

**MINUTES**  
**BOARD OF COMMISSIONERS SPECIAL MEETING**  
**JORDAN ROOM, MATTHEWS TOWN HALL**  
**JANUARY 25, 2016 – 5:30 PM**

**PRESENT:** Mayor James Taylor; Commissioners John Higdon, Chris Melton, John Ross, John Urban and Larry Whitley; Town Manager Hazen Blodgett; Town Clerk Lori Canapinno

**ABSENT:** Commissioners Jeff Miller

**ALSO PRESENT:** Communications Director Jen Thompson; Fire & EMS Chief Dennis Green; Police Chief Rob Hunter; Planning and Development Director Kathi Ingrish; Parks, Recreation & Cultural Resources Director Corey King; Public Works Director CJ O'Neill

The Board met with staff to receive Departmental Quarterly Reports and to hold a pre-development consultation regarding property located at 720 Park Center Drive.

**MINUTES**  
**BOARD OF COMMISSIONERS MEETING**  
**HOOD ROOM, MATTHEWS TOWN HALL**  
**JANUARY 25, 2016 - 7:00 PM**

**PRESENT:** Mayor James Taylor; Commissioners John Higdon, Chris Melton, John Ross, John Urban and Larry Whitley; Town Attorney Charles Buckley; Town Manager Hazen Blodgett; Town Clerk Lori Canapinno

**ABSENT:** Commissioners Jeff Miller

**ALSO PRESENT:** Communications Director Jen Thompson; Finance Director Chris Tucker

**REGULAR MEETING CALLED TO ORDER**

Mayor Taylor called the meeting to order at 7:03 pm.

**INVOCATION**

Mayor Taylor requested a moment of silence to recognize the passing of long-term resident Margaret Phillips.

**PLEDGE OF ALLEGIANCE**

Members of Boy Scout Troop 118 led the audience in the pledge.

## **ITEMS TO BE ADDED TO THE AGENDA**

None

Mayor Taylor presented a proclamation honoring February 5, 2016 as Wear Red Day. This event highlights the importance of the ongoing fight against heart disease and stroke by encouraging people to educate themselves on heart disease and healthy lifestyles. Everyone should wear red on February 5<sup>th</sup>.

Janelle Dunaway of the American Heart Association and Christina Bryan accepted the proclamation and spoke of the importance of heart disease education, particularly for women. Ms. Bryan is a five-year heart attack survivor and she now educates people on heart disease. She explained that heart disease kills more people than all types of cancers combined. Ms. Dunaway explained that heart disease is 80% preventable and urged everyone to follow heart-healthy guidelines and educate themselves and others on how to live healthfully.

## **PUBLIC COMMENT**

Barbara Dement, 515 Clairview Lane, Matthews addressed the Board. She noted the upcoming one-year anniversary of the Sister City declaration between Matthews and Ste. Maxime, France, and said that town's French counterparts are eager to host a reciprocal visit to Ste. Maxime. She asked the Board consider sending an official delegation in June. She then discussed the declaration by Charlotte-Mecklenburg Schools of 6.2 acres of surplus real property at the site of Elizabeth Lane Elementary School. She asked the Board to consider purchasing that property. Mayor Taylor noted that the Town has a lot of control over that land even without owning the property due to its conditional zoning designation.

## **CONSENT AGENDA**

- A. Approve Minutes of the January 11, 2016 Meeting**
- B. Approve Appointment to Appearance & Tree Advisory Committee**
- C. Approve Appointment to Veteran Affairs Committee**
- D. Approve Tax Refunds**
- E. Approve Budget Ordinance Amendment to Recognize Controlled Substance Tax Revenues in the Amount of \$1,343.92**

Motion by Mr. Melton to approve consent agenda items A through E. The motion was seconded by Mr. Ross and unanimously approved.

## **UNFINISHED BUSINESS**

## **RECEIVE UPDATE ON 2015 PLANNING CONFERENCE TO-DO LIST**

Mr. Blodgett reviewed the list. Mr. Melton said he was impressed with staff's efforts of these tasks.

## **FINALIZE LIST OF 2016 PLANNING CONFERENCE TOPICS**

Motion by Mr. Urban to include the topics numbered 2, 4, 8, 21, 31, 39 and 48, on the list of proposed topics, and to direct the Manager to filter in other topics that may work in conjunction with those previously enumerated. The motion was seconded by Mr. Melton.

Discussion ensued. Mr. Higdon suggested allowing each Commissioner to add one topic of their choosing to the master list. Mr. Melton asked for time to discuss the possibility of a Talbot Court Extension traffic signal. Mayor Taylor noted that the Board already made a decision on that so any further discussion would be a review of that prior decision.

The motion to include the topics enumerated by Mr. Higdon was unanimously approved.

## **NEW BUSINESS**

### **RECEIVE MONTHLY BUDGET REPORT**

Finance Director Chris Tucker reviewed the budget report through December 2015. General fund revenues are at 49%, property taxes and sales taxes are coming in well and Powell Bill funds are a bit over budget. He has no concerns with revenues. Expenditures are also at 49% with the general fund trending well. The prepared food and beverage tax in the tourism fund is an item to note – those numbers won't hit budget and the Board should expect to see a budget amendment to handle that soon. The current payments are calculated from the previous years' receipts. There was some discussion of budgeting and auditing practices. Mr. Tucker will consult with the county and bring information back to the Board.

Mr. Ross asked about the inclusion of the Outen Pottery line item. Discussion ensued with Town Attorney Charles Buckley explaining that the Mecklenburg County Historic Landmarks Commission (MCHLC) is still working on the removal of the deed restriction on that property. Once that is done the Board should expect that the MCHLC will seek out the Town to purchase the property as previously negotiated. Any such purchase would require new action by the Board.

There was some discussion of tourism grants, with Mr. Tucker explaining that the funds are not dispersed until the grant recipients make their request in writing. That generally occurs throughout the year after the grants are approved by the Board. Parks, Recreation and Cultural Resources Director Corey King also follows up with those agencies to be sure they're submitting documents as necessary.

Mr. Higdon asked if Powell Bill funding was tied to the price of gasoline. Mr. Tucker explained that it is no longer dependent on gas prices. He will forward the calculation information to the Board.

## **MAYOR'S REPORT**

Mayor Taylor thanked the Public Works Department for their great work during the recent storm, noting the roads in Matthews were in better condition than those in the surrounding communities. He also noted that Tina Whitley, Executive Director for the Matthews Chamber of Commerce, will be leaving the position. He thanked her for her work over the years and said she's leaving the Chamber in a much better position than it was when she first arrived. Mayor Taylor then encouraged everyone to attend the upcoming First Thursday Downton Matthews Crawl. This is a great event that involves multiple businesses in downtown Matthews with food and drink specials, live music, games, an arts and crafts market and more. It occurs year-round on the first Thursday of each month.

**ATTORNEY'S REPORT**

None

**TOWN MANAGER'S REPORT**

None

**ADJOURNMENT**

Motion by Mr. Melton to adjourn. The motion was seconded by Mr. Whitley and unanimously approved. The meeting adjourned at 8:21 pm.

Respectfully submitted,

Lori Canapinno  
Town Clerk