey update – Thus far, 336 responses to the electronic resident survey have been received. The survey will remain open through June 30 and staff will continue to promote. Council inquired if the survey could be promoted at upcoming town events.
- B. Clerk
 - i. Bulky item pickup, April 28
 - ii. MAWCC Mural reception and artist meet-and-greet - May 16, 5:30 PM
 - iii. Twisters movie - May 16
 - iv. Town offices closed - May 26

- v. Military Appreciation Concert – May 26, 6-8 PM
- 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
- viii. Blood Drive – June 4, MAWCC
- ix. CPR Class – June 6, 1-5 PM, MAWCC
- C. Public Works Director – None
- D. Planning Director – Mr. Cochran reported the final, proposed UDO draft has been shared with the Planning Board with comments being submitted to Mr. Cochran. A community engagement session will be held at Town Hall on May 14, 5:30-7:30 PM. Planning Board will vote on the draft at their June meeting. The proposed update will be presented to Council in July. At this time, it is unknown if recently introduced legislation will become law and the impact on the UDO; therefore, the town will continue with the update. If legislation is enacted, the Town will determine how to react.

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
 - ii. Approval of Agenda Briefing minutes – April 3, 2025
 - iii. Approval of Regular Meeting minutes – April 10, 2025
 - iv. Approval of Budget Workshop minutes –April 14, 2025
 - v. Approval of Budget Workshop minutes – April 21, 2025
 - 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
 - i. Mrs. Tolbert announced Angie Lord has been hired to serve as Town Clerk upon Clerk Moore’s retirement on June 1, 2025. Ms. Lord will join the Town on May 1 to shadow Clerk Moore and acclimate to Lewisville. Ms. Lord currently serves as Clerk to the City of Greensboro and is also a Master Municipal Clerk.
 - ii. Recognition
 - a. Excellence in Communication award – Veronica Leasure
 - iii. Proclamation
 - a. Proclamation 2025-001 - Historic Preservation Month
 - 1. Historic Commission Annual Report – Michelle McCullough, Historic Resources Officer
 - iv. Presentations
 - 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
 - a. Clerk Moore shared proposed changes to the Planning Board charter to include references to 160D, removal of Beautification Committee and state a chair or vice chair is required for quorum.
 - ii. Resolution 2025-016 – Suggested Rules of Procedure
 - a. In 1991, the interim Town Council approved the Suggested Rules of Procedure by the School of Government with the exception to require seconds to motions. The Suggested Rules of Procedure were updated in 2017 by Trey Allen. Clerk Moore requested Council

adopt the updated rules, which follow NCGS, with the same exception of requiring seconds to motions.

- iii. Ordinance 2025-010 – Close Gateway Project Capital Projects Fund
- iv. Ordinance 2025-011 – Close Lewisville-Vienna Multipurpose Path Capital Projects Fund
- v. Ordinance 2025-012 – Close Shallowford Road CMAQ Sidewalk Capital Projects Fund
 - a. Mrs. Orrell reported staff is requesting these projects be closed and unrestricted funds to be moved to the Lewisville-Vienna and Robinhood Road Roundabout.

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

- A. Council inquired if a plaque could be displayed noting those who receive *I'm One of the Reasons Lewisville is A Great Place to Live*.

7. **Adjournment** – Council Member Long moved to adjourn the meeting at 6:49 PM. The motion was seconded by Council Member Huffman and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

Lewisville Town Council
Budget and Action Meeting
April 24, 2025 – 7:00 PM
Lewisville Town Hall 1st Floor Council Chambers
6510 Shallowford Road

Mayor Horn opened the meeting at 7:00 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 and Public Works Director Jon Hanna.

As a follow up from the April 21, 2025 budget work session and questions submitted by Mayor Pro Tem Hunt, staff shared the attached information. Mayor Pro Tem Hunt also inquired about a dedicated line item for the grants committee to know their parameters in terms of funding amounts. She further shared a desire for the town to be more independent on program decisions specifically at Mary Alice Warren Community Center and potentially involving Parks & Recreation Committee.

At the last budget work session, staff was directed to determine budget items that could be funded by fund balance. Manager Tolbert shared the following one-time expenses:

	Property Tax Revenue	Tax Rate (in Cents)			
Property tax revenue in proposed budget	\$ 5,091,028	19.700			
<i>Fund the following items out of fund balance appropriated rather than with property tax revenue:</i>					
Amount remaining on contract for UDO rewrite	\$ (51,195)	(0.198)			
Amount remaining on contract for stormwater mapping project	\$ (39,025)	(0.151)			
1-Ton Truck	\$ (82,250)	(0.318)			
Tractor	\$ (50,317)	(0.195)			
Snow plow and salt spreaders	\$ (18,798)	(0.073)			
<i>Remove from proposed budget:</i>					
Transfer to GWR Improvements Capital Projects Fund	\$ (200,000.00)	(0.774)			
Net Totals	\$ 4,649,443	17.991			
		<i>Round to 18 cents</i>			

After a great deal of discussion regarding the manager's proposal and other suggestions proposed during the work session, Council consensus was to adjust the proposed budget to reflect an 18-cent tax rate. Council shared appreciation to staff for their endeavors with the proposed budget and showing sensitivity to residents.

Council Member Lawson moved to adjourn the meeting at 8:25 PM. The motion as seconded by Council Member Long and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk

DRAFT

Lewisville Town Council
Regular Meeting Minutes
May 8, 2025 – 6:00 PM
Lewisville Town Hall Council Chambers
6510 Shallowford Road

1. Call to Order:

- A. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro Tem Melissa Hunt, and Council Members Ivan Huffman, Tom Lawson, Monte Long, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Incoming Town Clerk Angie Lord, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, and Attorney Elliot Fuss.
- B. Invocation – Mt. Tabor Methodist Reverend David Beam
- C. Pledge of Allegiance – Council Member Lawson
- D. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Long and approved unanimously.

2. Consent Agenda

- A. Resolution 2025-015– Financial statements for nine months ended March 31, 2025
- B. Approval of Agenda Briefing minutes – April 3, 2025
- C. Approval of Regular Meeting minutes – April 10, 2025
- D. Approval of Budget Workshop minutes –April 14, 2025
- E. Approval of Budget Workshop minutes – April 21, 2025
- F. **UNSEAL** Closed Session Minutes – January 4, 2024; May 2, 2024; May 9, 2024; June 6, 2024

Council Member Welch moved to approve the consent agenda items. The motion was seconded by Council Member Sadler and approved unanimously. (*Resolution 2025-015 is herein incorporated by reference into the minutes.*)

3. Introductions, Recognitions, Presentations and/or Proclamations

- A. Introduction
 - i. Town Manager Tolbert recognized Incoming Town Clerk Angie Lord and highlighted Ms. Lord's employment and educational history.
 - ii. Mayor Pro-Tem Hunt recognized Sadie Mecham, West Forsyth High School senior and spoke to Ms. Mecham's collegiate aspirations at the University of North Carolina Chapel Hill.
- B. Recognition
 - i. Town Manager Tolbert recognized Veronica Leasure, Communication's Specialist on her receipt of the North Carolina City & County Communicators (NC3C) Excellence in Communications Award. Town Manager Tolbert highlighted the creation of The Lewisville Insider by Ms. Leasure and commended the talents of town staff.
- C. Proclamation
 - i. Proclamation 2025-001 - Historic Preservation Month (*Proclamation 2025-001 is herein incorporated by reference into the minutes.*)
 Mayor Horn read and presented the Historic Preservation Proclamation to Noah Reynolds of the Historic Resources Commission.
 - ii. The Historic Commission Annual Report was presented by Mr. Reynolds. A brief overview of the commissions research project was shared.

D. Presentations

- i. There were no presentations for this agenda.

4. **Public Forum**

- i. There were no speakers for the public forum.

5. **Public Hearing**

A. 2025-2026 Budget

i. Staff presentation

Town Manager Tolbert voiced appreciation to Council and staff on the budget process and spoke to three budget work sessions on April 14, April 21 and April 24. Town Manager Tolbert presented the Managers proposed budget for Fiscal Year (FY) 2025-2026 of \$8,056,278.00 and explained the budget had been balanced with a decrease in the property tax rate from 21.7 cents per \$100 of valuation to an even 18 cents per \$100 of valuation, which equated to a 3.7 cents decrease. Town Manager Tolbert explained the public hearing for this meeting and a final budget presentation to Council at the June 12, 2025 Town Council meeting.

ii. Public hearing

- (a) Brady Allen commended Council and staff on budget discussions, collaboration, and the reduction of the property tax rate.

iii. Council discussion

- (a) Council expressed appreciation for a forward-thinking approach, community engagement, and a collaborative effort.

