

**Lewisville Town Council**  
**Regular Meeting Minutes**  
**April 9, 2020 - 7:30 p.m.**  
**Originating via ZOOM Electronic Meeting from Lewisville Town Hall**  
**6510 Shallowford Road - Room 110**

**1. Call to Order**

- a. Mayor Horn opened the meeting electronically at 7:46 p.m. Council members attending electronically were Jeanne Marie Foster, Fred Franklin, Melissa Hunt, Ken Sadler, David Smitherman, and Jane Welch. Also attending electronically were Town Manager Hank Perkins, Attorney Bo Houff, Town Planner Stacy Tolbert, Finance Director Pam Orrell, Acting Public Works Director Ryan Moser and town Clerk Joyce Walker.
- b. Attorney Bo Houff provided the Invocation.
- c. Adoption of Agenda
  - i. Mayor Horn called everyone's attention 11.d., which had been added since the agenda was mailed to everyone on Tuesday.
  - ii. Vienna Village sign update was added to Administrative Reports 12.b.iii.
  - iii. With those additions, Council Member Sadler moved to approve the agenda as amended. The motion was seconded by Council Member Hunt and approved unanimously.

**2. Consent Agenda**

- a. Consent Agenda for approval
  - i. [Resolution 2020019](#) - Acceptance and Approval of Monthly [Financials for the eight months ending February 29, 2020](#)
    - (1) Mr. Franklin noted that there was a typing error on the approval date and that it should be changed from April 2<sup>nd</sup> to April 9<sup>th</sup>.
  - ii. Approval of Council Briefing and Action [Minutes - February 6, 2020](#)
  - iii. Approval of Council Regular Meeting [Minutes - February 13, 2020](#)
  - iv. Approval of Council Briefing and Action [Minutes - March 5, 2020](#)
  - v. Approval of Council Regular Meeting [Minutes - March 12, 2020](#)
  - vi. Approval of Council Special Meeting [Minutes - March 16, 2020](#)
- b. Council Member Franklin moved to approve the Consent Agenda. The motion was seconded by Council Member Welch and approved unanimously. Resolution 2020019 is herein incorporated by reference into the minutes.

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

- a. **Introductions, Recognitions, Presentations and/or Proclamations**
  - i. Recognitions
    - (1) Mayor Horn recognized Sarina Horner, Student Leadership Member, for receiving the Governor's Award for Youth Volunteerism. Working with the Winston-Salem Transit Authority, she has had the 2-bag rule for buses removed, noting that those who need to use the bus need to be able to bring more than 2 bags on the bus when grocery shopping. Additionally, she has asked, "If not you, then who" to get more people involved in community service.
      - (a) Mayor Horn also mentioned that Sarina's sister was also a past member of the Town's Student Leadership program and that both were involved in a mentoring program.

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- ii. Presentations
    - (1) Town Manager Hank Perkins, read the 2020-2021 Budget Message as follows:
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April 9, 2020

To: Mayor Mike Horn  
Mayor Pro Tempore Jeanne Marie Foster  
Council Member Fred Franklin  
Council Member Jane Welch  
Council Member Melissa Hunt  
Council Member Kenneth Sadler  
Council Member David Smitherman

Subject: Fiscal Year 2020-2021 Budget Message

Honorable Mayor and Town Council:

**Budget Message**

**Executive Summary**

As Town Manager, I am pleased to present the proposed General Fund budget of \$4,751,485 for fiscal year 2020-2021. The budget as proposed includes maintaining the current tax rate of 17.7 cents per \$100 of valuation. This budget shows an increase in the General Fund budget from the previous year budget, as adopted for July 1, 2019, of \$95,160 or 2.04%. This budget as proposed is balanced with \$230,510 in fund balance from the General Fund. This fund balance appropriation represents the costs associated with projects that are not recurring operational costs.

The tax base for the Town, as of April 1, 2020 was \$1,426,177,776 producing estimated Ad Valorem tax revenue of \$2,448,605 with one cent of the tax rate equaling approximately \$138,339.

The Town of Lewisville also collects a levy for a municipal service district. The current tax rate is 5 cents per \$100 of valuation. The proposed tax rate for the municipal service district for fiscal year 2020-2021 is unchanged at 5 cents per \$100 valuation.

The Town Council has been diligent and used sound financial planning to continue its commitment to the citizens of Lewisville to provide the highest standard of services. They have done this while maintaining a level of fund balance to secure future funding opportunities. The available fund balance was \$6,306,112 as of June 30, 2019. This represents a fund balance at approximately 132.72% based on the projected upcoming fiscal year budget for 2020-2021. This measure is well within the guidelines

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established in the Comprehensive Financial Management Policy adopted by the Town Council.

