

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**April 2, 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, Ken Sadler, and Ed Smith. 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, Public Works Director George Hauser and Town Clerk Joyce Walker.
- b. Adoption of Agenda
  - i. Ms. Bruce asked to add a discussion on capital projects and Mr. Perkins added a discussion on sewer planning.
  - ii. Council Member Horn moved to approve the agenda as amended. The motion was seconded by Council Member Sadler and approved unanimously.

Mr. Zenger arrived at 6:05 p.m.

2. **Manager's Briefing:**

- a. Consent Agenda Items for Action at the April 9, 2015 Meeting:
  - i. [Resolution 2015024](#) - Acceptance and Approval of Monthly [Financials for February, 2015](#)
  - ii. Approval of Council Briefing and Action [Minutes - March 9, 2015](#)
  - iii. Approval of Council Closed Session [Minutes - March 9, 2015](#)
  - iv. Approval of Council Meeting [Minutes - March 12, 2015](#)
  - v. Approval of council Closed Session [Minutes - March 12, 2015](#)
  - vi. Approval of Council Meeting [Minutes - March 26, 2015](#)
  - vii. Approval of Council Closed Session [Minutes - March 26, 2015](#)
  - viii. [Resolution 2015023](#) - accepting the resignation of Kay Wilfong from the Lewisville Beautification Committee
  - ix. [Resolution 2015025](#) - accepting the resignation of Tom Lawson from the Lewisville Utilities Committee

Ms. Mock arrived at 6:12 p.m.

3. **Guests and Presentations for April 2, 2015**

- a. None

4. **Items That Require Council Direction**

- a. Finance information
  - i. Ms. Bruce informed Council that she is in the process of setting up the Harper Road Lift Station Capital Project. She will be closing the Capital Project Lewisville-Clemmons Road Widening Grant Project (\$151,460.59) and the Capital Project Municipal Building (\$223,860.49) and moving those monies into the Capital Project Harper Road Lift Station. She will be taking \$224,678.92 from the General Fund balance to make up the total of the \$600,000.00 needed for the town to purchase sewer capacity from CCUC at the Harper Road Lift Station.

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- ii. A Capital Project Stormwater Repairs is being established. The funding is coming from Stormwater Capital Reserves.
      - iii. Revenue estimates from the NCLM were just received so the budget may not be ready for the meeting on the 9<sup>th</sup> but Council will have before the April 15<sup>th</sup> meeting.
    - b. Mr. Perkins provided information from City County Utilities (CCUC). Currently, CCUC is reviewing the Tomahawk growth project and needs assumptions on whether lines are adequate.
    - c. The Allied Feasability Study needs to be updated to include new study areas, i.e. those areas that have been annexed into the Town after the original study was completed.
      - i. There was consensus for an RFQ process to select engineering services.
- 5. **Items Requiring Action at Briefing**
  - a. The contract with Hale for fireworks is \$10,000.<sup>00</sup> and is part of the budget. Insurance had been taken on the Independence Day event.
    - i. Mayor Pugh moved to move forward with the contract. The motion was seconded by Council Member Smith and approved unanimously.
- 6. **Unfinished Business:**
  - a. None
- 7. **Administrative Reports:**
  - a. Manager's Report
    - i. Update on Sidewalk Project
      - (1) Pre-bid conference was held on March 19<sup>th</sup>. Bids are to be received by 1pm on April 9<sup>th</sup> with the bid opening scheduled for 2pm on the 9<sup>th</sup>.
      - (2) CEI contract for Lewisville-Vienna Sidewalk Project will be ready for the meeting on the 9<sup>th</sup>. The contract will be for 82 days after the *Notice to Proceed*.
    - ii. Job descriptions
      - (1) Council members were provided copies of job descriptions.
        - (a) Electronic copies are to be sent to Council members.
  - b. Staff Reports
    - i. Public Works Director
      - (1) Update on projects
        - (a) The Shallowford Road Roundabout has been hampered by problems with underground utilities. Windstream has had to come out multiple times to relocate its services to facilitate the installation of stormwater infrastructure and for grading. Both gravity and force main sewer had to be worked around and adjustments had to be made in the field to relocate catch basins.
        - (b) Bridge
          - (i) The DOT representative has informed the Town that girders will be delivered on April 17<sup>th</sup>. On April 24<sup>th</sup> thru the 26<sup>th</sup>,

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both sides of HWY 421 will be shut down. The project is on schedule to date.

- (2) Town services - bidding process
  - (a) There was discussion on the bidding process and the frequency of the bids. There was consensus that services be bid every three years and that a contracting policy be written to include a pre-bid conference and expansion of bidding time.
- (3) Results of surplus sales
  - (a) Council was advised that the Town netted \$1,290.15 from the items that were auctioned.
- ii. Clerk
  - (1) Reminder: Richard Herring's appointment to the ABC Board ends June 30, 2015. He may be appointed for one more 3-year term.
    - (a) A resolution is to be prepared for the May meeting reappointing Mr. Herring.
  - (2) There is one open position on the Lewisville Utilities Committee and it has been advertised.
    - (a) Staff is to check on several who have been interviewed but were not selected for the Planning Board position.

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

- a. Council Discussion
  - i. Reminders:
    - (1) League Listening and Visioning Tour - April 14, 2015 - Greensboro
    - (2) There was discussion on the need for a master plan for Jack Warren Park.
      - (a) This is to be discussed at budget.
  - ii. Agenda Items for Regular Meeting on **April 9, 2015**
    - (1) **Introductions, Presentations and/or Proclamations**
      - (a) Recognizing service of Kelly Reavis, David Spease and Mo Collette
      - (b) Council Member Mock asked to have a proclamation for autism be added to the agenda.
      - (c) The anniversary of Vienna Village is to be placed on the May agenda.
    - (2) **Applications to Boards and Committees**
      - (a) Lewisville Beautification Committee
        - (i) **Appointment Order 2015001** - appointing Cynthia Kiger to the Lewisville Beautification Committee
    - (3) **Ordinance 2015032** - amending Town Code Chapter 13-8 - Lewisville Utilities Committee clarifying quorum
  - iii. Approval of agenda for regular meeting on **April 9, 2015**
    - (1) Council Member Greene moved to approve the agenda for April 9, 2015. The motion was seconded by Council Member Mock and approved unanimously.
- b. Adjournment

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- i. Having no other business to discuss, Council Member Smith moved to adjourn the meeting at 8:10 p.m. The motion was seconded by Council Member Zenger and approved unanimously.

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Dan R. Pugh,  
Mayor

ATTEST:

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Joyce C. McWilliams Walker  
Town Clerk