6. **New Business**

- A. Ordinance 2025-009 – Amend Planning Board Charter – Town Manager Tolbert outlined the proposed amendments and highlighted the need to reflect consistency with other boards and committees. Council Member Lawson moved to approve Ordinance 2025-009. The motion was seconded by Council Member Sadler and motion passed unanimously. (*Ordinance 2025-009 herein incorporated by reference into the minutes.*)
- B. Resolution 2025-016 – Suggested Rules of Procedure – Attorney Fus presented the suggested rules of procedure for Council, explained customization for the Town of Lewisville and the need to adopt the updated rules by the University of North Carolina Chapel Hill School of Government. Council Member Huffman moved to approve Resolution 2025-016. The motion was seconded by Council Member Long and motion passed unanimously. (*Ordinance 2025-016 herein incorporated by reference into the minutes.*)
- C. Ordinance 2025-010 – Close Gateway Project Capital Projects Fund – Finance Director Orrell explained the completion of the project, stated approval by the North Carolina Department of Transportation to close the project, explained staff recommendation to close out the capital project fund, and the transfer of remaining funds to the Round-a-bout project. Ms. Orrell stated the fund balance to be transferred would be \$1,021,302.00 plus accumulated earnings. Council Member Welch inquired about project completion on schedule and if additional funding had been needed to which Town Manager Tolbert explained the project had been completed on schedule and on budget. Mayor Horn shared comments by members of the North Carolina League of Municipalities that had travel through Lewisville. Council Member Huffman moved to approve Ordinance 2025-010. The motion was seconded by Council Member Welch and motion passed unanimously. (*Ordinance 2025-010 herein incorporated by reference into the minutes.*)
- D. Ordinance 2025-011 – Close Lewisville-Vienna Multipurpose Path Capital Projects Fund – Ms. Orrell explained Council's decision to not pursue the project, shared the fund had \$382,969

plus accumulated earnings, stated staff recommendation to close out the fund, and to move fund to the Round-a-bout project. Mayor Horn explained an increase in sidewalk project materials, the reasoning in not pursuing the path project, and that the following item to be similar. Mayor Horn spoke to additional funding being added to the reserve funds and to a future project for the sidewalks. Council Member Lawson moved to approve Ordinance 2025-011. The motion was seconded by Council Member Sadler and motion passed unanimously. **(Ordinance 2025-011 herein incorporated by reference into the minutes.)**

- E. Ordinance 2025-012 – Close Shallowford Road CMAQ Sidewalk Capital Projects Fund – Ms. Orrell outlined the need to close out the fund to move the Round-a-bout project, and stated the amount to be moved was \$281,485 plus accumulated earnings. Council Member Sadler moved to approve Ordinance 2025-012. The motion was seconded by Mayor Pro-Tem Hunt and motion passed unanimously. **(Ordinance 2025-012 herein incorporated by reference into the minutes.)**

2. Administrative Reports

- A. Upcoming events and closings
- i. UDO public engagement session, May 14, 5:30-7:30 PM, Town Hall
 - ii. MAWCC Mural reception and artist meet-and-greet - May 16, 5:30 PM
 - iii. Twisters movie - May 16
 - iv. Town offices closed - May 26
 - v. Military Appreciation Concert – May 26, 6-8 PM
 - vi. Blood Drive – June 4, MAWCC
 - vii. CPR Class – June 6, 1-5 PM, MAWCC
 - viii. Resident survey deadline June 30
- B. Clerk report
- i. Budget work sessions
 - a. May 15 – Incoming Town Clerk inquired about Council’s pleasure to schedule the additional May 15, 2025 Budget Work Session. It was the consensus of Council to not hold the work session.
 - ii. Board & Committee Collaboration Session – May 28, 5:30-6:30 PM, Town Hall
 - iii. Volunteer Appreciation Event – May 28, 6:30 PM, Town Hall
- C. Approvals at the Briefing and Action Meeting on April 24, 2025
- i. Resolution 2025-017 – Award paving contract to CACTX Surfaces - \$77,057 – Town Manager Tolbert explained Council approval of the item and highlighted the paving underway at the new public works facility.

7. For the Good of the Order

- A. Public comments
- i. There were no speakers for the public forum.
- B. Council comments
- i. There were no council comments for this meeting.
8. **Adjournment** – Council Member Lawson moved to adjourn the meeting at 6:32 PM. The motion was seconded by Council Member Welch and motion passed unanimously.

ATTEST:

Mike Horn, Mayor

Angie Lord, Incoming Town Clerk

May 8, 2025



**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2025-001
FISCAL YEAR 2025-2026 BUDGET**

BE IT ORDAINED by the Town Council of the Town of Lewisville, North Carolina:

Section 1: The following amounts are hereby appropriated in the General Fund for the operation of the Town Government and its activities for the fiscal year beginning July 1, 2025 and ending June 30, 2026, in accordance with the chart of accounts heretofore established for the Town:

Governing Body	\$ 406,979
Administration	\$ 1,031,827
Finance	\$ 335,088
Debt Service	\$ 221,600
Planning	\$ 331,574
Beautification	\$ 139,044
Community Policing	\$ 1,063,880
Public Works	\$ 738,987
Streets	\$ 444,870
Powell Bill	\$ 867,500
Stormwater	\$ 260,072
Solid Waste	\$ 1,668,536
Recycling	\$ 4,910
Parks and Recreation	\$ 541,411
Total Departmental Appropriations	\$ 8,056,278



**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2025-001
FISCAL YEAR 2025-2026 BUDGET**

Section 2: It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Ad Valorem Property Tax	\$ 4,651,701
Tax Penalties & Interest	\$ 5,000
Local Sales and Use Tax	\$ 1,291,420
Alcoholic Beverage Tax	\$ 65,610
Electricity Sales Tax	\$ 566,325
Piped Natural Gas Sales Tax	\$ 25,635
Telecommunications Sales Tax	\$ 18,460
Video Programming Sales Tax	\$ 105,510
Solid Waste Disposal Tax	\$ 10,485
Powell Bill Allocation	\$ 467,780
ABC Board Revenue	\$ 250,000
Occupancy Tax	\$ 50,000
Investment Revenue	\$ 174,000
Miscellaneous Revenue	\$ 102,000
Transfer from WRMSD Special Revenue Fund	\$ 37,508
Fund Balance Appropriated	\$ 234,844
Total Revenues	\$ 8,056,278



**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2025-001
FISCAL YEAR 2025-2026 BUDGET**

Section 3: The following amounts are hereby appropriated in the Special Revenue Fund for the operation and activities of the Willow Run Municipal Service District for the fiscal year beginning July 1, 2025 and ending June 30, 2026, in accordance with the chart of accounts heretofore established for the Municipal Service District:

Legal Expense	\$ 1,000
Supplies	\$ 2,000
Contracted Services	\$ 528,997
Transfer to General Fund	\$ 37,508
Total	\$ 569,505

Section 4: It is estimated that the following revenues will be available in the Willow Run Municipal Service District Special Revenue Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:

Ad Valorem Property Tax	\$ 102,542
Investment Revenue	\$ 4,000
Fund Balance Appropriated	\$ 462,963
Total	\$ 569,505

Section 5: The following amount is hereby appropriated in the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026, in accordance with the chart of accounts heretofore approved for the Town:

Reserve for Expenditures	<u>\$ 100,000</u>
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Section 6: The following revenue will be available in the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund for the fiscal year beginning July 1, 2025 and ending June 30, 2026:



**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2025-001
FISCAL YEAR 2025-2026 BUDGET**

Forsyth County has released new valuation numbers as part of a four-year cycle. For fiscal years when there is property tax revaluation, the Town produces a revenue neutral rate calculation. This calculation represents the tax rate required for the Town to collect the same amount of property tax revenue as it did in the prior year, using the values determined under the revaluation process.

The resulting revenue neutral rate for fiscal year 2025-2026 is 15.17 cents per \$100 of valuation for the General Fund.

(B) For the Willow Run Municipal Service District, there is hereby levied a tax rate of ten cents (\$.10) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2025, for the purpose of raising the revenue as “Ad Valorem Property Tax” in the Willow Run Municipal Service District Special Revenue Fund in Section 4 of this ordinance.

This rate is based on a total valuation of property for the purpose of taxation of \$104,635,018 and an estimated rate of collection of 98%.

The revenue neutral rate for fiscal year 2025-2026 is 7.5 cents per \$100 of valuation for the Willow Run Municipal Service District.

Section 12: The Community Center Capital Projects Fund is included as a part of this budget ordinance.

Section 13: The Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Projects Fund is included as a part of this budget ordinance.

Section 14: The Jack Warren Park Improvements Capital Projects Fund is included as a part of this budget ordinance.

Section 15: The Great Wagon Road Improvements Capital Projects Fund is included as a part of this budget ordinance.

Section 16: The Public Works Facility Capital Projects Fund is included as a part of this budget ordinance.

Section 17: The Special Revenue Fund - Grant Project Fund for the American Rescue Plan Act of 2021 Coronavirus State and Local Fiscal Recovery Funds is included as a part of this budget ordinance.

Section 18: Events expenditures are calculated at \$6.50 per resident using the estimated population count of 13,656. The budget for events is \$88,764.



**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2025-001
FISCAL YEAR 2025-2026 BUDGET**

Section 19: Travel Per Diem Rates and Fee Schedules are hereby established in accordance with Appendix A and C attached hereto.

Section 20: Salary range minimums and maximums for Town staff are hereby established in accordance with Appendix B attached hereto.

Section 21: The Town Manager shall have the authority per G.S. 159-15 to transfer appropriations from one line item to another line item within a departmental budget. These changes should not result in increases in recurring obligations such as salaries and benefits. The Town Manager is further authorized to transfer funds from one appropriation to another in a different department within the same fund with a maximum of \$10,000. No transfers shall be made between funds, except as approved by the Town Council in the Budget Ordinance as amended. The Town Manager shall have the authority to approve and execute contracts and contract amendments in amounts not to exceed \$50,000.

Section 22: The Town Manager shall not hire or authorize the hiring of employees that will result in more than the equivalent of 13 full time permanent employees.

Section 23: Appendix A Lodging Plus Per Diem Rates Fiscal Year 2025-2026 is herein incorporated into this ordinance.

