

AGENDA
BOARD OF COMMISSIONERS SPECIAL MEETING
HOOD ROOM, MATTHEWS TOWN HALL
OCTOBER 24, 2016 – 5:30 PM

The Board of Commissioners will meet with staff to review departmental quarterly reports.

AGENDA
BOARD OF COMMISSIONERS MEETING
HOOD ROOM, MATTHEWS TOWN HALL
OCTOBER 24, 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. Presentation of Proclamation Recognizing November as Pancreatic Cancer Awareness Month
6. Recognize Landscape Manager Ralph Ramsaur
7. Presentation from Matthews Alive
8. Public Comment (Please sign in to speak at this time. Limited to 4 minutes.)
9. Reports from Boards/Committees
 - A. Appearance & Tree Board – minutes
 - B. Mayor’s Task Force on Education – minutes
 - C. Historic Preservation Advisory Committee - minutes
10. Consent Agenda
 - A. Approve Minutes of the October 1, 2016 Board of Commissioners Special Meeting
 - B. Approve Minutes of the October 10, 2016 Board of Commissioners Regular Meeting
 - C. Approve Disposal of Surplus Property
 - D. Approve Budget Amendments to Recognize:
 - 1) Donations to Police Explorers Program in the Amount of \$450.00
 - 2) Task Force Funds Received by the Police Department from the US Secret Service in the Amount of \$2,004.00

11. Unfinished Business
 - A. Receive Update on 2016 Planning Conference To Do List
 - B. Accept Bid to Purchase Town-Owned Real Property Located at 1021 Matthews-Mint Hill Road
 - C. Consider Implementation of Driveway Policy

12. New Business
 - A. Receive Monthly Budget Report
 - B. Award Tourism Grants
 - C. Approve \$500,000 Funding for Pedestrian Walkways and Sidewalks
 - D. Consider Consultants' Work on East John Street Pedestrian Design
 - E. Consider Discharge Of Firearms Permit for Bow and Arrow for Property Located at 249 Hickory Hill Road – Jones, Craig
 - F. Approve Acquisition of Portion of Real Property Located at 1104 Tank Town Road

13. Mayor's Report

14. Attorney's Report

15. Town Manager's Report

16. Adjournment



**FIRE & EMS
QUARTERLY REPORT**

October 20, 2016

GOALS

#

STRATEGY

STATUS

RESPONSIBILITY

Staffing	1	Develop and implement recruitment strategy for volunteers	As part of a \$50,000 SAFER Grant, the department is working with local media groups to develop a radio and internet recruitment campaign.	Recruitment Committee
	2	Expand training program to develop staff with a focus on cross-training	Ongoing	Officers
	3	Establish promotional standards/certifications in order to formalize the process	Proposed standards are in review by Fire & EMS Chief, for implementation in 2017	Fire Chief / Officers
	4	Establish leadership (officer) development program to prepare for future leadership positions	Several officers have completed Fire Officer I training, awaiting FO II class in November 2016	Officers, Chief Williams, Fire Chief
	5	Implement recruitment and retention standards that include a physical fitness component	1. Established a committee to study the volunteer interview process –Complete 2. A new interview form was created. Complete	Officers

Financial Performance	6	Enhance fire prevention and safety educations program.	A Lieutenant has been assigned to coordinate public education efforts	Lt Mollema
	7	Assit with emergency and disaster preparedness for the community.	Enhanced participation of the Fire Corps CERT team	Asst Chief Williams & Fire Chief
	8	Develop programming using Fire Corps and Explorers to enhance safety in the community.	Activation of Fire Corps during Matthews Alive activities	Asst Chief Williams & Fire Chief
	9	Conduct pre-planning business visits.	Working to access County FMO database	Lt. Davis
	10	Evaluate code enforcement measures to ensure safe structures.	1. Revise the Fire Alarm Ordinance (95%) 2. Complete the Private Hydrant Ordinance (95%) 3. Evaluate the Gated Property Ordinance	Fire Chief
	11	Communicate effectively with other departments to ensure the safety of the community.		All Members

Proactive Community Safety	12	Establish a formal maintenance schedule program for vehicles, apparatus, and equipment.	Fleet evaluation conducted by maintenance contractor in 1st qtr FY17, Ongoing effort.	Chief Gurian
	13	Utilize grant funding to supplement tax dollars.	Managing \$217,000 in SAFER grants to provide incentives to volunteers, additional staff	Fire Chief
	14	Continue to plan for capital needs through the CIP process.	New Engine on order, expected in service by 1st qtr 2017. Revised replacement schedule being developed.	Fire Chief
	15	Utilize performance measures and benchmarking to better justify resource allocations.	Completed ISO rating audit in 1st qtr FY17. Information will be helpful in formulating Operational and Training activities.	Command Staff
	16	Undergo periodic cost control evaluations to ensure the highest efficiencies in the department.	Conducted 1st qtr budget evaluation	Fire Chief

Operational Performance	17	Utilize the most cost-effective technology and equipment to optimize the Department's performance.	Conducted an evaluation of the department's ability to achieve NFPA 1710 response time/staffing criteria during the 1st qtr 2017. Results will be used to shape ongoing staffing programs. Thorough and subjective assessment of the department conducted by interim Chief Swager.	Fire Chief
	18	Undertake planning efforts to maximize the operations of the Department.	Implemented 'Nights and Weekend Minimum Staffing' of 3 certified member staffing per station, 1st qtr FY2017	Fire Chief , Chief Gurian
	19	Ensure operations are conducted in the safest manner possible to avoid undue risk.	Mandated 2-person staffing on EMS /Squad vehicles, 1st qtr Fy2017	Fire Chief, Chief Gurian

Operational Performance (cont)	20	Update and implement the Standard Operating Procedures (SOPs) for the department.	Committee appointed to review and propose updates to fire chief, report due by 3rd qtr 2017	Fire Chief / Chief Williams
	21	Operate in a 'green' manner that considers environmental impacts.	Participate in the National Chief's Challenge	Capt Watkins
	22	Work with other departments on optimum service delivery without duplication.	Ongoing	All Members

Customer Service / Response	23	Establish a customer service standards program.	1. Service Excellence Process has been started (99%) 2. Department level Service Excellence Team with members from each shift. (99%)	Lt Mollema, Fire Chief
	24	Maintain or improve response times while adhering to NFPA/OSHA standards.	Conducted an evaluation of the department's ability to achieve NFPA 1710 response time/staffing criteria during the 1st qtr 2017. Results will be used to shape ongoing staffing programs.	Fire Chief, Chief Gurian, Chief Williams
	25	Continue to integrate Fire and EMS operations to include further evaluation of training and facility needs.	Stress the need to provide Minimum Staffing with qualified personnel	Fire Chief, Chief Gurian, Chief Williams
	26	Explore different methods of communications with citizens and utilize both internal and external surveys to improve customer service.	Service Excellence Process is ongoing	Lt. Mollema
	27	Foster and improve working relations with other agencies.	Service Excellence Process is ongoing	Lt Mollema, Fire Chief



**PLANNING & DEVELOPMENT DEPARTMENT
QUARTERLY REPORT**

10-14-16 (July - September 2016)

Goals FY16-17

(Updates in blue; reorganized to match
FY16-17 departmental work plan)

GOALS	STRATEGY	STATUS (% Complete)	RESPONSIBILITY (Lead in Bold)
Long Range Planning	Annually review the update schedule for comprehensive and policy plans, and ensure consistency of plans with other adopted plans and other departments	Staff available to assist other departments in updates of <i>Our Town Our Vision</i> and Park & Rec Master Plan, if requested NA – no request received	
Long Range Planning	Continue collaborative regional planning efforts	Actively participate in the E John St/Old Monroe Rd study to provide input on how potential road changes would impact adjacent land uses, future development opportunities, and the larger community. 70% (multi-year process) Actively participate in US74 and I-485 planning projects and represent Matthews' needs 40% (multi-year process) Participate as a member of the CRTPO CTP work group in preparing the information for public presentation and for adoption of the new long-term document 95% Participate in other regional and county-wide meetings and groups – TCC observer, county greenway/parks planning updates, etc. NA % - ongoing	Kathi Ingrish
Long Range Planning	Provide information regarding long range plans to public officials	Provide written and verbal reports on various development and regulatory topics as may be requested by Town Board members NA % - ongoing	Kathi Ingrish
Long Range Planning	Offer new and emerging development concepts to elected officials	Staff forwards articles of interest to Town Board and Planning Board as we find them NA % -- ongoing	Kathi Ingrish, Jay Camp

<p>Long Range Planning</p>	<p>Create small area plans for key geographic areas within the Town</p>	<p>Complete the E John Street Small Area Plan as an appendix to the Land Use Plan. 95%</p> <p>Prepare and conduct tours of locations in region that illustrate new/emerging trends, if/when elected and/or appointed officials choose to do so.</p> <p style="text-align: right;">On hold – no Town Board action for a tour at this time</p>	<p>Kathi Ingrish, Dillon Lackey – small area plan Jay Camp -- tours</p>
<p>Long Range Planning</p>	<p>Proactively prepare for mass transit</p>	<p>Staff to review transit opportunities and impacts with other Town staff, elected officials and others when appropriate. NA % - ongoing</p> <p>Staff discuss with zoning applicants whenever in vicinity of a station, and incorporate into any plan documents during updates NA % - ongoing</p>	<p>Kathi Ingrish, Jay Camp</p>
<p>Long Range Planning</p>	<p>Assist Town Board with regional meetings on land use and development issues when they wish to pursue such sessions</p>	<p>Identify enhanced connectivity opportunities, such as new segments of streets, sidewalks, bicycle facilities, and other pathways, which could be developed in conjunction with any Town or State transportation projects and/or private development near municipal boundaries. NA % - ongoing</p>	<p>Kathi Ingrish, Jay Camp, Dillon Lackey</p>
<p>Long Range Planning</p>	<p>Complete update of Downtown Master Plan appendix of Design Guidelines</p>	<p>Complete an update of the Downtown Design Guidelines 40%</p>	<p>Jay Camp</p>

GOALS	STRATEGY	STATUS (% Complete)	RESPONSIBILITY (Lead in Bold)
Current Planning	Implement planning goals and policies fairly and consistently	<p>Develop, with other departments, a cost/benefit analysis template for new zoning cases or development projects, and utilize it during rezoning actions 25 %</p> <p>Incorporate the tax value per acre (Minicozzi) approach to new development projects when providing background data on rezoning applications to Town Board NA % -- ongoing</p> <p>Code enforcement actions taken in response to complaints NA % -- ongoing</p> <p>Write zoning interpretation responses on request NA % - ongoing</p>	<p>Jay Camp – cost/benefit analysis, tax value analysis</p> <p>Carlo McKoy – code enforcement</p> <p>Mary Jo Gollnitz – zoning interpretations</p>
Current Planning	Work with the County and other Towns to update and streamline the online development review process	Participate on County's EPM working committee of Town planners, and private company engineers and architects; Town review cycles in EPM improved between FY15 to FY16 from 2.73 to 2.07 (County average in FY16 was 2.35) NA % - ongoing	Mary Jo Gollnitz
Current Planning	Ensure accurate and timely processing of document and information inquiries	Staff records inquiries, researches, and responds back to caller on status of request generally within 24 hours NA % -- ongoing	Shana Robertson, Mary Jo Gollnitz, Jay Camp, Dillon Lackey, Kathi Ingrish
Current Planning	Continue efforts to maintain and enhance the appearance of the community	<p>Research and draft new code language on telecommunications/wireless equipment and facilities 20 %</p> <p>Ongoing sign removal in R-O-Ws; code enforcement response to complaints; staff discussions with zoning applicants on design standards NA % -- ongoing</p> <p>Watch and provide input on pending legislation that may restrict Town's abilities, to ensure local standards are preserved NA % -- ongoing</p>	<p>Mary Jo Gollnitz - Telecommunications text</p> <p>Carlo McKoy - code enforcement</p> <p>Kathi Ingrish – pending legislation</p>

<p>Current Planning</p>	<p>Have staff update the zoning map at least annually</p>	<p>Zoning map updated as of June 21, 2016 NA % -- ongoing Zoning Application and instructions, schedule, and other zoning-related brochures updated annually NA % - ongoing</p>	<p>Dillon Lackey, Zoning Map Shana Robertson, brochure and schedule updates</p>
<p>Current Planning</p>	<p>Advocate for and encourage sustainable methods of construction and alternative energy generation, such as green roofs, community or urban gardens, solar collector installations, passive solar building orientation, etc.</p>	<p>Interview/article on Matthews UDO provisions for urban farms by NC Growing Together 100% Review list of questions from Environmental Committee for developers to consider when designing proposed new sites 100%</p>	<p>Jay Camp, Mary Jo Gollnitz, Kathi Ingrish, Dillon Lackey</p>
<p>Current Planning</p>	<p>Explain proposed and pending infrastructure projects (roads, utilities, pathways, etc.) that may impact a development site at the time of inquiry for any development/change of use/redevelopment</p>	<p>Provided information on various road projects to citizens; developed list of high priority sidewalk projects NA % - ongoing</p>	<p>Jay Camp, Mary Jo Gollnitz, Kathi Ingrish, Dillon Lackey</p>
<p>Current Planning</p>	<p>Provide direction and professional expertise to citizen committee on historic designation. Offer input on what sites need study for potential designation as early as possible if their survival may be threatened.</p>	<p>HPAC now meeting quarterly; they have recommended conducting an historic survey of two potentially threatened properties NA % - ongoing</p>	<p>Jay Camp</p>
<p>Current Planning</p>	<p>Actively participate in E John/Old Monroe, I-485, Independence conversion, Weddington interchange, CATS Silver Line and similar road/transit studies</p>	<p>Participate in meetings, provide background information to consultants/NCDOT/CATS NA % - ongoing</p>	<p>Kathi Ingrish, Dillon Lackey, Jay Camp</p>

<p style="text-align: center;">Current Planning</p>	<p style="text-align: center;">Complete accurate and timely responses to application submissions and code complaints</p>	<p>Zoning application staff response provided to applicant w/in 10 days (1 mo cycle) or 15 days (2 mo cycle): 100%/goal is 90% (5 cases requesting change of zoning district/conditions)</p> <p>Subdivision review – sketch or final plat review completed w/in 5 days, preliminary plat w/in 10 days: 84% due to vacation/goal is 90% (6 subdivisions)</p> <p>Site Plan review completed w/in 10 business days: 80% due to vacation/goal is 90% (10 plans)</p> <p>Sign permit review completed w/in 5 business days: 93%/goal is 75% (28 permits)</p> <p>Code Enforcement initial inspection w/in 2 business days 95%/goal is 90% (133 cases)</p> <p>Code Enforcement initial contact with owner w/in 7 business days 99%/goal is 95% (97 cases)</p> <p>Code Enforcement compliance of violations w/in 6 months: 99%/goal is 90% (13 cases remain unresolved prior to Mar 2016)</p> <p>Breakdown of 1st Q case log complaints (133 total): 18 zoning, 36 signs, 45 tall grass, 29 public nuisance, 5 junk vehicle</p>	<p>Jay Camp – zoning apps Mary Jo Gollnitz – subdivision and site plan reviews Mary Jo Gollnitz, Dillon Lackey – sign permit compliance reviews Carlo McKoy – code enforcement</p>
<p style="text-align: center;">Current Planning</p>	<p style="text-align: center;">Miscellaneous other actions as they may be determined as appropriate or timely</p>	<p>Write new zoning text on sign regulations to conform to Supreme Court Reed v Gilbert decision (content-neutral) 10%</p> <p>Coordinate completion of FY17 CDBG projects: acquisition of land and construction of Crestdale Heritage Trail 15 %</p> <p>Move forward with scanning project 15 % (multi-year process)</p> <p>Complete/revise/expand as necessary the cross index between UDO and previous ordinances 45 %</p> <p>Complete the listing of all past zoning cases 60 %</p>	<p>Kathi Ingrish -- sign text amendment Carlo McKoy -- CDBG Shana Robertson – scanning, indexing</p>

GOALS	STRATEGY	STATUS (% Complete)	RESPONSIBILITY (Lead in Bold)
Employees	Create a development plan for each employee with a focus on professional skills training	Staff members attend training sessions on topics specific to their duties; discuss changes/updates to personal professional growth during annual performance reviews NA % -- ongoing	Kathi Ingrish
Employees	Provide a balanced work environment that promotes the knowledge and experience of employees	Planners cross-trained on subdivision plan reviews and rezoning process; each one taking primary responsibility for specific cases NA % -- ongoing Mary Jo uses the County EPM program to review submitted plans and to digitally sign off approved documents NA % -- ongoing GIS Planner Dillon Lackey has been cross trained in sign permit reviews, site plan reviews, some Board of Adjustment cases 100% Shana Robertson has been trained in her dual role 100%	Jay Camp, Carlo McKoy, Mary Jo Gollnitz, Shana Robertson, Dillon Lackey
Employees	Advocate for competitive compensation and benefits including incentives for certification/educational attainment	Carlo is department SPC rep and safety council rep; considering acquiring CZO Dillon is department rep on the Town-wide Service Excellence Team NA % -- ongoing	Carlo McKoy, Dillon Lackey

GOALS	STRATEGY	STATUS (% Complete)	RESPONSIBILITY (Lead in Bold)
Communications	Use the Department webpage as the primary source for disseminating up-to-date information	Information on webpage continuously added and updated as received NA % -- ongoing	Shana Robertson
Communications	Continue to represent the Town at various agency meetings	Represent Town at JUTF, CDBG, HOME Consortium, CONNECT, PCC, Planning Directors' quarterly meetings, QoL, QUAD, greenways, storm water, EPM update, and similar ongoing multijurisdictional groups NA % -- ongoing	Kathi Ingrish, Jay Camp, Carlo McKoy, Dillon Lackey, Mary Jo Gollnitz
Communications	Schedule and hold public input and/or Town Board informational meetings on specific issues as needed	Provide basic information and background at biannual meetings with newly elected officials NA % -- ongoing Staff meets weekly to review citizen requests, workloads, appointments, etc. NA % -- ongoing Staff holds stakeholder/steering committee and open public meetings on Small Area Plans, and other documents being updated/added, as needed NA % -- ongoing	Kathi Ingrish, Jay Camp, Mary Jo Gollnitz, Carlo McKoy, Dillon Lackey
Communications	Develop and utilize a network of planning and related professionals and practitioners	Staff utilizes: ncplan listserve, PAS/APA, AICP, NCDDA, NCAZO, ULI, SOG, Co GIS Users' Group, APA's CPAT, NC League NA % -- ongoing	Kathi Ingrish, Jay Camp, Mary Jo Gollnitz, Carlo McKoy, Dillon Lackey
Communications	Request ability to provide direct digital submission of all forms on the Planning website	Request ability to provide direct electronic submission of forms and fees on the Planning webpage (not scanned then e-mailed versions) NA % -- ongoing	Shana Robertson

