



Lewisville Town Council
Briefing and Action Meeting Minutes
November 6, 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 Tom Lawson, Monte Long, Jane Welch, and Ken Sadler. Councilmember Ivan Huffman was absent. 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 Al Andrews.
- B. Adoption of Agenda – Mayor Horn requested the agenda to be amended to include a closed session. Councilmember Welch moved to approve the agenda as amended. The motion was seconded by Councilmember Sadler and approved unanimously.

2. Items Requiring Council Direction

- A. I'm One of the Reasons Lewisville is a Great Place to Live – Mayor Horn nominated Cliff Lewis to receive the recognition at the November 13, 2025 Council meeting; and spoke to the contributions to the Town of Lewisville. It was the consensus of the Council to move forward with the recognition. *(Nomination form referenced is herein incorporated by reference into the minutes.)*

3. Items Requiring Action at Briefing

- A. Resolution 2025-042 – Approve Interlocal Agreement Amendment with Winston Salem/Forsyth County Utilities for the Lewisville Lift Station – *This item was postponed from the October 9, 2025 meeting of Council.* Town Manager Stacy Tolbert explained that references to CCUC would be a reference to the City of Winston-Salem/Forsyth County Utilities commission; stated various historical documents were provided for Council review; explained in 2014, The Town entered into an Interlocal Agreement with the City of Winston-Salem/Forsyth County Utilities Commission; and stated the agreement established an area called the “Area of Influence,” clarified planning duties of CCUC surrounding voluntary annexation, established a Capital Reserve Account, and established multipliers for water and sewer rates and provided calculations for financing extensions of water and sewer if extensions/projects at the Town’s request. Town Manager Tolbert shared that in 2023, the Town entered into a separate Interlocal Agreement with Utilities to relocate and upgrade, at the Town’s request, the Lewisville Lift Station in order to serve the Great Wagon Road; stated the original lift station, located behind Food Lion and only served that shopping center, would be abandoned upon construction of the new station; and explained the agreement also gave permission to the Utilities Commission and the City of Winston-Salem to obtain easements needed, hire engineers to design the station, obtain permits, go out for bids, contract the construction, and administer the construction of the project on the Town’s behalf. Town Manager Tolbert further explained the agreement provided engineer’s estimates for cost at that time; stated before Council was an amendment to the 2023 Lift Station Interlocal Agreement; that due to inflation, the rise in engineering costs and the rise in construction cost over the last few years, the numbers had increased; and staff recommended the amendment for accuracy; and emphasized this would be the first amendment of the 2023 agreement, not a replacement so the 2023 agreement would still be valid. Town Manager Tolbert explained the urgency in the matter due to upcoming expiration of bids; outlined the three bids received with a \$7.2 million being the lowest, over a \$9 million being the highest; outlined the four previous bid lettings; stated without Council action the bids would expire and the project would have to be re-

bid for a fifth time; provided a map of the projected service area for the lift station; spoke to questions raised at the October 9th Council briefing; outlined actions and consequences of a delayed or stopped project; and recognized Town Attorney Al Andrews to address legal concerns.

Town Attorney Andrews outlined research on the project; shared current communications in process; spoke to installation of water/sewer lines; to the need for additional capacity; to inside and outside town limits rates; to annexation laws; to agreement conditions; explained an additional meeting was scheduled to take place by the following Monday with CCUC; and highlighted potential increased growth and tax based.

Discussion took place regarding number of parcels to be serviced outside the town limits; impact of town residents; and return on investments. Mayor Horn recommended the item be postponed to Thursday, November 13, 2025 to allow additional research. Councilmember Lawson moved to postponed Resolution 2025-042 to the November 13, 2025 meeting of Council. The motion was seconded by Councilmember Sadler and approved unanimously. *(Historical documents and Map referenced is herein incorporated by reference into the minutes.)*

- B. Resolution 2025-051 – Approve Harper Road Lift Station Capacity – Town Manager Tolbert explained in 2013, The Town bought capacity at the Harper Road Lift Station costing \$600,000 to upsize the lift station in the event Lewisville ever wanted to run a sewer line for growth in that area, being the area South of town limits.; referenced questions about investment in September 2025; shared a water basin map; and provided information from Director of Utilities, Courtney Driver as:

