



Lewisville Town Council
Briefing and Action Meeting Minutes
August 7, 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 Ivan Huffman, Tom Lawson, Monte Long, and Jane Welch. Also attending were Town Manager Stacy Tolbert, Town Clerk Angie Lord, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, Communication Specialist Veronica Leasure and Town Attorney Elliot Fus. Councilmember Ken Sadler was absent.
- B. Adoption of Agenda – Mayor Horn requested the agenda to be amended to include a facility exemption request from Lewisville United Methodist Preschool. Councilmember Welch moved to approve the agenda as amended. The motion was seconded by Mayor Pro-Tem Hunt and approved unanimously.

2. Items Requiring Council Direction

- A. Fred Moser Property – Mayor Horn explained the property donation; the request for the property to be designated for community usage; and recommended the Lewisville Parks & Recreation Committee take the lead on development design. Discussion took place regarding a staff report to Council at the September briefing; honoring the cultural heritage of the town; collaboration with the Lewisville Beautification, the Environmental Conservation & Sustainability, and the Public Arts Committees; joint meetings with Committee Chairs; and staff coordination of a plan. It was the consensus of Council to direct staff to move forward with the project.
- B. Harper Road Lift Station Capacity – Town Manager Stacy Tolbert provided the history of the Town purchasing capacity at the Harper Road Lift station in 2013; referenced the opportunity to run sewer lines into town limits; stated 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 explained the System Development fees were assessed to each new connection; spoke to a fee for water and sewer; fees to be determined by water meter size; and requested Council direction in selling capacity back for the \$600,000 that it was purchased for. Councilmember Lawson outlined a detailed history of the purchase; spoke to a potential future value. Discussion ensued regarding annexation restrictions; capacity usages; sewer expansion cost; funding allocations; the need for a long-range plan; and the transfer of funds to a town reserve fund. Councilmember Lawson requested staff seek additional information from the University of North Carolina School of Government prior to a sale agreement. Mayor Horn directed staff to investigate what the pay back would be; and to determine the return on investment.

3. Items Requiring Action at Briefing

- A. Environmental Conservation & Sustainability Committee (ECSC) – Ex-Officio Member Update – Town Clerk Angie Lord outlined discussions at the July briefing; stated Council requested the history in the ECSC ex-officio member; outlined the appointment of Henry Fansler as an ex-officio member in August 2022; shared additional researched showed Mr. Fansler as a contributor to events; explained staff's recommendation for Mr. Fansler to continue the

appointment until term expiration in March 2026; and requested Council consider allowing only town residents to serve on committees moving forward. Following discussion, it was the consensus of Council to continue to allow ex-officio members that live on town limit border lines.

- B. Facility Exemption Request Recommendation – Crosby Scholars – Town Clerk Lord outlined the updated request received with additional information provided; a second review by the Special Projects Review Committee; and the continued recommendation of denial from the committee. Discussion took place regarding an incomplete application; meeting only one of five criteria; budgetary concerns; and being more selective on exemption request. Mayor Pro-Tem Hunt made a motion to deny the request. The motion was seconded by Councilmember Huffman and passed unanimously. *(Facility exemption request referenced is herein incorporated by reference into the minutes.)*
- C. Facility Exemption Request Recommendation – Lewisville United Methodist Church Preschool LUMC Preschool – Town Clerk Lord outlined the facility exemption request by the LUMC Preschool; a review by the Special Projects Review Committee; explained a previous approval of request in 2024; and explained the recommendation to approve by the committee. Councilmember Welch made a motion to approve the request. The motion was seconded by Councilmember Lawson and passed unanimously. *(Facility exemption request referenced is herein incorporated by reference into the minutes.)*

4. Administrative Reports

A. Town Manager

- i. Round-a-bout update – Town Manager Tolbert provided an update on the Lewisville-Vienna/Robinhood Road roundabout project; referenced a recent North Carolina Department of Transportation (NCDOT) meeting; outlined the process for the bid opening; explained a required approval by NCDOT on selected bid; spoke to Council consideration; to the start of construction; and to a partnership with Volkert Engineering to assist with the process.
- ii. Great Wagon Road Update – Town Manager Tolbert shared data from the monthly construction meeting stating the project is at 14% completion; the water & sewer line installation is at 25-30% complete; outlined the next phases to include continuation of water & sewer line installation, gas line installation and connections, additional tree removal, and hauling in dirt; and explained expectation of a construction start on the Tom Voss Road connection in the coming weeks. Town Manager Tolbert continued to explain the request for bids on the sewer lift station construction had been sent out; spoke to one bid received at a substantially higher estimate than anticipated, which was approximately \$6 million, to over \$10 million; highlighted the rejection of the bid; referenced another round for bid responses; and stated the City County Utilities Commission (CCUC) would provide updates.
- iii. Fire Department Update – Town Manager Tolbert referenced a recent meeting with Lewisville Fire Department Chief Darin Needham; explained County efforts for solutions with retention issues; pay scales equality and retirement benefits with similar percentages; the need for discussions in the Fire department on being a municipal department; and explained the next steps to be taken by the Fire department.

B. Town Clerk

- i. National Night Out (NNO) Update – Town Clerk Lord provided a brief overview of the NNO festivities; and commended the participation of the Public safety teams and National Guard.
- ii. Mary Alice Warren Community Center (MAWCC) Mural Plaque – Town Clerk Lord stated a commemorative plaque had been placed under the mural at the MAWCC.
- iii. Rev-On – The Foreigner Experience – August 16
- iv. State of the Town – August 28
- v. Town Offices Closed – September 1

Mayor Horn declared a recess at 7:23 PM. Council reconvened at 7:30 PM with all members present except Councilmember Sadler.

