



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

**Note: This meeting was rescheduled from October 2, 2025 (6 PM) to October 6, 2025 (6:30 PM)**

**1. Call to Order:**

- A. Mayor Horn opened the meeting at 6:30 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 (via zoom), Town Clerk Angie Lord, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, and Town Attorney Al Andrews.
- B. Adoption of Agenda –Councilmember Huffman moved to approve the agenda. The motion was seconded by Councilmember Long and approved unanimously.

**2. Introduction**

- A. Mayor Horn introduced Town Attorney Al Andrews of Brough Law Firm; distributed a handout and shared information regarding Attorney Andrews' credentials; and welcomed Attorney Andrews to the Town of Lewisville. *(Handout referenced is herein incorporated by reference into the minutes.)*

**3. Items Requiring Council Direction**

- A. Fred Moser Property Update –Public Works Director Jon Hanna provided a map of the proposed property layout; shared cost estimations for tree work, grading, electrical, light pole refurbishing, erosion control, seeding, and light initial plantings for approximately \$61,300; explained the need for a formal abandonment of two wells; stated staff were working on getting estimates for on the well work; and highlighted a multi-phased project. Discussion took place regarding funding allocations; liabilities associated with open wells on the property; and a collaborative effort with the Board and Committees on future phases. It was requested staff pursue the well abandonment costs; and to bring the item before Council at the Thursday, October 9<sup>th</sup> Town Council meeting. *(Map referenced is herein incorporated by reference into the minutes.)*
- B. Special Projects Review Committee Facility Use Exemption Requests
  - i. Lydia's Hope – Town Clerk Angie Lord outlined the request by Lydia's Hope for a facility exemption at the Mary Alice Warren Community Center (MAWCC) for February 28, 2026 for a Decades Prom fundraiser; explained the Special Projects Review Committee's review; and recommendation to deny due to the lack of proper documentation, and the organization is Winston Salem based without a connection to the Town. Committee members reiterated the concerns; and the recommendation to deny. It was the consensus of Council to support the Committee recommendation to deny. *(Facility exemption request referenced is herein incorporated by reference into the minutes.)*
  - ii. West Forsyth Christian Preschool – Town Clerk Lord outlined the request by West Forsyth Christian Preschool for a facility exemption at the MAWCC for April 17, 2026 for a Gallery Hop and Silent Auction; explained the Special Projects Review Committee review; and recommendation to approve based on services to the Lewisville residents. Committee members echoed motions to approve; and it was the consensus of Council to support the Committee recommendation to approve the facility request. *(Facility exemption request referenced is herein incorporated by reference into the minutes.)*

#### 4. Items Requiring Action at Briefing

- A. Motion for Moratorium on Facility Use Exemption Requests – Town Manager Tolbert spoke to the Special Projects Review Committee meeting to review the policy and processes of the Non-Profit Exemption and Funding Request Application; outlined proposed changes; highlighted concerns for consistency; and spoke to the need for a moratorium while the proposed changes were reviewed by Council and if approved, revisions made.
- Councilmember and Chairwoman Welch spoke to a clear process; and budget allocations for the Committee to use. Discussion ensued regarding the current facility use exemption list. Councilmember Welch moved to place a moratorium on Nonprofit Exemption and Funding Request Applications. The motion was seconded by Mayor Pro-Tem Hunt and passed unanimously.

#### 5. Administrative Reports

- A. Town Manager
- i. Roundabout update – Town Manager Tolbert spoke to an upcoming bid opening; and to project interest from contractors.
  - ii. Great Wagon Road Update – Town Manager Tolbert referenced the continued construction efforts; sewer and asphalt challenges; spoke to a focus on the Shallowford Square area work; and to the project timeline.
- B. Town Clerk
- i. Board and Committee Openings/Applications closed 9.30 - Town Clerk Angie Lord provided a brief overview of the of the openings for the Lewisville Beautification Committee (LBC), the Zoning Board of Adjustments (ZBOA), and the Municipal Service District (MSD); explained three applications had been received for the two openings for the LBC; interviews would be conducted next week; and stated applications were open for the ZBOA and MSD until the position on each board was filled.
  - ii. Blood Drive – @ MAWCC – October 8 (1PM – 5PM)
  - iii. Hocus Pocus 2 Starlight Movie Night - @Shallowford Square – October 10
  - iv. Bulky Pick-Up Begins – October 13
  - v. Lewisville Election Candidate Forum - @ Mary Alice Warren Community Center – October 16, 2025 @ 7 PM (Hosted by the Lewisville Civic Club)
  - vi. Clean Sweep – October 18, 9AM – 12PM @ Town Annex
  - vii. Special Recycling Event – October 18, 10AM – 2PM – David McKee Street
  - viii. Shalloween - @ Shallowford Square – October 25 @ 1 PM – 2:30 PM
  - ix. Elected Orientation – @ Town Hall – December 4 – Photos @ 4 PM – Dinner @ 5:30 PM – Orientation @ 6 PM (No Council Briefing)
- C. Public Works Director
- i. Shallowford Square Playground Update – Public Works Director Jon Hanna provided a rendering received from Kaplan Early Learning Company; spoke to a custom design with the Town logo; and a cost estimate of \$315, 315. Discussion took place regarding proposed play structures; routine equipment inspections and maintenance; and challenges with a pour-in-place ground covering if project was done on a phased approach. *(The rendering referenced is herein incorporated by reference into the minutes.)*
  - ii. Marblehead Dam Update – Director Hanna provided an overview of the dam work; commended the process and progress being made; highlighted the need for uncovered tree removals; and stated it would be addressed with the MSD.
- D. Operations Manager Quarterly Report -
- i. Operations Manager Brian Moore shared the recent quarterly report for usage at the Mary Alice Warren Community Center. *(The statistical data referenced is herein incorporated by reference into the minutes.)*

