

Lewisville Town Council
Briefing and Action Meeting Agenda
December 3, 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 6:06 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, Assistant Town Manager/Finance Director Kathy Bruce, Town Attorney Bo Houff, Planner Marty Myers, Public Works Director George Hauser, and Town Clerk Joyce Walker.
- b. Adoption of Agenda
 - i. Council Member Mock moved to approve the agenda. The motion was seconded by Council Member Zenger and approved unanimously.

2. **Manager's Briefing:**

- a. Consent Agenda Items for Action at the December 10, 2015 Meeting:
 - i. [Resolution 2015070](#) - Acceptance and Approval of Monthly [Financials for October, 2015](#)
 - ii. Approval of Council Briefing and Action [Minutes - November 5, 2015](#)
 - iii. Approval of Council Closed Session [Minutes - November 5, 2015](#)
 - iv. Approval of Council Meeting [Minutes - November 12, 2015](#)

3. **Guests and Presentations for December 3, 2015**

- a. Presentations
 - i. 2016 Masters National Road Championship - R. L. Rauck, Bob Seehausen, Mr. & Mrs. J. Z. Sumner, Michael Berry, Bernie Sullivan, Nathaniel Ward
 - (1) Representatives of the event explained that this bicycle race will include trials for the Olympics. The route in and around Lewisville was explained and the logistics involved, especially since the event is being held on a week day. The cycling association will be paying for and working with law enforcement on traffic control. The 2-day race events will start early in the morning and continue throughout the day and into the late evening.
 - (2) There were concerns expressed regarding general traffic, school traffic, parking, trash management and changing stations.
 - (a) Representatives agreed to work around school times to begin a race.
 - (b) Cyclists will be responsible for trash management.
 - (c) 300-500 volunteers will be utilized.
 - (d) A web site will be set up with information on parking, businesses and other Lewisville information pertinent to the race.
 - (e) Ray Boden has been charged with checking with the churches about parking on their property.
 - (3) After discussion, Council Member Zenger moved to support the event. The motion was seconded by Council Member Smith and approved unanimously.
- b. Guests - Forsyth County Sheriff's Office - Deputies Chris Davenport and Douglas Fay
 - i. Cpl. Davenport introduced Cpl. Fay who will be the Town's new community policing commander. Cpl. Davenport has accepted a promotion to Sergeant and has been reassigned to another location.

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4. **Items That Require Council Direction**

- a. None

5. **Items Requiring Action at Briefing**

- a. [Ordinance 2015085](#) - declaring a road closure for a Christmas Parade pursuant to NCDOT requirements
- i. This ordinance was not used. Instead, this year the Department of Transportation accepted a letter from the Town. In future years, the Town will need to submit an ordinance to the DOT for each event requiring a road closure.
- b. [Ordinance 2015086](#) - amending Chapter 27 of the Lewisville Town Code reaffirming the NCDOT speed limit of 45 miles per hour for a section of Styers Ferry Road located within the boundaries of the Town of Lewisville
- i. Council Member Zenger moved to approve Ordinance 2015086. The motion was seconded by Council Member Mock and approved unanimously. Ordinance 2015086 is herein incorporated by reference into the minutes.
- c. [Ordinance 2015087](#) - amending Budget Ordinance 2015045 in the amount of \$1,920.⁰⁰ for American Legal codification and internet hosting of 2015 Comprehensive Plan
- i. Council Member Greene moved to approve Ordinance 2015087. The motion was seconded by Council Member Mock and approved unanimously. Ordinance 2015087 is herein incorporated by reference into the minutes.
- d. [Ordinance 2015089](#) - amending Budget Ordinance 2015045 in the amount of \$13,983.⁰⁰ of which \$5,783.⁰⁰ is for labor and materials to install cables for security system repairs at Jack Warren Park and \$8,200.⁰⁰ is for camera equipment and installation
- i. Council Member Smith moved to approve Ordinance 2015089. The motion was seconded by Council Member Zenger and approved unanimously. Ordinance 2015089 is herein incorporated by reference into the minutes.
- (1) Staff was asked to look into creating a “hot spot” at the parks.
- e. [Ordinance 2015090](#) - amending Budget Ordinance 2015045 in the amount of \$360.⁰⁰ for a 30-yard dumpster for cardboard recycling with an estimated 3 hauls
- i. Council Member Zenger moved to approve Ordinance 2015090. The motion was seconded by Council Member Mock and approved unanimously. Ordinance 2015090 is herein incorporated by reference into the minutes.
- f. [Ordinance 2015091](#) - amending Budget Ordinance 2015045 in the amount of \$2,250.⁰⁰ to advertise for the Finance Officer position and an administrative position
- i. The retirement of Kathy Bruce, Finance Officer, and Lynn Hall, Public Information Officer/Events Supervisor, was announced.
- ii. Sheron Church will be acting as interim Finance Officer.
- iii. This budget amendment is to cover the cost of advertising for both positions; however, at this time the Town will only be advertising for the Finance Officer position. The other position will be advertised/filled after position responsibilities are reviewed.