**The Economy**

Our country is experiencing a time of unprecedented uncertainty, at least in recent memory. A virus known as COVID-19 has created a global pandemic event. This event has created a period of economic activity unlike any seen in recent decades. Conditions and predictions for the future are changing quickly. The rapidly changing nature of the pandemic and the economic impacts of the resulting public health challenges have left economists and businesses scrambling to predict what this means for the future.

In response to “combating” COVID-19, a number of emergency declarations, both at state and local levels have closed schools, closed businesses deemed non-essential and through statewide order, required most North Carolinians to “Stay at Home”. The state of the economy is obviously very much uncertain with a number of moving parts. All of the factors just mentioned have made predicting revenues for fiscal year 2020-2021 difficult and challenging, especially sales tax revenue, which is our Town’s second largest revenue source behind property tax.

Per the North Carolina League of Municipalities, there is growing consensus there will be a sharp economic decline in April through June of 2020. It is expected that this period of business closures and increased unemployment will be followed by a least one more quarter of negative growth. The longer “stay at home” orders stay in effect the more likely it becomes that the steepest period of economic decline could go beyond June. Unknowns include, whether consumer spending will quickly rebound once social distancing measures and other restrictions are eased or will unemployment caused by business closures cause consumers to hold back on spending for even longer. Only time will tell what impact this public health event will have on the long term economic future of the state and the nation.

In projecting revenues for the 2020-2021 budget, we have followed the guidance of the North Carolina League of Municipalities along with their researchers and economists. They have provided their most conservative projections for how our municipal revenues will emerge in the new fiscal year. As such, we are budgeting for significant declines in our sales tax revenue and investment earnings.

The anticipated decline in revenues is coupled with an increase in service costs for several of our service contracts that had to be renegotiated for this next fiscal year. Budgeting for the economic uncertainty of our municipal revenues coupled with increasing service costs has been a challenge. I would like to stress to Council that the revenue projection conversation this year will need to be an ongoing one as we see how the economy rebounds after the pandemic has ended. We have taken a conservative approach in putting together the budget for the next fiscal year. But only time will tell how the economy will be affected in the long term.

**Town Services**

The Town of Lewisville stays committed to the continuation of all of its existing services for the upcoming fiscal year to include, parks and recreation, finance, administration, planning and zoning,

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public works, residential garbage and recycling, storm water management, community policing, and beautification. All services are proposed to continue at current service delivery levels for the upcoming fiscal year.

**Capital Reserve Funds**

The Town has four capital reserve funds. Currently, annual appropriations to all these funds total \$405,000.

At the Town Council planning session, recently held on February 1, Council re-affirmed its desire to proactively support the development of the downtown area, and road and sidewalk improvements throughout the Town, as well as its desire to develop future capital facilities such as the new community center.

During fiscal year 2017-2018, the Town Council learned that the North Carolina Department of Transportation plans to assume financial responsibility for the remaining work to be done on the Great Wagon Road to include design, right-of-way acquisition, and construction. As construction of the Great Wagon Road progresses, we anticipate that the Town of Lewisville will participate financially with the NC Department of Transportation on enhancements such as sidewalks, trees, and streetlights as well as the design and installation of water and sewer infrastructure. The Town currently has \$933,686 saved in a capital reserve fund and \$734,227 available in the Great Wagon Road ROW/Construction Capital Projects Fund. Between the funds in the capital reserve fund and those in the capital project fund, the Town has \$1,667,913 to fund any future expenditures related to the Great Wagon Road. As mentioned earlier, budgeting for the 2020-2021 fiscal year has been made more difficult with uncertain revenue levels and rising service level costs. As such, the budget, as proposed, suspends its annual contribution to the Great Wagon Road ROW/Construction Capital Reserve Fund of \$115,000 during the 2020-2021 fiscal year. Doing so will allow the Town to maintain its current service levels in the new fiscal year in light of the uncertain revenue estimates.

The Town's Storm Water Capital Reserve Fund is fast approaching its designated goal. The capital reserve ordinance states that the Town will continue to transfer \$95,000 to the capital reserve until June 30, 2022 or until the capital reserve reaches a balance of \$560,000. Only \$25,825 is required to reach that goal. Thus, the budget, as proposed, reduces the contribution to the Storm Water Capital Reserve to \$25,825 in the 2020-2021 budget.

Funding for all of the capital reserves is proposed as follows:

Storm Water Capital Reserve	\$25,825
GWR ROW/Construction Capital Reserve	\$0
Sidewalks/Bike Paths/Greenways Capital Reserve	\$25,000
Municipal Buildings/Land Capital Reserve	<u>\$170,000</u>
Total	<u><u>\$220,825</u></u>

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These contribution changes have made it possible to propose this budget as balanced for fiscal year 2020-2021.

