

Lewisville Town Council
Briefing and Action Meeting Minutes
June 5, 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 and Council Members Ivan Huffman, Tom Lawson, Monte Long, Ken Sadler and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Angie Lord, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, and Town Attorney Elliot Fus. Mayor Pro Tem Melissa Hunt was absent.
- b) Adoption of Agenda – Mayor Horn requested the agenda to be amended to include discussion regarding the purchase of the parking lot next to Shallowford Square. Council Member Huffman moved to approve the agenda as amended. The motion was seconded by Council Member Welch and approved unanimously.

2. Items Requiring Council Direction

- a) Piedmont Flyers request recommendation – Town Clerk Angie Lord provided an overview of the facility exemption request and stated the club had requested facility use exemption to utilize the Mary Alice Warren Community Center (MAWCC) for monthly meetings. The Special Projects Review Committee reviewed the request at an April 24, 2025 meeting. It was the consensus of the Committee to deny the request to the governing body. Discussion took place regarding concerns of residency of club members, contributions to the community, an upcoming agenda item regarding amendments to the application form, and potential use of the Great Wagon Room at the MAWCC. It was recommended by Council Member Sadler to table further discussions until review of the recommended application amendments on agenda item 5. d. ix.
- b) David Smitherman request for Jack Warren Park dog days – Ms. Lord outlined an email comment received from David Smitherman for the May 8, 2025 Council meeting regarding the use of town parks for dog allowances and stated Mayor Horn had requested the comment to be included on the agenda for the briefing. Council Member Welch moved to continue with no dogs allowed in town parks. The motion was seconded by Council Member Long and approved unanimously. Town Manager Tolbert confirmed dogs are allowed at the Forsyth County Joanie Moser Memorial Park and that the information would be communicated to Mr. Smitherman. (*Comment referenced is herein incorporated by reference into the minutes.*)
- c) Legal Services Process discussion – Town Manager Stacy Tolbert spoke to a request for proposals issued for legal services for the town and stated staff was seeking direction on moving forward for review of the submittals. There were five responses received, with one potentially being nonresponsive to the request. It was the consensus of Council for Mayor Horn and Town Manager Tolbert to review and conduct interviews.
- d) Explore purchase of parking lot – Mayor Horn referenced council discussions regarding parking and the purchase of the parking lot by Shallowford Square. Town Attorney Elliott Fus voiced concerns regarding conversations that should be held during a closed session. Mayor Horn confirmed the item to be for the purpose in determining Councils' pleasure at pursuing the property. Discussion ensued regarding the Laugenour House, the Lewisville Historical Society, and a parcel zoned for pedestrian business. Council consensus was to move forward to research the purchase of the property.

3. Items Requiring Action at Briefing

There were no items requiring action at the briefing.

4. Administrative Reports

a) Town Manager

- i. Round-a-bout update - Town Manager Tolbert provided an update on the Lewisville/Vienna/Robinhood Road right-of-way acquisitions, stated above ground utilities had been relocated, referenced a construction request to the North Carolina Department of Transportation (NCDOT), and receipt of eight responses to request for qualifications for construction, engineering and inspection services. Next steps were outlined by Town Manager Tolbert to include a transportation plan for funding. It was requested to provide a visual from NCDOT on the Great Wagon Road project for residents.

- ii. Great Wagon Road update –

Town Manager Tolbert reviewed upcoming changes to Shallowford Square in the coming weeks to include removal and relocation of street lights, trees, and playground equipment. Discussion took place regarding the removal of trees by the new post office and a realignment of parking on the road.

Council Member Welch left the meeting at 6:45 P.M. and returned at 6:52 P.M.

