

AGENDA
BOARD OF COMMISSIONERS SPECIAL MEETING
HOOD ROOM, MATTHEWS TOWN HALL
SEPTEMBER 26, 2016 – 5:00 PM

The Board of Commissioners will meet with representatives from the North Carolina Department of Transportation and Town staff to discuss improvements to East John Street.

AGENDA
BOARD OF COMMISSIONERS MEETING
HOOD ROOM, MATTHEWS TOWN HALL
SEPTEMBER 26, 2016 - 7:00 PM

1. Regular Meeting Called to Order
2. Invocation
3. Pledge of Allegiance
4. Items to be Added to the Agenda
5. Public Comment (Please sign in to speak at this time. Limited to 4 minutes.)
6. Reports from Boards/Committees
 - A. Environmental Advisory Committee – Chair Gordon Miller
7. Consent Agenda
 - A. Approve Minutes of the September 12, 2016 Board of Commissioners Regular Meeting
 - B. Approve Amendment to Town Manager's Contract
 - C. Approve Ordinance Restricting Parking on Overcash Drive and Portion of Northeast Parkway
 - D. Approve Budget Amendments to Recognize:
 - 1) Revenues Raised from Fundraiser at Matthews Alive in the Amount of \$2,742.00
 - 2) Donation from Matthews Chamber to Police Explorers Program in the Amount of \$445.00
8. Unfinished Business
 - A. Receive Update on 2016 Planning Conference To Do List
9. New Business
 - A. Receive Monthly Budget Report
 - B. Approve Budget Ordinance to Modify the Expenditure Budgets to be Consistent with the Transaction of Two Fire Vehicle Capital Purchases

- C. Approve Budget Ordinance to Recognize Loan Proceeds and an Interfund Transfer for the Purpose of a Fire Vehicle Capital Purchase
- D. Approve Financing for Purchase of Fire Vehicle
- E. Exempt Town from RFQ Process for Design of Rice Road Property
- F. Approve Resolution Authorizing the Upset Bid Process for Purchase of Real Property Located at 1021 Matthews-Mint Hill Road
- G. Consider Issuance of Discharge of Firearms Permit for Bow and Arrow Upon the Following Properties:
 - 1) 440 Bubbling Well Road – Porter, Christopher
 - 2) 2206 Kilkenney Hill Road – Leeper, Marian Jr.
 - 3) 3033 Sam Newell Road – Vandernoord, Ronald & Phifer, David
 - 4) Parcel #21514110; Stallings Road – Bolster, Dave & Helms, Michael Scott
 - 5) Parcel #21525424; Phillips Road – Bolster, Dave & Helms, Michael Scott

- 10. Mayor's Report
- 11. Attorney's Report
- 12. Town Manager's Report
- 13. Adjournment

**MINUTES
BOARD OF COMMISSIONERS MEETING
HOOD ROOM, MATTHEWS TOWN HALL
SEPTEMBER 12, 2016 – 7:00 PM**

PRESENT: 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; Interim Fire & EMS Chief Robert Swiger; Public Works Director CJ O'Neill; Parks, Recreation and Cultural Resources Director Corey King; Planning and Development Director Kathi Ingrish; Senior Planner Jay Camp; Planning Board Chair Steve Lee, Vice Chair Barbara Dement, Members Mike Ham, Kerry Lamson, Greg Lee, Kress Query and David Weiser

ABSENT: Mayor James Taylor

REGULAR MEETING CALLED TO ORDER

Mayor Pro Tem Higdon called the meeting to order at 7:00 pm.

INVOCATION

Mayor Pro Tem Higdon rendered an invocation.

PLEDGE OF ALLEGIANCE

Mayor Pro Tem Higdon led the audience in the pledge.

ITEMS TO BE ADDED TO THE AGENDA

None

RECOGNIZE FIRE & EMS LIEUTENANT CHRIS MOLLEMA FOR WORK ON GRANTS

Interim Fire & EMS Chief Robert Swiger explained that Lieutenant Chris Mollema has done an outstanding job getting grants. The Town was recently awarded \$18,000 from Firehouse Subs and \$2,000 from Factory Mutual. He was also instrumental in getting an AFG grant for some equipment.

Lieutenant Mollema said perseverance pays off, noting that this was the fifth attempt for the Firehouse Subs grant. These grants will go towards equipment and educational programs.

Mayor Pro Tem Higdon said the Board is very appreciative of his efforts and thanked him for the great job.

REGULAR MEETING FOR PUBLIC HEARING TO AMEND THE UNIFIED DEVELOPMENT ORDINANCE OF THE TOWN OF MATTHEWS

Motion by Mr. Miller to recess the regular meeting for public hearing. The motion was seconded by Mr. Whitley and unanimously approved.

Planning and Development Director Kathi Ingrish introduced members of the Planning Board in attendance: Planning Board Chair Steve Lee, Vice Chair Barbara Dement, Members Mike Ham, Kerry Lamson, Greg Lee, Kress Query and David Weiser

Zoning Application 2016-648: Budd Law Group; to change the zoning from R-12 to O(CD) on that certain property belonging to the Pressleys located at 352 East Charles Street and further being designated as Tax Parcel 215-014-08

Senior Planner Jay Camp explained this request to rezone the property from R-12 to Office with conditions. The intended use is as an office building, which will be designed to resemble a cottage. The applicant had originally intended to preserve the existing building but realized it would be more suitable to build new. The house is not a through lot – it has no frontage on East John Street and faces East Charles Street.

There are numerous trees on the site. The intent is to keep the driveway in the existing location and place the new structure similar to the original building but with a larger structure. They've worked on the best method to develop the site while preserving as many trees as possible. Town Arborist Ralph Ramseur has noted 3-4 trees that are dead or dying that need to be removed. There are also two fairly sizeable white oaks that would have to be removed as a result of construction. A vegetation survey is required but has not yet been received.

Mr. Camp noted that staff just recently received updated information, so some previously outstanding issues have been corrected. The building as proposed now does meet parking standards and it does qualify for a parking reduction due to the Downtown Overlay.

Other issues: a variance will be required for the front setback due to the width of the CSX right of way, which comes fairly deep into the site. The Downtown Overlay would require the building closer to the curb, thus triggering the need for a variance from the Board of Adjustment before the zoning application could be approved. A variance will also likely be required for the driveway location as it is close to the property line. The Unified Development Ordinance requires a standard driveway width of 24 feet; this application proposes an 18 foot wide driveway. This is a low traffic site, but Public Works would like to see at a minimum a 24 foot width drive section just at the curb access at the road. Utility service lines should be buried.

Regarding financial impact to the town: the site currently generates approximately \$350 in local taxes annually; the estimate for the new develop is approximately \$2,000.

Mr. Miller asked if the structure would have a functional second story and Mr. Camp confirmed it would.

Applicant Laura Budd, architect Stephane Cooper, Attorney Lee Weaver and current property owner Judy Pressley addressed the Board. Ms. Budd explained she has practiced law in Matthews for years and is interested in coming back to the historic downtown district. Her firm has expanded so they need more space but she wishes to preserve the character of downtown Matthews in the new structure.

Architect Stephanie Cooper noted that the lower level has been designed to meet the needs of the business and the second floor will likely serve as storage space for the time being. They did try to preserve the existing building but eventually realized it would make more sense to put in a new structure.

Concept images were displayed. The intent is to keep the residential character with an office cottage look. They are looking at modifications to make the driveway flare out by the street while keeping it at 18 feet wide closer to the building.

Mr. Miller asked about parking and Ms. Cooper explained customers would use the ramp at the side of the building and entry via the front porch. The back door would be the employee entrance. Mr. Miller suggested adding a nicer-looking entry way in the back. Mr. Ross asked about the size and Ms. Cooper explained the existing building is 1,100 square feet and the new building would be 3,100 square feet. Mr. Urban asked to see a larger scale depiction with the adjacent properties. He asked about the materials on the building and Ms. Cooper said they anticipate using Hardieboard siding and asphalt roof shingles. They will also look at a standing seam metal roof but they haven't yet gotten that far in the plan. Mr. Miller suggested adding stone work around the base of the building and perhaps the columns as well. Mr. Urban cautioned against stone, saying it would be a very different look.

Mr. Urban asked Ms. Budd if it would bother her to have higher density development adjacent to the property – two or three-story structures – along Charles Buckley Way. Ms. Budd said she would not have a problem with that, explaining that she knows Matthews doesn't have much available land left and that the Town has done a good job with smart growth.

Mayor Pro Tem Higdon opened the floor to public comment. No one spoke in favor of or opposition to this application.

The application will go to the Planning Board on September 27 and come back to the Board of Commissioners on October 10.

RECONVENE REGULAR MEETING

Motion by Mr. Miller to reconvene the regular meeting. The motion was seconded by Mr. Whitely and unanimously approved.

PLANNING AND DEVELOPMENT BUSINESS

REPORT FROM PLANNING BOARD

Planning Board Chair Steve Lee presented the report from August 23, 2016 (Exhibit #1 hereby referenced and made a part of these minutes).

PLANNING AND ZONING RELATED ACTIONS

Zoning Application 2016-644: to change the zoning from Conditional District to B-1(CD) on that certain property belonging to Michael and Julia Todd and designated as 9601 East Independence Boulevard and more particularly described as Tax Parcel 193-303-12.

Mr. Camp explained this was deferred from August after the Board's request to remove certain uses from the list of allowed uses. The applicant has since agreed to remove those five uses: coin operated laundries, funeral homes, mini storage, pet cemeteries, outdoor vending machines.

Motion by Mr. Miller to approve zoning application 2016-644, subject to the revised list of allowed uses as described above, as it is reasonable and consistent with the Matthews Land Use Plan and the updated zoning conforms to the rest of the shopping center. The motion was seconded by Mr. Ross and unanimously approved.

Zoning Application 2016-646: Cross and Crown Lutheran Church; to amend the existing R/I(CD) zoning district to allow construction of a bell tower, which would include co-location antennae for cellular communication on that certain property designated as 300 Pineville-Matthews Road and commonly referred to as Cross and Crown Lutheran Church and being more particularly designated as Tax Parcel 213-239-104

Mr. Camp noted that most issues noted at the public hearing have been cleaned up. The site plan is the same and all of the previous conditional notes from the previous rezoning have been brought forward onto the new site plan. The applicants have also added the language requested by the Planning Board regarding future height extension requests – that they would go through the zoning amendment process.

An updated list of allowed uses includes ten items:

1. Churches and places of worship
2. Columbarium
3. Schools, elementary, junior and senior high, public and private
4. Communication tower and antenna
5. Child daycare facility
6. Park and playground operated on a non-commercial basis
7. Accessory uses clearly incidental to the principal use
8. Parking for uses permitted in the district
9. Short-term temporary use for festival of civic or non-profit nature
10. Temporary uses when such uses are allowed as permanent uses in the district

All other uses have been stricken.

Mr. Urban questioned the issue of structure height as discussed by the Planning Board. Mr. Camp explained that a member of the Planning Board asked if the applicant would commit to never requesting a height extension. The concern was that anyone can commit to anything but it can always be legally changed later on. The applicant has addressed that by stating if they ever did want an extension, they'd go through the normal process.

Mr. Miller agreed with a Planning Board member's comment that a note should be added that the structure should stay stealth. He also agreed with the suggestion that staff institute an inventory and mapping system in place for all towers in town.

Applicant representative Susan Irvin stated that the suggestion of a condition stating that this structure will remain a stealth structure is acceptable to the applicant, since it's designed as a stealth structure and that will not change. That will be added to the notes.

Mr. Melton said one of the biggest issues discussed at the public hearing was the issue of co-locations. A previous application at the MARA property was for Verizon. This tower is for T-Mobile. He is worried about the number of tower requests in the future. The more towers the less need for co-locations. He is also concerned with the appearance of this tower – he would like to see a note added that restricts any cables or exterior antennas from being placed on the outside of the columns.

Applicant representative Carolyn Gould of Vertical Bridge explained that a tower always has an anchor tenant – the first one that drives the application. The MARA tower serves a specific area of town and this one will serve a different area. T-Mobile needs both, and other tenants are interested as well. She also agreed to add a condition about the cables and antennas as requested, since the structure was developed that way.

Mr. Melton noted that the community needs to be aware that if approved this won't offer an immediate solution to their cell service problems since the tower would initially have only one carrier on it. Each carrier's placement on the tower is what will potentially improve that carrier's service.

Discussion ensued regarding the height of the tower. Mr. Urban asked the applicant to stipulate that the tower will be limited to 120 feet in height. Ms. Irvin said she recommends against that since she feels it could be misleading. She is not comfortable saying that her client can never come back to the due process rights that are afforded to anyone in North Carolina – it goes beyond the bounds of what the Board can restrict someone to do.

Mr. Urban said he is in favor of this application but wouldn't want to see it any taller since it is currently scaled appropriately in relation to the church. Town Attorney Charles Buckley noted that the Board is voting on a structure within a zoning district appearing on a site plan and that can't be changed unless a future application is approved by the Board. This is true no matter what the Federal act states. The Federal guideline has no application to a CD district such as this. The stealth tower – the structure - is governed by the Town's zoning. Any future requested change would have to go through the zoning process. The applicants can't give away their constitutional right to due process.

Motion by Mr. Whitley to approve zoning application 2016-646 as it is consistent with the Town's Land Use Plan and is reasonable for that surrounding land use. The findings of fact are as follows: though not required, the applicant has voluntarily presented evidence that the service area will increase in strength and capacity; according to the site plan and evidence shown at the public hearing, the applicant has presented evidence that the adjoining neighborhood strongly supports the application; that the tower concealed within the structure provides for the co-location of other antennas; that the tower is a stealth structure; that the tower would be allowed by right if the zoning district was straight R/I; that evidence of compliance with FCC requirements has been established; that the site plan is compliant with the technical requirements of the Unified Development Ordinance section 155.506.41, including requirements for safety of the structure, distance, enclosure and screening. The motion was seconded by Mr. Ross and unanimously approved.

Motion 2016-2: UDO Text Amendment; to amend the text of the UDO to revise the standards for street names

Ms. Ingrish explained that no changes have been made since the public hearing and the Planning Board recommended unanimous approval.

Motion by Mr. Melton to approve Motion 2016-2 as it is reasonable and consistent with the Matthews Land Use Plan and Unified Development Ordinance and because it offers quality of life by promoting public safety and providing first responders with clarity in emergency situations. The motion was seconded by Mr. Miller and unanimously approved.

