



Lewisville Town Council
Briefing and Action Meeting Minutes
July 2, 2026 – 6:00 PM
Lewisville Town Hall 2nd Floor Conference Room
6510 Shallowford Road

1. Call to Order:

- A. Mayor Carter opened the meeting at 6:03 PM. In attendance were Mayor Billy Carter, Mayor Pro-Tem Stacy Howard and Councilmembers Brady Allen, Fred Franklin, Gerry Gallagher, Suzanne Newsome and Mack Wilder. Also attending were Town Manager Stacy Tolbert, Assistant Town Manager / Public Works Director Jon Hanna, Finance Director Pam Orrell and Planning Director Lynn Cochran.
- B. Adoption of Agenda – Councilmember Newsome made a motion to adopt the agenda. The motion was seconded by Councilmember Allen and carried unanimously.

2. Items Requiring Council Direction

- A. Lewisville Business Support – Mayor Carter shared there would be a roundtable event to take place on August 12; and referenced staff to research business sponsorships. Town Manager Stacy Tolbert explained common practices in other municipalities. Discussion took place regarding a tiered approach; a Lewisville business focus; budgetary allocations of funds; food truck fees; current fiscal year allocations; and sponsorships for free waters at town events. It was a consensus for staff to research sponsorship options. Town Manager Tolbert highlighted the potential to research the cost of selling business ad spaces for the Lewisville Citizen; referenced an up-front town cost; and the need to research cost involved with an insert. Discussion ensued regarding a Lewisville business magnet; inserts in line with recycling inserts; advertisement space to businesses to assist with marketing; and business ownership to provide design images. It was the consensus of Council for staff to research Lewisville business advertisement inserts. Mayor Carter provided an updated on the Lewisville Business Directory; and inquired about a request for residents working independently from companies being included. Councilmember Allen expressed a preference to only include those with a facility (brick and mortar) businesses. Discussion continued regarding self-employed residents; businesses with a “doing business as” name; and independent realtors. Councilmember Gallagher expressed the desire to keep it limited to Lewisville. It was the consensus of Council to limit the Lewisville Business Directory to businesses in Lewisville proper. Mayor Carter distributed data from the North Carolina of Commerce; spoke to a local Discover Lewisville organization; and members of the group working with State for free services. Town Manager Tolbert spoke to strategic plans; to incentives for economic growth; to opportunities following the opening of the Great Wagon Road; highlighted the revitalization of downtown main street; and spoke to possible programs to benefit Lewisville. Mayor Carter referenced grant availabilities through the State; and explained a future presentation to learn about more options. Discussion ensued regarding a walkable downtown goal; the Comprehensive Plan; and specific goals of a strategic plan.
(A copy of the Data is filed in Exhibit Folder July 2026, which is hereby referred to and made a part of these minutes.)

3. Items Requiring Action at Briefing – None

4. Administrative Reports

A. Town Manager

- i. Lewisville-Vienna/Robinhood Road Roundabout Update – Town Manager Tolbert stated construction was underway; and explained the relocation of water lines and overhead utilities.
- ii. Great Wagon Road Update – Town Manager Tolbert spoke to base asphalt; to work on sidewalks; highlighted the removal of the road plates; and explained the status of the project at about 50% complete. Town Manager Tolbert included information about project updates on the Town website. Discussion took place regarding lane closures during road constructions; and Shallowford Road traffic shifts. Staff to research the closure of the ABC Store gate during construction.
- iii. Lewisville Lift Station Update – Town Manager Tolbert explained the project status was at approximately 37% completion; highlighted the installation of PVC pipe, manholes and wet wells; spoke to continued erosion control maintenance; and stated the 420-day project was currently at about day 140.

B. Town Clerk

- i. ZBOA Opening – Town Manager Tolbert stated the vacancy had been posted to the website.
- ii. Town Office Closed, July 3
- iii. Camel City Yacht Club Concert, July 11
- iv. Town Council Special Meeting, July 13
- v. Crystal Aria Band, July 25
- vi. National Night Out, August 4

C. Public Works Director

- i. Shallowford Square Playground – Public Works Director Jon Hanna shared the playground work was underway; commended the installation progress; referenced plans for shaded areas; spoke to completion in a couple of weeks; and to a potential upcoming ribbon cutting and photo op. Director Hanna voiced appreciation to Council for Street Party volunteers. Council requested clarification on future additions to which Director Hanna explained shaded areas, tree coverage, and possible additional play structures.