**Capital Projects**

The Capital Projects that remain in the budget during Fiscal Year 2020-2021 are as follows.

*Active Projects*

Great Wagon Road ROW/Construction  
Gateway Project  
Heritage Drive Regional Storm Water Pond #1  
Community Center  
Roundabout at Lewisville-Vienna Road and Robinhood Road

*Non-Active Projects*

JWP Maintenance Facility/Playground Expansion

**Storm Water Project**

In order to keep up with development in the downtown area, the Town decided to move forward with suggestions made in the 2006 Storm Water Study. Council authorized the Heritage Drive Regional Storm Water Pond #1 Capital Projects Fund. The project authorized is the purchase of land and/or easements, design and engineering, and construction of a BMP (Best Management Practice) wet pond for storm water treatment in the downtown area of the Town of Lewisville. The pond will be located just southwest of the intersection of Shallowford Road and Heritage Drive.

**Community Center**

In April, 2019 the Town Council authorized the Community Center Capital Projects Fund. The new community center will be financed using funds from the Town's Municipal Buildings/Land Capital Reserve Fund, installment financing, and transfers from the general fund as necessary. The Town has engaged an architect firm to design the community center. Early cost estimates have the total cost of the project ranging from \$5,048,000 to \$5,295,000. The Town plans to begin construction on the new community center in the upcoming fiscal year.

**Transportation Projects**

The Town will continue design work on the Gateway Project along with right-of-way and construction work in the coming fiscal year. This project is a roadway project to make improvements from the Highway 421 Interchange on Williams Road with improvements continuing on Williams Road between the interchange and the newly constructed roundabout at Shallowford Road and Williams Road. This is a project utilizing federal STP-DA funds. This project has an estimated cost of approximately \$1.5 million. The project will be paid for with 80% of the expected costs coming from federal aid with a 20%

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match from the Town. The Town's contribution is expected to be approximately \$298,936.

The Town has also been awarded funding for the construction of a single lane roundabout at Robinhood Road and Lewisville-Vienna Road. The project will include necessary sidewalk connections at the roundabout and streetscape, lighting, and landscaping. The project has an estimated cost of approximately \$1,270,000. The project will be paid for with 80% of the expected costs coming from federal aid with a 20% match from the Town. The Town's contribution is expected to be approximately \$254,000.

The Town has also been awarded funding for a CMAQ project to extend the sidewalk along Lewisville-Vienna Road from Riverwood Drive to Robinhood Road. The project will be paid for with 80% of the expected costs coming from federal aid with a 20% match from the Town. The total cost of the project is estimated at \$1,234,411 which includes the Town's participation of \$246,882.

### **Planning**

In the 2017-2018 fiscal year, the Planning Board, working with staff and the Town Council, completed a planning process that has resulted in the presentation and acceptance by Council of the Northeast Area Plan. This plan has been years in development ahead of a new public middle school in the vicinity of the intersection of Lewisville-Vienna and Robinhood Road. This new school is anticipated to have a significant impact on the growth and development of the northeast area of the Town. This plan serves as a template or guide to help plan for and guide future developmental and transportation activities in this area.

Now, the Planning Board, the Parks, Recreation and Cultural Development Board, and staff desire to engage in work related to two core project areas. The first area would be the redrafting of the Town's Comprehensive Plan. The second area of work would be to reformat the Parks, Recreation and Cultural Development Master Plan.

The budget as proposed contains funding to facilitate this work.

### **Conclusion**

In conclusion, this budget reflects the desire of Council to address the needs of the Town, while being cognizant of economic conditions. Choices made in expenditures were done to meet the priorities and goals of the Council established during the year with the assistance of numerous advisory boards and committees. During the next few weeks, the Council will meet to deliberate the proposal set forth, and make adjustments as needed.

I would like to thank the staff for their assistance with the development of this budget and the Town Council for their continued guidance and support. Final adoption of the budget will be scheduled for the Council meeting in June.

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If I may be of any assistance, please feel free to contact me.

Sincerely,

William H. Perkins, Jr.  
Town Manager

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- (2) Mayor Horn and Manager Perkins will be delivering hard copies of the budget to each member of Council in preparation of the budget meeting on Monday, April 13<sup>th</sup>.

4. **Public Forum**

- a. Mayor Horn opened the Public Forum at 8:13 p.m.
- i. There were no members of the public accessing Zoom to speak.
- ii. The Town Clerk acknowledged she has received an email to be read for the Public Forum as follows:

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I would like this to be read in the public comments portion of the council meeting. The first opportunity if possible.