Section 24: Appendix B Salary Ranges by Pay Grade is herein incorporated into this ordinance.

Section 25: Appendix C Fiscal Year 2025-2026 Fee Schedule is herein incorporated into this ordinance.

Section 26: Copies of this Budget Ordinance shall be furnished to the Finance Director, the Budget Officer, and the Town Clerk, to be kept on file by them for their direction in the disbursement of funds.

ADOPTED THIS THE 12TH DAY OF JUNE, 2025 BY THE LEWISVILLE TOWN COUNCIL.

Mike Horn, Mayor

ATTEST:

Angela Lord, Town Clerk



**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2025-001
FISCAL YEAR 2025-2026 BUDGET**

APPENDIX A

LODGING PLUS PER DIEM RATES FISCAL YEAR 2025-2026

1. Reference the Town of Lewisville Personnel Policy Article XII Section 3 Seminars and Training.
 - a. Authorized travelers will be reimbursed for the full cost of overnight lodging accommodations plus the current per diem for breakfast, lunch, dinner, and incidentals as published by the United States General Services Administration (GSA).
 - b. Following is an exception to 1.a. above. When the Town Council and/or Town staff dine together as part of a group function, one (1) Town credit card will be used for payment and total meal expenses will be equally divided among all participants and posted accordingly to the appropriate departmental expense. Individual meal rates for this function may be over or under per diem rates. No reimbursement shall be made for these expenses.
2. Partial day per diem will be based on meal rate deductions which will be determined by the time of departure from and return to Lewisville. Departure from Lewisville or the traveler's regular place of business prior to the next application time will qualify the traveler for the appropriate meal rate. Return to Lewisville or the traveler's regular place of business prior to the application time will result in non-payment of the corresponding meal rate.
3. Meals provided by the sponsor of a conference or meetings will result in the corresponding meal rate deduction. The traveler is required to report meals provided or consumed in flight when traveling by air, if meals are included in the hotel/motel room rate, or if meals are provided as a part of the attended program. Meals provided by the hotel/motel in which the traveler resides may be optional. For example, should a continental breakfast be inadequate the traveler may have the option not to consume the provided meal and obtain a meal from an alternate source and be reimbursed at the corresponding per diem rate.
4. The traveler must complete a Town Travel Reimbursement claim form in order to receive payment for official travel, including local official travel mileage reimbursement claims. Lodging receipts, airline tickets, and other claims for reimbursement must be attached to the claim form. Receipts for meal expenses are not required except when using Town credit cards.
5. During FY 2025-2026 use of privately-owned vehicles (POV) while conducting official Town business will be reimbursed at the same rate established by the IRS. Employees and other Town officials receiving an automobile allowance will not be reimbursed mileage when using their POV for official travel within the State.



**TOWN OF LEWISVILLE
BUDGET ORDINANCE NUMBER 2025-001
FISCAL YEAR 2025-2026 BUDGET**

**APPENDIX B
SALARY RANGES BY PAY GRADE**

Grade	Job Position	Salary Range		Exempt or Non-Exempt
		Minimum	Maximum	
50	Public Works Maintenance Worker	\$ 35,441	\$ 56,705	N
51	Public Works Maintenance Technician	\$ 37,212	\$ 59,539	N
52		\$ 39,072	\$ 62,516	
53	Customer Service Representative	\$ 41,026	\$ 65,641	N
54		\$ 43,076	\$ 68,922	
55	Accounting Technician	\$ 45,230	\$ 72,369	N
56	Building Maintenance Mechanic	\$ 47,492	\$ 75,987	N
57	Recreation Center Manager	\$ 49,866	\$ 79,786	N
58	Communications Specialist	\$ 52,359	\$ 83,773	N
59	Planning/Stormwater Technician	\$ 54,976	\$ 87,963	N
60	Town Clerk	\$ 57,725	\$ 92,359	N
61		\$ 60,610	\$ 96,977	
62		\$ 63,640	\$ 101,824	
63		\$ 66,822	\$ 106,915	
64		\$ 70,163	\$ 112,260	
65	Planning Director	\$ 73,670	\$ 117,872	E
66		\$ 77,353	\$ 123,764	
67	Public Works Director	\$ 81,219	\$ 129,950	E
68	Finance Director	\$ 85,280	\$ 136,448	E
69		\$ 89,543	\$ 143,269	
70		\$ 94,020	\$ 150,432	
71		\$ 98,720	\$ 157,953	
72		\$ 103,656	\$ 165,850	

**APPENDIX C
FEE SCHEDULE**

Resource			Account Number
Town Code Chapter 16			
Facility Rental and Associated Fees			
G. Galloway Reynolds Community Center	Fees for 4 Hours	Surcharge	
Comm Ctr: Flr 1 or 2 - Resident	\$35		10-00-3343-4002
Comm Ctr: Flr 1 or 2 - Non-Resident	\$35	\$100	10-00-3343-4002
Comm Ctr: Flr 1 w/ kitchen - Resident	\$55		10-00-3343-4002
Comm Ctr: Flr 1 w/ kitchen - Non-Resident	\$55	\$100	10-00-3343-4002
Comm Ctr: Entire Bldg w/ Kitchen - Resident	\$85		10-00-3343-4002
Comm Ctr: Entire Bldg w/ Kitchen - Non -Resident	\$85	\$100	10-00-3343-4002
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			
Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		

Hank Chilton Pavilion at Shallowford Square	Fees for 4 Hours	Surcharge	
Town Square Pavilion - Resident	\$35		10-00-3343-4003
Town Square Pavilion - Non-Resident	\$35	\$100	10-00-3343-4003
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			
Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		
Jack Warren Park Pavilion	Fees for 4 Hours	Surcharge	
Jack Warren Park Pavilion - Resident	\$35		10-00-3343-4004
Jack Warren Park Pavilion - Non-Resident	\$35	\$100	10-00-3343-4004
Refundable cleaning deposit	\$200		10-00-2160-1000
(Additional hours are priced at \$15 per hour)			

Damages (fee to be determined by cost of damage and/or repair)			
Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		
Mary Alice Warren Community Center	Fees for 4 Hours	Surcharge	
Shallow Ford Multi-Purpose Room - Resident	\$200		10-00-3343-4005
Shallow Ford Multi-Purpose Room - Non-Resident	\$200	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			
Lewisville Multi-Purpose Room - Resident	\$300		10-00-3343-4005
Lewisville Multi-Purpose Room - Non-Resident	\$300	\$100	10-00-3343-4005
(Additional hours are priced at \$75 per hour.)			
Vienna Multi-Purpose Room - Resident	\$200		10-00-3343-4005
Vienna Multi-Purpose Room - Non-Resident	\$200	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			

Shallow Ford Multi-Purpose Room w/ Kitchen - Resident	\$275		10-00-3343-4005
Shallow Ford Multi-Purpose Room with Kitchen - Non-Resident	\$275	\$100	10-00-3343-4005
(Additional hours are priced at \$50 per hour.)			
Magnolia Activity Room - Resident	\$100		10-00-3343-4005
Magnolia Activity Room - Non-Resident	\$100	\$100	10-00-3343-4005
(Additional hours are priced at \$25 per hour.)			
Great Wagon Conference Room - Resident	\$25 per hour (no minimum hour requirement)		10-00-3343-4005
Great Wagon Conference Room - Non-Resident	\$25 per hour (no minimum hour requirement)	\$100	10-00-3343-4005
Kitchen	\$75		10-00-3343-4005
Refundable cleaning deposit (per room)	\$300		10-00-2160-1000
Amenities requested as needed - EXTRA - to be determined per rental			
Damages (fee to be determined by cost of damage and/or repair)			

Officer Fees (minimum 4 hrs each) (Required to serve alcohol [minimum 2] and large events support) (Required for high attendance events) Cancellations with less than 24 hours notice prior to start time, officers will be paid \$55 per hour for a minimum of 4 hours and supervisors \$60 per hour for a minimum of 4 hours. Private events must contract directly with the Forsyth County Sheriff's Office.	\$55 per hour per officer \$60 per hour per supervisor		
Event Fees			
Parks and Recreation Program Fees			
Fee to be determined by cost of program			10-00-3302-3001
Instructor fees		\$10 per class (when instructor charges a participant fee)	10-00-3343-4006
Planning & Zoning Fees			
Rezoning - General District	\$1,200		10-00-3352-4000
Rezoning - Conditional District	\$1,500		10-00-3352-4000
UDO Text Amendment	\$900		10-00-3352-4000
Amending Conditional Zoning Uses	\$900		10-00-3352-4000
Planning Board Review (Other than Rezoning)	\$600		10-00-3352-4000
Special Use Permit by Elected Body	\$1,100		10-00-3352-4000
ZBOA Special Use Permit	\$500		10-00-3352-4000
ZBOA Variance	\$350		10-00-3352-4000
ZBOA Appeal of Administrative Decision	\$350		10-00-3352-4000

Major Site Plan Amendment - Board Review	\$500		10-00-3352-4000
Minor Site Plan Amendment - Administrative	\$150		10-00-3352-4000
Zoning Certification Letter	\$25		10-00-3352-4000
Subdivision Fees			
Subdivision Major (final plat)	\$1,500		10-00-3352-4000
Subdivision Minor (final plat)	\$500		10-00-3352-4000
Exempt Plat (Final Plat)	\$175		10-00-3352-4000
Planning Staff Sub-Division Denial Appeal	\$50		10-00-3352-4000
Driveway Permit Fees			
Residential	\$50		10-00-3352-4000
Commercial	\$250		10-00-3352-4000
Map Printing & Other Planning & Zoning Fees			
Zoning Board of Adjustment Fees & Inspection Fees (See Winston-Salem Fee Schedule)			
Land Use, Zoning, and Special Map Copies	\$25		10-00-3352-4000
Miscellaneous Planning & Zoning Publications:	<i>Per Page</i>		
Black & White	\$0.02		10-00-3352-4000