GOALS	STRATEGY	STATUS (% Complete)	RESPONSIBILITY (Lead in Bold)
Resources	Identify and maintain resources to ensure efficiencies in operations	<p>Use County EPM programs to review site plans; and consider using EPM for Town-only review processes NA % -- ongoing</p> <p>County has re-energized EPM review committee NA % -- ongoing</p> <p>County project Seek improved digital/online capabilities, such as conducting surveys, offering forms that can be completed and sent online, receipt of fees, and similar programs, all as part of new website NA % -- ongoing</p> <p>Staff tracks use of office supplies such as paper and ink/toner; notifies IT dept of operating issues with any equipment NA % -- ongoing</p>	Mary Jo Gollnitz -- EPM update Shana Robertson, Mary Jo Gollnitz, Jay Camp, Kathi Ingrish, Carlo McKoy
Resources	Maintain and identify necessary upgrades to hardware and software	<p>Research GIS-related programs that may be useful to better document and illustrate potential build-out scenarios, and requests funds at budget time if new software or upgrades to existing programs is required for ongoing benefit NA % -- ongoing</p>	Dillon Lackey
Resources	Evaluate staffing to provide optimum service levels	<p>Provide on-going cross-training to all staff NA % -- ongoing</p> <p>Utilize student and classes at area schools and universities to provide technical assistance when appropriate projects are identified NA % -- ongoing</p>	Kathi Ingrish
Resources	Develop a budget and performance measures that support the Town strategic plan	<p>Review and request input from all staff at budget preparation; provide quarterly updates showing performance measurements NA % -- ongoing</p>	Kathi Ingrish

Town of
MatthewsTM
North Carolina

POLICE DEPARTMENT
1ST QUARTER REPORT: FY2016-17

10-20-2016

(UPDATES IN BLUE)

GOALS	STRATEGY	STATUS (% Complete)	RESPONSIBILITY (Lead in Bold)
Employees	Maintain exceptional hiring standards and practices to employ the highest quality employees.	With significant turnover, recruitment of qualified candidates becoming more difficult. Currently developing Recruitment Team	Command Staff (Police Chief & Captains)
Employees	Maintain progressive training opportunities to ensure professional growth, focusing on teamwork, officer safety, and crime prevention	On-Going	Sgt. Jamie Matthews Training Staff
Employees	Seek out and provide professional developmental training for our supervisors & prospective supervisors	One sergeant completed and another currently enrolled in executive development course	Command Staff Training Staff
Employees	Provide consistent recognition of employees for exceptional performance, commitment, and service to our Department and to our community	On-Going	Chief Rob Hunter Supervisory Staff Service Excellence Team
Employees	Develop initiatives and policies which promote an atmosphere of teamwork.	Recently developed a department Honor Guard and currently developing Recruitment Team, each comprised of members from all divisions of the department.	Command Staff SET Members
Employees	Foster an atmosphere of open internal communications to motivate and empower employees.	Made several changes to membership of SET; increased number of internal communications.	Command Staff SET Members
Financial/Administrative Performance	Explore opportunities through grants & Task Force participation to enhance the department's budget.	More than \$17,500 in asset forfeiture, controlled substance tax, grants & donations received	Command Staff

GOALS	STRATEGY	STATUS (% Complete)	RESPONSIBILITY (Lead in Bold)
Financial/Administrative Performance	Annually negotiate & solicit new proposals for non-bid contracts.	On-Going	Lynn Stelley
Financial/Administrative Performance	Involve various employees in long-term budget planning and the use of performance measurements to justify budget requests.	On-Going	Chief Rob Hunter
Financial/Administrative Performance	Coordinate with other Departments on service needs and planning efforts	Active participation in town's Special Events Planning Committee aided in staffing, operations & cost-review of special events	Sgt. Stason Tyrrell Chief Rob Hunter
Financial/Administrative Performance	Utilize seized assets funds to supplement the department's operational & investigative needs where justified and allowed.	Utilized asset funds for purchase of electronic & tactical equipment as well as uniforms & equipment for new Honor Guard	Chief Rob Hunter Sgt. Larry Griffin
Community Involvement / Communications	Promote our neighborhood and business safety programs, attend community meetings, and interact with HOAs, churches, and other community groups.	Eight additional citizens joined our Citizens Volunteer Corp; participated in seven "9-11" event services; placed more service request forms on new web site	CRO Tim Aycock All Personnel
Community Involvement / Communications	Maximize the performance of the Department through improved proactive internal communications to promote greater public interactions.	On-Going	Chief Rob Hunter Supervisory Staff
Community Involvement / Communications	Develop and enhance educational programs to better educate citizens about the role of the police in the community	Began a new 'Adopt an Officer' program with Covenant Day School; hosted three 'Coffee with a Cop' and/or 'Chill with a Cop' programs during this quarter	CRO Tim Aycock Sgt. Stason Tyrrell

GOALS	STRATEGY	STATUS (% Complete)	RESPONSIBILITY (Lead in Bold)
Community Involvement / Communications	Utilize various modes and resources to strengthen communications with our citizens	<i>'Coffee with a Cop' and 'Chill with a Cop' programs hosted; expanding educational & service information on our web site & actively using department Twitter account</i>	CRO Tim Aycock Sgt. Stason Tyrrell
Community Involvement / Communications	Continue to develop & expand the programs and initiatives that encourage positive staff interactions with youth and young adults	School Resource officers developed a new 'Matthews Gives Back to School' event at the Sportsplex; started new 'Adopt an Officer' initiative with Covenant Day School.	CRO Tim Aycock Off. Tim Rogers
Community Involvement / Communications	Promote management-level participation in local boards, committees & organizations to enhance relationships with citizens and the business community.	On-Going	Chief Rob Hunter Command Staff
Policing/Services	Utilize community surveys and internal peer reviews, responding with beneficial feedback in a timely fashion	No Action	Chief Rob Hunter
Policing/Services	Strengthen our relationships with other emergency service organizations	Chief leading county efforts in Domestic Violence response initiative; captains serving on other county-initiative committees as well	Chief Rob Hunter Supervisory Staff
Policing/Services	Focus our resources and efforts towards crimes and incidences that pose heightened levels of risk to our citizens	On-Going	Command Staff
Policing/Services	Continue to develop & promote initiatives, programs and resources to enhance the safety of our citizens.	From added programs like <i>'Chill with a Cop'</i> and expansion of our <i>Citizens Volunteer Corp</i> , to the quality of service our members provide – this is On Going.	Chief Rob Hunter



**MATTHEWS
POLICE
DEPARTMENT**

Serving our community with pride...

The purpose of this report is to keep you informed of what is happening within our community.

For questions or additional information, please visit www.matthewsnc.gov or contact our Community Resource Officer at (704) 845-1651 or at communitysafety@matthewspolice.org.

Chief Rob L. Hunter
October 10, 2016

FIRST NINE MONTHS 2016 SERVICE REPORT

	2016	2015	1-Year Change
Community Service Events	496	481	+ 3%
Calls For Police / AC Service	33,147	31,763	+ 14%
Traffic Collisions Reported	1,628	1,626	+ 0.1%
Citations Issued	2,029	2,370	- 14%
DWI Arrests	73	81	- 10%
Drug Arrests	225	480	- 53%
Total All Arrests	820	1,072	- 24%

Due to strained staffing levels and increases in calls for police & animal control services, some of our proactive enforcement efforts have been reduced. This has not, however, impacted our focus on community safety nor our efforts conducting community service events and/or initiatives.

FIRST NINE MONTHS 2016 CRIME REPORT

	2016	2015	1-Year Change
Murder	0	1	- 100%
Rape	4	1	+ 300%
Robbery	18	14	+ 29%
Aggravated Assaults	14	29	- 52%
Burglary	84	71	+ 18%
Larceny	692	466	+ 48%
Auto Theft	39	22	+ 77%
Arson	4	1	+ 300%
Part 1 Offenses (Listed Above)	855	605	+ 41%
Part 2 (Other) Offenses	1,484	1,558	- 5%
Total All Crimes	2,339	2,163	+ 8%

We have begun to see the first significant increases in some areas of criminal activity in several years. Most concerning are the increases in armed robberies and larcenies (thefts.) We have and will continue to shift our priorities on visible patrol efforts, especially within the retail areas, where the majority of our robberies and larcenies occur.



**PARKS, RECREATION & CULTURAL RESOURCE DEPARTMENT
QUARTERLY REPORT
JULY - SEPTEMBER, 2016**

GOALS	STRATEGY	STATUS	RESPONSIBILITY (Lead in Bold)
Facilities, Parks & Open Space	Evaluate space & facility needs to best utilize existing space and plan for future use	Staff and P&R Advisory Committee continue to evaluate the existing Master Plan, progress made and current needs.	Corey King, <i>Scott Rawls</i> <i>Colten Marble</i>
Facilities, Parks & Open Space	Provide rental facilities as a community service and maximize revenue to help offset operational and maintenance costs	Quantity of rentals in Community Center and Crews are consistent with figures from 1 st quarter FY16. Increased number of rentals taking place outside of normal hours in Crews (additional staff cost/additional revenue)	<i>Colten Marble</i> <i>Charles Smith</i>
Facilities, Parks & Open Space	Implement an operations and maintenance plan to ensure the proper care and long-term health of Department assets	Crews Recreation Center: working with a vendor to determine a long term repair plan for gym floor Community Center roof project complete; continuing to revise maintenance/upgrade plans for Fullwood Theater	<i>Colten Marble,</i> <i>Charles Smith</i> <i>Corey King</i>
Facilities, Parks & Open Space	Continue land acquisition efforts in accordance with the Parks & Recreation Master Plan	Working with Carolina Thread Trail to redefine adopted route (Sam Newell multi-use path);	Corey King
Facilities, Parks & Open Space	Update and implement the Bicycle Plan, Cultural Arts Plan, etc. in conjunction with the Town's other master plans	Comprehensive Transportation Plan utilized to present information to Board showing trail/park priorities (staff). Cultural art performances not offered by the department delivered or planned (ex. Scottish Clogging, various ethnic dance)	Corey King, <i>Colten Marble</i>
Facilities, Parks & Open Space	Work with Mecklenburg County to develop the Regional Sportsplex project	Continuing to work with Mecklenburg County on completion of the project, additional funds from NC General Assembly committed to the project to be used for additional seating (4k total seats when complete)	Corey King

GOALS	STRATEGY	STATUS	RESPONSIBILITY (Lead in Bold)
Programs and Events	Identify unmet needs in the community and design programming to address those needs with a focus on special populations	P&R staff continues to utilize participant survey results to make improvements to programs and add program ideas; needs assessment planned to reaffirm desired programs in Matthews	Colten Marble
Programs and Events	Research new and improved programming ideas by using training opportunities, peer review, and other benchmarking efforts	Staff continues to be creative with program planning; > 10% of programs in 1 st quarter were new or reengineered ideas; Added classes on the Stumptown Park stage, new ideas in the Matthews Community Center and Crews Recreation Center	Corey King Colten Marble
Programs and Events	Evaluate and augment the Cultural Arts Plan and work with cultural arts partners to implement expanded programming	Continued work with various groups (Matthews Artist Guild, Playhouse, etc) to improve cultural programming	Colten Marble
Programs and Events	Develop new programming through new and existing partnerships with groups such as Discovery Place, the Light Factory, etc.	Partnered with multiple organizations for programs/events: Discovery Place, Charlotte Fencing Academy, Young Olympians, and multiple others.	Colten Marble, Charles Smith
Programs and Events	Continue to build upon tourism-based events to provide excellent quality of life in the community while also supporting economic development efforts	Very successful 2016 Food Truck Friday season (ended in Sept); new improvements planned for 2017; Matthews Alive very successful	Lee Ann Moore
Programs and Events	Expand outdoor and indoor athletic programming for youth and adults	Seeking partnership to establish a new Spring basketball league; Parks Manger is developing a Health and Wellness component to department programming	Charles Smith Scott Rawls
Programs and Events	Grow summer camp program and identify sites for long-term expansion	Plans being developed to continue success of summer camp programs; New location for camps in 2016, may pursue as permanent change; Continued planning for Crews/CC to be maximize utilization	Colten Marble, Charles Smith Scott Rawls

GOALS	STRATEGY	STATUS	RESPONSIBILITY (Lead in Bold)
Financial Performance	Create a more effective sponsorship model for special events	Continue to evaluate sponsorship model, Sponsorship efforts for Summer Events continued to be successful; restructured sponsorship package for Food Truck Friday to improve marketability and maximize value for sponsors	Lee Anne Moore
Financial Performance	Evaluate and update the user fee scale to remain competitive and charge appropriately	Department continues to work towards comprehensive cost recovery plan; worked with P&R Advisory Committee to complete the 1 st phase of plan development; pricing formula revised.	Colten Marble, Charles Smith. Corey King
Financial Performance	Utilize grant funding opportunities and grow alternative revenue sources through partnerships with area schools, the County, Arts & Science Council, and other agencies	Department continues efforts to solicit fund via alternative sources (monetary and in-kind)	Corey King, Colten Marble Charles Smith
Financial Performance	Plan to effectively and efficiently utilize tourism funding and bond funding (existing and future) to meet the needs of the Department	Tourism funds were used to make improvements to Stumptown park, Fullwood Theater, and McDowell Arts Center	Corey King
Financial Performance	Continue benchmarking, performance measurements, and cost justification initiatives and evaluate cost control effectiveness on a periodic basis	Staff submits benchmarking data on a quarterly basis, data used to assist in program/operation & decision making; staff continues to collect	All Full-time Staff
Financial Performance	Utilize technology to address needs as identified in the IT audit and to support the Department's financial performance to cost-effectively provide services	Online registration software working well, increase level of information management, benchmarking capabilities, and customer friendly; continually collecting feedback via electronic software	All Full-Time Staff

GOALS	STRATEGY	STATUS	<i>RESPONSIBILITY (Lead in Bold)</i>
Employees	Continually evaluate staffing needs and plan for optimum service levels	Revised work schedules for Crews Recreation Center to maximize staff hours and talent;	<i>Colten Marble, Charles Smith, Lee Anne Moore</i>
Employees	Formalize the evaluation system for part time temporary staff to link performance with Department operations	Template has been created and currently being utilized.	<i>Colten Marble, Charles Smith, Lee Anne Moore</i>
Employees	Continue education and training for all staff and include customer service training	Key staff registered to attend employee training related to current web based registration system, social media utilization, trail construction, and many other topics	<i>All Staff</i>
Employees	Provide resources for employees such as equipment and technology to maximize employee performance	Web based system to conduct playground inspections working well; using portable tablets to conduct electronic surveys on-site of programs and events, continue to maximize "google" functions to better communicate and share information	<i>Corey King</i>
Communications and Marketing	Develop a comprehensive Department communications plan that encompasses marketing, public relations and advertising and integrates with the Town-wide branding	Staff continually develops marketing plans specific to department needs, also working within town-wide branding.	<i>Corey King, Lee Anne Moore</i>
Communications and Marketing	Foster partnerships with the media to further the Department's marketing needs	Numerous print media; Radio partners: K104.7, 107.9; TV: WJZY/WMYT, Fox Charlotte, etc.,	<i>Lee Anne Moore</i>
Communications and Marketing	Complete the website redesign and begin to utilize social media for expanded Department communications	Department Website continuously updated to ensure accurate information, use of social media to promote and celebrate activities	<i>Colten Marble, Charles Smith,</i>

GOALS	STRATEGY	STATUS	RESPONSIBILITY (Lead in Bold)
Communications and Marketing	Continue with “grass roots” communications such as door hangers, flyers, and brochures in addition to newer technologies and other methods	Updated parks and facilities brochure (paper) in addition to continual monitoring of website to manage information updates	Lee Anne Moore, Michelle Savago
Communications and Marketing	Install signage in parks to better identify Department facilities and enhance the Town’s image	Installed new signage with park rules, design followed the Town’s branding criteria	<i>Corey King Scott Rawls</i>
Communications and Marketing	Build relationships with downtown and other businesses to provide well-received programming and events	Continuing to work with Downtown Merchants Group, attending Red Brick meetings, Chamber luncheons/meetings, etc.	Lee Anne Moore, Corey King
Communications and Marketing	Maintain and strengthen relationships with groups such as the County, schools, Town Departments, and other agencies	Continued partnership with Matthews Elementary School (movie nights, shared parking, meeting space); Director attends recognition programs at local elementary schools (Kiwans Terrific Kids)	<i>All Full-time Staff</i>
Customer Service	Establish Department customer service standards and provide staff training on a regular basis	Staff continues to implement the town-wide Customer Service initiative.	All Staff
Customer Service	Continue to improve customer service technologies and capabilities such as website use, online registration, etc.	Always looking for ways to improve customer service; design additional information handouts/reference sheets to quickly access or disseminate information to customers	Colten Marble
Customer Service	Conduct surveys and focus groups and follow through with action regarding public wants and needs	Department wide needs assessment is planned to reaffirm programming needs of the community.	All Full-time Staff



**PUBLIC WORKS DEPARTMENT
QUARTERLY REPORT
JULY-SEPTEMBER 2016**

(UPDATES IN BLUE)

GOALS	STRATEGY	STATUS (% Complete)	RESPONSIBILITY (Lead in Bold)
Infrastructure	Develop standard road cross-sections encompassing bike lanes, sidewalks, planting areas, and utility strips	Being done as part of CTP and UDO Implementation	C.J. O'Neill Planning Department
Infrastructure	Identify innovative methods to design, construct, protect, and maintain the infrastructure system	Reclamite used in Sardis Mill and Coachman Ridge. HA-5 used in Sardis Mill.	C.J. O'Neill Susan Habina Woolard
Infrastructure	Identify innovative methods to design, construct, protect, and maintain the infrastructure system	Working with CATS for future Silver Line alignment	Town Board Planning Department Public Works Department
Infrastructure	Identify innovative methods to design, construct, protect, and maintain the infrastructure system	Designed and constructed new community garden	C.J. O'Neill Ralph Ramsaur Mark Conley Robert Cooper
Infrastructure	Identify innovative methods to design, construct, protect, and maintain the infrastructure system	Resurfaced Moore Road using Town forces	C.J. O'Neill Robert Cooper
Infrastructure	Include internal and external partners in the development of the infrastructure system	<ol style="list-style-type: none"> 1. South Trade Street Project complete. 2. Campus Ridge Road Relocation complete. 3. Matthews-Mint Hill Road Superstreet complete. 4. Working to piggyback on CDOT resurfacing program. 	C.J. O'Neill

Financial/Administrative Performance	Evaluate equipment, materials, and technology for efficiency and effectiveness	New pavement preservation products and techniques proposed in 2016 Pavement Preservation Program.	C.J. O'Neill
GOALS	STRATEGY	STATUS (% Complete)	RESPONSIBILITY (Lead in Bold)
Financial/Administrative Performance	Utilize grant funding opportunities and alternative revenue sources through partnerships	Using \$2M from Erickson to leverage TIP funding for McKee Section A. Ongoing.	C.J. O'Neill
Financial/Administrative Performance	Establish cost-effectiveness service benchmarks	Departmental level SET committee has developing service level goals. Ongoing.	C.J. O'Neill Division Heads SET Committee
Financial/Administrative Performance	Seek support from NCDOT, CDOT, MPO, and others for project and planning needs	County pursuing STP-DA funding for South Trade Street greenway tunnel and path. Planning ongoing on Independence Boulevard Widening and East John Street Widening. Pursuing possible STP-DA funding on McKee Road Section A, Trade Street Culvert and Downtown Streetscape.	Susan Habina Woolard
Financial/Administrative Performance	Develop plan for funding future facility repairs/replacement	Report presented to Board in September and will be the basis for future funding and budget requests and plans.	C.J. O'Neill Albert Pierre Finance Dept.