PUBLIC COMMENT

Amy Mirco, Principal of Piney Grove Elementary School in Charlotte expressed her support for Ridge Church's proposal to purchase a parcel of town-owned property on Matthews-Mint Hill Road. She described the church's partnership with her school and successful programs they have initiated, and urged the Board to allow the land to be sold.

Mark Henry, CEO of Veritas Wealth Management in Charlotte explained he is a member of Ridge Church as is in support of the church's request to purchase the property, stating that allowing the church to expand and continue its service to Matthews and the surrounding community is a great thing.

Terrance & Kia Brown of Charlotte discussed the great impact the church has made on their family's lives and urged the Board to support the church's request.

Kress Query of Matthews discussed the positive impact of the church members on children at Piney Grove Elementary and said that what they have done for the school is remarkable.

REPORTS FROM BOARDS/COMMITTEES

Historic Preservation Advisory Committee (HPAC) Chair Paula Lester addressed the Board. She explained that HPAC's mission is to research, preserve, protect and promote the historic heritage of Matthews. History is very important to this town – there are twenty properties listed as historical with ten of them in the 100 block of Trade Street. These are irreplaceable properties and HPAC will be working to bring new potential landmarks to the Board in the near future.

HPAC has recently met with the Matthews Historical Foundation Board to discuss the Phillips property. More information on that will be coming soon. The Outen Pottery site is another property of great importance. It's still a work in progress but will become a wonderful asset to the town. Mr. Melton asked if there were any grant opportunities available – perhaps from the Arts and Science Council or similar agencies. Ms. Lester agreed there may be opportunities. She also noted that it will be important to get out into the community to talk about the Outen Pottery project and gain support for it.

Mayor Pro Tem Higdon expressed the Board's appreciation for HPAC's work, noting that Matthews has had the foresight to make an effort to save some of these structures.

CONSENT AGENDA

- A. Approve Minutes of the August 22, 2016 Board of Commissioners Meeting**
- B. Approve Resolution Endorsing State Pesticide Task Force**
- C. Accept Zoning Motions 2016-3, Assorted UDO Text Changes; 2016-4, 10200 Northeast Parkway, Conditional to O(CD); 2016-5, 9404 E. Independent Boulevard, Conditional to O(CD); & 2016-6, Sam Newell Road, Conditional to O(CD) and Set Public Hearings for October 10, 2016**
- D. Accept Zoning Application 2016-651; U-Haul; 10530 Monroe Road; Tax Parcel ID 21301238; from R-20 to I-1(CD) and R-20 and Set Public Hearing for November 14, 2016**
- E. Approve Budget Amendment to Recognize Donation to Police Explorer Program for Haunted Trail in the Amount of \$500.00**

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

UNFINISHED BUSINESS

CONSIDER ALLOCATION OF GRANT FUNDS FOR DOWNTOWN PROJECTS

Public Works Director CJ O'Neill presented information on several projects the Board had expressed interest in at the previous meeting:

1. Parking lot upgrades to the railroad parking lot. This project would include a new seal coat on the parking lot and installation of new pavement markings, a ten foot pedestrian area along one side of the lot, stairs accessing Bank Street, additional pedestrian lighting and landscape lighting in the planter. The total would be approximately \$110,000. The Town has already allocated \$72,000 for this project.
2. Enhancements to Matthews Station Street. This project would include repairing damaged asphalt, installing a new seal coat on the road and adjacent parking spaces, installing new pavement markings and replacing stamped asphalt pedestrian crossings with brick pavers. The estimated cost for these repairs to Matthews Station Street, including the circle, is \$120,000. Adding the public portion of Old Depot Lane to the project adds another \$25,000. Adding the parking lot behind town hall adds another \$30,000. All three sections together would total \$175,000.
3. Retaining wall repairs and sidewalk addition near town hall. This project would include replacing the timber retaining wall with a segmented block wall and adding a sidewalk, benches and handrail on top of the wall. This would require the purchase of some land from the adjoining owner, who seems receptive to the idea. The estimated cost for the improvements is \$60,000 but the final number will vary depending on the cost to purchase the necessary land from the adjoining property owner.

Staff recommends proceeding with the improvements to the railroad lot. Mr. Blodgett noted that the lot would change from two way traffic to one way traffic due to the narrowing of the travel area because of the addition of the pedestrian path.

Mr. Miller supported the railroad lot improvements but also suggested that the Board consider creating a new parcel at the retaining wall since the owner is receptive. It could eventually be developed by a business that wants to locate there. Mr. Urban suggested consideration of a master plan for that area since it's a prime lot. Mr. Blodgett noted that previous members of the Board had not been receptive to developing that area but staff can certainly do that if that is the will of the Board. Discussion ensued on diversity of downtown development.

Mr. Urban also agreed with moving forward with the railroad lot but wanted to be sure to keep a place open for the wayfinding and town directory signage that is underway. He also said that the permit parking should change and that the first few spaces should be free to anyone. He suggested staff contact Weaver, Bennett and Bland since they are currently the only parking permit-holders to advise them of that change.

Motion by Mr. Melton to direct staff to proceed with improvements to the railroad parking lot using the \$94,240 non-recurring grant from the North Carolina General Assembly as well as funds set aside in CIP for this project. The motion was seconded by Mr. Urban and unanimously approved.

CONSIDER SALE OF TOWN-OWNED WATER TOWER PROPERTY LOCATED AT 1021 MATTHEWS-MINT HILL ROAD

Town Manager Hazen Blodgett reviewed Ridge Church's request to purchase the town-owned property at 1021 Matthews-Mint Hill Road for an expansion of their church facilities. Staff has been working with the church for some time. There are approved plans for the church to make other improvements but they would like to expand those plans to include this lot. It is up to the Board to decide whether or not to sell the property. The property was appraised in its current state at \$41,600. If the Board decides to dispose of the property then it must follow statutory guidelines and use a bid process to sell it.

Staff is recommending against disposing of the property due to several unanswered issues. The first relates to future the widening of Independence Pointe Parkway. The Town has asked the North Carolina Department of Transportation (DOT) to improve it when Highway 74/Independence Boulevard is improved, since Independence Pointe Parkway is a parallel road and will become very important when the Independence Boulevard access points are changed. DOT proposed the start of construction for Independence Boulevard in 2022. The second issue related to Duke Power transmission lines at the corner of the property across the street. It will be part of the Family Entertainment complex and it will be important to preserve some buffer – 30 feet - from that transmission line. The future Independence Pointe Parkway comes pretty close to the existing building and does hit the water tower property. Another issue relates to the future Charlotte Area Transit light rail line down Independence Pointe Parkway. The turn radius will be pretty wide and could impact that side of Matthews-Mint Hill Road. At this point in time, staff feels that it is not in the Town's best interest to sell this property.

Discussion ensued. Mr. Miller asked why the Town should sit on the land for several years and Mr. Blodgett explained that if Ridge Church makes improvements and then DOT needs to acquire some property then DOT will have to purchase the land at a higher expense. DOT is using public dollars and they could end up paying a premium. The Town really needs that parallel road and needs DOT to pay for it. Mr. Miller said the property is doing nothing right now so the Town may as well invest the \$41,000 and let the chips fall as they may. Mayor Pro Tem Higdon asked if the possible higher expense would be borne by the State or by the Town and Mr. Blodgett confirmed it would be paid for with State funds, if they had the funds to do so, so it would be paid for with future public dollars.

Mr. Ross said it's premature to make plans based on a light rail route that is years away. He also said he thinks there will be a way to address issues relating to the future road extension across the street in eight years' time, so he doesn't want to hold this up for a lot of unknowns that may not truly be issues. Mr. Urban said staff is cautious to be concerned about all the unknown issues, but if the church is aware of these issues and still comfortable pursuing the purchase then the Board should consider putting the property up for sale. Mr. Melton said he is apprehensive about making a decision since he can easily see problems coming 8-10 years in the future when the church is faced with losing a portion of its building – he doesn't want to do a disservice by rushing to make a decision. Mr. Whitley said the church is operating off of faith and he is comfortable letting that happen.

Mayor Pro Tem Higdon asked about risk to the Town if the property is sold. Mr. Blodgett clarified that when DOT moves to build Highway 74 and the parallel roads, they will have to spend more money because this would be an improved property. Mayor Pro Tem Higdon noted that if DOT has to pay more, then that expense will be shared by all taxpayers in North Carolina, not just those in Matthews.

Town Attorney Charles Buckley explained the process if the Board does agree to sell the property: it can't be sold directly to any one entity, but rather must be sold through the upset bid process. The Town can't guarantee a sale to any particular bidder – it would be sold to the highest bidder, which may or may not be the church. The Town's fiduciary duty is to get the highest price for the taxpayers.

Ridge Church Lead Pastor Chris Brown addressed the Board. He explained the church's history, described its current activities and displayed plans for its future expansion. He said they understand the risks and the need to take into consideration what the DOT is proposing and they are willing to work with DOT in the design of that corner – they have always been willing to do that. He also discussed the plans that have already been approved by the Town. He urged the Board to approve the sale of the property.

Discussion ensued regarding methods of selling the property, fair market value and CATS' light rail plans.

Motion by Mr. Miller to authorize the sale of real property located at 1021 Matthews-Mint Hill Road to Ridge Church for \$41,600, subject to the statutory upset bid process. The motion was seconded by Mr. Urban and unanimously approved.

DISCUSS PROCEDURES REGARDING VIOLATIONS OF TOWN TREE ORDINANCE

Town Attorney Charles Buckley explained this was discussed at the last planning conference. He reviewed the possible penalties for violations as allowed by the North Carolina General Statutes: the imposition of civil or criminal fines and penalties, arrest under criminal charges, court injunction relief, or some combination thereof.

Discussion ensued. Mayor Pro Tem Higdon was concerned that developers appear to think that any minor penalties that have been imposed by the Town are just the cost of doing business. He suggested finding out which community in North Carolina has the most restrictive regulations and revising Matthews' to be almost as stringent as those. Mr. Miller agreed, saying the civil penalty costs listed are not high enough. Mr. Buckley noted that Charlotte's maximum is \$20,000 – the value of the tree becomes part of the civil penalty.

Mr. Urban noted that developers and private property owners have been treated differently in the past and asked if the intent was to treat homeowners who want to remove a tree the same as a developer who clear cuts a few acres. He also said he doesn't think the development regulations that already exist have been strongly enforced.

Mayor Pro-Tem Higdon noted that the Board and staff had already discussed the issues relating to tree removal at Eden Hall and the Waters properties and those developers were found to have followed the ordinance, and so that means the ordinance should be changed. He doesn't think developers should be allowed to keep the tree save area just around the perimeter of their property and destroy everything else.

Mr. Melton suggested caution since this is an issue that would likely been viewed as unnecessary regulation by the NC General Assembly. He supported enforcement and/or modifying the regulations already in place over instituting completely new regulations.

Mayor Higdon suggested having the Appearance and Tree Committee and staff review the issues, including consideration of an increase to the tree save areas and locations of tree save areas throughout the property rather than just at the periphery, as well as any other issues that should be addressed.

Motion by Mayor Pro Tem Higdon to direct staff to review with the Appearance and Tree Committee the issues of potentially increasing the tree save area, reviewing the placement of trees and any other issues to improve the quality of the Town's ordinances within the Unified Development Ordinance only, and not to affect issues relating to private citizens. The motion was seconded by Mr. Ross and unanimously approved.

NEW BUSINESS

CONSIDER REQUEST TO FUND REPLACEMENT OF FIRE VEHICLE

Mr. Blodgett explained this idea came from Chief Swiger as a way to save money while replacing a necessary vehicle. The Fire & EMS Department has two quick response vehicles (QRV) used for medical calls. One of those QRVs - unit #129 – is a 2001 Chevrolet with 136,000 miles. It is slated for replacement in fiscal year 17-18 with \$80,000 from the CIP. The request now is to instead spend about \$32,000 to purchase a used, low mileage sport utility vehicle and outfit it. The funds would come from a portion of the CIP funds set aside for the Smeal vehicle that is currently on order but not yet ready.

Motion by Mr. Melton to approve the request to use CIP funds, not to exceed \$32,000, to seek bids from Chicago Motors and similar companies to purchase the lowest mileage and newest model possible sport utility vehicle and outfit it accordingly to replace QRV unit #129. The motion was seconded by Mr. Miller and unanimously approved.

REVIEW MINI PLANNING CONFERENCE DRAFT AGENDA

Mr. Blodgett reviewed the proposed topics for the October 1, 2016 mini planning conference. Mr. Urban noted that his suggested topic (#6 – development tour) was intended to be a discussion point; he would like tours of successful development projects to be planned during the year for people to attend on a purely voluntary basis.

Mr. Miller requested an additional item to discuss improving the traffic situation at Matthews Elementary School during dropoff and pickup times, and to include the issue of restriping in front of the church.

Mr. Ross suggested pulling together a list of projects - similar to the railroad parking lot projects and others listed in the downtown streetscape plan – that can be prioritized in case any similar funding opportunities arise again. This list should include downtown projects, road projects, general improvement projects and anything else of a similar nature.

Mr. Melton suggested discussing the fund balance at a 5:30 meeting, saying he would prefer spending time on these substantive issues rather than the predevelopment conferences that have been taking up a lot of time lately.

CONSIDER REQUEST FOR EXEMPTION FROM TOWN ORDINANCE 93.06 PROHIBITING ALCOHOL WITHIN PARK FACILITIES FOR PRIVATE EVENT AT SQUIRREL LAKE PARK

Parks, Recreation and Cultural Resources Director Corey King explained this request to allow alcohol consumption at Squirrel Lake Park for a private event. The applicant has rented a shelter space in the park for a wedding. This is the first such request to allow alcohol consumption related to a private event the Town has received. Staff has reviewed the request with the Police Department and come up with guidelines if the exemption is approved by the Board. The most significant issue relates to the containment of consumption within the shelter. In addition, while staff believes it is not necessary in this case, future applicants could be required to arrange for the services of an off-duty police officer for their events.

Mr. Miller questioned the fees for the eight hour rental - \$140 – and felt it was very inexpensive. He then asked if staff was concerned about park security or possible damages. Mr. King explained that staff didn't feel there were any security concerns and that the applicant is aware that they could be assessed fees for any damages. No staff would be present at the event so that is a more complicated issue than if it were to be held inside a Town building.