D. Planning Director

- i. Town Code Violation Update/Junk Vehicle – Planning Director Lynn Cochran provided a history of case; referenced attempts to communicate with the property owner; and spoke to next steps. Discussion took place regarding communication from Town Attorney Al Andrews; Council contact with the property owner and complainants; additional violations in town; enforcement consistency; review of the Town code; nuisance issues; “knee-jerk” reactions; consequences of violations; options to remove the ordinance; fair and consistent review of cases; and additional research of the code.
It was the consensus of Council for Director Cochran and Town Attorney Andrews to send a letter to all properties in violation of the Town Code.

E. Operations Manager Update – Operations Manager Brian Moore shared the recent quarterly report for usage at the Mary Alice Warren Community Center (MAWCC). Discussion took place about Shallow Ford Foundation sponsored events at the MAWCC.

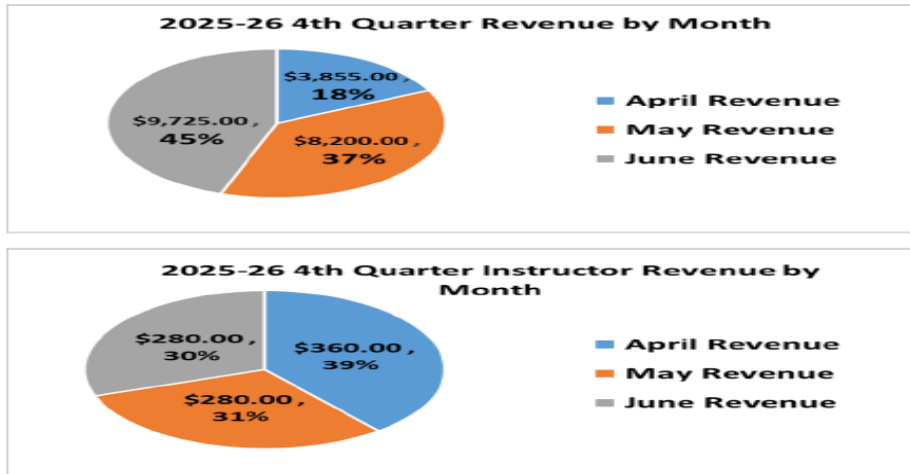
Programs	Schedule	Time	Room(s)	Shallow Ford Grant	Charge
4th Quarter 2025-2026					
Adult Acting-Improv	April 9, May 14	6:00pm-7:00pm	Shallow Ford	No	\$10 per class
American Mahjong	Monday's in April, May, & June	1:00pm-4:30pm	Vienna	No	Free
Beginner Hand Embroidery Class	April 25, May 23, June 27	10:00am-11:30am	Magnolia	No	\$45 per class
Blood Drive	April 8, June 3	1:00pm-5:30pm	Shallow Ford/Lewisville	No	Free
Chess Group	Sunday's in April, May, & June	2:00pm-4:00pm	Magnolia	No	Free
Colored Pencil Explorers	April 11, May 9	11:00am-1:00pm	Magnolia	No	Free
Colored Pencil Open Draw	Monday's in April, May, & June	10:00am-1:00pm	Magnolia	No	Free
CPR Class	June 20	8:00am-12:00pm	Lewisville/Vienna	No (LFD and Town of Lewisville)	Free
Creating Dynamic Oil Paintings	May 16	1:00pm-4:00pm	Magnolia	Yes (Associated Artists of W-S)	\$30 for members/\$35 for non-members
Florals in Oil and Cold Wax	June 12	8:30am-4:30pm	Magnolia	No	\$100
Flowers with Style	April 9, 16, 23, & 30	1:00pm-3:30pm	Magnolia	No	\$78 for the 4 classes
Grown Up and Me Class - Music & Movement	Tuesday's and Thursday's in April, May, & June	10:00am-11:00am	Lewisville	No	\$55 for the month of classes
Impressionistic Florals in Pastel	Thursday's in April, May, & June	9:00am-10:00am	Lewisville	No	\$55 for the month of classes
Ink Sessions with Sandra Wimish	April 18	1:00pm-4:00pm	Magnolia	Yes (Associated Artists of W-S)	\$18 for members/\$23 for non-members
Jewelry Making Class	April 2	1:00pm-3:30pm	Magnolia	No	\$45 for the 3 classes
Jewelry Making Class	June 10	9:00am-11:00am & 11:30am-1:30pm	Magnolia	No	\$20 per class
Learn to Play Euchre	May 19, 26, June 2, & 9	1:00pm-3:00pm	Vienna	No	Free
Let's Play Pennies!	Wednesday's in April, May, & June	1:00pm-4:00pm	Vienna	No	Free
Line Dancing	Tuesday's in April, May, & June	3:30pm-7:00pm	Lewisville/Vienna	No	\$7 per class
Mobility and Flexibility for Seniors	Monday's and Wednesday's in April, May, & June	11:00am-12:00pm	Lewisville	No	\$100 for the month of classes
Tai Chi Class	Friday's in April, May, & June	9:00am-10:00am	Lewisville/Vienna	No	\$2 donation suggested
The Singing Circle	April 2, May 7	6:00pm-7:00pm	Shallow Ford	No	Free
Watercolor Doodles: Playing with Watercolor	June 6	1:00pm-4:00pm	Magnolia	Yes (Associated Artists of W-S)	\$10 for members/\$15 for non-members
Winston-Salem Symphony Serenades	May 24, June 28	3:00pm-4:00pm	Lewisville	Yes (Winston-Salem Symphony)	Free
Writing Stories for Your Life	April 13, May 11, June 8	10:00am-12:00pm	Great Wagon	No	Free
Yoga Class	Tuesday's in April, May, & June	6:00pm-7:00pm	Shallow Ford	No	Free
Zumba Class	Monday's in April & May	5:30pm-6:30pm	Lewisville	No	\$10 per class

