

**Lewisville Town Council
Retreat Minutes
Sunday, February 1, 2015 - 2:00 p.m.
&
Wednesday, February 4, 2015 - 6:00 p.m.
Town Hall - 6510 Shallowford Road - Room 201**

I. Call to Order

- A. Mayor Pugh opened the meeting at 2:05 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, Public Information Officer/Event Supervisor Lynn Hall, Public Works Director George Hauser, and Town Clerk Joyce Walker.
- B. Adoption of Agenda
 - 1. Council Member Horn asked to have (1) the placement of heritage apple trees added to Jack Warren Park and (2) consideration of adding sidewalk between the roundabout at the east side of the Williams Road Bridge and the roundabout to be constructed at the intersection of Williams Road and Shallowford Road as discussion items under IV. A.
 - 2. Council Member Mock moved to approve the agenda as amended. The motion was seconded by Council Member Zenger and approved unanimously.

II. Guests and Presentations

- A. Linda Pass, Stantec - Stormwater
 - 1. Ms. Pass was present to answer questions and receive information regarding the possible update to the existing regional stormwater plan for the downtown area, review costs, location, and whether individual properties should have their own stormwater system.
 - a. Council reviewed the pros and cons of a regional system. Concentration is to be north of the Great Wagon Road.
 - b. If there is a plan for development on the south side of Shallowford Road, Council Member Mock advised that she might potentially have monetary gain and will need to recuse herself from discussions and voting on that section.
 - 2. There was discussion and suggestions on the location of a regional system as well as the state requirements should one be built. Some items mentioned by Ms. Pass are:
 - a. The stream on Belnette cannot be impacted.
 - b. Water quantity and quality are requirements.
 - c. This would be a wet pond.
 - d. If roadway storage (Great Wagon Road) is used, sand filtration would be used for quality control but a pond is required.
 - 3. By consensus, Ms. Pass was asked to provide her cost to provide a study that would provide the cost of a regional system for both north and south ponds as well as auxiliary costs associated with building a regional system as well as incorporating a system into the Great Wagon Road design. This information is to be available to staff by February 11th.

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III. Discussion Items

1	<p>Utilization of Government Resources - SOG, PTRC, NCLM</p> <p>Mayor Pugh defined each organization, services provides and explained their interaction with the Town.</p>	<p>SOG = School of Government PTRC = Piedmont Triad Regional Council NCLM = North Carolina League of Municipalities</p> <p>DIRECTIVE: Consensus - status quo.</p>
2	<p>Prioritization of Community Center Usage</p> <p>There was discussion on second floor usage, building improvements, ADA requirements, and current users.</p>	<p>DIRECTIVE: Staff is to review utilization and bring information to the March briefing.</p>
3	<p>Storage Issue</p> <ul style="list-style-type: none"> - There was discussion on the need to store costumes, equipment and sets for plays as well as public works equipment. - Since there was an immediate events need, a possible building available for lease was discussed. 	<p>Inquire:</p> <ol style="list-style-type: none"> 1. Find out if the space could be split in half. 2. Are utilities included? 3. What is the possible lease length? 4. When can repairs be done? <p>DIRECTIVE: Discuss at the briefing.</p>
4	<p>Mass Notifications</p> <p>Mr. Perkins discussed the possibility of using an automatic calling system for outreach to the community and how this would be beneficial for certain items, especially in emergency situations, or providing information on such items as street closings and bridge construction.</p>	<p>Inquire:</p> <ol style="list-style-type: none"> 1. Can users tell what calls they would like to receive? 2. Can messages be replayed? <p>DIRECTIVE: Prepare whatever paperwork is needed to go through the end of the fiscal year and have ready for the meeting on February 5th and provide any other information.</p>

Council members took a break between 4:50 p.m. and 4:55 p.m.

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5	<p>Survey</p> <p>Respondents commented on sewer, sidewalks and bike paths.</p>	<p>DIRECTIVE: Provide information from the Executive Summary in the newsletter. Each department, board and committee is to review the comments applicable to them.</p>
6	<p>Future Recreational Activities</p> <p>A number of recreational items were mentioned in the survey.</p>	<p>DIRECTIVE: Council members will think about this.</p>

Council Members discussed the Williams Road bridge closing and asked staff to produce a flyer with information on the closing. Staff is to have posters for display at the February 2nd drop-in meeting regarding the bridge closing. DOT representative Matt Jones, Sheriff's Office Cpl. Chris Davenport, Fire Chief Scott Alderman and Public Works Director George Hauser will be available with Town Manager Hank Perkins to answer questions from the public. Mayor Pugh advised Council that he will be providing information on the bridge closing to the Yadkin County Commissioners on Monday, February 2nd.