Lewisville Town Council
Briefing and Action Meeting Agenda
December 3, 2015 - 6:00 p.m.

Conference Room 210 - Lewisville Town Hall - 6510 Shallowford Road

- (1) Council Member Horn moved to approve Ordinance 2015091. The motion was seconded by Council Member Smith and approved unanimously. Ordinance 2015091 is herein incorporated by reference into the minutes.
 - (a) Staff was asked to advertise in the ESC, NCLM League Letter and other government networking publications.

6. **Unfinished Business:**
 - a. None

7. **Administrative Reports:**
 - a. Manager's Report
 - i. Essentials of Municipal Government
 - (1) Members of Council decided that they would like to attend one of the Essentials sessions. The dates selected are February 9 and 10.
 - (a) Staff is to prepare a budget amendment for the meeting on December 10, 2015.
 - ii. MPO biannual *Call for Projects* - STP-DA funding
 - (1) Mr. Perkins suggested that the Gateway Project be suggested for this round. It would include curb, gutter, sidewalk and street trees from the Concord Church Road/Williams Road Roundabout and Bridge thru the other two roundabouts over to the ABC store/Great Wagon Road area at Shallowford Road as well as areas with other multi-modal travel.
 - (2) Another suggestion was a sidewalk from Joanie Moser Park to Jack Warren Park.
 - (a) Staff will review various scenarios for pricing.
 - b. Staff Reports
 - i. Clerk
 - (1) Legal ad rates - update
 - (a) The local newspaper advised that no discount is given to legal ads since it is difficult to predict how much will be advertised in a given year and it would require a signed contract. General commercial advertising is not used since the legal ad requires an *affidavit of publication*.
 - (2) Lewisville Tree Lighting Ceremony, co-sponsored by the Lewisville Civic Club, will be held at Shallowford Square on Friday, December 4, 2015 at 7:00 p.m.
 - (3) The Lewisville Civic Club's Annual Christmas Parade will be held Sunday, December 13, 2015 at 3:00 p.m.
 - (4) Council was advised that one of the new lights at the Williams Road Bridge is being obscured by a very large DOT sign. That sign, and others not needed, will be removed by the DOT.
 - ii. Finance
 - (1) Council agreed to continue using Gibson and Company as the Town's auditors. A new contract will be coming to Council at the January meeting.

Lewisville Town Council
Briefing and Action Meeting Agenda
December 3, 2015 - 6:00 p.m.

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- (2) There was consensus to Mrs. Bruce's suggestion that Stacy Howard take over the Student Leadership group.