- *The Harper Road lift station was sized to handle the Blanket Bottom West basin; the wet well structure and force main were built to accommodate the additional 750,000 gpd but pumps would have to be upsized to handle additional flow; and stated System Development fees did not exist at the time of this arrangement but are now in place to pay for capacity within our system.*

Town Manager Tolbert stated staff requested the approval to seek refund of the invested \$600,000; and relinquishing the capacity back to CCUC. Mayor Pro-Tem Hunt moved to approve Resolution 2025-051. The motion was seconded by Mayor Horn and approved unanimously. *(Resolution and Map referenced is herein incorporated by reference into the minutes.)*

- C. Ordinance 2025-030 – Approve Ordinance to Amend Chapter 27 – to Add Section 27-3 for Street Restrictions – Town Clerk Angie Lord shared the approval of Resolution 2025-037 implementing no left turns from Lucy Lane onto Shallowford Road on September 11, 2025; stated staff request adoption of Ordinance 2025-030 for it to be unlawful to make such turns from streets designated in the Ordinance. Councilmember Sadler moved to adopted Ordinance 2025-030. The motion was seconded by Councilmember Lawson and approved unanimously. *(Ordinance referenced is herein incorporated by reference into the minutes.)*

4. Administrative Reports

A. Town Manager

- i. Great Wagon Road Update – Town Manager Tolbert provided a construction update; spoke to rain delays; highlighted a forthcoming base asphalt project; and spoke to the start of curb and gutter work.

B. Town Clerk

- i. Lewisville Beautification Committee Applicant Review - Town Clerk Angie Lord explained three applications had been received for the two vacancies; spoke to the interview process; shared the withdrawal of an applicant; and stated staff would seek the appointment of Ewa Lorick and Efrain Rivas to the LBC at the November 13, 2025 meeting of Council.
- ii. Annual Fitness Walk Challenge – November 1st – 30th
- iii. Jack Warren Park Fall Workday – November 8th
- iv. Town Facilities Closed – November 11th/Veterans Day
- v. Town Facilities Closed – November 27th & 28th – Thanksgiving
- vi. Blood Drive – December 3 – 1PM – 5:30PM
- vii. Holiday Open House – December 5 @ 4:30PM
- viii. Tree Lighting – December 5th – 7PM

Councilmember Long left the meeting at 7:05 PM; and returned to the meeting at 7:08 PM.

C. Public Works Director

- i. Marblehead Dam Update – Public Works Director Jon Hanna provided an updated on the project; and explained the project was running ahead of schedule and under budget.
- ii. Gateway Tree Planting Update – Director Hanna spoke to the need for additional tree coverage in the Gateway corridor; and stated the project will be staff performed.
- iii. Shallowford Square Playground Update – Director Hanna explained the proposed scale of the playground; the review of the proposed project by the Parks and Recreation Committee; and the need to pause of the project to work out the project scaling on the property.
- iv. Shallowford Lakes Traffic Mitigation Update – Director Hanna spoke to the canvassing of the neighborhood to be completed by early next week; and explained staff intentions to have an item on the November 13, 2025. Mayor Pro-Tem Hunt requested staff consider a policy limiting traffic mitigations on an annual basis. Discussion took place regarding town vehicles in the Christmas parade.

D. Communication's Specialist

- i. 2025 Resident Survey – Town Manager Tolbert provided a Resident Survey Progress Update handout; and reviewed the current analysis with Council. Councilmember Welch requested the data to be uploaded to the website once complete. *(Handout referenced is herein incorporated by reference into the minutes.)*

5. Tentative Agenda Items for Regular Meeting on November 13, 2025

A. Consent Agenda

- i. Resolution 2025-046– Financial Statements for Three Months Ended September 30, 2025
- ii. Approval of Agenda Briefing minutes – October 6, 2025
- iii. Approval of Regular Meeting minutes – October 9, 2025

Mayor Horn reviewed consent agenda items to be considered on November 13, 2025.