Financial/Administrative Performance	Prepare and implement Pavement Degradation Fee	Degradation Fee implemented as of July 1, 2016	C.J. O'Neill Susan Habina Woolard Merrie Salvo
GOALS	STRATEGY	STATUS (% Complete)	RESPONSIBILITY (Lead in Bold)
Financial/Administrative Performance	Prepare and implement new solid waste contract	New solid waste contract implemented as of July 1, 2016	C.J. O'Neill Environmental Advisory Committee Ros Cumming
Financial/Administrative Performance	Implement new stormwater fees	New stormwater fee structure implemented as of July 1, 2016	C.J. O'Neill
Employees	Create and implement a training curriculum for developing employees' skills	Taking advantage of ITRE and other training opportunities as available and funds remain in budget.	Division Heads
Employees	Communicate throughout the Department and organization	Regular meetings are held with Division Heads, and monthly safety training and general meetings with staff.	C.J. O'Neill Division Heads
Employees	Adopt team-building and employee recognition programs	P/W members of Service Excellence Team actively involved with this activity.	Division Heads
Employees	Develop a succession plan	Reorganization completed with Board's adoption of budget and classification changes. Hired new Town Engineer.	C.J. O'Neill

Employees	Ensure professional employees are hired and retained through use of compensation, job descriptions, performance reviews, and organizational evaluation	New performance reviews are being used.	C.J. O'Neill Division Heads
GOALS	STRATEGY	STATUS (% Complete)	RESPONSIBILITY (Lead in Bold)
Citizen Service	Utilize technology to improve services to citizens	I-Matthews in place and items are being passed on to P/W as they are received. Occasionally also receive citizen concerns and comments through the "See, Click and Fix" application run by WBTV. Department has completed implementing "Facility Dude" work order tracking system to improve service and record keeping.	C.J. O'Neill Wayne Cogdell
Citizen Service	Utilize technology to improve services to citizens	AVL system has been installed to provide real-time mapping and graphical history of street sweeper and snow plows.	C.J. O'Neill
Citizen Service	Maintain positive, responsive communications	Continual. Participating in Citizen Service Initiative.	Rosalind Wooten C.J. O'Neill All Staff
Citizen Service	Maintain positive, responsive communications	Used several sources of communication to neighborhood on HA-5 project- emails, handouts, reverse 911, Nextdoor app.	C.J. O'Neill

<p>Citizen Service</p>	<p>Develop a proactive work system that enhances service to citizens</p>	<p>Departmental SET Committee has started to plan for this activity.</p>	<p>C.J. O'Neill</p>
<p>Citizen Service</p>	<p>Establish standards to address citizen service</p>	<p>Staff members are continuing to work through the Service Excellence Project.</p>	<p>C.J. O'Neill</p>

PROCLAMATION

DECLARING NOVEMBER 17 AS “WORLD PANCREATIC CANCER DAY” IN THE TOWN OF MATTHEWS

WHEREAS, in 2016, an estimated 53,070 people will be diagnosed with pancreatic cancer in the United States and 41,780 will die from the disease; and

WHEREAS, pancreatic cancer surpassed breast cancer this year to become the third leading cause of cancer death in the United States, and is projected to become the second leading cause by 2020; and

WHEREAS, pancreatic cancer is the only major cancer with a five-year relative survival rate in the single digits at just eight percent; and

WHEREAS, when symptoms of pancreatic cancer present themselves, it is generally later stages, and 71 percent of pancreatic cancer patients die within the first year of their diagnosis; and

WHEREAS, approximately 1,300 deaths will occur in North Carolina in 2016; and

WHEREAS, pancreatic cancer is the seventh most common cause of cancer-related death in men and women across the world; and

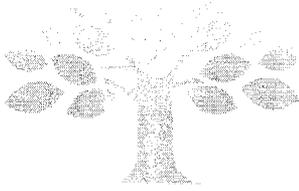
WHEREAS, there will be an estimated 418,451 new pancreatic cancer cases diagnosed worldwide in 2020; and

WHEREAS, the good health and well-being of the residents of the Town of Matthews are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments.

NOW, THEREFORE, I, James P. Taylor, Mayor of the Town of Matthews, do hereby designate November 17 as “World Pancreatic Cancer Day” in the Town of Matthews, North Carolina.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the Town of Matthews to be affixed this 24th day of October, 2016.

Mayor James P. Taylor



19- September -2016 Meeting Minutes Matthews Community Center

Present: Dianne Thomas, Carol Buie-Jackson, Brian Allio, Ram Kamath and Ralph Ramsaur

Call to Order: Meeting called to order at 7:00 pm

Minutes: There was no July or August meeting.

Old Business:

New Business:

HAWK requested an update from the Town of Matthews and our board regarding tree preservation/planting efforts. They asked representatives to attend their October 4 meeting. John Higdon will represent the Town and Brian will represent our Board. Brian will share all the various programs we offer such as the Celebration tree program, treescaping, Legacy tree program, etc. Carol recommended we provide a list of the approved trees.

Ralph shared that the Town wants him to be more involved proactively with developers rather than after the fact. An example of getting involved after the fact was the Fullwood Station on E. trade.

Carol reminded us that we need to plot out the proposed Butterfly garden at the new community garden. At our last meeting, Carol educated the group regarding the Butterfly Highway and how the Town could support those efforts. The Town has already identified one site for creating a butterfly sanctuary which is the new community garden. Carol had already emailed the team the handbook that details the protocols such as space requirements/recommendations, soil preparation, plants, maintenance, cost, etc. Carol shared that HAWK was willing to partner with the Town and pay for the initial set up (within limits) if the Town would maintain the sanctuary. Ralph said he would see if the Town could match the funds. So the group agreed that as a next step, Brian and Ralph would assess the spot and suggest a layout so they could determine approximate costs necessary for implementation. Then they would let HAWK know the dollar amount to see if this was agreeable. Carol said a typical cost is \$1300 per acre for seed. All native plants are used and produced out of NC State University.

We all agreed at the last meeting that we could have a Community Service Day this fall where Town of Matthew's residents could come out and help prep the soil and plant milkweeds and other appropriate plants/seeds to attract butterflies, honey bees, etc. Carol said that the Butterfly Highway has banners available free of charge that we could put on the fence around the community garden so people would know that this was part of the Butterfly Highway.

Carol recommended inviting Angel Hjarding, director of pollinator and wildlife habitat programs for North Carolina Wildlife Federation to a meeting and Jen from the Town so Jen could learn more about this effort so she can promote to the Town of Matthews. Dianne suggested it would be great for the residents to learn more about how their own yard could become a Butterfly Sanctuary. We could have an educational table at the Community Service Day. Dianne also asked if the Town could provide us with a table banner to identify our group at events we attend/host.

Ralph shared that the Town bought the Levine Center so his team may start maintaining the property. This could be an opportunity for the board to have input in landscaping recommendations including the Butterfly Highway.

Adjournment: Meeting adjourned at 8:10 pm



Mayor's Task Force for Matthews Community Schools

Date: October 3, 2016

Location: Matthews Town Hall

Members Present: Chair Landon Dunn, Kress Query, Sandi Lee, Angie Lee, Mary Ciminelli,
Garnetta C. Smith, Mayor Taylor

Guests: Lee Teague, ED NC Public Charter Schools, Richard Vinroot, Irving Schwebel, Bolyn McClung

Meeting Called to Order by Chair Dunn: 5:06pm

Vision Statement

"The vision of the Mayor's Task Force on Education is to create a high performing school system responsive to the needs of families within our community."

August 15 minutes approved.

Lee Teague: NC is a single authorize state, meaning in North Carolina, charter schools are authorized only by the State Board of Education.

Reasons for Refusals

- Finances
- Educational Structure
- Governance
- And, now looking at marketing strategies.

Board Training is mandatory. One day per month for five months in Raleigh is often a deterrent.

Charter Lottery

Bill 334 has a weighted lottery but it has never been tested. Example: weighted by family income
Matthews could test weighted a lottery to include only Matthews students but would need approval.

Charter School can issue bonds based on number of students. They go on Rule of Thumb. "If a Charter makes it three years, they will keep going."

Staffing: Charters are popular because of the self-governance and support for discipline. Salaries are average and staff is allowed to be part of the State pension system. Charters do pay on merit with no tenure.

Charters are typically 10% ahead in pupil to pupil comparisons

Richard Vinroot, Attorney, told the group about the history of Sugar Creek Charter School, a thriving charter school. The school has a successful record of academic progress with bus transportation. He invited the group to visit the school.

Next Meeting: TBD

HISTORIC PRESERVATION ADVISORY COMMITTEE

October 5, 2016

6:30 pm

TOWN HALL

DRAFT

PRESENT: Paula Lester, Penny Higdon, Jim Thurman, Mark Brookshire, Florence Prather, Richard Simmons, and Jay Camp, staff advisor

ABSENT: Becky Willard

CALL TO ORDER:

Chair Paula Lester called the meeting to order at 6:30 p.m.

Minutes from the last meeting were approved as written.

OLD BUSINESS:

Discussed two properties facing potential demolition at 352 East Charles and 201 South Ames. The group discussed what significance either home possessed and noted that the East Charles home, undergoing rezoning, was not architecturally significant.

Discussed what two properties should be recommended for survey and research reports and determined that 201 South Ames and 110 West Matthews were good candidates. Mark Brookshire made a motion to recommend these two properties and it was seconded by Penny Higdon. The motion pass unanimously.

The group discuss the Phillips House and the upcoming public meeting on the 20th including what kind of infill could occur and what possible uses were appropriate.

Discussed Roseland Cemetery on Monroe Road and the possibility of development on the site now that a rezoning application has been filed. Paula Lester noted that an eagle scout is interested in doing some work to clean up the site. Florence Prather noted that the new plan appears less dense than the original apartment rezoning request.

Discussed Masonic Lodge and attempt by Landmarks Commission to contact owners or find out who owns the site.

ADJOURNMENT:

Meeting dismissed at 8:00 p.m.

Respectfully submitted,

Jay Camp, Staff Liason

**MINUTES
BOARD OF COMMISSIONERS SPECIAL MEETING
HOOD ROOM, MATTHEWS TOWN HALL
OCTOBER 1, 2016 – 7:45 AM**

PRESENT: Mayor James Taylor; Mayor Pro Tem John Higdon; Commissioners Chris Melton, Jeff Miller, John Ross, John Urban and Larry Whitley

ALSO PRESENT: Town Manager Hazen Blodgett, Assistant Town Manager Becky Hawke; Town Clerk Lori Canapinno; Planning and Development Director Kathi Ingrish; Parks, Recreation and Cultural Resources Director Corey King; Public Works Director CJ O'Neill; Police Chief Rob Hunter; Fire & EMS Chief Rob Kinniburgh; Finance Director Chris Tucker; Town Engineer Susan Habina Woolard; Police Captain David Dufresne

REGULAR MEETING CALLED TO ORDER

The meeting was called to order at 8:00 am.

PAY COMPRESSION ACROSS TOWN POSITIONS AND COMPETITIVENESS OF POLICE DEPARTMENT PAY

Assistant Town Manager Becky Hawke discussed the issue of pay compression in several town positions and competitiveness of salaries in the police department. Compression results from workers in the same position making the same amount no matter the skill or experience level. In addition, the issue of staff turnover is concerning as it is becoming more frequent, and management is being told in many cases that it is due to pay. There is a concern about the town's ability to recruit experienced police officers, particularly in the patrol division. Susan Manning did a report about 1.5 years ago regarding employee pay. She noted areas of concern regarding pay compression and police officer pay. At that time she didn't feel recruitment was an issue, but that has since become a concern as well.

Ms. Hawke reviewed employee turnover rates and Police Chief Hunter talked about the effects on the police department. In this market, employees can be recruited away for a variety of reasons and pay is a significant one. Now many departments are competing for a smaller pool of candidates. Discussion ensued regarding training costs, clawback provisions and exit interviews.

Ms. Hawke then discussed the issue of pay compression. She reviewed figures to see if employees were appropriately placed in their pay scale based on how experienced they are with the town in that position. Mr. Higdon noted he's not in favor of adjusting salary simply because they've been in the job a long time – some portion should be based on merit. Town Manager Hazen Blodgett explained that town employees receive only merit increases, so all those employees in question have been at least meeting expectations if not better. These proposed changes would in no way mean a move away from a merit-based system. Mr. Higdon was comfortable with that.

Mr. Blodgett noted that management staff spends a lot of time talking about internal equity because in the public sector all employees know what everyone makes, and it can become a morale killer. They need to be sensitive to that. The staff proposal calls for relieving compression for certain non-law enforcement positions by increasing the

**MINUTES
BOARD OF COMMISSIONERS MEETING
HOOD ROOM, MATTHEWS TOWN HALL
OCTOBER 10, 2016 – 7:00 PM**

PRESENT: Mayor James Taylor; Mayor Pro Tem John Higdon; Commissioners Chris Melton, Jeff Miller, John Ross*, John Urban and Larry Whitley; Town Attorney Charles Buckley; Town Manager Hazen Blodgett, Town Clerk Lori Canapinno

ALSO PRESENT: Assistant Town Manager Becky Hawke; Public Works Director CJ O'Neill; Planning and Development Director Kathi Ingrish; Senior Planner Jay Camp; Zoning Administrator Mary Jo Gollnitz; Planning Board Chair Steve Lee, Vice Chair Barbara Dement, Members Kerry Lamson, Greg Lee, Kress Query, Jana Reeve and David Weiser

REGULAR MEETING CALLED TO ORDER

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

INVOCATION

Mr. Whitley rendered an invocation.

PLEDGE OF ALLEGIANCE

Mayor Taylor led the audience in the pledge.

RECOGNIZE NATIONAL COMMUNITY PLANNING MONTH

Mayor Taylor recognized the Planning and Development staff and members of the Planning Board, explaining that October is Community Planning Month. Community planning manages change in ways that benefit the entire community, and the citizens who serve as volunteer members of the Planning Board are highly engaged and responsible. He recognized the members in attendance: Chair Steve Lee, Vice Chair Barbara Dement, members Kerry Lamson, Gregory Lee, Kress Query, Jana Reeve and David Weiser. Mayor Taylor presented a proclamation and expressed his appreciation to the professional Planning staff and members of the Planning Board and Board of Adjustment for the work they do in these very important matters.

ITEMS TO BE ADDED TO THE AGENDA

None

Mr. Urban disclosed that he has a potential conflict of interest on zoning application 2016-652 since he has a business relationship with the applicant.

Motion by Mr. Miller to remove from the Consent Agenda item 10D [Accept Zoning Application 2016-652/Renfrow Property; Income Investments LLC; Renfrow Property at 10252 Monroe Road, from R-VS to R-12MF(CD) for a Multi-Family and Townhome Development, and Set Public Hearing for December 12, 2016] and place it as New Business item 12B. The motion was seconded by Mr. Melton and unanimously approved.

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

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

Motion 2016-3: To amend the text of the UDO as a result of recent General Assembly actions including changes to vested rights, clarification of the allowed uses, crematoriums, tennis/racket courts, add specific cross references to certain unique standards for some uses in the R/I districts, illustration of transitional setbacks and clarify screening requirements regarding lots adjacent to a thoroughfare

Planning and Development Director Kathi Ingrish explained this includes a series of changes, most due to changes made by the General Assembly this year. These revisions include new options for vested rights, allowed locations for crematoriums, explanation of allowed uses, wording on tennis-related land use categories, cross-referencing standards for the R/I district, illustration about future expanded right of way and yard placements and screening requirements for certain lots.

Mr. Urban asked about the screening and site perimeter screening on thoroughfares and allocation for pedestrian connectivity through the screening. Ms. Ingrish explained that would be done separately from this but that comment will be taken under advisement to make sure the intent is clear to allow that connectivity.

*Mr. Ross arrived

Mayor Taylor asked if there were any time or value-related constraints on the issue of vested rights. Ms. Ingrish clarified that this is for multiphase development of 100 acres or more which are submitted in multiple phases and subject to a master plan. The vested right is seven years.

Mayor Taylor 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 October 25 and come back to the Board of Commissioners on November 14.

Motion 2016-4: To change the zoning from Conditional to O(CD) on that certain property commonly known as Windsor Park and identified as Tax Parcel 193-302-04

Zoning Administrator Mary Jo Gollnitz explained this request to rezone the Town-owned Windsor Park property from the outdated Conditional zoning designation to O(CD). Staff proposes three conditions: that the property's only permitted use would be as a park, that the park hours are from dawn to dusk and that the Town execute an access agreement with Duke Energy to cross the Town's property to reach one of Duke Energy's towers. There are no concerns from any other department.

The Town has received a request from Duke Energy for an easement over the existing park driveway and to the back of the property to allow for the placement of communications antennas on the existing Duke Energy transmission tower located just beyond the rear property line of the park. This equipment would be attached to the existing tower and would not increase the height of the existing transmission facility.

There was some discussion of the communications antenna. Ms. Gollnitz clarified that a tenant would be using the tower to collocate; to staff's knowledge this is the only antenna being suggested. If more were desired they'd have to go through the town staff and county staff approval process. Duke Energy normally accesses that tower during the daylight hours. There is another easement that runs along the property line between the Town's property and Windsor Square but it has a steep slope. Duke doesn't do much maintenance but said they'd get to the tower any way they had to if they needed to access it in an emergency. If this is approved the equipment would be secured with a fence and gate. The tower itself is not on Town property – this request pertains only to the easement. Duke Energy is requesting the easement – they're seeking an easier path to get to their equipment.

Mayor Taylor 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 October 25 and come back to the Board of Commissioners on November 14.

Motion 2016-5: To change the zoning from Conditional to O(CD) on that certain property located at 9404 East Independence Boulevard located near the intersection of Sam Newell and Independence Boulevard and being designated as Tax Parcel 193-192-04

Ms. Gollnitz explained this as another Town-owned property currently zoned Conditional. The request is to rezone it to O(CD). It's an undeveloped parcel that has been owned by the Town since 2006 to protect right of way for the future widening of Independence Boulevard. Staff proposes two conditions: that it is not developed with any permanent structures and that the property shall be maintained by the Town until the land is acquired for the US Highway 74 widening project. The Sam Newell Road flyover will encompass part of it. There are no concerns from any other department.

