

**MINUTES
SPECIAL BOARD OF COMMISSIONERS MEETING
JORDAN ROOM, MATTHEWS TOWN HALL
AUGUST 22, 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; Town Clerk Lori Canapinno; Communications Director Jen Thompson

ALSO PRESENT: Planning and Development Director Kathi Ingrish; Public Works Director CJ O'Neill; Town Engineer Susan Habina Woolard

The Board of Commissioners met with staff for a pre-development conference regarding property located at 1700 Weddington Road. The Board also met with representatives from Charlotte Area Transit System (CATS) to discuss the Silver Line transportation project.

**MINUTES
BOARD OF COMMISSIONERS MEETING
HOOD ROOM, MATTHEWS TOWN HALL
AUGUST 22, 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; Parks, Recreation and Cultural Resources Director Corey King; Public Works Director CJ O'Neill; Town Engineer Susan Habina Woolard

REGULAR MEETING CALLED TO ORDER

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

INVOCATION

Mr. Whitley rendered an invocation.

PLEDGE OF ALLEGIANCE

Trent Howie from Boy Scout Troop 144 led the audience in the pledge.

ITEMS TO BE ADDED TO THE AGENDA

None

PUBLIC COMMENT

None

REPORTS FROM BOARDS/COMMITTEES

Brigadier General Fisk Outwater, North Carolina Air National Guard (Retired), Chair of the Veteran Affairs Committee (VAC), addressed the Board. He noted that the VAC has been very productive since its inception in December. It is an advisory committee that locates resources and opportunities for veterans and active military members and their families. The VAC wants to work on involving the community so military folks and their families feel that they are included and on communication with the Board of Commissioners. One of the small bylaw changes that they will likely make soon is to change the name of the committee to Matthews Military Advisory Committee so as to ensure the inclusion

The committee members are very diverse in terms of race, gender, disciplines and experience and are very committed to the cause. Subcommittees have been formed and these groups have accomplished a number of objectives already and have set goals for the future. The committee meets on the first Wednesday of every month at 7:00 pm at the town hall and all are welcome to attend.

Mayor Taylor thanked General Outwater and Vice Chair Tom Cannon for their leadership on the committee. Mr. Higdon noted that he's never seen a more organized committee and expressed his appreciation for the work they've done so far.

CONSENT AGENDA

- A. Approve Minutes of the August 1, 2016 Board of Commissioners Special Meeting**
- B. Approve Minutes of the August 8, 2016 Board of Commissioners Meeting**
- C. Appoint Jana Reeve as Planning Board Alternate Member**
- D. Approve Ordinance Prohibiting Left Turns into 800 Fullwood Lane between 4:00 pm – 6:00 pm, Mondays through Fridays**
- E. Approve Temporary Street Closure at Rice Road Extension Cul de Sac for Iglesia De lo Alto Church**
- F. Approve Tax Refunds**
- G. Approve Budget Amendments to:**
 - 1) Recognize Donations Received by the Police Department for the Matthews Gives Back to School Project in the amount of \$4,060**
 - 2) Recognize Shared Proceeds Received Through DEA Taskforce in the Amount of \$5,121.44**
 - 3) Reallocate the FY16 Remaining Balance for the FEMA OPS and & Safety Grant in the Amount of \$5,938.00**
 - 4) Recognize Grant Revenue Received from Firehouse Subs in the Amount of \$13,963.26**
 - 5) Allocate Local Contribution from Erickson Living Properties for Windsor Run in the Amount of \$3,000,000.00**

Motion by Mr. Whitley to approve consent agenda items A through G5. The motion was seconded by Mr. Miller and unanimously approved.

UNFINISHED BUSINESS

RECEIVE UPDATE ON 2016 PLANNING CONFERENCE TO-DO LIST

Town Manager Hazen Blodgett reviewed the to-do list. Mr. Miller requested to discuss item #34 (community meeting process for park planning) again at a future meeting. Mr. Melton asked for a status update on item #38 (public meeting on traffic) and Mr. Blodgett explained that it has not yet been scheduled. Staff will review to see if the meeting can be scheduled before September 30th.

