

Lewisville Town Council
Briefing and Action Meeting Minutes
June 4, 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 6:00 p.m. Council Members present were Robert Greene, Mike Horn, Ken Sadler and Jeff Zenger. Others present were Town Manager Hank Perkins, Assistant Town Manager/Finance Director Kathy Bruce, Planner Marty Myers, Public Works Director George Hauser, and Town Clerk Joyce Walker. Council Member Sandy Mock arrived at 6:10 p.m. Council Member Smith had not yet returned from a business trip and Attorney Bo Houff was on vacation. Reagan High School student Matthews Bezerra was present to work on a civics project.
- b. Adoption of Agenda
 - i. Council Member Greene moved to approve the agenda. The motion was seconded by Council Member Horn and approved unanimously.

2. Manager's Briefing:

- a. Consent Agenda Items for Action at the June 11, 2015 Meeting:
 - i. [Resolution 2015037](#) - Acceptance and Approval of Monthly [Financials for April 2015](#)
 - ii. Approval of Council Briefing and Action [Minutes - May 7, 2015](#)
 - iii. Approval of Council Meeting [Minutes - May 14, 2015](#)
 - iv. Approval of Council Closed Session [Minutes - May 14, 2015](#)
 - v. Approval of Council Budget Meeting Minutes - [May 19, 2015](#)
 - vi. [Ordinance 2014060 AMENDED](#) - L-075 rezoning for the Estates at Lissara correcting the metes and bounds and zoning classifications and amended [Site Plan](#)
 - vii. [Ordinance 2015046](#) - Ordinance to collect 2015 taxes by the Forsyth County Tax Collector
 - viii. [Ordinance 2015047](#) - Order to collect 2006 thru 2014 prior years' taxes

3. Guests and Presentations for June 4, 2015

- a. None

4. Items That Require Council Direction

- a. None

5. Items Requiring Action at Briefing

- a. Supplemental Agreement #2 for the Shallowford Road Roundabout Project
 - i. [Resolution 2015039](#) - accepting Supplemental Agreement #2 with the NCDOT
 - (1) Council Member Mock moved to approve Resolution 2015039. The motion was seconded by Council Member Zenger and approved unanimously. Resolution 2015039 is herein incorporated by reference into the minutes.
 - ii. [Ordinance 2015048](#) - amending Budget Ordinance 2014027 in the amount of \$11,212.46 to pay Country Boy Landscaping for Supplemental Agreement #2 to revise drainage network due to conflicts to underground utilities

Lewisville Town Council
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June 4, 2015 - 6:00 p.m.

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- (1) Council Member Zenger moved to approve Ordinance 2015048. The motion was seconded by Council Member Mock and approved unanimously. Ordinance 2015048 is herein incorporated by reference into the minutes.
 - iii. **Ordinance 2015049** - Grant Project Ordinance Shallowford Road Roundabout Amending Ordinance 2009025 to include Supplemental Agreement #2 for Country Boy Landscaping
 - (1) Council Member Mock moved to approve Ordinance 2015049. The motion was seconded by Council Member Zenger and approved unanimously. Ordinance 2015049 is herein incorporated by reference into the minutes.
 - iv. Mr. Perkins explained the drainage correction needed as well as the need to get the circle grade level and how that will be accomplished. He also explained that during this leveling process, there might be a complicated traffic pattern that might last several weeks while the work is being done even though some of the work will be at night. In addition, Mr. Perkins advised Council that the project seems to be running under budget at this point.
 - b. **Resolution 2015038** - supporting the placement of Connect NC Bond Initiative on the November 2015 Ballot
 - i. Mayor Pugh moved to approve Resolution 2015038. The motion was seconded by Council Member Horn and approved unanimously. Resolution 2015038 is herein incorporated by reference into the minutes.
6. **Unfinished Business:**
 - a. None
7. **Administrative Reports:**
 - a. Manager's Report
 - i. RFQ's for sewer feasibility study
 - (1) Mr. Perkins advised Council that the document was written with the assistance of City/County Utilities (CCUC) and that four (4) requests were mailed and three (3) received. After reviewing all documents received, Municipal Engineering of Boone was selected and CCUC agreed with the choice. The next step will be the proposal and scope.
 - b. Staff Reports
 - i. Public Works
 - (1) Mr. Hauser reported that the Shallowford Road traffic circle is moving along with curb and gutter and the Williams Road Bridge may be ahead of the August 17th open date.
 - (2) Mr. Perkins reported that the pre-construction meeting for the Lewisville-Vienna Sidewalk Project will be at 8:00 am on Monday, June 8.
 - (3) Mayor Pugh announced that he has been working with the Department of Transportation on a celebration for the bridge opening.
 - ii. Finance

Lewisville Town Council
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June 4, 2015 - 6:00 p.m.

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- (1) Ms. Bruce is reviewing department budgets for year-end budget amendments. Any needed will be on the agenda for the meeting on the 11th.
- (2) Contracts over \$10,000.⁰⁰ will be on the agenda and one that is under \$10,000.⁰⁰ because of family relation to a Council member.
- (3) The CAFR presentation will be on the July agenda.
- iii. Mrs. Walker advised Council that the receipt of a request to place a \$1,000.00 brick caused staff to review the brick placement program. Two (2) items were being removed from the fee schedule on the budget ordinance. The \$10,000.⁰⁰ bricks and the \$1,000.⁰⁰ bricks were no longer going to be offered and the bricks removed from the trees along Shallowford Road will be relocated along the seating walls at the square. Staff will be coming to Council in the future for a budget amendment for the work.

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

a. Council Discussion

- i. Council was advised that a Notice of Violation for a new illegally placed fence will be issued to the owners of 6606 Shallowford Road when the inspector returns from vacation. There was also discussion on the newly painted color scheme of the existing fence.
- ii. Memorial Day comments
 - (1) One of the veterans at the Memorial Day event had commented that the flags were too small. Mr. Hauser provided information on how flags are selected to fit the poles on which they are hung.
 - (2) Some additional low tree limbs at the higher ground need to be trimmed for better viewing.
 - (3) One veteran asked about moving the Blue Star plaque to the new traffic circle.
 - (4) American Legion may ask the town to expand the area of their memorial bricks since they are running out of space.
- iii. A question was asked about extending sidewalk to the bridge; however, there was no time frame on when this will be done.
- iv. Agenda Items for Regular Meeting on **June 11, 2015**
 - (1) **Introductions, Presentations and/or Proclamations**
 - (a) Presentations
 - (i) Student Leadership Recognitions
 - (2) Update on the progress of the Nissen House
 - (3) **Ordinance 2015045** - FY 2015-2016 Budget Ordinance
 - (4) Approval of New FY 2015-2016 Contracts
- v. Approval of agenda for regular meeting on **June 11, 2015**
 - (1) Council Member Sadler moved to approve the agenda for the meeting on June 11th. The motion was seconded by Council Member Greene and approved unanimously.

Lewisville Town Council
Briefing and Action Meeting Minutes
June 4, 2015 - 6:00 p.m.

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- b. Adjournment
 - i. Having no other business to conduct, Council Member Zenger moved to adjourn the meeting at 7:10 p.m. The motion was seconded by Council Member Mock and approved unanimously.

Dan R. Pugh,
Mayor

ATTEST:

Joyce C. McWilliams Walker
Town Clerk