

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**July 2, 2015 - 6:00 p.m.**

**Conference Room 210 - Lewisville Town Hall - 6510 Shallowford Road**

**1. Call to Order:**

- a. Roll Call
  - i. Mayor Pugh opened the meeting at 6:05 p.m. Council Members present were Robert Greene, Mike Horn, Sandra Mock, Ken Sadler, Ed Smith, and Jeff Zenger. Others present were Town Manager Hank Perkins, Attorney Bo Houff, Assistant Town Manager/Finance Director Kathy Bruce, Planner Marty Myers, Public Works Director George Hauser, and Town Clerk Joyce Walker. Gary Dull, Emma Dull and Deputy Chris Davenport were also present.
- 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 July 9, 2015 Meeting:
  - i. [Resolution 2015045](#) - Acceptance and Approval of Monthly [Financials for May 2015](#)
  - ii. Approval of Council Briefing and Action [Minutes - June 4, 2015](#)
  - iii. Approval of Council Meeting [Minutes - June 11, 2015](#)
    - (1) Mr. Perkins advised Council of a typing error that was read on the contract for plant bed maintenance that will be corrected from \$22,600.<sup>00</sup> instead of \$22,850.<sup>00</sup>. The correct amount will be on the agenda for approval.
  - iv. Approval of Council Special Meeting [Minutes - June 25, 2015](#)

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

- a. Deputy Chris Davenport provided plans for traffic control for the town's Independence Day Celebration.

**4. Items That Require Council Direction**

- a. None

**5. Items Requiring Action at Briefing**

- a. Transfer funds from Capital Reserve Greenways to Capital Reserve Sidewalks/Bikepaths/Greenways per the new budget
  - i. [Ordinance 2015058](#) - Amend Capital Reserve Ordinance - Sidewalks/Bikepaths to receive all monies from the Greenways Capital Reserve Fund and to rename this capital reserve fund to the Sidewalks/Bikepaths/Greenways Capital Reserve Fund
    - (1) Council Member Zenger moved to approve Ordinance 2015058. The motion was seconded by Council Member Mock and approved unanimously. Ordinance 2015058 is herein incorporated by reference into the minutes.
  - ii. [Ordinance 2015057](#) - amend Capital Reserve Ordinance - Greenways by transferring all funds (in the amount of \$100,127.24) into the Sidewalks/Bikepaths/Greenways Capital Reserve Fund

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- (1) Council Member Zenger moved to approve Ordinance 2015057. The motion was seconded by Council Member Mock and approved unanimously. Ordinance 2015057 is herein incorporated by reference into the minutes.
        - iii. **Ordinance 2015055** - amending Budget Ordinance 2015045 to reflect the closing of the Greenways Capital Reserve Fund and movement of monies in the Sidewalks/Bikepaths/Greenways Capital Reserve Fund
          - (1) Council Member Zenger moved to approve Ordinance 2015055. The motion was seconded by Council Member Mock and approved unanimously. Ordinance 2015055 is herein incorporated by reference into the minutes.
      - b. Regional Stormwater Plan Update - Extension of contract completion
        - i. **Ordinance 2015056** - amending Budget Ordinance 2015045 in the amount of \$11,481.00 to extend the completion date on the contract with Stantec Consulting Services, Inc. The amendment will allow payment of the balance in the new fiscal year when the contract is complete.
          - (1) Council was reminded that Council Member Mock had been recused from this discussion at an earlier meeting.
          - (2) Council Member Zenger moved to approve Ordinance 2015056. The motion was seconded by Council Member Smith and approved by a vote of 6-0. Ordinance 2015056 is herein incorporated by reference into the minutes.
        - ii. **Resolution 2015046** - approval of contract extension addendum - **Change Order** Number 01
          - (1) Council Member Zenger moved to approve Resolution 2015046. The motion was seconded by Council Member Smith and approved by a vote of 6-0. Resolution 2015046 is herein incorporated by reference into the minutes.
6. **Unfinished Business:**
  - a. None
7. **Administrative Reports:**
  - a. Manager's Report
    - i. Sewer feasibility study
      - (1) Mr. Perkins provided Council with a copy of the scope of work that will be provided to the town by Municipal Engineering.
        - (a) The contract will be for six (6) months from the date of signing and will be based on an hourly rate not to exceed a total of \$39,500.<sup>00</sup>.
        - (b) All necessary paperwork (ordinances and resolutions) to start this process will be available for approval at the regular meeting.
        - (c) Mr. Perkins will be sending a letter to CCUC acknowledging that City/County Utilities will be reimbursing the town 50% of the cost for the study.
      - (2) Design will be proactive to anticipate for future needs.
      - (3) Staff was asked whether there will be guidance in the document on the two existing package plants.

