



Lewisville Town Council
Briefing and Action Meeting Minutes
March 5, 2026 – 6:00 PM
Lewisville Town Hall 2nd 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, Fred Franklin, Gerry Gallagher, Suzanne Newsome, and Mack Wilder. 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 – Councilmember Newsome moved to approve the agenda. The motion was seconded by Councilmember Gallagher and approved unanimously.

2. Items Requiring Council Direction

- A. Public Comment Guidelines – Town Manager Tolbert spoke to the Essentials of Municipal Government course; referenced the need to maintain order during meetings; public forum order; meeting flow improvements; formalities for opening and closing public hearing items; and requested council direction regarding enforcement of the 3-minute rule and to include language regarding public decorum. It was the consensus of council for staff to monitor the 3-minute rule; and to include a prepared statement for the Mayor to read. Discussion took place regarding a generous 3 minutes for speakers; public forums as a time for residents to address Council; and clarity that the forum was not an opportunity or a proper time for exchange.
- B. Community Pool Bond Referendum – Town Manager Stacy Tolbert made a PowerPoint presentation (PPP); outlined an eight to fifteen-month process for collection of property, architectural designs, contact negotiations, stakeholder engagement, and estimated cost for construction; explained the six-month Local Government Commission (LGC) requirements; and the four to five-month Board of Elections process. Public Works Director Jon Hanna highlighted construction and Operating and Maintenance challenges; and reviewed property tax rate history. Robust discussion ensued regarding potential square footage of a facility; neighboring municipality comparisons; project feasibility; tax rates and fund balances; placement on a bond referendum; and liability costs. Councilmember Wilder stated the item should be placed on the upcoming election ballot. Mayor Carter called for a motion to place a bond referendum on an election ballot.

No motion was made to place a community pool bond referendum on an election ballot.
(A copy of the PowerPoint Presentation is filed in Exhibit Folder March 2026, which is hereby referred to and made a part of these minutes).



Community Pool Bond Referendum

Step 3: Getting it on the Ballot

1. Council determines exact language to go on ballot
2. Language submitted to Board of Elections
 - a. Deadline for November Ballot: July 6th
 - b. No cost to add if during general election
3. Vote in November

4-5 month process

Approved....Community Pool

Step 4: Construction to Operating & Maintaining Facility


Researched Estimates:

Cost of Construction

- 300 Person Pool
 - 12,000-15,000 sqft. of pool/pool deck
 - 20ft minimum depth for low diving board
- Bathhouse
- Changing area
- Showers
- Parking facilities
- Design & Engineering: \$1.5 million
- Construction Cost: \$11 million

Cost to Operate & Maintain

- Staff, lifeguards
- Water management
- Pool operations:
 - Can be contracted to starting agency
 - \$140,000/year
- Not included:
 - Facility maintenance
 - Material costs
 - Landscaping
 - Energy costs
 - Depreciation value/repair
 - Liability insurance



Community Pool Bond Referendum

Budgeted property tax revenue FY 2025-2026	\$ 4,651,701
Divided by tax rate	18 cents
1 penny of the tax rate	\$ 258,428

Fiscal Year Ended June 30	Property Tax Rate	Fiscal Year Ended June 30	Property Tax Rate
2001	\$ 0.110	2014	\$ 0.177
2002	\$ 0.110	2015	\$ 0.177
2003	\$ 0.195	2016	\$ 0.177
2004	\$ 0.195	2017	\$ 0.177
2005	\$ 0.195	2018	\$ 0.177
2006	\$ 0.177	2019	\$ 0.177
2007	\$ 0.177	2020	\$ 0.177
2008	\$ 0.177	2021	\$ 0.177
2009	\$ 0.177	2022	\$ 0.177
2010	\$ 0.177	2023	\$ 0.177
2011	\$ 0.177	2024	\$ 0.177
2012	\$ 0.177	2025	\$ 0.217
2013	\$ 0.177	2026	\$ 0.180

C. North Carolina League of Municipalities (NCLM) City Vision – Town Manager Tolbert spoke to the NCLM City Vision Conference on May 5- 7; explained historical attendance by the Mayor, Manager, and Clerk; stated there had been additional interest by another councilmember; inquired if other members wished to attend; stated the associated cost of approximately \$1200 for registration, hotel, travel mileage, and food not covered by the conference; and explained the potential need for a budget amendment should other councilmembers wished to attend. Mayor Pro-Tem Howard stated the Mayor, Manager, and Clerk could debrief Council following the conference to which Councilmember Allen agreed. Town Manager Tolbert shared the 2027 conference would take place in Winston-Salem. Discussion took place regarding NCLM available resources. Manager Tolbert requested Council to notify staff by Monday if they would like to attend.

