



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

- 1. Call to Order:**
  - A. Roll Call
  - B. Adoption of Agenda
  
- 2. Items Requiring Council Direction**
  - A. GWR ground breaking ceremony
  - B. Personnel policy
  - C. Dogs at Shallowford Square
  - D. Shred event update
  - E. I'm One of the Reasons Lewisville is a Great Place to Live ([Attachment #1](#))
  
- 3. Items Requiring Action at Briefing**
  
- 4. Administrative Reports**
  - A. Town Manager
    - i. School collaboration update
    - ii. Resident survey update
  - B. Town Clerk
    - i. Earth Day, April 12, 9 AM-2 PM
    - ii. Budget work sessions
      - a. April 14, April 21, April 24 (after briefing), May 15
    - iii. Town Offices closed for Easter observance, April 18
    - iv. May agenda briefing, April 24, 6 PM
    - v. Bulky item pickup, April 28
    - vi. Board & Committee Collaboration Session – May 28, 5:30-6:30 PM, Town Hall
    - vii. Volunteer Appreciation Event – May 28, 6:30 PM, Town Hall
  - C. Public Works Director
    - i. Town Hall Annex update
  - D. Planning Director
    - i. UDO update
      - a. UDO public engagement session, May 14, 5:30-7:30 PM, MAWCC
  - E. Community Center Operations Manager
    - i. Quarterly update ([Attachment #2](#))
  
- 5. Tentative Agenda Items for Regular Meeting on April 10, 2025**
  - A. Consent Agenda
    - i. Resolution 2025-011– Financial statements for eight months ended February 28, 2025 ([Attachment #3](#))
    - ii. Approval of Agenda Briefing minutes – March 6, 2025 ([Attachment #4](#))
    - iii. Approval of Regular Meeting minutes – March 13, 2025 ([Attachment #5](#))

- B. Introductions, Recognitions, Presentations and/or Proclamations
  - i. Recognition
    - a. Julia Puckett, Council Member
    - b. Chad Conger, Willow Run MSD Board
    - c. Holli Conger, Public Art Committee
    - d. Tom Lawson, Planning Board
    - e. Debbie Stokes, Parks & Recreation Committee
  - ii. Presentation
    - a. Sheriff's Office
    - b. 2025-2026 budget message – Town Manager Tolbert
- C. Old Business
- D. New Business
  - i. Paving contract

**6. For the Good of the Order**

**7. Adjournment**

**Nomination Form  
for  
I'm One of the Reasons Lewisville is A Great Place to Live**

**Purpose of the Award**

The "I'm One of the Reasons Lewisville is A Great Place to Live" award is presented to selected individuals who are making Lewisville a great place to live. An individual may be nominated for any reason as long as it can be clearly demonstrated that their activities or other contributions have improved the quality of life for residents or in the town in general.

Nominations should be submitted to staff who will validate the nominee's information and present the information to Council at its next scheduled briefing. If selected to receive the award, the nominee and their nominator will be recognized at a regularly scheduled meeting of the Lewisville Town Council or other official town meeting or event.

**Nomination Information** (This form may be updated on-line.)Date: 3/26/2025**Nominator Information**Name of Nominator: Ginger NewberryContact telephone number: 336-997-2438Contact email: gnewberry01@gmail.com**Nominee Information**Name of Nominee: Geraldine HuffAddress of Nominee: 240 Cedarbrook Court  
Lewisville, NC 27023Telephone Number of Nominee: 336-997-2438Contact email: gnewberry01@gmail.com

Reason for the Nomination: Mom was the first Postmaster in Pffafftown which is now annexed into Lewisville. She also lived in the Boyscout House and helped run her Dad's country store 2 doors down. She is now 98 and deserves to be recognized for her accomplishments.

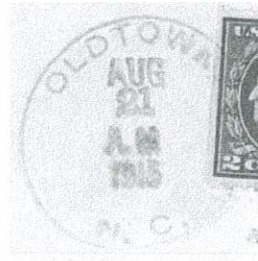
Form may be returned via email to: [townclerk@lewisvillenc.net](mailto:townclerk@lewisvillenc.net) or mailed to: Town Clerk, PO Box 547, Lewisville, NC 27023.

**FOR OFFICE USE BELOW:**Date received: 3-28-25 Presented to Council: 4-3-25 Approval Date: \_\_\_\_\_

## FORSYTH COUNTY

### Oldtown (Cont.)

(Forsyth)



Type 3  
32.5 mm Black  
1910 Type B 4-Bar  
21 Aug 1915

### Pfafftown

(Forsyth)

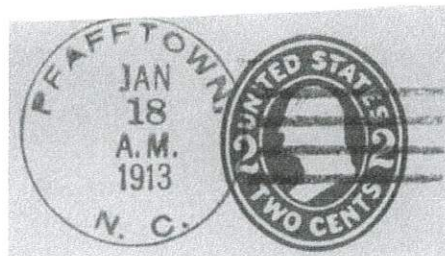
Ellen S. Transon	14 Sep 1888
Sarah M. Wolff	8 Sep 1911
Leah Transon	29 Nov 1913
Grace Scott (declined)	13 Oct 1919
Mamie W. Scott	22 Apr 1920
Lula Pfaff	26 Jul 1922
Mamie Pfaff, Acting	1 Apr 1940
Mamie Pfaff	11 Oct 1940
Mrs. Iris N. Huff, Acting	30 Apr 1955
Charles C. Mock, Acting	10 Jan 1958
Charles C. Mock	3 Jul 1958
Mrs. May N. Burger, Acting	11 Nov 1960
Clark D. Hauser, Acting	10 Mar 1961
Jacob M. Nifong, Acting	28 Feb 1964
Jacob M. Nifong	9 Jul 1964
Clark D. Hauser	19 Nov 1965
Charles D. Hooker	7 Apr 1973
W. Frank Glenn, Jr. Officer-In-Charge	8 Sep 1978
Ernest C. Kelly Officer-In-Charge	12 Jan 1979
Mr. Macy Shephard	19 May 1979
Lillian Graves Officer-In-Charge	31 Dec 1986
Bobby D. Chafin	31 Jan 1987
Jeanie M. Williamson Officer-In-Charge	30 Sep 1988
Jane Carolyn Talley Officer-In-Charge	27 Jan 1989
Earl Junior Henry Officer-In-Charge	29 Jun 1989
Charles T. Ryan	13 Jan 1990
Sidney Bentley Officer-In-Charge	31 Jan 2002
Luanne K. Hensdale Officer-In-Charge	15 Feb 2002
Christy A. Baldwin Officer-In-Charge	20 Mar 2002
Luanne K. Hensdale Officer-In-Charge	25 Jun 2002
Darlene P. Williams Officer-In-Charge	25 Feb 2003
Robert T. Lemons	17 May 2003
Luanne K. Hensdale Officer-In-Charge	22 May 2006
Leon Bryant Officer-In-Charge	28 Aug 2006
Gary R. Hendricks Officer-In-Charge	29 Nov 2006
Jeannie S. Young	20 Jan 2007
Luanne K. Hensdale Officer-In-Charge	7 Nov 2008
Bruce P. Huffman	13 Mar 2010
Leon M. Bryant Officer-In-Charge	14 Nov 2014
Bruce P. Huffman	5 Aug 2017



