

Lewisville Town Council
Briefing and Action Meeting Minutes
February 4, 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, Ed Smith and Jeff Zenger. Dr. Sadler was unable to attend. Also present were Town Manager Hank Perkins, Attorney Bo Houff, Interim Finance Officer Sheron Church, Planner Marty Myers, Public Works Director George Hauser, 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 Zenger and approved unanimously.

2. **Manager's Briefing:**

- a. Consent Agenda Items for Action at the February 11, 2016 Meeting:
 - i. [Resolution 2016007](#) - Acceptance and Approval of Monthly [Financials for December, 2015](#)
 - ii. Approval of Council Briefing and Action [Minutes - January 7, 2016](#)
 - iii. Approval of Council Meeting [Minutes - January 14, 2016](#)
 - iv. Approval of Council Closed Session Meeting [Minutes - January 14, 2016](#)
 - v. Approval of Council Retreat Meeting [Minutes - January 31, 2016](#)

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

- a. None

4. **Items That Require Council Direction**

- a. None

5. **Items Requiring Action at Briefing**

- a. None

6. **Unfinished Business:**

- a. None

7. **Administrative Reports:**

- a. Manager's Report
 - i. Essentials of Municipal Government
 - (1) Mayor Horn, Council Members Greene, Mock, Sadler and Smith, Town Manager Perkins and Town Clerk Walker will be attending the Essentials of Municipal Government in Sunset Beach February 9th and 10th.
 - ii. Roundabout drainage update
 - (1) Mr. Perkins reported that he is still working with the engineers on a solution. The DOT is looking at the fix and will not involve asphalt but will involve

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a catch basin inlet dropped in the curb line and they are determining whether they can use their maintenance crews to do the work.

b. Staff Reports

i. Public Works

(1) Boiler maintenance needs to be done. The cost is \$1,162.¹⁶/₁₀₀. Staff is evaluating if there is money within the department. Otherwise, a budget amendment will be coming before Council at the next meeting.

(2) Snow removal

(a) There is approximately \$8,775.⁰⁰ left in the snow removal line item. Staff will have a budget amendment in the amount of \$35,000.⁰⁰ for the meeting next week to be added to the line item for snow and ice removal in case it is needed for another snow/ice event. If not needed, the monies will be returned to the General Fund.

(i) Mayor Horn asked staff to clarify where the private portion of Goslen begins and the Town's maintenance ends. There is no turnaround at the end of the road and the snow plow operator was afraid if he went down the road, he would not be able to get back up the road. The neighbors questioned whether the snow plow cleared to the end of the Town's maintenance.

(ii) Staff will verify where the Town's maintenance ends and place a sign at that point so the snow plow operator will know how far he must go.

(b) Mrs. Mock stated she was advised by the plow drivers that there was one street they could not get because cars were parked on both sides of the street.

(3) Roundabouts

(a) Reflectors for concrete islands at Shallowford Road roundabout

(i) Around 30 reflectors will be installed at \$10.⁰⁰ each. No budget amendment will be needed.

(b) Reflectors will need to be replaced on Grainland Drive also.

(c) Staff will place street signs at the Concord Church/Williams Road side roundabout since the large directional sign has been removed by the DOT.

(d) Mr. Perkins will check on the status of the medallions for the bridge.

(4) Knox box at Jack Warren Park

(a) The Fire Department has been working on emergency access to gated locations. The Department is proposing the placement of a Knox Box at the entrance to Jack Warren Park. The Department will purchase the box but they are asking the Town to pay for the installation which will run around \$200-\$300. There should be monies found in the Parks and Recreation budget.