In 2019 there was concern expressed that some developers of new subdivisions in the town were clearing most of the trees in the grading or site preparation phase. At a fall council meeting this topic was discussed and as I recall it was suggested this should be addressed by the town and developers be required to preserve at least some of the trees on the site. If I recall this policy was to be adopted soon. On October 16 I wrote an e-mail to Mayor Horn regarding the Belle Grove subdivision and mentioned the clearing of trees on this heavily wooded tract of land. Mayor Horn responded on October 17. and I quote---

"currently our planner is working to develop specific requirements for tree preservation which can be incorporated into our UDO ".

I would like to ask if there have been changes made to the UDO yet ? If not it is this still something the town plans to do and there may be a time line you could share for this to happen or perhaps I have missed the fact this has been already done.

Thank you for your attention to this matter.

Ken Baker  
1637 South Marblehead Road  
Lewisville NC 27023

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- iii. Mayor Horn thanked Mr. Baker and asked the Planner where this stands.
    - (1) Mrs. Tolbert indicated the Planning Board is working with the Beautification Committee on this issue.
  - b. Having no other communications for the Public Forum, it was closed at 8:17 p.m.
5. **Appointments**
- a. None.
6. **Public Hearings**
- a. None.
7. **Evidentiary Hearings**
- a. None.
8. **Annexation Requests**
- a. None.
9. **Preliminary Site Plan Approvals**
- a. None.
10. **Unfinished Business**
- a. None.
11. **New Business**
- a. Report from Special Projects Review Committee meeting - Council Member Jane Welch
    - i. Request from Senior Services for a donation of \$6,000.<sup>00</sup> to feed four (4) homebound Lewisville seniors for one (1) year
      - (1) After speaking with the Director of Senior Services, Mrs. Welch found out that Meals on Wheels actually services 10-15 residents a year at \$1,500.<sup>00</sup> per person.
        - (a) Using that calculation, the Committee would like to provide meals for two (2) additional residents at a cost of \$3,000.<sup>00</sup> additional dollars.
      - (2) Due to the impact of the COVID-19 pandemic, Special Projects Review Committee members recommended feeding six (6) residents at a cost of \$9,000.<sup>00</sup>.
      - (3) [Ordinance 2020019](#) - amending Budget Ordinance 2019001 in the amount of \$9,000.<sup>00</sup> to donate to Senior Services for the Meals on Wheels program
        - (a) Council Member Welch moved to approve Ordinance 2020019. The motion was seconded by Council Member Sadler and approved unanimously. Ordinance 2020019 is herein incorporated by reference into the minutes.

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- b. AV Design Services for the new Community Center
  - i. Mr. Perkins wanted to make Council aware that Clark Powell will be doing the AV design work for the new Community Center and will need a payment of around \$3,200.<sup>00</sup> (retainer i.e. down payment) for the design work.
    - (1) This “down payment” is a part of the overall expected future costs of the Clark Powell Audio Visual work for the proposed community center.
    - (2) A request has been given to the legislature for assistance in funding this portion of the project.
    - (3) Members of Council were in agreement to move forward with this.
- c. Report on Warren artifacts for Warren property (new Community Center)
  - i. Mayor Horn and Acting Public Works Director Ryan Moser inspected the original home site to determine if there was anything that could be incorporated into the new community center. Their recommendation was to attempt to recover bricks from the chimney for use in a section of sidewalk at the new community center.
    - (1) Council members agreed with this plan.
- d. Ordinance 2020020 - amending Budget Ordinance 2019001 in the amount of \$1,724.<sup>00</sup> to contract for a tree protection area at 7632 Warren Park Drive
  - i. Council Member Foster moved to approve Ordinance 2020020. The motion was seconded by Council Member Hunt and approved unanimously. Ordinance 2020020 is herein incorporated by reference into the minutes.
- e. Approval of 2020 calendar changes
  - i. Due to the COVID-19 pandemic, the meeting and budget calendars have been amended.
    - (1) Town meeting calendar
      - (a) Council Member Smitherman moved to change meetings scheduled for 7:30 p.m. to 6:00 p.m. as long as Council is meeting remotely. The motion was seconded by Council Member Hunt and approved unanimously.
      - (b) Council Member Franklin moved to approve the amended meeting calendar. The motion was seconded by Council Member Foster and approved unanimously.
    - (2) Council budget calendar
      - (a) Attorney Houff suggested “and any other business that might come before Council” be added to the budget meetings.
      - (b) Council Member Franklin moved to approve the amended meeting calendar. The motion was seconded by Council Member Foster and approved unanimously.