Town Manager Tolbert reviewed a funding handout and explained information from NCDOT regarding sidewalks associated with the project, an increase in sidewalk and lighting expenses, the participation of a Disadvantaged Business Enterprise (DBE), a decrease in the truck apron cost for the design for the round-a-bout. It was the consensus of Council for staff to move forward with the project. *(Handout referenced is herein incorporated by reference into the minutes.)*

Council Member Long left the meeting at 7:02 P.M. and returned at 7:05 P.M.

b) Town Clerk

- i. Board and Committee Volunteer Collaboration and Appreciation event update – Ms. Lord provided an update on the May 28, 2025 event and explained a presentation was made by Town Manager Tolbert and former Town Clerk Dora Moore. Council Member Welch, Long and Lawson attended the event and commended residents for their service. Discussion continued regarding event parking. Mayor Horn requested staff to request residents to carpool to events.
- ii. CPR Class – June 6, 1-5 PM, MAWCC
- iii. Street Party & Food Truck Festival – The Entertainers – June 21, 6-9 PM
- iv. Independence Day tribute concert – On the Border – June 28, 7-9 PM
- v. Town Offices closed – July 4

c) Public Works Director

- i. Public Works facility update – Public Works Director Jon Hanna outlined resurfacing projects and renovation updates for the new Public Works building.
- ii. Mr. Hanna provided an update on the traffic mitigation projects being reviewed by Public Safety Technical Review Committee.

d) Planning Director

- i. UDO update – Planning Director Lynn Cochran reported the public engagement session was held on the proposed Unified Development Ordinance (UDO). The Planning Board is scheduled to consider the final draft at the June meeting.

1. Tentative Agenda Items for Regular Meeting on June 12, 2025

a) Consent Agenda

- i. Resolution 2025-018– Financial statements for ten months ended April 30, 2025
- ii. Approval of Agenda Briefing minutes – April 24, 2025 Approval of Budget Workshop minutes – April 24, 2025
- iii. Approval of Regular Meeting minutes – May 8, 2025

- b) Introductions, Recognitions, Presentations and/or Proclamations
 - i. Presentation
 - a. Sheriff's Office
- c) Old Business
- d) New Business
 - i. Ordinance 2025-001 – 2025-2026 Budget – Town Manager Tolbert highlighted the proposed Fiscal Year 2025-2026 Budget to be considered at the June 12, 2025 Council meeting.
 - ii. Ordinance 2025-013 – Order to collect 2025 taxes – Ms. Lord reviewed the annual and routine items of 2025-013 and 2025-014 and requested Council direction to add to the consent agendas moving forward. It was the consensus of Council to approve the request.
 - iii. Ordinance 2025-014 – Order to collect 2024 and prior years' taxes
 - iv. Ordinance 2025-015 – Amending the Municipal Buildings and Land Capital Reserve Fund – Finance Director Pam Orrell outlined 2025-015, 2025-016, and 2025-017.
 - v. Ordinance 2025-016– Amending the Parks and Recreation Capital Reserve Fund
 - vi. Ordinance 2025-017 – Amending Sidewalks, Bike Paths, and Greenways Capital Reserve Ordinance
 - vii. Resolution 2025-019 – Awarding horticultural maintenance contract - \$95,616 – Mr. Hanna reviewed details of contracts for 2025-019 and 2025-020. There was discussion of returning to a three-year contract.
 - viii. Resolution 2025-020 – Awarding grounds maintenance services contract
 - ix. Resolution 2025-008 – AMENDED Special Projects Review Committee Revised Application – Ms. Lord reviewed the request by the Special Projects Review Committee to provide additional details on the exemption application. Following discussion, it was the consensus of Council to make the revisions. Additional discussions took place regarding the Piedmont Flyers exemption request to allow usage of the Great Wagon Room.
 - x. Motion to adopt Town Manager contract – Mayor Horn shared the manager's contract had been forwarded to include a five-year contract, a salary increase to \$139,251, and a twelve-month severance package.
- 5. **For the Good of the Order**
 - a) Council Member Welch inquired if a staff could research school traffic safety measures prior to the new school year.
- 6. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 7:40 PM. The motion was seconded by Council Member Long and approved unanimously.

ATTEST:

Mike Horn, Mayor

Angela Lord, Town Clerk