Color	\$0.05		10-00-3352-4000
Outside Vendor Copy	Cost		10-00-3352-4000
Street Name Change (resident initiated)	\$200 + Cost		10-00-3352-4000
Street Closing Request (resident initiated)	\$400		10-00-3352-4000
Temporary Sign Permits	\$35		10-00-3328-0000
Storm Water Fees			
Review - No BMP Required			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$40		10-00-3329-0000
Resubmittal:			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$40		10-00-3329-0000
Review - BMP Required			
1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$100		10-00-3329-0000
Per Quantity BMP	\$500		10-00-3329-0000
Resubmittal:			

1st Disturbed Acre	\$250		10-00-3329-0000
Each additional disturbed acre	\$100		10-00-3329-0000
Per Quantity BMP	\$500		10-00-3329-0000
Non-Review Administration Fee Less Than 1 acre	\$200		10-00-3329-0000
Miscellaneous Fees			
MSD Fishing License for other Lewisville Residents	\$100		10-00-3839-8000
Town Code Chapter 17			
Abandoned, Hazardous, Junked Vehicles (see towing company fees)			
Town Code Chapter 43			
Tall Grass Nuisances (mowing) administrative fee	\$50		10-00-3839-8000
Tall Grass Nuisances (mowing) contractor abatement			
Operator	\$100 per hour		10-00-3839-8000
Equipment	\$100 per hour		10-00-3839-8000
Nuisances - Attorney Fees (per incident)			

Bulky Item Removal			
Long Bed Pick-Up Truck Load	\$100		10-00-3839-8000
6'x12' Trailer	\$275		10-00-3839-8000
Combined Use of Truck and Trailer	\$375		10-00-3839-8000
Photo Copies:	<i>Per Page</i>		
Black & White	\$0.02		10-00-3839-8000
Color	\$0.05		10-00-3839-8000
Outside Vendor Copy	Cost		10-00-3839-8000
Comprehensive Plan Copy (1 copy per household for residents - free)	\$25		10-00-3839-8000
Lewisville Street Map	\$3		10-00-3839-8000
Paver Bricks (Shallowford Square)	\$150		10-00-3841-8000
Tree Honoraries/Memorials (Jack Warren Park)	\$300		10-00-3841-8000
Bench Honoraries/Memorials (Jack Warren Park)	\$600		10-00-3841-8000
Check Returned for Insufficient Funds	\$36		10-00-3839-8000
Thumb Drive Fee	\$10		10-00-3839-8000

Budget Copies (1 copy per household for residents - free)	\$3		10-00-3839-8000
Permit Application Fee for Itinerant Merchants and Peddlers	\$10		10-00-3125-0001
<i>A Gardner's Guide to Landscaping and Plants</i> by the Beautification Committee	\$5		10-00-3839-8000
Board of Election filing fee for the offices of Mayor and Council Member payable to the Forsyth County Board of Elections	\$5		
Traffic Control Measures (See Policy)			10-00-3303-3000
Pedestrian Crossing Treatments (See Policy)			10-00-3303-3000

* Fee includes posting of signs on the property, legal advertising and, if applicable, the mailing of letters to adjoining property owners.



STAFF REPORT

ITEM:	<p>1.ORDINANCE 2025-017 SIDEWALKS, BIKE PATHS, AND GREENWAYS CAPITAL RESERVE</p> <p>2. ORDINANCE 2025-015 MUNICIPAL BUILDINGS/LAND CAPITAL RESERVE</p> <p>3. ORDINANCE 2025-016 PARKS AND RECREATION CAPITAL RESERVE</p>
SUBJECT:	<p>1. ORDINANCE 2025-017 TO AMEND THE SIDEWALKS, BIKE PATHS, AND GREENWAYS CAPITAL RESERVE FUND FOR FY 2025-2026</p> <p>2. ORDINANCE 2025-015 TO AMEND THE MUNICIPAL BUILDINGS/LAND CAPITAL RESERVE FUND FOR FY 2025-2026</p> <p>3. ORDINANCE 2025-016 TO AMEND THE PARKS AND RECREATION CAPITAL RESERVE FUND FOR FY 2025-2026</p>
PREPARED BY:	PAM ORRELL, FINANCE DIRECTOR
DATE SUBMITTED:	6/12/2025

BACKGROUND/SUMMARY:

During budget discussions for FY 2025-2026, the Town Council determined that the Town's (3) capital reserve ordinances would be amended to adjust the terms as follows:

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

STAFF RECOMMENDATION AND REQUESTED ACTION:

1. Staff requests that Council approve Ordinance 2025-017 amending the Sidewalks, Bike Paths, and Greenways Capital Reserve stating that the Town Council will appropriate an amount of no less than \$100,000 each fiscal year until June 30, 2035, or until the fund reaches a balance of \$1,000,000
2. Staff requests that Council approve Ordinance 2025-015 amending the Municipal Buildings/Land Capital Reserve stating that the Town Council will appropriate an amount of no less than \$25,000 each fiscal year until June 30, 2035, or until the fund reaches a balance of \$1,000,000
3. Staff requests that Council approve Ordinance 2025-016 amending the Parks and Recreation Capital Reserve stating that the Town Council will appropriate an amount of no less than \$100,000 each fiscal year until June 30, 2030, or until the fund reaches a balance of \$500,000

FISCAL IMPACT:

Unless these capital reserve ordinances are amended by the Lewisville Town Council in future years, the following transfers from the General Fund will be included in the annual budget ordinance for the General Fund:

Sidewalks, Bike Paths & Greenways Capital Reserve	\$ 100,000
Municipal Buildings/Land Capital Reserve	\$ 25,000
Parks & Recreation Capital Reserve	\$ 100,000
Total	\$ 225,000

ATTACHMENTS:

1. Ordinance 2025-015
2. Ordinance 2025-016
3. Ordinance 2025-017



**ORDINANCE 2025-015 OF THE LEWISVILLE TOWN COUNCIL
AMENDING THE MUNICIPAL BUILDINGS AND LAND
CAPITAL RESERVE FUND**

WHEREAS, the Town of Lewisville established a Municipal Building Capital Reserve Fund by Resolution 2006035 for the purpose of constructing the municipal building; and,

WHEREAS, this fund will remain operational for a period not to exceed ten years (beginning July 1, 2006 and ending June 30, 2016) or until a cumulative sum not to exceed \$1,500,000 has been received; and,

WHEREAS, the Lewisville Town Council will appropriate or transfer an amount no less than \$150,000 each year from the General Fund to this fund; and,

WHEREAS, a transfer was made from the General Fund in the amount of \$150,000 during FY 2006-007 and \$150,000 during FY 2007-2008; and,

WHEREAS, Resolution 2006035 was corrected and suspended for FY 2008-2009 to Ordinance 20060048 on June 4, 2009; and,

WHEREAS, the Town Council authorized the transfer of \$130,000 of the accumulated funds to the Capital Projects Municipal Building Fund for FY 2008-2009 by Ordinance 2008021; and,

WHEREAS, the Town Council met on June 4, 2009 and determined that this fund may be used for other municipal buildings in the future; and,

WHEREAS, Ordinance 2009023 amended the Municipal Building Capital Reserve Fund to Municipal Buildings Capital Reserve Fund; and,

WHEREAS, Town Council, upon review of proposed budget for FY 2009-2010, suspended the annual transfer of \$150,000 from the General Fund to this fund during FY 2009-2010; and,

WHEREAS, Town Council met on February 13, 2010 and determined that this fund may be used for land in addition to future municipal buildings and transferred \$30,253 to Capital Project Municipal Buildings/Town Hall during FY 2009-2010; and,

WHEREAS, Section 1 has been amended to read, "The Lewisville Town Council hereby creates a Capital Reserve Fund for the purpose of purchasing land and constructing municipal buildings."; and,

WHEREAS, Town Council, upon review of the proposed budget for FY 2010-2011, suspended the annual transfer of \$150,000 from the General Fund to this fund during FY 2010-2011 and transferred \$6,300.29 to Capital Projects Municipal Building/Town Hall; and,

WHEREAS, Town Council has approved a transfer to the Capital Projects Fund Maintenance Facility Jack Warren Park for construction of the facility in the amount of \$55,000 for FY 2011-2012; and,

WHEREAS, Town Council, upon review of the proposed budget for FY 2011-2012, transferred \$100,000 for FY 2011-2012 to Municipal Buildings and Land Capital Reserve Fund from the General Fund for FY 2011-2012; and,

WHEREAS, Town Council, upon review of the proposed budget for FY 2012-2013, transferred \$100,000 for FY 2012-2013 to the Municipal Buildings and Land Capital Reserve Fund from the General Fund for FY 2012-2013; and,

WHEREAS, Town Council, upon review of the proposed budget for FY 2013-2014, transferred \$100,000 for FY 2013-2014 to the Municipal Buildings and Land Capital Reserve Fund from the General Fund for FY 2013-2014; and,

WHEREAS, on June 12, 2014, the Lewisville Town Council amended Ordinance 2006048 to read:

Section 3. The Lewisville Town Council will appropriate or transfer an amount of no less than \$100,000 from the General Fund to this fund for FY 2014-2015; and,

WHEREAS, Town Council upon review of the proposed budget for FY 2015-2016 transferred \$100,000 from the General Fund to this fund; and,

WHEREAS, at its meeting on May 5, 2016, upon review of the this fund, Council directed Ordinance 2006048 to be amended; and

WHEREAS, at its meeting on May 12, 2016, Town Council amended Sections 2 and 3 as follows:

Section 2. This fund will remain operational for a period not to exceed ten years (beginning July 1, 2006 and ending June 30, 2016) or until a cumulative sum not to exceed \$1,500,000 has been received. This ordinance is amended to remain operational for an additional period of ten (10) years beginning July 1, 2016 and ending June 30, 2026 or until the fund reaches a balance of one million five hundred thousand dollars (\$1,500,000).