In response to questions from Mr. Melton, Mr. King explained that the applicant would not be permitted to sell alcohol, only serve it. The ceremony and reception would run from 6:00 to 9:00 pm with cleanup until 10:00 pm. The park closes at dusk and Mr. King or other park staff could enforce the time issue. Mr. Melton said he supported the idea but thinks enforcement could be a problem. It is unlikely that they would be able to keep all their guests contained to the shelter for multiple hours.

Mr. Whitley said he thinks this would be uncontrollable with people bringing in their own beer and wine with no official supervision. He is totally against it, saying that there is already too much drinking going on around town.

Mr. Urban was concerned with issues relating to the lack of official supervision, noise and cleanup. He thinks there should be staff supervision in place.

Mayor Pro Tem Higdon said the park gets a lot of visitors and he was concerned with the possibility of children interacting with people who have been drinking for hours, saying it probably shouldn't happen at public parks.

Mr. Ross suggested coming up with an official policy since this request will likely keep coming up. He is not in favor of this but applauded the applicant for their integrity in making the request rather than just doing it without permission.

Discussion continued with Board members suggesting ways to make the location more secure, timing, policing requirements and more.

Motion by Mr. Whitley to deny the requested exemption from ordinance 93.06. The motion was seconded by Mayor Pro Tem Higdon and unanimously approved. The application to allow alcohol consumption was denied.

CONSIDER OPPORTUNITY TO ACQUIRE CRESTDALE HERITAGE PROPERTY

Ms. Ingrish explained this opportunity to use Community Development Block Grant (CDBG) funds to acquire land for the Crestdale Heritage Trail. A separate fund is coming for the trail's construction; this is just for property acquisition. The parcel in question is the Downs property, which is a long, narrow tract of about ten acres on Tank Town Road. The acquisition would be for a 20 foot-wide strip through the parcel which will eventually be twenty feet of the future Greylock Ridge Road right of way. The fair market value of the portion in question has been appraised at \$60,300.

This action has been delayed due to issues finding heirs to the property since the last deed on record is from 1939. They have now been properly identified and staff is asking permission to contact the heirs and request the sale.

Motion by Mr. Urban to authorize staff to contact the Downs heirs to request acquisition of a twenty foot strip of land for the proposed Crestdale Heritage Trail. The motion was seconded by Mr. Ross and unanimously approved.

MAYOR'S REPORT

Mayor Pro Tem Higdon noted the end to another very successful Matthews Alive weekend, despite the bad weather on Friday, and the Chamber's 26th annual auto show. He also noted that the community garden at the Purser-Husley Park is doing very well with a lot of fruits and vegetables harvested this year. He gave his thanks to Parks Manager Scott Rawls and volunteer Mona Hearne. Finally, he noted his concern about the use of herbicides at the Duke Power right of way. In the past they've sprayed it aurally. He didn't know if that is still being done but he asked if staff would contact Duke Power and request that they manually bush hog the area instead of spraying, or at least spray manually instead of aurally.

ATTORNEY'S REPORT

None

TOWN MANAGER'S REPORT

None

CLOSED SESSION PURSUAMY TO NCGS 143-318.11(a)(5) TO DISCUSS POSSIBLE ACQUISITION OF REAL PROPERTY LOCATED AT 1104 TANK TOWN ROAD

Motion by Melton to go into closed session for the above-captioned reason, to include the Board of Commissioners, Town Attorney, Town Manager, Town Clerk and Planning Director. The motion was seconded by Mr. Whitley and unanimously approved.

RESUME OPEN SESSION

Motion by Mr. Melton to resume the open session. The motion was seconded by Mr. Ross and unanimously approved.

ADJOURNMENT

Motion by Mr. Melton to adjourn. The motion was seconded by Mr. Ross and unanimously approved. The meeting adjourned at 10:42 pm.

Respectfully submitted,

Lori Canapinno
Town Clerk

DRAFT

2016/2017 AMENDMENT TO AGREEMENT

between

TOWN OF MATTHEWS, a municipal corporation, hereinafter referred to as "TOWN", whose mailing address is 232 Matthews Station Street, Matthews, North Carolina

28105 and

HARLEY HAZEN BLODGETT, III, hereinafter referred to as "MANAGER", whose mailing address is 232 Matthews Station Street, Matthews, North Carolina 28105

W I T N E S S E T H:

THAT WHEREAS, the parties hereto entered into that certain Agreement of employment dated the 28th day of April 2003 and subsequently amended each year thereafter; AND

THAT WHEREAS, the parties hereto are desirous to amend the said Agreement as amended to reflect a change in compensation and retention of employment.

NOW THEREFORE, the parties hereto mutually covenant and agree to this 2015/2016 Amendment to this Agreement as follows:

1. That Section 6 – Salary is hereby amended by deleting the existing annual salary and substituting in lieu thereof the term \$135,000, being a 3.1% salary increase.
2. That except as amended herein, the original Agreement dated April 28, 2003, and as subsequently amended shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto sign their names hereunder with authority duly given for the uses and purposes contained herein.

TOWN OF MATTHEWS

Harley Hazen Blodgett, III

(SEAL)

By: _____
Mayor James P. Taylor

ATTEST: Town Clerk Lori Canapinno

[CORPORATE SEAL]

No Parking Restriction on Northeast Parkway and Overcash Drive

DATE: September 21, 2016

FROM: Jay Camp

Background/Issue

Truck parking along Northeast Parkway has been a growing issue with more and more trucks being stored along the roadway. With the recent completion of the Fountains Apartments, trucks have been observed parking all the way down to the entrance of Matthews Corner, partially blocking the roadway. With the completion of the apartments, this is now a mixed-use area with commercial and residential development and overnight semi-truck storage is not appropriate.

Proposed Solution

Restrict on street parking on Northeast Parkway from 51 to the barricade and along Overcash Drive

Financial Impact:

None

Related Town Goal(s) and/or Strategies:

Quality of Life

Recommended Motion/Action:

Approve no parking ordinance for a portion of Northeast Parkway and Overcash Drive

ORDINANCE NO. _____

PARKING RESTRICTIONS

AN ORDINANCE RESTRICTING PARKING ON NORTHEAST PARKWAY AND
OVERCASH DRIVE WITHIN THE TOWN LIMITS OF THE TOWN OF MATTHEWS,
NORTH CAROLINA.

BE IT ORDAINED, by the Town Board of Commissioners of the Town of Matthews, North Carolina:

SECTION 1. Parking is hereby prohibited on both sides of Northeast Parkway beginning at Matthews Township Parkway and ending at the barricade approximately 100 feet beyond the intersection with Overcash Drive.

SECTION 2. Parking is hereby prohibited on both sides of Overcash Drive beginning at the intersection with Northeast Parkway and moving in a westerly direction for approximately 300 feet to the barricade.

SECTION 3. This Ordinance shall become effective upon the placement of the appropriate no parking regulation signage.

This the 26th day of September 2016.

APPROVED AS TO FORM:

Charles R. Buckley, III
Town Attorney

ORDINANCE NO. _____

BUDGET ORDINANCE AMENDMENT

ORDINANCE AMENDING THE BUDGET FOR THE TOWN OF MATTHEWS, NORTH CAROLINA FOR FISCAL YEAR 2016-2017

BE IT ORDAINED by the Board of Commissioners of the Town of Matthews, North Carolina that the following amendments are made to the Budget Ordinance for the fiscal year ending June 30, 2017.

SECTION 1: To amend the General Fund, the Revenues are to be changed as follows:

	<u>INCREASE</u>	<u>DECREASE</u>
10000001-441001 Explorer Program	\$2,742	

SECTION 2: To amend the General Fund, the Expenditures are to be changed as follows:

	<u>INCREASE</u>	<u>DECREASE</u>
10434000-5234 Youth Programs	\$2,742	

SECTION 3: The purpose of this amendment is to recognize revenues received from fundraiser at Matthews Alive.

SECTION 4: Copies of the budget amendment shall be delivered to the Budget Officer and the Finance Officer for their direction.

Adopted this the 26th day of September 2016.

James P. Taylor, Mayor

Lori Canapinno, Town Clerk

ORDINANCE NO. _____

BUDGET ORDINANCE AMENDMENT

ORDINANCE AMENDING THE BUDGET FOR THE TOWN OF MATTHEWS, NORTH CAROLINA FOR FISCAL YEAR 2016-2017

BE IT ORDAINED by the Board of Commissioners of the Town of Matthews, North Carolina that the following amendments are made to the Budget Ordinance for the fiscal year ending June 30, 2017.

SECTION 1: To amend the General Fund, the Revenues are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
10000001-482001	POLICE EXPLORERS	\$445.00	

SECTION 2: To amend the General Fund, the Expenditures are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
10431400-5234	YOUTH PROGRAMS	\$445.00	

SECTION 3: The purpose of this amendment is to recognize donation to Police Explorers Program from the Chamber of Commerce.

SECTION 4: Copies of the budget amendment shall be delivered to the Budget Officer and the Finance Officer for their direction.

Adopted this the 26th day of September 2016.

James P. Taylor, Mayor

Lori Canapinno, Town Clerk

2016 PLANNING CONFERENCE TO-DO LIST

#	ITEM	ASSIGNED	DUE DATE	NOTES
8	Inventory Fire/EMS vehicles	Fire Chief	10/31/2016	Combine #8 and #9 into one memo. The new Chief Rob Kinniburgh will review this information and make a report on Oct. 31th.
9	Provide maintenance costs for fire vehicles that we want replaced to TB	Fire Chief	10/31/2016	See notes above
11	Clarify library's responsibilities for building maintenance or look into rent payments after lease expiration	HB	4/30/2016	Charlie Buckley talked to the library attorney. We are interpreting the library agreement differently from the library. The library argues the roof, parking lot etc. are capital improvements and the agreement is silent. They agree they are responsible for annual maintenance. I have talked to the Library Direct Lee Kessler and we (library, county and us) will sit down and discuss an agreement in September. Lee said to me they want to be good partners. I am scheduled to meet with the Library folks on Sept. 27th.
14	Provide list of major capital equipment needs to TB	CT	9/30/2016	Compiling this list is more comprehensive than expected. Staff is requesting an extension to Sept 30.
16	Try to secure first right of refusal for downtown property, pursue purchase of adjacent property	HB	4/30/2016	The property owners told the manager they want \$1.5 million for the property.
18	Pursue diversity and sensitivity training for all town staff.	BH	5/30/2016	The Town will be conducting diversity and inclusion training for all employees in the fall of 2016. UNCC Professor had to back out of his commitment to training employees in the fall. We are looking for other speakers.
21	Consider paying for CAFS and pumper - order in FY 17 and pay in FY 18	Fire Chief	10/31/2016	I recommend revisiting this issue with the new permanent chief. Move to a Oct. 31 due date.
23	Continue to ID potential park properties through town	CK	6/30/2016	Attached is a memo from Corey King discussing potential additional sites for park property. This item was discussed with the Board at the August 22nd meeting. Board is requesting a more comprehensive overview i.e. other town owned green space, school property, county property and greenways. Scheduled for additional discussion at the October mini-conference.
29	Evaluate options for consultant/staff to organize community meeting to update vision statements. After community input staff will re-evaluate goals and strategies.	BH	9/30/2016	Staff is requesting this date be moved to September 30th
36	Update Personnel Policy	BH	9/30/2016	Staff is requesting this date be moved to October 31th
37	What's the gap between our current funding model and what we actually need to properly maintain roads. Investigate town/regional asphalt production.	CJO	9/30/2016	To be discussed at the mini-planning conference.
38	Hold Town Hall-style meeting for public – "Let's Talk Traffic" – with DOT in attendance	HB	9/30/2016	Tentatively set for 10/18/16
39	Evaluate redundancies/distribution of responsibilities between Red Brick Partnership/EDAC/Quad/and the Chamber of Commerce	HB	9/30/2016	
40	Look at parks & rec master plan; potentially have Park & Rec Advisory Committee work on updates	CK	9/30/2016	
42	Provide pending project tree save data, and background on other communities' tree canopy/tree preservation efforts to Appearance and Tree Board for them to discuss current code requirements and Town expectations on tree protection; A&T Committee to recommend new policy, goals, implementation tactics. Identify tree species and location.	KI/CJO	9/30/2016	Request to extent due to date to 1/31/17.
43	Start discussions with Lat Purser regarding parklet/active seating area in parking space in front of Dilworth Coffee – get design and preliminary costs	KI	9/30/2016	Staff has reviewed preliminary design concepts from Lat Purser's office that can accommodate both private and public use. Because this will be on private property, they will prepare cost estimates.
44	Rob to work with CMS on traffic flow at Matthews Elementary	RH	9/30/2016	Mini-planning conference discussion.
45	Trend line out revenues projections – use actual revenues from 3-5 year trend line to prepare revenue estimates	CT	9/30/2016	
46	Work with private developers to develop pocket park opportunities, especially downtown	CK	9/30/2016	
47	Corey to provide list of underserved areas in need of park facilities	CK	9/30/2016	
48	Pursue regional grant and use opportunities for smokehouse trailer	RK	12/31/2016	
49	Explore joint facility for Fire/EMS training facility with all area departments	RK	12/31/2016	
50	Price Crestdale Road widening and evaluate feasibility	CJO	12/31/2016	
51	Communicate Independence Blvd./ US 74 project plans/ impacts to area businesses and residents	JT	12/31/2016	
52	Receive Outen Pottery Task Force recommendation about site usage; prepare cost estimates, timeline and budget for site work to create it a neighborhood park	CK	12/31/2016	Clarified and reworded
53	Revise plan for Pleasant Plains Road - change bike lane to multiuse path	CJO	2017	Review process for applications will begin again in 2017
54	Review concept of West John Street area historical district	KI	?	
56	Look into used or lease equipment opportunities for Public Works	CJO	Ongoing	
57	When preparing agenda items, think of how the visual looks on the screen. 11x17 or landscape is difficult to see.	LC	Ongoing	
58	Explore options/possibilities for Town to create independent school system	HB	Ongoing	
COMPLETED ITEMS				
1	Confirm revaluation schedule with Assessor's office	CT	Complete	Next county revaluation scheduled for 2019
2	Inquire if insurance will cover town hall roof repair	HB	Complete	Received \$11,000 check from insurance company
3	Corey to confirm exact measurement of Four Mile Creek greenway segment	CK	Complete	Exact greenway length is 2.25 miles
4	Collect and report on Fullwood Station specifics to Town Board: a) tree preservation calculations; b) location of preserved trees on the site; c) whether there is a SWIM buffer violation.	KI	Complete	Clarified and reworded; report sent to Board and discussed at March 14 meeting
5	Adopt legislative priorities at next TB meeting	HB	Complete	Adopted by Board at March 14 meeting
6	Recognize Martin Luther King Day beginning in 2017, revise floating days from 2 to 1. Official action at next board meeting.	BH	Complete	Approved by Board at March 28 meeting
7	Review new website at 5:30 meeting on March 14. Go live goal after TB has thoroughly reviewed entire site.	JT	Complete	Website went live on April 1
10	Supply detailed South Trade Street budget to TB. Detail what funds were reimbursed back to town after bonds were sold.	CT	4/30/2016	Attached is memo from Chris Tucker outlining the expenditures associated with South Trade Street project beginning in 2004 until the present.
12	Investigate contracting a grant writer position	BH	4/30/2016	Attached is a memo from Becky Hawke. Departments heads need to be commended for their success in obtaining grants. Grant opportunities are not being ignored due to a lack of staffing. At this time a grant writer is not warranted.

