

**MINUTES  
SPECIAL BOARD OF COMMISSIONERS MEETING  
JORDAN ROOM, MATTHEWS TOWN HALL  
JUNE 27, 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

**ALSO PRESENT:** Planning and Development Director Kathi Ingrish; Senior Planner Jay Camp

The Board of Commissioners met for a predevelopment conference regarding property located at 10835 Independence Pointe Parkway, 1021 and 1031 Matthews-Mint Hill Road and to discuss improvements to Hood Room technology. The Board will discuss Hood Room technology again at an upcoming meeting.

**RETIREMENT RECEPTION  
MATTHEWS TOWN HALL  
JUNE 27, 2016 – 6:00 PM**

The Town held a reception honoring Dennis Green upon his retirement as Chief of the Matthews Fire & EMS Department.

**MINUTES  
BOARD OF COMMISSIONERS MEETING  
HOOD ROOM, MATTHEWS TOWN HALL  
JUNE 13, 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 Attorney Charles Buckley; Town Manager Hazen Blodgett, Town Clerk Lori Canapinno

**ALSO PRESENT:** Assistant Town Manager Becky Hawke; Communications Director Jen Thompson; Finance Director Chris Tucker; Fire & EMS Chief Dennis Green

**REGULAR MEETING CALLED TO ORDER**

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

**INVOCATION**

Fire & EMS Chief Dennis Green rendered an invocation.

## **PLEDGE OF ALLEGIANCE**

The Matthews Fire & EMS Honor Guard led the audience in the Pledge.

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

None

## **RECOGNIZE FINANCE DEPARTMENT FOR GOVERNMENT FINANCE OFFICERS ASSOCIATION AWARD**

Mayor Taylor presented the Government Finance Officers Association award to Finance Director Chris Tucker and Finance Specialist Lindsey Wiggs. This award is the highest form of recognition in financial reporting and government accounting, signifying a noteworthy accomplishment by the Town's government and its management. This is the 18th consecutive year Matthews has been honored with this distinction. Mayor Taylor thanked the department for the outstanding work in what can be a thankless job.

## **PRESENTATION OF THE NANCY GLENN SERVICE AWARD**

Mayor Taylor discussed the history of the award, which was named after Nancy Glenn. He is happy to see the spirit of Nancy Glenn live on in these award winners.

Matthews Human Services Council President Bill Helms and Blessed Assurance Adult Day Care Director Nate Huggins presented the 2015 Nancy Glenn Service Award to Iris Devore, explaining that Ms. Devore has devoted more than forty years of unselfish service to the Matthews community. She was a charter member of the Matthew Human Services Council and has served on it for twenty years. She founded the Happy Times Club in 1972, the Melody Makers choir in 1975 and was instrumental in the development of the Help Center and Levine Senior Center. Ms. Devore has devoted many years to the people of Matthews.

Ms. Devore spoke about her history with community service, her family and what it takes to get things done. Former Mayor Lee Myers reminisced about Ms. Devore's actions and the tenacity it took to get such large projects underway.

## **RECOGNIZE RETIRING FIRE & EMS CHIEF DENNIS GREEN**

Fire & EMS Chief Dennis Green is retiring after twenty five years of service with the town. Town Manager Hazen Blodgett presented Chief Green with a 25 year anniversary award and Mayor Taylor presented him with a retirement certificate.

Mr. Blodgett noted that Chief Green's leadership and steady hand has been a great asset to the town. Mayor Taylor noted that Chief Green rose through the ranks to become Chief and has served the citizens admirably. He has admired and trusted Chief Green and is honored to call him a friend.

Chief Green spoke of his history with the fire service and thanked the citizens for the opportunity to serve them. He urged the future Chief to find new ways to make the department even better than it is now, continue to put the women and men of the department first and to be there when they need assistance. He thanked his department, former coworkers, friends and family for their support.

Kress Query, former President of the Matthews Volunteer Firefighter Board spoke of his long history with Chief Green and said Chief Green was a major part of the success in bringing the volunteer and career firefighter staff together.

Former Mayor Lee Myers said he has watched Chief Green grow over the years and become the person who provided leadership and direction and who would stand up for the things he believed in. There have been a lot of challenges through the years and Chief Green came through for the community with the necessary leadership.