C. Public Works Director

- i. Public Facilities Update – Public Works Director Jon Hanna provided an update on the facility fencing; spoke to the need for an outside storage shed and rollup door; and to a potential wash bay.
- ii. Tree Relocation Update – Director Hanna outlined the successful tree relocation project; spoke to the difficult process; and to project cost savings.
- iii. Pavement Condition Study – Director Hanna referenced pavement studies over the years; spoke to a full street inventory; to paving and maintenance; to a partnership with Summit Engineering; explained the project was on budget; and highlighted a tentative project start time within the next month.
- iv. Marblehead Dam Repair Project – Director Hanna stated two bids were received; both were under budget; spoke to a mid-September project timeline; and Council consideration during the September Council meeting. Discussion took place regarding community communication efforts.

D. Planning Director

- i. Zoning Violation – Planning Director Lynn Cochran outlined complaints received on 1289 Chickasha Drive since early 2025; explained on-site timber processing; operations of impermissible vehicle storage yard; illegal dumping; repeated code violations; and stated in collaboration with Town Attorney, Elliot Fus, the staff recommended pursuit of legal action such as an order of abatement or injunction. Discussion took place regarding a previous investigation; repetitive concerns; and criminal violations. It was the consensus of Council to move forward with legal action. *(The Staff Report is herein incorporated by reference into the minutes.)*

Discussion continued regarding previous UDO review; setbacks on Shallowford Road; Church regulations; and adoption of the ordinance with intentions to revisit sections in the future.

E. Communications Specialist

- i. Resident Survey Update – Communications Specialist Veronica Leasure provided an update on the resident survey; and shared a survey sample and the working document for analyzing data. Discussion ensued regarding the time commitment to analyze data. Mayor Horn spoke to looking in to an intern to assist. *(The Resident Survey is herein incorporated by reference into the minutes.)*

5. Tentative Agenda Items for Regular Meeting on June 12, 2025

A. Consent Agenda

- i. Resolution 2025-028– Financial statements for year ended June 30, 2025 Preliminary and Unaudited – Town Finance Director Pam Orrell explained Preliminary and Unaudited statements; and provided hardcopies of the Fiscal Year 2025-2026 Annual Budget.
- ii. Approval of Agenda Briefing minutes – July 3, 2025
- iii. Approval of Regular Meeting minutes – July 10, 2025
- iv. Approval of Special Meeting minutes – July 21, 2025

B. Introductions, Recognitions, Presentations and/or Proclamations

- i. Presentation
 - a. Sheriff's Office – No report at this meeting.
 - b. I'm One of the Reasons Lewisville is a Great Place to Live (Civic Club) – Councilmember Huffman inquired about criteria for nominations. Discussion ensued regarding

requirements; and clarification of “residents” to be nominated. Mayor Horn requested staff to research Business Recognitions.

- c. Certificate of Achievement – “Excellence in Financial Reporting” – Finance Director Orrell will present at the Council meeting.

C. Public Hearings

- i. Unified Development Ordinance (UDO) – Rewrite – Planning Director Lynn Cochran explained the finalization of the ordinance rewrite.
 - a. Staff Presentation
 - b. Public Hearing
 - c. Council Discussion
 - d. Council Consideration – Ordinance 2025-021 – Amend UDO
- ii. Annexation – 5394 Williams Road - Planning Director Cochran reviewed the request as submitted; explained there would be a presentation for both the annexation and rezoning request; requirements for separate hearings and votes; and stated an anticipated opposition to be in attendance.
 - a. Staff Presentation
 - b. Public Hearing
 - c. Council Discussion
 - d. Council Consideration – Ordinance 2025-022 – Extend Town of Lewisville corporate limits to include 5394 Williams Road
- iii. Rezoning – L- 113 – 5394 Williams Road (PIN 5855-44-9745)
 - a. Staff Presentation
 - b. Public Hearing
 - c. Council Discussion
 - d. Council Consideration – Ordinance 2025-023 – Change zoning from Agricultural & Yadkin River Conservation districts of Forsyth County to Agricultural & Yadkin River Conservation districts of Lewisville – 5394 Williams Road

D. Old Business

E. New Business

- i. Resolution 2025-029 – Adoption of the 2025 Northern Piedmont Regional Hazard Mitigation Plan – Town Manager Tolbert stated the Town adopted the Northern Piedmont Regional Hazard Mitigation Plan in 2020; explained requirements to update plans every five years; the plan consisted of over 1100 pages; the need to adopt the plan to be eligible for federal funding; and stated once adopted staff would print and house the final version at Town Hall.
- ii. Ordinance 2025-024 Ordinance to Amend Town Code Chapter 16 – Establish Rules for the Mayor Mike Horn Amphitheater - Town Manager Tolbert stated the Mayor Mike Horn Amphitheater was ready for rentals; spoke to the establishment of rules in alignment with other town facilities; and the need to update the Town Code.
- iii. Ordinance 2025-025 – Ordinance to Amend Town Code Chapter 16 – Amend Fee Schedule – Town Manager Tolbert stated recommended fees reflected the same as pavilions at Jack Warren Park and Shallowford Square; and outlined set rates of \$35 for the first 4 hours, \$15 for every additional hour, a \$100 surcharge for non-residents and a \$200 refundable cleaning deposit.

iv. **For the Good of the Order**

Mayor Pro-Tem Hunt voiced concerns regarding sidewalk safety; and the need for crosswalks. Discussion took place regarding a realignment of the intersection; updates with regards to the Great Wagon Road construction; and research for temporary solutions.

- v. **Adjournment** – Councilmember Lawson moved to adjourn the meeting at 8:16 PM. The motion was seconded by Councilmember Long and approved unanimously.

Mike Horn, Mayor

ATTEST:

Angela Lord, Town Clerk