

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**January 8, 2015 - 6:00 p.m.**  
**Conference Room 210 - Lewisville Town Hall - 6510 Shallowford Road**

1. **Call to Order:**

- a. Mayor Pugh opened the meeting at 6:06 p.m. Council Members present were Robert Greene, Mike Horn, Sandy Mock, Ken Sadler, Ed Smith and Jeff Zenger. Others present were Town Manager Hank Perkins, Assistant Town Manager/Finance Director Kathy Bruce, Attorney Bo Houff, Planner Marty Myers, Public Information Officer/Event Supervisor Lynn Hall and Town Clerk Joyce Walker.
  - i. Kelly Reavis, Planning Board Chair, was introduced as guest.
- b. Adoption of Agenda
  - i. Mayor Pugh asked to strike Closed Session from the agenda.
  - ii. Council Member Smith moved to approve the agenda as amended. The motion was seconded by Council Member Zenger and approved unanimously.

2. **Manager's Briefing:**

- a. Consent Agenda Items for Action at the January 15, 2015 Meeting:
  - i. [Resolution 2015002](#) - Acceptance and Approval of Monthly [Financials for November 2014](#)
  - ii. Approval of Council Briefing and Action [Minutes - December 4, 2014](#)
  - iii. Approval of Council Special Meeting [Minutes - December 8, 2014](#)
  - iv. Approval of Council Meeting [Minutes - December 11, 2014](#)
  - v. Approval of Council Closed Session Minutes - December 4, 2014
  - vi. Approval of Council Closed Session Minutes - December 8, 2014
  - vii. Approval of Council Closed Session Minutes - December 11, 2014

3. **Guests and Presentations for January 8, 2015**

- a. None

4. **Items That Require Council Direction**

- a. Proposals to facilitate Comprehensive Plan meetings
  - i. Proposals have been received from the School of Government (SOG) and the Piedmont Triad Regional Council (PTRC). After reviewing the proposals from each, by consensus, Council agreed to proceed using the proposal from the PTRC. Staff was instructed to have a budget amendment to cover the cost at the meeting on the 15<sup>th</sup>.

5. **Items Requiring Action at Briefing**

- a. 2015 Calendar amendments (for approval at the January 15<sup>th</sup> meeting)
  - i. LBC meeting date changes
  - ii. Addition of Public Engagement dates for Comprehensive Plan update
    - (1) February 17 - 7-9p
    - (2) February 28 - 10a-12n
    - (3) March 19 - 7-9p

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- (4) April 16 - 7-9p
    - iii. Set Retreat meeting dates
      - (1) February 1 - 2-6p
      - (2) February 4 - 6-9p
    - iv. Set Budget meeting dates
      - (1) April 9 - 7:30p Present to Council at regular meeting
      - (2) April 15 - 6-9p
      - (3) April 22 - 6-9p
      - (4) May 5 - 6-9p
      - (5) May 7 - 6-9p
      - (6) May 19 - 6-9p
      - (7) May 21 - 6-9p
      - (8) June 4 - 6p review at Briefing
      - (9) June 11 - 7:30p public hearing
  - b. **Ordinance 2015007** - amending Budget Ordinance 2014027 in the amount of \$5,500.<sup>00</sup> to remove existing wood and gates at dumpster, furnish and install new 8' tall black vinyl chain link fence with black slats, 2 sets of double swing gates with vinyl slats and hardware behind the Town Hall Annex
    - i. Council Member Zenger moved to approve Ordinance 2015007. The motion was seconded by Council Member Smith and approved unanimously. Ordinance 2015007 is herein incorporated by reference into the minutes.
6. **Unfinished Business:**
  - a. Town Survey
    - i. Council was advised that Tolly Mitchell, Insight Research, Inc., will be present at the meeting on January 15, 2015 to present the results of the Town survey.
7. **Administrative Reports:**
  - a. Manager's Report
    - i. Shallowford Road Roundabout
      - (1) Mr. Perkins reported that he is awaiting the appraisals for the easements and if received, may have a budget amendment for the meeting on the 15<sup>th</sup>.
      - (2) There may also be the agreement for the CEI oversight for Council's approval.
    - ii. The roof at the community center is leaking. Staff will be bringing information and a budget amendment next week to replace the roof.
    - iii. Staff has identified 10 service contracts for which quotes will be requested for the budget process. They will be sent out next month.
  - b. Staff Reports
    - i. Planning

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- (1) Mr. Myers stated that more than fifty (50) people have agreed to work with staff on the Comprehensive Plan update. Public service announcements are being used as a tool for advertisement. Meeting dates have been set.
- (2) The Planning Board will be holding a public hearing on administrative UDO and public safety amendments in addition to an update to Planned Residential Developments (PRD's).
- (3) There will be a meeting on February 9<sup>th</sup> at the Brookstown United Methodist Church at 7:00 p.m. to present the Robinhood Road Small Area Plan.
- ii. Clerk
  - (1) Council was reminded of the upcoming Martin Luther King, Jr. Holiday and that Town offices would be closed.
  - (2) Applications for appointment to the Lewisville Planning Board; Parks, Recreation and Cultural Development Board; Willow Run Municipal Service District and Zoning Board of Adjustment will be on the agenda at the March meeting for approval.
- iii. Finance
  - (1) 2015 tax forms need to be updated; however, the new forms for North Carolina have not been received.

**8. For the Good of the Order:**

- a. Council Discussion
  - i. Reminder: Town Hall will be closed on January 19<sup>th</sup> in observance of the Martin Luther King, Jr. Holiday
  - ii. Agenda Items for Regular Meeting on **January 15, 2015**
    - (1) Certificate of Appreciation - Merrikay Brown
    - (2) Derrick Beauchamp - Volunteer Firefighter of the Year
  - iii. Approval of agenda for regular meeting on **January 15, 2015**
    - (1) Council Member Zenger moved to approve the agenda as amended with the addition of the budget amendment. The motion was seconded by Council Member Smith and approved unanimously.
  - iv. Mayor Pugh asked Council Members to submit items for the retreat by Monday.
  - v. Mayor Pugh informed Council Members on plans to inform the public on the Williams Road Bridge closing and construction of the Shallowford Road Roundabout. He plans to provide a PowerPoint presentation to the Yadkin County Commissioners and the Town of Yadkinville. In addition, Mr. Perkins is meeting with homeowner associations to provide information. The Town has been given February 9<sup>th</sup> as the date the bridge will close.
  - vi. Council was advised that the Par Course material has arrived.
    - (1) It was pointed out that a recent study shows the shredded rubber used on the playgrounds has been linked to cancer in children.
      - (a) Ms. Hall is to check on this.
  - vii. Closed Session - Removed from agenda.

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- b. Adjournment
  - i. Having no other business to discuss, Council Member Zenger moved to adjourn the meeting at 7:45 p.m. The motion was seconded by Council Member Mock and approved unanimously.

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Dan R. Pugh,  
Mayor

ATTEST:

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Joyce C. McWilliams Walker  
Town Clerk