## 6. Tentative Agenda Items for Regular Meeting on October 9, 2025

- A. Consent Agenda
  - i. Resolution 2025-031– Financial statements for Two Months Ended August 31, 2025 – Discussion took place regarding the 2024-2025 fiscal year audit; and tentative financial growth of approximately \$900,000.
  - ii. Approval of Agenda Briefing minutes – September 4, 2025
  - iii. Approval of Regular Meeting minutes – September 11, 2025
- B. Introductions, Recognitions, Presentations and/or Proclamations
  - i. Presentations
    - a. Sheriff’s Office
- C. Old Business - None
- D. New Business
  - i. Motion to Approve the 2026 Meeting Schedule – Town Clerk Lord explained staff would present the tentative 2026 meeting schedule for consideration at the October 9 Town Council meeting.
  - ii. Resolution 2025-034 to Call a Public Hearing to Receive Public Comments for the Unified Development Ordinance (UDO) L-170 Text Amendments – Planning Director Lynn Cochran outlined proposed UDO amendments call for a public hearing.
  - iii. Resolution 2025-040 to Call Public Hearing to Receive Public Comments to Rezone L-114 at 6732 Shallowford Road (PIN 5875-85-4964) for Heritage Crossing – Planning Director Cochran outlined the call to hold a public hearing for the Heritage Crossing rezoning request.
  - iv. Resolution 2025-041 – Award Street Paving Contract in the Amount of \$81,563 – Public Works Director Hanna explained the needed street maintenance; and spoke to a 2024 honored bid from American Spray Tech. Discussion ensued regarding miles covered.
  - v. Resolution 2025-042 – Interlocal Agreement Amendment with Winston Salem/Forsyth County Utilities for the Lewisville Lift Station – Town Manager Tolbert highlighted an original utilities agreement; spoke to construction and engineer inflation cost; to an updated agreement; to the need to update estimated cost; to bids received; to the Utilities Commission review and adoption; highlighted research on potential return on investment; with the University of North Carolina School of Government; and stated the item would be presented for consideration at the regular Council meeting. Mayor Pro-Tem Hunt requested the title to include the word “amendment”. Discussion took place regarding water/sewer connections; concerns and potential requirements for voluntary annexations; exploration of system development fees; and litigation of impact fees.
  - vi. Resolution 2025-043 – Approve a Construction, Engineering, and Inspection (CEI) contract with Volkert Engineering for the Lewisville/Vienna/Robinhood Roundabout – Town Manager Tolbert outlined selected bid; low bid costs; funding allocations; and spoke to CEI requirements.
  - vii. Ordinance 2025-027 – Declare the Road Closure – 2025 Christmas Parade - Town Manager Tolbert shared preparations for the 2025 Christmas Parade; and referenced road closures.
  - i. Ordinance 2025-028 – Amend Capital Project Ordinance for the Community Center Capital Projects Fund - Finance Director Pam Orrell provided a staff report handout; spoke to funding revenues and expenses for Ordinance 2025-028 and 2025-029; and recommendations to close out capital project funds. Discussion continued regarding town growth; sound investments; tax rates; and previous litigations. *(The staff report referenced is herein incorporated by reference into the minutes.)*
  - viii. Ordinance 2025-029 – Amend Capital Project Ordinance for Jack Warren Park Improvements
  - ix. Resolution 2025-044 – Approve the Special Project Review Committee Facility Use Exemption Process and Revisions – Town Manager Tolbert referenced the Special Project Review

Committee meeting on September 18<sup>th</sup> to review the processes and policy outline; the need for consistency; reiterated the bi-annual application process; and outlined the proposed recommendation of the following:

- Remove the one-time use exemption process
- Update the policy for a once a year application process for grant funding requests
- Update the policy for a once a year application process for reoccurring facility use exemption request
- Update the policy for a four-week application process for grant funding with open application period in April, Committee review in May, recommendations to Council in June, disbursement of funding approvals in July
- Update the policy for a four-week application process for reoccurring facility use exemption request in August, Committee review in September, recommendations to Council in October, and Code updates in November

Discussion took place regarding the need for budget allocations; a clear and concise purpose; staffing demands; incomplete applications; and support for the recommended changes.

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

xi. **Adjournment** – Councilmember Huffman moved to adjourn the meeting at 8:16 PM. The motion was seconded by Councilmember Long and approved unanimously.

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Mike Horn, Mayor

ATTEST:

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Angela Lord, Town Clerk