



**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**December 22, 2025 – 6:00 PM**  
**Lewisville Town Hall 2<sup>nd</sup> Floor Conference Room**  
**6510 Shallowford Road**

**1. Call to Order:**

- A. Mayor Carter opened the meeting at 6:00 PM. In attendance were Mayor Billy Carter, Mayor Pro-Tem Stacy Howard and Councilmembers Brady Allen, Gerry Gallagher, Suzanne Newsome, and Mack Wilder. Councilmember Fred Franklin was absent. Also attending were Town Manager Stacy Tolbert, Town Clerk Angie Lord, Finance Director Pam Orrell, Public Works Director Jon Hanna, Planning Director Lynn Cochran, and Town Attorney Al Andrews.
- B. Adoption of Agenda – Mayor Pro-Tem Howard moved to approve the agenda. The motion was seconded by Councilmember Allen and approved unanimously.

**2. Items Requiring Council Direction**

- A. Mary Alice Warren Community Center Policy Amendment – Town Manager Stacy Tolbert explained current policies at the Mary Alice Warren Community Center (MAWCC) regarding usage of latex balloons; the loss of rentals due to the policy; and recommended Council remove the restriction. Mayor Carter requested language be included to restrict the release of balloons on the property. It was the consensus of the Town Council to remove latex balloon restrictions from the MAWCC policies; and to include a restriction regarding the release of balloons on the property. An agenda item will be included on the January 8, 2026 Town Council Agenda for consideration.

**3. Items Requiring Action at Briefing - None**

**4. Administrative Reports**

- A. Town Manager
  - i. Great Wagon Road Update – Town Manager Tolbert provided an update on the Great Wagon Road; spoke to the progress of asphalt, curb and gutter; to utility relocations; explained continued efforts on street light conduit and water and sewer line construction; and referenced a break in construction over the holidays. Discussion took place regarding construction schedules; and a completion goal of 2029.
  - ii. Lewisville-Vienna/Robinhood Road Roundabout – Town Manager Tolbert spoke to collections of required contractor documentation; and explained the continuation of utility relocations. Discussion ensued regarding a ground-breaking date; a twelve-month construction timeline; and the kick-off meeting next month.
- B. Town Clerk
  - i. Board and Committee Openings/Upcoming Term Expirations – Town Clerk Angie Lord outlined current Board and Committee Openings for the Parks & Recreation Committee, Municipal Service District Board (Area 2), and the Zoning Board of Adjustment; and explained upcoming term expirations and the open application process. Councilmember Newsome requested staff to provide information for the Planning Board term expirations.
  - ii. Monthly Invocation and Pledge – Town Clerk Lord shared it would be requested for Councilmembers to provide the Regular meeting invocation and pledge each month; and stated she would reach out to individual Councilmembers to start a rotation.
  - iii. Town Facilities Closed – December 24, 25, 26 and January 1
  - iv. Town Council Regular Meeting – January 8
  - v. Christmas Tree Collections – Begins January 12
  - vi. Town Council Retreat – January 30 & 31 (MAWCC)
- C. Public Works Director

- i. Moser Property Update – Public Works Director Jon Hanna provided an update on the project; spoke to well abandonments; to creation of pathways; and explained future phases.
- ii. Road Salt Plan – Public Works Director Hanna provided a brief history of previous road salting processes; explained changes in the Department of Transportation (DOT) process; the need for a salt shelter; provided a proposed location and image of area behind the Public Works building for the upcoming winter season; and stated additional information would be provided at the Town Council Retreat. Discussion continued regarding the need for the town to be self-sufficient; and DOT coverage of DOT roadways. Councilmember Allen inquired about a Shallowford Square playground update to which Director Hanna shared an update would be forthcoming in approximately February 2026. *(Image referenced is herein incorporated by reference into the minutes.)*