Mayor Taylor 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 October 25 and come back to the Board of Commissioners on November 14.

Motion 2016-6: To change the zoning from Conditional to O(CD) on that certain property located on Sam Newell Road near the intersection of Rice Road and being designated as Tax Parcel 193-191-09

Ms. Gollnitz explained this as another Town-owned property currently zoned Conditional. The request is to rezone it to O(CD). The Town was deeded to the Town in 1987 as part of the East Point development; at that time it was intended for a public safety satellite station. Staff recommends approval and also suggests that the site could be developed in conjunction with the adjacent MUD district. This could be an opportunity for a future sale if the Board desires. There is no public access to the property at this time. Staff recommends two conditions: that the existing berm along Sam Newell Road remain in place as per the 1987 zoning and that access to the property be limited to Eastpointe Drive.

Mayor Taylor 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 October 25 and come back to the Board of Commissioners on November 14.

Zoning application 2016-650/Matthews Festival: To change the zoning classification from Conditional to B-1(SCD) and B-H(CD) on that certain property designated as 10410 East Independence Boulevard located on the northwest quadrant of the intersection of Independence Boulevard and Matthews Township Parkway and being further designated as Tax Parcels 193-292- 09, 26 & 27

Mayor Taylor noted the applicants' request for deferral. He opened the floor to public comment and no one spoke in favor of or opposition to this application.

Motion by Mr. Melton to continue the public hearing to November 14, 2016. The motion was seconded by Mr. Ross and unanimously approved.

RECONVENE REGULAR MEETING

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

PLANNING AND DEVELOPMENT BUSINESS

REPORT FROM PLANNING BOARD

Planning Board Chair Steve Lee presented the report from September 27, 2016 (Exhibit #1 hereby referenced and made a part of these minutes).

PLANNING AND ZONING RELATED ACTIONS

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

As this application requires variance requests to be approved before the rezoning application can be voted on, the decision must be deferred until after the November 3rd Board of Adjustment meeting.

Motion by Mr. Urban to defer this application to November 14, 2016. The motion was seconded by Mr. Miller and unanimously approved.

PUBLIC COMMENT

Members of the Ridge Church community spoke in support of the church's desire to purchase a Town-owned parcel of land at 1021 Matthews-Mint Hill Road and actions taken by the Town regarding that request. Mark Henry asked for transparency, stating that the decisions made by the Board a month ago appear to keep coming up on the agenda. He expressed his support of the elected officials and his desire to allow the sale of the property to go through. James Crocker expressed his love for Matthews and explained that the church members want to convey that they want to be part of the process and are a reasonable group of people. They are a volunteer organization and approach the subject with humbleness and respect. They don't want to be self-serving but do want to see the

Town move forward with the sale. Jason Yepko requested the same, and said there is no better investment than that body of people working together in the name of Christ. Patrick Mitchell discussed the issue of trust and how it is necessary to commit to the truth and trust others will do the same. He explained that the church community has questions about how this came up again on the agenda and why it is still being discussed.

Brandon Fields said they understand there are challenges unique to this project but they are confident that there are solutions to the issues that have been discussed so the needs of both parties can be met. He expressed concern that these issues are being brought up as if they are new when they are not. Don Bumbulucz described his excitement after the previous meeting and the time and energy spent by the Board in evaluating the opportunity for Ridge Church to grow in the Matthews area. He spoke of the character of the organization and the investment they put in the schools and the area. The church community is dedicated and wants the best for Matthews and for the church. Shawn Baswell described his history with the church and explained it is at capacity. They have done everything they can do and now physical expansion is their only option. They open their doors to everyone and want to keep doing the work they've started. He commended the Board for their actions at the previous meeting and hopes the Board will see the logic in continuing what has already been decided.

Doug Davis described the church community as very ordinary people doing extraordinary work for the course of Christ. He asked for transparency and candor and to know why this issue keeps coming back up. He asked the Board to help the church community understand and let them continue to move forward. Cameron Gardener said the water tower property is key to the future of the expansion at Ridge Church. They have tripled their average attendance in the last three years and he attributes that to the honest and transparent actions of every aspect of the church. He said they were excited to work with DOT and Matthews to work on a site plan that would benefit everybody and were shocked to find out that there would be another discussion about this tonight. Hank Fields discussed the hard work of the Board at the last meeting, how an extraordinary amount of time was spent discussing every angle and every facet of it. He said the Board members' candor with the church and each other was great. He now wondered how that vote has led to another discussion. He expressed concerns about transparency and asked the Board to be clear to everyone involved in the process. Spanky Rause discussed the influence of the people on the community and some of the work they've done in the area, saying that if the church ceased to exist then the community would be impacted. He asked for the opportunity to keep doing that good work that God has called them to do.

Mayor Taylor addressed comments about transparency, balance and trust. He wanted to be clear to the members of the church that the Town has not and legally cannot offer to sell this property to the church. The Town has offered the property up for sale and the winning bidder may or may not be the church. This has nothing to do with the church itself, merely the means in which the sale must take place. Regarding a perceived lack of transparency, he noted that the Board voted to put the property up for sale of September 12th, which started the process. The resolution to start the upset bid process was approved at the next meeting on September 26th. There is a line on that resolution that allows the Town to withdraw the right to withdraw the property from sale and/or reject all bids at any time. He is not saying that will happen, but wanted to explain the facts of the situation. This information is all public and no attempts to hide information have been made. This Board must work in the best interest of the entire community. He hopes the church community can understand that the Board must work for the best global interests of the Town and the State of North Carolina.

Town Attorney Charles Buckley noted that the upset bid period runs through 5:00 pm on October 17.

CONSENT AGENDA

- A. Approve Minutes of the September 26, 2016 Board of Commissioners Meeting**
- B. Approve Closed Session Minutes of the Board of Commissioners Meetings of August 8, August 22 and September 12, 2016**

- C. Appoint Members to Veteran Affairs Committee & Approve Revisions to Veteran Affairs Committee Bylaws
- ~~D. Accept Zoning Application 2016-652/Renfrow Property; Income Investments LLC; Renfrow Property at 10252 Monroe Road, from R-VS to R-12MF(CD) for a Multi-Family and Townhome Development, and Set Public Hearing for December 12, 2016~~
- E. Set Public Hearing for East John Street/Outer Loop Small Area Plan for November 14, 2016
- F. Approve Budget Ordinance Amendments to Recognize:
 - 1) Grant Revenue Received from FM Global Foundation in the Amount of \$2,000
 - 2) Donations Received for the DARE Program in the Amount of \$368.00

Consent agenda item D was removed and placed as New Business item 12B.

Motion by Mr. Miller to approve consent agenda items A through F2, with the exception of item D. The motion was seconded by Mr. Melton and unanimously approved.

UNFINISHED BUSINESS

CONSIDER EMPLOYEE PAY COMPRESSION AND COMPETITIVENESS

Town Manager Hazen Blodgett continued this discussion from the October 1 mini planning conference. This addresses turnover rates for full time employees, the notion of pay compression in some jobs and the lack of competitiveness in police pay. At the last meeting staff recommended a two-grade increase for certain job descriptions in the police department. The Board then discussed the possibility of increasing by three grades. Staff has reviewed that and recommends against the three-grade increase and instead increasing those jobs by two grades and then reviewing the situation again in twelve months. The three grade increase could lead to unintended consequences, including an argument from other departments about lack of competitiveness. Staff recommends implementing pay increases for pay compression and police pay for certain jobs with an implementation date of January 1, 2017. This would cost approximately \$54,000 plus fringe benefits for the remainder of this fiscal year; the annual cost would be approximately \$110,000 plus fringe benefits. This figure would be absorbed in the current budget so there would be no budget impact until next fiscal year.

Discussion ensued. Mr. Blodgett explained that addressing the issue of staff compression would cost about \$37,000 for a full year implementation and the police officer grade increases would cost about \$74,000. Those together total the approximate \$110,000 annual figure; it would be about \$54,000 for the six months remaining in this fiscal year. Mr. Miller said he fully supports the first and second staff recommendation and asked if the future reassessment would be performed in-house. Mr. Blodgett confirmed it would and clarified that staff is trying to create a fair compensation program for the organization. They looked at the competitiveness of the market and if the current employees are being compensated fairly based on their years of service within their department.

Mr. Whitley preferred the increase of three pay grades instead of two for the police positions. Increasing by two grades would leave Matthews in the middle of the ranking list, and he thinks that Matthews should be at the top end of the scale. Police don't get paid enough and if the Town wants to be competitive it should increase the pay so that Matthews comes in high on the scale. He then recommended making all employees at the same grade receive the same pay. Assistant Town Manager Becky Hawke noted that that is a step plan method that is not in use at the Town, which instead uses a merit-based pay plan that increases based on the employee's merit and annual review. Mr. Whitley continued to advocate for the three grade increase. Mr. Melton said he was comfortable with the merit-based system and was not in favor of the three-grade increase, explaining that it would be easy to say yes now but much more difficult to handle when it's budget time. He preferred the two-grade increase followed by a review in twelve months. He also commented on the issue of other departments likely wanting to get similar increases.

Mr. Ross preferred the three-grade increase, saying that the Board wants and continues to expect Matthews to be the best town in North Carolina. They want the top candidates to want to work in Matthews but that's difficult to do if other area towns are starting at higher pay. He noted that police officers are under tremendous pressure right now separate and apart from their usual stressors, and the Town has seen opportunities to hire qualified candidates decrease. Mr. Higdon said he would like to see the police paid as much as possible and he is not as concerned about employees in other departments since police officers have more difficult and dangerous jobs. The problem he has is that he doesn't think the Town can afford it. He prefers increasing by two grades and then reviewing in twelve months. Mr. Urban supported the two grade increase for police but expressed concern about other departments' employees reacting to that, noting that all pay information in the public sector is public information. He suggested that if the police jobs were increased by three grades then the \$37,000 to address compression for the non-police jobs might need to be used to pay some of the difference. He prefers increasing the police jobs by two grades and reviewing them again in the future.

Mr. Ross said he'd love to pay the police more and described this as a life safety issue, because the entire town could suffer if there isn't a quality police force on hand. He calculated the difference between the two and three grade jump to be about \$1,800 per year for a starting salary. If that is the difference it takes to get the prime candidates to take a job in Matthews then he proposes it should be done.

Motion by Mr. Miller to accept staff's recommendations to:

1. approve the Town of Matthews Pay Plan as presented, which includes market adjustments for certain police department positions by either one or two pay grades;
2. approve the allocation of existing fiscal year 2016-17 annual budget funds to relieve pay compression and complete a market adjustment for identified positions in the police department effective January 1, 2017 for \$37,800. The full year cost of \$75,600 will be included in the proposed F.Y. 2017-18 Annual Budget;
3. approve the allocation of existing fiscal year 2016-17 annual budget funds to relieve pay compression across all Town departments effective January 1, 2017 for \$17,150. The full year cost of \$34,300 will be included in the proposed F.Y. 2017-18 Annual Budget; and
4. reassess competitiveness and market placement for all Town positions in 12 months

to be implemented for January 1, 2017. The motion was seconded by Mr. Melton.

Mr. Melton clarified that he loves and supports the police department, however there are employees in the fire department who face the same risk as police officers, and he doesn't want to short one over the other. Matthews' public servants know how much the Board supports them but he can't support jumping one department by three pay grades at this time.

Mayor Taylor said it is in the Town's best interest to move forward with what staff is recommending. He does have a concern going forward about how the Town will pay for this moving forward. He noted the hundreds of thousands of dollars of budget items that were discussed at the recent mini planning conference and explained that there are a lot of issues that impact a decision such as this. He hopes that there will be a vote in twelve months to continue revisiting this issue on an ongoing basis.

The motion passed 6-1 with Mr. Whitley in opposition.

Mr. Whitley clarified that he voted in opposition only because he wanted a three-grade increase for police officers instead of the two grade increase that was just approved.

CONSIDER IMPLEMENTATION OF DRIVEWAY POLICY

This issue was discussed briefly at the recent mini planning conference. Ms. Ingrish explained that the Town Attorney has since offered some comments and the policy was revised to include those comments. The intent of the policy does not change.

There was some discussion of the policy. Mr. Higdon suggested reviewing the revised document and discussing it again at a future meeting.

Motion by Mr. Higdon to defer action until October 24, 2016. The motion was seconded by Mr. Miller and unanimously approved.

REVIEW INDEPENDENCE POINTE PARKWAY ALIGNMENT

Public Works Director CJ O'Neill explained that this project is still in progress and years away from a final design. Staff has worked with DOT to make an educated guess of what the alignment is going to be. The plan calls for two twelve-foot travel lanes, a six-foot planting strips, curb and gutter and a ten-foot multiuse path on one side and a five-foot sidewalk on the other. Also required will be a thirty foot buffer for the roadway from the transmission line going through the Family Entertainment District. Staff also now has the alignment for the Silver Line light rail system through the area. All of that impacts the water tower site and the existing Ridge Church site. Staff doesn't want to see the Town sell a site that will be used by DOT in the near future – right of way will be purchased in 2020. In addition, staff doesn't want to see Ridge Church do a lot of expansion and then in three years have DOT have to buy it back. Staff continues to recommend against moving forward with the sale of water tower property until such time that the final alignment for Independence Pointe Parkway can be determined and the full impacts to each property are known.

Mr. Higdon complimented the Ridge Church speakers on their eloquence in speaking earlier. He noted that on September 12th after much rigorous debate, there was a motion to authorize the sale of the water tower property using the upset bid process. On September 26th the discussion continued to complete that process to approve a resolution authorizing the upset bid process. That resolution passed 5-2 with Mayor Taylor and Mr. Melton in opposition. He said he was as perplexed as many of the audience when this item showed up again on the agenda for further discussion. The Board has voted twice to enter into this process and the alignment rendering is only a likely rendering and is not set in stone. He does not think the Town should stop the process it has already started to sell the property. He is concerned that this keeps coming up on the agenda.

Mr. Ross echoed Mr. Higdon's comments and addresses concerns raised about transparency earlier, saying they were less to do with whether or not there were conditions that the Board could back out of a bid or who the purchaser could ultimately be and more about having had this conversation twice and seeing it come up again on the agenda as a review of the Independence Pointe Parkway alignment. The staff memo makes it clear that this is about the sale of the water tower property and staff's recommendation to not do it. He was expecting to see new information, but doesn't see any material difference and so doesn't see why it's being reviewed again. He said on September 26th that if this was going to be discussed again that the Church should be advised that it was on the agenda again so they could hear the discussion.

Mr. Melton commended the Ridge Church members on their active participation in this process. He also noted that he raised a concern that the Board may be making a decision very quickly. He is not at all opposed to working with Ridge Church, he just wants to stop and see if there are any other options instead of selling the property. He wants to be certain that every option has been reviewed and be sure everyone is 100% certain this action is in the best interest of the long-term vision of the church.

Mr. Whitley said Ridge Church is operating off of faith. The Town fully and specifically laid out the issues and they acknowledged that they wanted to move forward. In addition, no one can count on DOT to do things in a timely manner. This project may take additional years if it even happens at all. The members of the church have stepped

out on faith on the conditions that were explained to them and they have a purpose. The Board has voted twice in this issue and he doesn't understand why it's back on the agenda. He wants to move forward.

Mayor Taylor said this is the wrong decision. It has nothing to do with the church, but it's the wrong decision for the Town of Matthews to sell a piece of property that has already been identified as a needed property. The Town should not sell a piece of property to anyone, causing the DOT to have to buy it back at a higher price. He said the item is on the agenda again because DOT and CATS became aware of the situation and also recommended that the Town not move forward with the sale. He said he read the minutes of the meeting for which he was absent and it seems like some members of the Board don't understand the timeline – this road project is happening in less than four years. He also said he is familiar with the church and their good work, but the Town needs to take the face off the potential transaction. If the property goes out for sale the Board can't direct the sale to anyone in particular. He noted that the Board does not have to take any action on this tonight, but urged the Board to take into consideration the information staff has provided and staff's recommendation to not move forward with the sale. The Town has a strong desire to have Independence Pointe Parkway and the Sportsplex and there is interest in that property. There will be development along there, and the Board needs to be aware of all that and do what is in the best interest of the Town.

Mr. Ross suggested splitting off a portion of the property and selling the rest. Mayor Taylor noted that one recommendation is to delay the sale and get more information about the rezoning that the church is required to get. One particular bidder – Ridge Church - has emphasized that speed is of the essence for them and the Board has reacted to the church's urgency. Without that urgency the Board may have had a slower process through all this. The Board could choose to slow down and have conversations with the current high bidder – the church – before moving forward with the sale of the property. Mr. Ross said he's happy to have those conversations or figure out a way to parcel the property off so everyone is satisfied. He doesn't want the church or the Town to be put in a bad position.

There was some discussion of the church's future rezoning and development plans. Mr. Whitley proposed continuing to move forward with the sale process. Mr. Higdon was not in favor of subdividing the property since the Town is not certain what the final alignment will be. Mr. Melton urged reconsideration of other options. Mr. Urban noted that the church will have to come back to the Board for their rezoning. He trusts that they won't make a bad decision to build something in that location.

The Board did not take any action. Therefore, the upset bid process will proceed as planned.

NEW BUSINESS

CONSIDER REQUEST FOR ALCOHOL CONSUMPTION ON TOWN-OWNED PROPERTY

Mr. Blodgett explained that the Red Brick Partnership has requested the use of the Town-owned grassy lot on Matthews Station Street for a beer and wine garden during the November 3rd First Thursday event. The Town has policies for this type of event on other Town-owned property. It's a Board decision for parks and a staff decision for public rights of way. The property in question here is neither park nor right of way, so staff wanted to bring it to the Board's attention. Staff recommends a condition that the Red Brick Partnership names the Town as an insured party on the Red Brick Partnership's public liability insurance policy, since there is a chance the Town could be named as a party in a lawsuit since it owns the property.

Mr. Melton wanted to be clear that this would allow the consumption only within the area noted on the map and wouldn't grant permission for people to travel between establishments. Mr. Whitley asked if Matthews really wants to be recognized as a beer and wine destination. Matthews is a family-oriented town but people keep coming and

asking for more ways to drink. He doesn't think the Town should put itself in this position and potentially be at risk if someone gets hurt.

Mr. Urban noted he is a member of the Red Brick Partnership but receives no financial consideration. He said the Red Brick Partnership is making every effort to promote and support downtown businesses. This application is for a controlled approach versus the closed street approach, not an open bar-type situation. The goal of the event is always an all-ages orientation with different types of activities but it's also subject to market considerations. There are a lot of restaurants and craft brewery-type businesses downtown. Matthews is a wonderful place for everyone to live, work and play. There have been no problems with First Thursday activities so far.

Motion by Mr. Ross to approve the request to allow the sale and consumption of beer and wine on Town-owned property for the Red Brick Partnership's event on November 3, 2016 with the conditions listed in the memo from Hazen Blodgett dated October 5th and to direct the Manager to move forward once the insurance coverage issue has been satisfied. The motion was seconded by Mr. Miller and passed 6-1 with Mr. Whitley opposed.

