

Lewisville Town Council
Briefing and Action Meeting Minutes
February 7, 2019 - 6:00 p.m.

Conference Room 201 - Lewisville Town Hall - 6510 Shallowford Road

1. **Call to Order:**

- a. Mayor Mike Horn called the meeting to order at 6:00 p. m. Council members present were Fred Franklin, Marci Gallman, Robert Greene, and Jeff Zenger. Council Member Ed Smith arrived at 6:02 p.m. and Council Member Sandra Mock arrived at 6:10 p.m. Also present were Town Manager Hank Perkins, Finance Officer Pam Orrell, Attorney Bo Houff, Planner Stacy Tolbert, Maintenance Ryan Moser and Town Clerk Joyce Walker.
- b. Adoption of Agenda
 - i. Mr. Perkins asked to add 6.a.iii. RFQ for the Community Center and 6.a.iv. Review of the Town Survey.
 - ii. With those additions, Council Member Zenger moved to approve the agenda. The motion was seconded by Council Member Franklin and approved unanimously.

2. **Guests, Introductions and Presentations for February 7, 2019**

- a. Chris Parker, Vienna Village senior living facility manager, was recognized as present.

3. **Items That Require Council Direction**

- a. Demolition of Lewisville-Vienna Road shed and septic tank pump
 - i. It was explained that the contractors that proposed the demolition of the Lewisville-Vienna Road property did have removal of a shed; however, it was an oversight on the contractor's part. The building was made of block and was thought to be a house and not a shed. The contractor proposed \$3,200.⁰⁰ for demolition and removal.
 - ii. Staff advised that the contractor has been working with the town on Shallowford Road on items that were not in their scope of work.
 - iii. After discussion, Council instructed staff to prepare a budget amendment in the amount of \$3,200.⁰⁰ for the Council meeting on February.
 - iv. Staff was also instructed to walk the property and to clearly define expectations for this contract.
- b. Speed limit request for Yadkinville Road
 - i. Council members were advised of the excess speeding on Yadkinville Road in the area of Vienna Village, an assisted living facility.
 - ii. The management of the facility was asking the Town to lower the speed to 35 mph.
 - (1) Since Yadkinville Road is a State road, the issue was taken to the Department of Transportation, who studied the area and found, although there was speeding, no change in the speed limit would be made.
 - (2) The issue was then taken to the Town's Public Safety Advisory Committee who worked with community policing on aggressive enforcement.
 - iii. Council discussed several possibilities that might slow traffic in the area.
 - iv. Staff suggested lowering the speed from the West Central Community Center to Pine Trails Road to make it consistent.
 - v. After additional discussion, staff was instructed to review the situation and bring information to the March briefing.

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4. Items Requiring Action at Briefing

- a. **[Ordinance 2019004](#)** - amending Budget Ordinance 2018001 in the amount of \$40,000.⁰⁰ to increase budget for snow and ice removal
 - i. Council Member Jeff Zenger moved to approve Ordinance 2019004. The motion was seconded by Council Member Ed Smith and approved unanimously. Ordinance 2019004 is herein incorporated by reference into the minutes.
- b. **[Ordinance 2019005](#)** - amending Budget Ordinance 2018001 in the amount of \$1,200.⁰⁰ to purchase 12 chairs for the large conference room on the 2nd floor of Town Hall
 - i. Council Member Mock moved to approve Ordinance 2019005. The motion was seconded by Council Member Smith and approved unanimously. Ordinance 2019005 is herein incorporated by reference into the minutes.
 - (1) Staff was instructed to check with Habitat to see if the chairs could be used.
- c. Lissara annexation request
 - i. **[Resolution 2019005](#)** - directing the clerk to investigate an annexation petition received under G.S. 160A-58 through 58.8
 - (1) This annexation information came to the clerk as a non-contiguous annexation.
 - (2) Council Member Zenger moved to approve Resolution 2019005. The motion was seconded by Council Member Gallman and approved unanimously. Resolution 2019005 is herein incorporated by reference into the minutes.
- d. Request annexation of 1181 Reynolds Road
 - i. **[Resolution 2019004](#)** - directing the clerk to investigate an annexation petition received under G.S. 160A-31
 - (1) This annexation request is for a contiguous annexation.
 - (2) Council Member Franklin moved to approve Resolution 2019004. The motion was seconded by Council Member Zenger and approved unanimously. Resolution 2019004 is herein incorporated by reference into the minutes.

4. Unfinished Business:

- a. None.