2016 PLANNING CONFERENCE TO-DO LIST

#	ITEM	ASSIGNED	DUE DATE	NOTES
13	5:30 meeting with Buzz to discuss gateway signage; brainstorm new concepts; staff/Buzz will re-evaluate locations (show street view of each)	JT	4/30/2016	Town Board met with Buzz Bizzell on July 11th. As part of phase 1 Town Board agreed to construct 5 brick masonry sign. The sites are #1 thru #5 on a map from the August 8, 2016 meeting. Signs #1, #4, and #5 are large signs and #2 and #3 are small signs. Total not to exceed is \$136,340. The only cost not included are site surveys, encroachment agreements, electrical service and sitework. For budgeting purposes we are budgeting \$150,000
15	Add monitor/system to Jordan Room	LC	4/30/2016	Installed 8/22
17	Start posting completed to do list/year end accomplishments on website. "State of the Town" report.	JT	5/30/2016	The 2015 Planning Conference todo list is posted on the website.
19	Obtain cost estimates of selected pilot projects in Downtown Streetscape Plan (some may have good/better/best options) and include a couple pilot projects in the CIP.	KI	6/30/2016	In the FY 17 budget is \$72,000 for multiuse trail along railroad parking lot and stairs up to Bank Street.
20	Proposed replacement schedule for fire vehicles	Fire Chief	6/30/2016	Attached is five year CIP/replacement schedule for the Fire and EMS department.
22	Bring proposal back to board focusing on preservation and preventative maintenance of roads	CJO	6/30/2016	Approved by Board at August 8 meeting
24	CJ to investigate McKee A point ranking – would ranking improve if Matthews offered funds?	CJO	6/30/2016	The Town has committed \$2.0 million toward the construction of McKee Road in order to improve our ranking. At this point we do not know if it received funding.
25	Ensure employee recruiting and screening practices are inclusive in nature	BH	6/30/2016	Attached is a thorough memo from Becky Hawke regarding the Town's recruiting and promotional process. I am confident that supervisors will continue to hire and promote the most qualified person for the position while also continuing to look for new opportunities to diversify Town staff. We have also attached a diversity statistics spreadsheet showing the demographic makeup of Matthews citizens and the Town by department.
26	Review consultant costs over last three years	BH	6/30/2016	See attached.
27	Downtown Streetscape Plan: review shall vs. should issue. Communicate with Transportation Advisory Committee. Add sections delineating required vs. suggested components	KI	6/30/2016	The downtown streetscaping plan has been approved by the town board.
28	Charlie to investigate possible penalties for infractions of tree protection ordinance	CB	6/30/2016	Charlie Buckley emailed a memo to the town board about possible penalties for violating the Town Tree Protection Ordinance. Attached is a copy. Board will be updated at the September Board meeting. After reviewing this matter the Board was comfortable with our current enforcement policies.
30	Update a/v for Hood Room prior to 6/30 (3 companies)	LC	6/30/2016	A/V improvements to begin in the Hood Room on August 24th.
31	Sportsplex informational kiosk: approach County to create opportunity, then hand off	CK	6/30/2016	Attached is a memo from Corey King. The County has not committed to installing kiosks at the sportsplex. We will revisit this issue after the sportsplex is complete.
32	Investigate economic development liaison – Jay/Becky	BH	6/30/2016	Economic development process to be discussed at 5:30 meeting on September 26
33	Draft resolution promoting equity and inclusion	BH	6/30/2016	Equity and Inclusion policy statement will be part of the update personnel policy- Sept. 30.
34	Reevaluate the community meeting process for park planning.	CK	6/30/2016	Attached is a memo from Corey King recommending how to improve the public meeting process in the future.
35	Revise technology allowance from \$3,500 to \$3,600 per two year term - start July 1, 2016.	HB	6/30/2016	Completed as part of FY17 budget.
41	Complete installation of mural at Town Hall wall	CK	9/30/2016	done
55	Talbot Court – send letter to residents of neighborhood to inform them of progress. Come back to Board to discuss traffic warrant study some time (12 + months) after opening of street; consider impact of new ACTS traffic light	HB	Ongoing	Letter sent to neighborhood March 17

TO DO LIST ITEM #26

Last Updated: 8/1/2016

Town of Matthews Historical Account of Consultant Fees: FY 14,15,16**

Fiscal Year	Consultant / Organization	Purpose / Description	Department	Cost	Grant Reimbursement	Net Cost
2015-2016						
	Developmental Associates	Assistant Town Manager search and assessment process	Town Manager's Office	\$13,075.00		\$13,075.00
	Developmental Associates	EQi and supervisor training	Human Resources	\$16,000.00		\$16,000.00
	Total Administrative Services Company	Employee benefit administration	Human Resources	\$150.00		\$150.00
	The Employers Association	HR Audit	Human Resources	\$1,300.00		\$1,300.00
	The Employers Association	Personnel Policy Update	Human Resources	\$300.00		\$300.00
	Mecklenburg County	25% of consulting fee to The Adams Group for the Phillips Property	Planning	\$3125.00		\$3125.00
	McGill Associates	Downtown Streetscape Plan	Planning	\$23000.00	\$20,000	\$3000.00
	Alfred Benesch & Company	Consulting and conceptual design for Rice Road Park	Parks, Recreation, & Cultural Resources	\$9,250.00		\$9,250.00
	Totals		FY 15-16 Total	\$66,200.00	\$20,000.00	\$46,200.00
2014-2015						
	Mrs. Susan Manning	Classification study and pay plan update/implementation	Human Resources	\$9,027.40		\$9,027.40
	Chapelle Consulting/BenefitElect	Benefits consultant related to transition to State Health Plan	Human Resources	\$21,320.00		\$21,320.00
	Groom Law Group	Legal consultant to transition to State Health Plan	Human Resources	\$6,063.59		\$6,093.59
	Total Administrative Services Company	Benefit administration related to transition to State Health Plan	Human Resources	\$7,496.00		\$7,496.00
	McGill Associates	Downtown Streetscape Plan	Planning	\$7,000.00		\$7,000.00
	Aware Environmental, Inc.	Environmental consulting services for HUD Environmental Assessment for Heritage Trail Walking Pathway	Planning	\$3,168.90		\$3,168.90
	Bizzell Design Incorporated	Design and Production of Made in Matthews marketing materials	Economic Development	\$2,500.00		\$2,500.00
	Stewart Engineering	Highway 51 Park Master Plan	Parks, Recreation, & Cultural Resources	\$15,600.00		\$15,600.00
	Kercher Engineering	Update to Pavement Condition Survey	Engineering	\$1,170.00		\$1,170.00
	2 Architecture	Architectural services for Town of Matthews/Mathews Elementary Storage Building	Parks, Recreation, & Cultural Resources	\$1,500.00		\$1,500.00
	Totals		FY 14-15 Total	\$74,845.89	\$0.00	\$74,875.89
2013-2014						
	Aware Environmental, Inc.	Site Assessment of Buckley Way for CDBG Grant eligibility	Public Works	\$3,578.56		\$3,578.56
	CM - Historic Landmarks Commission	Required report conducted prior to historic designation of the Phillips house and barn	Planning	\$1,250.00		\$1,250.00
	Mrs. Susan Manning	Performance evaluation review	Human Resources	\$2,565.58		\$2,565.58
	Mrs. Susan Manning	Update to the manager performance review system	Human Resources	\$1,200.00		\$1,200.00
	Alliance Crystal Morphis Grant	Creative Economic Development Grant (no cost to the Town)	Economic Development	\$25,000.00	\$25,000.00	\$0.00
	Liz Parham, NC Main Street Program	Introduction to EDAC of the downtown organization concept	Economic Development	\$307.65		\$307.65
	Liz Parham, NC Main Street Program	Downtown Organization Planning Retreat	Economic Development	\$326.16		\$326.16
	Eagle Engineering	Survey services as part of planning for the Matthews Community Center – Four Mile Creek Connector Trail	Parks, Recreation, & Cultural Resources	\$3,800.00		\$3,800.00
	WK Dickson	Wetland Delineation Study/Environmental Services as part of planning for the Matthews Community Center – Four Mile Creek Connector Trail	Parks, Recreation, & Cultural Resources	\$1,697.75		\$1,697.75
	Stewart Engineering	Landscape Architecture / Park Planning services: site master plan for future park at HWY 51 / Phillips Rd	Parks, Recreation, & Cultural Resources	\$28,700.00		\$28,700.00
	Cavanaugh Macdonald Consulting, LLC	Actuarial study for LEO separation allowances	Finance	\$251.50		\$251.50
	Kercher Engineering	Pavement Condition Survey and Presentation to the Board.	Public Works	\$26,670.00		\$26,670.00
	Eagle Engineering	Surveying and Design of Buckley Way	Public Works	\$25,200.00		\$25,200.00
	Kimley Horn Engineering	Design of Campus Ridge Road Relocation Project	Public Works	\$11,250.00		\$11,250.00
	Kimley Horn Engineering	Engineering & Design of South Trade Street Project	Public Works	\$43,315.40		\$43,315.40
	Charlotte Regional Visitors Authority (CRVA)	Stadium study for Sportsplex	Town Manager's Office	\$25,000.00	\$12,500.00	\$12,500.00
	Lead For Life, Mr. Tom Westall	SET Design Team Consultation	Town Manager's Office	\$1,259.96		\$1,259.96
	Lat Purser & Associates	Facilities maintenance assesment	Public Works	\$5,810.00		\$5,810.00
	Urban 3, LLC	Minicozzi Tax Revenue Analysis (suburban vs. urban development)	Economic Development	\$9,992.98		\$9,992.98
	STV Inc	Preliminary design of Greylock Ridge Road to the Sportsplex.	Public Works	\$21,350.00		\$21,350.00
	Totals		FY 13-14 Total	\$238,525.54	\$37,500.00	\$201,025.54
			Three Year Totals	\$379,571.43	\$57,500.00	\$322,101.43
			Yearly Average	\$126,523.81	\$19,166.66	\$107,367.14

**Consultant fees include costs paid to an individual or firm performing work that is beyond the Town's expertise; work that was deemed to be helpful but not necessarily required; and/or work that was beyond available staff resources. Road projects were included in FY 13-14, but not since then.



FYE17 FINANCE REPORT - 2016 Sept 19

HISTORICAL DATA FOR LAST THREE FISCAL YEARS

GENERAL FUND	fye 2017 BUDGET (ORIGINAL)	fye 2017 BUDGET (AMENDED)	fye 2017 ACTUAL Period 2 / 12	% of BUDGET	THREE YEAR AVERAGE	fye 2016 % of BUDGET	fye2015 % of BUDGET	fye 2014 % of BUDGET
REVENUES								
Ad Valorem Taxes	\$ 11,867,000	\$ 11,867,000	\$ 139,598	1.18%	0.37%	0.68%	-0.15%	0.58%
Local Option Sales Taxes	\$ 2,936,945	\$ 2,936,945	\$ -	0.00%	0.00%	0.00%	0.00%	0.00%
Unrestricted Intergovernmental	\$ 2,290,424	\$ 2,290,424	\$ 16,649	0.73%	1.46%	0.77%	1.81%	1.79%
Powell Bill	\$ 772,000	\$ 772,000	\$ -	0.00%	0.00%	0.00%	0.00%	0.00%
Other Restricted Intergovernmental	\$ 423,238	\$ 443,139	\$ 13,963	3.15%	0.00%	0.00%	0.00%	0.00%
Restricted / Committed to Public Safety	\$ 505,500	\$ 514,816	\$ 34,547	6.71%	33.56%	8.52%	31.44%	60.71%
Stormwater Fees / Penalties	\$ 733,333	\$ 733,333	\$ 54,085	7.38%	7.57%	8.12%	7.18%	7.41%
Recreation Revenues	\$ 355,000	\$ 355,000	\$ 58,943	16.60%	21.93%	21.02%	28.05%	16.73%
Permits and Fees	\$ 47,000	\$ 47,000	\$ 21,189	45.08%	10.66%	23.58%	4.21%	4.18%
Investment Earnings	\$ 5,000	\$ 5,000	\$ 3,368	67.36%	5.64%		7.86%	3.43%
Misc. Revenues	\$ 89,930	\$ 89,930	\$ 6,896	7.67%	12.40%	10.03%	14.38%	12.79%
Transfers from Other Funds	\$ 641,379	\$ 641,379	\$ -	0.00%	1.25%	0.00%	0.00%	3.75%
Other Financing Sources	\$ 10,000	\$ 10,000	\$ -	0.00%	208.34%	1.41%	511.79%	111.82%
Fund Balance Appropriated	\$ -	\$ 54,143	\$ -	0.00%	0.01%	0.00%	0.02%	0.00%
	\$ 20,676,749	\$ 20,760,110	\$ 349,239	1.68%	1.91%	1.39%	2.07%	2.28%

September 21, 2016

To: Honorable Mayor and Board of Commissioners

From: Christopher Tucker, Finance Director

CC: Hazen Blodgett, Town Manager
Becky Hawke, Assistant Town Manager
Lori Canapinno, Town Clerk

RE: Agenda Items for Fire Engine Purchase

There are three items relating to the Smeal Fire Engine purchase for your review. Please allow this memo to serve as information to assist in your decisions.