Type 1  
28 mm Black  
30 Sep 189x



Type 2  
28.5 mm Black  
Doane Type 1-1  
12 Jan 1904  
5 Jan 1909



Type 3  
31 mm Black  
1908 Type A/2 4-Bar  
18 Jan 1913



Type 4  
33.5 mm Black  
1931 Type C/2 4-Bar  
9 Mar 1935

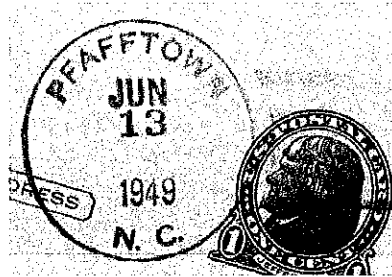
FORSYTH COUNTY

Pfafftown (Cont.)

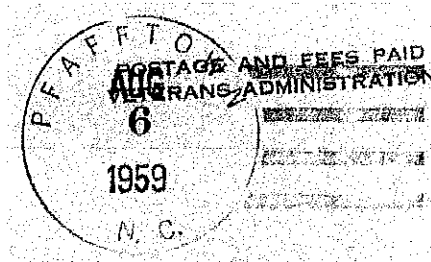
(Forsyth)

William J. Swanson  
Phylcia R. Cummings

29 Feb 2020  
8 Oct 2022



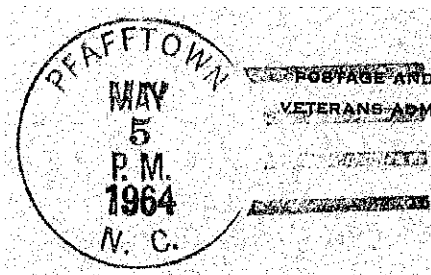
Type 5  
32.5 mm Black  
1936 Type F/1 4-Bar  
13 Jun 1949  
1 Oct 1952



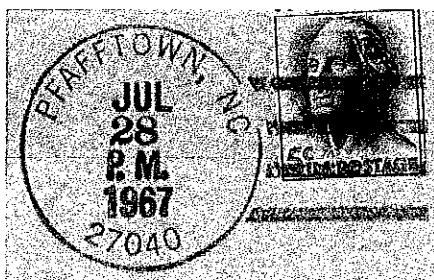
Type 6  
32.5 mm Black  
1936 Type F/1 4-Bar  
6 Aug 1959  
13 Oct 1962



Type 7  
33 mm Black  
1936 Type F/1 4-Bar  
7 Jun 1960



Type 8  
34 mm Black  
1936 Type F/1 4-Bar  
5 May 1964



Type 9  
33.5 mm Black  
1963 Type F/2 4-Bar (27040)  
20 Sep 1966  
28 Jul 1967

Programs	Schedule	Time	Room(s)	Charge	Shallow Ford Grant
<b>3rd Quarter 2024-2025</b>					
American Mahjong	Monday's in January, February, & March	1:00pm-5:00pm	Vienna	No	Free
American Red Cross Blood Drive	February 12	1:00pm-5:30pm	Shallow Ford/Lewisville	No	Free
Card Game Class	Wednesday's in January, February, & March	1:00pm-4:00pm	Vienna	No	Free
Color My Soul Vision Day for 2025	January 18	9:00am-5:00pm	Vienna	No	\$149/person
Colored Pencil Explorers	January 18, February 8, March 8	11:00am-1:00pm	Room Varies	No	Free
Colored Pencil Open Draw	January 27, Monday's in February, & March	10:00am-12:00pm	Magnolia	No	Free
CPR Class	February 8	8:00am-12:00pm	Shallow Ford/Lewisville	No (Town Sponsored with Lewisville FD)	Free
Drawing in Ink, Graphite, and Colored Pencils	February 13, 27, March 6, & 13	9:45am-12:00pm	Magnolia	No	\$67 for the 5 sessions
	February 27	1:00pm-3:15pm			
Explorations in Ink Workshop	February 1	9:30am-12:00pm & 1:00pm-3:30pm	Vienna	No	\$73 for all 3 sessions
	February 8	9:00am-11:00am	Magnolia		
Güjpil Bilingual Book Club and Journaling	February 11, March 11	6:00pm-7:30pm	Shallow Ford	Yes (Mujer Valiosa Community)	Free
Introduction to Watercolor Painting	January 25	1:00pm-4:00pm	Magnolia	No (Associated Artists of Winston-Salem)	\$35 for members/\$50 for non-members
Jewelry Making Class	January 8, February 12	9:00am-11:00am & 11:30am-1:30pm	Magnolia	No (Shepherd's Center)	\$20/session
Line Dancing Class	Tuesday's in January, February, & March	5:30pm-7:30pm	Lewisville/Vienna	No	\$7/class
Living on the Edge Lunch and Learn	January 30	11:30am-1:00pm	Shallow Ford	Yes (Crisis Control Ministry)	Free
Meditative Movement and Dance	Wednesday's in January, February, & March	10:30am-12:00pm	Vienna	No	Free
	January 9, February 13, 27, March 13 & 27	6:00pm-7:30pm	Vienna	No	Free
Mobility and Flexibility Class for Seniors	Monday's & Wednesday's in January, February, & March	11:00am-12:00pm	Lewisville	No	\$100/month of classes
<b>Mommy &amp; Me Classes</b>					
Bouncing Babies Playgroup	Tuesday's in January & February	11:00am-12:00pm	Lewisville	No	\$57/month of classes
	Thursday's in January, February, & March	9:00am-10:00am	Lewisville	No	\$57/month of classes
Music and Movement	Tuesday's and Thursday's in January, February, & March	10:00am-11:00am	Lewisville	No	\$57/month of classes
Painting Realistic Glass and Metal Objects	March 8	9:00am-3:30pm	Magnolia	Yes (Associated Artists of Winston-Salem)	\$25 for members/\$35 for non-members
Photographing your Artwork	February 15	1:00pm-4:00pm	Magnolia	No (Associated Artists of Winston-Salem)	\$35 for members/\$50 for non-members
Polymer Clay Class	February 3, 10, 17, 24	1:00pm-2:30pm	Magnolia	No (Shepherd's Center)	\$25 for the 4 sessions
Powerful Tools for Caregivers	February 27, March 6, 13, 20, & 27	11:00am-12:30pm	Great Wagon	No (Shepherd's Center)	Free
Shag Dance Class	February 3, 10, 17, 24, March 3, 10, 17, & 24	6:00pm-7:00pm	Magnolia	No	\$50 for a 4 class session
Tai Chi Class	Friday's in January, February, & March	9:00am-10:00am	Lewisville/Vienna	No (Shepherd's Center)	\$2/person (Suggested Donation)
Winston-Salem Symphony Serenades	March 16 & 30	3:00pm-4:00pm	Lewisville	Yes (Winston-Salem Symphony)	Free
Writing Stories for Your Life	February 10, March 10	10:00am-12:00pm	Great Wagon	No (Shepherd's Center)	Free
Yoga Class	Tuesday's in January, February, & March	6:00pm-7:00pm	Magnolia	No	Free
Zumba Class	Monday's and Wednesday's in January, February, & March	6:30pm-7:30pm	Room Varies	No	\$7/class

