



Lewisville Town Council
Briefing and Action Meeting Minutes
September 4, 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 Councilmembers Ivan Huffman, Tom Lawson, Monte Long, Jane Welch, and Ken Sadler. 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.
- B. Adoption of Agenda – Mayor Horn requested the agenda to be amended to include a facility exemption request from the Winston Salem/Forsyth County School Board, a request for Oak Grove neighborhood speed cushions, and to consider a resolution to appoint a Law Firm for Town representation. Councilmember Long moved to approve the agenda as amended. The motion was seconded by Councilmember Huffman and approved unanimously.

2. Items Requiring Council Direction

- A. Lucy Lane – Right turn Only Discussion – Town Manager Stacy Tolbert outlined a partnership with Lewisville Elementary to alleviate school traffic concerns; highlighted the removal of crossing guards; measurements taken by the school; the incorporation of cones and temporary signage; requested Council direction for permanent no left turn signage on school days during the hours of 7:15 AM – 8:00 AM and 2:15 PM – 3:00 PM; and stated with Council approval, staff would provide a resolution for consideration at the September 11, 2025 Town Council meeting. It was the consensus of Council for staff to move forward with the item.
- B. Facility Use Exemption – Winston Salem/Forsyth County School Board – Town Manager Tolbert explained the Special Projects Review Committee had met previous to the Town Council Briefing; stated the Winston Salem/Forsyth County (WS/FC Board) School Board had requested a fee exemption for the use of the Magnolia Room at the Mary Alice Warren Community Center (MAWCC) for a Board retreat hosting approximately 15 people on October 21st from 9am – 4pm; explained the WS/FC Board was previously on the exemption list; stated the list had been updated to reflect Lewisville resident fed schools; referenced a revision to the exemption list to include governmental agencies; and referred to the committee for a one-time exemption recommendation. Councilmember Welch stated the Committee unanimously recommended approval of the request. Discussion took place regarding future modifications to the facility exemption process; and the WS/FC Board requirements to notice meetings. It was the consensus of Council to approve the Facility Use Exemption request. Staff will present a resolution for consideration at the September 11, 2025 Town Council meeting. *(Facility exemption request referenced is herein incorporated by reference into the minutes.)*
- C. Oak Grove Speed Cushions – Public Works Director Jon Hanna outlined a request by the Oak Grove neighborhood for traffic speed cushions; provided a map for the proposed three speed cushions and a four-way stop on Riding Ridge Lane and Fairhaven Road; explained canvassing policies; stated out of 100 homes canvassed, 74% affirmative responses were received; and outlined an estimated cost of \$7000 for the project.
Councilmember Huffman left the meeting at 6:22 PM; and returned at 6:23 PM.
Discussion ensued regarding signage; neighborhood communications; installation timelines; traffic mitigation policies for resident requests; and town-maintained roads. It was the consensus of Council to move forward with the request. Staff will present a resolution for consideration at

the September 11, 2025 Town Council meeting. *(Speed Cushion location map referenced is herein incorporated by reference into the minutes.)*

3. Items Requiring Action at Briefing

- A. Legal Representation Resolution – Town Manager Tolbert stated a Request for Proposals (RFP) from Laws Firms had been acquired; outlined a review of the RFPs; highlighted the selected representation was Brough Law Firm; commended current law firm, Blanco Tackabery and Attorney Elliot Fus, for dedication over the years; and presented Resolution 2025-036 for Council consideration to contract with Brough Law Firm effective October 1, 2025. Mayor Horn echoed commendations for Blanco Tackabery and Attorney Fus. Councilmember Huffman moved to approve resolution 2025-035. The motion was seconded by Councilmember Long and passed unanimously. *(Resolution 2025-036 referenced is herein incorporated by reference into the minutes.)*