BACKGROUND:

In the FY16 budget, monies were appropriated in the CIP for the replacement of one of the Town's fire engines. The amount appropriated was \$76,400.

In October 2015, the Town Council approved an action item granting the Manager permission to piggyback an existing bid and enter into a purchase contract for a Smeal Fire Engine in the amount of \$516,814.

As with most fire engines, there is a significant lead time between ordering and delivery. The delivery date was originally scheduled for June 2016. During the FY17 budget process, Town staff budgeted \$73,075 as an expected debt payment based on taking out loan proceeds around June 2016.

In June 2016, the delivery date for the engine was delayed until Sept 2016 for the chassis and December 2016 for the engine completion. This also delayed going out for loan proceeds and accruing interest.

We have received word that our chassis is complete, and now is an opportune time to obtain our loan proceeds in anticipation of the final engine delivery. In addition, per correspondence between the Manager and the Council dated Sept. 13 2016, a change order in the amount of \$6,106 was approved.

First, we need to move some budget around to take into account some of the moving parts. The first amendment is exclusive to the General Fund. We are asking to move the appropriation of \$73,075 from debt (since our first payment will actually occur next fiscal year) into the Transfer to CIP line item where a project code already exists. Please note that here we are also moving \$32,000 into Fire Capital Outlay to accommodate your directive from your last meeting for the purchase of a used QRV. This results in \$41,075 moving to CIP for our down payment on the Fire Engine.

The second amendment is exclusive to the CIP fund. This amendment allows for receiving the revenues from both the loan proceeds and the transfer from the previous amendment. This does leave us needing \$445 which will come from a small surplus left from a finished CIP project.

Finally, we are presenting a financing resolution. An RFP was sent on Thursday September 16 and responses were received today (Sept 21). BB&T was again the winning proposal at a rate of 1.74% for six years. This debt will commit the Town to six annual payments of \$71,670.

FINANCIAL IMPACT:

#1: Moving \$32,000 from the down payment of the Fire Engine to purchase a used QRV

#2: Moving \$41,075 to allow for a \$117,475 down payment on the Smeal

#3: Taking on \$405,000 in loan proceeds over six years at 1.74% commits the Town to six annual payments of \$71,670 beginning in FY18.

ORDINANCE NO. _____

BUDGET ORDINANCE AMENDMENT

ORDINANCE AMENDING THE BUDGET FOR THE TOWN OF MATTHEWS, NORTH CAROLINA FOR FISCAL YEAR 2016-2017

BE IT ORDAINED by the Board of Commissioners of the Town of Matthews, North Carolina that the following amendments are made to the Budget Ordinance for the fiscal year ending June 30, 2017.

SECTION 1: To amend the General Fund, the Revenues are to be changed as follows:

INCREASE DECREASE

SECTION 2: To amend the General Fund, the Expenditures are to be changed as follows:

INCREASE DECREASE

10910000-590501	GF Debt Principal		\$55,531
10910000-590502	GF Debt Interest		\$17,544
10999900-6000	Transfer to CIP	\$41,075	
10434000-6500	Capital Outlay	\$32,000	

SECTION 3: The purpose of this amendment is to modify the expenditure budgets to be consistent with the transaction of two capital vehicle purchases.

SECTION 4: Copies of the budget amendment shall be delivered to the Budget Officer and the Finance Officer for their direction.

Adopted this the 26th day of September 2016.

James P. Taylor, Mayor

Lori Canapinno, Town Clerk

September 21, 2016

To: Honorable Mayor and Board of Commissioners

From: Christopher Tucker, Finance Director

CC: Hazen Blodgett, Town Manager
Becky Hawke, Assistant Town Manager
Lori Canapinno, Town Clerk

RE: Agenda Items for Fire Engine Purchase

There are three items relating to the Smeal Fire Engine purchase for your review. Please allow this memo to serve as information to assist in your decisions.

BACKGROUND:

In the FY16 budget, monies were appropriated in the CIP for the replacement of one of the Town's fire engines. The amount appropriated was \$76,400.

In October 2015, the Town Council approved an action item granting the Manager permission to piggyback an existing bid and enter into a purchase contract for a Smeal Fire Engine in the amount of \$516,814.

As with most fire engines, there is a significant lead time between ordering and delivery. The delivery date was originally scheduled for June 2016. During the FY17 budget process, Town staff budgeted \$73,075 as an expected debt payment based on taking out loan proceeds around June 2016.

In June 2016, the delivery date for the engine was delayed until Sept 2016 for the chassis and December 2016 for the engine completion. This also delayed going out for loan proceeds and accruing interest.

We have received word that our chassis is complete, and now is an opportune time to obtain our loan proceeds in anticipation of the final engine delivery. In addition, per correspondence between the Manager and the Council dated Sept. 13 2016, a change order in the amount of \$6,106 was approved.

First, we need to move some budget around to take into account some of the moving parts. The first amendment is exclusive to the General Fund. We are asking to move the appropriation of \$73,075 from debt (since our first payment will actually occur next fiscal year) into the Transfer to CIP line item where a project code already exists. Please note that here we are also moving \$32,000 into Fire Capital Outlay to accommodate your directive from your last meeting for the purchase of a used QRV. This results in \$41,075 moving to CIP for our down payment on the Fire Engine.

The second amendment is exclusive to the CIP fund. This amendment allows for receiving the revenues from both the loan proceeds and the transfer from the previous amendment. This does leave us needing \$445 which will come from a small surplus left from a finished CIP project.

Finally, we are presenting a financing resolution. An RFP was sent on Thursday September 16 and responses were received today (Sept 21). BB&T was again the winning proposal at a rate of 1.74% for six years. This debt will commit the Town to six annual payments of \$71,670.

FINANCIAL IMPACT:

#1: Moving \$32,000 from the down payment of the Fire Engine to purchase a used QRV

#2: Moving \$41,075 to allow for a \$117,475 down payment on the Smeal

#3: Taking on \$405,000 in loan proceeds over six years at 1.74% commits the Town to six annual payments of \$71,670 beginning in FY18.

ORDINANCE NO. _____

BUDGET ORDINANCE AMENDMENT

ORDINANCE AMENDING THE BUDGET FOR THE TOWN OF MATTHEWS, NORTH CAROLINA FOR FISCAL YEAR 2016-2017

BE IT ORDAINED by the Board of Commissioners of the Town of Matthews, North Carolina that the following amendments are made to the Budget Ordinance for the fiscal year ending June 30, 2017.

SECTION 1: To amend the CIP Fund, the Revenues are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
46000000-491901	Loan Proceeds (FE116)	\$405,000	
46000000-4954	Transfer from GF (FE116)	\$41,075	

SECTION 2: To amend the General Fund, the Expenditures are to be changed as follows:

		<u>INCREASE</u>	<u>DECREASE</u>
46434500-650103	Engine 1 Replacement	\$446,075	

SECTION 3: The purpose of this amendment is to recognize loan proceeds and an interfund transfer for the purpose of a capital vehicle purchase.

SECTION 4: Copies of the budget amendment shall be delivered to the Budget Officer and the Finance Officer for their direction.

Adopted this the 26th day of September 2016.

James P. Taylor, Mayor

Lori Canapinno, Town Clerk

September 21, 2016

To: Honorable Mayor and Board of Commissioners

From: Christopher Tucker, Finance Director

CC: Hazen Blodgett, Town Manager
Becky Hawke, Assistant Town Manager
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#2: Moving \$41,075 to allow for a \$117,475 down payment on the Smeal

#3: Taking on \$405,000 in loan proceeds over six years at 1.74% commits the Town to six annual payments of \$71,670 beginning in FY18.

Resolution Approving Financing Terms

WHEREAS: The Town of Matthews (the "Town") has previously determined to undertake a project for the financing of a fire truck, (the "Project"), and the Town Manager has now presented a proposal for the financing of such Project.

BE IT THEREFORE RESOLVED, as follows:

1. The Town hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated September 21, 2016. The amount financed shall not exceed \$405,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.74%, and the financing term shall not exceed six (6) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Town are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Town officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Town shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Town hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Town intends that the adoption of this resolution will be a declaration of the Town's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The Town intends that funds that have been advanced, or that may be advanced, from the Town's general fund, or any other Town fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Town officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this _____ day of _____, 2016.

By: _____
(Clerk)

By: _____
(Mayor)

SEAL

Rice Road Park Design Documents: Exemption from GS 143-64.31

DATE: September, 21, 2016

FROM: Corey King, Parks, Recreation & Cultural Resource Department Director

Background/Issue: In the FY17 budget, funds were approved to begin the park planning process for the property commonly referred to as Rice Road Park. In effort to meet the Parks and Recreation Trust Fund Grant stipulation of beginning construction by January 1018, staff plans to work with landscape architects, engineers and other appropriate professionals to create design and construction documents prior to June 30, 2017.

General Statute of North Carolina, Article 3D, GS 143-64.31 referencing procurement of architectural, engineering and surveying services, stipulates that local government must announce all requirements for architectural, engineering, surveying to select firms qualified to provide such services on the basis of demonstrated competence and qualification for the type of professional services required. This selection must be made without regard to fee, other than unit price information. Local government would then negotiate a contract for those services at a fair and reasonable fee with the best qualified firm.

Units of local government are able to exempt particular projects from GS 143-64.31 if the local government estimates that the fee for these professional services will not exceed fifty thousand dollars (\$50,000). This exemption must be done in writing. (*Exemption:* GS 143-64.32) Staff is confident an agreed cost to deliver these services could be reached for less than \$50,000. As a baseline, the expense for design/construction documents trends towards 10% - 12% of the estimated project cost. The estimated cost to develop phase 1 of Rice Road Park is \$400,000. Staff's intent associated with requesting this exemption is allow for cost to be used as eligible criteria, to assist in evaluating submittals.

Proposal/Solution: Approval of exemption from GS 143-64.31, identifying the cost for design/construction documents for Rice Road Park below \$50,000.

Financial Impact: None

Related Town Goal: Financial Performance: To operate efficiently, manage resources, utilize alternative funding and charge appropriate user fees to meet budget requirements.

Recommended Motion: Exempt the procurement of design services associated with Rice Road Park project from GS 143-64.31, identifying cost to be estimated below \$50,000.



RESOLUTION

EXEMPTING RICE ROAD PARK DESIGN DOCUMENTS FROM NORTH CAROLINA GENERAL STATUTE 143-64.31

WHEREAS, G.S. 143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively "design services") to be based on qualifications and without regard to fee; Rice Road Park design documents; and

WHEREAS, the Town of Matthews proposes to enter into one or more contracts for design services for work on Rice Road Park design documents; and

WHEREAS, G.S. 143-64-32 authorizes units of government to exempt contracts for design services from the qualifications-based selection requirements of G.S. 143-64.32 if the estimated fee is less than \$50,000; and

WHEREAS, the estimated fee for design services for the above-described project is less than \$50,000; and

NOW THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF MATTHEWS RESOLVES:

Section 1. The above-described project is hereby exempt from the provisions of G.S. 143-64.31.

Section 2. This resolution shall be effective upon adoption.

This the 26th day of September, 2016.

Mayor James P. Taylor

RESOLUTION

AUTHORIZING THE UPSET BID PROCESS FOR THE PURCHASE OF PROPERTY LOCATED AT 1021 MATTHEWS-MINT HILL ROAD

WHEREAS, the Board of Commissioners of the Town of Matthews desires to dispose of certain surplus property of the Town of Matthews; and

WHEREAS, North Carolina General Statute §160A-269 permits the Town of Matthews to sell property by upset bid, after receipt of an offer for the property;

NOW THEREFORE, BE IT RESOVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF MATTHEWS:

1. The following described property is hereby declared to be surplus to the needs of the Town of Matthews: certain property located at 1021 Matthews-Mint Hill Road in Matthews, North Carolina, as described with the Mecklenburg County Register of Deeds in book 29476 and page 296 and being further described as parcel 19329404 and known as the former water tower site.
2. The Town of Matthews has received an offer to purchase for the sum of \$41,600 the property described above. The entity making the offer must deposit with the Town clerk a sum equal to 5% of the offer in certified funds.
3. The Board of Commissioners proposes to accept the offer unless a qualifying upset bid shall be made.
4. The Town Clerk shall cause a notice of such offer to be published in accordance with General Statute §160A-269.
5. Alternate persons wishing to upset the offer must submit a written bid to the Town Clerk within ten (10) days after publication of the notice. The entity making the bid must deposit with the Town Clerk a sum equal to five percent (5%) of the upset bid in certified funds. Once a qualifying upset bid has been received, that bid will become the new offer.
6. If a qualifying higher bid is received, the Town Clerk is directed to re-advertise the offer at the increased upset bid amount, and to continue with this process until a ten (10) day period has passed without receipt of a qualifying upset bid.
7. The terms of the final sale are that:
 - a. The Matthews Board of Commissioners must approve the final high offer before the sale is closed, which it will do within 30 days after the final upset bid period has passed, and
 - b. The buyer must pay with cash or certified funds at the time of closing.
8. The Town reserves the right to withdraw the property from sale at any time before the final high bid is accepted and the right to reject at any time all bids.
9. If no qualifying upset bid is received after the initial public notice, the offer set forth above is hereby accepted. The Town Manager is authorized to execute the instruments necessary to convey the property to Ridge Church.

This the 26th day of September, 2016.

Mayor James P. Taylor

Agenda Item: Discharge of Firearms Permit Application

Christopher J. Porter / 440 Bubbling Well Road

Date: September 20, 2016

From: Chief Rob Hunter

Background / Issue: On June 8, 2009, Chapter 130.03 of the Code of Ordinances, Discharge of Firearms, was amended to include the requirement of permits for the use of bows & arrows within the town. Petitioners are required to identify the property where the discharge is to take place, and provide written verification that all adjoining / affected property owners have been advised of the application. Our department conducts a background investigation on the applicant, and conducts a site inspection to assure the act of bow hunting can be conducted safely within the identified property.

The town received a permit application from Christopher Porter for the purposes of conducting bow-hunting of deer upon the properties of Marty Hodge located at 440 Bubbling Well Road. The property owners own three adjacent parcels, two undeveloped and one on which the property owner lives. The proposed discharge would take place upon/across two of those parcels and would be directed towards the property owner's home. The applicant received a permit upon this property the last two years and there were no reported incidents or complaints.

