

**Lewisville Town Council**  
**Briefing and Action Meeting Minutes**  
**January 3, 2019 - 6:00 p.m.**  
**Conference Room 201 - 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 Marci Gallman, Robert Greene, Fred Franklin, Sandra Mock, and Jeff Zenger. Council Member Ed Smith advised that he will be late and arrived at 6:14 p.m. Also present were Town Manager Hank Perkins, Attorney Bo Houff, Finance Officer Pam Orrell, Planner Stacy Tolbert, Public Works Director George Hauser, and Town Clerk Joyce Walker.
- b. Guests acknowledged were Merrikay Brown, Susan Linker and Mary Gaines, all members of the Lewisville Historical Society and residents Terry and Jennifer Simmons.

2. **Adoption of Agenda**

- i. Council Member Zenger moved to approve the agenda. The motion was seconded by Council Member Mock and approved unanimously.

3. **Introductions and Presentations for January 3, 2019**

- a. None.

4. **Items That Require Council Direction**

- a. [Ordinance 2019002](#) - amending Budget Ordinance 2018001 in the amount of \$3,080.00 for taxes on gifted property
  - i. This item is to be placed on the agenda for January 10, 2019.
- b. Request from the Lewisville Historical Society to extend the term for both the lease agreement and purchase option (\$10) to December 31, 2019 for the Nissen House
  - i. These agreements were set to expire on December 31, 2018. The Historical Society asked to extend them because there is additional work that needs to be done.
  - ii. After discussion, Council Member Zenger moved to extend the lease agreement and purchase option for one (1) year and as soon as the CO (Certificate of Occupancy) is received, they are welcome to exercise the purchase option. The motion was seconded by Council Member Greene and approved unanimously.
    - (1) Mayor Horn did ask for an update to Council in March.
- c. Report on request from property owners on Pine Trails Rd
  - i. Council members were reminded that Mr. and Mrs. Simmons, residents of Pine Trails Road, came to the December Council meeting to ask that the town take over an unimproved right of way that was “dedicated” on a plat.
    - (1) Attorney Houff explained that he, the manager, public works director and planner visited the area in question in the rain to get an idea of the run-off situation. He explained in detail how the water runs from up the hill down across his property. It looks like the run-off is coming from the houses that are all higher than Mr. Simmons. The determination was that it was not road run-off and does not look like the problem is in the town’s right of way. He also reiterated that the town is not allowed to spend funds on a private purpose and this looks like the request is for, as a technical matter, a private purpose.

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- (2) Mr. Hauser also explained that, while there, he examined the pipes and catch basins and they were operating properly. Swells are catching the water running off the road.
    - (3) Mr. Houff reiterated that the town can't lawfully take action on their request.
    - (4) Council Member Zenger offered to provide names of someone that might be of help.
  - d. Council work session - Saturday, February 2, 2019 - 8:00 a.m.
    - i. Facilities planning
    - ii. Economic development
- 5. **Items Requiring Action at Briefing**
  - a. Letter to Wildlife Resources
    - i. North Carolina Wildlife Commission's Urban Archery for deer hunting was approved last year by Council and the annual renewal time is forthcoming. This allowed the town to participate in the program.
    - ii. After discussion, Council Member Franklin moved to authorize the town manager to send a (renewal) letter annually unless otherwise instructed by Council not to. The motion was seconded by Council Member Zenger and approved unanimously.
- 6. **Unfinished Business:**
  - a. None.
- 7. **Administrative Reports:**
  - a. Manager's Report
    - i. Update from engineering firm on the relocation of the lift station behind Food Lion and associated infrastructure
      - (1) The preliminary engineering work on the lift station is about to be completed. The Utilities Committee is set to receive information from CCUC and the contractor at a special meeting to be held on January 22, 2019 at 3:00 p.m. This will be a financial project coming to the town. There will be additional information once the presentation is made.
    - ii. Report on status of town survey
      - (1) The Planning Board and Parks and Rec have reviewed. The Planning Board will review a second time. Staff will be meeting with the contractor. A final version will come to Council for review.
  - b. Staff Reports
    - i. Attorney
      - (1) None
    - ii. Public Works
      - (1) Arbor Run Drive update.