D. Planning

- i. L-115 Forestar McAdams Rezone Update – Planning Director Lynn Cochran provided a high-level review of the upcoming request; provided a property image; stated Council would be requested at the January meeting to approve a resolution to call a public hearing for February; and explained that there would be an in-depth review of Planning and Zoning at the Council retreat. *(Image referenced is herein incorporated by reference into the minutes.)*
- ii. Lewisville Fire Department Annexation Update – Planning Director Cochran outlined the petition request received for a voluntary annexation; provided a property image; and stated Council would be requested at the January meeting to direct the Town Clerk to investigate the request. *(Image referenced is herein incorporated by reference into the minutes.)*

**5. Tentative Agenda Items for Regular Meeting on January 8, 2026**

A. Consent Agenda

- i. Resolution 2026 – 001 – Financial Statements for Five Months Ended November 30, 2025
- ii. Approval of Draft Organization Meeting minutes – December 11, 2025
- iii. Resolution 2026- 002 – Direct Clerk to Investigate Annexation Petition - 9420 Shallowford Road

Town Manager Tolbert reviewed consent agenda items to be considered on January 8, 2026.

Town Finance Director Pam Orrell provided an in-depth review of reading and understanding the financial statements provided by staff each month.

Town Clerk Lord spoke to the placement of various routine and non-controversial items on the agenda; stated items such as calling a public hearing and directing the Clerk to investigate an annexation request would fall in line as non-controversial; and requested such items be placed on future consent agendas for efficiency. It was the consensus of Council to place non-controversial and routine items on the consent agenda.

Councilmember Wilder left the meeting at 6:57PM and returned at 6:59PM.

B. Introductions, Recognitions, Presentations and/or Proclamations

- i. Presentations
  - a. Sheriff's Office

C. **Old Business** – None

D. **New Business**

- i. Ordinance 2026-002 – Amend Budget Ordinance 2025-001 to Increase the Budget for Advertising in Governing Body Department by \$5000 – Finance Director Orrell spoke to the need for a budget amendment to increase the advertising budget. Discussion ensued regarding fee increases and items requiring advertisement per General Statutes.
- ii. Resolution 2026-003 – Amend Resolution 2025-039 for Oak Grove Traffic Mitigation for the Addition of a Speed Cushion on Fairhaven Drive – Public Works Director Hanna outlined placement of speed cushions as approved by Resolution 2025-039; provided a neighborhood map; and explained the need for an additional cushion for safety purposes. *(Map referenced is herein incorporated by reference into the minutes.)*

**6. For the Good of the Order –**

Councilmember Newsome asked a question of Town Attorney Al Andrews; asked “as a municipality we rank low on the government hierarchy, there’s a county, there’s a state and there’s the fed’s, what control does Lewisville have over town property; if some other government entity were to come into town, if the state wanted the people building the road, if they wanted to come and dump their stuff on Jon’s public works building, could they do that and what would we do if they did that, so what control do we have over town property?”

Town Attorney Andrews explained Local and Federal governmental powers; the Federal government was supreme over Local governments; State Statutes that limited power; referenced Immigration and Customs Enforcements (ICE) activities; North Carolina Safe Sanctuary Cities; and explained criminal acts and punishments by law for Local governmental action in contradiction to ICE policies.

Mayor Carter distributed information regarding a Team Building/DISC Assessment exercise; and proposed Council do the exercise at the Council Retreat.

Mayor Pro-Tem Howard left the meeting at 8:33PM and returned at 8:35PM.

Discussion ensued regarding planned retreat items; Council behaving in a non-partisan manner; the value to Council to do such an exercise; and expense of the program. It was the consensus of Council to not do the DISC/Team Building exercise at this time.

Mayor Carter shared information regarding the Lewisville/Clemmons Leadership Program; and invited Council to events in March.

**7. Adjournment –** Councilmember Newsome moved to adjourn the meeting at 8:42PM. The motion was seconded by Councilmember Gallagher and approved unanimously.

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Billy Carter, Jr., Mayor

ATTEST:

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Angela Lord, Town Clerk