Non-Profit	Type of Event	Date	Time Reserved	Room(s) Reserved	Fee
<b>3rd Quarter 2024-2025</b>					
American Legion Post 522	Monthly Meeting	February 6, March 6	7:00pm-9:30pm	Lewisville	\$ -
	District Meeting	February 22	9:30am-1:30pm	Vienna	\$ 100.00
American Legion Auxiliary	Monthly Meeting	February 6, March 6	6:30pm-8:30pm	Shallow Ford/Kitchen	\$ -
Boy Scouts Troop 752	District Banquet	March 13	5:00pm-9:00pm	Shallow Ford/Lewisville/Kitchen	\$ 287.50
Fountain Brook HOA	Annual Meeting	February 27	5:30pm-9:00pm	Lewisville	\$ -
Girl Scout Troop 10231	Bi-Weekly Meeting	January 27, February 10, 24, March 10	6:30pm-7:30pm	Shallow Ford/Great Wagon	\$ -
Girl Scout Troop 40047	Bi-Weekly Meeting	January 15, 29, February 12, 26, March 1	6:00pm-7:30pm	Magnolia	\$ -
Girl Scout Troop 40052	Meeting	January 2, 16, 30, February 13, 27, March 1	6:30pm-7:30pm	Vienna	\$ -
Lake at Lissara	Annual Meeting	February 25	6:00pm-10:00pm	Shallow Ford	\$ -
Lewisville Civic Club	Monthly Meeting	January 16, February 27, March 20	5:30pm-8:30pm	Shallow Ford/Kitchen	\$ -
Lewisville Garden Club	Meeting	February 26	9:30am-1:00pm	Magnolia	\$ -
Lewisville Historical Society	Meeting	January 13, March 10	4:00pm-9:00pm	Shallow Ford/Kitchen	\$ -
NCLM	Regional Meeting	March 20	8:00am-3:00pm	Shallow Ford/Lewisville/Vienna/Kitchen	\$ -
Reagan High School	Wrestling Banquet	March 2	3:00pm-8:00pm	Shallow Ford/Lewisville/Vienna/Kitchen	\$ 475.00
Ridgecrest at Wellesley Place	Annual Meeting	January 16	5:30pm-7:30pm	Lewisville	\$ -
Shallow Ford Foundation	Board Orientation Meeting	January 9	11:30am-3:00pm	Great Wagon	\$ -
	Board Meeting	January 14	6:00pm-8:00pm	Great Wagon	\$ -
	Reception	March 31	3:00pm-7:00pm	Shallow Ford/Kitchen	\$ -
Wellsprings HOA	Annual Meeting	March 19	6:30pm-9:00pm	Shallow Ford	\$ -
Windham Farm	Annual Meeting	January 22	6:00pm-8:00pm	Vienna	\$ -
<b>3rd Quarter Non-Profit Revenue</b>					<b>\$ 862.50</b>