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- (i) Council members agreed that staff should move forward.
 - ii. Planning
 - (1) Update on L-077
 - (a) Mr. Myers advised that the staff report is on the web site. He provided copies of the drawings of the applicants request to add a second floor to the garage behind the existing brick structure on the front of the property and the site plan.
 - (b) Mr. Myers was instructed to relate to the applicant that he must be compliant with past requirements of conditions and to relate discussions by Council.
 - iii. Clerk
 - (1) Emergency services
 - (a) Mrs. Walker advised that she and Mr. Perkins will be looking at the Town's emergency operations to place in ordinance format in case there is a need for FEMA reimbursements.
 - (2) NCAMC regional meeting
 - (a) Mrs. Walker advised Council that Lewisville will be hosting one of the regional meetings for the North Carolina Clerks Association on April 15th here at Town Hall.
 - (3) Update on applications to boards and committees
 - (a) Council members were given a summary of the vacancies for each of the boards and committees. Detailed information for voting will be provided for their March meeting.
 - (b) Mr. Houff suggested the Council might want to, at some time in the future, re-examine term limits on the boards.
 - (i) Staff is to place on the April briefing.
- 8. **For the Good of the Order:**
 - a. Council Discussion
 - i. 25th Anniversary Celebration
 - (1) Mrs. Mock and Mr. Greene are chairing that event. The date is set for Saturday, August 20th and currently there are eleven people that have accepted being members. She provided some of the suggestions that have already been provided. She asked for suggestions from Council also. Shallowford Square and the Community Center have been booked for the 19th and 20th. There was discussion on what would be required by churches or restaurants to participate. The committee will be reviewing the activities that will be involved and will be bringing more specific information and a budget to Council.
 - (a) Mrs. Mock has found a 9-member band.
 - (b) There was also a suggestion to check into the use of the gym at the school in case it is needed.

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- (c) Council members will send suggestions to Mrs. Mock.
- ii. Street Party request
 - (1) The Parks and Recreation would like to propose including a wine and/or beer tasting as one of the activities at the Street Party.
 - (a) After discussion, it was consensus to have Parks and Recreation bring a proposal to Council for consideration.
- iii. Bulky item issues
 - (1) Council discussed situations and challenges with contaminated items in the bulky item collection.
 - (a) Mr. Hauser provided the cost per extra load (425.⁰⁰) following the bulky item dates.
 - (b) There was a suggestion that using bulky item collection would be a good time to ride all the streets before the truck routes, checking for potholes.
 - (2) After discussion, staff was instructed to determine a plan of action for pickup of items still legitimately remaining for pickup, but for this time only.
- iv. Mr. Perkins advised Council that he will be able to use the appraised value of Mr. Moser's property count towards the local match if the Town were to seek a PARTF grant. Mr. Perkins has contacted PARTF for a waiver, good for eighteen months, if the Town decides to make an application.
- v. Council Member Franklin suggested investigating having WXII TV to have a weather cam placed at the water tower looking at the Town Square.
 - (1) Mr. Perkins will check with CCUC and Mayor Horn will check with the TV station.
- vi. Agenda Items for Regular Meeting on **February 11, 2016**
 - (1) [Appointment Order 2016001](#) - appointing members to the Student Leadership Committee
 - (2) [Resolution 2016006](#) - setting a public hearing for L-077 located at 6606 Shallowford Road for amendments to site plan approval
 - (3) [Resolution 2016005](#) - awarding contract to Hale Artificier, Inc. of Lexington, NC for Independence Day fireworks display in the amount of \$10,000.⁰⁰ (Ten thousand dollars)
 - (4) [Resolution 2016008](#) - Accepting a donation of property from Fred Moser
 - (5) [Ordinance 2016004](#) - Amending Budget Ordinance 2015045 in the amount of \$35,000.⁰⁰ to increase funds for snow and ice removal
- vii. Approval of tentative agenda for regular meeting on [February 11, 2016](#)
 - (1) Council Member Smith moved to approve the agenda for February 11th. The motion was seconded by Council Member Zenger and approved unanimously.
- viii. Adjournment

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- (1) Having no other business to discuss, Council Member Franking moved to adjourn the meeting at 7:38 p.m. The motion was seconded by Council Member Smith and approved unanimously.

Mike Horn
Mayor

ATTEST

Joyce C. McWilliams Walker
Town Clerk