

Lewisville Town Council
Briefing and Action Meeting Minutes
February 5, 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 6:01 p.m. Council Members present were Robert Greene, Mike Horn, Sandy Mock, Ken Sadler, Ed Smith and Jeff Zenger. Others present were 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. Town Manager Hank Perkins was at the Manager's Conference.
- b. Adoption of Agenda
 - i. Mayor Pugh asked to add information updates to Council Discussion.
 - ii. Council Member Zenger moved to approve the agenda as amended. The motion was seconded by Council Member Smith and approved unanimously.

2. **Manager's Briefing:**

- a. Consent Agenda Items for Action at the February 12, 2015 Meeting:
 - i. [Resolution 2015005](#) - Acceptance and Approval of Monthly [Financials for December 2014](#)
 - ii. Approval of Council Briefing and Action [Minutes - January 8, 2015](#)
 - iii. Approval of Council Meeting [Minutes - January 15, 2015](#)

3. **Guests and Presentations for February 5, 2015**

- a. None

4. **Items That Require Council Direction**

- a. Clarifying when newly appointed members to boards and committees are seated and when they can vote
 - i. Consensus by Council was that members are seated April 1 and their terms end at March 31.
 - ii. All board and committee charters are to be updated to clarify the terms.

5. **Items Requiring Action at Briefing**

- a. [Resolution 2015011](#) - Authorizing the **contract** of year three (3) of a three (3) year contract with Gibson and Company, P.A. for fiscal year 2014-2015 auditing services in the amount of \$20,900.⁰⁰ which includes \$17,900.⁰⁰ for the audit and annual financial statements and \$3,000.⁰⁰ only if a single audit is required
 - i. Council Member Zenger moved to approve Resolution 2015011. The motion was seconded by Council Member Mock and approved unanimously. Resolution 2015011 is herein incorporated by reference into the minutes.

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- b. **Resolution 2015012** - accepting the **Supplemental Agreement** between the Town of Lewisville and the NCDOT for additional funds to complete the survey, construction and environmental documents for the Great Wagon Road (GWR) construction project
 - i. Council Member Smith moved to approve Resolution 2015012 accepting the Supplemental Agreement with the DOT. The motion was seconded by Council Member Zenger and approved unanimously. Resolution 2015012 is herein incorporated by reference into the minutes.
 - c. **Ordinance 2015016** - amending Budget Ordinance 2014027 in the amount of \$1,985.⁰⁰ to contract with Blackboard Corporate & Government Solutions for mass communications system until June 30, 2015
 - i. This price is a pro-rated amount thru the end of the fiscal year.
 - ii. If the Town decides to renew the service, the Town will have the option to renew the contract for the next three fiscal years at the same price.
 - iii. Council Member Mock moved to approve Ordinance 2015016. The motion was seconded by Council Member Smith and approved unanimously. Ordinance 2015016 is herein incorporated by reference into the minutes.
6. **Unfinished Business:**
- a. None
7. **Administrative Reports:**
- a. Manager's Report
 - i. None
 - b. Staff Reports
 - i. Planning
 - (1) Mr. Myers reminded Council of the upcoming meeting at Brookstown UMC on the Small Area Plan and four dates for the Comprehensive Plan community meetings have been set.
 - ii. Clerk
 - (1) March appointments for:
 - (a) Parks, Recreation and Cultural Development Board
 - (b) Planning Board
 - (c) Willow Run Municipal Service District
 - (d) Zoning Board of Adjustment
8. **For the Good of the Order:**
- a. Council Discussion
 - i. Town Hall Day - Wednesday, March 18, 2015 at the LGFCU Quorum Center, 323 W Jones St, Raleigh, NC 27603 - RSVP by Wednesday, March 11, 2015