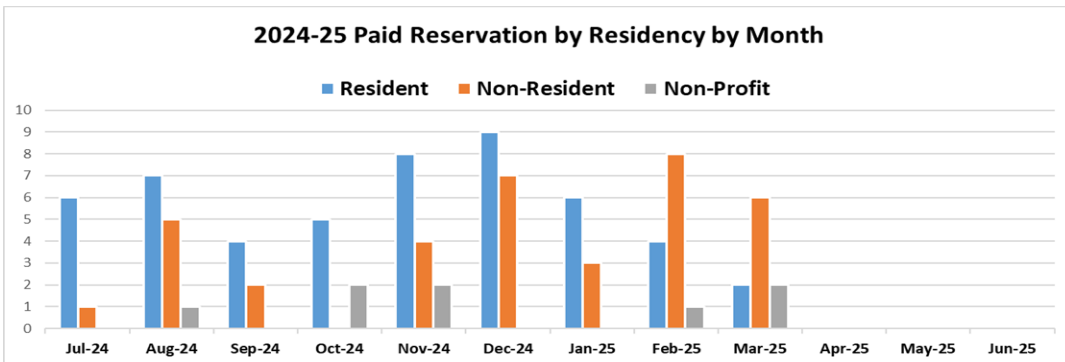
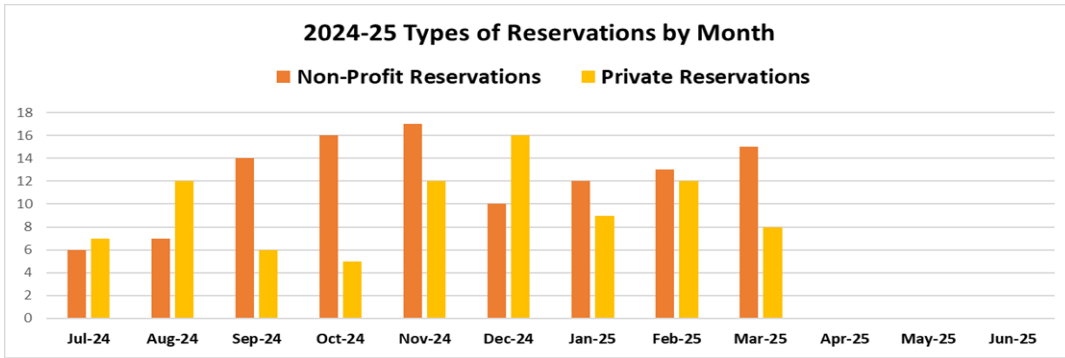
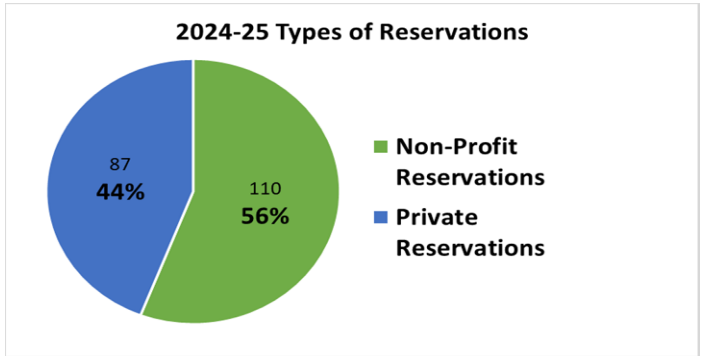
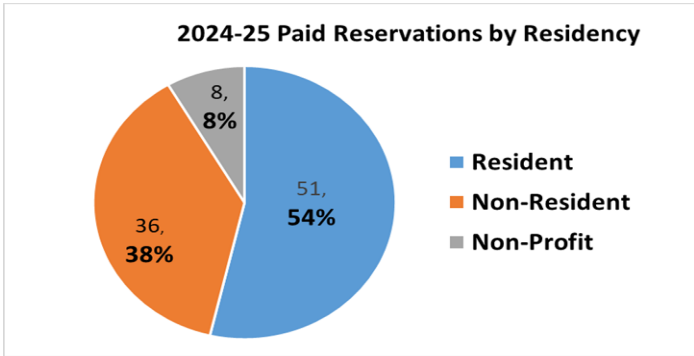
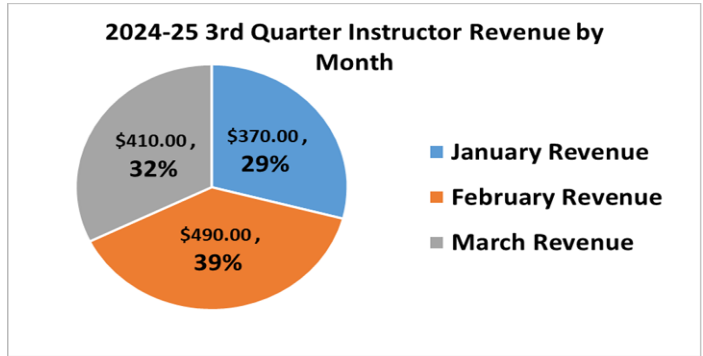
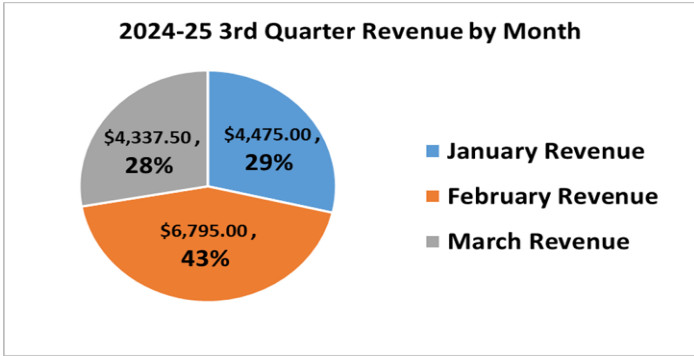
Type of Reservation	Date	Time Frame	Room(s) Rented	Revenue	Resident
Anniversary Party	January 4, 2025	1:00pm-5:00pm	Vienna	\$ 200.00	Y
Baby Shower	January 4, 2025	3:00pm-9:00pm	Shallow Ford/Lewisville/Kitchen	\$ 1,025.00	N
Baby Shower	January 5, 2025	12:30pm-4:30pm	Lewisville	\$ 300.00	Y
Baby Shower	January 18, 2025	1:00pm-6:00pm	Vienna	\$ 250.00	Y
Birthday Party	January 18, 2025	3:00pm-7:00pm	Magnolia	\$ 200.00	N
Baby Shower	January 25, 2025	10:00am-2:00pm	Lewisville	\$ 300.00	Y
Calvary Day School Snow Ball Formal	January 25, 2025	4:00pm-10:00pm	Shallow Ford/Lewisville/Vienna/Kitchen	\$ 1,425.00	N
Baby Shower	January 26, 2025	1:00pm-5:00pm	Shallow Ford/Kitchen	\$ 275.00	Y
Indo US Cultural Assoc. Kickoff Event	January 26, 2025	2:00pm-6:00pm	Lewisville/Vienna	\$ 500.00	Y
<b>January Revenue</b>				<b>\$ 4,475.00</b>	
Retirement Party	February 1, 2025	3:00pm-7:00pm	Shallow Ford/Kitchen	\$ 275.00	Y
Alumni Association Meeting	February 8, 2025	2:00pm-6:00pm	Shallow Ford/Lewisville	\$ 700.00	N
Birthday Party	February 8, 2025	3:00pm-7:00pm	Vienna	\$ 200.00	Y
Birthday Party	February 9, 2025	12:00pm-6:00pm	Lewisville	\$ 550.00	N
Wedding Reception	February 15, 2025	2:00pm-6:00pm	Shallow Ford/Lewisville/Kitchen	\$ 575.00	Y
<i>Portion of Security Deposit withheld due to staying 2 hours past reservation end time, excessive cleaning, and unapproved grill</i>				\$ 370.00	
Birthday Party	February 16, 2025	11:00am-3:00pm	Shallow Ford/Kitchen	\$ 375.00	N
PACU Staff Training Day	February 17, 2025	8:00am-5:00pm	Shallow Ford/Lewisville/Vienna/Kitchen	\$ 1,950.00	N
American Legion District Meeting	February 22, 2025	9:30am-1:00pm	Vienna	\$100	NP
Family Reunion	February 22, 2025	11:30am-3:30pm	Lewisville	\$ 300.00	Y
Birthday Party	February 22, 2025	2:00pm-6:00pm	Magnolia	\$ 200.00	N
Birthday Party	February 22, 2025	4:00pm-10:00pm	Vienna	\$ 400.00	N
Baby Shower	February 23, 2025	1:00pm-5:00pm	Lewisville	\$ 400.00	N
Educational Workshop	February 28, 2025	9:00am-3:00pm	Shallow Ford	\$ 400.00	N
<b>February Revenue</b>				<b>\$ 6,795.00</b>	
Banquet Dinner	March 1, 2025	1:00pm-5:00pm	Shallow Ford/Lewisville/Vienna/Kitchen	\$ 1,075.00	N
Reagan HS Wrestling Banquet	March 2, 2025	3:00pm-8:00pm	Shallow Ford/Lewisville/Vienna/Kitchen	\$ 475.00	NP
Yadkin Valley Wildlife Federation	March 8, 2025	4:30pm-9:30pm	Shallow Ford/Lewisville/Kitchen	\$ 650.00	Y
Boy Scout Troop 752 District Banquet	March 13, 2025	5:00pm-9:00pm	Shallow Ford/Lewisville/Kitchen	\$ 287.50	NP
Bridal Shower	March 15, 2025	3:00pm-7:00pm	Shallow Ford/Kitchen	\$ 375.00	N
Community Event - Kabir Bhajan	March 15, 2025	3:30pm-8:00pm	Lewisville	\$ 475.00	N
Southwest Little League	March 17, 2025	6:30pm-9:00pm	Shallow Ford	\$ 300.00	N
Southwest Little League	March 18, 2025	6:00pm-9:00pm	Shallow Ford	\$ 300.00	N
Baby Shower	March 22, 2025	1:00pm-5:00pm	Vienna	\$ 300.00	N
Baby Shower	March 29, 2025	10:00am-2:00pm	Magnolia	\$ 100.00	Y
<b>March Revenue</b>				<b>\$ 4,337.50</b>	
<b>3rd Quarter Totals</b>				<b>\$ 15,607.50</b>	
<b>Fiscal Year Totals</b>				<b>\$ 44,217.50</b>	