4. Administrative Reports

- A. Town Manager
- i. Round-a-bout update – Town Manager Tolbert spoke to advertisements for construction bids; to an October 9th bid opening; and an anticipated item for Council consideration at the November meeting.
 - ii. Great Wagon Road Update – Town Manager Tolbert referenced the continued construction efforts; the installation of water & sewer lines and sidewalks; highlighted in-fill dirt being brought in; provided an overview of an item that was omitted from the contract for man hole extensions; referenced communications with the North Carolina Department of Transportation (NCDOT) to cover the cost of approximately \$205,000; and stated an update would be forthcoming. Manager Tolbert provided an update of the Lewisville Lift Station process; outlined a rejected bid that exceeded the engineer's estimated cost; explained the process for requesting bids again; and stated the projected second bid opening to be on Tuesday of next week.
 - iii. State of the Town Update – Town Manager Tolbert voiced the State of the Town had been successful; highlighted 10 of 14 candidates were in attendance; current Councilmembers that served on a panel; and commended an engaged and attentive audience. Councilmember Lawson left the meeting at 6:39 PM; and returned at 6:40 PM.
- B. Town Clerk
- i. ECSC Appointments - Town Clerk Angie Lord provided a brief overview of the Environmental Conservation & Sustainability Committee vacancies; the receipt of three applications (Scott Herzog, Jim McNamara, and Dixie Lee Thompson) for the two openings; outlined the interview process by Town Manager Tolbert and Town Clerk Lord; reviewed applicant experience and qualifications; stated staff recommended Mr. McNamara and Ms. Thompson for council consideration; and that voting ballots would be provided to Council at the September 11th Town Council meeting. *(ECSC applications referenced is herein incorporated by reference into the minutes.)*
 - ii. Public Arts Icon – Town Clerk Lord presented a request by the Lewisville Public Arts Committee for approval of an icon; and stated the intended use to be published on communications associated with public arts events such as unveiling of public arts pieces and the annual art show. Discussion took place regarding the purpose of the icon; staff liaison communications with the committee regarding the request; and a suggestion to incorporate the icon with the Town Seal. Mayor Horn stated he would work with Communications Specialist Veronica Leasure on icon options. *(Public Arts Committee icon proposal referenced is herein incorporated by reference into the minutes.)*
 - iii. Landslide – A Tribute to Fleetwood Mac - @ Shallowford Square – September 6 (7 PM – 9 PM)
 - iv. Starlight Movie Night – Inside Out 2 - @ Shallowford Square – September 12
 - v. CPR Class - @ MAWCC – September 27 – (8AM – 12PM)

- vi. Singers in the Round Showcase – September 27 - @Shallowford Square (7PM – 9PM)
- C. Public Works Director
 - i. Play Structure Update – Public Works Director Jon Hanna provided an update on the status of the play structure for Shallowford Square; stated vendor proposals were due tomorrow; and explained a quick process. Discussion occurred regarding custom designs; American Disability Act (ADA) compliances; and grant and naming opportunities.
 - ii. Fred Moser Property Project – Director Hanna provided a proposed map of phase one for the pedestrian passage; spoke to repurposed lighting on the property; and outlined a collaborative effort with the Parks and Recreation (P & R) Committee and other Lewisville Committee Chairs. Discussion took place regarding a protected property for residential use; an organic and natural setting; a potential vegetable garden; and future phases for the Lewisville P & R, Beautification, Public Arts, and the Environmental Conservation and Sustainability committees to be represented on the property.
- D. Planning Director
 - i. UDO Text Amendments Update – Planning Director Lynn Cochran referenced Council requests for text amendments to the adopted Unified Development Ordinance (UDO); outlined the timeline for presentations to the Planning Board and Town Council; and provided a handout with the suggested upcoming amendments. *(The recommended UDO amendments handout is herein incorporated by reference into the minutes.)*

5. Tentative Agenda Items for Regular Meeting on September 11, 2025

- A. Consent Agenda
 - i. Resolution 2025-035– Financial statements for Month Ended July 31, 2025
 - ii. Approval of Agenda Briefing minutes – August 7, 2025
 - iii. Approval of Regular Meeting minutes – August 14, 2025
- B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Introduction
 - a. Michelle Bennett, Customer Service Representative/Events Coordinator
 - ii. Presentations
 - a. I’m One of the Reasons Lewisville is a Great Place to Live
 - a. Bessie Stogias – Liberty Restaurant
 - iii. Proclamations
 - a. Constitution Week Proclamation
 - iv. Sheriff’s Office
- C. Old Business
- D. New Business
 - i. Resolution 2025-032 – Resolution to Approve Marblehead Dam Construction Contract – Town Manager Tolbert stated staff had received construction bids for Lake Marblehead Dam repairs; outlined the receipt of two bids; explained the rejection of a bid due to the bid being nonresponsive; the chosen bid was under the engineer’s estimated cost at \$269,700; and stated Council would be requested to consider a contract approval with Largent Land Management, LLC at the Town Council meeting on September 11, 2025.
 - ii. Resolution 20256-033 to Approve CEI Services Contract - Town Manager Tolbert explained a qualifications-based selection process for an engineering firm for Construction, Engineering, and Inspection services; the firm would oversee the dam repairs; recognized Grimes Engineers as the chosen firm with a negotiated price of services for \$94,500.
 - iii. Resolution 2025-034 to Call Public Hearing – Lewisville/Clemmons Annexation Agreement – Town Manager Tolbert reviewed the previous 20-year contract agreement with the Village of Clemmons; spoke to a re-instatement of the agreement; highlighted boundary lines; the requirement for a public hearing; spoke to Council consideration to call a public hearing at the next meeting; and to hold a Public Hearing on October 9th. Town Attorney Elliot Fus

voiced concerns regarding conflicts with attorney representation. Discussion ensued regarding the original agreement; forced boundaries; governing statutes; development and growth impacts; landlock concerns; a legally binding agreement; and the need for Council review.

Mayor Horn recommended staff postpone the item to allow Council review of the agreement.

iv. **For the Good of the Order** - None

v. **Adjournment** – Councilmember Lawson moved to adjourn the meeting at 7:55 PM. The motion was seconded by Councilmember Long and approved unanimously.

Mike Horn, Mayor

ATTEST:

Angela Lord, Town Clerk