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- (a) Council members were reminded that CCUC is not interested in being involved in a package plant.
    - (b) Staff will request information in the report to include information on package plants.
  - (4) Staff was asked to correct the proposal to read the Vienna Business District instead of Vienna District Plan.
  - (5) When the kick-off meeting date is scheduled, members of Council and the Utilities Committee will be notified.
- b. Staff Reports
  - i. Public Works
    - (1) Mr. Hauser advised Council on the progress of the Shallowford Road Roundabout and precautions being taken for traffic control for the July 4<sup>th</sup> celebration.
      - (a) Four lights for the bridge are to be ordered.
    - (2) Much of the work on the bridge has been completed and the crew is waiting for the 45 day curing to complete before staining can be done. Minor work is being completed and the medallions are being worked on. Landscaping will be completed in the fall. August 17<sup>th</sup> is still set for the opening date. Other work will continue through November.
      - (a) Council asked staff to find out if the DOT will be re-staining the existing roundabouts.
      - (b) There was discussion of a possible problem with the sidewalk cutting into the road coming from the bridge into town. This will be monitored to see if the final grading will fix the problem.
    - (3) Lewisville-Vienna Sidewalk Project is moving forward with the placement of curb and gutter. There were complications with drainage and utilities but they have been resolved.
    - (4) Lights for Jennings Road have been back ordered. Three lights have been ordered, two will replace lights on Jennings and one will be kept as backup.
  - ii. Planning
    - (1) Mr. Myers reminded Council that the draft ordinances for chickens and bees is in Dropbox. He provided some insight into the possible regulations for both. Instead of placing in the UDO, the Town Code will be updated. There is a Senate bill in which the town must be compliant for bees.
    - (2) The sub-committee on the Small Area Plan for the Robinhood Road area has been meeting and receiving information from the county on demographics in the area and a preliminary capacity number for the Utilities Committee and CCUC should be forthcoming.
  - iii. Clerk's office
    - (1) Mrs. Walker advised Council that the Zoning Board of Adjustment report will be available at the August meeting.
    - (2) Information was provided to Council on streets that are privately maintained. Information has been placed in Dropbox on the previous process to allow

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residents to participate in having their streets paved and the process updated by the NCLM in 2000 that would allow for assessment.

- (a) Information on “hilly standards” will be provided at a later date.
  - (b) Roads in Wellesley are being reviewed by the developer for request to be added to the town’s maintenance list. The 75% build-out rule only applies in Winston-Salem. The town’s UDO has no percentage build-out.
- (3) Filing for elections is July 6<sup>th</sup> through the 17<sup>th</sup> at the Board of Elections office in Winston-Salem.

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

a. Council Discussion

- i. Mayor Pugh advised Council members on the following:
  - (1) He will be scheduling small group meetings with members to review the manager’s work plan.
  - (2) On August 14<sup>th</sup> there will be a ribbon cutting ceremony at 10:00 am. Staging will be at the square and invitations to participate will be sent by the town and DOT. A procession will go from the square to the bridge.
- ii. Council Member Mock asked about signage that might help on event nights along Shallowford Road to help with traffic abatement.
- iii. Agenda Items for Regular Meeting on **July 9, 2015**
  - (1) **Introductions, Presentations and/or Proclamations**
    - (a) CAFR award presentation
  - (2) **Resolution 2015028** - adopting the Northern Piedmont Hazard Mitigation Plan
- iv. Approval of agenda for regular meeting on **July 9, 2015**
  - (1) Council Member Mock moved to approve the amended agenda to include the contract and budget amendment for the sewer feasibility study. The motion was seconded by Council Member Smith and approved unanimously.

b. Adjournment

- i. Having no other business to discuss, Council Member Horn moved to adjourn the meeting at 7:54 p.m. The motion was seconded by Council Member Zenger and approved unanimously.

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Dan R. Pugh,  
Mayor

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ATTEST:

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Joyce C. McWilliams Walker  
Town Clerk