

MINUTES
BOARD OF COMMISSIONERS SPECIAL MEETING
JORDAN ROOM, MATTHEWS TOWN HALL
JANUARY 26, 2015 – 6:00 PM

PRESENT: Mayor James Taylor; Mayor Pro-Tem Joe Pata; Commissioners John Higdon; Chris Melton, Jeff Miller, Kress Query and John Ross; Assistant Town Manager Jamie Justice; Town Attorney Charles Buckley; Town Clerk Lori Canapinno

ALSO PRESENT: Centralina Council of Governments Executive Director Jim Prosser; Communications Director Jen Thompson

The Board of Commissioners met with Centralina Council of Governments Executive Director Jim Prosser for a discussion of the CONNECT Our Future regional planning initiative. Mr. Prosser presented a document (Exhibit #1 hereby referenced and made a part of these minutes) which discusses the potential growth of the county. He noted that the region faces unprecedented growth challenges at a time when state and federal resources are diminishing. The development of the first regional growth framework and strategies has recently been completed and the intent is to plan for growth in the correct manner – to get it right the first time to ensure job and economic growth are supported.

AGENDA
BOARD OF COMMISSIONERS MEETING
HOOD ROOM, MATTHEWS TOWN HALL
JANUARY 26, 2015 - 7:00 PM

PRESENT: Mayor James Taylor; Mayor Pro-Tem Joe Pata; Commissioners John Higdon; Chris Melton, Jeff Miller, Kress Query and John Ross; Assistant Town Manager Jamie Justice; Town Attorney Charles Buckley; Town Clerk Lori Canapinno

ALSO PRESENT: Communications Director Jen Thompson; Public Works Director Ralph Messera

REGULAR MEETING CALLED TO ORDER

Mayor Taylor called the meeting to order at 7:00 pm.

INVOCATION

Town Attorney Charles Buckley rendered an invocation.

PLEDGE OF ALLEGIANCE

Scouts from Boy Scout Troops 11 and 118 led the audience in the pledge.

ITEMS TO BE ADDED TO THE AGENDA

None

RECOGNIZE COVENANT DAY SCHOOL'S 25TH ANNIVERSARY – HEAD OF SCHOOL MARK DAVIS

Head of School Mark Davis was presented with a proclamation in honor of Covenant Day School's twenty-fifth anniversary. Mr. Davis expressed his appreciation and spoke about the school.

PUBLIC COMMENT (PLEASE SIGN IN TO SPEAK AT THIS TIME. LIMITED TO 4 MINUTES)

None

CONSENT AGENDA

- A. Approve Minutes of the January 5, 2015 Special Meeting**
- B. Approve Minutes of the January 12, 2015 Meeting**
- C. Approve Minutes of the January 13, 2015 Special Meeting**
- D. Approve Resolution to Become Sister Cities with Sainte-Maxime, France**
- ~~**E. Approve Changes to Public Works Positions**~~
- F. Approve Preliminary Plat for Sunrise Crossing Phase II – Matthews School Road**
- G. Approve Tax Refunds**
- H. Approve Budget Amendment to Appropriate Funds in the Amount of \$68,000 for Right of Way Acquisition**
- I. Revise Appointments to Economic Development Advisory Committee**
- J. Amend Economic Development Advisory Committee Bylaws**

Mayor Taylor noted that item E (approve changes to Public Works positions) will be removed for discussion at a later meeting.

Motion by Mr. Query to approve the consent agenda with the exception of item E. Seconded by Mr. ? Melton and unanimously approved

NEW BUSINESS

RECEIVE MONTHLY BUDGET REPORT

Assistant Town Manager Jamie Justice reviewed the budget report. These numbers represent 50% of the fiscal year and show ad valorem tax collection through the end of December; additional funds will come in January. At the same time the town will see more refunds go out. Sales tax revenues are above projections – about \$226,000 more than budgeted. The total amount of revaluation refunds is still unknown but the worst case scenario would be a total of \$600,000 refunded.