Motion by Mr. Ross to excuse Mr. Urban from the following action as he has a potential conflict of interest since he has a business relationship with the applicant for the next item. The motion was seconded by Mr. Melton and unanimously approved. The Board sat without Mr. Urban.

ACCEPT ZONING APPLICATION 2016-652/RENFROW PROPERTY; INCOME INVESTMENTS LLC; RENFROW PROPERTY AT 10252 MONROE ROAD, FROM R-VS TO R-12MF(CD) FOR A MULTI-FAMILY AND TOWNHOME DEVELOPMENT, AND SET PUBLIC HEARING FOR DECEMBER 12, 2016

Motion by Mr. Miller to accept zoning application 2016-652 and set the public hearing for December 12, 2016. The motion was seconded by Mr. Ross and unanimously approved.

Motion by Mr. Ross to readmit Mr. Urban. The motion was seconded by Mr. Miller and unanimously approved. The Board sat with Mr. Urban in place.

MAYOR'S REPORT

Mayor Taylor reported that last week's First Thursday was very well attended. *Sir Purr* and *Percussion* were great and there was a lot of talk about how excited people are with all of the activity going on downtown. He also noted the upcoming *Festival of Trees* event at Novant in November.

Mayor Taylor then recognized the recent passing of Sandy Marano. Sandy was on a number of boards and committees and along with her husband Joe was very active in town. She was a tremendous person and will be greatly missed.

ATTORNEY'S REPORT

Mr. Buckley complimented the Board on their choice of Planning Board members. These citizens have proven themselves to be very educated and dedicated to the town.

TOWN MANAGER'S REPORT

None

ADJOURNMENT

Motion by Mr. Miller to adjourn. The motion was seconded by Mr. Melton and unanimously approved. The meeting adjourned at 10:00 pm.

Respectfully submitted,

Lori Canapinno
Town Clerk

DRAFT

salary for those positions to appropriately place them within their pay range and to increase competitiveness of police officer pay by two grades. The revisions to the law enforcement positions would cost approximately \$70,000 and the others would cost approximately \$36,000. Staff recommends implementing these adjustments on January 1, 2017. That would be halfway through the current fiscal year, so the costs would be around \$50,000 for this year and the entire amount would take effect in the next budget year. The mid-year implementation can be absorbed by the existing budget due to current vacancies. Staff also recommends regularly assessing the positions in town every three to four years to ensure correctness.

Mr. Ross said he didn't think the plan went far enough – the proposed adjustment for law enforcement would put Matthews in the middle of the list of area towns, and he wants to be better than that. A little more money spent on police salaries would make Matthews more competitive. Ms. Hawke noted that Matthews is currently 11th out of 12 for police starting salaries. Mr. Higdon agreed with Mr. Ross. Mayor Taylor didn't disagree but said that would require a conversation about the budget.

Discussion ensued regarding the amount for the law enforcement adjustments and the timing of any potential implementation. Mr. Melton supported the staff's proposal. Mr. Ross recommended making the rate adjustment effective immediately so the police department could get some immediate relief. Mr. Miller agreed. Mayor Taylor asked if the Manager would be able to present a balanced budget to the Board that included these adjustments without a tax increase next year. Mr. Blodgett said he feels that this is the right thing to do since the people are the Town's most important asset, and he is hopeful the budget numbers will come in as needed for sales tax and other issues. Mayor Taylor also noted that this proposal is separate from and in addition to any anticipated merit increase that may be requested in the next budget year. Mr. Melton noted that it's easy to talk about great ideas now but it becomes more difficult when it comes to budget time. Mr. Ross said he understands that but sees this as a life safety issue. He has no problem with this even if it means raising taxes next year, as long as qualified police officers were able to keep the citizens safe.

Discussion continued on possible increases and timelines. Mr. Whitley suggested increasing the police grade to 18 and making it effective January 1. He suggested getting the minimum as close to \$40,000 as possible. He would like to see Matthews at or close to the top of the list of area communities' salaries.

Staff will get more data and present the updated information to the Board at a future meeting.

PAVEMENT CONDITIONS

Public Works Director CJ O'Neill presented information on funding issues related to road paving. He discussed the gap between the current funding and what would be needed to keep the roads in their current condition rather than deteriorating.

In 2014 Kercher Engineering performed a review of all Town roads and presented information regarding their condition. At that time they issued an overall score of 77 out of 100, which was a significant change from the score of 87 just three years prior. They presented several scenarios to address the situation, involving funding and types of treatment. They recommended pavement preservation in the first year. Research has proven that keeping good roads in good condition is better than letting them go bad in the first place. It is much more cost effective to maintain good quality. Mr. Blodgett noted that it's better to do it that way but it's difficult for the community to understand, particularly if their roads are not of good quality. Mr. O'Neill reviewed various prevention methods. The further the quality drops the more expensive it will be. It would cost roughly \$800,000 per year to keep the roads in good condition and using the various methods. Staff recommends increasing the next fiscal year's road maintenance budget to \$880,000 and to use the methods identified as successful in the next year's road maintenance plan.

There was discussion of pavement surveys and their use. Mr. O'Neill explained that it would be difficult to perform in-house but that staff could look into it. A big part of the annual cost relates to the software used to analyze the results. The Board discussed ways that the budget might allow for this. Mr. Higdon agreed it is a lot of money but the Board needs to plan to take care of the situation now rather than delaying more time. He is in favor of getting the funding to at least \$880,000.

This will be discussed again at a future date.

HIRING A HUMAN RESOURCES MANAGER

Mr. Blodgett discussed the need for a Human Resources (HR) Manager. There are 30,000 citizens in town but the organization has grown slowly and incrementally and runs very lean with 140 full time employees and 40 part time employees. Assistant Town Manager Becky Hawke is currently the HR Director but that position also has many other significant areas to oversee. There is also one full time employee who performs non-managerial JHR functions. The addition of an HR Manager would allow that person to focus on high level issues such as training, development initiatives, policy updates and more, while Ms. Hawke focused on other areas. Staff recommends approving the addition of the new position and its job description at the next meeting with a look at January 2017 revenues to see if funds would be available this year. If not then staff would seek to add the position in fiscal year 18.

Mr. Higdon asked about joining this with the Communications position. Mr. Blodgett explained that those are such different skill sets that it would be difficult to find someone equally skilled at both. Discussion ensued regarding the possibility of hiring an HR Manager and waiting to fill the Communications position, or scaling down the requirements of the Communications Director position to be more of a lower-level position. Mr. Blodgett and Ms. Hawke discussed the need for both positions but said if only one was possible then the HR Manager position would be more critical. The group discussed the various responsibilities of positions and opportunities to do new things.

Mr. Blodgett summarized the discussion and planned to come back to the Board at a future date to request the creation of the new HR position, while also reviewing options for a lower-level communications/social media position.

PARKS, RECREATION AND CULTURAL RESOURCES INVENTORY

Recreation and Cultural Resources Director Corey King reviewed the Town's inventory of existing recreational opportunities as well as underserved areas and potential sites. The Board discussed various locations around town as well as ways to connect a trail system that would allow people to travel through areas of town without using a car.

MATTHEWS ELEMENTARY SCHOOL AND SOUTH TRADE STREET RESTRIPIPING

Police Chief Rob Hunter reviewed the issue of traffic on South Trade Street at Matthews Elementary School. Waiting parent traffic and an increasing volume of local traffic has resulted in increasing congestion over the years. Staff proposed options that could alleviate at least some congestion to Charlotte-Mecklenburg Schools (CMS). Chief Hunter reported that CMS's reception to option 1 – using the same entrance for bus and parent traffic) was poor. They didn't rule it out completely but they are opposed to it. Option 2 proposes an expansion of South Trade Street near the school and would require donation or purchase of right of way, likely on both sides of the road. The construction-only cost estimate for that option is \$150,000 and property acquisition costs would

increase that by some unknown amount. This would provide for significant improvements but it would put considerable money and resources into a problem that occurs only about 90 minutes a day during the school week, so its cost effectiveness can be questioned. Chief Hunter also described a proposal to re-mark the block of South Trade Street between Sadie Drive and McDowell Street as these changes would impact the issue of school-related traffic.

Discussion ensued regarding possible ways to alleviate traffic congestion while maintaining safety. A possibility of using the greenway entrance/old public works area was raised; staff will review that option in more detail and bring information back to the Board in the future. The issue of police officers used to direct traffic and their associated wages was also discussed; currently the Town pays since CMS historically would not.

Chief Hunter noted that regardless of what the Board chooses to do, he will direct his officers to no longer allow parents to park on South Trade Street as they wait to pick up their children. That means parents will drive around or park nearby, affecting some of the surrounding neighborhoods, but it's a matter of safety.

The Board directed the Manager and Police Chief to send a letter to CMS Facility Manager Peggy Hey outlining the concerns and possible solutions discussed here.

PAVEMENT MARKINGS ON SOUTH TRADE STREET

Town Engineer Susan Habina Woolard discussed pavement markings on South Trade Street. Prior to her hiring, a plan had been presented to the Board in February 2016 and option one - which organizes northbound traffic into two lanes approaching Sadie from McDowell - was approved. Ms. Habina Woolard has since reviewed the plan and existing traffic patterns and realized some concerns, especially in relation to the adopted streetscape plan. The adopted pavement markings for this plan and the streetscape plan are in conflict. She also expressed concern about putting down pavement markings before determining the final solution with the school as discussed earlier. She recommended waiting until the Town is ready to implement the Downtown Streetscape Plan for that area before working on the center land and angled parking.

The Board discussed possible options. By consensus it was determined that the plan that was approved in February will move forward. Any issues relating to the school traffic flow or DOT-required repaving can be addressed in the future.

UPDATE ON MAYOR'S TASKFORCE ON EDUCATION

Mayor Taylor gave an update on the Education Task Force, which is comprised of Landon Dunn, Sandi Lee, Marie Ciminelli, Angie Lee, Kress Query, Garnetta Smith, Ray Eschert and Mayor Taylor. They meet approximately once a month and have been gathering information about options for Matthews schooling outside of the normal CMS system. They are looking into the possibility of splitting CMS into three districts, splitting Matthews off into its own district and instituting Town-sponsored charter schools.

Charter schools seem to be rising as the best choice, but in North Carolina there can't be a limit placed on which children can attend. Florida had some recent legislation allowing municipal charter schools, so students within a specified boundary get the first chance to join. It would take legislative approval to get something similar to that here; Jeff Tarte has already said he'd support it. State dollars that currently attend CMS would follow the student. County dollars are a little different – Mecklenburg and Union County rates would be a little different. There are a lot of different ways to fund charter schools and the task force will learn more about that at their next meeting. The group doesn't have a timeline as to when they will make their recommendation. He is comfortable with them taking as much time as they need to do it right.

METROPOLITAN TRANSIT COMMISSION (MTC) UPDATE

Mayor Taylor noted that the Silver Line light rail project will be voted on at the next MTC meeting and will likely get full support. The alignment is terrific and there is going to be a push in the next year or so as a county so that transit moves forward more than the area has in the last 10-20 years.

SMALL AREA PLAN

Planning and Development Director Kathi Ingrish discussed a small area plan (SAP) that will be coming to the Board soon in draft form. It will cover East John Street to the county line. The Board met recently with DOT and saw some of the issues about certain design elements. Staff wants to be sure those issues aren't dropped. There are design criteria that staff wants to push at DOT – visual things that can have traffic calming influences. Some can be done in-house and others can't, and staff does not yet have any cost estimates. Staff is requesting approval to solicit bids to contract with a design consultant as soon as possible to work on a plan to soften things from an aesthetic standpoint and a proposal to address traffic issues present the information to DOT.

Ms. Habina Woolard explained some of the issues, such as what it would take to become bike and pedestrian friendly, or what would happen if there were signals along East John Street. The Town doesn't have the expertise on staff to deal with this which is the reason to hire a consultant to review all these. There is currently no adopted plan about this area specifically. DOT needs to be presented with solutions. They gave the Town until the end of the year, so staff might have the opportunity to convince them to make changes to their plan.

Mr. Higdon said he would prefer to encourage DOT to stop the widening project, but he is ok with getting a consultant in this situation. Mayor Taylor said it is unlikely that Matthews would be able to stop it, but the Town would definitely try to get the best result from it. Mr. Urban agreed. Mr. Higdon suggested benchmarking other small towns with a historic core similar to Matthews. Mr. Whitley said he liked the idea of breaking up the span with traffic lights.

By consensus the Board directed staff to bring two proposals regarding aesthetics and traffic issues back to the Board for further review.

DRIVEWAY POLICY

Ms. Ingrish discussed a proposed policy related to driveway cuts for properties with pending road projects adjacent to them. This is about controlling driveways when there is a flyover planned, not about any development in particular. The plan still needs to be reviewed by the Town Attorney but should be ready for discussion at a regular meeting soon.

PARKING LOT ALONG RAILROAD TRACKS

Mr. O'Neill discussed the improvements to the railroad lot, explaining that the contractor suggested a few different ideas for the staircase, such as widening it and using terracing. It would be more expensive but there is money available. Mr. Blodgett explained it would take about \$20,000 more of the funds that had been approved in the CIP.

UPDATE ON PAY COMPRESSION AND SALARY

Ms. Hawke presented updated information regarding police officer pay after the discussion and input from the Board earlier in the day. She showed information on costs associated with different pay grades and different implementation dates. The jump of three grades does incur a significant increase in cost – an extra \$150,000, excluding any raises for the rest of the organization. It would be difficult to implement at budget time with no tax increase. Mr. Blodgett said staff continues to recommend the increase of just two grades with the addition of a review in twelve months. The second recommendation is for an implementation date of December 1 so that people currently in the process of being hired would have the better salary when they came on board.

The Board continued to discuss the merits of the different pay grade changes. This will be discussed again at a future meeting.

ADJOURNMENT

Motion by Mr. Miller to adjourn. The motion was seconded by Mr. Ross and unanimously approved. The meeting adjourned at 1:39 pm.

Respectfully submitted,

Lori Canapinno
Town Clerk

DRAFT

October 17, 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: Declaration of Surplus / Approve for Sale via Electronic Auction or Proper Disposal

Background/Issue:

A number of items of surplus property have been identified and are ready for sale or disposal.

Proposal/Solution:

Declare surplus and authorize the Finance Director to attempt sale through electronic auction the following items:

Lee Boy Paver
Lee Boy Tack Wagon

Financial Impact:

General Fund Revenues to the Sale of Fixed Assets line item.

Related Town Goal:

Financial Performance- To provide financial resources in a prudent and responsible manner...

Recommended Motion:

Motion to declare the above items surplus and authorize the Finance Director to attempt sale by electronic auction.

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	\$450.00	

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	\$450.00	

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 24th day of October 2016.

James P. Taylor, Mayor

Lori Canapinno, Town Clerk

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

	<u>INCREASE</u>	<u>DECREASE</u>
10000001-4418-03 Federal Reimbursement	\$2,004.00	

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

	<u>INCREASE</u>	<u>DECREASE</u>
10431200-5265 Law Enforcement Supplies(CID)	\$2,004.00	

SECTION 3: The purpose of this amendment is to recognize task force revenues received from US Secret Service.

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

Adopted this the 24th day of October 2016.

James P. Taylor, Mayor

Lori Canapinno, Town Clerk

2016 PLANNING CONFERENCE TO-DO LIST

#	ITEM	ASSIGNED	Original Date	Due Date	NOTES
8	Inventory Fire/EMS vehicles	RK	4/30/2016	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	RK	4/30/2016	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. Town staff is compiling projected costs related to capital improvements.
14	Provide list of major capital equipment needs to TB	CT	4/30/2016	12/31/2016	Compiling this list is more comprehensive than expected. Staff is requesting an extension to Dec. 31.
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.
21	Consider paying for CAFS and pumper - order in FY 17 and pay in FY 18	RK	6/30/2016	10/31/2016	UNCC Professor had to back out of his commitment to training employees in the fall. We are looking I recommend revisiting this issue with the new permanent chief. Move to a Oct. 31 due date.
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	6/30/2016	10/31/2016	Staff is requesting this date be moved to October 31th
32	Investigate economic development liaison – Jay/Becky	BH	6/30/2016	10/31/2016	Economic development process to be discussed at a 5:30 meeting.
36	Update Personnel Policy	BH	9/30/2016	10/31/2016	Staff is requesting this date be moved to October 31th
38	Hold Town Hall-style meeting for public – “Let’s Talk Traffic” – with DOT in attendance	HB	9/30/2016		Public meeting is set for 11/10/16 at 7:00 p.m.
39	Evaluate redundancies/distribution of responsibilities between Red Brick Partnership/EDAC/Quad/and the Chamber of Commerce	HB	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. <u>Discuss with the A&T Board: the possibility of increasing the % of tree save areas, locating tree save areas throughout the property not just the perimeter, and othe rissues that would improve the quality of the Town's tree related ordinance(s) within the UDO.</u>	KI/CJO	9/30/2016	1/31/2017	Notes were added to this items as a result of Board discussion at Sept 12, 2016 meeting
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	10/31/2016	
46	Work with private developers to develop pocket park opportunities, especially downtown	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

2016 PLANNING CONFERENCE TO-DO LIST

#	ITEM	ASSIGNED	Original Date	Due Date	NOTES
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 ingored due to a lack of staffing. At this time a grant writer is not warrented.
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. Fpr 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
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.
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		Tree Protection Ordinance. Attached is a copy. Board will be updated at the September Board
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.
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.
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.
40	Look at parks & rec master plan; potentially have Park & Rec Advisory Committee work on updates	CK	9/30/2016		Discussed at the October 1, 2016 mini-planning conference
41	Complete installation of mural at Town Hall wall	CK	9/30/2016		done
47	Corey to provide list of underserved areas in need of park facilities	CK	9/30/2016		Discussed at the October 1, 2016 mini-planning conference
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	8/31/2016		Letter sent to neighborhood March 17

Accept Bid to Purchase Town-Owned Real Property

TO: Mayor and Board of Commissioners
DATE: October 18, 2016
FROM: Hazen Blodgett, Town Manager

Background/Issue:

The Town owns real property located at 1021 Matthews-Mint Hill Road, also known as the water tower property. This property's current value has been assessed at \$41,600. The Town received an offer to purchase the property from Ridge Church in the amount of \$41,600. On September 26, 2016 the Board approved a resolution authorizing the upset bid process for the purchase of this property. The advertised period ended on October 17 and no other bids were received.

Town staff continues to recommend that the Town retain ownership of this property. NCDOT plans indicate that the future Independence Pointe Parkway alignment will impact this site. The current schedule calls for right of way purchasing in 2020, and based on current plans a portion of this site will be required for that right of way. If Ridge Church is allowed to purchase the property it is likely that the site will be improved, thus increasing the cost to NCDOT to purchase back the necessary right of way for the road project.

