



**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**July 3, 2025 – 6:00 PM**  
**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room**  
**6510 Shallowford Road**

**1. Call to Order:**

- a. Mayor Horn opened the meeting at 6:00 PM. In attendance were Mayor Mike Horn, Mayor Pro-Tem Melissa Hunt and Councilmembers Ivan Huffman, Tom Lawson, Monte Long, 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. Councilmember Ken Sadler was absent.
- b. Adoption of Agenda – Mayor Horn requested the agenda to be amended to include an item for a budget amendment regarding Janitorial Services. Councilmember Huffman moved to approve the agenda as amended. The motion was seconded by Councilmember Long and approved unanimously.

**2. Items Requiring Council Direction**

- a. I'm One of the Reasons Lewisville is a Great Place to Live nomination – Mayor Horn recommended Tom Fowler receive the *I'm One of the Reasons Lewisville is a Great Place to Live* award and explained his work in the restoration of the Historic Roller Mill along with continued efforts in Lewisville. Discussion ensued regarding Mr. Fowler's participation in various projects in Lewisville. Council consensus was to award this at the July meeting. *(A copy of Mr. Fowler's nomination form is herein incorporated into the minutes.)*
- b. Remote Meeting Policy/Procedures – Town Attorney Fus referenced previous policy revisions; explained state statutes regarding State of Emergency (SOE) requirements; outlined the University of North Carolina School of Government blog posts; and a memo from the Piedmont Authority for Regional Transportation (PART) board regarding remote participation. Discussion took place regarding clarity of laws, notifications, impacts at state and federal levels; and authority of the Town to declare a SOE. Attorney Fus recommended a policy revision to only allow remote participation in the event of a SOE as issued by the Governor, the General Assembly, the Mayor or Mayor Pro-Tem. Council consensus was to revise the Remote Participation Policy as recommended.
- c. Shallowford Square Playground – Town Manager Tolbert explained the need to remove the playground and trees at Shallowford Square due to the Right-of-Way for the Great Wagon Road; and spoke to the upcoming demolition of the current playground equipment. Town Manager Tolbert highlighted the possibility to relocate the trees; stated staff was seeking Council direction in moving forward with a new playground which would be an expense from the general fund; and direction on either relocating the mature trees or the plant new purchased trees. Discussion continued regarding efforts for a donation of playground equipment; communicative signage regarding the status of the playground; inclusivity of the future playground; general funds and financial standing; and potential parking areas. Public Works Director Jon Hanna shared photos to provide options of designed inclusive equipment. Council consensus was to move forward with the relocation of the trees; for staff to move forward on playground equipment research; and to return with recommendations in August. A budget amendment will be on the July 10, 2025 Town Council agenda for tree relocations for Council consideration.
- d. Mayor Mike Horn Amphitheater – Town Manager Tolbert stated the amphitheater was ready for use; and that Operations Manager Brian Moore had begun researching fees and rules associated with amphitheaters in other municipalities.

Councilmember Lawson left the meeting at 6:56 PM; and returned to the meeting at 6:59 PM.

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Staff recommended setting up the fees and rules to begin reservations for revenue.

- e. Janitorial Services – Town Manager Tolbert explained Executive Cleaning was in year 2 of a 3 contract, but Executive Cleaning would be going out of business effective July 15, 2025. Town Manager Tolbert provided a breakdown of services provided in two contracts for cleaning Town Hall for \$9,120/year and cleaning the Annex, Galloway, the Square, and Jake Warren Park for \$16,842/year for a total of \$25,962. It was explained two quotes had been received since the notification with the lowest bid coming from B & I Cleaning Services, LLC with a bid at \$36,000/year, \$10,038 over the Fiscal Year 2025/2026 budgeted amount. The second bid was \$57,500, \$31,538 over the budgeted amount. Discussion ensued regarding services provided by the contractor and those covered by staff. Council consensus was to move forward with a contract with B & I Cleaning Services, LLC. A budget amendment will be on the July 10, 2025 Town Council agenda for consideration.

### **3. Items Requiring Action at Briefing**

- a. Resolution 2025-023 – Directing Clerk to investigate annexation petition – 5394 Williams Road – Councilmember Lawson moved to approve Resolution 2025-023. The motion was seconded by Councilmember Welch and approved unanimously. (*Resolution 2025-023 is herein incorporated by reference into the minutes.*)

### **4. Administrative Reports**

- a. Town Manager
  - i. Round-a-bout update – Town Manager Tolbert reported staff had received construction authorization for project U-6154 which is the Lewisville-Vienna/Robinhood Road Round-a-bout; that a supplemental agreement with the North Carolina Department of Transportation (NCDOT) had been signed which secured funding for the project; and stated original funding along with the reallocation of sidewalk funds, project funding would be \$4,707,188 in federal funds, \$1,176,797 in town matching funding, for a total project total of \$5,883,985.

Councilmember Huffman left the meeting at 7:08 PM; and returned at 7:09 PM.

Town Manager Tolbert explained next steps to contract negotiations with selected Volkert engineering firm; explained Kimley Horn, the firm used for project design, would assist with the bid phase; and projected mid-July for letting the project, opening bids in mid-August, and a construction start date in September.