Council recessed at 5:53 p.m. to reconvene on February 4th.

Council reconvened on Wednesday, February 4, 2015 at 6:08 p.m. Mayor Pugh and Council Members Robert Greene, Mike Horn, Sandy Mock, Ken Sadler, Ed Smith and Jeff Zenger were present. Others present were Town Manager Hank Perkins, Assistant Town Manager/Finance Director Kathy Bruce, Attorney Bo Houff, and Town Clerk Joyce Walker.

Cpl. Davenport was present to provide information on the Sheriff's Office's traffic plans for the Williams Road bridge closing. After discussion, Council instructed staff to provide funding for deputies for traffic control.

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7	<p>Street and Sidewalk Lighting Plan</p> <p>There were a few comments on the survey.</p> <p>* The Lewisville-Vienna sidewalk extension will have lights on Duke power poles.</p> <p>* Decorative lights that belong to the Lewisville-Clemmons Road gas station and the Lewisville Commons Shopping center have not been on. These lights were part of the property's site plan requirements.</p>	<p>DIRECTIVE: (1) Staff is to update decorative light standards for parking lots.</p> <p>(2) A light is to be placed at Grainland Drive and Lewisville-Vienna Road.</p> <p>(3) Staff is to contact the property managers to remind them of the site plan requirement.</p>
8	<p>Leaf and Limb Pickup</p> <p>There were more comments on this service than any other subject. Council discussed the cost for providing this service.</p>	<p>DIRECTIVE: Staff is to find state requirements on burning, Waste Management service and other alternatives. Have information available at the next budget.</p>
9	<p>The Town's Role in Economic Development</p> <p>Mr. Perkins explained how economic development generally works; however, the Town's tax base is not large enough to entertain. Projects would have to be on a case by case basis.</p>	<p>Council is willing to talk about this on a case by case basis as situations arise.</p> <p>DIRECTIVE: None.</p>
10	<p>Historical Landmarks</p> <p>Landmarks are identified by the Lewisville Historical Society. Mr. Perkins provided information on Preservation North Carolina. The Town is still interested in preserving the Laugenour House and Roller Mill.</p>	<p>DIRECTIVE: None.</p>

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11	<p>Staggered Terms</p> <p>There was discussion on whether the Town should change from all seats open every two years to staggered terms every two years.</p>	<p>Consensus was to see if there are any comments coming from the Comprehensive Plan discussions.</p> <p>DIRECTIVE: None.</p>
12	<p>Capital Projects/Reserves</p> <p>Ms. Bruce provided information on capital projects and reserves in a handout. She suggested closing completed projects and moving the funds to open projects such as moving Greenways monies to Sidewalks. There was additional discussion on how to move monies.</p>	<p>Inquire:</p> <ul style="list-style-type: none"> * Can capital project funds be applied to reducing debt on Town Hall? * Should the Town pay on the lift station and what will the interest rate be? <p>DIRECTIVE: None</p>

IV. For the Good of the Order

A. Council Discussion

1. Jack Warren Park
 - a. Council Member Horn asked Council if they would like to consider planting a heritage apple orchard at the park and if so, where and can they be planted along the walking trail.
 - b. There was discussion on better use of the multi-purpose field.
 - c. This will be forwarded to Parks, Recreation and Cultural Development Board for review.
2. Sidewalk between the east Williams Road bridge roundabout and the Shallowford Road roundabout
 - a. Council discussed the possibility of placing sidewalk between these two roundabouts.
 - b. After discussion, there was consensus to review the Gateway Plan and think about what should be done.

B. Manager's Summary

1. Mr. Perkins advised Council that March 2, 2015 is the start date for the Shallowford Road roundabout by Country Boy with a completion date of August 14, 2015. The pre-construction meeting will be held one week before start of construction. He also covered traffic control.
2. CDM Smith is interfacing with StanTec for scope of work for the Great Wagon Road as discussed earlier.
3. Sidewalk should be starting soon.

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- C. Review Consensus/Directives
 - 1. Mrs. Walker reviewed the consensus and/or directives of each subject.
 - a. By consensus, there was agreement to assign dates for completion.
- D. Adjournment
 - 1. Having no other business to discuss, Council Member Horn moved to adjourn the meeting at 9:34 p.m. The motion was seconded by Council Member Zenger and approved unanimously.

Dan R. Pugh,
Mayor

ATTEST:

Joyce C. McWilliams Walker
Town Clerk