Section 3. The Lewisville Town Council will appropriate or transfer an amount of no less than \$100,000 from the General Fund to this fund for FY 2016-2017; and,

WHEREAS, on August 9, 2018, Section 2 of Ordinance 2006048 was amended as follows:

Effective with FY 2017-2018, the ordinance is amended to appropriate or transfer an amount of no less than \$170,000 each fiscal year from the General Fund to the Capital Reserve Fund to June 30, 2026 or until the fund reaches a balance of \$1,500,000.

WHEREAS, on July 9, 2020, Section 3 of Ordinance 2006048 was amended as follows:

Amendment 1. The Town Council, at its meeting on April 15, 2019, transferred funds in the amount of \$16,000 to the Community Center Capital Project Fund.

Amendment 2. The Town Council, at its meeting on October 10, 2019, transferred funds in the amount of \$379,000 to the Community Center Capital Projects Fund.

Amendment 3. The Town Council, at its meeting on November 7, 2019, transferred funds in the amount of \$28,200 to the Community Center Capital Projects Fund.

WHEREAS, on June 14, 2021, Section 3 of Ordinance 2006048 was amended as follows:

Amendment 1. The Town Council, at its meeting on August 13, 2020, transferred funds in the amount of \$997,788 to the Community Center Capital Project Fund.

Amendment 2. The Town Council, at its meeting on June 14, 2021, transferred funds in the amount of \$170,000 from the Municipal Storm Water Capital Reserve Fund to this fund.

Amendment 3. During discussion for FY 2021-2022 budget, Council determined there would be no transfers to this capital reserve from the General Fund. The Municipal Buildings and Land Capital Reserve Fund was amended for FY 2021-2022 to suspend funding for FY 2021-2022 to be resumed during FY 2022-2023.

WHEREAS, on June 9, 2022, Section 3 of Ordinance 2006048 was amended as follows:

Amendment 1. During discussions for FY 2022-2023 budget, Council determined there would be no transfers to this capital reserve from the General Fund. The Municipal Buildings and Land Capital Reserve Fund is amended for FY 2022-2023 to suspend funding for FY 2022-2023 to be resumed during FY 2023-2024.

WHEREAS, during budget discussions for FY 2023-2024, the Lewisville Town Council determined that no contributions would be made to this capital reserve during FY 2023-2024.

WHEREAS, during budget discussions for FY 2024-2025, the Lewisville Town Council determined that no contributions would be made to this capital reserve during FY 2024-2025.

No contributions will be made to the Municipal Buildings/Land Capital Reserve Fund for FY 2024-2025.

WHEREAS, during budget discussions for FY 2025-2026, the Lewisville Town Council decided to amend this capital reserve ordinance to adjust the amount contributed to the reserve each year going forward along with the duration of the contributions.

NOW, THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL:

The Town Council will appropriate an amount of no less than \$25,000 each fiscal year from the General Fund to this capital reserve fund to June 30, 2035, or until the fund reaches a balance of \$1,000,000.

Adopted the 12th day of June, 2025 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Angela Lord, Town Clerk



**ORDINANCE 2025-016 OF THE LEWISVILLE TOWN COUNCIL
AMENDING THE PARKS & RECREATION CAPITAL RESERVE FUND**

WHEREAS, on June 9, 2022, the Lewisville Town Council approved Ordinance 2022-026 establishing the Parks & Recreation Capital Reserve Fund for the purpose of purchasing land for parks and/or constructing additional amenities and facilities for parks and recreation.

WHEREAS, the terms of the Parks & Recreation Capital Reserve Fund are as follows:

- Section 1.** The Lewisville Town Council hereby creates a Capital Reserve Fund for the purpose of purchasing land for parks and/or constructing amenities and facilities for parks and recreation.
- Section 2.** This fund will remain operational for a period not to exceed ten years (beginning July 1, 2022 and ending June 30, 2032) or until the capital reserve fund reaches a balance of \$1,500,000.
- Section 3.** The Lewisville Town Council will appropriate or transfer an amount of no less than \$400,000 each year from the General Fund to this fund.
- Section 4.** This ordinance shall become effective upon its adoption.

WHEREAS, during budget discussions for FY 2023-2024, the Lewisville Town Council determined that the contribution to the Parks & Recreation Capital Reserve Fund from the General Fund would be \$100,000 for FY 2023-2024.

WHEREAS, on June 8, 2023, the Town Council amended the ordinance to state that the annual contribution from the General Fund to this reserve would be \$100,000 in FY 2023-2024.

WHEREAS, during budget discussions for FY 2023-2024, the Lewisville Town Council decided to amend the capital reserve ordinance to indicate that construction of future amenities and facilities may include a dog park, an all-inclusive park, and any other parks and recreation amenities deemed appropriate by the Lewisville Town Council.

WHEREAS, on June 8, 2023 the Town Council amended the scope in Section 1 to read as follows:

- Section 1.** The Lewisville Town Council hereby creates a Capital Reserve Fund for the purpose of purchasing land for parks and/or constructing amenities and facilities for parks and recreation that may include a dog park, an all-inclusive park, and any other parks and recreation amenities deemed appropriate by the Lewisville Town Council.

WHEREAS, there was a need to fund the construction of improvements at Jack Warren Park in relation to a PARTF grant and \$459,854.22 was transferred from this reserve to the Jack Warren Park Improvements Capital Projects Fund in July, 2023; and

WHEREAS, there was a need to fund the construction of improvements at Jack Warren Park in relation to a PARTF grant and \$58,736 was transferred from this reserve to the Jack Warren Park Improvements Capital Projects Fund in May, 2024; and

WHEREAS, during budget discussions for FY 2024-2025, the Lewisville Town Council decided no contributions would be made to this capital reserve during FY 2024-2025.

No contributions will be made to the Parks & Recreation Capital Reserve Fund for FY 2024-2025.

WHEREAS, during budget discussions for FY 2025-2026, the Lewisville Town Council decided to amend this capital reserve ordinance to adjust the amount contributed to the reserve each year going forward along with the duration of the contributions.

NOW THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL THAT:

The Town Council will appropriate an amount of no less than \$100,000 each fiscal year from the General Fund to this capital reserve fund to June 30, 2030, or until the fund reaches a balance of \$500,000.

Adopted the 12th day of June, 2025 by the Lewisville Town Council.

ATTEST:

Mike Horn, Mayor

Angela Lord, Town Clerk



**ORDINANCE 2025-017 OF THE TOWN OF LEWISVILLE
AMENDING THE
SIDEWALKS, BIKE PATHS & GREENWAYS CAPITAL RESERVE FUND**

WHEREAS, the Lewisville Town Council adopted Resolution 2006036 on June 8, 2006 authorizing the establishment of the Sidewalks Construction Capital Reserve Fund; and,

WHEREAS, this fund will remain operational for a period not to exceed ten years (beginning July 1, 2006 and ending June 30, 2016) or until a cumulative sum not to exceed \$250,000 has been received; and,

WHEREAS, the Lewisville Town Council will appropriate or transfer an amount of no less than \$25,000 each year from the General Fund to this fund; and,

WHEREAS, Resolution 2006036 was corrected to Ordinance 2006047 on June 4, 2009; and

WHEREAS, Resolution 2007008 changed the name to Sidewalks/Bike Paths Capital Reserve Fund and also was amended by Ordinance 2006047 on June 4, 2009; and,

WHEREAS, Town Council has suspended annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during Fiscal Year 2009-2010; and,

WHEREAS, Town Council, upon review of the proposed budget for FY 2010-2011, suspended the annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during Fiscal Year 2010-2011; and,

WHEREAS, Town Council, upon review of the proposed budget for FY 2011-2012, suspended the annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during Fiscal Year 2011-2012; and,

WHEREAS, the Town Council suspended the annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during FY 2012-2013; and,

WHEREAS, the Town Council suspended the annual transfer of \$25,000 from the General Fund to the Sidewalks/Bike Paths Construction Capital Reserve Fund during FY 2013-2014; and,

WHEREAS, on June 12, 2014, the Lewisville Town Council approved the appropriation or transfer of an amount of no less than \$25,000 each year from the General Fund to this fund for FY 2014-2015 and continue annual transfers to June 30, 2016 or until a cumulative sum not to exceed \$250,000 has been received; and,

WHEREAS, the Lewisville Town Council has been informed that the Lewisville-Vienna Sidewalk

Extension Grant Project costs have increased, and,

WHEREAS, the Capital Reserve Fund for Sidewalks/Bike Paths has an accumulated amount of \$102,648.15 as of August 31, 2014; and,