	Jan-25	Feb-25	Mar-25	Total
Non-Profit Reservations	12	13	15	40
Private Reservations	9	12	8	29
Programs	58	80	76	214
	79	105	99	283

	1st Quarter Revenue	2nd Quarter Revenue	3rd Quarter Revenue	4th Quarter Revenue
Revenue by Quarter	\$ 12,347.50	\$ 16,262.50	\$ 15,607.50	\$ -
Instructor Revenue by Quarter	\$ -	\$ -	\$ 1,270.00	\$ -

Combined Reservations	69
# of Programs	214





**RESOLUTION 2025-011 OF THE LEWISVILLE TOWN COUNCIL  
ACCEPTANCE AND APPROVAL OF MONTHLY DISBURSEMENTS**

**WHEREAS**, the Finance Officer has presented the Town Council with the Revenue Statement Summary and the Encumbrances and Expenditure State Summary of figures for the eight months ended February 28, 2025; and

**WHEREAS**, the Finance Officer did not report any unusual expenditures.

**NOW, THEREFORE BE IT RESOLVED THAT** the Lewisville Town Council accepts the Revenue Statement Summary and the Encumbrances and Expenditure Statement Summary for the eight months ended February 28, 2025 and incorporated herein.

Adopted this the 10<sup>th</sup> day of April 2025 by the Lewisville Town Council.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk

**Town of Lewisville  
Financial Budget to Actual Report - General Fund  
Eight Months Ended February 28, 2025**

**General Fund**

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Property Tax Collections	\$ 3,770,165.00	\$ 3,543,276.11	\$ (226,888.89)	93.98%
Sales Tax Revenue	1,289,255.00	639,206.06	(650,048.94)	49.58%
Other Revenues	1,774,885.00	1,044,173.60	(730,711.40)	58.83%
Transfer from ARPA Special Revenue Fund	-	374,752.23	374,752.23	-
<b>Subtotal</b>	6,834,305.00	<b>\$ 5,601,408.00</b>	<b>\$ (1,232,897.00)</b>	81.96%
Appropriation from Fund Balance	467,775.00			
<b>Total</b>	<b>\$ 7,302,080.00</b>			

Departments	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Governing Body	\$ 314,272.00	\$ 142,098.43	\$ 7,979.76	\$ 164,193.81	47.75%
Administration	1,030,582.00	603,126.05	46,381.05	381,074.90	63.02%
Finance	309,693.00	204,288.72	1,650.00	103,754.28	66.50%
Debt Service	225,200.00	225,200.00	-	-	100.00%
Planning & Zoning	381,060.00	138,001.40	75,569.18	167,489.42	56.05%
Beautification	130,956.00	94,501.98	34,047.00	2,407.02	98.16%
Community Policing	1,035,720.00	522,775.67	489,710.45	23,233.88	97.76%
Public Works	542,575.00	327,377.65	22,420.44	192,776.91	64.47%
Streets	371,194.20	175,246.67	54,157.51	141,790.02	61.80%
Powell Bill	466,430.00	18,200.00	9,750.00	438,480.00	5.99%
Storm Water	231,157.00	58,845.75	134,764.58	37,546.67	83.76%
Solid Waste	1,605,860.00	837,967.40	-	767,892.60	52.18%
Recycling	6,772.80	5,466.84	-	1,305.96	80.72%
Parks and Recreation	386,781.00	173,269.54	17,286.63	196,224.83	49.27%
Transfers to Willow Run MSD Special Revenue Fund	263,827.00	-	-	263,827.00	0.00%
Transfers to Capital Projects Funds	-	-	-	-	-
Transfers to Capital Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 7,302,080.00</b>	<b>\$ 3,526,366.10</b>	<b>\$ 893,716.60</b>	<b>\$ 2,881,997.30</b>	<b>60.53%</b>