Proposal/Solution:

The Town has fulfilled the obligations of the upset bid process and Ridge Church has submitted the sole bid. If the Board chooses to move forward with the sale of the property it should accept Ridge Church's bid of \$41,600 and authorize the Town Attorney and staff to close on the bid within thirty days of the closure of the upset bid period.

Fiscal Impact:

If the Board moves forward with the sale the Town will receive \$41,600 for the property.

Related Town Goals:

Economic Development/Land Use Planning: to enhance the quality of life of the citizens by aggressively pursuing a balanced tax base by targeting businesses that will contribute sustainable, environmentally sensitive development and by planning for orderly growth and development.

Transportation: to identify, plan, design, fund and build transportation facilities that efficiently and effectively serve the community in a cost effective and environmentally safe manner.

Recommended Motion/Action:

While Staff continues to recommend retaining this property, the consensus of the Board has been to move forward with the plan to sell the site. Therefore, the Board can accept Ridge Church's bid of \$41,600 and authorize the Town Attorney and staff to close on the property on or before November 15, 2016.

Agenda Item: Driveway Permit Policy

DATE: October 18, 2016
FROM: Kathi Ingrish

Background/Issue:

At the October 10 Town Board meetings, Town Board reviewed a draft policy statement regarding new curb cut approvals on Town-maintained thoroughfares where future road improvements were known to be needed. The intent was to declare a position through an adopted policy statement that the Town Board of Commissioners did not want new driveway curb cuts to be approved where they would conflict with future public improvement plans. In order to allow Council members time to review the draft policy statement, it was decided to bring this back on the October 24 agenda.

The streets this policy would affect include:

- Matthews-Mint Hill Road
- Moore Rd
- Northeast Pky between Sam Newell and NC51
- Independence Pointe Pky between Sam Newell and deadend, and between NC51 and Matthews-Mint Hill Rd
- W Charles St

If the following are determined by the Public Works Director to be Class III-C commercial collectors, then portions or all of these streets would also fall under this policy:

- Crestdale Rd
- E Charles St
- Tank Town Rd from RR to deadend
- Fullwood Ln
- Covenant Church Ln.
- Sports Pky (through Sportsplex when it is dedicated as a Town road)

Proposal/Solution:

The draft statement has been further reviewed by staff and minor changes haven been made. The final draft is attached here, and is ready for Town Board's action.

Financial Impact:

None

Related Town Goal(s) and/or Strategies:

Quality of Life
Economic Development/Land Use Planning

Recommended Motion/Action:

Approve the policy statement.

Draft Policy Statement (revised w/ mark-up):

Driveway permits for new, widened, or relocated curb cuts are generally handled as an administrative review and approval process within the Matthews Public Works Department. There may be certain circumstances, however, that require additional **standards evaluation** prior to any approval, to assure they will not create inappropriate location of driveways or street intersections onto a thoroughfare¹ which is planned to have further improvements made on it.

It is the Town Board of Commissioners' direction that improvements on individual private properties not create ~~increased costs to the public taxpayers~~ **potential conflicts resulting** in the future ~~to remove or relocate~~ **removal or relocation** of such improvements ~~and/or to pay "damages"~~ where such potential conflicts can be **sufficiently** foreseen.

In such situations, it shall be the policy of the Town of Matthews to not approve a new curb cut **on a Town-maintained thoroughfare** unless and until there is a written determination by Matthews staff and/or NCDOT engineers that a requested curb cut will be able to remain in place without further change after the planned road improvements. ~~This policy shall be applied to Town-maintained streets only.~~ When the review process determines one or both the following statements are true, then the request for a curb cut shall be denied.

1. It is reasonable to conclude that allowing a requested curb cut as proposed will ~~increase costs to the public (Town, State, and/or Federal governments) to acquire necessary~~ **be in conflict with proposed improvements within future** right-of-way, **or** construction or utility easements **at the specific location where the new curb cut is requested.**
2. It is reasonable to conclude that the proposed development requesting a new curb cut already has, or can reasonably obtain, one or more alternate ingress and egress access points without this curb cut location.

To make these determinations, sufficient information from the applicant shall be required so that the following criteria ~~can be verified~~ **shall be used to determine the presence of a conflict with this policy:**

- ~~Will the~~ **The** planned thoroughfare improvement work **will** disturb the curb line/edge of pavement where the new curb cut is proposed?
- ~~Is it~~ **It is** expected that the planned thoroughfare improvement will require a change of grade for the curb line/edge of pavement at the location where the new curb cut is proposed?
- ~~Does the~~ **The** planned thoroughfare improvement **would** anticipate closing or relocating **any the** drives or intersecting streets where the new curb cut is proposed?
- ~~Will the~~ **The** planned thoroughfare improvement **will** increase necessary road right-of-way at the location where the new curb cut is proposed?
- ~~Does the~~ **The** property requesting the new curb cut **will** have **any** other road frontage where a curb cut can be placed instead?
- ~~Can the~~ **The** property requesting the new curb cut **can** share a curb cut with one or more other parcels, now or in the future?
- ~~Will the~~ **The** property requesting the new curb cut **will** be utilizing land area for parking, storm water detention, structures, or similar permanent improvements within the space close to the existing edge of thoroughfare that may need to be removed for thoroughfare improvement in the future?
- ~~Will the~~ **The** proposed new curb cut ~~have pavement entering the private property without any curves greater than 15 degrees, any~~ **will allow stop, yielding, or** turning movements, ~~or any parking spaces, for~~ **located less than** a minimum distance equivalent to the future additional right-of-way plus future required front setback plus any anticipated easement area that may be necessary for a change of grade at time of the future road project?

~~Where the above analysis clearly concludes the requested new curb cut can be assumed to increase future taxpayer costs for removal or relocation~~ **When any of the above criteria are "True", the analysis will conclude there is a conflict with future road improvements at the requested location.** The curb cut shall be denied, and an appeal may be made to the Town Board of Commissioners. Where the above analysis can clearly determine the proposed development site cannot be built, expanded, and/or renovated without the requested new curb cut, then the private development may appeal to the Town Board of Commissioners for an exception to this policy.

¹ Thoroughfare, for purposes of this policy, shall mean any street designated on an adopted thoroughfare plan or any street which is an extension of any street on a thoroughfare plan and which extends into the area not covered by a thoroughfare plan. The terms thoroughfare and arterial are used synonymously and indicate streets which are designated as Class I, II, III, III-C, or IV. **(Definition in UDO)**

Draft Policy Statement (revised – clean):

Driveway permits for new, widened, or relocated curb cuts are generally handled as an administrative review and approval process within the Matthews Public Works Department. There may be certain circumstances, however, that require additional evaluation prior to any approval, to assure they will not create inappropriate location of driveways or street intersections onto a thoroughfare¹ which is planned to have further improvements made on it.

It is the Town Board of Commissioners' direction that improvements on individual private properties not create potential conflicts resulting in the future removal or relocation of such improvements where such potential conflicts can be sufficiently foreseen.

In such situations, it shall be the policy of the Town of Matthews to not approve a new curb cut on a Town-maintained thoroughfare unless and until there is a written determination by Matthews staff and NCDOT engineers that a requested curb cut will be able to remain in place without further change after the planned road improvements. When the review process determines one or both the following statements are true, then the request for a curb cut shall be denied.

- 1. It is reasonable to conclude that allowing a requested curb cut as proposed will be in conflict with proposed improvements within future right-of-way, or construction or utility easements at the specific location where the new curb cut is requested.*
- 2. It is reasonable to conclude that the proposed development requesting a new curb cut already has, or can reasonably obtain, one or more alternate ingress and egress access points without this curb cut location.*

To make these determinations, sufficient information from the applicant shall be required so that the following criteria shall be used to determine the presence of a conflict with this policy:

- The planned thoroughfare improvement work will disturb the curb line/edge of pavement where the new curb cut is proposed.*
- It is expected that the planned thoroughfare improvement will require a change of grade for the curb line/edge of pavement at the location where the new curb cut is proposed.*
- The planned thoroughfare improvement would anticipate closing or relocating the drive or intersecting street where the new curb cut is proposed.*
- The planned thoroughfare improvement will increase necessary road right-of-way at the location where the new curb cut is proposed.*
- The property requesting the new curb cut will have other road frontage where a curb cut can be placed instead.*
- The property requesting the new curb cut can share a curb cut with one or more other parcels, now or in the future.*
- The property requesting the new curb cut will be utilizing land area for parking, storm water detention, structures, or similar permanent improvements within the space close to the existing edge of thoroughfare that may need to be removed for thoroughfare improvement in the future.*
- The proposed new curb cut will allow stop, yielding, or turning movements, or parking spaces, located less than a minimum distance equivalent to the future additional right-of-way plus future required front setback plus any anticipated easement area that may be necessary for a change of grade at time of the future road project.*

When any of the above criteria are "True", the analysis will conclude there is a conflict with future road improvements at the requested location. The curb cut shall be denied, and an appeal may be made to the Town Board of Commissioners. Where the above analysis can clearly determine the proposed development site cannot be built, expanded, and/or renovated without the requested new curb cut, then the private development may appeal to the Town Board of Commissioners for an exception to this policy.

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October 17, 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: Monthly Financial Report

Please find attached for your review the Monthly Financial Summary for Fiscal Year Ending 2017 through September 2016.

Staff will be on hand at the Monday meeting to address any questions or concerns.

Items of Note:

- 1) As we have reached the end of the first quarter, there are no major concerns on the income statement for individual line items or departments. I will bring your attention to the fact that we have run a significant deficit through the first quarter which puts a little pressure on our cash holdings. However, this is consistent with history as we front many expenditures until tax revenues begin rolling in.
- 2) Tax Bills were sent in early September and we have begun receiving nearly daily deposits from the County. Typically in November and December is when we receive our largest percentage of tax revenue.
- 3) The Town has sold several lots of surplus items recently on GovDeals. Recently, the Town has successfully sold obsolete computers, tires, and furniture for just under \$1,000. In the coming weeks, we will have several surplus vehicles and equipment listed to hopefully reach our \$10,000 revenue budget. Please feel free to check our listings page on GovDeals.com and search our listings.
- 4) We are in the final stages of submitting our financial statements to the LGC by the 10/31 deadline. I have recently reviewed a draft of the statements and submitted my comments back to the auditors. At the time of this memo, those comments are being reviewed. If my comments have been addressed by Monday night's meeting, I will convey the highlights. If not, I will send under separate cover at the soonest opportunity.



FYE17 FINANCE REPORT - 2016 Oct 24

HISTORICAL DATA FOR LAST THREE FISCAL YEARS

GENERAL FUND	fye 2017 BUDGET (ORIGINAL)	fye 2017 BUDGET (AMENDED)	fye 2017 ACTUAL Period 3 / 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	\$ 1,047,186	8.82%					2.47%	4.04%	1.39%	1.98%
Local Option Sales Taxes	\$ 2,936,945	\$ 2,936,945	\$ 275,771	9.39%					9.79%	8.99%	10.50%	9.88%
Unrestricted Intergovernmental	\$ 2,290,424	\$ 2,290,424	\$ 26,626	1.16%					3.70%	2.48%	4.12%	4.49%
Powell Bill	\$ 772,000	\$ 772,000	\$ -	0.00%					51.36%	50.81%	51.11%	52.15%
Other Restricted Intergovernmental	\$ 423,238	\$ 443,139	\$ 15,963	3.60%					1.32%	4.47%	0.00%	-0.51%
Restricted / Committed to Public Safety	\$ 505,500	\$ 518,503	\$ 124,182	23.95%					40.38%	24.87%	33.27%	63.00%
Stormwater Fees / Penalties	\$ 733,333	\$ 733,333	\$ 113,755	15.51%					16.98%	17.49%	16.52%	16.93%
Recreation Revenues	\$ 355,000	\$ 355,000	\$ 90,101	25.38%					27.93%	29.17%	33.86%	20.77%
Permits and Fees	\$ 47,000	\$ 47,000	\$ 9,792	20.83%					14.43%	32.04%	5.67%	5.57%
Investment Earnings	\$ 5,000	\$ 5,000	\$ 4,932	98.64%					7.35%		10.39%	4.32%
Misc. Revenues	\$ 89,930	\$ 89,930	\$ 19,006	21.13%					20.88%	19.68%	19.91%	23.04%
Transfers from Other Funds	\$ 641,379	\$ 641,379	\$ -	0.00%					11.36%	0.00%	30.34%	3.75%
Other Financing Sources	\$ 10,000	\$ 10,000	\$ 67,099	670.99%					323.97%	290.04%	535.49%	146.39%
Fund Balance Appropriated	\$ -	\$ 54,143	\$ -	0.00%					0.01%	0.00%	0.04%	0.00%
	\$ 20,676,749	\$ 20,763,797	\$ 1,794,413	8.64%					7.49%	7.70%	7.84%	6.95%

Tourism Grant Recommendation

DATE: October 20, 2016

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

Background/Issue:

The Tourism Grant offered by the Town of Matthews is designed to provide financial assistance to non-profit organizations that provide an event or program designed to promote visitation and tourism in Matthews. The grant is funded through hotel/motel occupancy and prepared food and beverage taxes. Permitted uses for these funds are defined by the State of North Carolina, and this grant program falls within the parameters of permitted uses. Partnering with non-profit organizations in these activities has been an efficient and effective method to boost economic development through tourism and visitation in Matthews

The grant process includes application submission by requesting non-profit organizations, and an interview discussion with a sub-committee of the Parks, Recreation & Cultural Resource Advisory Committee and department staff. Each applicant was invited to provide details surrounding their project or event, and discuss the impact that their program/event has on tourism in Matthews. The budgeted amount for FY17 tourism grant award is \$63,000.

The Parks, Recreation & Cultural Resource Advisory Committee reviewed the applications and notes from the sub-committee interviews to develop a recommendation for grant awards. The attached document displays the grant award recommended for each applicant.

Proposal/Solution:

Staff endorses approval of the grant award amounts recommended by the Parks, Recreation & Cultural Resource Advisory Committee.

Financial Impact:

Financial impact would equal disbursement of \$63,000 to the non-profit organizations awarded.

Related Town Goal:

Quality of life: To maintain our small town identity by providing a vibrant downtown, pedestrian friendly community, extensive greenspace system, and recreational and cultural activities.

Recommended Motion:

Approve recommended tourism grant award amounts to the selected non-profit organizations

2016 - 2017 Tourism Grant Recommendations

Applicants	FY16 Award Amount *If Applicable	FY17 Amount Requested	FY17 Sub-Committee Recommendation
Matthews Historical Association RE: Victorian Lawn Party	\$500	\$1,050	\$500
Matthews Women's Club Service League RE: Victorian Teas	\$1,000	\$4,000	\$1000
Charlotte City Ballet RE: Holiday Performance	\$1,000	\$2,000	\$500
Matthews Chamber of Commerce RE: ArtFest, Visitors Center, Auto Reunion & Motorcycle Show	\$10,500	\$14,000	\$10,500
Charlotte United Futbol Club RE: Under Armor Family Cup (at Sportsplex)	\$5,000	\$10,000	\$2,000
Matthews Athletic & Recreation Assoc. RE: Various Tournaments	\$10,000	\$65,000	\$10,000
NC Youth Rugby Union RE: Ruggernaut/USA Junior Rugby	\$3,500	\$20,000	\$7,500
Matthews Playhouse RE: Season Marketing and Production Support	\$30,000	\$40,000	\$31,000

Wish List

If additional funds (\$5,000) were available, the Parks, Recreation & Cultural Resource Advisory Committee would recommend an additional increase for the following applicant award amounts:

- Matthews Chamber of Commerce: \$1000
- Matthews Athletic and Recreation Association: \$1000
- NC Youth Rugby: \$1000
- Matthews Playhouse: \$2000

Proposed Sidewalk Projects

DATE: October 20, 2016
TO: Mayor and Board of Commissioners
FROM: C.J. O'Neill, PE- Public Works Director

Background/Issue

This summer, the NC General Assembly allocated \$500,000 in non-recurring grant funds to Matthews for sidewalk projects. Although there weren't specific limitations placed on these funds, staff recommends that the majority of them be put toward funding construction projects.

We were given a deadline to complete the projects by the end of the fiscal year, June 30, 2017. Internally, staff discussed 13 possible projects to see whether they would meet the given criteria and restrictions. Based on these discussions, we narrowed the projects down to six likely projects for the Board's consideration.

There are other funding mechanisms for sidewalks for the Board to also consider. There currently is a call for Transportation Alternative Program (TAP) funding. This funding is controlled by the Charlotte Regional Transportation Planning Organization (CRTPO) to fund alternative methods of transportation. The current call is for funding of \$2.4M over a 2-year period. The TAP is a competitive process with an equation to determine the relative merits of a project. The project funds are available immediately upon award in the spring 2017 and are available for four years. The deadline for applying for these funds is November 2016. These funds require a 20 percent match by the agency requesting the funds.

Another consideration is funding through the Transportation Improvement Plan (TIP). Of the funds allocated by the MPO, they are currently considering 20 percent for alternative methods, which is approximately \$3M per year. These funds will likely be available between 5 and 10 years from now and will be allocated to a specific annum. They also require a 20 percent match by the agency requesting the funds.

Proposals / Solutions

Below are the projects that staff recommends the Board to consider. Please see the attached drawings for more information on the locations of the projects.

1. West John Street- missing section from South Ames St. to Irwin Ln., extension along South Ames St. and Alexander St.

Segment 1 includes the section from South Ames Street toward Irwin Ln. This will fill in a missing section of sidewalk along John Street. The estimate for this section is \$155K, which has a TAP score of 128.

Segment 2 continues the sidewalk down South Ames Street and along a portion of Alexander Street to give better pedestrian access to the Outen Pottery site. The estimate for this section of sidewalk is \$600K.

2. Sam Newell Road multi-use path

The construction cost of this project were originally estimated by NCDOT to be \$300k, to be obligated in this fiscal year. New estimates by staff put the construction and right-of-way for this project to be approximately \$1.3M. Due to the discrepancy, the MPO changed the TIP funding to be put toward engineering design, which is required for any sidewalk or multi-use path along a state road. The estimate for an engineering design is \$250k. Our 20% match of the design funds is in the CIP for \$50k. A portion of the funds from the State Legislature can be used as our match toward this.

3. NC 51- Matthews Mint Hill Road toward Phillips Road

This project would bring a 10-foot wide sidewalk from Matthews Mint Hill Road, near Butler High School, toward Phillips Road and the Purser-Halsey Park. The project would likely require some right-of-way from adjacent properties as well as a culvert extension across from Reid Harkey Road. This project would require some concessions. Our current policy is to place sidewalks 8 feet behind the back-of-curb. Doing so in this location would require relocating the entire length of power poles on this section of road or acquiring additional right-of-way, which would increase the cost of the project by approximately \$100k. This project, if the power poles were not moved, is estimated at \$1M. The project's TAP score 120.3.