WHEREAS, the purpose of the Capital Reserve Fund for Sidewalks/Bike Paths is to construct new sidewalks/Bike Paths; and,

WHEREAS, Section 3 was amended in October 2014 to transfer \$100,000 to the Lewisville-Vienna Sidewalk Extension Grant Project from the Capital Reserve Sidewalks/Bike Paths; and,

WHEREAS, the Town Council has been informed that there has been a change to the engineering for the drainage pipe in the Lewisville-Vienna Sidewalk Project; and,

WHEREAS, The Lewisville Town Council will continue to appropriate or transfer an amount of no less than \$25,000 each fiscal year from the General Fund to the Capital Reserve Fund to June 30, 2025 or until an accumulative sum not to exceed \$250,000 has been received; and

WHEREAS, in June, 2015, the Town Council transferred \$1,667 to the Lewisville-Vienna Sidewalk Extension Grant Project from the Capital Reserve Sidewalks/Bikepaths; and,

WHEREAS, Town Council has directed staff to close the Greenways Capital Reserve Fund and to transfer all monies into the Sidewalks/Bikepaths/Greenways Capital Reserve Fund; and,

WHEREAS, the amount being transferred is \$100,127.24 and any future dividends; and,

WHEREAS, also at its meeting in July 2015 the Town Council ordained that the Sidewalks/Bikepaths Capital Reserve Fund be renamed the Sidewalks/Bikepaths/Greenways Capital Reserve Fund; and,

WHEREAS, there is a need to fund Supplemental Agreement #2 for drainage measures for the Grant Project Lewisville-Vienna Sidewalk Extension in the amount of \$6,379.59; and,

WHEREAS, \$6,379.59 was transferred into the Grant Project - Lewisville-Vienna Sidewalk Extension for construction in August, 2015; and,

WHEREAS, the Town Council will continue to appropriate or transfer an amount of no less than \$25,000 each fiscal year from the General Fund to the Capital Reserve Fund to June 30, 2025 or until the fund reaches a balance of \$250,000; and,

WHEREAS, there was a need to fund the purchase of right of way and/or utilities, preliminary engineering, and construction for the Gateway Project and \$125,546.44 was transferred to the Gateway Project Capital Projects Fund; and,

WHEREAS, there was a need to fund the purchase of right-of-way and/or utilities, preliminary engineering, and construction of the Lewisville-Vienna Multi-Use Path and \$188,100 was transferred to the Lewisville-Vienna Multipurpose Path Capital Projects Fund in August, 2023; and

WHEREAS, during budget discussions for FY 2024-2025, the Lewisville Town Council decided there would be no contributions to this reserve for the FY 2024-2025.

No contributions will be made to the Sidewalks, Bike Paths, and Greenways Capital Reserve Fund in FY 2024-2025.

WHEREAS, during budget discussions for FY 2025-2026, the Lewisville Town Council decided to amend this capital reserve ordinance to adjust the amount contributed to the reserve each year going forward along with the duration of the contributions.

NOW, THEREFORE, BE IT ORDAINED BY THE LEWISVILLE TOWN COUNCIL:

The Town Council will appropriate an amount of no less than \$100,000 each fiscal year from the General Fund to this capital reserve fund to June 30, 2035, or until the fund reaches a balance of \$1,000,000.

Adopted this the 12th day of June, 2025 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Angela Lord, Town Clerk



STAFF REPORT

ITEM:	RESOLUTION 2025-019
SUBJECT:	HORTICULTURE/BEAUTIFICATION CONTRACT 25-26
PREPARED BY:	JON HANNA, PUBLIC WORKS DIRECTOR
DATE SUBMITTED:	MAY 30, 2025

BACKGROUND/SUMMARY:

Before Council is a contract for the annual horticultural maintenance and beautification of Town properties. This represents a continuation of the services provided by Hauser Horticulture, Inc. and includes all pruning, planting, weeding, and mulching, as well as all associated materials. A small increase over last year in the contract amount is attributed to the added responsibilities of the Jack Warren Park expansion.

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends this contract be approved by Council.

FISCAL IMPACT:

The proposed one year contract for Fiscal Year '25-'26 is for an amount not to exceed \$97,284. It will be paid in equal monthly installments of \$8,107.

ATTACHMENT(S):

Draft Contract Agreement



**RESOLUTION 2025-019 OF THE TOWN OF LEWISVILLE
AWARDING HORTICULTURAL CONTRACT**

WHEREAS, Hauser Horticulture, Inc. has been chosen to horticulturally maintain the Town's shrubs, trees and flower beds and to provide all the peripheral materials associated with the maintenance; and,

WHEREAS, the cost for fiscal year 2025-2026 is for an amount not to exceed \$97,284.

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Town Manager is authorized to sign a contract and other related documents with Hauser Horticulture, Inc. in an amount not to exceed \$97,284 for fiscal year 2025-2026 effective July 1, 2025.

Adopted this the 12th day of June 2025 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Angela Lord, Town Clerk



STAFF REPORT

ITEM:	RESOLUTION 2025-020
SUBJECT:	GROUNDS MAINTENANCE CONTRACT 25-26
PREPARED BY:	JON HANNA, PUBLIC WORKS DIRECTOR
DATE SUBMITTED:	MAY 30, 2025

BACKGROUND/SUMMARY:

Before Council is a contract for the regular mowing and maintenance of Town grounds for 2025-26. This represents a continuation of the services provided by LawnMasters of the Triad and includes all Town-owned properties and improved right-of-way. It also includes the mowing of the dams and guardrails in the Willow Run MSD. A small increase over last year in the contract amount is attributed to the added responsibilities of the Jack Warren Park expansion.

STAFF RECOMMENDATION AND REQUESTED ACTION:

Staff recommends this contract be approved by Council.

FISCAL IMPACT:

The proposed one year contract for Fiscal Year '25-'26 is for the amount of \$74,422.20 and will be paid in equal monthly installments of \$6,201.85. The contract also includes agreed upon prices for other work to be billed as-needed.

ATTACHMENT(S):

Draft Contract Agreement



**RESOLUTION 2025-020 OF THE TOWN OF LEWISVILLE
AWARDING GROUNDS MAINTENANCE SERVICE CONTRACT**

WHEREAS, Lawn Masters of the Triad d/b/a Yards by Us has been chosen to provide grounds maintenance for the Town of Lewisville; and,

WHEREAS, the grounds maintenance has been reviewed and itemized for fiscal year 2025-2026; and

WHEREAS, the cost for grounds maintenance for fiscal year 2025-2026 is as follows:

Area 1 – Municipal grounds/rights-of-way	\$74,422.20
Area 2 – MSD dams	\$ 3,600.00
Area 3 – MSD guardrails	\$ 440.00
Area 4 – Unkempt lots as service required	\$ 65.00/hour
Extra services as requested	\$ 65.00/hour

NOW THEREFORE BE IT RESOLVED BY THE LEWISVILLE TOWN COUNCIL that the Town Manager is authorized to sign a contract and other related documents with Lawn Masters of the Triad d/b/a Yards by Us in an amount as identified in the contract for fiscal year 2025-2026 effective July 1, 2025.

Adopted this the 12th day of June 2025 by the Lewisville Town Council.

Mike Horn, Mayor

ATTEST:

Angela Lord, Town Clerk



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

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

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

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

Adopted this the 12th day of June 2025 by the Lewisville Town Council.

ATTEST:

Angie Lord, Town Clerk

Mike Horn, Mayor

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

Purpose

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

Coverage

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

Procedures

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

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

2. General Funding Assistance: Organizations may apply to the Town of Lewisville for operating funding assistance, specific program costs, or capital items necessary for successful execution of their mission. As with all funding appropriations, Town Council action is required for approval of all nonprofit funding awarded.
3. Application Process: Completed applications will be reviewed by the Special Projects Review Committee at their monthly meetings held on the first Thursday in each month and following the Town Council's monthly briefing. The Special Projects Review Committee shall meet on an as needed basis each month. The Special Projects Review Committee reserves the right to hold any preliminary conferences with the applicants for questions prior to making a recommendation to the Town Council. Upon completion of the review by the Special Projects Review Committee, a recommendation shall be made to the Town Council. The Council shall either approve or disapprove the request and shall state the basis for disapproval of any request. All funding requests are subject to the availability of funds and shall only be provided after an approved budget amendment by the Town Council.
4. Notification: Each applicant will be notified whether the request has been granted or denied. For funding, payment to the organization shall be made based upon the project timeline and the type of project. Funds distributed by the Town of Lewisville may only be spent as indicated in the nonprofit application for which the funds were awarded. Within 30 days of completion of the project, the organization shall provide the Town with a written accounting of its expenditure of the funds described in the application request, and in such detail and with such backup information and certifications as deemed necessary by the Town, its Finance Director, in

accordance with the requirements or guidelines set forth by the General Accepted Accounting Principles. Proof of the respective expenditures including actual receipts may be requested as verification by the Town of Lewisville. Town funds may not be used by organizations for political activities. Pictures or other descriptions of the completed project may be requested by the Town. Funds shall be expended in the allotted time as stated in the application's estimated completion date.

5. Disclaimer: The Town of Lewisville reserves the right to deny any application. The previous approval of funding by the Town to the same or similar organization or for the same or similar project for which funds have been previously issued shall not entitle any organization to subsequent funding.



