

**MINUTES
SPECIAL BOARD OF COMMISSIONERS MEETING
JORDAN ROOM, MATTHEWS TOWN HALL
MAY 23, 2016 – 5:30 PM**

PRESENT: Mayor James Taylor; Mayor Pro Tem John Higdon; Commissioners Chris Melton, Jeff Miller, John Ross, John Urban and Larry Whitley; Town Manager Hazen Blodgett, Assistant Town Manager Becky Hawke; Communications Director Jen Thompson; Town Clerk Lori Canapinno

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

The Board of Commissioners met with staff to review the proposed fiscal year 2016-17 budget. Town Manager Hazen Blodgett reviewed the proposed budget and Capital Improvement and Equipment Plan. Discussion ensued regarding various proposed aspects, including a \$5.00 increase to the vehicle tag fee, financial contributions to organizations including the Arts and Science Council, Red Brick Partnership, The Quad and the National League of Cities and an employee merit increase pool. By consensus the Board agreed with the Manager's recommendation to fund a contribution of \$25,000 to the Arts and Science Council but will not fund the National League of Cities this fiscal year. Opinions differed on the issues of the vehicle tag increase and employee merit increase. The Board will continue discussion on these items and the complete budget at the June 6, 2016 budget work session.

**MINUTES
BOARD OF COMMISSIONERS MEETING
HOOD ROOM, MATTHEWS TOWN HALL
MAY 23, 2016 - 7:00 PM**

PRESENT: Mayor James Taylor; Mayor Pro Tem John Higdon; Commissioners Chris Melton, Jeff Miller, John Ross, John Urban and Larry Whitley; Town Manager Hazen Blodgett, Assistant Town Manager Becky Hawke; Communications Director Jen Thompson; Town Clerk Lori Canapinno

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

REGULAR MEETING CALLED TO ORDER

Mayor Taylor called the meeting to order at 7:04 pm.

INVOCATION

Mr. Whitley rendered an invocation.

PLEDGE OF ALLEGIANCE

A Scout from Boy Scout Troop 4 led the audience in the pledge.

ITEMS TO BE ADDED TO THE AGENDA

None

FIRE & EMS SCHOLARSHIP RECOGNITION

Fire & EMS Chief Dennis Green discussed the federal SAFER grant scholarships that were awarded to three volunteer members of the Matthews Fire & EMS Department. He introduced scholarship award winner Graham Davis, who discussed his use of the scholarship for his upcoming nursing program at UNCC. Chief Green noted that Mr. Davis started with the Fire & EMS Department as an Explorer and began volunteering with Matthews at age 14 in 2010.

PUBLIC COMMENT

None

CONSENT AGENDA

- A. Approve Minutes of the May 9, 2016 Board of Commissioners Meeting**
- B. Approve Minutes of the May 9, 2016 Closed Session Board of Commissioners Meeting**
- C. Cancel July 25, 2016 Board of Commissioners Meeting**
- D. Approve Disposal of Surplus Property**
- E. Approve Charlotte Water Easement Abandonment**
- F. Approve Budget Amendments to Recognize:**
 - 1) Court-Ordered Restitution Payments and Funds in Excess of Budgeted Revenues in the Amount of \$482.50**
 - 2) Donation to the DARE Program in Excess of Budgeted Revenues in the Amount of \$1,475.00**

Motion by Mr. Miller to approve consent agenda items A through F2. The motion was seconded by Mr. Higdon and unanimously approved.

UNFINISHED BUSINESS

APPROVE CONTRACT FOR SOLID WASTE SERVICES

Public Works Director CJ O'Neill reviewed the process. The Board elected to pursue a contract for solid waste services with Republic Services. Staff has been negotiating the proposed contract and has come up with two options: a five year contract or a seven year contract. The seven year contract has slightly lower rates and staff recommends the seven year contract, which should save the Town approximately \$324,000 annually over the current contract.

Some information changed very recently and Mr. O'Neill reviewed those items and other contract highlights. The Matthews-branded recycling carts will remain but the trash carts will be unbranded. Yard debris terms have changed slightly: the same pickup regulations of 20 bags/20 minutes per yard remains but the dimensions that can be disposed of drops from five feet in length to four feet since the Foxhole center no longer accepts lengths over four feet. There is now an option for additional trash bins to be billed to the consumer directly rather than through the Town. The additional bin would be free and the recurring service fee would be billed on a monthly or annual basis. The Town currently pays those additional fees. The recommendation is to offer an additional recycling bin for free and charge for additional trash bins. Republic has also offered an additional pickup at the Police Department and a dumpster at Squirrel Lake Park with pickup at no charge. The Town would have to install a pad for the dumpster. In addition, there is no fuel adjustment rate and Republic will increase and decrease the rates for service based on the CPI.