Mayor Taylor noted that the change to privilege licensing may impact the town by \$200,000. He encouraged everyone to talk to their legislators about this. Mr. Higdon asked if Powell Bill funding is impacted by the cost of

gasoline and Mayor Taylor explained the figure is the same no matter what the cost of gas; with gas relatively inexpensive now that may prompt people to use more gas and therefore pay more into the Powell Fund. Public Works Director Ralph Messera noted the state's tax is 37.5 cents per gallon and the federal tax adds another 18 cents, but on a per-mile basis North Carolina's gas tax is among the lowest three in the country. Mr. Melton asked about the fund balance. Mr. Justice explained there has not yet been any fund balance appropriation this fiscal year but it is too early to project that for the rest of the year.

DRAFT 2015 PLANNING CONFERENCE AGENDA

Mayor Taylor asked the Board to look at the proposed topic list and get consensus so staff can start gathering documents.

Mr. Higdon asked for information on item F4 – the lot next to the Phillips sisters' house. Mayor Taylor explained that this is the lot behind the barn which was formerly pasture land. The house and barn have been designated as historic and are now owned by the Charlotte Mecklenburg Historic Landmarks Commission. Mayor Taylor said he believes there may be some discussion about parceling off the pasture land to sell it to recoup some money but he does not know if that will actually happen.

Mr. Miller asked about item A2 – ethics review. Mayor Taylor said that was an issue raised by a commissioner and may not actually be needed to be discussed at the Planning Conference – this can be discussed at another time if the Board feels it necessary.

Mr. Miller said he was encouraged by the discussion of greenways and dirtways - the town can get a lot of bang for the buck this way. He suggested adding a bullet point under that topic: discussion of the culvert to MARA/Fullwood. If the culvert is built it wouldn't take much to punch through, even as a temporary dirtway, from Brenham Lane through and then go up through the Courtney connector area to get to some good sidewalk systems. Mayor Taylor agreed and said he was also encouraged by the development applications that come before the Board and the applicants who actively engage with the Board on the inclusion of greenways in their future projects. He noted that what the developers offer actually fit into the town's plan and are not just offshoots to nowhere.

Mr. Justice noted that there are a few items that require the input of other staff and as such are tentatively scheduled to be discussed in town on Friday morning. By consensus the Board agreed with that plan. Mayor Taylor summarized the tentative schedule: Friday morning at town hall starting as early as possible with the Board leaving at noon or 1:00 for the other location.

Mr. Ross suggested adding a bullet point to item E2 – set priorities for greenways/dirtways. He would like to talk about park plans for Highway 52 park and the Rice Road park. Mayor Taylor said they can talk about those, adding that the Rice Road park has a time limitation associated with the PARTF grant. He also noted the Board received the consultant's park proposal for the Highway 51 park and took it under advisement. Mr. Ross said there needs to be a real conversation about that plan versus what the town can actually do. Mayor Taylor said he has asked the Town Manager for a list of short-term options, such as bike and walking trails. He thinks the Trailblazer group could help with that. The Planning Department will need to weigh in on what the town would need to do to allow for parking and if there is any latitude for temporary parking.

Mr. Pata asked if the Chamber would be part of the Friday morning session and Mayor Taylor explained that it was the Chamber's preference to meet with the Board at a later time – perhaps in April.

MAYOR'S REPORT

Mayor Taylor explained that the presenter for the Community Center roof repair discussion was running late, so the agenda order would be rearranged to allow him time to arrive.

Mayor Taylor noted the Board is holding special meetings on January 31 to interview candidates for the Planning Board and Board of Adjustment and on February 2 for a discussion on the Family Entertainment Area.

He thanked those who attended the South Trade Street groundbreaking and noted that the Family Dollar/Dollar Tree transaction was finalized by shareholders last week. This will preserve jobs in Matthews. He has spoken to the CEOs of both companies and looks forward to the future.

ATTORNEY'S REPORT

Mr. Buckley explained that oral arguments in the Wright case were heard last week; a decision should come within the next 120 days.

TOWN MANAGER'S REPORT

None

MISCELLANEOUS

Mr. Ross noted that the Boy Scouts' food drive – Scouting for Food - takes place in the first week in February. He urged citizens to donate food for dispersal throughout the region.

RECEIVE UPDATE ON COMMUNITY CENTER ROOF REPAIRS

Architect Frank Williams of 2 Architecture updated the Board on the status of the Community Center repairs. Mr. Williams has submitted the basic scope of work to the Historic Landmarks Commission (HLC) for review to determine if a formal certificate would be needed. It won't - aside from a few items they gave a "minor works" label. A few items will need to be reviewed by the HLC before the Town proceeds.