B. Introductions, Recognitions, Presentations and/or Proclamations

i. Presentations

- a. Fiscal Year 2024-2025 Audit Presentation – Monty Pendry, Partner with Gibson & Company, P.A. – Finance Director Pam Orrell stated she and Mr. Pendry would provide the presentation.
- b. Sheriff's Office

C. **Public Hearing**

- i. Ordinance 2025-031 – Public Hearing to Receive Public Comments and Consider Approval of the Unified Development Ordinance (UDO) L-170, for Three Proposed Text Amendments – Planning Director Lynn Cochran provided a brief history and update for the proposed amendments.
- ii. Ordinance 2025-032 – Public Hearing to Receive Public Comments and Consider Approval of L-114, a Proposed Rezoning at 6732 Shallowford Road (PIN 5875-85-4964) for Heritage Crossing – Planning Director Cochran outlined the request; provided an update on opposition to the project at the Planning Board meeting; and a site map for reference. Discussion took place regarding amendments in regards to the roundabout; and no left turn signage. *(Site Map referenced is herein incorporated by reference into the minutes.)*

D. Old Business – None

E. New Business

- i. Resolution 2025-047 – to Call Public Hearing – Lewisville/Clemmons Annexation Agreement – Town Manager Tolbert provided the history of the item; a map of the agreement area; spoke to the expiration of the previous agreement; and to the need for the reinstatement; explained the requirement for a public hearing; and the item would be to set the hearing date. *(Draft agreement and map referenced is herein incorporated by reference into the minutes.)*

Mayor Horn declared a recess at 7:41 PM; Council reconvened into open session at 7:49 PM with all members present except Councilmember Huffman.

- ii. Resolution 2025-048 – Approve Resolution to Establish Administrative Group for Town Manager Evaluations – Mayor Horn provided an explanation of the group functions; and stated the need to formalize the group.
- iii. Ordinance 2025-033 – Amend Budget Ordinance 2025-001 for the Fred Moser Property Improvements – Phase 1 – Public Works Director Hanna spoke to Ordinance 2025-033 and Ordinance 2025-034; provided an update on costs for the well abandonments and phase one updates.
- iv. Ordinance 2025-034 – Amend Budget Ordinance 2025-031 for the Fred Moser Well Abandonments
- v. Ordinance 2025-035 – Amend Capital Project Ordinance for Lewisville – Vienna/Robinhood Roundabout – Finance Director Orrell reviewed a staff report; estimated expenses and revenues; highlighted federal funding. Mayor Horn explained reallocated funding from sidewalk projects had been a postponement of the projects
- vi. Resolution 2025-050 – Approve Lewisville-Vienna/Robinhood Roundabout Contract with BW Infrastructure, LLC in the Amount of \$3,236,178.90 – Town Manager Tolbert spoke to the bid process; to the lowest responsive bidder; explained the project would be a 80/20 project meaning the Town would pay 20% of the cost associated; reviewed the next steps; and spoke to negotiation for a construction start date. Mayor Horn inquired about school traffic impacts; and requested staff communicate with the school and developers for traffic flow.
- vii. Closed Session -
Town Attorney Andrews stated the need to recess into closed session for Council to consult with the Town Attorney to preserve the Attorney-Client privilege. Based on the motion provided, Mayor Horn moved Council recess to a closed session. The motion was seconded by Councilmember Lawson and approved unanimously. Council recessed to closed session at 8:09 PM; and returned to open session with all members present except Councilmember Huffman at 9:12 PM.

- viii. **For the Good of the Order** – Mayor Horn spoke to fundraising efforts for the Forsyth County School Board debt; explained the creation of the Winston Salem Foundation for school supplies; and requested approval to contribute \$5,000. Discussion took place regarding support for Lewisville students; earmarked funding; restricted funds; alignment with the Special Projects Review Committee policy; the need for accountability; and messages of solidarity with the school system. Mayor Horn requested Council to consider; and tabled until a later date.
- ix. **Adjournment** – Councilmember Lawson moved to adjourn the meeting at 9:30 PM. The motion was seconded by Mayor Pro-Tem Hunt and approved unanimously.

Mike Horn, Mayor

ATTEST:

Angela Lord, Town Clerk