Mr. Miller said the costs for additional trash bins should be passed on to those citizens who use them. He noted the cost of replacing trash carts with the Town's logo would be \$48.72 per bin. He suggested the Town absorb the cost of replacing one hundred per year for a cost of less than \$5,000. Discussion ensued regarding logos on carts. Mr. O'Neill explained that Republic wouldn't be able to use the Matthews-branded carts elsewhere so if the Town chose another vendor after the contract ended they'd be left with thousands of carts they couldn't reuse.

Mr. Ross asked how many households have more than one cart. Environmental Advisory Committee Chair Gordon Miller explained that the number is in the couple hundred range with some having one extra and others having two extra carts. Mr. Ross said he wasn't in favor of charging citizens extra for additional bins, saying it's a service that the Town provides no matter how much waste there is. Mr. Urban disagreed, saying citizens should pay for what they use. He also asked about the informational postcard and Mr. Miller confirmed that the postcard is still included and will list more information on what materials can and can't be collected. Malinda Barkley of Republic Services explained that the contract includes cost sharing for the postcard calendar as has been done in the past. The next calendar run will be a little more expensive since it will cover six months and then the following one will be sent in December to get the Town onto the standard calendar year cycle for 2017.

Mr. Higdon said he doesn't think it's worth any extra tax dollars to put a Town logo on a garbage can. He also asked about the cost for white good pickups and if the number exceeds 100. Mr. O'Neill explained that was just an estimate used in the RFP – the actual contract has no limitation on those pickups.

Mayor Taylor noted the contract requires trash to be placed in a bin and asked if occasional extra bags wouldn't be picked up if they were not placed in a bin. He noted that Republic has always been great about going above and beyond in terms of customer service and he expected that same level of great service to be retained with the new contract. Ms. Barkley confirmed that the level of service the Town is accustomed to will continue. They may need to educate consumers on how to dispose of materials efficiently but they wouldn't just leave material on the ground and drive away.

Mr. Miller asked about the issue of branded carts. Mayor Taylor noted that was a concern of a couple of Board members but there has been no consensus. He said he didn't think a cost of \$88,000 per year for branded carts could be justified since the non-logoed carts are free. Mr. Miller said he was comfortable continuing with the logoed recycling bins and non-logoed trash bins. He said he thought it would be worth it for the Town to spend the money to replace approximately a hundred or so logoed recycling bins per year as they became damaged.

Mr. Urban asked about potentially sharing services with nearby towns. Mr. O'Neill said staff is still pursuing that but it isn't a definite. The seven year contract will help align towns on a similar schedule.

Motion by Mr. Miller to approve the seven year contract with Republic Services as recommended by staff and to exclude logoed trash containers. The motion was seconded by Mr. Whitley and unanimously approved.

Mayor Taylor noted this will save the Town \$2.7 million over the course of seven years. He thanked the Environmental Advisory Committee, Mr. O'Neill, Ms. Barkley and her staff for their work on this, and said he looks forward to a continued great relationship with Republic Services.

CONSIDER TECHNOLOGY UPGRADES TO HOOD ROOM

Mr. Melton reviewed the Board's desire to upgrade some elements of the technology located in the Hood meeting room. Commissioners Melton and Miller worked with staff to review options and vendor proposals. At minimum the projector and screen need to be improved or replaced. Other options to allow for better general communication include the addition of two monitors at the back of the room and one immediately outside it as well as potential repairs or upgrades to the audio system. Four vendors submitted proposals ranging from \$24,000 to \$54,000. Mr. Melton noted that the recommended motion in the memo is to engage Simply Smart Technology to finalize a scope of work and negotiate financial terms. Additional information regarding the existing screen has come in since then and he asked the Board instead to come to consensus on whether to move forward with replacements or investigate simply exchanging the screen through the manufacturer.

Discussion ensued regarding possible room configurations and technology options. By consensus the Board agreed to have the group pursue replacement of the projector and screen and investigate replacement of the screen material itself as well as complete replacement of the entire unit. Any additional improvements will noted as alternate option. This will be discussed again at a future meeting.