4. Matthews Township Parkway- North Trade Street to Independence Pointe Parkway

This project would extend a 10-foot sidewalk from North Trade Street to Independence Pointe Parkway, in front of the hospital. This sidewalk would link downtown Matthews toward the future Carolina Thread Trail. Due to the Highway Overlay and tree save areas, significant rights-of-way or a variance to those requirements must be acquired. The estimated cost for this segment is \$1.1M. The TAP score for this project is 148.2.

5. Matthews-Mint Hill Road- Hospital to Matthews Station Street

This project would extend a 5-foot wide, sidewalk from the hospital property line 1,800 feet to Matthews Station Street along the north side of Matthews-Mint Hill Road. It also includes a pedestrian

refuge to assist pedestrians in crossing Matthews-Mint Hill Road to access the Library and downtown area. This project would likely require some right-of-way acquisition and is estimated at \$352k. The TAP score for this project is 99.4.

6. Tank Town Road- Sportsplex Parkway to Existing Sidewalk

This section of sidewalk would connect the Sportsplex to existing sidewalk in the area as well as creating a loop for the SportsPlex's internal trail network and create a connection to the future Crestdale Heritage Trail. It would require a pedestrian bridge to cross a creek and some right-of-way from Mecklenburg County, which we are assuming would be donated. This 1,300 linear foot sidewalk is estimated to cost \$360k. This project's TAP score is 85.2.

Fiscal Impact

The Town has received a grant of \$500,000 toward sidewalk projects. These funds can be used to leverage other funds including TIP funds and TAP funds. The fiscal impact would depend on the projects chosen by the Board.

Related Town Goals and Strategies

To maintain our small town identity by providing a vibrant downtown, pedestrian friendly community, extensive greenspace system, and recreational and cultural activities.

To plan, allocate resources, and operate all departments effectively and efficiently in order to meet the citizens' needs for local government services.

To innovatively provide a well-planned, well-maintained and aesthetically pleasing infrastructure, that adds long-term value and offers efficient access to the Town and surrounding communities.

Recommended Action

Staff recommends that we pursue the construction of a 5-foot sidewalk from the hospital's property on Matthews-Mint Hill Road to Matthews Station Street (Project 5). This project is estimated at \$352k, which would likely leave at least an additional \$100k toward another sidewalk project.

Staff recommends that we use any additional money toward constructing the missing section of sidewalk on West John Street, between South Ames Street and Irwin Lane (Project 1, Section 1), which is estimated at \$155k.

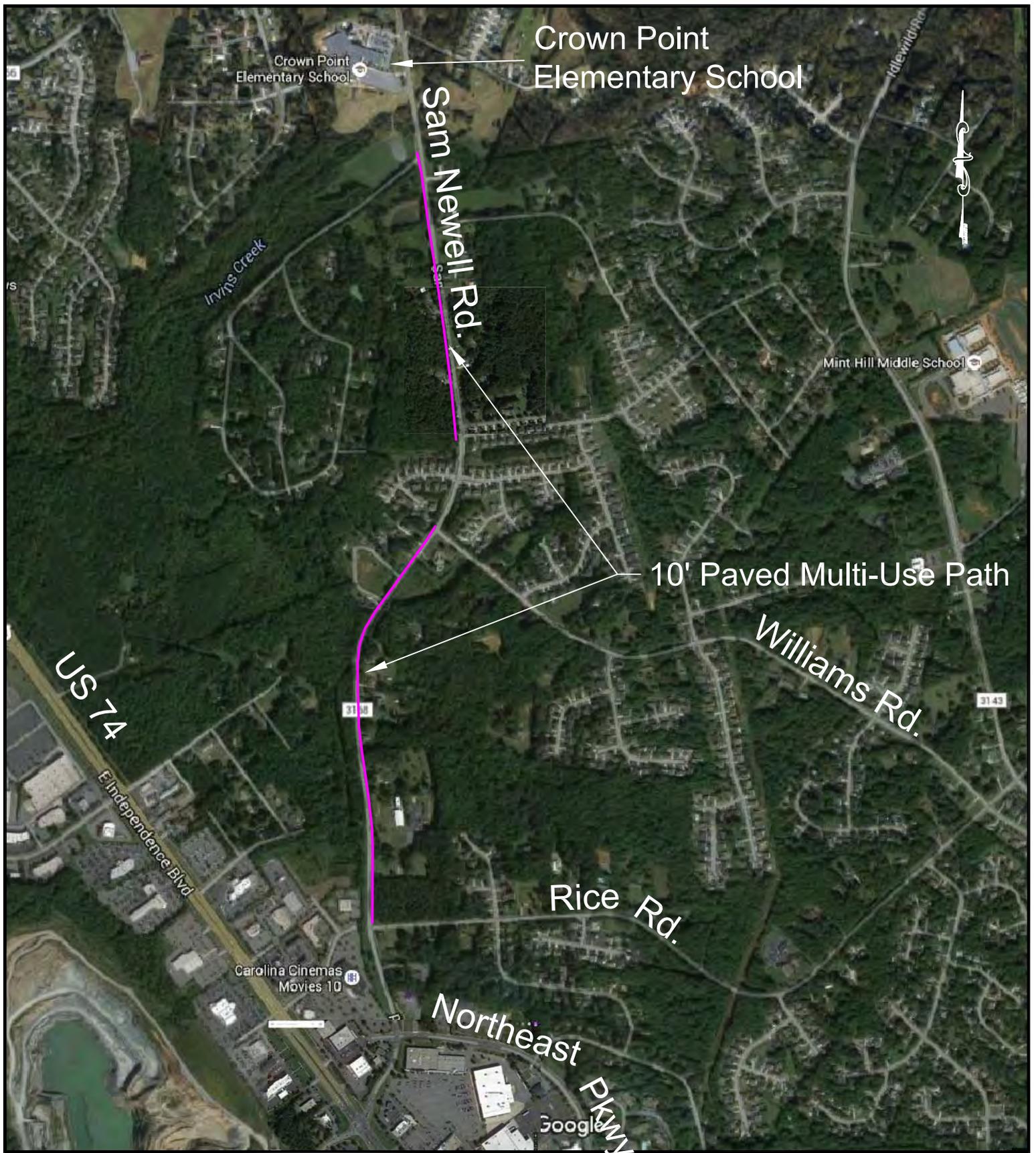
Due to its high TAP score, staff recommends that we pursue TAP funding for sidewalk along Matthews Township Parkway from North Trade Street to Independence Pointe Parkway (Project 4).

If funding were secured through the TAP, a 20% town match (\$220k) would be required within the next two fiscal years. The Town's CIP currently shows \$350k in matching funds toward construction of the Sam Newell Road Multi-Use Path (Project 2) in FY 2018 and FY 2019. Staff is pursuing TIP funding toward the construction of this project. If successful, the matching funds won't be needed until at least FY 2021 and could be used toward the TAP funding for Project 4.

attachments

1. West John Street Sidewalk- South Ames Street to Irwin, extension along South Ames Street and Alexander Street





2. Sam Newell Multi-Use Path

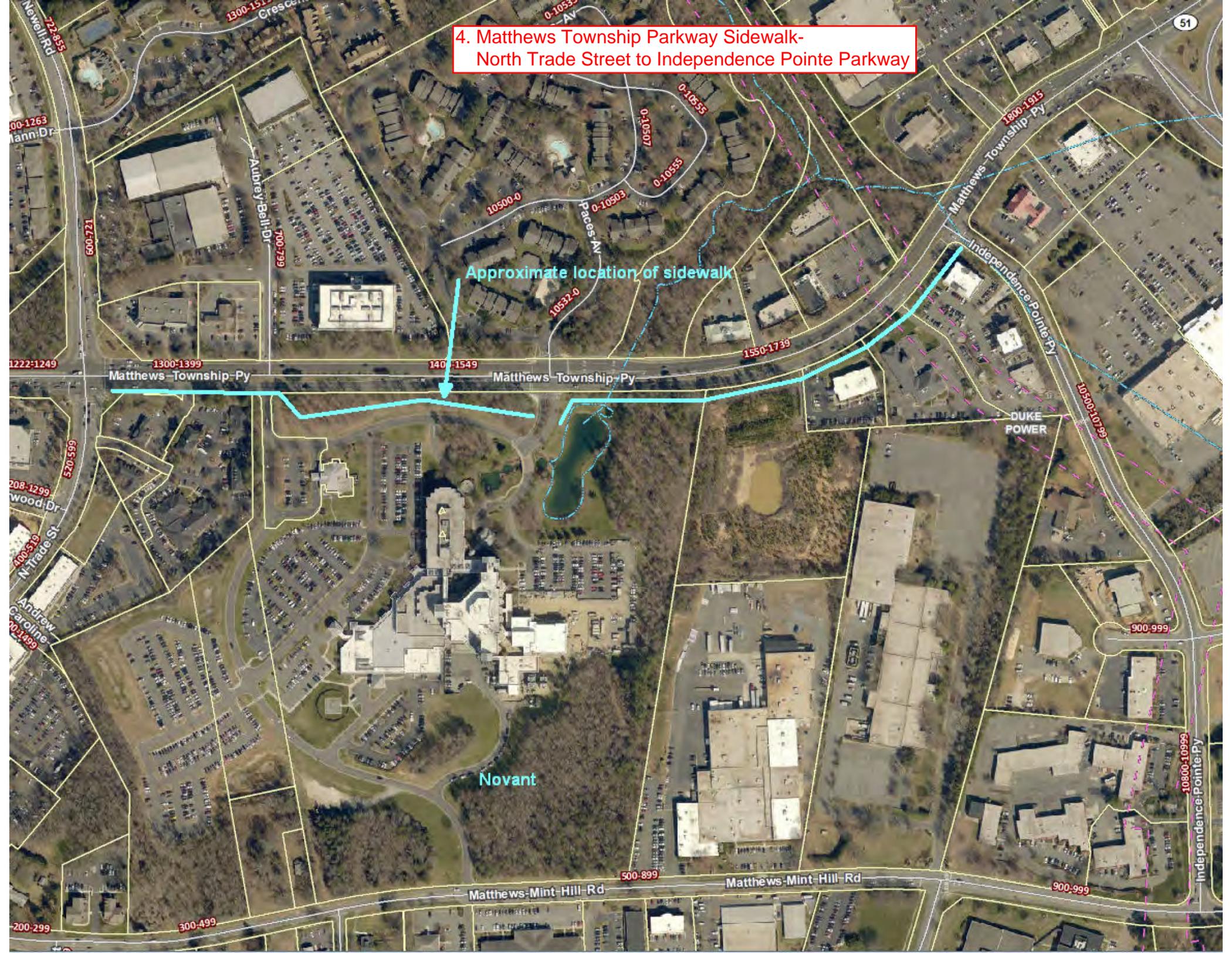
Alignment



1	DATE: 2/17/16	SCALE: N.T.S.
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REVISION	DATE	DESCRIPTION

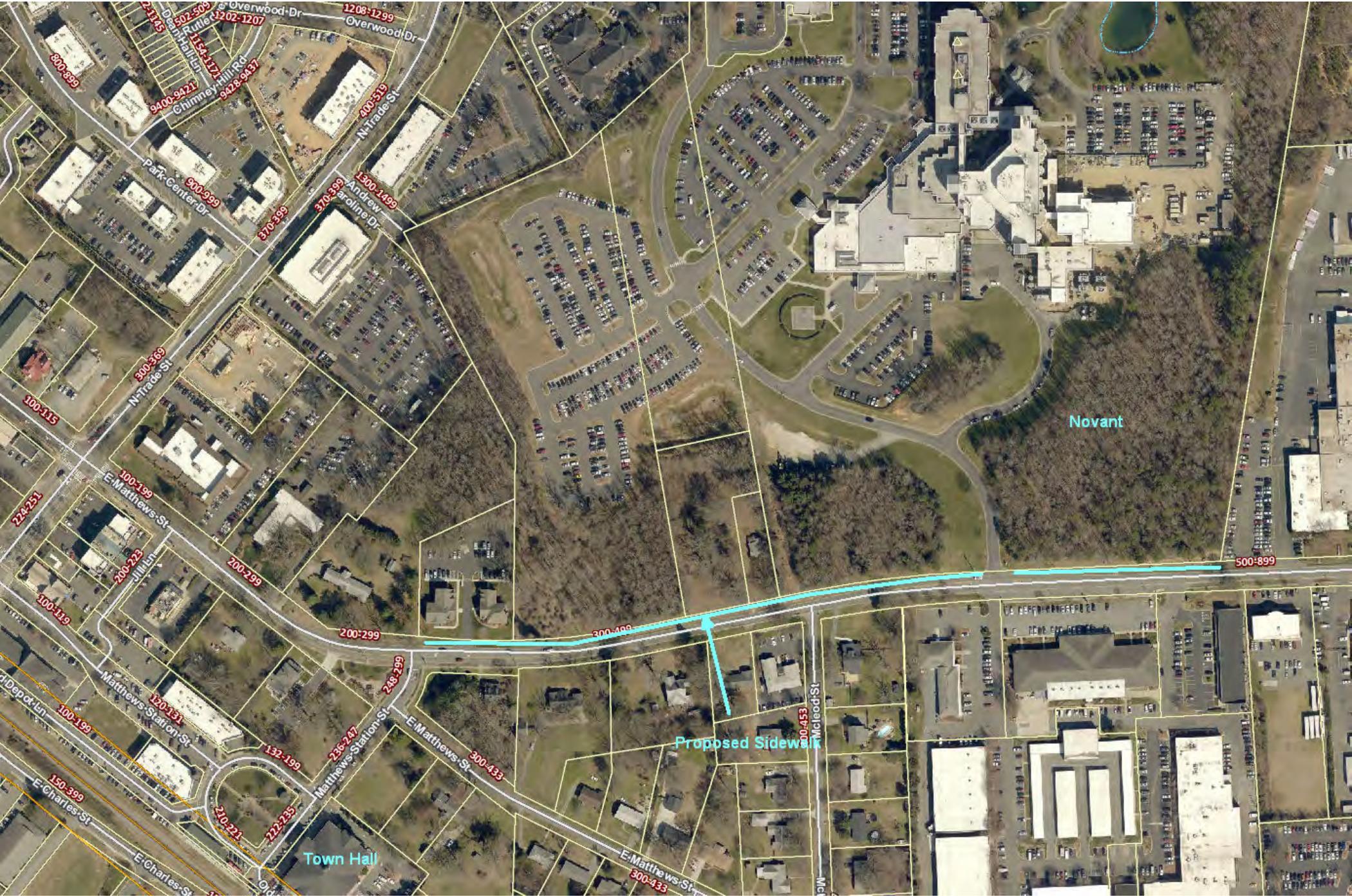
4. Matthews Township Parkway Sidewalk-
North Trade Street to Independence Pointe Parkway



Approximate location of sidewalk

Novant

5. Matthews-Mint Hill Road Sidewalk- Hospital to Matthews Station Street



6. Tank Town Road Sidewalk- Sportsplex Parkway to Existing Sidewalk



Agenda Item: Design Elements Along E John Street Widening Project

DATE: October 19, 2016
FROM: Kathi Ingrish

Background/Issue:

When Town Board members met with NCDOT staff and their consultants during a 5 PM work session on Monday, September 26, there were a lot of design-related details that were mentioned as possibly being included into the final construction plans. In order to get revisions that may make the widened road more appealing and safe, and protect the gateway into our downtown area, staff needs some outside assistance. Staff has identified several aspects for which we have in-house capabilities to prepare, but these are other pieces for which we need expert engineering and design input. NCDOT wants the Town's comprehensive list of design elements we wish to have included in their plans by end of 2016-early 2017.

CJ O'Neill has obtained a magnitude of cost estimate of \$50,000 from an engineering firm with past experience in accomplishing similar design elements.

The proposed scope of the engineering and design services being requested is attached, along with the list of design-related activities staff anticipates completing in-house.

Proposal/Solution:

CJ O'Neill will give more detail about these alternatives at your meeting on October 24. If Matthews Town Board agrees that the scope of services is appropriate and that the only way to get this level of expertise is to contract with an outside engineering firm, Town staff will send out a Request for Qualifications (RFQ) with the intent to get responses as quickly as possible, and to get the project underway in a timely manner.

Financial Impact:

In the range of \$50,000.

Related Town Goal(s) and/or Strategies:

Quality of Life

Transportation

Public Safety

Economic Development/Land Use Planning

Recommended Motion/Action:

Review the proposed scope of services for an outside engineering/design firm. Authorize staff to send out an RFQ for firms to respond. Staff can then determine the best match and return to your Board with a contract ready for Council approval.

Design Elements along John Street in Matthews – Engineering/Design Firm Scope of Services Request

Between Mecklenburg/Union County line and I-485:

- Identify locations for safe pedestrian/bicycle crossing(s) with or without signals; include general design layout (Z-path, direct 90^o crossing to road pavement, etc.). This will involve trip generation calculations.
- Offer alternatives (landscaping, hardscaping elements, signage, other) that may assist in discouraging vehicular speeding

Between I-485 and Charles Buckley Way:

- Identify location(s) and design of for safe and signalized pedestrian/bicycle crossing where multi-use trail changes from south to north side of widened roadway. This will involve trip generation calculations.
- Offer alternatives that may assist in discouraging vehicular speeding, including reducing roadway design speed
- Offer options for linear park setting on north side where all houses are shown as to be removed – lighting, and relocation of overhead electric wires and poles; may include underground electric, provision of buffer against established Fullwood Trace neighborhood

Between Buckley Way and Ames Street:

- Provide center median treatment options, including: possible ground cover in places; patterned/colored alternate paving material; narrow vertical elements to create a sense of boundary; lighting fixtures (pedestrian level and street lighting)
- Identify alternatives to large truck turn-around bulb area across from Buckley Way/Post Office
- Develop options for treatment of space between curb and sidewalk pedestrian flow area – to create a sense of separation without an in-ground planting strip
- Offer treatment options for crosswalks at Trade Street, including protected pedestrian refuges mid-way across John Street

Design Elements along John Street in Matthews – Town Staff Projects

Between Mecklenburg/Union County line and I-485:

- Design options for center median landscaping with lighting
- Design planting strip (between curb and sidewalk or multi-use path) landscaping treatment to increase the sense of separation between motorized vehicles and pedestrians/bicycles

Between I-485 and Charles Buckley Way:

- Design options for center median landscaping with lighting to indicate a transition area into historic downtown area
- Design planting strip (between curb and sidewalk or multi-use path) landscaping treatment; give special attention to remaining homes on south side

Design Aspects to be Included in a memorandum of Understanding with NCDOT

- Options for treatment of 4-way intersections, to allow full movement: McKee Rd, and Greylock Ridge Rd
- Redesign of center median between Trade and Ames Streets to allow full movements at Ames, and to reduce the likelihood of full taking of Plantation Animal Clinic

Agenda Item: Discharge of Firearms Permit Application
Craig Jones / 1421 Reverdy Lane & 249 Hickory Hill

Date: October 18, 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 Craig Jones for the purpose of conducting bow-hunting of deer upon the property located at 249 Hickory Hill. This parcel, comprised of 12.97 acres, is owned by the applicant's property development company. While there are occupied rental homes on this property, there are no children living on the property and there is a chain-linked fence separating the residential area and the undeveloped discharge area and those areas are separated by a chain-linked fence. The proposed discharge would take place upon/across parcel # 22705101, designated as 249 Hickory Hill, and would be directed towards the undeveloped portion of the property. This is the first application for this individual and this property.