General Fund Balance 7/1/2024	\$ 7,426,640.07
Year-to-Date Increase (Decrease) FY 2024-2025	2,075,041.90
General Fund Balance 2/28/2025	<u>\$ 9,501,681.97</u>

Town of Lewisville  
 Financial Budget to Actual Report - Willow Run Municipal Service District  
 Eight Months Ended February 28, 2025

***Willow Run Municipal Service District***

Revenues	Budget	Revenue Year to Date	Revenue Over (Under) Budget	Percentage Collected
Revenues	\$ 75,016.00	\$ 75,033.41	\$ 17.41	100.02%
Transfers from General Fund	263,827.00	-	(263,827.00)	0.00%
<b>Subtotal</b>	338,843.00	<b>\$ 75,033.41</b>	<b>\$ (263,809.59)</b>	<b>22.14%</b>
Appropriation from Fund Balance	192,872.00			
<b>Total</b>	<b>\$ 531,715.00</b>			

	Budget	Expenditures Year to Date	Encumbrances Year to Date	Unencumbered and Unspent Balance	Percentage of Budget Spent or Encumbered
Expenditures	\$ 531,715.00	\$ 23,424.70	\$ 17,500.00	\$ 490,790.30	7.70%
<b>Total</b>	<b>\$ 531,715.00</b>	<b>\$ 23,424.70</b>	<b>\$ 17,500.00</b>	<b>\$ 490,790.30</b>	<b>7.70%</b>

MSD Fund Balance 7/1/2024	\$ 249,781.03
Year-to-Date Increase (Decrease) FY 2024-2025	51,608.71
MSD Fund Balance 2/28/2025	<u><u>\$ 301,389.74</u></u>

**Town of Lewisville**  
**February 28, 2025**

<b>Capital Reserve Funds</b>					
	<b>Fund Balance 7/1/2024</b>	Transfers In	Transfers Out	Investment Earnings	<b>Fund Balance 2/28/2025</b>
Sidewalks, Bike Paths, and Greenways Capital Reserve	1,388.16	-	-	44.44	1,432.60
Municipal Buildings/Land Capital Reserve	142,522.09	-	-	4,562.41	147,084.50
Parks & Recreation Capital Reserve	331.15	-	-	10.60	341.75
<b>Total</b>	<b>\$ 144,241.40</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,617.45</b>	<b>\$ 148,858.85</b>

<b>American Rescue Plan Act Special Revenue Fund</b>	
American Rescue Plan Act funding received	\$ 4,024,471.50
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2021-2022	(1,208,168.14)
Transferred to General Fund to reimburse for general government services - revenue replacement - FY 2022-2023	(1,105,602.57)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2023 through June 30, 2024	(1,335,948.56)
Transferred to General Fund to reimburse for general government services - revenue replacement - July 1, 2024 through November 30, 2024	(374,752.23)
Investment earnings	173,825.57
<b>American Rescue Plan Act Special Revenue Fund - Cash Balance 2/28/2025</b>	<b>\$ 173,825.57</b>

Town of Lewisville  
February 28, 2025

Capital Projects Funds - Since Inception									
Project	Revenue	Expenditures	Transfers In	Transfers Out	Investment Earnings	Loan Proceeds	Fund Balance 2/28/2025	Budget	
Gateway Project Capital Project	2,883,206.28	(3,811,320.76)	1,810,901.90	-	135,014.66	-	1,017,802.08	\$ 4,094,108.90	
Community Center Capital Project	100,000.00	(4,796,462.80)	2,947,137.00	-	24,074.53	2,000,000.00	274,748.73	\$ 4,947,137.00	
Roundabout at Lewisville-Vienna Road and Robinhood Road Capital Project	602,657.65	(1,055,659.47)	560,297.00	-	56,207.66	-	163,502.84	\$ 2,801,485.00	
Jack Warren Park Improvements	125,526.24	(416,699.85)	672,049.00	-	41,910.56	-	422,785.95	\$ 672,049.00	
Lewisville-Vienna Multipurpose Path	-	-	353,291.00	-	28,306.39	-	381,597.39	\$ 1,766,453.00	
Shallowford Road CMAQ Sidewalk	-	-	262,933.00	-	17,543.83	-	280,476.83	\$ 1,446,134.00	
Great Wagon Road Improvements	-	-	1,924,545.62	-	85,583.99	-	2,010,129.61	\$ 8,141,999.34	
Public Works Facility	-	(713,310.92)	899,325.47	-	18,343.50	-	204,358.05	\$ 1,000,000.00	
<b>Total</b>	<b>\$ 3,711,390.17</b>	<b>\$ (10,793,453.80)</b>	<b>\$ 9,430,479.99</b>	<b>\$ -</b>	<b>\$ 406,985.12</b>	<b>\$ 2,000,000.00</b>	<b>\$ 4,755,401.48</b>	<b>\$ 24,869,366.24</b>	

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**March 6, 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 Council Members Ivan Huffman, Monte Long and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran and Town Attorney Elliot Fus.
- B. Adoption of Agenda – Council Member Huffman moved to approve the agenda as amended to include appointment of CityVision voting delegate. The motion was seconded by Council Member Long and approved unanimously.

**2. Items Requiring Council Direction**

- A. Board and committee report clarification – Council shared their desire to have committee chairs attend annual Council Retreat and give a report. However, board and committee chairs have a standing invitation to make presentations to Council as the board or committee.
- B. Shred event – The Environmental Conservation and Sustainability Committee was requested to determine if there is a community need for the Town to host a shred event.
- C. Spring 2026 community event – Manager Tolbert shared an idea to hold a 2026 community event. It is proposed the event would combine several committee events such as Earth Day, Clean Sweep and more. The Town desires to see successful community events and hopes combining events would be beneficial. Council consensus was given to plan a 2026 event working with committees on logistics.
- D. Artwork showing request – Clerk Moore shared a request by the Lewisville Garden Club to showcase their annual Art in Bloom at Mary Alice Warren Community Center April 23-25. Council consensus was to approve the request. Council also directed that these requests be reviewed and approved by staff, instead of Council, once approved by Public Art Committee.
- E. CityVision voting delegate – Council consensus was for Mayor Horn to serve as the CityVision voting delegate.

