

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**March 6, 2025 – 6:00 PM**  
**Lewisville Town Hall 2<sup>nd</sup> 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, Monte Long 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 and Town Attorney Elliot Fus.
- B. Adoption of Agenda – Council Member Huffman moved to approve the agenda as amended to include appointment of CityVision voting delegate. The motion was seconded by Council Member Long and approved unanimously.

**2. Items Requiring Council Direction**

- A. Board and committee report clarification – Council shared their desire to have committee chairs attend annual Council Retreat and give a report. However, board and committee chairs have a standing invitation to make presentations to Council as the board or committee.
- B. Shred event – The Environmental Conservation and Sustainability Committee was requested to determine if there is a community need for the Town to host a shred event.
- C. Spring 2026 community event – Manager Tolbert shared an idea to hold a 2026 community event. It is proposed the event would combine several committee events such as Earth Day, Clean Sweep and more. The Town desires to see successful community events and hopes combining events would be beneficial. Council consensus was given to plan a 2026 event working with committees on logistics.
- D. Artwork showing request – Clerk Moore shared a request by the Lewisville Garden Club to showcase their annual Art in Bloom at Mary Alice Warren Community Center April 23-25. Council consensus was to approve the request. Council also directed that these requests be reviewed and approved by staff, instead of Council, once approved by Public Art Committee.
- E. CityVision voting delegate – Council consensus was for Mayor Horn to serve as the CityVision voting delegate.

**3. Items Requiring Action at Briefing**

- A. Council vote to fill unexpired term of Council Member Julia Puckett – Mayor Horn shared the process of which the Council subcommittee received and recommended candidates for the unexpired term of Council Member Julia Puckett. The subcommittee consisted of Mayor Horn, Mayor Pro Tem Hunt and Council Member Huffman. Council voted by ballot and Tom Lawson was selected by a vote of 4-2 to fill the unexpired term.

	<b>Bo Houff</b>	<b>Fred Franklin</b>	<b>Tom Lawson</b>	<b>Bob Stebbins</b>
Horn			1	
Huffman	1			
Hunt			1	
Long		1		
Sadler			1	
Welch			1	
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>0</b>

- B. I'm One of the Reasons Lewisville is a Great Place to Live nomination – Mayor Horn recommended Barbara Campbell receive the *I'm One of the Reasons Lewisville is a Great Place to Live* award. He touted her support of the Town by serving on Town committees including Community Center and Public Art. Council consensus was to award this at the April meeting. *(Nomination form is herein incorporated into the minutes.)*
- C. Roundabout art placement – Manager Tolbert shared that after additional discussions among staff and logistical concerns, staff recommends placing the potentially donated artwork in the Lewisville-Vienna/Robinhood Road roundabout. It would be easier to place the art in a newly formed area rather than retrofitting an existing area and extends art to another area of Town. Staff will discuss this more with the artist and donator in the coming weeks. Council consensus was to pursue this idea.

#### 4. **Administrative Reports**

##### A. Town Manager

- i. Classification and pay study – Manager Tolbert will share ideas with Council during budget work sessions related to the compensation and pay study.
- ii. Great Wagon Road update – North Carolina Department of Transportation (NCDOT) awarded the Great Wagon Road project to Branch Civil, who recently completed the Town's Gateway project. The bid was \$19 million which is under the engineer estimate of \$25 million. Anticipated completion is March 2029. Although this is a NCDOT project, staff will communicate the project to residents as best as they can.
- iii. Clerk retirement – Manager Tolbert shared that Town Clerk Dora Moore has announced her retirement effective June 1, 2025. A formal employment notice will be posted next week. Manager Tolbert hopes to have a 4-6 week overlap whereby Clerk Moore can orientate the new Town Clerk.

##### B. Clerk

- i. Jack Warren Park Dedication, March 22, 9-11 AM
- ii. Creek Week, March 22-31
- iii. Clean Sweep, March 29
- iv. Earth Day, April 12, 9 AM-2 PM

##### C. Public Works Director

- i. Paving update – The contractor is finalizing crack sealing and speed hump repaving in the community. Mr. Hanna is developing a paving bid request for the Lewisville Trails neighborhood.
- ii. Ridgecrest tree replacement update – Tree replacements in the Ridgecrest subdivision have gone well; however, weather has delayed new tree plantings.
- iii. Public Works facility update – At the new Public Works facility, staff has stripped floors, etched concrete, repainted walls, installed flooring in the locker and rest rooms and more. Currently, the pricing for HVAC, plumbing and electrical is being finalized. It was noted that estimates have fell within the designated budget.

- D. Planning Director – Mr. Cochran reported all UDO chapter updates are to be completed by the end of March with presentation to Planning Board in April, a resident engagement meeting at Mary Alice Warren Community Center April 22 and recommendations to Council in June.

#### 5. **Tentative Agenda Items for Regular Meeting on March 13, 2025**

##### A. Consent Agenda

- i. Resolution 2025-009– Financial statements for seven months ended January 31, 2025
- ii. Approval of Council Retreat minutes – January 31, 2025 and February 1, 2025
- iii. Approval of Agenda Briefing minutes – February 6, 2025
- iv. Approval of Regular Meeting minutes – February 13, 2025

- B. Introductions, Recognitions, Presentations and/or Proclamations
  - i. Presentations
    - a. Sheriff's Office
      - 1. Introduction of new officer
- C. Old Business
- D. Oath of Office
- E. Appointments
  - i. Boards
    - a. Planning (Appoint 3)
    - b. Willow Run Municipal Service District
      - i. Area 3 (Appoint 1)
      - ii. At-large (Appoint 1)
    - c. Zoning Board of Adjustment (Appoint 1)
      - ii. Committees
        - a. Parks & Recreation (Appoint 1)
        - b. Public Art (Appoint 7)
- F. New Business
  - i. Resolution 2025-010 – 2024-2025 Audit services contract with Gibson & Company, PA
  - ii. Council committee appointments
    - a. Piedmont Triad Regional Council (PTRC) Alternate
    - b. Special Projects Review Committee

**6. For the Good of the Order**

- A. Mayor Pro Tem Hunt shared recent discussions Council Member Welch and herself had with Reagan and West Forsyth high schools related to youth mentorship. A listening session will be held with local school leaders in March.
- B. Currently, seventy response have been received for the resident survey. Council shared ideas of organizations who could help promote the survey.
- C. Mayor Pro Tem Hunt requested discussion about walking dogs at Shallowford Square be done at the April briefing.

7. **Adjournment** – Council Member Huffman moved to adjourn the meeting at 8:00 PM. The motion was seconded by Council Member Welch and approved unanimously.

ATTEST:

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Mike Horn, Mayor

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Dora K. Moore, Town Clerk