## **PRESENTATION ON THE COMPREHENSIVE TRANSPORTATION PLAN – CURTIS BRIDGES**

Charlotte Regional Transportation Planning Organization Principle (CRTPO) Planner Curtis Bridges presented the Comprehensive Transportation Plan (CTP). The CTP is a state-mandated plan that represents the greater Charlotte area's long-term vision for how the transportation network should evolve. The CTP includes four transportation modes: highways and streets; public transportation and rail; bicycle; and pedestrian. It assesses the condition of the entire network and serves as a framework for transportation planning efforts at the local and regional scale. The CTP does not include specific projects or improvement schedules, but instead represents the status of the network that may be required to support anticipated growth. It is intended to be a local document that will be referenced in local ordinances as a source of information and which will be used to prioritize projects.

The CRTPO is currently going through the public engagement process to inform people of the CTP and receive input. An interactive website at [crtpo.org](http://crtpo.org) allows people to view the plan, ask questions and leave feedback. Mr. Bridges encouraged all citizens to review the plan and give feedback.

## **PUBLIC COMMENT**

None

## **CONSENT AGENDA**

- A. Approve Minutes of the June 6, 2016 Board of Commissioners Special Meeting**
- B. Approve Minutes of the June 13, 2016 Board of Commissioners Meeting**
- C. Approve Mileage Reimbursement to Commissioner Whitley in the Amount of \$191.16**
- D. Approve Revisions to Economic Development Incentives Policy**
- E. Reschedule Public Hearing Date for Zoning Application 2016-646; Cross and Crown Lutheran Church; from July 11 to August 8, 2016**
- F. Appoint Kerry Lamson as Regular Member of Planning Board**
- G. Approve Town Attorney's Annual Contract**
- H. Approve Tax Refunds**
- I. Approve Budget Amendment to:**
  - ~~1) Amend General Fund Expected Revenues and Expenditures in the Total Amount of \$150,000.00~~
  - 2) Recognize Controlled Substance Tax Revenues in the Amount of \$10,447.50**

Motion by Mr. Miller to remove item I-1 from the consent agenda and discuss as new business item 11B. The motion was seconded by Mr. Ross and unanimously approved.

Motion by Mr. Miller to approve consent agenda items A through I-2 with the exclusion of item I-1. The motion was seconded by Mr. Melton and unanimously approved.

## **NEW BUSINESS**

### **RECEIVE MONTHLY BUDGET REPORT**

Finance Director Chris Tucker reviewed the budget data through May 2016. At the eleventh period of the fiscal year, the town is at 82.5% of the budget. The town is trending towards a revenue shortfall of approximately \$200,000. Expenditures are at \$18.9 million, which is 84%. The projection is for approximately \$200,000 to be added to the fund balance. The tourism fund is also trending well with a projection of approximately \$10,000 to the tourism fund balance. The revaluation property tax refunds are coming to an end as well.

There was some discussion of using tourism funds for certain programs at the Community Center. Mr. Blodgett said staff will consult the Town Attorney to determine if any other programs are tourism fund-eligible.

### **AMEND GENERAL FUND EXPECTED REVENUES AND EXPENDITURES IN THE TOTAL AMOUNT OF \$150,000.00**

Mr. Tucker explained that when the Board approved the budget they approve it at the department level. The Budget Officer then has the ability to move line items freely without moving the overall budget. This amendment attacks the biggest deficit so that funds can get into the department so they can be moved freely to cover overages.

The Parks, Recreation and Cultural Resources Department had an overage on the expense side, but because of it they also had additional revenues coming in. The end result is an approximate \$30-40,000 shortfall. The amendment just gets funds into the department so they can be reallocated as needed.

Discussion ensued regarding this method of fund reallocation. Mr. Blodgett noted that staff has the authority to shift money around internally and this is generally done at the end of each fiscal year. Staff will be sure to better explain the process and show details in future years.

Motion by Mr. Higdon to approve the budget amendment. The motion was seconded by Mr. Whitley and unanimously approved.

### **MAYOR'S REPORT**

Mayor Taylor discussed the upcoming Independence Day celebrations which will be held on July 2 in Stumptown Park and First Thursday on July 7.

### **ATTORNEY'S REPORT**

Attorney Buckley requested permission to attend the Municipal Attorney's Summer Conference in Asheville in August. Motion by Mr. Whitley to grant permission to Attorney Buckley to attend the conference. The motion was seconded by Mr. Ross and unanimously approved.

### **TOWN MANAGER'S REPORT**

Mr. Blodgett reported that the closed session listed on the agenda will not be held at this time.

**ADJOURNMENT**

Motion by Mr. Miller to adjourn. The motion was seconded by Mr. Higdon and unanimously approved. The meeting adjourned at 8:40 pm.

Respectfully submitted,

Lori Canapinno  
Town Clerk