Proposal / Solution: We find that the activity to be performed by the petitioner on this property can be conducted safely and without hindrance to the adjoining property owners under the following conditions: (a) he shall be the only one authorized to conduct this activity subject to this permit; (b) it remains his responsibility to abide by any N.C. General Statutes and/or the guidelines of the N.C. Wildlife Commission; (c) that he discharges the weapons only from the sites and in the directions as demonstrated to him by our staff; (d) that he inform the adjacent property owners of the issuance & conditions of the permit, and (e) that he post portable signs in conspicuous locations around his property to advise persons upon the adjoining property of his presence and activity and (f) that he wear orange protective wear while conducting this activity.

Financial Impact: There will be no financial impact upon the town other than periodic staff inspections.

Related Town Vision: *Healthy, Sustainable Environment*

Recommended Motion: Approve a Discharge of Firearms Permit for the purpose of bow hunting by Christopher Porter upon the property at 440 Bubbling Well Road, under the conditions and restrictions noted within this memorandum and expiring January 1, 2017.

The employees of the Matthews Police Department strive to promote a safe community by preventing crimes and reducing the fear of crime, while treating all individuals fairly and with respect.

Our members will demonstrate honesty, professionalism and integrity, while building the partnerships necessary to enhance the safety of our community.



PERMIT APPLICATION FOR DISCHARGE OF FIREARM

Pursuant to Matthews Town Ordinance 130.03, any person who intends to discharge a firearm, to include bow & arrows, must do so either in a licensed shooting gallery or range, or, if upon any other property, only upon the issuance of a permit by the Town Board of Commissioners. It is furthermore the responsibility of the person requesting this permit that he/she be in compliance with all N.C. General Statutes and N.C. Wildlife guidelines and regulations.

Completed applications must be returned to the Matthews Police Department for investigation and review before they will be considered by the Board of Commissioners. A separate application is required for each individual and each location.

- Applicant Full Name: Christopher Joseph Porter Date of Birth: ~~2/10/1987~~
 Complete Home Address: 421 Lakenheath Lane Matthews NC 28105
 County of Residence: Mechlenburg Telephone (H): ----- (C): ~~-----~~
 Driver's License / State ID #: 7569352 State: NC E-Mail Address: chris.porter@cru.org
- Address of Requested Discharge: 440 Bubbling Well Matthews, NC 28105
 Owner's Name (if different from applicant): Same Marty Hodge
 Address (if different from Discharge Address): same
 Telephone (H): ----- (C): ~~-----~~

REQUIRED OF PROPERTY OWNER: As the owner / responsible person for the above listed property, I hereby consent to this permit application and assume all responsibility / liability for the applicant's use of this property.

(Signed) [Signature] (Witnessed) [Signature] (Date) 8/2/16

- Date(s) of Intended Discharge: 2016 Hunting season Time(s): legal hunting hours
- Type of Weapon(s): Crossbow
- Purpose of Discharge: practice or possibly hunting deer

The following must be submitted with the completed application:

- A printed or drawn-to-scale map of the requested property, indicating the ownership information of all adjoining properties as well as the intended locations / positions of intended discharge (i.e. hunting stand locations)
- A written notice / letter stating the intention and purpose of intended discharge and signed acknowledgment from each adjoining property owner, whereby they denote their support or opposition of the issuance of the permit

FOR OFFICE USE ONLY

Initial Review By: _____ Date _____ With (Applicant) _____
 (For Matthews Police Department)

Items Provided: Completed application Complete Map of Location Acknowledgement of Neighbors

Site Inspection By: _____ Date _____ With (Applicant) _____
 (For Matthews Police Department)

____ Recommendation for denial for the following reason(s): _____

- ____ Recommend approval with the following conditions:
- Placement of warning signs at (number) _____ locations
 - Discharge between the hours of _____ and _____ and/or on _____ (days of week)
 - Discharge only in directions as noted on the amended site map, a copy of which provided to applicant
 - Other: _____

Polaris 3G Map – Mecklenburg County, North Carolina

Porter: 440 Bubbling Well Rd

129.51 ft(0.02 miles)

Date Printed: 9/20/2016 1:42:05 PM



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Dear Adjacent Property Owner, (adjacent to 440 Bubbling Well)

My name is Chris Porter and I reside at 412 Lakenheath Lane. I am applying to renew my permit to discharge a crossbow for the purpose of practice and to potentially hunt deer. I'm applying to use the permit again on Mr. Hodge's property located at 440 Bubbling Well. Part of the process requires that I send you a letter notifying of my intentions. If you have any questions please feel free to call me at 704-771-6491.

Christopher J Porter

421 Lakenheath Lane

A copy of this letter was mailed USPS
8/3/16 to all parties on the following
page.

1

Parcel ID: 22702759

Ownership:

1. MARTY PAUL HODGE
2. DEBORAH K HODGE

Mailing Address:

440 BUBBLING WELL RD
MATTHEWS NC 28105-5683

2

Parcel ID: 22702760

Ownership:

1. MARTY PAUL HODGE
2. DEBORAH K HODGE

Mailing Address:

440 BUBBLING WELL RD
MATTHEWS NC 28105-5683

3

Parcel ID: 22702761

Ownership:

1. JOANNE HODGE

Mailing Address:

733 PLANTATION ESTATES DR # E304
MATTHEWS NC 28105

4

Parcel ID: 22702769

Ownership:

1. ROBERT C WARREN
2. BETH UTZ

Mailing Address:

515 LAKENHEATH LN
MATTHEWS NC 28105-2561

5

Parcel ID: 22702770

Ownership:

1. CECIL H JR DEESE
2. RUBY D DEESE

Mailing Address:

501 LAKENHEATH LN
MATTHEWS NC 28105

6

Parcel ID: 22702771

Ownership:

1. JOHN WALTER JR CAIN
2. MARY S CAIN

Mailing Address:

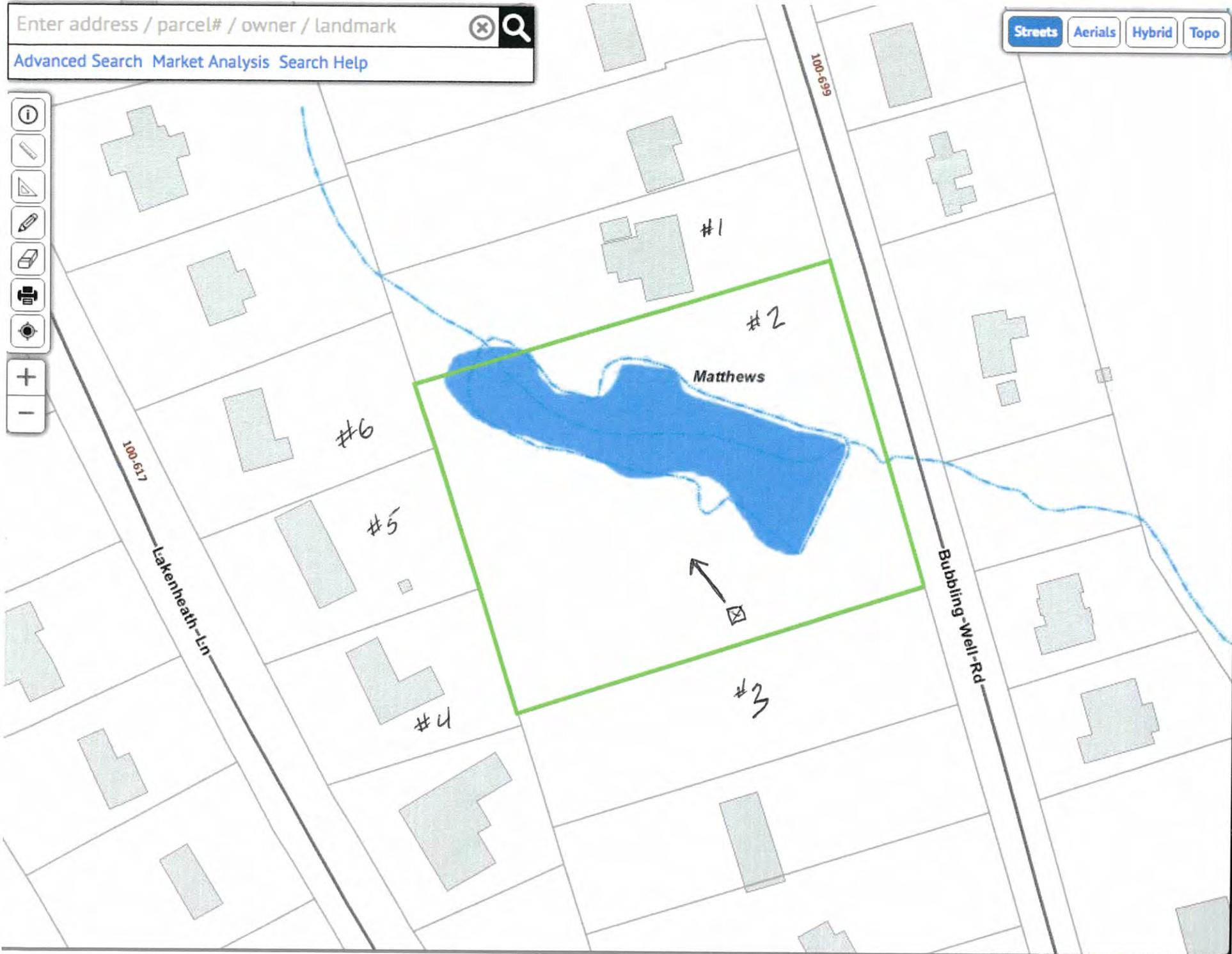
441 LAKENHEATH LN
MATTHEWS NC 28105

Enter address / parcel# / owner / landmark



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Streets Aerials Hybrid Topo



Matthews

#1

#2

#6

#5

#4

#3

100-617

Lakenheath-Ln

100-599

Bubbling-Well-Rd

Agenda Item: Discharge of Firearms Permit Application

Christopher J. Porter / 440 Bubbling Well Road

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Proposal / Solution: We find that the activity to be performed by the petitioner on this property can be conducted safely and without hindrance to the adjoining property owners under the following conditions: (a) he shall be the only one authorized to conduct this activity subject to this permit; (b) it remains his responsibility to abide by any N.C. General Statutes and/or the guidelines of the N.C. Wildlife Commission; (c) that he discharges the weapons only from the sites and in the directions as demonstrated to him by our staff; (d) that he inform the adjacent property owners of the issuance & conditions of the permit, and (e) that he post portable signs in conspicuous locations around his property to advise persons upon the adjoining property of his presence and activity and (f) that he wear orange protective wear while conducting this activity.

Financial Impact: There will be no financial impact upon the town other than periodic staff inspections.

Related Town Vision: *Healthy, Sustainable Environment*

Recommended Motion: Approve a Discharge of Firearms Permit for the purpose of bow hunting by Christopher Porter upon the property at 440 Bubbling Well Road, under the conditions and restrictions noted within this memorandum and expiring January 1, 2017.

The employees of the Matthews Police Department strive to promote a safe community by preventing crimes and reducing the fear of crime, while treating all individuals fairly and with respect.

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(Signed) [Signature] (Witnessed) [Signature] (Date) 8/2/16

- Date(s) of Intended Discharge: 2016 Hunting season Time(s): legal hunting hours
- Type of Weapon(s): Crossbow
- Purpose of Discharge: practice or possibly hunting deer

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Recommendation for denial for the following reason(s): _____

Recommend approval with the following conditions:

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421 Lakenheath Lane

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8/3/16 to all parties on the following
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Parcel ID: 22702759

Ownership:

1. MARTY PAUL HODGE
2. DEBORAH K HODGE

Mailing Address:

440 BUBBLING WELL RD
MATTHEWS NC 28105-5683

2

Parcel ID: 22702760

Ownership:

1. MARTY PAUL HODGE
2. DEBORAH K HODGE

Mailing Address:

440 BUBBLING WELL RD
MATTHEWS NC 28105-5683

3

Parcel ID: 22702761

Ownership:

1. JOANNE HODGE

Mailing Address:

733 PLANTATION ESTATES DR # E304
MATTHEWS NC 28105

4

Parcel ID: 22702769

Ownership:

1. ROBERT C WARREN
2. BETH UTZ

Mailing Address:

515 LAKENHEATH LN
MATTHEWS NC 28105-2561

5

Parcel ID: 22702770

Ownership:

1. CECIL H JR DEESE
2. RUBY D DEESE

Mailing Address:

501 LAKENHEATH LN
MATTHEWS NC 28105

6

Parcel ID: 22702771

Ownership:

1. JOHN WALTER JR CAIN
2. MARY S CAIN

Mailing Address:

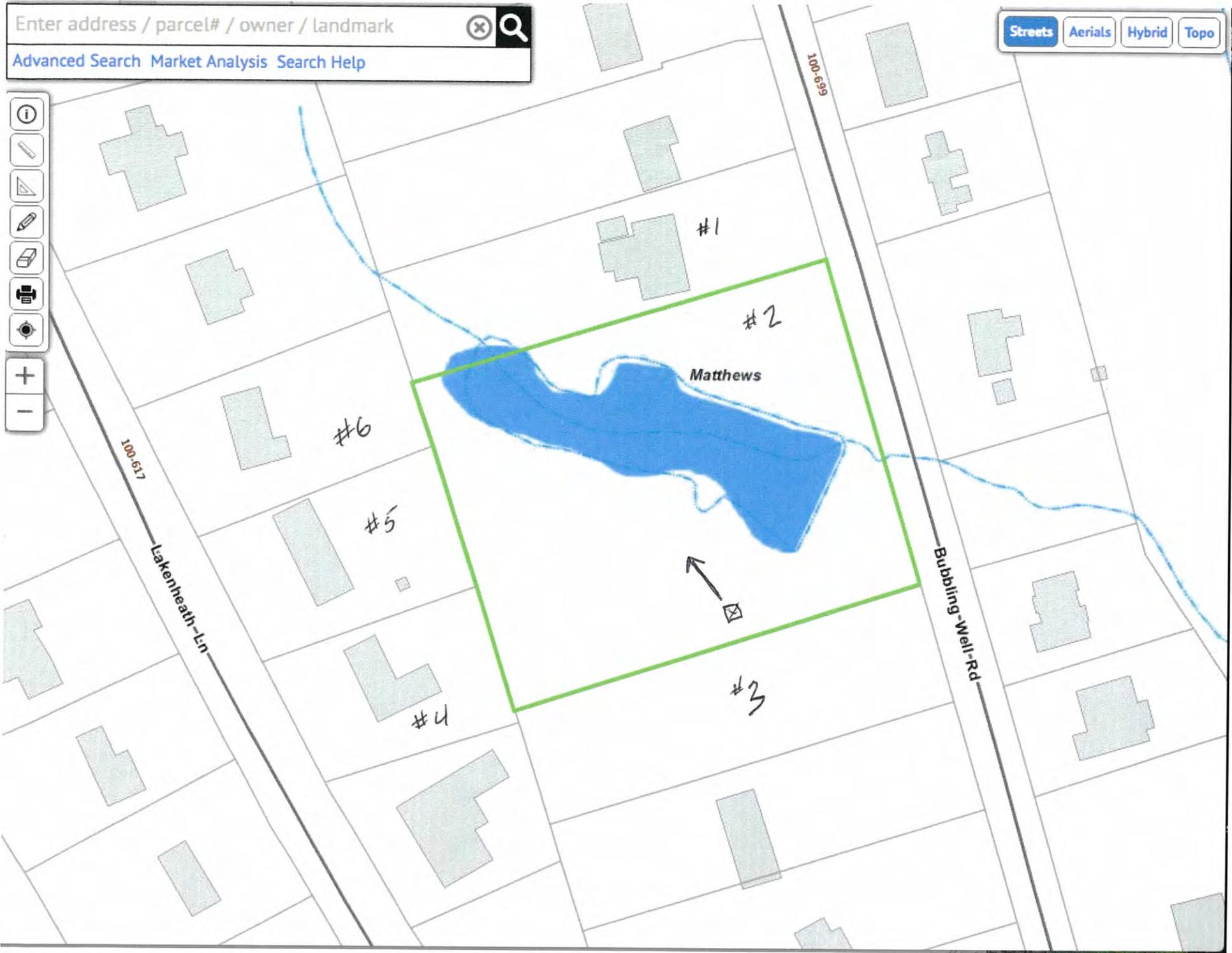
441 LAKENHEATH LN
MATTHEWS NC 28105

Enter address / parcel# / owner / landmark



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Streets Aerials Hybrid Topo



Matthews

#1

#2

#6

#5

#4

#3

100-617

Lakenheath-Ln

100-639

Bubbling-Well-Rd

Agenda Item: Discharge of Firearms Permit Application

3033 Sam Newell Road / Ronald Vandernoord & David Phifer

Date: September 20, 2016

From: Chief Rob Hunter

Background / Issue: On June 8, 2009, Chapter 130.03 of the Code of Ordinances, Discharge of Firearms, was amended to include the requirement of permits for the use of bows & arrows within the town. Petitioners are required to identify the property where the discharge is to take place, and provide written verification that all adjoining / affected property owners have been advised of the application. Our department conducts a background investigation on the applicant, and conducts a site inspection to assure the act of bow hunting can be conducted safely within the identified property.

The town received 'Discharge of Firearms' permit applications from David Phifer and Ronald Vandernoord, the property owner of 3033 Sam Newell Road, for the purposes of each conducting bow-hunting of deer upon this property. The above conditions have been met and the background investigation and site inspections have been completed. This is the first permit application for this property and for either applicant.

Proposal / Solution: We find that the activity to be performed by both petitioners, upon properties owned by the applicant Vandernoord, can be conducted safely and without hindrance to the adjoining property owners under the following conditions: (a) each shall be the only one authorized to conduct this activity subject to this permit; (b) it remains his responsibility to abide by any N.C. General Statutes and/or the guidelines of the N.C. Wildlife Commission; (c) that he discharges the weapons only from the site and in the directions as demonstrated to him by our staff; (d) he wear orange protective wear while conducting this activity; and (e) that he post portable signs in conspicuous locations around his property to advise persons upon the adjoining property of his presence and activity

Financial Impact: There will be no financial impact upon the town.

Related Town Goals: *Healthy, Sustainable Environment*

Recommended Motion A: Approve a Discharge of Firearms Permit for the purpose of bow hunting by David Phifer upon the property at 3033 Sam Newell Road, under the conditions and restrictions noted within this memorandum and expiring January 1, 2017.

Recommended Motion B: Approve a Discharge of Firearms Permit for the purpose of bow hunting by Ronald Vandernoord upon the property at 3033 Sam Newell Road, under the conditions and restrictions noted within this memorandum and expiring January 1, 2017.

The employees of the Matthews Police Department strive to promote a safe community by preventing crimes and reducing the fear of crime, while treating all individuals fairly and with respect.

Our members will demonstrate honesty, professionalism and integrity, while building the partnerships necessary to enhance the safety of our community.

Vandernoord



PERMIT APPLICATION FOR DISCHARGE OF FIREARM

Pursuant to Matthews Town Ordinance 130.03, any person who intends to discharge a firearm, to include bow & arrows, must do so either in a licensed shooting gallery or range, or, if upon any other property, only upon the issuance of a permit by the Town Board of Commissioners. It is furthermore the responsibility of the person requesting this permit that he/she be in compliance with all N.C. General Statutes and N.C. Wildlife guidelines and regulations.

Completed applications must be returned to the Matthews Police Department for investigation and review before they will be considered by the Board of Commissioners. A separate application is required for each individual and each location.

- 1. Applicant Full Name: RONALD VANDEERNOORD Date of Birth: [REDACTED]
Complete Home Address: 14535 DAVIS TRACE DRIVE
County of Residence: MECKLENBURG Telephone (H): 704 [REDACTED] (C): 704 [REDACTED]
Driver's License / State ID #: CALL ME State: N.C E-Mail Address: RONALDVANDERNOORD@GMAIL.COM
2. Address of Requested Discharge: 3033 SAM NEWELL ROAD, MATTHEWS NC
Owner's Name (if different from applicant): [X] Same
Address (if different from Discharge Address): 14535 DAVIS TRACE DRIVE, MINTHILL, NC 28227
Telephone (H): 704 [REDACTED] (C): 704 [REDACTED]

REQUIRED OF PROPERTY OWNER: As the owner / responsible person for the above listed property, I hereby consent to this permit application and assume all responsibility / liability for the applicant's use of this property:

(Signed) [Signature] (Witnessed) [Signature] (Date) 8-5-16

- 3. Date(s) of Intended Discharge: SEPT 1, 2016 Time(s): JAN 2, 2017 Day Time
4. Type of Weapon(s): CROSS BOW
5. Purpose of Discharge: DEER HUNTING

The following must be submitted with the completed application:

- A printed or drawn-to-scale map of the requested property, indicating the ownership information of all adjoining properties as well as the intended locations / positions of intended discharge (i.e. hunting stand locations)
- A written notice / letter stating the intention and purpose of intended discharge and signed acknowledgment from each adjoining property owner, whereby they denote their support or opposition of the issuance of the permit

FOR OFFICE USE ONLY

Initial Review By: (For Matthews Police Department) Date With (Applicant)

Items Provided: Completed application Complete Map of Location Acknowledgement of Neighbors

Site Inspection By: (For Matthews Police Department) Date With (Applicant)

Recommendation for denial for the following reason(s):

- Recommend approval with the following conditions:
a. Placement of warning signs at (number) locations
b. Discharge between the hours of and and/or on (days of week)
c. Discharge only in directions as noted on the amended site map, a copy of which provided to applicant
d. Other:

For questions about form or ordinance: Sgt. Bill Shaw 704-847-4069 FirearmsPermits@MatthewsPolice.org

* Return the completed application package to the Matthews Police Department Records Office / M-F / 8:00 - 5:00 *



PERMIT APPLICATION FOR DISCHARGE OF FIREARM

Pursuant to Matthews Town Ordinance 130.03, any person who intends to discharge a firearm, to include bow & arrows, must do so either in a licensed shooting gallery or range, or, if upon any other property, only upon the issuance of a permit by the Town Board of Commissioners. It is furthermore the responsibility of the person requesting this permit that he/she be in compliance with all N.C. General Statutes and N.C. Wildlife guidelines and regulations.

Completed applications must be returned to the Matthews Police Department for investigation and review before they will be considered by the Board of Commissioners. A separate application is required for each individual and each location.

- 1. Applicant Full Name: David Joel Phifer Date of Birth: [redacted]
Complete Home Address: 3800 Margaret Wallace Rd
County of Residence: Mecklenburg Telephone (H): 704-[redacted] (C):
Driver's License / State ID #: 000004636712 State: NC E-Mail Address:
2. Address of Requested Discharge: 3033 SAM NEWELL ROAD, MATTHEWS NC 28105
Owner's Name (if different from applicant): [] Same RONALD VANDEWOUDE
Address (if different from Discharge Address): 14535 DAVIDSTRADE DR. CHARLOTTE NC 28227
Telephone (H): 704-[redacted] (C): 704-[redacted]

REQUIRED OF PROPERTY OWNER: As the owner / responsible person for the above listed property, I hereby consent to this permit application and assume all responsibility / liability for the applicant's use of this property:
(Signed) [Signature] (Witnessed) [Signature] (Date) 8-5-16

- 3. Date(s) of Intended Discharge: September 15 January 2 2017 Time(s): 6:30 am 10:30 AM
4:00 PM 6:00 PM
4. Type of Weapon(s): Crossbow
5. Purpose of Discharge: Deer Hunting

The following must be submitted with the completed application:
- A printed or drawn-to-scale map of the requested property, indicating the ownership information of all adjoining properties as well as the intended locations / positions of intended discharge (i.e. hunting stand locations)
- A written notice / letter stating the intention and purpose of intended discharge and signed acknowledgment from each adjoining property owner, whereby they denote their support or opposition of the issuance of the permit

FOR OFFICE USE ONLY

Initial Review By: (For Matthews Police Department) Date With (Applicant)
Items Provided: Completed application Complete Map of Location Acknowledgement of Neighbors
Site Inspection By: (For Matthews Police Department) Date With (Applicant)

Recommendation for denial for the following reason(s):
Recommend approval with the following conditions:
a. Placement of warning signs at (number) locations
b. Discharge between the hours of and and/or on (days of week)
c. Discharge only in directions as noted on the amended site map, a copy of which provided to applicant
d. Other:

Polaris 3G Map – Mecklenburg County, North Carolina

3033 Sam Newell Rd

192.04 ft(0.04 miles)

Date Printed: 9/20/2016 7:13:35 PM

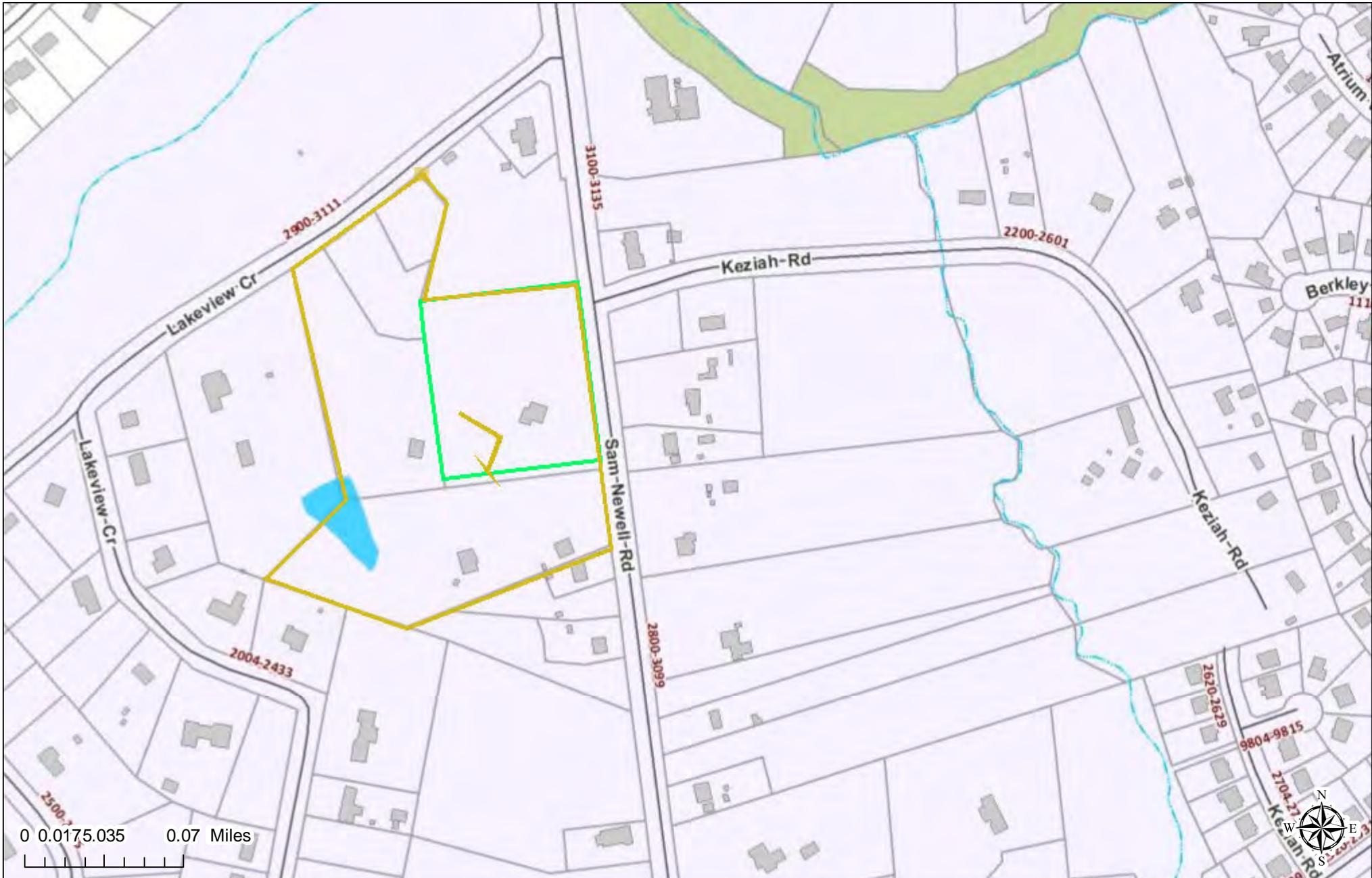


This map or report is prepared for the inventory of real property within Mecklenburg County and is compiled from recorded deeds, plats, tax maps, surveys, planimetric maps, and other public records and data. Users of this map or report are hereby notified that the aforementioned public primary information sources should be consulted for verification. Mecklenburg County and its mapping contractors assume no legal responsibility for the information contained herein.