Non-Profit	Type of Event	Date	Time Reserved	Room(s) Reserved	Fee
4th Quarter 2025-2026					
Girl Scout Troop 40052	Bi-weekly meeting	April 2, 16, 30, May 14, & 28	6:30pm-7:30pm	Vienna	\$ -
American Legion Post 522	Monthly Meeting	April 2, May 7, June 4	7:00pm-9:30pm	Lewisville	\$ -
Girl Scout Troop 10231	Bi-weekly meeting	April 6, 20, May 4, & 18	6:30pm-8:00pm	Shallow Ford	\$ -
Lewisville Civic Club	Monthly Meeting	April 16, May 21, June 18	5:00pm-8:30pm	Shallow Ford/Kitchen	\$ -
West Forsyth Christian Preschool	Gallery Hop	April 17	12:00pm-10:00pm	Entire Building	\$ -
Piedmont Flyers	Monthly Meeting	April 27, May 18, June 29	6:00pm-7:30pm	Great Wagon	\$ -
WSFC Planning Directors	Luncheon	May 1	11:00am-2:00pm	Great Wagon	\$ -
NCAMC District 9	Clerk Week Event	May 1	2:00pm-4:00pm	Shallow Ford	\$ -
Lewisville Historical Society	Membership Meeting	May 11	4:00pm-9:00pm	Shallow Ford/Kitchen	\$ -
Tuscany HOA	Annual Meeting	June 3	5:00pm-9:00pm	Vienna	\$ -
LEADS	Weekly Meeting	June 4, 11, 18, & 25	8:00am-10:30am	Vienna	\$ -
Rotary Club of Western Forsyth	Fundraiser	June 7	2:00pm-6:00pm	Vienna	\$ 100.00
Non-Profit Revenue					\$ 100.00