Proposal / Solution: We find that the activity requested 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 Craig Jones upon the property of parcel Number 22705101, designated as 249 Hickory Hill, 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: CRAIG E. JONES Date of Birth: [REDACTED]
 Complete Home Address: 6306 PROVIDENCE RD
 County of Residence: MOCK Telephone (H): 704 201 2013 (C): [REDACTED]
 Driver's License / State ID #: 8448569 State: NC E-Mail Address: cejones74@gmail.com
- Address of Requested Discharge: 249 HICKORY HILL / 1421 REVERDY LANE (SAME OWNER)
 Owner's Name (if different from applicant): Same VICUS BUILDERS, INC
 Address (if different from Discharge Address): 2201 E 7th ST CHARLOTTE
 Telephone (H): 704 201 2013 (C): [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) 10/4/16

- Date(s) of Intended Discharge: DEER SEASON 9/10/16-12/17 Time(s): MORNINGS → EVENINGS
- Type of Weapon(s): CROSS BOW
- 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: _____ 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: _____

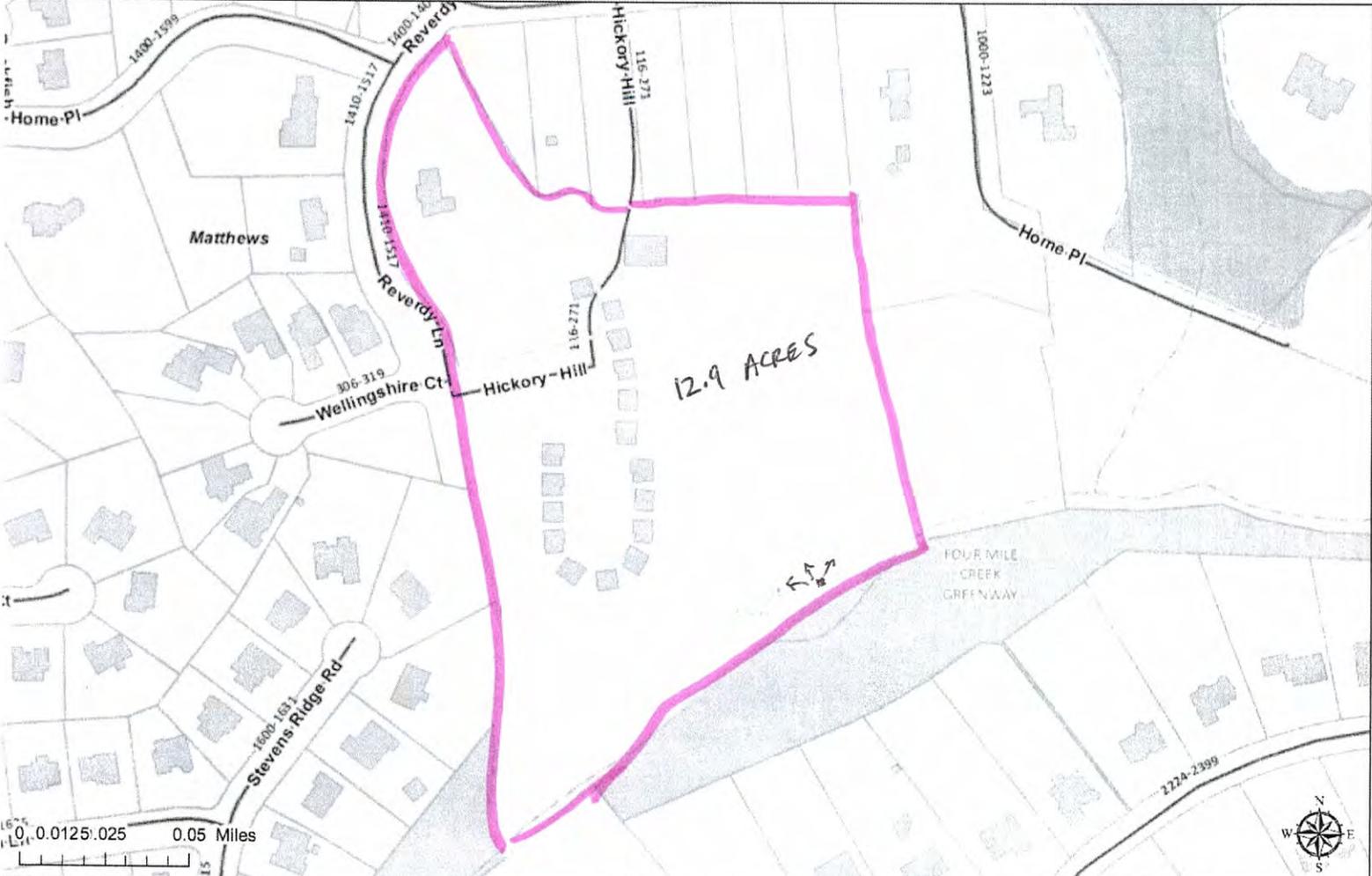
For questions about form or ordinance: Sgt. Bill Shaw 704-847-4069 FirearmsPermits@MatthewsPolice.org

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

Polaris 3G Map – Mecklenburg County, North Carolina

Reverdy Land

Date Printed: 8/5/2016 4:34:17 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.

August 5th, 2016

Dear Adjacent Property Owner,

My name is Craig Jones and I am applying for a permit to discharge a crossbow for hunting deer on our property behind 1421 Reverdy Lane. The hunting will take place deep in the woods and far from any adjacent properties. Part of the application process requires that I send you a letter of notification regarding my request. If you have any questions, please feel free to call me at 704-333-2422.

Thank you,

A handwritten signature in black ink, appearing to read 'Craig Jones', with a long horizontal flourish extending to the right.

Craig Jones
2201 East 7th Street
Charlotte, NC 28204

Richard Goreham	1630 Reverdy Lane	Matthews, NC 28105
Lester & Virginia Wright	1115 Home Place	Matthews, NC 28105
Kenneth Martin & Amy Fitzhenry	1605 Stevens Ridge	Matthews, NC 28105
Jared & Elizabeth Lawrence	1601 Stevens Ridge	Matthews, NC 28105
James & Leta Matte	1229 Home Place	Matthews, NC 28105
David Anderson & Rebecca Ragard	1315 Home Place	Matthews, NC 28105

Polaris 3G Map – Mecklenburg County, North Carolina

John Stand Location & Discharge Lane

151.85 ft(0.03 miles)

Date Printed: 10/18/2016 3:14:47 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

Jones stand topo map

Date Printed: 10/18/2016 9:40:46 AM



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Crestdale Heritage Trail Acquisition- 1104 Tank Town Road (Downs Property)

TO: Mayor and Board of Commissioners
DATE: October 20, 2016
FROM: Hazen Blodgett, Town Manager

Background/Issue:

At the September 12, 2016 Town Board meeting the Board discussed an opportunity to both purchase a twenty foot right of way for the Crestdale Heritage Trail with federal CDBG funds as well as purchase sixty feet of right of way for a future extension of Greylock Ridge Road using town funds. See attached maps. Since we're using CDBG funds, three appraisals are required. The middle appraisal is then used as the basis for making an offer. In this case the twenty foot strip is valued at \$60,300, which will come from CDBG funds. The sixty foot strip for road right of way is valued at \$193,700. The appraised value for the entire 9.7 acre property is \$925,100. If we purchased the entire 9.7 acre site, \$60,300 in CDBG funds could be used for the twenty feet of Crestdale Heritage Trail. The remaining costs would come from Town General Fund dollars. The asking price for the 9.7 acre site is \$1.5 million.

Proposal/Solution:

As a result of the directive given to staff from the Board on September 12th, Attorney Charlie Buckley has contacted the family. They are willing to sell the right of way property – a total of eighty feet – to the Town for a total of \$254,000.

Fiscal Impact:

The total cost of the eighty feet is \$254,000. Of that amount, \$60,300 for the twenty feet of right of way for the Crestdale Heritage Trail will come from CDBG funds and the remaining \$193,700 for the other sixty feet of right way would be paid for out of the Town's general funds.

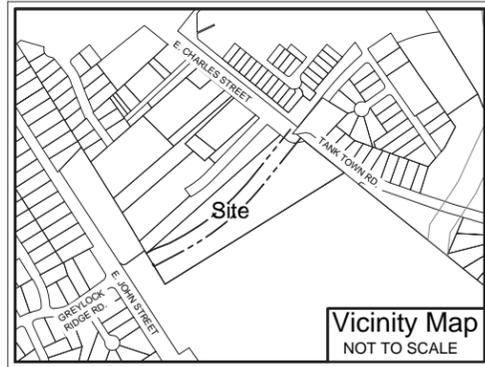
Related Town Goals:

Quality of Life: to maintain our small town identity by providing a vibrant downtown, pedestrian friendly community, extensive greenspace system, and recreation and cultural activities.

Economic Development/Land Use Planning: to enhance the quality of life of the citizens by aggressively pursuing a balanced tax base by targeting businesses that will contribute sustainable, environmentally sensitive development and by planning for orderly growth and development.

Recommended Motion/Action:

Authorize the Town Attorney and Town Manager to finalize the sale of eighty feet of right of way for \$254,000 (\$60,300 in CDBG funds and \$193,700 in town funds).



UTILITY NOTES

THE LOCATION OF UTILITIES SHOWN HEREON ARE FROM OBSERVED EVIDENCE OF ABOVE GROUND APPURTENANCES ONLY. THE SURVEYOR WAS NOT PROVIDED WITH UNDERGROUND PLANS TO DETERMINE THE LOCATION OF ANY SUBTERRANEAN USES. THIS SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN HEREON COMPRISE ALL SUCH UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THERE IS NO CERTAINTY OF THE ACCURACY OF THE INFORMATION AND IT SHALL BE CONSIDERED IN THE LIGHT BY THOSE USING THIS SURVEY. UTILITIES AND STRUCTURES NOT SHOWN MAY BE ENCOUNTERED. THE OWNER, HIS CONSULTANTS AND HIS CONTRACTORS SHALL HEREBY DISTINCTLY UNDERSTAND THAT THIS SURVEYOR IS NOT RESPONSIBLE FOR THE SUFFICIENCY OF THE UNDERGROUND UTILITY INFORMATION PROVIDED HEREON, ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.



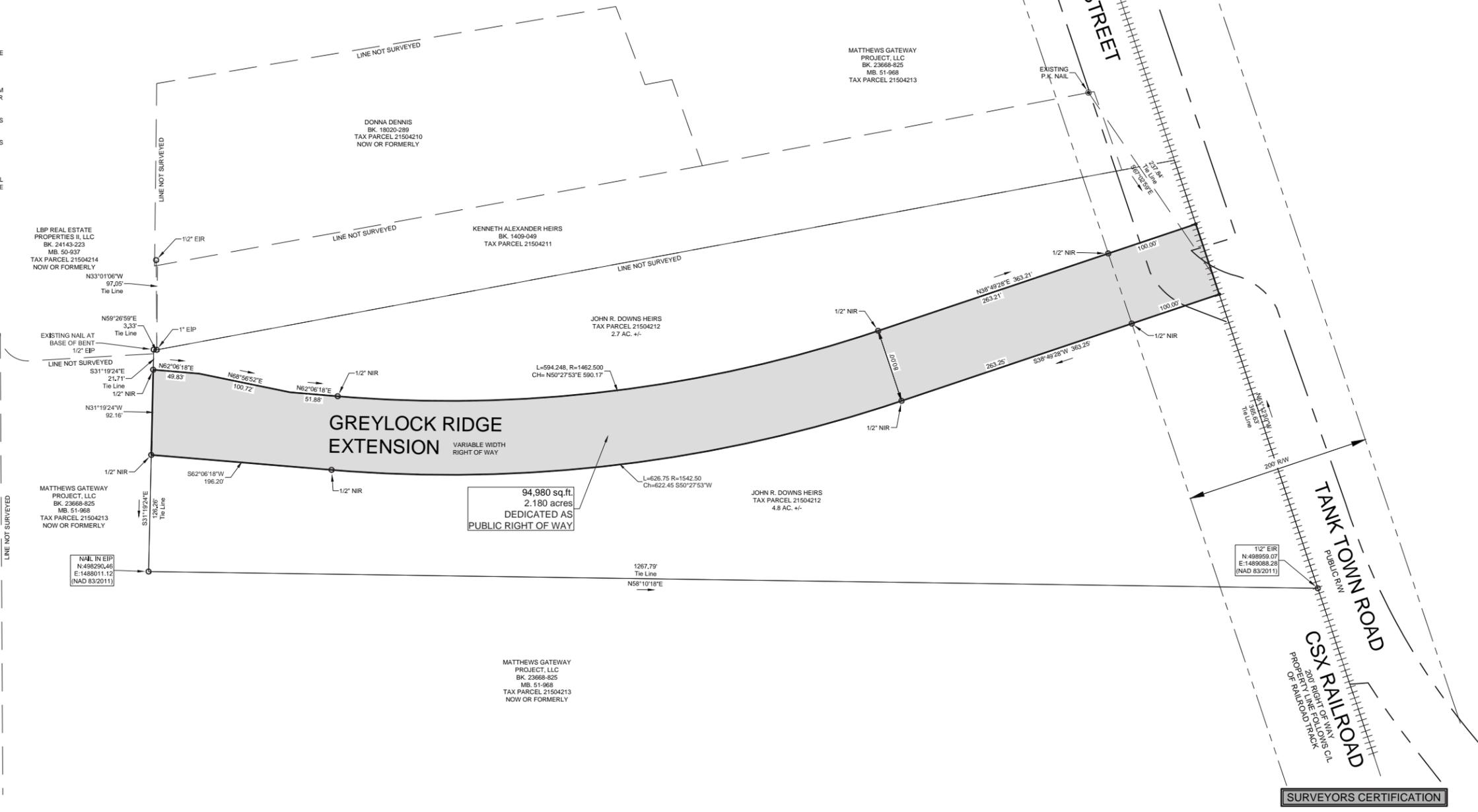
Call Before You Dig!!
North Carolina One Call
1-800-632-4949
IT'S THE LAW
http://www2.ncocc.org



MISCELLANEOUS NOTES

AREAS COMPUTED USING COORDINATE GEOMETRY.
IRON REBARS AT ALL PROPERTY CORNERS UNLESS OTHERWISE NOTED.
DEED REFERENCE: AS SHOWN.
ALL ADJOINER PROPERTY OWNER INFORMATION IS TAKEN FROM CURRENT DEEDS AND TAX RECORDS AND ARE CONSIDERED "NOW OR FORMERLY".
RAW ERROR OF CLOSURE: 1:10,000+. BOUNDARY TRAVERSE WAS ADJUSTED USING THE LEAST SQUARES METHOD.
OTHER UNDERGROUND UTILITIES MAY EXIST BUT THEIR LOCATIONS ARE NOT KNOWN.
ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES.
THE PROPERTY SHOWN HEREON IS NOT LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA AS SHOWN ON F.E.M.A. FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 3710448900K, EFFECTIVE DATE 2/19/2014.

EAST JOHN STREET
VARIABLE WIDTH PUBLIC R/W

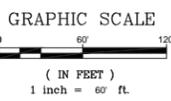


LEGEND OF SYMBOLS & ABBREVIATIONS

- EIP - EXISTING IRON PIPE
- EIR - EXISTING IRON REBAR
- NIR - NEW IRON REBAR
- S.T. - SIGHT TRIANGLE
- M.B.S. - MINIMUM BUILDING SETBACK
- P.S.D.E. - PUBLIC STORM DRAINAGE EASEMENT
- S.S.E. - SANITARY SEWER EASEMENT
- SSMH - SANITARY SEWER MANHOLE
- R/W - RIGHT OF WAY
- P.S.S.E. - PRIVATE SANITARY SEWER EASEMENT
- GPU - GENERAL PUBLIC UTILITY EASEMENT
- C.P. - COMPUTED POINT
- ECM - EXISTING CONCRETE MONUMENT
- E.P.K. - EXISTING P.K. NAIL
- Handicapped Parking
- Transmission Tower
- Utility Pole
- Underground Gasline
- Overhead Utility Line
- Sanitary Sewer Line
- Sanitary Sewer Manhole
- Fire Hydrant
- Water Valve
- Water Well
- Yard Inlet / Area Drain
- Railroad Track
- Monitoring Well
- Electric Box/Transformer
- Curb Inlet
- Storm Drain
- Water Line
- Fence Line
- Zoning Line
- Underground Telephone

94,980 sq.ft.
2.180 acres
DEDICATED AS
PUBLIC RIGHT OF WAY

MATTHEWS GATEWAY
PROJECT, LLC
BK. 23668-825
MB. 51-968
TAX PARCEL 21504213
NOW OR FORMERLY



**PRELIMINARY
NOT FOR SALES,
CONVEYANCE, OR
RECORDATION**

STATE OF NORTH CAROLINA
MECKLENBURG COUNTY

I, RUSSELL L. WHITEHURST, PROFESSIONAL LAND SURVEYOR HEREBY CERTIFY THAT THIS MAP DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION OF A TRACT OF LAND WHOSE TITLE REFERENCES ARE SHOWN ON THE FACE OF THIS PLAT; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THE MAXIMUM FIELD ERROR OF ANGULAR CLOSURE IS 7.5 SECONDS; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN DEED BK. (SEE NOTES) PG.(SEE NOTES); AND THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED; AND THAT THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL
THIS 13th DAY OF OCTOBER, 2015.

RUSSELL L. WHITEHURST
PROFESSIONAL LAND SURVEYOR
NO. L-3661

ENGINEERING

P.O. BOX 551
Alpharetta, GA 30009
(770) 882-4222
www.egbengineer.net

NO.	1
DATE	10/27/15
BY	RLW
ISSUE	REVISE LOCATION OF MULTIPLE PATH

**JOHN R. DOWNS HEIRS
PROPERTY
MATTHEWS, MECKLENBURG CO., N.C.**

For the Benefit of:
THE TOWN OF MATTHEWS

**RIGHT OF WAY
DEDICATION PLAT**

DESIGNED BY	n/a	CHECKED BY	RLW
DRAWN BY	RLW	DATE	10/13/15
SCALE	1" = 60'	JOB NUMBER	5522

**PRELIMINARY
NOT FOR SALES,
CONVEYANCE, OR
RECORDATION**

10/13/15

Sheet
C-1.0



MORRIS RD

GREYLOCK RIDGE RD

PROPOSED CONCRETE CROSSING WITH GATES AND FLASHERS
EXISTING FRA CROSSING #631932N