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

- a. Council Discussion
 - i. Communications
 - (1) Council members agreed to use Town email addresses to comply with Public Records Law. The general rule for email will be first initial and last name.
 - ii. Staff was asked to send a 2015 budget calendar to Council Members as a review of the dates so that members will have an idea of the dates needed for the 2016 budget meetings.
 - iii. Council Member Horn suggested that the retreat this coming year be used for long range planning.
 - iv. Members were advised that the manager, mayor and Council Member Horn met with the school board chair and another school board member regarding the bond to be placed on the upcoming ballot, possible school locations, and a recommendation to partner with the school system to work on this project.
 - (1) Council members asked that the presentation made by Bill Powell (WS/FC Schools) to the Planning Board be placed in Dropbox.
 - v. Agenda Items for Regular Meeting on **December 10, 2015** - **2013-2015 Retiring Council**
 - (1) **Presentations, Introductions and/or Proclamations**
 - (a) Presentations
 - (i) Cpl. Chris Davenport's promotion to Sergeant.
 - (b) Introductions
 - (i) Cpl. Douglas Fay is the new Lewisville Community Policing commander.
 - (2) Public Hearings
 - (a) **Ordinance 2015088** - Zoning Docket L-077 rezoning 6606 Shallowford Road from LD1-S to LD1-S Amended (Site Plan)
 - (i) Council was advised that there was a technical problem with the advertisement for this public hearing and staff will be asking Council to amend the date on Resolution 2015068 for the public hearing.
 - (b) Rainbow Avenue
 - (i) **Resolution 2015071** - ordering the closing of a portion of right of way of Rainbow Avenue.
 - (ii) **Resolution 2015072** - change street name of portion of Rainbow Avenue to Falling Pine Lane
 - (3) Budget amendment for attendance at the Essentials of Municipal Government.
 - vi. Approval of agenda for regular meeting on **December 10, 2015 for Retiring Council**

Lewisville Town Council
Briefing and Action Meeting Agenda
December 3, 2015 - 6:00 p.m.

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- (1) Council Member Horn moved to approve the agenda for the December 10, 2015 Retiring Council as amended. The motion was seconded by Council Member Zenger and approved unanimously.
- vii. Agenda Items for newly elected 2015-2017 Council Organizational meeting
 - (1) **Presentations, Introductions and/or Proclamations**
 - (a) Presentations/Proclamations
 - (i) [2015](#) - North Carolina Armed Forces Community Covenant
 - (b) Introductions
 - (i) None
 - (2) **Election of Mayor Pro Tem:**
 - (a) Nominations
 - (b) Vote
 - (c) Oath of Office
 - (3) **Council Appointment Nominations**
 - (a) Winston-Salem/Forsyth County Urban Planning Area Transportation Advisory Committee (TAC):
 - (i) Primary: Mike Horn
 - (ii) Alternate: Jeff Zenger
 - (b) Piedmont Triad Regional Council of Governments Delegates:
 - (i) Primary: Ed Smith
 - (ii) Alternate: Mike Horn
 - (c) Special Projects Review Committee
 - (i) Member 1: Robert Greene
 - (ii) Member 2: Ken Sadler
 - (iii) Member 3: Fred Franklin
 - (d) Lewisville Utilities Committee
 - (i) Member 1: Jeff Zenger
 - (ii) Member 2: Fred Franklin
 - (iii) Member 3: Hank Perkins
 - (e) Planning Board Liaison Committee
 - (i) Sandra Mock
 - (ii) Ed Smith
 - (f) Administrative Committee
 - (i) Mike Horn
 - (ii) Ed Smith
 - (iii) Ken Sadler
 - (g) Communications Ad hoc Committee
 - (i) Sandra Mock
 - (h) Lewisville 25th Anniversary Ad hoc Committee
 - (i) Sandra Mock
 - (ii) Robert Greene
 - (4) **New Business:**
 - (a) Approval of 2016 Schedules
 - (i) 2016 Council, Board and Committee [meeting schedule](#)

Lewisville Town Council
Briefing and Action Meeting Agenda
December 3, 2015 - 6:00 p.m.

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- (ii) 2016 [Development Review Schedule](#)
 - (iii) All meetings, holidays, special meeting dates and events at a glance
- (5) Adjournment
- b. Adjournment
 - (i) Having no other business to discuss, Council Member Zenger moved to adjourn the meeting at 9:20 p.m. Council Member Smith seconded and the vote was unanimous.

Dan R. Pugh,
Mayor

ATTEST:

Joyce C. McWilliams Walker
Town Clerk