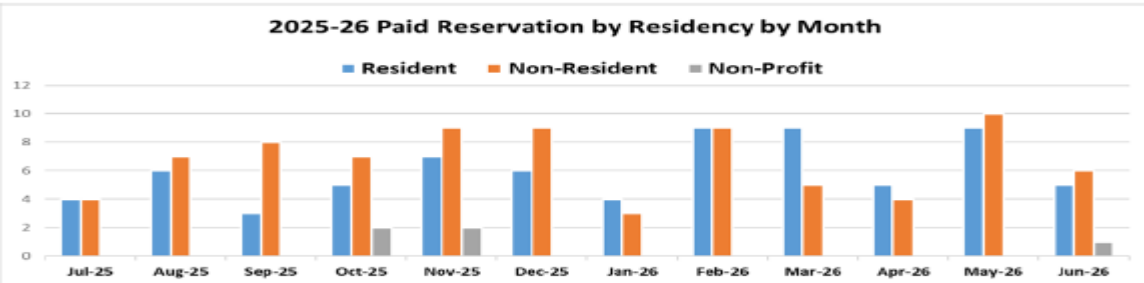
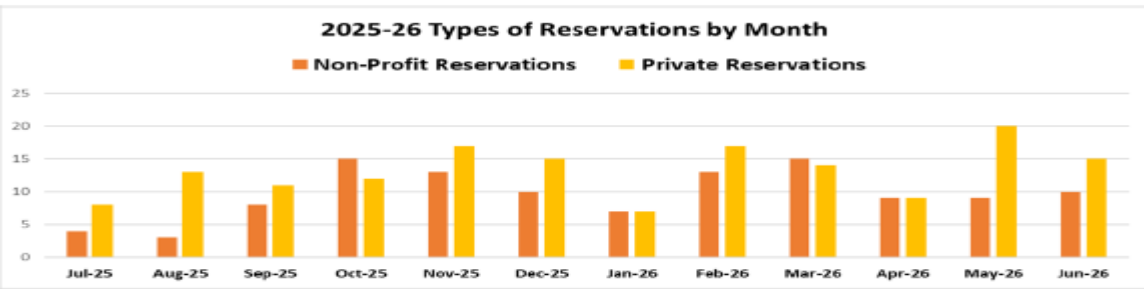
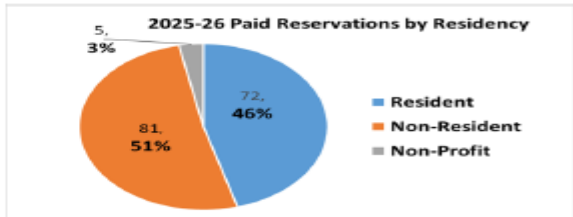
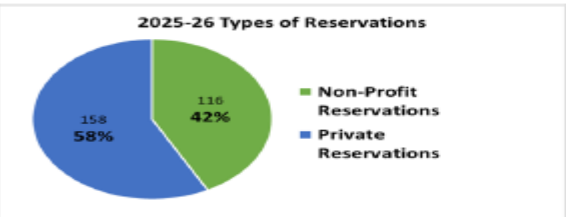
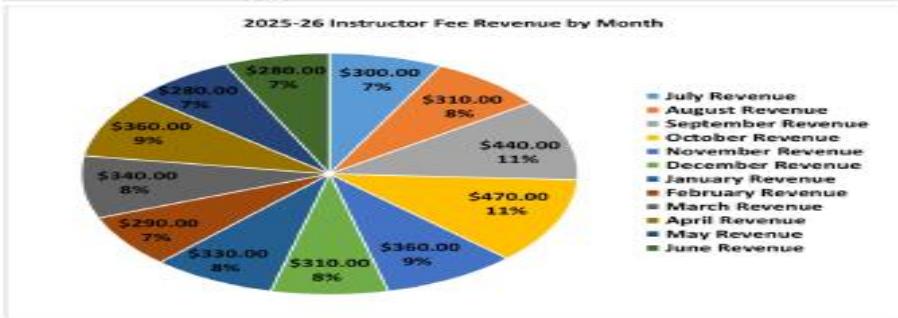
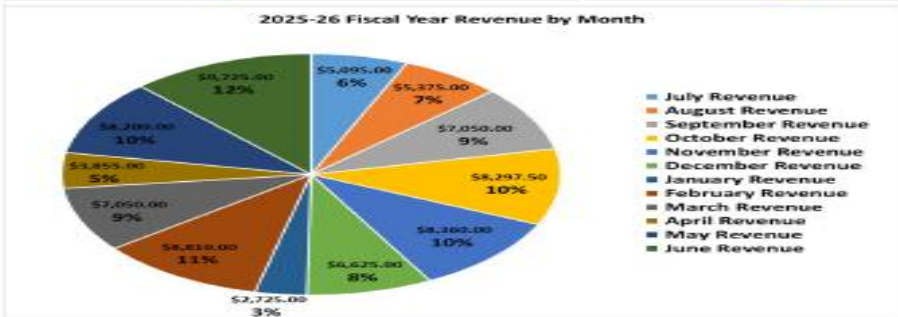
Type of Reservation	Date	Time Frame	Room(s) Rented	Revenue	Resident
Work Meeting	April 7, 2026	10:00am-12:00pm	Great Wagon	\$ 150.00	N
Wedding Shower	April 11, 2026	12:00pm-4:00pm	Shallow Ford/Kitchen	\$ 375.00	N
Birthday Party	April 11, 2026	4:30pm-9:30pm	Lewisville/Vienna	\$ 825.00	N
<i>withheld for staying 1 hour past reservation time, extra cleaning, carpet cleaning fee</i>				\$ 580.00	
Wellsprings HOA	April 14, 2026	6:30pm-8:30pm	Magnolia	\$ 100.00	Y
Baby Shower	April 18, 2026	10:00am-2:00pm	Shallow Ford/Kitchen	\$ 275.00	Y
Birthday Party	April 18, 2026	12:00pm-4:00pm	Vienna	\$ 200.00	Y
Baby Shower	April 18, 2026	2:00pm-7:00pm	Lewisville	\$ 375.00	Y
Birthday Party	April 19, 2026	2:00pm-6:00pm	Lewisville	\$ 300.00	Y
Women's Church Event	April 25, 2026	9:30am-4:30pm	Shallow Ford/Kitchen/Great Wagon	\$ 675.00	N
April Revenue				\$ 3,855.00	
Baby Shower	May 3, 2026	12:00pm-5:00pm	Shallow Ford/Lewisville/Kitchen	\$ -	Staff One-Time
Baby Shower	May 3, 2026	1:00pm-5:00pm	Vienna	\$ 300.00	N
Clemmons Gymnastics End of Season Banquet	May 8, 2026	4:00pm-8:00pm	Vienna	\$ 300.00	N
Family Gathering	May 10, 2026	1:00pm-5:00pm	Lewisville	\$ 300.00	Y
Graduation Party	May 15, 2026	4:00pm-9:00pm	Shallow Ford/Kitchen	\$ 325.00	Y
Birthday Party	May 16, 2026	10:00am-2:00pm	Lewisville	\$ 300.00	Y
Graduation Party	May 16, 2026	10:00am-2:00pm	Shallow Ford/Kitchen	\$ 375.00	N
Graduation Party	May 16, 2026	12:00pm-4:00pm	Vienna	\$ 200.00	Y