Item #23 (identification of potential park properties) was discussed. Parks, Recreation and Cultural Resources Director Corey King explained that staff and the Parks, Recreation and Cultural Resources Advisory Committee put together a high level/first run look at potential park sites and displayed a map with six sites identified. Mayor Taylor asked what criteria were used to choose locations. Mr. King explained that they first looked at sizeable, undeveloped land and then considered what was identified in the Park Master Plan. They then looked at underserved areas by reviewing existing park locations and considering each site's radius/reach.

Discussion ensued regarding the proposed sites. Mr. Miller suggested looking at the relatively small distance between Squirrel Lake Park and site six at the intersection of McKee Road and Pleasant Plains Road and seeing if they could be connected with sidewalks. Mr. Blodgett noted the issue with the bridge over 485, which allows for only a three foot sidewalk. Mayor Taylor pointed out that it's not as wide as the Town would like but it's the only bridge over 485 that has a sidewalk and it was a struggle to get even that. Mr. Urban asked staff to make a comprehensive map with existing and potential park sites and trails listed along with information regarding site status: what is already owned, needs to be purchased, etc. From that it will be easier to see adjacency relationships and view served and underserved areas.

Mayor Taylor noted that the biggest hurdle from a Town standpoint will be developing the park land already owned so that it is useful to the community. There are a number of parcels already acquired but the Town needs funding to develop them so people can start using them. The quicker staff can figure out ways to make these sites useful, even if it's with just walking and/or biking trails, the better. Mr. Ross asked to have representatives from the Carolina Thread Trail back in to give an update on their progress.

NEW BUSINESS

RECEIVE MONTHLY BUDGET REPORT

Finance Director Chris Tucker presented the report. One significant item involves outstanding revenue – the final quarter of state revenues will arrive on September 15. So far revenues are trending well, and the Town will likely add about \$400,000 to the General Fund fund balance and about \$100,000 to the Tourism Fund fund balance. The annual audit is scheduled for the last week of August.

There was some discussion about the General Fund fund balance, with Mr. Tucker explaining that the number is based on the final expenditures for the year. That percentage has not yet been calculated but the purchase of the Levine Senior Center earlier in the year will dilute the number a bit. Cash will be added to the fund balance but the percentage number will likely not increase and will remain in the low 30s. Mayor Taylor asked Mr. Tucker to

calculate the fund balance as normal and also with any anomalies like the Levine Senior Center purchase pulled out as.

REVIEW RIDGE CHURCH/INDEPENDENCE POINTE PARKWAY ROAD ALIGNMENT

Town Engineer Susan Habina Woolard addressed the Board. She explained that the parallel road system will become very important when Highway 74 transitions to an expressway. Independence Pointe Parkway is a minor thoroughfare that will be realigned in the future. She displayed a map showing the tentative future alignment. The alignment shifts to avoid the Duke Power transmission tower right of way and there will be property impacts. Mr. Higdon asked about the cost to move the towers and Public Works Director CJ O'Neill estimated it at \$1 million per tower. Discussion ensued regarding the alignment as shown.

Ms. Habina Woolard noted that Ridge Church is proposing an expansion at the intersection of Independence Pointe Parkway and Matthews-Mint Hill Road. The Town is concerned about potential impacts to the site due to this future road project. According to the current drawing, the road alignment would have an impact on the church's property, but it is possible that could be worked around. There is potential for access to their site at another location. Mr. Melton noted that the church property was rezoned a few years ago and asked if another rezoning would be required due to this alignment. Mr. Buckley explained that it would simply create a nonconforming use.

Mr. Blodgett said the church expressed interest in purchasing the Town-owned former water tower site at 1021 Matthews-Mint Hill Road. The Town asked the church to get an appraisal and that professional appraisal indicates the parcel's value as approximately \$41,000 as is. Representatives from Ridge Church explained that the church has an option to purchase the adjoining corner parcel and has a November closing date. They are also finalizing the contract to purchase the Savour building and would like to purchase the Town's water tower parcel too for their planned expansion. Mayor Taylor noted that the church's acquisition of the property at the corner and the water tower property means that the Independence Pointe Parkway realignment will likely require NCDOT to purchase some of that land back in the future. The church representative agreed but said they wished to activate that corner in the near future.