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- (1) Council Members Horn, Zenger and Smith expressed interest in attending Town Hall Day with Mayor Pugh.
- ii. Storage issue
 - (1) There was discussion on the need for space play rehearsals, sets, and public works items that are now being stored outside.
 - (a) Staff is to determine needs for services and the space and land needed. They are also to investigate whether the empty property near the Lowes shopping center would provide the space needed for all storage needs.
- iii. Mayor's update
 - (1) A guest at the Mayor's Roundtable was the **Board of Elections** Director who provided filing dates for the November election. Filings begin July 6th at 8 am and end July 17th at noon.
 - (a) The BOE requested that Lewisville decide whether this should be an early voting location.
 - (b) By consensus, Council agreed that Lewisville would not be an early voting site since the early voting numbers do not support Lewisville as a location.
 - (2) The (Metropolitan Planning Organization) MPO needed confirmation from the Town that the Williams Road bridge replacement and widening project originally on the 2040 schedule could be removed.
 - (a) By consensus, Council agreed to have the Williams Road Bridge Project removed from the Metropolitan Transportation Plan.
 - (3) There was discussion on the Harper Road lift station. This concerned possible payments instead of one lump sum and would require interest payments at 6%.
 - (a) After discussion, Council Member Sadler moved to direct the Finance Officer to transfer the funds from two completed capital projects into one new project, Harper Road Lift Station, at a future date. The motion was seconded by Council Member Zenger and approved unanimously.
 - (4) Mayor Pugh announced that Joe's Landscaping is celebrating 50 years in business. He would like to recognize this accomplishment at the March meeting. He would also like to recognize the Reagan soccer team for winning the 4A State Championship.
 - (5) Mayor Pugh advised Council that he had received a letter from a local pastor requesting a prayer proclamation for the third Thursday of the month for a year.

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- (a) After discussion, it was agreed that Mayor Pugh and Attorney Houff will respond to the minister by letter advising that the Town will recognize National Day of Prayer which is the first Thursday in May.
- iv. Agenda Items for Regular Meeting on **February 12, 2015**
- (1) **Resolution 2015001** - setting a public hearing for Thursday, March 12, 2015 to receive comments on L-073 rezoning request by Michael Hensley to add uses to the existing LD1-S zoning at 6606 Shallowford Road: Combined Use, Food and Drug Store, Furniture and Home Furnishings, General Merchandise Store, Restaurant w/o Drive Thru, Non-Store Retailer and Offices Miscellaneous
 - (2) **Resolution 2015006** - setting a public hearing for Thursday, March 12, 2015 to receive comments on UDO L-145 modifying the Permitted Use Table (PUT) requiring final approval of PRD subdivisions by the Elected Body
 - (3) **Resolution 2015007** - setting a public hearing for Thursday, March 12, 2015 to receive comments on UDO L-146 referencing private street sidewalk requirements in Planned Residential Developments (PRD's)
 - (4) **Resolution 2015008** - setting a public hearing for Thursday, March 12, 2015 to receive comments on UDO L-147 creating public safety standard for subdivisions having private gates
 - (5) **Resolution 2015009** - setting a public hearing for Thursday, March 12, 2015 to receive comments on UDO L-148 requiring all new residential subdivisions to connect to a Town or State maintained roadway
 - (6) **Resolution 2015010** - setting a public hearing for Thursday, March 12, 2015 to receive comments on UDO L-149 clarifying public street acceptance by the Town
 - (7) **Ordinance 2015011** - amending Chapter 16 Parks, Recreation and Cultural Development Policies of the Lewisville Town Code
 - (8) **Resolution 2015003** - declaring surplus items and authorizing the electronic auction of surplus personal property
 - (9) Stormwater
 - (a) Budget amendment
 - (b) Contract
- v. Approval of agenda for regular meeting on **February 12, 2015**

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- (1) Council Member Zenger moved to approve the agenda for February 12th with the addition of the charter amendments. The motion was seconded by Council Member Greene and approved unanimously.
- vi. Closed Session
 - (1) At 8:05 p.m., Council Member Horn moved to go into closed session citing State Statute 143-318.11(a)(6) to consider the qualifications, competence, performance, character, fitness and conditions of employment of an individual public officer or employee. The motion was seconded by Council Member Zenger and approved unanimously.
 - (2) Council Members returned from closed session at 10:24 p.m.
- b. Adjournment
 - i. Having no other business to discuss, at 10:25 p.m. Council Member Smith moved to adjourn the meeting. Council Member Mock seconded the motion which was approved unanimously.

Dan R. Pugh,
Mayor

ATTEST:

Joyce C. McWilliams Walker
Town Clerk