5. Administrative Reports:

- a. Manager's Report
 - i. Update on the design for water and sewer in the downtown
 - (1) Staff has met with the DOT in order to incorporate their contract in with CDM Smith. He also advised that the amount for the design is \$125,000.⁰⁰ and not \$175,000.⁰⁰. This will come to Council in the future.
 - ii. Update on the replacement of the Food Lion pump station

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- (1) The Utilities Committee has had a presentation on the pump station replacement and will have a special meeting to discuss and send forward their recommendation.
 - iii. RFQ for the Community Center
 - (1) Council members were provided a copy of the RFQ for the new Community Center and explained that the site is not specific and also that the project may be done in phases. Everyone was asked to review and send comments to the manager. The RFQ will be advertised in the Courier, direct email and on the web site.
 - (a) Council advised the Journal might be considered for advertising.
 - (i) Staff will investigate.
 - iv. Town Survey review
 - (1) Copies of the survey were reviewed. Changes from the original survey were identified.
 - (2) Parks and Recreation Board and the Planning Board were consulted to make sure they would get the information needed to move forward.
 - (3) There were suggested changes to bring similar questions in a better order and to better define some of the terms in the survey.
 - (4) Staff will work on changes.
 - (5) Residents will be advised in the March newsletter and there will be a town-wide call advising of the survey.
- b. Staff Reports
 - i. Attorney
 - (1) None
 - ii. Public Works
 - (1) Arbor Run Drive update
 - (a) The drainage issue has been fixed. The paving will be around \$68,853.⁰⁰ to pave the 200 feet that were involved in the repair. The contract will be coming to Council next week.
 - (b) Staff will make sure there will not be any standing water when the paving is completed.
 - iii. Planning
 - (1) None
 - iv. Finance
 - (1) None
 - v. Clerk
 - (1) Report on applications for board seats
 - (a) There is an application for District 1 for the MSD. The appointment will be on the agenda for next week.
 - (b) There is a request for an appointment to Student Leadership that will also be on the agenda for next week.

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- (c) Appointments for boards closed at the end of January. Applications have been received for Planning Board and Parks and Recreation that exceed the number of seats available. One person is aging off of Parks and Recreation and that is one of the seats to be filled. All other sitting members of the four boards have asked to be reappointed. All forms for voting will be in March. Interviews will be conducted.

6. For the Good of the Order:

a. Council Discussion

i. **Agenda Items for Regular Meeting on February 14, 2019**

- (1) Consent Agenda
 - (a) [Resolution 2019003](#) - Acceptance and Approval of Monthly [Financials for December, 2018](#)
 - (b) Approval of Council Briefing and Action [Minutes - January 3, 2019](#)
 - (c) Approval of Council Meeting [Minutes - January 10, 2019](#)
- (2) **Introductions, Presentations and/or Proclamations**
 - (a) Introductions
 - (i) Forsyth County Sheriff's Office
 - 1) Tyler Tate will be introduced as the new deputy.
- (3) Public Hearings
 - (a) None
- (4) Appointments
 - (a) Application for the Willow Run MSD
 - (i) Martin Beale for District 1
 - (b) Student Leadership Committee
 - (i) [Appointment Order 2019001](#) - appointing Noor Kazi to the Student Leadership Committee
- (5) [Ordinance 2019006](#) - amending Budget Ordinance 2018001 in the amount of \$68,853.⁰⁰ to fund Arbor Run Drive street repairs

ii. Approval of tentative agenda for regular meeting on [February 14, 2019](#)

- (1) Council Member Smith moved to approve the agenda with those items noted above as amended. The motion was seconded by Council Member Zenger and approved unanimously.

iii. Council Member Mock asked for updates on:

- (1) The driveway cut between the music business and the dentist's office.
 - (a) The trees have been removed but the connection has not yet been made.
- (2) The gray building.
 - (a) An accounting service.
- (3) Colt's Cooling - the dumpster has been dropped off and it is not enclosed.

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- (a) Staff will check on this.
 - (4) West Central Community Center (WCCC) back-lit sign.
 - (a) City code enforcement has been notified by the planner.
 - (b) Mr. Moser has also notified a member of the WCCC and they are aware.
- iv. Mr. Franklin advised that the 1994 Council rezoned 40 acres of Kaplan's property from residential and this was in the Courier.
- v. Mayor Horn advised that Novant will be coming next to Lowes Foods.
- b. Adjournment
 - i. Having no other business to discuss, Council Member Smith moved to adjourn the meeting at 7:21 p.m. The motion was seconded by Council Member Mock and approved unanimously.

Mike Horn, Mayor

ATTEST:

Joyce C. McWilliams Walker, Town Clerk