TOWN OF LEWISVILLE NONPROFIT FUNDING & EXEMPTION REQUEST APPLICATION

I. PURPOSE

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

II. Application Review

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

III. Funding Decisions

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

IV. Funding Distribution

Funds will be distributed by the Town of Lewisville.

V. Funding Usage

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



TOWN OF LEWISVILLE
NONPROFIT EXEMPTION & FUNDING REQUEST APPLICATION

Organization Name: _____

Agent/Person Completing Form: _____

Street address: _____

Mailing address (if different from street): _____

Telephone number: _____ Email address: _____

Website (if applicable): _____

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

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

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

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

____ **Has an office in Lewisville;**
Street address: _____

____ **Has a majority of Lewisville residents in its service population;**
Numerically, how many residents: _____

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

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

Funding Request

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

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

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

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

EXEMPTION REQUEST

Is this a one-time request? _____
If so, what is the date(s)? _____

Is this request for recurring dates? _____
If so, what are the dates and frequency? _____

What facility are you requesting:

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

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

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

RESIDENTS: HOW ARE THEY TO BE SERVED

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

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

MISSION & SERVICE ALIGNMENT

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

HISTORY

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

CHECKLIST OF DOCUMENTS FOR SUBMITTAL

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

SUBMITTAL INSTRUCTIONS

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

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

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

Name: _____ Signature: _____
Title: _____ Date: _____

If you need guidance in completing this form, please contact the Town Clerk at 336-945-1022 or townclerk@lewisvillenc.net.



STAFF REPORT

ITEM:	FACILITY FEE EXEMPTION
SUBJECT:	PIEDMONT FLYERS CLUB
PREPARED BY:	ANGIE LORD, TOWN CLERK
DATE SUBMITTED:	JUNE 12, 2025

BACKGROUND/SUMMARY:

The Town Council offered use of the Mary Alice Warren Community Center (MAWCC) Great Wagon Room for monthly club meetings which are proposed for the last Monday of each month at 6 PM.

STAFF RECOMMENDATION AND REQUESTED ACTION:

In order for the Piedmont Flyers Club to utilize MAWCC Great Wagon Room at no charge for monthly club meetings, staff is requesting Council to approve Ordinance 2025-018 adding the Piedmont Flyers as an exempt user for monthly meetings at the MAWCC (Great Wagon Room).

FISCAL IMPACT:

Reduced fees per Town Code Chapter 16-18(E).

ATTACHMENT(S):

- 1) Ordinance 2025-018



**ORDINANCE 2025-018 OF THE LEWISVILLE TOWN COUNCIL
AMENDING CHAPTER 16 PARKS, RECREATION, AND CULTURAL DEVELOPMENT
FACILITY USE EXEMPTION POLICY**

WHEREAS, the Lewisville Town Council adopted Ordinance 2007006 enacting a code of ordinances which revised, amended, restated, codified and compiled existing ordinances on March 8, 2007 with the understanding that chapters would need to be updated; and

WHEREAS, changes in the status of town facilities necessitates amendments to the Parks, Recreation and Cultural Development Policies; and

NOW, THEREFORE, BE IT RESOLVED THAT THE LEWISVILLE TOWN COUNCIL approves the addition of the Piedmont Flyers Club as an exempt user of the Great Wagon Room within the Mary Alice Warren Community Center only for monthly meetings and amends Town Code 16-14(J)2 to reflect same. It is the intent of the Lewisville Town Council that the provisions of this ordinance shall be made a part of the Town of Lewisville Town Code; the sections of this ordinance may be re-numbered or re-lettered; and, the word 'ordinance' may be changed to 'section', 'article', 'chapter' or other appropriate designation to accomplish such intention as needed.

Adopted this the 12th day of June 2025.

ATTEST:

Mike Horn, Mayor

Angela Lord, Town Clerk



TOWN OF LEWISVILLE
6510 SHALLOWFORD ROAD
PO BOX 547
LEWISVILLE, NC 27023

336-945-1022
townclerk@lewisvillenc.net

FACILITY USE EXEMPTION REQUEST APPLICATION

Please complete the information below. If guidance is needed or you have questions, please contact Town Clerk Dora Moore at 336-945-1022 or townclerk@lewisvillenc.net. Completed applications can be mailed, dropped off, or emailed to the Town of Lewisville.

Organization Name: Piedmont Flyers Bicycle Club
Contact Person: Andrew Mason - President
Mailing Address: P.O Box 5032
Winston-Salem, NC 27113
Phone Number: 336-225-3159 Email Address: piedmontflyers@gmail.com
Web Address: piedmontflyers.org

1. Is this a one-time request? No
a. If so, what is the date(s)? _____

2. Is this request for recurring dates? Yes
a. If so, what are the dates and frequency? Monthly - dates TBD

3. What facility are you requesting:
 G. Galloway Building Shallowford Square Jack Warren Park
 X Mary Alice Warren Center

For the G. Galloway Building and Mary Alice Warren Center, what room(s) are you requesting: _____
any small meeting room that can hold 10 - 15 people

4. What is the purpose of the request? _____
Our civic organization would like to use the MAW Center to hold our monthly meetings to
organize and conduct club business. Our primary focus of these meetings is to organize and plan
our annual charity event.

5. Organizations serving the residents of the Town of Lewisville are defined as those with a 501(c)(3) designation; is a group which regularly comes together for purposes of promoting, providing or supporting services to the Town of Lewisville or its residents, and is one which is described in one or more of the following (*please check all that apply*):
 X Uses a location within Lewisville's corporate limits for its primary service place;
 Has an office in Lewisville;
 X Has a majority of Lewisville residents in its service population;
 X Conducts a majority of its activities in Lewisville;
 X Focuses a significant program in the town;

6. Describe how your organization's mission and service impacts the Town of Lewisville community and how it aligns with the mission and services of the Town of Lewisville. _____
The Piedmont Flyers Bicycle Club is an educational, recreational, and social organization for bicycling enthusiasts based in Lewisville, NC. Most of members live in the Lewisville-Clemmons area. The club promotes and encourages bicycling and fellowship in our community. We use our club platform to raise money and give back to our local community. _____
7. Describe the individuals and/or groups of residents that are served by your organization. _____
Aside from the local cycling community, the club hosts an annual charity ride with proceeds that go directly to the Lewisville community. In 2023 we donated \$8K and in 2024 we donated \$5K to the Lewisville Community Assistance Program (LCAP) with our partnership with the Lewisville Civic Club. We also contributed \$5K to the western NC flood relief in 2024 on behalf of the local community. _____
8. How many years has your organization been providing its current service? since the early 1990s
9. Date of organization's formation. 8/3/1993
10. If this request is approved for anything other than a one-time use, the organization will be required to submit an activity summary to townclerk@lewisvillenc.net by January 31 of each year for the prior calendar year. The report must contain the following: 1) organization's background; 2) organization's accomplishments for the calendar year ending; 3) organization's community engagement for the calendar year ending; 4) certificate of insurance (must be sent directly to the Town by insurance carrier); 5) IRS documentation; 6) list of current and presiding officers; and, 7) upcoming activities.

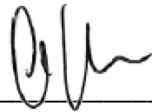
CHECKLIST OF DOCUMENTS FOR SUBMITTAL

- ☒ Completed application
- ☒ List of current members and the presiding officer of your organization including names and titles
- ☒ IRS Status Documentation, if applicable to your organization
- ☒ Certificate of insurance
- ____ Additional information you would like to be considered regarding your organization's request

Signature and Indemnity

The Organization agrees to protect, defend, indemnify, and save harmless the Town, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, and attorney's fees resulting from any and all willful or negligent acts or omission of the Organization, its officers, agents, servants, and employees when utilizing Town facilities.

By signing this application for request of exemption, I understand and agree to the above statement. I have also read and understand the Facility Use Exemption Policy.

	President - PFBC	3-10-2025
Signature of Authorizing Official	Title	Date

If you need guidance completing this application, please contact Town Clerk Dora Moore at 336-945-1022 or townclerk@lewisvillenc.net.

STAFF USE ONLY

Received by: _____ Date: _____

Staff Recommendation: _____

Council Approval: YES _____ NO _____ Date of Council Action: _____

Notes (if applicable): _____

§ 16-14 FACILITY USE EXEMPTION POLICY.

A. *Purpose.* To establish uniform guidelines for use of town facilities to the benefit of the town, its residents and the operating staff.

B. *Basic policy.* The Town of Lewisville desires that community recreational facilities be used for the benefit of its residents, the enjoyment of family-oriented activities, and the enrichment of the town's culture.

C. *Non-discrimination policy.* These facilities are available to all persons without discrimination on the basis of race, national origin, sex, religion, age or disability.

D. *User fees.* User fees are established annually at the time the annual budget is adopted by the Town Council.

E. *User fee exemptions.* Organizations may be exempted from the payment of user fees and deposits as approved by the Town Council. The exemption shall be in the form of a Town Council ordinance and shall be included in the list of exempted organizations listed elsewhere in this policy. Organizations not listed in the Exemption Policy must pay all fees.

1. Organizations located in the Town of Lewisville that are defined by the Internal Revenue Code as § 501(c)(3) and § 501(c)(8) desiring recurring use may request to be exempted from user fees and deposits by submitting a request for exemption to the Town Council through the Town Manager or his or her designee. Requests for exemption shall be considered at the next regularly scheduled meeting of the Town Council.

2. Organizations serving the residents of the Town of Lewisville as defined below may request to be exempted from user fees and deposits by submitting a request for exemption to the Town Council through the Town Manager or his or her designee. Requests for exemption shall be considered at the next regularly scheduled meeting of the Town Council.