Anniversary Party	May 16, 2026	4:00pm-10:00pm	Shallow Ford/Lewisville/Kitchen	\$ 825.00	Y
<i>Withheld for staying past reservation time</i>				\$ 125.00	
Graduation Party	May 16, 2026	6:00pm-10:00pm	Vienna	\$ 300.00	N
<i>Withheld for staying past reservation time</i>				\$ 50.00	
Salem Gymnastics End of Season Celebration	May 17, 2026	3:00pm-9:00pm	Shallow Ford/Lewisville/Vienna/Kitchen	\$ 1,425.00	N
Forsyth Country Day School Faculty/Staff Party	May 27, 2026	3:00pm-7:00pm	Shallow Ford/Kitchen	\$ 275.00	N
Graduation Party	May 29, 2026	1:00pm-5:00pm	Shallow Ford/Kitchen	\$ 375.00	N
Graduation Party	May 29, 2026	3:00pm-9:00pm	Lewisville	\$ 450.00	Y
Birthday Party	May 30, 2026	11:00am-7:00pm	Shallow Ford/Kitchen	\$ 575.00	N
Graduation Party	May 30, 2026	12:30pm-4:30pm	Lewisville	\$ 400.00	N
Graduation Party	May 30, 2026	3:30pm-7:30pm	Vienna	\$ 200.00	Y
<i>withheld for staying past reservation time</i>				\$ 50.00	
Graduation Party	May 31, 2026	11:30am-5:30pm	Shallow Ford/Kitchen	\$ 475.00	N
Graduation Party	May 31, 2026	1:00pm-5:00pm	Vienna	\$ 200.00	N
Birthday Party	May 31, 2026	3:00pm-8:00pm	Lewisville	\$ 375.00	Y
May Revenue				\$ 8,200.00	
Graduation Party	June 5, 2026	5:00pm-10:00pm	Shallow Ford/Lewisville/Kitchen	\$ 700.00	Y
Wedding & Reception	June 6, 2026	12:00pm-5:00pm	Lewisville/Vienna	\$ 625.00	Y
Birthday Party	June 7, 2026	10:00am-7:00pm	Shallow Ford/Lewisville/Kitchen	\$ 1,400.00	N
Rotary Club of Western Forsyth County Fundraiser	June 7, 2026	2:00pm-6:00pm	Vienna	\$ 5100	NP
Camp Invention	June 8-12, 2026	8:45am-3:45pm	Shallow Ford	\$ 2,250.00	N
Baby Shower	June 13, 2026	1:00pm-5:00pm	Shallow Ford/Kitchen	\$ 375.00	N
Graduation Party	June 13, 2026	3:00pm-7:00pm	Vienna	\$ 200.00	Y