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- (a) Pipes are in and the contractor has started to receive materials to complete the repair; however, they are waiting on good weather to proceed, hopefully this coming Monday.
    - (b) The town's telephone system will be used to advise residents when construction starts.
  - (2) Mr. Hauser advised of issues related to stormwater. The contractor working in Arbor Run will also be looking at these issues. Exploratory digging will need to be done.
    - (a) Conrad Circle
      - (i) A couple of sink holes have developed in the right of way. A culvert has been taken out and there is an undersized pipe that is the responsibility of the homeowner.
    - (b) Sequoia Drive near Grinnell
      - (i) The concrete flue has collapsed that leads to the Duke Power right of way. There may be issues in bringing in the equipment because the ground is so soft.
    - (c) Smoke Tree Circle
      - (i) A sink hole has developed behind a mail box which puts it in the right of way.
  - (3) Potholes
    - (a) Mr. Hauser advised the process for fixing town maintained roads that have potholes due to the recent inclement weather. He also provided information on how the DOT is advised of potholes in their roads that are in need of repair.
- iii. Planning
- (1) Geo-Data update
    - (a) Council was provided information on a new application for Geo-Data. A handout was provided and the applications viewed on EdTV.
  - (2) Update on approved developments
    - (a) Council members were advised of the status of the following developments:
      - (i) Reynolds Run
        - 1) There are 29 lots.
        - 2) Equipment is being unloaded and street construction will soon start.
      - (ii) Woodview Estates
        - 1) There are 66 lots.
        - 2) Erosion control measures are in.
        - 3) Streets have not been defined.
      - (iii) Conrad Farm
        - 1) There are about 196 lots.
        - 2) Streets are in with 46 lots in the first phase.

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- (iv) Pegram Landing
          - 1) This is the apartment complex.
          - 2) There is no movement yet in construction.
          - 3) The DOT has been contacted on the left turn into the complex; however, there was no mention of any improvement regarding a turn into J Butler.
        - (v) Glad Acres
          - 1) There is no movement yet.
        - (vi) Belle Grove
          - 1) There is no movement yet.
    - iv. Finance
      - (1) Snow removal update
        - (a) So far, \$65,000.<sup>00</sup> has been spent due to the recent inclement weather. There is only \$10,000.<sup>00</sup> left in the budget.
        - (b) Staff will be asking for a budget amendment for approval next week to add \$30,000.<sup>00</sup> to the snow and ice budget.
    - v. Clerk
      - (1) Board openings have been advertised and one application has been received for the Planning Board.
      - (2) Budget schedule
        - (a) Council Member Zenger moved to accept the budget schedule. The motion was seconded by Council Member Smith and approved unanimously.
          - (i) There will be a change to the regular meeting schedule reflecting the addition of the budget meeting dates.
      - (3) Christmas tree pickup begins on January 7, 2019.
      - (4) Bulky Item pickup begins on January 14, 2019.
8. **For the Good of the Order:**
  - a. Council Discussion
    - i. **Agenda Items for Regular Meeting on January 10, 2019**
      - (1) Consent Agenda
        - (a) [Resolution 2019001](#) - Acceptance and Approval of Monthly [Financials for November, 2018](#)
        - (b) Approval of Joint Town Council and Planning Board [Minutes - November 3, 2018](#)
        - (c) Approval of Council Briefing and Action [Minutes -December 6, 2018](#)
        - (d) Approval of Council Meeting [Minutes - December 13, 2018](#)
      - (2) **Introductions, Presentations and/or Proclamations**
        - (a) [Resolution or Proclamation 2019xxx](#) for Sheriff Schatzman
      - (3) Public Hearings
        - (a) None

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- (4) Approval of tentative agenda for regular meeting on [January 10, 2019](#)
  - ii. With the items mentioned above to be added to the agenda for January 10<sup>th</sup>, Council Member Smith moved to approve the agenda for January 10, 2019. The motion was seconded by Council Member Zenger and approved unanimously.
- b. Adjournment
  - i. Having no other business to discuss, Council Member Greene moved to adjourn the meeting at 6:55 p.m. The motion was seconded by Council Member Zenger and approved unanimously.

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Mike Horn, Mayor

ATTEST:

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Joyce C. McWilliams Walker, Town Clerk