An organization that meets one of the following may be approved by Council:

- a. regularly comes together for the purpose of promoting, providing or supporting services to the Town of Lewisville or its residents;
- b. uses a location within the Town of Lewisville's for its primary service place;
- c. has an office in the Town of Lewisville;
- d. has a majority of Town of Lewisville residents in its service population;
- e. conducts a majority of its activities in the Town of Lewisville; or
- f. focus a significant program in the Town of Lewisville

3. Organizations grandfathered by the Town Council (Lewisville Garden Clubs and Homeowner Associations), non-profit organizations located in the Town of Lewisville that are defined by the Internal Revenue Code as § 501(c)(3) and § 501(c)(8), and government organizations located in the Town of Lewisville are exempt from the payment of user fees and deposits at Shallowford Square, G. Galloway Reynolds Community Center and Jack Warren Park. User fees for exempted users at the Mary Alice Warren Community Center are outlined in § 16-18(F). Cleaning and damage fees are not exempt. If the facility is left unclean or damaged, the organization will be assessed a cost.

4. National or regional organizations located in the Town of Lewisville associated with health, human services or educational issues involving public schools may use a town facility for an event once yearly for the purpose of fund raising and the event shall be exempt from user fees and deposits. These organizations are not exempt from cleaning and damage fees. If the facility is left unclean or damaged, the organization will be assessed a cost.

F. *Contracts.* All users of town facilities are required to execute the town's standard rental application/agreement prior to their use of a facility. The agreement includes an indemnity holding the town harmless from any and all liability caused by the user's negligence during their use of the facility. Some groups may be required to provide proof of liability insurance as determined, on a case by case basis, by staff. No sub-contracting is allowed.

G. *Reservations.* All users are required to reserve the use of town facilities through the Town Hall scheduling office. Reservations are to be approved by the Town Manager or his or her designated representative. Reservations are requested no later than 2 weeks in advance of the required usage. Exceptions may be granted by the Town Manager or his or her designee. Reservations made by an organization must name a responsible party.

H. *Recurring use.*

1. Groups requiring recurring uses may submit a request to the scheduling office (Town Hall Office Manager/Events Coordinator) stating the need for a recurring reservation and 3 choices of meeting days and times. The Town Manager or designee may approve recurring requests after considering the impact on the previously approved uses and future potential needs. Recurring uses may be approved for up to 1 year and may be renewed annually.

2. The regular request and approval cycle is as follows:

Requests submitted/received	June or November
Recurring use schedule approved	July or December
Recurring use schedule effective	August 1 through July 31 or January 1 through December 31

3. Out of cycle requests may be submitted at any time, however other pre-approved uses will not be altered to accommodate the out of cycle requests.

I. *Cancellations.* Non-use of dates by recurring users are to be reported to the scheduling office as early as possible so that the date will be available to other users.

J. *Terms of use.*

1. Exempted users follow the same rules for renters/users for each facility. All Shallowford Square, G. Galloway Reynolds Community Center, Jack Warren Park, and Mary Alice Warren Community Center rules apply. (See § [16-12](#), § [16-13](#), § [16-17](#), and § [16-18](#)).

2. Exemptions requested by organizations, of which the Town of Lewisville is a member, may be approved by the Town Manager or his/her designee. Such exemptions shall be for one-time events and not for recurring use of one or more of the Town's facilities.

3. Exempted organizations (for regular meetings and/or activities):
 - a. Lewisville Civic Club.
 - b. Winston-Salem/Forsyth County Schools (serving Lewisville; limited to 4/year/school)
Lewisville Elementary School, Lewisville Middle School, Reagan High School, Vienna Elementary School, West Forsyth High School
 - c. Boy Scouts of America (local units sponsored by local organizations)
 - d. Girl Scouts of America (local units sponsored by local organizations)
 - e. Lewisville Garden Clubs
 - f. Lewisville Historical Society
 - g. Lewisville Area Arts Council (LAAC)
 - h. Lewisville Branch Library (cooperative agreement with the Forsyth County Library System)
 - i. American Legion
 - j. Homeowner Association (once yearly meetings)
 - k. Vienna Civic Club
 - l. Shepherd's Center
 - m. Rotary Club of Western Forsyth County (events only)
 - n. Forsyth Home Educators (limited to 4 activities/year, no classes)
 - o. Shallow Ford Foundation
 - p. The American Red Cross (blood drives only)
 - q. Lewisville-Clemmons Chamber of Commerce LEADS (weekly meeting at G Galloway Reynolds)
4. Exempt users are required to provide a certificate of insurance naming the town as an additional insured unless the organization falls under the umbrella of a national charitable organization recognized by the Internal Revenue Service under § 501(c)(3) or § 501(c)(8) of the Internal Revenue Code or are grandfathered from the original list.



P.O. Box 5032
Winston Salem, NC 27113

Officers:

- **President:** Andrew Mason – masonrcr@gmail.com
- **Vice President:** Todd Barker – todd.flagship@gmail.com
- **Treasurer:** Richard Carver – richardcarver1@gmail.com
- **Board:**
 - Travis Beane – Clemmons Bicycle
 - Michael Berry
 - Joe Briscoe
 - Chad Chadwick
 - Carroll Davis
 - Mark Facer
 - Danny Gunnoe
 - Tony Hanes
 - Tom Meadors
 - Fred Perino
 - Ed Reynolds – Bespoke Cyclery (Lewisville)
 - Libby Skinner
 - David Todd
 - Jimmy Williams

Tax Information:

Piedmont Flyers Bicycle Club	
Employer Identification Number (EIN)	562182556
Name of Organization	Piedmont Flyers Bicycle Club
Address	PO BOX 5032, Winston-Salem, NC 27113-5032
Subsection	Social Welfare Organization
Ruling Date	05/2001
Deductibility	Contributions are not deductible
Foundation	All organizations except 501(c)(3)
Organization	Association
Exempt Organization Status	Unconditional Exemption
Tax Period	2009
Assets	\$0
Income	\$1 to \$9,999
Filing Requirement	990 - Required to file Form 990-N - Income less than \$25,000 per year
Asset Amount	\$0
Amount of Income	\$0
Form 990 Revenue Amount	\$0
National Taxonomy of Exempt Entities (NTEE)	Recreation, Sports, Leisure, Athletics: Amateur Sports Clubs, Leagues, (Not Elsewhere Classified)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/20/2025

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

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

PRODUCER American Specialty Insurance & Risk Services, Inc. 7609 W. Jefferson Blvd., Suite 100 Fort Wayne IN 46804	CONTACT NAME: PHONE (A/C. No. Ext): FAX (A/C. No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Arch Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 11150
INSURED League of American Wheelmen dba League of American Bicyclists 1612 K Street NW, Suite 1102 Washington DC 20006		

COVERAGES**CERTIFICATE NUMBER:** 1002315785**REVISION NUMBER:**

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

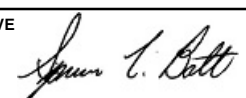
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: OTHER	N		SBCGL0054508	02/01/2025	02/01/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ Excluded						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 5,000,000
							PRODUCTS - COMP/OP AGG \$ 5,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- Coverage applies to THE PIEDMONT FLYERS BICYCLE CLUB, 119 ARRENDAL CT, MOCKSVILLE, NC 27028.

- Notable Exclusions: Racing. Time trials involving racing between individuals (a covered time trial is an individual timing activity). Commercially-operated tours. Commercial bicycle repair shops. Bicycle rental programs. Construction or engineering of bicycle trails or paths. Organizing or supervising a program that involves the regular transportation of minors to and from school. Activities involving mopeds or any other vehicle with manual power source;

CERTIFICATE HOLDER**CANCELLATION**

THE PIEDMONT FLYERS BICYCLE CLUB 119 ARRENDAL CT MOCKSVILLE NC 27028	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

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AGENCY CUSTOMER ID: _____

LOC #: _____

**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY American Specialty Insurance & Risk Services, Inc.		NAMED INSURED League of American Wheelmen dba League of American Bicyclists 1612 K Street NW, Suite 1102
POLICY NUMBER SBCGL0054508		Washington, DC 20006
CARRIER Arch Insurance Company	NAIC CODE 11150	EFFECTIVE DATE: 02/01/2025

ADDITIONAL REMARKS**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** ACORD 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE - Certificate #1002315785

- Exclusions (cont'd)-however this exclusion does not apply to activities involving low speed electric bicycles as defined by the Consumer Products Safety Commission. Bike Share Programs, Year-round Bike Depot operations, Pedi-Cabs, Tours/events greater than five days, Events that are sanctioned or approved by USA Randonneurs
- Coverage is not provided for special events unless those events are first scheduled and approved by the insurer and appropriate premium is paid. Special events are any ride for which a participation fee is charged (certain exceptions may apply). Club insurance must be in place before special event coverage can be purchased.
- Coverage applies to bicycle-related activities conducted and supervised by the insured organization. Coverage does not apply to bicycle education courses (as defined in the policy) or bicycle refurbishment unless otherwise indicated herein. Coverage applies to THE PIEDMONT FLYERS BICYCLE CLUB from February 01, 2025 through January 31, 2026.
- Coverage available under Policy #SR2014DC-P-050467 is on file with the policyholder. Accident Medical Coverage, \$10,000 per person per accident excess of a \$500 per claim deductible and excess of any other valid and collectible insurance. Accidental Death & Dismemberment, \$5,000 per person per accident.