

Lewisville Town Council
Briefing and Action Meeting Minutes
January 7, 2016 - 6:00 p.m.

Conference Room 210 - Lewisville Town Hall - 6510 Shallowford Road

1. **Call to Order:**

- a. Mayor Horn called the meeting to order at 6:00 p.m. Council Members present were Fred Franklin, Robert Greene, Sandy Mock, Ken Sadler, Ed Smith and Jeff Zenger. Also present were Town Manager Hank Perkins, Attorney Bo Houff, Interim Finance Officer Sheron Church, Planner Marty Myers, Public Works Director George Hauser, Office Manager Stacy Howard and Town Clerk Joyce Walker.
- b. Adoption of Agenda
 - i. Council Member Smith moved to approve the agenda. The motion was seconded by Council Member Mock and approved unanimously.

2. **Manager's Briefing:**

- a. Consent Agenda Items for Action at the January 14, 2016 Meeting:
 - i. [Resolution 2016002](#) - Acceptance and Approval of Monthly [Financials for November, 2015](#)
 - ii. Approval of Council Briefing and Action [Minutes - December 3, 2015](#)
 - iii. Approval of Retiring Council [Minutes - December 10, 2015](#)
 - iv. Approval of New Council Organizational Meeting [Minutes - December 10, 2015](#)
 - v. [Resolution 2016001](#) - accepting the resignation of Kathy Borkland from the Lewisville Beautification Committee

3. **Guests and Presentations for January 7, 2016**

- a. None

4. **Items That Require Council Direction**

- a. Contract time extension for Municipal Engineering's sewer master plan study
 - i. Mr. Perkins explained that he is requesting an extension date of 30-60 days for the sewer feasibility study because of additional study information needed as requested by the Utilities Committee. There is no change in the amount for the study.
 - (1) After discussion, staff was instructed to have an amended resolution for the meeting on January 14th for the date extension.
- b. Spring play
 - i. Staff reported that the Parks and Recreation Board is in the process of reviewing the events and activities for 2016 and has recommended that the town postpone the Spring play until they can develop a full list of events for review by the Council.
 - (a) By consensus, the Council agreed with their recommendation.

5. **Items Requiring Action at Briefing**

- a. [Ordinance 2016001](#) - Amending Budget Ordinance 2015045 in the amount of \$21,744.⁰⁰ to contract with the NCDOT to provide landscape plantings at the Shallowford Road Roundabout

Lewisville Town Council
Briefing and Action Meeting Minutes
January 7, 2016 - 6:00 p.m.

Conference Room 210 - Lewisville Town Hall - 6510 Shallowford Road

- i. Information was provided on the landscape plan.
 - ii. Council Member Mock moved to approve Ordinance 2016001. The motion was seconded by Council Member Zenger and approved unanimously. Ordinance 2016001 is herein incorporated by reference into the minutes.
 - b. Shallowford Road Roundabout
 - i. [Ordinance 2016002](#) - amending Budget Ordinance 2015045 in the amount of \$100,152.03 for Grant Project Shallowford Road Roundabout to complete construction
 - (1) This does not include monies for the drainage repair. The DOT is still evaluating the “fix” for the repair.
 - (2) Council Member Smith moved to approve Ordinance 2016002. The motion was seconded by Council Member Mock and approved unanimously. Ordinance 2016002 is herein incorporated by reference into the minutes.
 - ii. [Ordinance 2016003](#) - amending Grant Project Ordinance 2009025
 - (1) Council Member Franklin moved to approve Ordinance 2016003. The motion was seconded by Council Member Smith and approved unanimously. Ordinance 2016003 is herein incorporated by reference into the minutes.
- 6. **Unfinished Business:**
 - a. None
- 7. **Administrative Reports:**
 - a. Manager’s Report
 - i. Essentials of Municipal Government
 - (1) Reminder to Council that the meeting is February 9th and 10th and will coordinate at the February briefing.
 - ii. Temporary pedestrian signage
 - (1) Council members were provided photos of the removable pedestrian crossing signs that are to be used during events.
 - (a) Council members were also provided photos of the 30 reflectors that will be used on the concrete islands at the roundabout. The Town is awaiting use approval from the DOT.
 - iii. Sheron Church has been named as interim Finance Officer.
 - (1) Mr. Perkins advised Council that he is evaluating the three open positions, the possibility of contracting certain items and what can be done by other existing positions. The finance officer and laborer positions have been advertised. The PIO position is being evaluated.
 - (a) The laborer position is on hold after discussion of the need to provide further evaluation of alternatives to replacement.
 - iv. MPO Call for Projects
 - (1) The Call for Projects opened January 1st and closes at the end of the month. Mr. Perkins suggested potential projects for Council consideration:

Lewisville Town Council
Briefing and Action Meeting Minutes
January 7, 2016 - 6:00 p.m.

Conference Room 210 - Lewisville Town Hall - 6510 Shallowford Road

- (a) Williams Road - from the roundabout across the bridge to the new roundabout (Gateway) with a planted median;
 - (b) Interchange roundabouts;
 - (c) Jack Warren Park to Styers Ferry Road; and
 - (d) Lowes Foods Shopping Center to Shallowford Reserve.
 - (2) This request will include any combination or all of design, right of way or easement acquisition, utility relocation and construction. More information will be available at the meeting on the 14th.
 - (3) There was a suggestion to look at the Vienna and Robinhood Road areas as viable project areas. There was a question of what will happen with the upcoming school bond issue.
 - (4) There was a suggestion to convene a meeting in the Vienna area to get an idea from the residents about road improvements in the area.
 - v. Roundabout drainage update
 - (1) Covered above.
 - b. Staff Reports
 - i. Clerk
 - (1) Deputy Clerk named and oath of office given to Marty Myers in the event the Town Clerk is not available, a staff member will legally be able to use the Town Seal.
 - (2) Email updates
 - (a) New email addresses have been provided to all Council Member and all devices are ready for use.
8. **For the Good of the Order:**
 - a. Council Discussion
 - i. Council retreat was tentatively set for January 30, 2016, 8:00 a.m. to 4:30 p.m.; however, due to conflicts, there was consensus to change to Sunday, January 31, 2016 from 1:00 p.m. to 7:00 p.m. This will be corroborated with the facilitator. This will retreat will focus on long range planning rather than the upcoming budget only.
 - ii. Agenda Items for Regular Meeting on **January 14, 2016**
 - (1) [Resolution 2016001](#) - accepting resignation of Kathy Borkland from the Lewisville Beautification Committee
 - (2) Add a resolution to extend the contract for the sewer feasibility study.
 - iii. Approval of agenda for regular meeting on [January 14, 2016](#)
 - (1) Council Member Franklin suggested that the approval of the agenda for the regular meeting be noted as *tentative* to which Council members agreed.
 - (2) Council Member Franklin moved to approve the tentative agenda for January 14, 2016. The motion was seconded by Council Member Smith and approved unanimously.
 - iv. Adjournment
 - (1) Council Members agreed to introduce themselves at the regular meeting.

Lewisville Town Council
Briefing and Action Meeting Minutes
January 7, 2016 - 6:00 p.m.

Conference Room 210 - Lewisville Town Hall - 6510 Shallowford Road

- (2) Signs at the bridge have been removed.
- (3) Having no other business to discuss, Council Member Smith moved to adjourn the meeting at 7:15 p.m. The motion was seconded by Council Member Mock and approved unanimously.

Mike Horn
Mayor

ATTEST

Joyce C. McWilliams Walker
Town Clerk