3. Items Requiring Action at Briefing – None

4. Administrative Reports

A. Town Manager

- i. Great Wagon Road Update – Town Manager Tolbert explained Branch Civil continued work following recent weather events with a concentration on utility relocation; and spoke to a miscommunication regarding crepe myrtles by the Roller Mill that had been sorted out. Discussion took place regarding waterline and gas lines disruptions.
- ii. Lewisville-Vienna/Robinhood Road Roundabout – Town Manager Tolbert highlighted a construction start date in April 2026; referenced utility relocations; and shared there would be a construction kickoff meeting next month. Discussion continued regarding potential night work.
- iii. Lewisville Lift Station Update – Town Manager Tolbert explained the easement area and site status; spoke to monthly progress meetings; and to upcoming activity to report out at a later date.
- iv. Friends of the Lewisville Library Update – Town Manager Tolbert spoke to a request by the Friends of the Lewisville Library to utilize the G. Galloway Reynolds Community Center parking lot for book donations; stated the groups used books for fundraising purposes; and informed Council the group would utilize the parking lot for events on March 7, 2026 from 12PM – 2PM and March 21, 2026 from 12PM – 3PM. Discussion ensued regarding contacting County representatives about use of the Library for collections and fundraising efforts.

- v. Town Council Retreat Review – Town Manager Tolbert provided an update on the 2026 Council Retreat; distributed a handout of the Council Retreat Brainstorming, Vision and Ideas session; explained the layout according to votes received; items with three votes were listed due to council consensus to re-address at a future time; referenced previous conversations regarding a pool project; spoke to staff research on a drone show for roughly \$75,000 - \$100,000 for approximately eight minutes depending on the number of drones used; and stated the estimate would not include a band, deputies, staff overtime, an ambulance, rain insurance, decorations, barricade rentals, etc. (A copy of the Handout is filed in Exhibit Folder March 2026, which is hereby referred to and made a part of these minutes).

**2026 Lewisville Town Council Retreat
Brainstorming Vision & Ideas**

# of Council Votes	Vision & Idea
6	NCDOT Snow & Ice Agreement
6	Walkable/Lively Downtown
6	Partnership with Small Business
5	Pedestrian Connectivity Town Hall to Public Works
5	History/Photos in MAWCC
4	Clark Williams Property
4	Town Sponsored Pool Days
4	10 year Plan for Pool
4	Juneteenth Festival
Items Requiring Further Discussion	
3	Community Pool Bond Referendum
3	Drone Show in 2027
3	Dog Park
3	65+ Bingo Night at MAWCC
Other Items - No Council Consensus	
2	Fireworks in 2027
2	Variety at the Square
2	Shops/Art/Bistro in Downtown
1	Resident Access to Benefits Card
0	Lewisville-Clemmons Police Department

Board and Committee Appointments – Town Manager Tolbert explained that every March, appointments were made to Boards & Committees; the interview process when applicable; staff recommendations for Council based on interviews and applicant experiences; stated at the regular meeting, Council would be requested to vote by ballot on appointments; distributed a sample ballot for review; provided an overview of the key code on the ballot; and reiterated it was the pleasure of Council to vote for applicants, that staff only made recommendations for consideration. (A copy of the Handout is filed in Exhibit Folder March 2026, which is hereby referred to and made a part of these minutes).