**12. Administrative Reports**

- a. There are no upcoming Events at Shallowford Square; however, Town Hall will be closed on Friday, April 10<sup>th</sup> for the Good Friday holiday.
- b. Manager’s Report
  - i. PARTF grant update

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- (1) To date, there have been 888 responses to the on-line survey since the Town was unable to have a public meeting due to COVID-19.
  - (2) Jim Ford and Mike Norris, McGill, provided a proposed site plan to be considered for the amenities at the park.
    - (a) Council members discussed each of the amenities on the plan.
    - (b) The results of the online PARTF survey were discussed and the group's perceived top three (3) items based on question #12 were also discussed.
    - (c) One item of discussion centered around a proposed dog park.
      - (i) A number of respondents remarked they would like to see a dog park at Jack Warren.
  - (3) Council also discussed the amount that could be requested (\$387,000.<sup>00</sup>) as a match based on the value of the donated land; the cost of each of the amenities; and whether all of the highest ranked items would be submitted for the grant.
    - (a) It was noted that two amenities would be included in the community center and have been identified.
    - (b) Everyone was reminded that whatever is chosen must remain as part of the park for 25 years.
  - (4) After reviewing each item, Council determined they would like to see each item and its cost to help in determining a selection.
    - (a) Mr. Norris will provide an amended site plan for the meeting on Monday with a full list of amenities along with the value of each.
    - (b) He will also provide a proposed location for a dog park.
- ii. Report on COVID-19
- (1) Mr. Perkins reported on steps that have been taken to protect everyone during the pandemic.
    - (a) Town Hall has been closed to protect employees
    - (b) Public bathrooms have been closed and water fountains and playgrounds shut down to protect the public.
    - (c) Services have been contracted to empty the public trash cans at the park.
- iii. Vienna Village sign request update
- (1) Mayor Horn moved to table to the briefing. The motion was seconded by Council Member Franklin and approved unanimously.
- c. Clerk's Report
- i. None.
- d. **Approvals at the Briefing and Action Meeting on April 2, 2020**
- i. Ditch line repairs at Marblehead Lake
    - (1) [Ordinance 2020016](#) - amending Budget Ordinance 2019001 in the amount of \$28,280.<sup>00</sup> to contract for ditch line repairs and pipe work at Lake Marblehead

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- (2) [Resolution 2020020](#) - awarding the contract to Russell Construction Company to do the ditch line repairs at Lake Marblehead in an amount not to exceed \$28,280.<sup>00</sup>
  - ii. Demolition of Town structures
    - (1) [Ordinance 2020017](#) - amending Budget Ordinance 2019001 in the amount of \$12,800.<sup>00</sup> to contract with KDT Grading, Inc. to demolish the structures at 7632 Warren Park Drive
    - (2) [Resolution 2020018](#) - awarding contract to KDT Grading, Inc. to demolish the structures at 7632 Warren Park Drive
  - iii. [Ordinance 2020018](#) - amending Budget Ordinance 2019001 in the amount of \$6,854.<sup>00</sup> to budget for unanticipated costs related to 2019 local municipal election
- e. Ratifying actions taken on April 2, 2020 at Council briefing
  - i. Council Member Franklin moved to ratify the actions approved by Council at the meeting on April 2<sup>nd</sup> and noted by Mr. Perkins (above). The motion was seconded by Council Member Welch and approved unanimously.

**13. For the Good of the Order:**

- a. Public Comments
  - i. Mayor Horn opened Public Comments at 10:19 p.m.
  - ii. Having no members of the public accessing Zoom to speak, Public Comments were closed at 10:20 p.m.
- b. Council Comments
  - i. Mayor Horn commented on keeping healthy during the COVID-19 pandemic:
    - (1) In this time of religious observance, please remember to follow health guidelines to keep 6' apart and continue handwashing.
    - (2) Stay at home.
    - (3) Please donate to Second Harvest Food Bank.
    - (4) Give blood if you can.
    - (5) He also thanked staff for continuing to provide service to the Town, the Council for their work, and Council Member Hunt for her assistance with Zoom.
    - (6) Additionally, residents were thanked for their support and support to their own family and friends.
  - ii. A draft of the RFP for the Comp Plan and Parks and Recreation Master will be available for review.
- c. Adjournment
  - i. Having no other business to discuss, Council Member Smitherman moved to adjourn the meeting at 10:25 p.m. The motion was seconded by Council Member Sadler and approved unanimously.

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Mike Horn, Mayor

ATTEST:

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Joyce C. McWilliams Walker, Town Clerk