Polaris 3G Map – Mecklenburg County, North Carolina

2016 Sam Newell Rd

Date Printed: 9/16/2016 8:59:44 AM



This map or report is prepared for the inventory of real property within Mecklenburg County and is compiled from recorded deeds, plats, tax maps, surveys, planimetric maps, and other public records and data. Users of this map or report are hereby notified that the aforementioned public primary information sources should be consulted for verification. Mecklenburg County and its mapping contractors assume no legal responsibility for the information contained herein.











Phillip M McKeown

2918 Lakeview Circle

Matthews, N. C. 28105

I, David J Phifer, have applied to the Town of Matthews for a hunting permit. I would like to hunt the property at 3033 Sam Newell Road. I will be using a crossbow according to the laws and regulations of North Carolina hunting laws.

Thank you,

David J Phifer

3436 Sam Newell Road

Agenda Item: Discharge of Firearms Permit Applications

Parcels: 21525424 (Phillips Rd) & 21514110 (Stallings Rd)
Dave Bolster & Michael Scott Helms

Date: September 20, 2016

From: Chief Rob Hunter

Background / Issue: On June 8, 2009, Chapter 130.03 of the Code of Ordinances, Discharge of Firearms, was amended to include the requirement of permits for the use of bows & arrows within the town. Petitioners are required to identify the property where the discharge is to take place, and provide written verification that all adjoining / affected property owners have been advised of the application. Our department conducts a background investigation on the applicant, and conducts a site inspection to assure the act of bow hunting can be conducted safely within the identified property.

The town received 'Discharge of Firearms' permit applications from Dave Bolster and Michael Scott Helms for the two above-described leased properties. The permits are requested for the purpose of conducting bow-hunting of deer upon these properties. The above requirements have been met and the background investigation and site inspections have been completed. Permits have been issued for these two parcels, for different applicants, for the past two years and there have been no reported or discovered incidents or violations.

Proposal / Solution: We find that the activity to be performed by the petitioners on these two parcels can be conducted safely and without hindrance to the adjoining property owners under the following conditions: (a) each understands they shall be the only ones authorized to conduct this activity subject to this permit; (b) it remains the responsibility of each to abide by any N.C. General Statutes and/or the guidelines of the N.C. Wildlife Commission; (c) to notify the adjoining property owners of the issuance and conditions of the permit within 48 hours of issuance; (d) that discharges of the weapons only from the site and in the directions as demonstrated to him by our staff; (e) protective orange gear must be worn while conducting this activity; and (f) that signs must be posted in conspicuous locations around this property to advise persons upon the adjoining property of their presence and activity.

Financial Impact: There will be no financial impact upon the town.

Related Town Goals: *Healthy, Sustainable Environment*

Recommended Motion A: Approve a Discharge of Firearms Permit for the purpose of bow hunting for Dave Bolster upon the leased properties identified as parcels 21525424 and 21514110 under the conditions and restrictions noted within this memorandum and expiring January 1, 2017.

Recommended Motion B: Approve a Discharge of Firearms Permit for the purpose of bow hunting for Michael Scott Helms upon the leased properties identified as parcels 21525424 and 21514110 under the conditions and restrictions noted within this memorandum and expiring January 1, 2017.

The employees of the Matthews Police Department strive to promote a safe community by preventing crimes and reducing the fear of crime, while treating all individuals fairly and with respect.

Our members will demonstrate honesty, professionalism and integrity, while building the partnerships necessary to enhance the safety of our community.



PERMIT APPLICATION FOR DISCHARGE OF FIREARM

Pursuant to Matthews Town Ordinance 130.03, any person who intends to discharge a firearm, to include bow & arrows, must do so either in a licensed shooting gallery or range, or, if upon any other property, only upon the issuance of a permit by the Town Board of Commissioners. It is furthermore the responsibility of the person requesting this permit that he/she be in compliance with all N.C. General Statutes and N.C. Wildlife guidelines and regulations.

Completed applications must be returned to the Matthews Police Department for investigation and review before they will be considered by the Board of Commissioners. A separate application is required for each individual and each location.

1. Applicant Full Name: Dave Bolster Date of Birth: [redacted] Complete Home Address: 3004 Ladys Secret Dr Indian Trail NC 28079 County of Residence: Union Telephone (H): 704-[redacted] (C): 704-[redacted] Driver's License / State ID #: 25353911 State: NC E-Mail Address: dbolster24@gmail.com

2. Address of Requested Discharge: Stallings&Phillips Rd Parcel ID 21525424, 21514110, 21514121, 21525201, 21512401 Owner's Name (if different from applicant): [] Same David Blackley David Blackley Address (if different from Discharge Address): 809 Sardis Rd Charlotte 28270 Telephone (H): 704-[redacted] (C): 704-[redacted] davidblackleyebell@south.net

REQUIRED OF PROPERTY OWNER: As the owner / responsible person for the above listed property, I hereby consent to this permit application and assume all responsibility / liability for the applicant's use of this property: (Signed) (Witnessed) (Date)

3. Date(s) of Intended Discharge: 9/12/16-17 2016-17 Hunt by year Time(s): During regulation hunting hours 4. Type of Weapon(s): Compound and cross bow 5. Purpose of Discharge: Hunting

The following must be submitted with the completed application:

- A printed or drawn-to-scale map of the requested property, indicating the ownership information of all adjoining properties as well as the intended locations / positions of intended discharge (i.e. hunting stand locations) - A written notice / letter stating the intention and purpose of intended discharge and signed acknowledgment from each adjoining property owner, whereby they denote their support or opposition of the issuance of the permit

FOR OFFICE USE ONLY

Initial Review By: (For Matthews Police Department) Date With (Applicant) Items Provided: [] Completed application [] Complete Map of Location [] Acknowledgement of Neighbors Site Inspection By: (For Matthews Police Department) Date With (Applicant)

Recommendation for denial for the following reason(s): Recommend approval with the following conditions: a. Placement of warning signs at (number) locations b. Discharge between the hours of and and/or on (days of week) c. Discharge only in directions as noted on the amended site map, a copy of which provided to applicant d. Other:

For questions about form or ordinance: Sgt. Bill Shaw 704-847-4069 FirearmsPermits@MatthewsPolice.org

* Return the completed application package to the Matthews Police Department Records Office / M-F / 8:00 - 5:00 *

**PERMIT APPLICATION
FOR DISCHARGE OF FIREARM**

Pursuant to Matthews Town Ordinance 130.03, any person who intends to discharge a firearm, to include bow & arrows, must do so either in a licensed shooting gallery or range, or, if upon any other property, only upon the issuance of a permit by the Town Board of Commissioners. It is furthermore the responsibility of the person requesting this permit that he/she be in compliance with all N.C. General Statutes and N.C. Wildlife guidelines and regulations.

Completed applications must be returned to the Matthews Police Department for investigation and review before they will be considered by the Board of Commissioners. A separate application is required for each individual and each location.

1. Applicant Full Name: michael scott helms Date of Birth: [REDACTED]
 Complete Home Address: 1802 sanctuary ln indian trail nc 28079
 County of Residence: union Telephone (H): 704 [REDACTED] (C): 704 [REDACTED]
 Driver's License / State ID #: 2617298 State: nc E-Mail Address: _____

2. Address of Requested Discharge: staling rd phillips rd
 Owner's Name (if different from applicant): Same David P. Blackley
 Address (if different from Discharge Address): 809 Sardis Rd. N. Charlotte NC 28216
 Telephone (H): 704 [REDACTED] (C): 704 [REDACTED] David P. Blackley
David P. Blackley
DavidBlackleyEbelson@th.net

REQUIRED OF PROPERTY OWNER: As the owner / responsible person for the above listed property, I hereby consent to this permit application and assume all responsibility / liability for the applicant's use of this property:
 (Signed) _____ (Witnessed) _____ (Date) _____

3. Date(s) of Intended Discharge: 9 12 16 to 6 09 17 Time(s): day time
 4. Type of Weapon(s): cross bow
 5. Purpose of Discharge: hunting

The following must be submitted with the completed application:
 - A printed or drawn-to-scale map of the requested property, indicating the ownership information of all adjoining properties as well as the intended locations / positions of intended discharge (i.e. hunting stand locations)
 - A written notice / letter stating the intention and purpose of intended discharge and signed acknowledgment from each adjoining property owner, whereby they denote their support or opposition of the issuance of the permit

FOR OFFICE USE ONLY

Initial Review By: _____ Date _____ With (Applicant) _____
 (For Matthews Police Department)

Items Provided: Completed application Complete Map of Location Acknowledgement of Neighbors

Site Inspection By: _____ Date _____ With (Applicant) _____
 (For Matthews Police Department)

_____ Recommendation for denial for the following reason(s): _____

_____ Recommend approval with the following conditions:
 _____ a. Placement of warning signs at (number) _____ locations
 _____ b. Discharge between the hours of _____ and _____ and/or on _____ (days of week)
 _____ c. Discharge only in directions as noted on the amended site map, a copy of which provided to applicant
 _____ d. Other: _____

Polaris 3G Map – Mecklenburg County, North Carolina

Parcel # 21525424 Phillips Rd

134.44 ft(0.03 miles)

Date Printed: 9/20/2016 8:15:50 PM



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Polaris 3G Map – Mecklenburg County, North Carolina

Parcel # 21514110 Stallings Rd

134.44 ft(0.03 miles)

Date Printed: 9/20/2016 7:54:22 PM



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Resident

1830 Light Brigade Court

Matthews, NC 28105

From: Dave Bolster

Mike Helms

Re: Bow Hunting Permit

To whom it may concern. We have applied for a discharge firearms permit from the Town of Matthews. If granted the permit we will be hunting the Renfrow land that connects to your property. We will be hunting the land during the legal deer hunting season. We wanted to contact you and inform you of this process.

Thank you

P.S., If you have any questions, please contact Sgt. Bill Shaw with the Matthews Police Department at (704) 841-6704

21525154

Ownership 1. BURLESON, DIANE W**Mailing Address** 14632 BUCKTON LN
MATTHEWS NC 28105**Land Area** 1 LT (0.718 GIS Acres)**Legal Desc** L41 B1 M22-323**Deed** 08185-573**2. Parcel ID** 21525155**Ownership** 1. KROUSE, SUSAN W
2. KROUSE, MARK A**Mailing Address** 14628 BUCKTON LN
MATTHEWS NC 28105**Land Area** 1 LT (0.558 GIS Acres)**Legal Desc** L42 B1 M22-323**Deed** 08393-655**3. Parcel ID** 21525156**Ownership** 1. DEPEDRO, CHERYL L
2. DEPEDRO, JOHN SR**Mailing Address** PO BOX 29385
CHARLOTTE NC 28229**Land Area** 1 LT (0.562 GIS Acres)**Legal Desc** L43 B1 M22-323**Deed** 08564-629**4. Parcel ID** 21525159**Ownership** 1. ROBERTS, PAMELA M
2. ROBERTS, NATALIA**Mailing Address** 2904 HOLCROFT CT
MATTHEWS NC 28105**Land Area** 1 LT (0.582 GIS Acres)**Legal Desc** L46 B1 M22-323**Deed** 30198-474**5. Parcel ID** 21525160**Ownership** 1. LANGILL, ANNA N.**Mailing Address** 2900 HOLCROFT CT
MATTHEWS NC 28105**Land Area** 1 LT (0.534 GIS Acres)**Legal Desc** L47 B1 M22-323**Deed**

Deed 20663-123

6. Parcel ID 21525161
Ownership 1. HELMS, JEWELL R
Mailing Address 2901 HOLCROFT CT
 MATTHEWS NC 28105
Land Area 1 LT (0.661 GIS Acres)
Legal Desc L48 B1 M22-323
Deed 20925-260

7. Parcel ID 21525418
Ownership 1. BREZOVIC, JASON J
Mailing Address 2064 WILLIAM PENN AVE
 CONEMAUGH PA 15909
Land Area 0.614 AC
Legal Desc L13 M29-453
Deed 27338-937

8. Parcel ID 21525419
Ownership 1. DICARLO, DENNIS J
 2. DICARLO, CHRISTY M
Mailing Address 14625 PHILLIPS RD
 MATTHEWS NC 28105
Land Area 2.73 AC
Legal Desc L11 M55-205
Deed 28472-742

9. Parcel ID 21525424
Ownership 1. ~~PCM HOLDINGS LLC,~~
Mailing Address ~~PO BOX 67~~
~~MATTHEWS NC 28106~~
Land Area ~~13.85 AC~~
Legal Desc ~~NA~~
Deed ~~27880-500~~

OWNER

10. Parcel ID 21525440
Ownership 1. CALICE, PAUL
Mailing Address 2019 WINDROW WOOD CT
 MATTHEWS NC 28105
Land Area 0.581 AC
Legal Desc L10 M44-125
Deed 30838-685

11. Parcel ID 21525441
Ownership 1. CHAMBERS, PATRICIA B
Mailing Address 2027 WINDROW WOOD CT
MATTHEWS NC 28105
Land Area 0.479 AC
Legal Desc L9 M44-125
Deed 22365-62

12. Parcel ID 21525444
Ownership 1. VARLACK, CYRIL G
2. CALDWELL, CLARA
Mailing Address 14619 TOM`S FARM RD
MATTHEWS NC 28105
Land Area 0.374 AC
Legal Desc L6 M44-125
Deed 29804-437

13. Parcel ID 21525445
Ownership 1. SWARTZ, BROOKE M
2. SWARTZ, PETER N
Mailing Address 14622 TOMS FARM ROAD
MATTHEWS NC 28105
Land Area 0.311 AC
Legal Desc L5 M44-125
Deed 23111-581

14. Parcel ID 21525452
Ownership 1. VILLAGE AT WINDROW HOA, INC
Mailing Address 14616 TOMS FARM RD
MATTHEWS NC 28105
Land Area 0.629 AC
Legal Desc COS 3 M44-125
Deed 23321-305