Persian Cultural Event	June 13, 2026	3:30pm-7:30pm	Lewisville	\$ 400.00	N
Birthday Party	June 24, 2026	2:00pm-10:00pm	Shallow Ford/Lewisville/Kitchen	\$ 1,075.00	Y
Social Security Education	June 25, 2026	5:00pm-9:00pm	Shallow Ford	\$300	N
Engagement Party	June 26, 2026	5:00pm-10:00pm	Shallow Ford/Lewisville/Kitchen/Great Wagon	\$ 1,100.00	N
<i>withheld for moving locked partitions, smoking and leaving butts on ground, and extra cleaning</i>				\$ 145.00	
Baby Shower	June 27, 2026	11:00am-8:00pm	Shallow Ford/Lewisville/Kitchen	\$ 1,200.00	Y
<i>withheld for extra cleaning</i>				\$ 35.00	
				June Revenue	
				\$ 9,905.00	
4th Quarter Total				\$ 21,960.00	
Fiscal Year Total				\$ 81,347.50	

2024-2025 4th Quarter Statistics and Graphs					
	Apr-26	May-26	Jun-26	Total	
Non-Profit Reservations	9	9	10	28	Combined Reservations
Private Reservations	9	20	15	44	72
Programs	63	57	58	178	# of Programs
	81	86	83	250	178



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(A copy of the Report is filed in Exhibit Folder July 2026, which is hereby referred to and made a part of these minutes.)

5. Tentative Agenda Items for Regular Meeting on July 9, 2026

- A. Consent Agenda
 - i. Resolution 2026 – 027– Financial Statements for Eleven Months ended May 31, 2026
 - ii. Approval of Budget Workshop Minutes – April 16, 21, and 30, 2026
 - iii. Approval of Agenda Briefing Minutes – June 4, 2026
- B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Presentations
 - a. I’m One of the Reasons Lewisville Is a Great Place to Live Nomination
 - b. Sheriff’s Office
- C. Old Business – None
- D. New Business – Planning Director Lynn Cochran provided a brief update on the rezoning requests. Discussion ensued regarding egress and ingress statutes; Planning Board review; stub road plans in Conrad Farm; documentation being provided to Council for review; conditional requirements; clarification on Council decisions; traffic studies; and historical requests and Council actions.
Council directed staff to forward documentation for the upcoming items; and to forward July 13, 2027 meeting minutes.
 - i. Resolution 2026-025 – Call Public Hearing for Rezoning Request – L – 117 Conrad Farm
 - ii. Resolution 2026-026 – Call Public Hearing for Rezoning Request – L – 118 Marian’s Landing

- 6. **For the Good of the Order** – Discussion took place regarding antique car shows; t-shirts for warmer weather events; and display of ethical reminders.
- 7. **Adjournment** – Councilmember Allen moved to adjourn the meeting at 7:48 PM. The motion was seconded by Mayor Pro-Tem Howard and approved unanimously.

Minutes respectfully submitted based on the audio recording and notes from Town Manager Stacy Tolbert.

Billy Carter, Jr., Mayor

ATTEST:

Angela Lord, Town Clerk