Mr. Williams discussed the potential repairs. He detailed issues with the trusses in the attic. He also noted that the Board had recently requested that he review options for new entry doors at the front of the building. A historically correct door would be a five panel door with the top three panels being glass. He suggested using a fiberglass replica door, which would look historically correct and would not become as weather-beaten as wood doors. If the Board wishes to install this type of door, the HLC would have to be convinced of its historical appropriateness. An alternative would be to use a wood door, but it would be impacted by weather conditions since the portico offers no protection. He noted that both of the transoms are still in place.

Staff will have to talk to the school regarding the use of a portion of their property for staging during construction. A few handicapped parking spaces would be lost for the duration of the project but alternative spots would be marked and the contractor would build a temporary wood ramp to accommodate entry. The first floor – not the ground floor – would not be available for use during construction. There is no way to get around that. The ground floor would be available. Sprinklers must be fully functional the whole time of the project so they will have to work around the sprinklers.

There was discussion about HVAC units. Mr. Williams explained that the units will eventually become problematic – they're 15 years old, are difficult to service and use Freon that is difficult to procure. He will put the replacement of all four units in as base bids. There was some discussion of the creaky wood floors. There is no way to lessen that squeak unless the whole floor is replaced.

Mr. Williams explained that the railing now on the building is a guardrail, not a handrail, and is not historically appropriate. It also no longer meets code due to the spacing of the slats. It will have to be removed during construction and a new railing that meets code will have to be reinstalled. Replacing the heavy look of the guardrail with a lighter handrail will look nicer and still meet code. He also discussed the steps, which are limestone treads that have been covered up with concrete. They are peeling and likely hold a lot of moisture. The concrete will be removed and the steps repaired.

Mr. Williams explained that this is all in alignment with the stated budget of \$600,000. Mr. Justice noted these funds will come from the tourism budget. Mr. Williams then said the timeline will be 6 to 8 months from the start of construction. Materials will have to be on site and if there is any sort of ordering delay that would cause a delay. Discussion ensued on the timeline, with concerns about Matthews Alive, Community Center programming and CMS classes all needing to be coordinated.

Discussion on the slate roof ensued. Mr. Williams explained that about 20% of the existing slate is damaged. He found a synthetic slate that looks nice but he was uncertain how labor intensive and cost-effective it would be compared to using real slate. He said the back side of the roof, which is hardly visible, could have new or synthetic slate while the front and sides could re-use the existing slate. Mr. Higdon noted that the cost of real slate was included in the estimates and that he would prefer seeing real slate used.

Mr. Melton asked about unintended consequences such as popped windows. Mr. Williams had asked the structural engineer to review those issues and was told that this project would not exacerbate any existing issues.

Mayor Taylor asked if there was anything else that might need to be repaired while this project is going on, since performing repairs now could save money in the long term. Mr. Messera noted that the windows have needed to be replaced for a while since they are single pane and some have some rot. Mr. Williams explained that the structural engineer is worried about two areas in the roof and would probably find more to fix in that area that is outside this project area. By consensus it was determined that the structural engineer will review the rest of the roof to see if anything else needs to be repaired. Mr. Williams noted that any new items would be outside of the scope of the existing contract.

The Board continued discussion about the timing of the work. It is important to avoid adversely affecting Matthews Alive and existing bookings in the Community Center. By consensus it was determined that construction should not start until September 8, 2015 – the day after Matthews Alive ends. Mr. Williams did confirm that there was no immediate danger with the portico so the delay should not cause any problems.

By consensus the Board prefers using real slate for the roof but requested that Mr. Williams get a quote on the synthetic material to determine if it is more cost effective. The Board requested that Mr. Williams get more information on the fiberglass reproduction doors and discuss it with the Historic Landmarks Commission to see if that would be approved. Mr. Williams will get information back to the Board after the structural engineer performs his review.

ADJOURNMENT

Motion by Mr. Miller to adjourn. The motion was seconded by Mr. Melton and unanimously approved. The meeting adjourned at 9:39 pm.

Respectfully submitted,

Lori Canapinno
Town Clerk