**3. Items Requiring Action at Briefing**

- A. Council vote to fill unexpired term of Council Member Julia Puckett – Mayor Horn shared the process of which the Council subcommittee received and recommended candidates for the unexpired term of Council Member Julia Puckett. The subcommittee consisted of Mayor Horn, Mayor Pro Tem Hunt and Council Member Huffman. Council voted by ballot and Tom Lawson was selected by a vote of 4-2 to fill the unexpired term.

	<b>Bo Houff</b>	<b>Fred Franklin</b>	<b>Tom Lawson</b>	<b>Bob Stebbins</b>
Horn			1	
Huffman	1			
Hunt			1	
Long		1		
Sadler			1	
Welch			1	
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>0</b>

March 6, 2025

- B. I'm One of the Reasons Lewisville is a Great Place to Live nomination – Mayor Horn recommended Barbara Campbell receive the *I'm One of the Reasons Lewisville is a Great Place to Live* award. He touted her support of the Town by serving on Town committees including Community Center and Public Art. Council consensus was to award this at the April meeting. *(Nomination form is herein incorporated into the minutes.)*
- C. Roundabout art placement – Manager Tolbert shared that after additional discussions among staff and logistical concerns, staff recommends placing the potentially donated artwork in the Lewisville-Vienna/Robinhood Road roundabout. It would be easier to place the art in a newly formed area rather than retrofitting an existing area and extends art to another area of Town. Staff will discuss this more with the artist and donator in the coming weeks. Council consensus was to pursue this idea.

#### 4. **Administrative Reports**

##### A. Town Manager

- i. Classification and pay study – Manager Tolbert will share ideas with Council during budget work sessions related to the compensation and pay study.
- ii. Great Wagon Road update – North Carolina Department of Transportation (NCDOT) awarded the Great Wagon Road project to Branch Civil, who recently completed the Town's Gateway project. The bid was \$19 million which is under the engineer estimate of \$25 million. Anticipated completion is March 2029. Although this is a NCDOT project, staff will communicate the project to residents as best as they can.
- iii. Clerk retirement – Manager Tolbert shared that Town Clerk Dora Moore has announced her retirement effective June 1, 2025. A formal employment notice will be posted next week. Manager Tolbert hopes to have a 4-6 week overlap whereby Clerk Moore can orientate the new Town Clerk.

##### B. Clerk

- i. Jack Warren Park Dedication, March 22, 9-11 AM
- ii. Creek Week, March 22-31
- iii. Clean Sweep, March 29
- iv. Earth Day, April 12, 9 AM-2 PM

##### C. Public Works Director

- i. Paving update – The contractor is finalizing crack sealing and speed hump repaving in the community. Mr. Hanna is developing a paving bid request for the Lewisville Trails neighborhood.
- ii. Ridgecrest tree replacement update – Tree replacements in the Ridgecrest subdivision have gone well; however, weather has delayed new tree plantings.
- iii. Public Works facility update – At the new Public Works facility, staff has stripped floors, etched concrete, repainted walls, installed flooring in the locker and rest rooms and more. Currently, the pricing for HVAC, plumbing and electrical is being finalized. It was noted that estimates have fell within the designated budget.

- D. Planning Director – Mr. Cochran reported all UDO chapter updates are to be completed by the end of March with presentation to Planning Board in April, a resident engagement meeting at Mary Alice Warren Community Center April 22 and recommendations to Council in June.

#### 5. **Tentative Agenda Items for Regular Meeting on March 13, 2025**

##### A. Consent Agenda

- i. Resolution 2025-009– Financial statements for seven months ended January 31, 2025
- ii. Approval of Council Retreat minutes – January 31, 2025 and February 1, 2025
- iii. Approval of Agenda Briefing minutes – February 6, 2025
- iv. Approval of Regular Meeting minutes – February 13, 2025



- B. Introductions, Recognitions, Presentations and/or Proclamations
  - i. Presentations
    - a. Sheriff's Office
      - 1. Introduction of new officer
- C. Old Business
- D. Oath of Office
- E. Appointments
  - i. Boards
    - a. Planning (Appoint 3)
    - b. Willow Run Municipal Service District
      - i. Area 3 (Appoint 1)
      - ii. At-large (Appoint 1)
    - c. Zoning Board of Adjustment (Appoint 1)
      - ii. Committees
        - a. Parks & Recreation (Appoint 1)
        - b. Public Art (Appoint 7)
- F. New Business
  - i. Resolution 2025-010 – 2024-2025 Audit services contract with Gibson & Company, PA
  - ii. Council committee appointments
    - a. Piedmont Triad Regional Council (PTRC) Alternate
    - b. Special Projects Review Committee

6. **For the Good of the Order**

- A. Mayor Pro Tem Hunt shared recent discussions Council Member Welch and herself had with Reagan and West Forsyth high schools related to youth mentorship. A listening session will be held with local school leaders in March.
- B. Currently, seventy response have been received for the resident survey. Council shared ideas of organizations who could help promote the survey.
- C. Mayor Pro Tem Hunt requested discussion about walking dogs at Shallowford Square be done at the April briefing.

7. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 8:00 PM. The motion was seconded by Council Member Welch and approved unanimously.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

\_\_\_\_\_  
Dora K. Moore, Town Clerk

**Lewisville Town Council**  
**Regular Meeting Minutes**  
**March 13, 2025 – 6:00 PM**  
**Lewisville Town Hall Council Chambers**  
**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 Council Members Ivan Huffman, Monte Long and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, Communications Specialist Veronica Leasure and Attorney Elliot Fuss. Council Member Ken Sadler was absent.
- B. Invocation – Council Member Jane Welch
- C. Pledge of Allegiance – Mayor Mike Horn
- D. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Long and approved unanimously.

**2. Consent Agenda**

- A. Resolution 2025-009– Financial statements for seven months ended January 31, 2025
- B. Approval of Council Retreat minutes – January 31, 2025 and February 1, 2025
- C. Approval of Agenda Briefing minutes – February 6, 2025
- D. Approval of Regular Meeting minutes – February 13, 2025

Council Member Welch moved to approve the consent agenda items. The motion was seconded by Council Member Long and approved unanimously. (*Resolution 2025-009 is herein incorporated by reference into the minutes.*)

**3. Introductions, Recognitions, Presentations and/or Proclamations**

- A. Presentations
  - i. I'm One of the Reasons Lewisville is a Great Place to Live – Mayor Horn presented *I'm One of the Reasons Lewisville is a Great Place to Live* to Barbara Campbell. Mayor Horn shared that Ms. Campbell has served the Town on the Community Center and Public Art committees. He also touted her dedication, and her husband Bob's, to bring the craft culture to the town.
  - ii. Sheriff's Office – No report

**4. Public Forum** – No one spoke

**5. Oath of Office**

Tom Lawson was administered the oath of office for Council Member by Town Clerk Dora Moore.

Mayor Horn shared that former Council Member Julia Puckett submitted her resignation effective February 1, 2025. Ms. Puckett performed excellent service to the Town. To fill the vacant Council seat, Council Members submitted names for consideration by a subcommittee consisting of Mayor Horn, Mayor Pro Tem Hunt and Council Member Huffman. Four names were submitted to the Council for their consideration and Tom Lawson was selected.

6. **Appointments**

A. **Boards**

i. **Planning (Appoint 4)**

<b>Planning</b>	<b>Billy Carter, Jr.</b>	<b>Paul Hari</b>	<b>Philip May</b>	<b>Don McClain</b>	<b>Michael Mulligan</b>	<b>Sarah Van Huis</b>	
Horn			1	1	1	1	
Huffman			1	1	1	1	McClain
Hunt			1	1	1	1	
Lawson			1	1	1	1	
Long			1	1	1		McClain
Sadler							
Welch			1	1	1	1	Van Huis
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>0</b>

- a. Philip May, Michael Mulligan and Sarah Van Huis were appointed to full-terms on the Planning Board.
- b. Don McClain was appointed to fill an unexpired term on the Planning Board.

ii. **Willow Run Municipal Service District**

a. **Area 3 (Appoint 1)**

<b>Willow Run MSD</b>	<b>Jeffrey Rawls</b>
<b>Area 3</b>	
Horn	1
Huffman	1
Hunt	1
Lawson	1
Long	1
Sadler	
Welch	1
<b>TOTAL</b>	<b>6</b>

Jeffrey Rawls was appointed to serve Area 3 of the Willow Run MSD.

b. **At-large (Appoint 1)**

<b>Willow Run MSD</b>	<b>Bob Crippen</b>	<b>Nelson Fulcher</b>
<b>At-Large</b>		
Horn		1
Huffman	1	
Hunt		1
Lawson		1
Long		1
Sadler		
Welch		1
<b>TOTAL</b>	<b>1</b>	<b>5</b>

Nelson Fulcher was appointed to serve At-Large for the Willow Run MSD.

B. Zoning Board of Adjustment (Appoint 1)

<u>Zoning Board of Adjustments</u>	<b>Billy Carter Jr.</b>	<b>Brian Graveley</b>	<b>Ken Wernick</b>
Horn			1
Huffman		1	
Hunt			1
Lawson			1
Long			1
Sadler			
Welch			1
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>5</b>

Ken Wernick was appointed to serve on the Zoning Board of Adjustment.

B. Committees

A. Parks & Recreation (Appoint 1)

<u>Parks &amp; Recreation</u>	<b>Billy Carter, Jr.</b>
Horn	1
Huffman	1
Hunt	1
Lawson	1
Long	1
Sadler	
Welch	1
<b>TOTAL</b>	<b>6</b>

Billy Carter Jr. was appointed to fill the unexpired term on the Parks & Recreation Committee.

B. Public Art (Appoint 7)

<u>Public Art Advisory Committee</u>	<b>John Armbruster</b>	<b>Barabra Campbell</b>	<b>Billy Carter Jr.</b>	<b>Elizabeth Miller</b>	<b>Deidre Mullen</b>	<b>Sarah Reece</b>	<b>Daniel Robinson</b>	<b>Rebecca Scherbak</b>
Horn	1	1		1	1	1	1	1
Huffman	1	1		1	1	1	1	1
Hunt	1	1		1	1	1	1	1
Lawson	1	1		1	1	1	1	1
Long	1	1		1	1	1	1	1
Sadler								
Welch	1	1		1	1	1	1	1
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>

John Armbruster, Barbara Campbell, Elizabeth Miller, Deidre Mullen, Sarah Reece, Daniel Robinson and Rebecca Scherbak were appointed to the Public Art Committee.

7. **New Business**

- A. Resolution 2025-010 – 2024-2025 Audit services contract with Gibson & Company, PA – Mayor Pro Tem Hunt moved to approve Resolution 2025-010. The motion was seconded by Council Member Long and motion passed unanimously. (*Resolution 2025-004 herein incorporated by reference into the minutes.*)

- B. Ordinance 2025-007 – Amending Public Art Advisory Committee Charter – The proposed changes to the Public Art Advisory Committee charter is to eliminate staggered terms. Council Member Huffman moved to approve Ordinance 2025-007. The motion was seconded by Council Member Welch and motion passed unanimously. (*Ordinance 2025-007 is herein incorporated by reference into the minutes.*)
- C. Council appointment considerations
  - i. Piedmont Triad Regional Council (PTRC) Alternate
    - a. Ivan Huffman
  - ii. Special Projects Review Committee
    - a. Melissa Hunt

Council Member Lawson made a motion to approve the Council appointments as presented by Mayor Horn. The motion was seconded by Council Member Long and approved unanimously.

**8. Administrative Reports**

- A. Upcoming events and closings
  - i. Jack Warren Park PARTF ribbon cutting and dedication event – March 22, 9-11 AM
  - ii. Creek Week, March 22-31
  - iii. Clean Sweep, March 29
  - iv. Resident survey deadline, March 31
  - v. Earth Day, April 12, 9 AM-2 PM
- B. Approvals at the Briefing and Action Meeting on February 6, 2025
  - i. Council accepted resignation of Council Member Julia Puckett
- C. Approvals at the Briefing and Action Meeting on March 6, 2025
  - i. Council appointed Tom Lawson to the unexpired Council seat of Julia Puckett

**9. For the Good of the Order**

- A. Public comments
  - i. Susan Frey, 165 Will Austin Court, requested a reminder about the resident survey be sent via Lewisville Connect.
- B. Council comments

- 10. Adjournment** – Council Member Long moved to adjourn the meeting at 6:25 PM. The motion was seconded by Council Member Welch and motion passed unanimously.

ATTEST:

\_\_\_\_\_  
Mike Horn, Mayor

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Dora K. Moore, Town Clerk