- ii. Great Wagon Road update – Town Manager Tolbert stated Saturday work, lane closures, and flagging operations would start soon; wet utilities would take place in mid-December; and explained impacts to Shallowford Square.
- iii. School traffic safety update – Town Manager Tolbert highlighted meetings and discussions with Lewisville Elementary, NCDOT Municipal School Transportation Assistance Division, and the local NCDOT division to address traffic concerns and potential solutions. Town Manager Tolbert explained NCDOT programming for school traffic studies; and opportunities for school ground improvement funding up to \$750,000. Local NCDOT will work with the Town to discuss temporary solutions.
- iv. Resident Survey update – Town Manager Tolbert shared the resident survey closed on June 30<sup>th</sup> with a total of 691 responses. Staff will compile survey data; and plan to present at the August briefing meeting.
- v. Special Projects Review Committee procedures – Town Manager Tolbert clarified the Special Project Review Committee processes; explained the three-member committee as an advisory committee; and the requirements of full governmental body authorization of requests.

Councilmember Lawson left the meeting at 7:22 PM; and returned at 7:24 PM.

- b. Town Clerk
  - i. Board and Committee Vacancy and attendance discussions
    - 1. ECSC – Town Clerk Lord explained vacancies on the Environmental Conservation & Sustainability Committee; highlighted an ex-officio position on the committee and Charter residency guidelines; requested Council direction for open enrollment to fill vacancies; and the pleasure of Council regarding the ex-officio appointment. Discussion took place regarding the appointment; non-resident influences during deliberations; and combining of committees. Staff will research the ex-officio position; and report to Council.
    - 2. LBC – Town Clerk Lord shared concerns from the Lewisville Beautification Committee regarding excessive and consecutive absences from two committee members, Cynthia and Sonsera Kiger; explained staff and committee attempts to contact the members to no avail; stated staff sought direction for removal of the members based on the Charter attendance policies; and that staff would advertise for applications to fill the positions. Discussion took place regarding length of memberships; and the LBC's request. Town Clerk Lord stated a sample removal letter would be provided for consideration to Mayor Horn and Town Manager Tolbert. There will be an item placed on the July 10<sup>th</sup> Town Council agenda for consideration.
  - ii. Town Offices closed – July 4
  - iii. Camel City Yacht Club Concert – July 12
  - iv. National Night Out – August 5
- c. Public Works Director
  - i. Public Works facility update – Public Works Director Jon Hanna provided a brief update on the public works building progress; and outlined next steps for the project. Discussion took place regarding air conditioning issues at the Town Hall Annex.
  - ii. ECSC Guest Speaker – Director Hanna shared that guest speaker Town of Boone, Sustainability and Projects Manager, George Santucci would be presenting at ECSC meeting on July 8<sup>th</sup>; spoke to the committee's research for future sustainability options for the Town; and invited Council to attend the committee meeting.
- d. Planning Director
- e. UDO update – Planning Director Lynn Cochran provided a PowerPoint Presentation (PPP); outlined the projected Unified Development Ordinance (UDO) timeline; explained the purpose and goals associated with the updates; reviewed high level changes; explained Chapter A, C, and D changes; and spoke to significant Chapter B updates. Mayor Horn suggested a special called meeting dedicated for review of the UDO rewrite. It was the consensus of Council to schedule July 21, 2025 as a special called meeting for UDO discussions. *(The PowerPoint Presentation is herein incorporated by reference into the minutes.)*
- f. Operations Manager Update – Town Manager Tolbert shared the recent quarterly report for usage at the Mary Alice Warren Community Center. *(The Report is herein incorporated by reference into the minutes.)*

Mayor Horn declared a recess at 8:36 PM. Council reconvened at 8:40 PM with all members present except Councilmember Sadler.

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

- a. Consent Agenda
  - i. Resolution 2025-021– Financial statements for eleven months ended May 31, 2025
  - ii. Approval of Agenda Briefing minutes – June 5, 2025
  - iii. Approval of Regular Meeting minutes – June 12, 2025
  - iv. Approval of Closed Session minutes – June 12, 2025

- b. Introductions, Recognitions, Presentations and/or Proclamations
  - i. Presentation
    - a. Sheriff's Office – No report at this meeting.
    - c. Certificate of Achievement – "Excellence in Financial Reporting"
  - d. Old Business – No old business for this meeting.
  - e. New Business
    - i. Resolution 2025-022 – Set public hearing for Unified Development Ordinance Amendment (rewrite)
    - ii. Certificate of Sufficiency – Annexation request – 5394 Williams Road
    - iii. Resolution 2025-024 – Set public hearing for annexation request – 5394 Williams Road
    - iv. Resolution 2025-025 – Set public hearing for rezoning request – 5394 Williams Road
- v. **For the Good of the Order** – None
- vi. **Adjournment** – Councilmember Long moved to adjourn the meeting at 8:54 PM. The motion was seconded by Councilmember Huffman and approved unanimously.

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Mike Horn, Mayor

ATTEST:

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Angela Lord, Town Clerk