Mr. Buckley explained that if the Board chose to sell that parcel then it would have to be put out for bid; it is not legally permissible to sell it directly to the church. The Town could enter into an agreement with Ridge Church through the upset bid or auction process, which means that other interested parties could ultimately purchase the property. Mayor Taylor recommended discussing this again at an upcoming meeting and in the interim getting a staff recommendation on the possibility of selling the parcel. By consensus it was determined that this will be discussed again at the September 12th meeting.

APPROVE REVISIONS TO ORDINANCE CHAPTER 50A – SOLID WASTE

Public Works Director CJ O'Neill explained that the current ordinance allows for the one-time-fee purchase of additional trash containers but has no provision for additional recycling containers. Staff would like to institute a one-time fee for an additional recycling container and a monthly fee for an additional trash container. This would encourage recycling over trash disposal. The additional per-cart trash fee would be an ongoing monthly fee of \$4.61 and would be billed to the customer by Republic Services. Additional recycling carts would be charged a one-time fee of approximately \$26 per bin. These costs are reflect the contracted costs per cart.

Motion by Mr. Higdon to approve the recommended changes to Chapter 50A, to include monthly billing at the contracted rate for those residents and small businesses that have more than one trash cart, allowing residents and small businesses to have up to two additional recycling carts for a onetime fee of the annual contracted cost per additional cart. The motion was seconded by Mr. Melton and unanimously approved.

CONSIDER ALLOCATION OF GRANT FUNDS FOR DOWNTOWN PROJECTS

Mayor Taylor noted that the Town has been granted \$94,000 for downtown revitalization from the North Carolina General Assembly. Staff compiled a list of sixteen possible options and the Board must choose those it wishes to pursue. Mr. O'Neill requested input from the Board now with a final decision to be made at a future Board meeting.

Multiple possibilities were discussed. By consensus the Board agreed that item #8 [construction of a multiuse path within the railroad parking lot between North Trade Street and North Ames Street] was the project of highest priority. Item #4 [pavement refurbishment/enhancement along Matthews Station Street] and #5 [rebuild/replace wooden retaining wall beside Town Green (gazebo side) on Matthews Station Street] completed the top three list of preferred projects.

Mr. O'Neill will get project cost estimates and return to the Board for a vote at the September 12th meeting.

CONSIDER REQUEST FOR TICKET SALES ASSOCIATED WITH FULLWOOD THEATER RENTAL

Mr. Blodgett explained that this request comes from a private organization that has asked to rent the building. Staff is recommending against it because of the organization's private, for-profit status. Historically the Town has rented the facility only to non-profit organizations. Staff is concerned that allowing other organizations to rent the facility sets a precedent that might open the doors to any organization at all.

Town Attorney Charles Buckley explained that the Board does indeed have the right to define its opinion as to what it will allow – that is, the Board may allow one organization but not another. Mr. Urban suggested instituting different rental fees for nonprofit organizations versus for-profit organizations. Mr. Buckley confirmed that is allowed.

Motion by Mr. Higdon to allow the Jamie Laval organization to rent the Fullwood Theater at the requested date(s), provided it does not conflict with a currently scheduled nonprofit performance. If there is a scheduling conflict then this request will have to come back to the Board for further review. The motion was seconded by Mr. Ross and passed 6-1 with Mr. Melton in opposition.

MAYOR'S REPORT

Mayor Taylor discussed the upcoming Matthews Alive festival, noting the change of road closure procedures with Trade Street now closing at 9 am on Friday. He also discussed the great Matthews Gives Back event organized by the Police Department which resulted in a lot of school supplies being donated to local children and a great afternoon of fun and games at the Sportsplex.

Mr. Higdon noted that his son Jed Higdon recently received his Eagle Scout award.

ATTORNEY'S REPORT

None

TOWN MANAGER'S REPORT

None

CLOSED SESSION PURSUANT TO G.S. 143-318.11(a)(6) – PERSONNEL

Motion by Melton to go into closed session, to include the Mayor, Board of Commissioners and Manager. The motion was seconded by Mr. Miller and unanimously approved.

ADJOURNMENT

Motion by Mr. Miller to adjourn. The motion was seconded by Mr. Melton and unanimously approved. The meeting adjourned at 9:30 pm.

Respectfully submitted,

Lori Canapinno
Town Clerk