Zoning Board of Adjustment
Today's Date: March 12, 2026

Councilmember Name: _____

Councilmember Signature: _____

Planning Board
Today's Date: March 12, 2026

Councilmember Name: _____

Councilmember Signature: _____

Term ending March 31, 2026
VOTE FOR 4

Applicant Name	FULL TERM (expires 3/31/2029)
# David Hunt	
# Annemarie Stanford	
^ Kelly Reavis, Jr (move to Permanent)	
Jeffery Todd Blair (set as Alternate)	
Paige Elizabeth Daniel	
^ (Arya) Candance Donahue	
Tom Lawson	

Term ending March 31, 2026
VOTE FOR 2

Applicant Name	FULL TERM (expires 3/31/2029)
# Rob Herald	
^ Tom Lawson	
# Marc Maready	
^ (Arya) Candance Donahue	
^ Kelly Reavis, Jr	
James Lewis	

Staff Recommendation - Blue
indicates the applicant is a current sitting member of the board
* indicates the applicant currently is a member of another board/committee
^ indicates the applicant has applied to more than one board/committee

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* indicates the applicant currently is a member of another board/committee
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B. Town Clerk

- i. Special Projects Review Committee Grant Applications Open – Mid-March - Town Clerk Angie Lord shared applications would be available on the town website beginning March 16th; explained the open application for grant funding assistance during April; the review by the Special Projects Review Committee (Mayor Pro-Tem Howard and Councilmembers Gallagher and Wilder) in May to review applications; recommendations to the full body in June; and stated selection of non-profits would be awarded funding in July following the

- adoption of the FY 26-27 budget in June. It was requested for Town Clerk Lord to forward the application to Council for review.
- ii. Lewisville Public Arts – Arts Alive Exhibit Open – Town Clerk Lord voiced appreciation for the support and attendance of Council at the Art reception on February 20th; and stated the exhibit would be open until May 3rd.
- iii. North Carolina and the Clean Water Education Partnership Creek Week – March 9 – 14 – Public Works Director requested a revision to reflect participation in the Forsyth County Creek Week for March 21 – 29.
- iv. Lewisville Beautification Committee (LBC) Clean Sweep Event – March 21
- C. Public Works Director
 - i. Environmental Conservation & Sustainability Committee (ECSC) Energy Saving Improvements Proposal – Public Works Director Hanna recognized committee member Ken Scales in attendance; provided a handout of the ECSC proposal; and reviewed recommendations and estimated costs for implementation. It was the consensus of Council to proceed with budgeting for proposed items.
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5. Tentative Agenda Items for Regular Meeting on March 12, 2026

- A. Consent Agenda
 - i. Resolution 2026 – 009 – Financial Statements for Seven Months Ended January 31, 2026
 - ii. Approval of Draft Briefing Meeting Minutes – February 5, 2026
 - iii. Approval of Draft Council Retreat Meeting – February 6 & 7, 2026
 - iv. Approval of Draft Town Council Minutes – February 12, 2026
- B. Introductions, Recognitions, Presentations and/or Proclamations
 - i. Presentation
 - a. Sheriff’s Office
- C. Public Hearing
 - i. Ordinance 2026-008 – Public Hearing for Rezone from Agricultural (AG – Forsyth County) to Agricultural (AG-Lewisville) at 9420 Shallowford Road, Tax Parcel ID 5855-65-2445
Planning Director Lynn Cochran provided a brief overview of the public hearing items.
 - ii. Ordinance 2026-009 – Public Hearing for Annexation at Property Location at 9420 Shallowford Road – Lewisville Volunteer Fire Department, Station #13
- D. Old Business – None
- E. New Business
 - i. Resolution 2026-010 - Approve Contract for Fiscal Year 2025-2026 Audit Services
Finance Director Pam Orrell spoke to the North Carolina Local Government Commission (LGC) requirements; explained the proposed contract with Gibson & Company P. A. would be for fiscal year ended June 30, 2026; outlined fee structures; and stated the request would be an amount not to exceed \$30,670.
- 6. For the Good of the Order** – Discussion ensued regarding resident trash and landscaping concerns; and Facebook commentary concerns.
- 7. Adjournment** – Councilmember Franklin moved to adjourn the meeting at 8:14 PM. The motion was seconded by Mayor Pro-Tem Howard and approved unanimously.

Billy Carter, Jr., Mayor

ATTEST:

Angela Lord, Town Clerk