RECEIVE UPDATE ON 2016 PLANNING CONFERENCE TO DO LIST

Town Manager Hazen Blodgett reviewed the list. He noted that more information will be coming regarding the total costs for the South Trade Street project. Mr. Miller asked about the traffic flow at Matthews Elementary School and the re-striping of Trade Street near Sadie Drive. Mr. Blodgett explained that staff plans to do the re-striping sooner and is working on a quote for that work now. Mr. Miller asked about parking angles – diagonal rather than perpendicular – and Mr. Blodgett explained that once a design is complete the Town will contact the nearby property owners. The church has been opposed to angled parking in the past but Mayor Taylor will speak with them about it next week.

Mr. Urban suggested holding a mini-Planning Conference on a Saturday in the fall and by consensus the Board agreed to that. Mr. Melton asked if the Town had received any response from the informational letter sent from the Town to the residents of Hampton Green regarding Talbot Court and a desired traffic signal. Mr. Blodgett said no one responded. ACTS is moving forward with Talbot Court.

NEW BUSINESS

RECEIVE MONTHLY BUDGET REPORT

Finance Director Chris Tucker was unable to attend the meeting but the report was presented. There were no comments or questions.

ENTER INTO AGREEMENT WITH PARTNERS FOR PARKS

Parks, Recreation and Cultural Resources Director Corey King explained the background of Partners for Parks (PfP), a non-profit organization that works in the Mecklenburg County area to help with fundraising efforts by providing a safe place to raise funds and offering grant assistance to area organizations. The organization raises funds for specific parks projects as an endowment of sorts and manages the funds until the project is ready to get off the ground. The funds would belong to the PfP 501(c)3 organization but those funds get transferred back out to the named project. PfP keeps only the interest and sales tax refund funds – there are no fees associated with the organization and it runs completely on volunteer efforts. This is done as an enhancement to what the municipality is already doing rather than as a replacement of those efforts. Many citizens prefer making donations to a specific park project rather than donating funds to the town itself. Discussion ensued regarding PfP's history and the projects it has been involved in throughout the county.

Motion by Mr. Ross to enter into an agreement with Partners for Parks to create a venue for citizens to donate directly to park projects. The motion was seconded by Mr. Miller and unanimously approved.

MAYOR'S REPORT

Mayor Taylor thanked Planning Director Kathi Ingrish and her staff for their work on the solar game and education seminar that recently took place. There was a good turnout and the program was very enlightening. BeachFest was great with beautiful weather, a tremendous turnout and 103 antique car entrants in the car show. He also noted upcoming events: the Memorial Day service at 11:00 am in Stumptown Park, the Matthews Artist Guild showing through June at the Novant Health Matthews Medical Center lobby, Town Hall Day in Raleigh on June 8th and the June 9th *Matthews Day* Chamber event at Charlotte Christian.

ATTORNEY'S REPORT

Mr. Buckley will be out of town June 2-19.

TOWN MANAGER'S REPORT

Mr. Blodgett provided an update on Home Place. Three existing street lights were removed as a result of the Wright case. Duke Energy is in the process of installing one light in a new location. There was a miscommunication by Duke Energy and they mistakenly attempted to install the light at the property of a resident who didn't want it there. It will be installed at the point where the road curves 90 degrees.

Mr. Blodgett clarified the history of the Wright cases. In 1985 the Town approved two resolutions that accepted lists of streets into the Town's street system. One of them included Home Place and one did not. When the court case came up the wrong resolution was entered into the legal record and once the first case started the Town was unable to get the correct one entered. As a result all of the litigation was based on the wrong resolution, but the resolution in which Home Place was listed clearly established Home Place as a public road over thirty years ago. The street is marked with a pink line to indicate the portion that belongs to the Wrights. Everything on the other side of the pink line is public property and that is why the Town is playing a role in having lights on the road. Attorney Buckley confirmed that the judge's finding of no implied dedication was only for that portion of Home Place that lay within the Wrights' deeded portion. Her area ran to the center line. The rest of Home Place was not litigated.

Mayor Taylor noted that Duke Energy has removed all public lighting that was previously on the Wrights' property. The Town is trying to reestablish at least some of the lighting conditions that were there for many years. This will be done by relocating lights to property that does not belong to the Wrights.

ADJOURNMENT

Motion by Mr. Whitley to adjourn. The motion was seconded by Mr. Ross and unanimously approved. The meeting adjourned at 8:45 pm.

Respectfully submitted,

Lori Canapinno
Town Clerk