

Lewisville Town Council
Briefing and Action Meeting Minutes
April 24, 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, Ken Sadler 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, Community Center Operations Manager Brian Moore and Town Attorney Elliot Fus.
- 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. Public art – Manager Tolbert inquired of the desired depth of Council approval for public art. Unless a public art piece would have a significant impact, Council agreed they would prefer the Public Art Committee and Town staff handle the logistics. Council will be apprised of public art endeavors under administrative reports at agenda briefings as needed.
- B. Conrad Lake renaming request – Clerk Moore shared information received from the US Board on Geographic Names (BGN) regarding a request to rename Conrad Lake to Lake Lindsey. Michael Doub and Charlotte Gillespie own 7890 Grapevine Road, which includes Conrad Lake. Mr. Doub communicated with Clerk Moore in February 2025 regarding this request. After discussion with Mayor Horn and Manager Tolbert, the Lewisville Historical Society (LHS) was given the information and requested to make a recommendation. While awaiting LHS's recommendation, BGN communicated with the Town. BGN is not requesting official Council action; however, they are requesting a statement. After research and conversations with the Conrad family, LHS is recommending the request not be approved due to numerous reasons. Council consensus was to issue a statement as follows – 'After significant research by the Lewisville Historical Society and based upon their recommendation, the Town of Lewisville is not in support of Conrad Lake being renamed to Lake Lindsey.' *(All documentation related to the request is attached for reference.)*

3. Items Requiring Action at Briefing

- A. Resolution 2025-017 – Award paving contract to CACTX Surfaces - \$77,057 – The next uplift to the new public works facility is paving of the parking lot with drive improvements. Council Member Lawson moved to approve Resolution 2025-017. The motion was seconded by Council Member Welch and motion passed unanimously. *(Resolution 2025-017 is herein incorporated by reference into the minutes.)*

4. Administrative Reports

- A. Town Manager
 - i. Resident survey update – Thus far, 336 responses to the electronic resident survey have been received. The survey will remain open through June 30 and staff will continue to promote. Council inquired if the survey could be promoted at upcoming town events.
- B. Clerk
 - i. Bulky item pickup, April 28
 - ii. MAWCC Mural reception and artist meet-and-greet - May 16, 5:30 PM
 - iii. Twisters movie - May 16
 - iv. Town offices closed - May 26

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- v. Military Appreciation Concert – May 26, 6-8 PM
- 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
- viii. Blood Drive – June 4, MAWCC
- ix. CPR Class – June 6, 1-5 PM, MAWCC
- C. Public Works Director – None
- D. Planning Director – Mr. Cochran reported the final, proposed UDO draft has been shared with the Planning Board with comments being submitted to Mr. Cochran. A community engagement session will be held at Town Hall on May 14, 5:30-7:30 PM. Planning Board will vote on the draft at their June meeting. The proposed update will be presented to Council in July. At this time, it is unknown if recently introduced legislation will become law and the impact on the UDO; therefore, the town will continue with the update. If legislation is enacted, the Town will determine how to react.

5. Tentative Agenda Items for Regular Meeting on May 8, 2025

- A. Consent Agenda
 - i. Resolution 2025-015– Financial statements for nine months ended March 31, 2025
 - ii. Approval of Agenda Briefing minutes – April 3, 2025
 - iii. Approval of Regular Meeting minutes – April 10, 2025
 - iv. Approval of Budget Workshop minutes –April 14, 2025
 - v. Approval of Budget Workshop minutes – April 21, 2025
 - vi. **UNSEAL** Closed Session Minutes – January 4, 2024; May 2, 2024; May 9, 2024; June 6, 2024
- B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Introduction
 - a. New Town Clerk
 - i. Mrs. Tolbert announced Angie Lord has been hired to serve as Town Clerk upon Clerk Moore’s retirement on June 1, 2025. Ms. Lord will join the Town on May 1 to shadow Clerk Moore and acclimate to Lewisville. Ms. Lord currently serves as Clerk to the City of Greensboro and is also a Master Municipal Clerk.
 - ii. Recognition
 - a. Excellence in Communication award – Veronica Leasure
 - iii. Proclamation
 - a. Proclamation 2025-001 - Historic Preservation Month
 - 1. Historic Commission Annual Report – Michelle McCullough, Historic Resources Officer
 - iv. Presentations
 - a. Sheriff’s Office
- C. Public Hearing
 - i. 2025-2026 Budget
- D. Old Business
- E. New Business
 - i. Ordinance 2025-009 – Amend Planning Board Charter
 - a. Clerk Moore shared proposed changes to the Planning Board charter to include references to 160D, removal of Beautification Committee and state a chair or vice chair is required for quorum.
 - ii. Resolution 2025-016 – Suggested Rules of Procedure
 - a. In 1991, the interim Town Council approved the Suggested Rules of Procedure by the School of Government with the exception to require seconds to motions. The Suggested Rules of Procedure were updated in 2017 by Trey Allen. Clerk Moore requested Council

adopt the updated rules, which follow NCGS, with the same exception of requiring seconds to motions.

- iii. Ordinance 2025-010 – Close Gateway Project Capital Projects Fund
- iv. Ordinance 2025-011 – Close Lewisville-Vienna Multipurpose Path Capital Projects Fund
- v. Ordinance 2025-012 – Close Shallowford Road CMAQ Sidewalk Capital Projects Fund
 - a. Mrs. Orrell reported staff is requesting these projects be closed and unrestricted funds to be moved to the Lewisville-Vienna and Robinhood Road Roundabout.

6. For the Good of the Order

- A. Council inquired if a plaque could be displayed noting those who receive *I'm One of the Reasons Lewisville is A Great Place to Live*.

7. Adjournment – Council Member Long moved to adjourn the meeting at 6:49 PM. The motion was seconded by Council Member Huffman and approved unanimously.

ATTEST:

Mike Horn, Mayor

Dora K. Moore, Town Clerk