

Lewisville Town Council
Briefing and Action Meeting Minutes
April 3, 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 Council Members Ivan Huffman, Tom Lawson, Monte Long and Ken Sadler. Also attending were Town Manager Stacy Tolbert, Town Clerk Dora Moore, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, Community Center Operations Manager Brian Moore and Town Attorney Elliot Fus. Council Member Jane Welch was absent.
- B. Adoption of Agenda – Council Member Huffman moved to approve the agenda. The motion was seconded by Council Member Long and approved unanimously.

2. Items Requiring Council Direction

- A. Great Wagon Road groundbreaking ceremony – Although the Great Wagon Road (GWR) project is a North Carolina Department of Transportation (NCDOT) project, Council would like to have an informal groundbreaking ceremony. Dependent upon equipment mobilization and weather permitting, Council will meet at Shallowford Square at 5:30 PM on April 10.
- B. Personnel Policy – As the final phase of the classification and compensation study, Manager Tolbert shared an updated personnel policy. The original policy was adopted in 1994. It was repealed in 1997 with a new one adopted the same day. Since 1997, there have been nine revisions. Highlighted areas of the policy included: updated language per human resources laws, clearer information related to political activity, new inclement weather guidelines, more guidance on leave without pay, more guidance regarding disciplinary actions, more guidance on grievance procedure and a section related to longevity pay. After discussions, Council consensus was to change longevity pay to loyalty pay whereby staff would be recognized every third anniversary with \$1,500. However, for the 2025-2026 fiscal year, all employees with three plus years will receive loyalty pay. Thereafter, loyalty pay will be given on their next three-year, milestone anniversary.

Break – 7:27PM-7:32 PM

- C. Dogs at Shallowford Square – Due to many reasons including safety concerns and hygiene, Council consensus was to continue with no dogs allowed at Shallowford Square.
- D. Shred event update – The Environmental Conservation and Sustainability Committee is not interested in holding a shred event and expressed concern about impacting other community fundraising events. Council consensus was to not offer a shred event.
- E. I'm One of the Reasons Lewisville is a Great Place to Live nomination – Clerk Moore shared a nomination for Iris N. 'Geraldine' Huff to receive *I'm One of the Reasons Lewisville is a Great Place to Live*. Ms. Huff served as the ninth Pfafftown postmaster and grew up in the Vienna community. Since it could not be clearly demonstrated her activities or other contributions have improved the quality of life for residents or the town in general, the request was denied.

3. Items Requiring Action at Briefing – None

4. **Administrative Reports**

A. Town Manager

- i. School collaboration update – Manager Tolbert shared that over the course of several months Mayor Pro Tem Hunt and Council Member Welch have met with administrations at West Forsyth and Reagan high schools. Likewise, staff has met with individuals from Reagan and Forsyth Country Day regarding student leadership. From these connections, staff invited area schools and the homeschooling program to participate in an informational session at Town Hall. Only three individuals participated – Lewisville Elementary School principal, Lewisville Middle School principal and Forsyth Country Day Interim Head Master. Most did not respond to the invitation. After discussion amongst Mayor Pro Tem Hunt, Council Member Welch, Manager Tolbert and Clerk Moore, it is recommended student leadership be paused and continue to evaluate need as time progresses. Staff will continue to offer an annual informational session for school leaders. Mayor Pro Tem Hunt commended staff for their efforts.
- ii. Resident survey update – Since March 1, 291 responses to the electronic resident survey have been received. The survey will remain open through June 30 and staff will continue to promote.

B. Clerk

- i. Earth Day, April 12, 9 AM-2 PM
- ii. Budget work sessions
 - 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 – Staff reported the moisture issue at the Town Hall Annex was corrected over the winter. Currently, new laminate flooring and paint is being done in the high traffic areas.

D. Planning Director – Mr. Cochran reported the final, proposed UDO draft has been received. It will be shared with the Planning Board on April 9 and they will vote on the draft at their June meeting. The proposed update will be presented to Council for consideration in July or August.

E. Community Center Operations Manager – Mr. Moore shared the recent quarterly report for usage at the Mary Alice Warren Community Center. Council requested year-over-year data for the budget.

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
- ii. Approval of Agenda Briefing minutes – March 6, 2025
- iii. Approval of Regular Meeting minutes – March 13, 2025

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. Presentations
 - a. Sheriff's Office
 - C. Old Business
 - D. New Business
 - i. Paving contract – Council will be requested to approve a contract for paving in the entire Lewisville Trails neighborhood, Fair Bluff Drive and Goldfinch Road.
6. **For the Good of the Order**
- A. Council Member Long will be unable to attend the April 14 budget work session.
 - B. Council Member Huffman may not attend the May 8 meeting.
7. **Adjournment** – Council Member Long moved to adjourn the meeting at 8:30 PM. The motion was seconded by Council Member Lawson and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk