

AGENDA
SPECIAL BOARD OF COMMISSIONERS MEETING
JORDAN ROOM, MATTHEWS TOWN HALL
OCTOBER 26, 2015 – 5:30 PM

The Board will meet for departmental Quarterly Reports and to hold a pre-development consultation regarding property located at 9816 Idlewild Road.

AGENDA
BOARD OF COMMISSIONERS MEETING
HOOD ROOM, MATTHEWS TOWN HALL
OCTOBER 26, 2015 - 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 by Matthews Alive
6. Public Comment (Please sign in to speak at this time. Limited to 4 minutes)
7. Reports from Boards/Committees
 - A. Environmental Advisory Committee – Chair Gordon Miller, minutes
 - B. Parks, Recreation and Cultural Resources Advisory Committee – Chair Howie Labiner, Vice Chair Gretchen Reid
8. Consent Agenda
 - A. Approve Minutes of the October 12, 2015 Meeting
 - B. Approve Closed Session Minutes
 - C. Approve Release of Closed Session Minutes
 - D. Approve Resolution to Engage in the World Health Organization Age-Friendly Cities and Communities Network
 - E. Appoint Members to Transportation Advisory Committee
 - F. Approve Tax Refunds

G. Approve Budget Ordinance Amendments to:

- 1) Recognize Rebate Funds Received by the Police Department in the Amount of \$108.00
- 2) Recognize Donations to the Police Explorers Program in the Amount of \$1,400.00

9. Unfinished Business

- A. Discuss and Consider Approval of Bid for Community Center Repair Work – Frank Williams
- B. Receive Update on Planning Conference To-Do List

10. New Business

- A. Receive Monthly Budget Report
- B. Waive Bidding Procedure for Purchase of Fire Truck
- C. Approve Purchase of Fire Truck
- D. Approve Financing for Asphalt Paver
- E. Review Draft Bylaws for Veteran Affairs Committee
- F. Award Tourism Grants

11. Mayor's Report

12. Attorney's Report

13. Town Manager's Report

14. Adjournment

Environmental Advisory Committee

Minutes October 6, 2015

The Matthews Environmental Committee met in regular session on October 6, 2015 at the Public Works Facility. Members present were Chairman Gordon Miller, Scott Baranowski, Ollie Frazier, John Lynch, Bob Stratton and David Ross. Also present were David Holt from Republic Services, along with Rosalind Cumming from Public Works. In addition two high school students were in attendance: Alison Hicks, a sophomore from Butler High School and Connor Boyce, a senior from Providence High School.

Mr. Miller called the meeting to order at 7:00pm. The September minutes were reviewed and approved.

Mr. Holt gave the Republic Services report stating that there were no major issues. He stated that Republic Services is ramping up for the yard waste increase and part of that is hiring a new lead person for the trucks. They are in the process of interviewing now, and will probably name someone in the next week. The Lead person's job is to work with the trucks and look ahead to pick up days coming up and to check on yard waste for planning purposes. Mr. Ross mentioned that the carts had all been placed back correctly this week with their lids closed. It was also discussed that one of the trash trucks had broken down this past Monday and that a rear loader would be used for the rest of the week until the arm on the truck can be fixed.

Disposal information spreadsheets were then reviewed. Mrs. Cumming had put together the numbers for this year, and provided copies of last years and this year for comparison purposes. Then the Republic Services complaints spreadsheet was discussed. Mr. Miller developed a spreadsheet was provided with complaint and cart spreadsheets since June of 2014 by Mrs. Cumming. He is documenting the problems on the spreadsheet. Mr. Miller will continue with this process. So far the most popular problems showing up are carts, missed pickups and yard waste issues. Information obtained from the Republic Services Complaint spreadsheet will be used in preparing the next trash contract.

Under storm water issues, Mr. Ross stated that the plumbing code now lists that grey water and rain water can be used for flushing toilets. Toilets would have to be plumbed differently from the rest of a house or other structure to do this. There was some discussion as to whether this is allowed under NC law which apparently is the case. Mr. Ross made a resolution to the Town Council to consider in the construction of new Town buildings or major renovations to them, the use of a rainwater collection system for plumbing the toilets and to water the lawns. This was seconded by Mr. Stratton and the motion passed.

Under other storm water issues, Mr. Miller discussed the notice of violation and penalty that had been issued for 10416 E. Independence Boulevard again. He stated that the Town attorney, Mr. Charles Buckley would be sending a threatening letter to the former property owner who is in Florida.

Regarding Air Quality, Mr. Ross reported that after reviewing the County database, in the past month there have been 1.5 inspections within the Town limits. One was for Novant Health (hospital on NC 51) and a partial one for Lane Construction. All regulated facilities in the Matthews area are in compliance, and there were no violations of air quality in the past month in Matthews. An announcement was made October 1st to move the ozone measure from .75 ppm to .70 ppm. All is currently in attainment under these new rules.

Regarding Physical Agents, there were no physical agent issues.

Under other business, Mr. Miller discussed the meeting Monday October 12th at 5:30 pm, which is a meeting with the Town Council and two members of LUESA and the Environmental Committee. The meeting is to discuss storm water issues. Topics may include Eden Hall, Plantation Estates, Christ Covenant Church, Brightmoor, etc. where the nearby are turning yellow from sedimentation and there is turbidity (cloudy/muddy water).

Also under other business, Mr. Miller presented a revised draft of the RFP, request for proposal, for solid waste. A few updates were made. Committee members were asked to send any other comments or updates to Mrs. Cumming by Thursday October 8th, 2015. On Friday Oct 9th, the RFP will be sent to the Town Manager and Mayor Taylor. The plan is to collect any questions that come in prior to Jan 8th and bring to the January meeting. The RFP will be sent to the four companies that sent in a SOQ and anyone else that wants to pick one up. A proposal summary will be prepared with all costs on one page. It was discussed that there would probably be two meetings held in January 2016 and potentially two in February also. A motion was made to follow the schedule of RFP for the sanitation contract. It was seconded and passed.

With other business completed, a motion was made at 8:25 pm to adjourn the meeting, which was seconded, and passed. The next meeting will be held on Tuesday November 3rd, 2015.

Rosalind Cumming
Secretary

MINUTES
SPECIAL BOARD OF COMMISSIONERS MEETING
JORDAN ROOM, MATTHEWS TOWN HALL
OCTOBER 12, 2015 – 5:30 PM

PRESENT: Mayor James Taylor; Mayor Pro Tem Kress Query; Commissioners John Higdon, Chris Melton, Jeff Miller and John Ross; Town Manager Hazen Blodgett; Assistant Town Manager Jamie Justice; Town Clerk Lori Canapinno

ALSO PRESENT: Charlotte-Mecklenburg Storm Water Services Program Manager Don Ceccarelli; Senior Environmental Specialist Jason Klingler; Environmental Advisory Committee Chairman Gordon Miller and Member David Ross

The Board of Commissioners and Environmental Advisory Committee met with Mecklenburg County Storm Water staff for a discussion on storm water regulations, procedures and practices.

MINUTES
BOARD OF COMMISSIONERS MEETING
HOOD ROOM, MATTHEWS TOWN HALL
OCTOBER 12, 2015 - 7:00 PM

PRESENT: Mayor James Taylor; Mayor Pro Tem Kress Query; Commissioners George Fossett, John Higdon, Chris Melton, Jeff Miller and John Ross; Town Attorney Charles Buckley; Assistant Town Manager Jamie Justice; Town Clerk Lori Canapinno

ALSO PRESENT: Parks, Recreation and Cultural Resources Director Corey King; Public Works Director CJ O'Neill; Planning Director Kathi Ingrish; Senior Planner Jay Camp; Zoning Administrator Mary Jo Gollnitz; Planner Dillon Lackey; Planning Board Chair Steve Lee, Vice Chair Rob Markiewitz, Members Barbara Dement, Mike Ham, David Pratt, Gary Turner and Eric Welsh (David Barley, David Weiser, Carly Newton)

REGULAR MEETING CALLED TO ORDER

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

INVOCATION

Mr. Melton rendered an invocation.

PLEDGE OF ALLEGIANCE

Boy Scout Seth Poscywak with Troop 133 led the audience in the pledge.

ITEMS TO BE ADDED TO THE AGENDA

Town Manager Hazen Blodgett requested an addition to the consent agenda: the opening of closed session minutes from the March 24, 2014 Board of Commissioners meeting. Motion to add by Mr. Ross. The motion was seconded by Mr. Higdon and unanimously approved.

PRESENTATION OF AGE-FRIENDLY COMMUNITY RESOLUTION

Mayor Taylor explained that the Town was approached resident Megan Shein regarding Matthews' status as an official Age Friendly Community. Matthews prides itself on being a wonderful community for people of all ages with a diversity of housing styles and activities so it made sense to seek this official designation. In doing so Matthews will be the first in the state of North Carolina to achieve this designation. The Town will approve the resolution to support initiatives and opportunities to engage in the World Health Organization Age-Friendly Cities and Communities Network and AARP will officially recognize it next week.

Michael Olender, Associate State Director for AARP-North Carolina spoke on the importance of communities' involvement in preparing for the needs of people of all ages, including older folks. The purpose of the network is for communities around the world to figure out the best practices to ensure that neighborhoods and communities are truly age-friendly. He applauded Mayor Taylor and staff for their leadership and hopes other communities will take note and follow the lead of Matthews and join the network.

RECOGNITION OF TOWN EMPLOYEES MARIO RMAH AND JEREMY SCHNABEL

Mayor Taylor recognized Animal Control Officer Jeremy Schnabel and his rescued dog Echo and Public Works Landscape Crew member Mario Rmah. Mr. Rmah works on the landscaping seen around town and has brought plants native to his home country, Vietnam, to Matthews. His work beautifies the town every day. Mr. Schnabel responded to a call about an abandoned dog and found an abused dog who had been used as part of a dog fighting ring. Mr. Schnabel adopted him and is giving him a loving home, and continues to educate people on the importance of calling police or animal control if they witness or suspect that an animal is in a bad situation. Mayor Taylor noted it is people like this who make Matthews special.

LEGISLATIVE UPDATE – BILL BRAWLEY

North Carolina General Assembly Representative Bill Brawley spoke of the General Assembly's recent work. He spoke about the failed sales tax redistribution efforts and explained how it would have cost the Town of Matthews and Mecklenburg County a lot of money every year. He also spoke of certain changes to income tax regulations, DOT fees and service taxes.

On behalf of the Board, Mayor Taylor thanked Mr. Brawley for his work in defeating the sales tax redistribution and for all he does in Raleigh.

RECESS REGULAR MEETING FOR PUBLIC HEARING ON PETITION TO AMEND THE ZONING ORDINANCE OF THE TOWN OF MATTHEWS

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

Planning Director Kathi Ingrish introduced members of the Planning Board in attendance: Chair Steve Lee, Vice Chair Rob Markiewitz, members Barbara Dement, Mike Ham, David Pratt, Gary Turner, David Weiser and Eric Welsh.

Mayor Taylor noted that students from Covenant Day School will be assisting staff in updating a study on Aging in Place in Matthews. He recognized the students and thanked them for taking on this task.

Mayor Taylor noted that Planning Board member Eric Welsh will soon resign from the Board due to his new job with the Department of Justice. He thanked Mr. Welsh for his years of service to the town in various capacities and wished him luck in his new position.

RECOGNIZE NATIONAL COMMUNITY PLANNING MONTH

Mayor Taylor explained that the Planning Board is a very important volunteer advisory group. They have a difficult job and the elected officials put a lot of trust in their recommendations. They deliberate and discuss issues in detail and the entire group contributes to the conversation. They and the Planning staff ensure that the Town of Matthews is improved because of the scrutiny they apply to the planning process. He thanked them for all their work and presented a proclamation regarding National Community Planning Month to Planning Board Chair Steve Lee.

Application 2015-637/text amendment: To amend the existing text of the Unified Development Ordinance regarding Building Bulk and Massing to add “required landscape areas, and up to 25 feet of driveway width, may be excluded from the lot frontage calculation.”

Senior Planner Jay Camp summarized the proposal. This was proposed in conjunction with application 2015-632 for Primrose Academy; as staff evaluated those plans there were some concerns about the building bulk and layout. The previous Matthews Zoning Ordinance had standards regarding the bulk (shape) of buildings on parcels within the Downtown Overlay. One of these standards calls for buildings to cover 75% of the lot width at the street level to assure a feeling of a consistent built edge as pedestrians walk/drivers ride down the street, without significant gaps that may become visual dead zones.

Most of these requirements were brought forward into the new Unified Development Ordinance (UDO) without any change but it was discovered that some minor portions of the code had not been brought forward into the UDO. This application proposes reinserting one sentence of text from the old Zoning Ordinance, as follows: *Required landscape areas, and up to 25 feet (25') of driveway width may be excluded from the lot frontage calculation.* The effect of adding this sentence to the 75% lot width coverage requirement will be to allow driveways and perimeter landscape areas to be placed on downtown properties as is needed on each site without violating the building width coverage standard. In addition, the previous allowed exclusion for a driveway was 12 feet in width but this application seeks to increase that to 25 feet. Staff’s recommendation is to bring forward the old code exactly as written, since increasing that exclusion to 25 feet would result in a too-wide width.

Applicant representative John Carmichael of Robinson, Bradshaw & Hinson, PA, 101 North Tryon Street, Suite 1900, Charlotte said the applicants would be comfortable with the 12 feet as provided in the prior zoning ordinance.

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

The application will be reviewed by the Planning Board on October 27 and will come back to the Board of Commissioners for decision on November 9.

Application 2015-638/text amendment: To amend the existing text of the Unified Development Ordinance to add footnote (3) to Line Item 8 “Minimum side yard interest (ft)”, Table 155.604.2.

Mr. Camp explained that the applicant submitted this text amendment in relation to his property, the Williams business park on Matthews-Mint Hill Road. Two industrial buildings are owned by two members of the family. The buildings are ten feet apart and the code now requires 10 foot side yards for each. The owners would like to subdivide the property but can't do so with the existing situation. This request would apply a footnote stating, “No side yard required when not adjacent to a residential district” to the I-1 Light Industrial district. This footnote already exists in the tables of dimensional standards for the B-1 Neighborhood Business, B-H Highway Business, and B-3 High Rise Business districts. Mr. Camp noted the applicants have twice applied for zoning variances but were denied. He also noted that the proposed text change would apply not only to the specific site which is the reason for this request but also for any other locations that fit the same circumstances.

Applicant Frank Williams gave some history of the development, noting that when the property was developed the code was different. There are only ten feet in between buildings but all buildings have fire walls. The last building was constructed in 1981. He said they'd tried applying for zoning variances – most recently in 2007 - but realized that a text change was the best way to get things accomplished. He said the situation probably wouldn't affect any other properties in town.

Mayor Taylor asked what would happen if the text amendment isn't approved, and Mr. Williams noted that the current owners are aging and they'd like to straighten this out before too much more time passes. If the text is unchanged, it is possible that one of the family members/owners or their estate won't be able to maintain the building so it could fall into disrepair and put a hardship on the family. If the text change is approved the property could be subdivided and each piece could become an outparcel.

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

The application will be reviewed by the Planning Board on October 27 and will come back to the Board of Commissioners for decision on November 9.

Application 2015-632/Primrose School: To change the zoning classification from I-1 to O(CD) on that certain property designated as 720 Park Center Drive, being property belonging to Matthews Parkway Corporate Center, LLC, and further being designated as Tax Parcel 193-243-07

Mr. Camp explained this site is part of the larger Matthews Parkway Corporate Center development that began in 2008. The development, all on I-1 zoned property, created Park Center Drive as a public street and three new development pads. Morningstar Storage and OrthoCarolina occupied two buildings while the subject property remained unbuilt. This I-1 property is directly across the street from residential property and the proposal is to rezone it to Office with conditions. Staff is in favor of the request.

The proposed layout matches the general layout proposed in 2008, with the building fronting North Ames Street. The applicant proposes an up to 14,500 square foot daycare or 20,000 square feet for general office/medical uses in lieu of a daycare. They propose allowing all uses as allowed in the Office district, with four-sided architecture of brick or stone. If the use is not a daycare then the Board would have to approve elevations.

Staff notes the following issues: as mentioned earlier, a text amendment relating to lot frontage coverage would have to be approved before this rezoning application could be approved. There are a couple of issues regarding the presentation of the building on Park Center Drive and Ames Street. Fencing is proposed but staff needs more details. Mr. Camp noted that the staff report indicates the project would be exempt from the Post Construction Ordinance but that is incorrect – the applicants will be required to meet those conditions.

Planning Board member Eric Welsh asked about parking drop offs. Mr. Camp explained there are parking spots on site as well as on-street parking on Park Center Drive and Ames Street. There is no drop off line – parents would walk in the front door on Ames Street. Mr. Camp noted that Park Center Drive ceases to be a public street at a certain point through the Matthews Gateway development. There is site access from Highway 51 and Ames Street through to John Street.

Mr. Miller said he believed there will be a problem with pickup and drop off. Ames Street is very narrow and won't serve as a good location for that much traffic. There needs to be some sort of traffic flow for the drop off and pickup periods. Mr. Camp noted that the applicants have shown staff other plans with the front entrance of the building on Park Center, but there's an issue for them because it creates a back entrance condition to the parking lot with spaces hidden behind the building and staff believes that would lead to more people fighting for parking spaces in the on-street spots.

Mr. Higson asked about the large oak tree that is listed as being in significant health decline. Mr. Camp noted its location and explained that Town Arborist Ralph Ramsaur examined it and determined there is a safety concern.

Applicant representatives John Carmichael of Robinson, Bradshaw & Hinson, PA, Chip Cannon of Urban Design Partners and Ted Tillman of Primrose School Franchising Company addressed the Board. Mr. Carmichael summarized the application, stating the applicants have requested the rezoning to O(CD) for the primary purpose of a child day care facility that could serve up to 185 children. If the rezoning application were approved, other office uses would also be permitted, but if that were to occur the property owner would have to come back to the Board for site plan and building elevation approval. Mr. Tillman's company has the property under contract so if approved it would be developed into the day care center, but since the owner currently has a flexible zoning district that it would be wise to provide this property owner with other uses in the O district since this is a downzoning and there are sufficient safeguards in place with the condition requiring site plan and elevation approval.

The original plan called for a two story building, but in working with Planning staff it was discovered that there wouldn't have been enough coverage along the front of the lot so it needed to be converted to a one story building to take more of the lot width along Ames Street. The size of the building would be reduced from 14,500 to a maximum of 11,800 square feet. If a use other than a child care center located on the site then the maximum of that building would be 20,000 square feet.

The day care building and the main entrance would front North Ames Street. Parents would park in the 11 on-street spaces or 37 on-site spaces in the lot. Children would be walked into the building and checked in. There is no true drop off like at a school due to the age of the children and check in process. It's an issue of operations and safety. There are three hour windows in the morning and afternoon where the

There are preschool, early school and after school playgrounds proposed on the site. Each playground area would be enclosed with a fence and/or a wall and there would be fencing everywhere along the playground and along some portions of the frontage along North Ames Street. There would be a five foot masonry wall along portions of the site's frontage along Park Center Drive, a six foot sidewalk along the western edge of the site and a five foot sidewalk with an eight foot planting strip along the site's frontage on North Ames Street. The sidewalk gets wider adjacent to the on street parking spaces for safety. The dumpster would be located to the rear of the site, as far away as possible from Park Center Drive and North Ames Street.

The building would have four-sided architecture comprised of stone and brick elements. It would be a one story building with the appearance of two stories. The increased mass and scale is intended to be consistent with OrthoCarolina and the Morningstar building as well as the Downtown Overlay guidelines.

Ted Tillman explained the arrival and departure procedure. He displayed data from the closest four schools and showed the window of arrival and departure times. There's about a three hour window each morning and afternoon when the parents and children arrive and depart, with some peak times within those windows.

Discussion ensued regarding parking spaces and hours of transportation. The school does not provide bus service. Mr. Tillman said one parking stall can turn over approximately every six minutes, so with the 37 onsite parking spaces and 11 on-street spaces, about 200 vehicles could be accommodated in one hour. One of the onsite spaces will house the small bus. There is an easement agreement with OrthoCarolina and part of that agreement allows for the use of five spaces by OrthoCarolina.

Mr. Miller asked staff to measure the width of Ames Street, noting that it's very narrow with no center line or curb and gutter. He said it is surprising to see the business oriented to Ames Street and said it doesn't seem well thought out. Mr. Cannon explained that the width of the street at the proposed driveway is 20 feet. It ranges from 17 to 23 feet in width.

Mr. Query asked about the building material and Mr. Tillman confirmed it would be red brick and stone. Mr. Query asked about teacher certification and Mr. Tillman said he would bring that information back at the next meeting.

Mr. Melton asked about the screening of mechanical units and Mr. Tillman confirmed that they'd be screened by a four foot solid vinyl fence. It would be a split system with air handlers in the attic and condensers in the corner of the building protected by a fence. Mr. Melton asked about dumpster access and Mr. Tillman explained there is an easement agreement with OrthoCarolina to access their drive. Mr. Melton asked about the perimeter fence material and Mr. Carmichael noted it will be a six foot wrought iron fence. That information will be added to the plan. Mr. Melton asked about window glazing in the dormers and Mr. Tillman explained they will be opaque so onlookers can't look in. The non-dormer windows will have a Low E tint.

Mayor Taylor asked if there is a plan in place to tell clients regarding the flow of traffic. Mr. Carmichael said there hasn't yet been a discussion of how to direct people. There are multiple access points to get to the site and no one knows yet from where clients would be coming. Mayor Taylor asked if there is any way to improve Ames Street to make it wide enough for two way traffic, which would be a great benefit to the client. Mr. Carmichael said they can look into that.

Mr. Higdon asked how many employees would be onsite at once. Mr. Tillman said a fully occupied center would have 22 teachers, a director and assistant director all day and a cook during the middle of the day, so 24 to 25 at maximum capacity. They have many schools with fewer parking spots and they don't have any trouble. They can provide that data from the traffic engineer. Mr. Higdon said he is concerned with these numbers since it could be pretty crowded at the busiest times.

Mayor Taylor opened the floor to public comment.

Garry Smith of BrookeChase Properties, 921 Park Center Drive, Matthews said he is fine with the concept but is nervous about traffic. He isn't sure what the most popular route into the site would be but thinks the most convenient method would be to come in off North Trade Street. Traffic on Highway 51 is often backed up beyond Park Center Drive and that may restrict entry to the site from that direction. He would prefer not having the drop off area where it is currently depicted as it could create a problem for the Matthews Gateway/North End area. He wants to be sure Park Center Drive isn't restricted during peak times and he wants to be sure people can get in and out safely and without any negative impacts to surrounding properties. He agreed with the previous comments about Ames Street, saying it's in poor condition. It's been improved from Park Center Drive to the Primrose property but beyond that it's hazardous.

Jack Dailey, 338 North Ames Street, Matthews lives directly across the street from the proposed building and discussed the condition of North Ames Street, saying there is a legitimate cause for concern. Until Ames Street is widened, he is against adding anything that would cause more traffic.

Kathy Babula, 344 North Ames Street, Matthews is also concerned about traffic. She is not against the school but asked the Board to thoroughly vet the application and ensure that it doesn't worsen traffic on that road.

John Urban, 2523 Macie Glen Court, Matthews said he would like to see a daycare downtown one day but not in a manner that drives people in from outside downtown. This would intensify vehicular traffic downtown for a project that could be located elsewhere. He urged the Board to think long-term. He agreed with Mr. Miller's comment about the siting of the building on the lot, saying it need to face Park Center Drive to hold that street edge. He also said the building should be two stories instead of one and said the proposed elevations don't fit in contextually with North End or with Matthews. The scale is inappropriate and the architecture looks very rural.

Mr. Carmichael said he understands the concerns about Ames Street but noted that the project shouldn't be looked at in a vacuum. He urged the Board to consider what could be done by right with the parcel's current Industrial zoning designation. He said the applicants are happy to work with staff on the issues that have been raised.

The application will be reviewed by the Planning Board on October 27 and will come back to the Board of Commissioners for decision on November 9.

Application 2015-636/Lakenheath Lane: To change the zoning from R-20 to R-15 on that certain property belonging to William and Lisa Browning and designated as 608 Lakenheath Lane, Matthews, NC 28105, and further identified as Tax Parcel 227-032-02

Mr. Camp explained this is a proposal with no conditions – it proposes a straight zoning change from R-20 to R-15 to accommodate the construction of a new single family house. The change would reduce the required minimum lot width by ten feet, the front setback by ten feet, the rear yard by five feet and the side yards by two feet. Because this is a traditional zoning district without conditions the Town may not consider site plans or conditions. Staff is supportive of this request since the majority of parcels along Lakenheath Lane are zoned R-15.

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

The application will be reviewed by the Planning Board on October 27 and will come back to the Board of Commissioners for decision on November 9.

RECONVENE REGULAR MEETING

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

PLANNING AND DEVELOPMENT BUSINESS

REPORT FROM PLANNING BOARD

Minutes from the September 22, 2015 Planning Board meeting were submitted (Exhibit #1 hereby referenced and made a part of these minutes).

PLANNING AND ZONING RELATED ACTIONS

Application 2015-633/Windsor Professional Center: To change the zoning classification from Conditional to O(CD) on that certain property designated as 9701 and 9709 and 9715 Northeast Parkway and further being designated as Tax Parcels 193-431-25, 31, 32, 33, 34, 35, 36, 37 & 38

Motion by Mr. Higdon to excuse Mr. Query and Mr. Fossett, as they have an interest in the property subject to rezoning. The motion was seconded by Mr. Ross and unanimously approved.

Mr. Ross asked about utility screening. Applicant representative Tameka McCleary, 1106 Austin Hills Drive, Charlotte explained that the utilities will be painted to match the brick and trees will be planted. Mr. Camp noted the applicant has agreed to add those conditions to the plan.

Mayor Taylor noted the applicant has already stricken some items from the proposed list of allowed uses. He asked Ms. McCleary to consider also striking out the following: *bed and breakfasts, communication towers and antennas, drive up service windows and hotels and motels*. Ms. McCleary agreed to strike those items from the list.

Motion by Mr. Miller to approve Zoning Application 2015-633, to include the conditions regarding screening around utilities to include painting to match the brick and planting trees for screening; and to remove from the list of allowed uses the following: *bed and breakfast units, communication towers and antennas, drive up service windows and hotels and motels*; as it is reasonable and consistent with the Land Use Plan and other adopted policies and plans of the Town of Matthews and as the uses will be compatible with the adjacent area and will be built by the original developer. The motion was seconded by Mr. Ross and unanimously approved.

Motion by Mr. Ross to allow Mr. Query and Mr. Fossett to rejoin the meeting. The motion was seconded by Mr. Miller and unanimously approved.

Application 2015-631/PetSuites: To change the zoning from B-H to B-D on that certain zoning district located at 11325 Independence Boulevard and being property belonging to Armors, Inc., and further being designated as Tax Parcel 215-101-03, to allow for a commercial kennel

Mr. Camp summarized the proposal and noted that the proposal still calls for a metal structure.

Motion by Mr. Query to deny Zoning Application 2015-631 as it is not reasonable for the area and the proposed use is not appropriate for the site with its location near residential homes and historic property. The motion was seconded by Mr. Fossett.

Mr. Higdon said he had requested that staff contact other towns with these facilities and found there were no complaints about odors, parking or anything else. He believes the building looks fine and thinks it's a needed use. He also noted that the land has been vacant for some time and this would be an improvement.

Mr. Melton made a substitute motion to defer this to November 9. The motion was seconded by Mr. Ross.

Applicant representative Jeff Baumgarth, VP of the Myers Cooper Company, 5050 E. Galbraith Road, Cincinnati, Ohio addressed the Board. Mr. Query expressed his concerns with the proposal, including the building material, which he feels is not appropriate for the town, particularly since it has the potential to become much more visible if the future Highway 74 flyover causes the removal of the fronting row of buildings. It's not visually appropriate next to the residential building and nearby historic house. He also said the noise from dogs in the outside runs could disturb the nearby apartment complex. Mr. Baumgarth gave details on the material, finishes and manufacturing process of the proposed building.

Mr. Ross noted the apartment complex is across the street from this site. The feed store is directly adjacent to it. He does not have a problem with the use and isn't really concerned with the look of the metal. He did question the life expectancy of the building and Mr. Baumgarth explained that the finish expectancy is well over 20 years and the building itself is over 50 years. Mr. Higdon said he finds the building attractive and thinks it is appropriate as long as it will be properly maintained. He noted the Planning Board unanimously recommended approval. Mayor Taylor suggested a deferral to give people time to get more comfortable with the information supplied by the applicant. Mr. Query said he'd support a deferral if the applicant reconsiders the material. If the final decision is that it remains a metal building then he would like certification that there will be no raw edges on the material.

The motion to defer to November 9, 2015 was unanimously approved.

Application 2015-634/Christ Covenant Church: To change the zoning classification from R-15 to R/I on that certain property designated as 419 Covenant Church Lane, being property belonging to Christ Covenant Church and further being designated as Tax Parcel 227-026-05

Motion by Mr. Miller to approve Zoning Application 2015-634 as it is reasonable and consistent with the Land Use Plan and other adopted policies and plans of the Town of Matthews and because it is consistent with adjacent uses. The motion was seconded by Mr. Query and unanimously approved.

Public Improvement Variance: Walking by Faith Community Church; Rice Road/Sam Newell Road

There was some discussion of the request. Deacon Nate Huggins explained that Public Works Director CJ O'Neill had asked NCDOT for information on their timeline and the church is small with not a lot of money. The church can't really afford a bond for something that might sit in limbo for many years. Mayor Taylor explained that the Town must ensure that the required sidewalk is installed at some point while also working with the church as best it can. The state will replace a sidewalk that existed when their work was performed but it won't add a sidewalk in if it didn't exist. If the sidewalk was built now it could be torn up by NCDOT at some point in the future but it would be replaced by them when they did the work on the street. The church would have to pay for the sidewalk no matter what, but paying now, at 2015 prices, will likely be less expensive than what it will cost in future years.

Mr. Higdon asked if the church could write a letter of guarantee to confirm its obligation to the Town. Mr. Buckley confirmed that was possible. Zoning Administrator Mary Jo Gollnitz suggested adding a condition that would not allow the church to obtain building permits for phase two of the project until they comply with the sidewalk requirement.

Motion by Mr. Fossett to allow the public improvement variance to delay sidewalk construction as stated in Ms. Gollnitz's memo dated October 6, 2015, with the added condition that no building permits may be issued for phase two of the plan until the deferred sidewalk construction is complete. This letter is to be signed by a corporate officer of the church. The motion was seconded by Mr. Higdon and unanimously approved.

Receive Presentation on Downtown Streetscape Plan

Mike Norris of McGill Associates gave a presentation on the downtown streetscape plan. The public hearing is scheduled for November 9.

PUBLIC COMMENT

Barbara Dement, 515 Clairview Lane, Matthews noted that Charlotte-Mecklenburg Schools has proposed to sell 18 parcels of land as surplus. There is a 6.2 acre parcel between Elizabeth Lane Elementary and the Sardis Plantation neighborhood. She proposed that the town consider acquiring the land to extend the greenway system. The 6.2 acres is not suitable for development due to its topography and existing retention pond but it is beautiful; natural land. It could be used to connect greenway portions and extend the much desired greenway space in town.

CONSENT AGENDA

- A. Approve Minutes of the September 28, 2015 Meeting**
- B. Approve Amended Request to Solicit Donations on Behalf of the Muscular Dystrophy Association**
- C. Approve Tax Refunds**
- ~~**D. Approve No Parking Ordinance for Portion of East McDowell Street**~~
- E. Initiate Zoning Motion 2015-3: Downtown Streetscapes Plan; to Consider Adoption of this Design and Policy Plan for Public Realm Locations into the Matthews Downtown Master Plan, and Set Public Hearing for November 9, 2015**
- F. Accept Zoning Application 2015-639: Matthews Beltway LLC; Council Place; for a Change of B-1(CD) Zoning Conditions, and Set Public Hearing for January 11, 2016**
- G. Approve Budget Ordinance Amendments to:**
 - 1) Recognize Court Ordered Restitution Payments in the amount of \$52.00**
 - 2) Recognize Shared Proceeds Received Through HSI Task Force in the amount of \$1,691.13**
- ~~**H. Release Minutes from Closed Session Board of Commissioners Meeting of March 24, 2014 (Added to consent agenda October 12, 2015)**~~

Mr. Miller requested that item H (release of closed session minutes) be removed from the consent agenda for discussion. Mr. Ross requested that item D (no parking ordinance) be removed from the consent agenda for discussion. Items D and H will be discussed as new business items later in the agenda.

Motion by Mr. Higdon to approve consent agenda items A through G2 with the exception of items D and H. The motion was seconded by Mr. Fossett and unanimously approved.

UNFINISHED BUSINESS

APPROVE PRELIMINARY PLAN FOR COMMUNITY GARDEN IN PARK AT HIGHWAY 51

Mr. Blodgett noted this is an item on the to-do list and was discussed at the last meeting. Funds have already been established for its implementation by spring 2016.

Mr. Ross asked how the size of the proposed garden in comparison to the existing garden. Parks, Recreation and Cultural Resources Director Corey King said it would have about six more spaces.

Motion by Mr. Melton to approve the proposed garden location and direct staff to begin moving forward so there is a functional garden in place by the planting season 2016. The motion was seconded by Mr. Higdon.

Mr. Query asked about a structure on the adjacent property to the west which appears to sit over the property line onto the town's property. Mayor Taylor agreed it needs to be documented and hopefully resolved. By consensus the Board directed the Manager to speak to the adjoining property owner and address the encroachment issue.

The motion to approve the proposed garden location was unanimously approved.

CONSIDER ACTION ON REQUEST FROM LEVINE SENIOR CENTER

Mayor Taylor noted that the memo should reference the Levine Senior Center Board of Directors rather than the Happy Time Group. Mr. Blodgett noted that staff will come back in the next 45 days with the concept of what the management agreement will include but that the Town will still be waiting on LGC approval. Therefore the final approval for the transfer of the property will have to occur after that. Town Attorney Charles Buckley noted that the Board should not approve the agreement until it owns the property.

Mr. Higdon questioned the eight year loan term and Mr. Blodgett explained the term is up to the Board. Staff has projected the interest rate at 2.25% for an eight year term and 2.5% for a ten year term.

Motion by Mr. Melton to Authorize staff to approach the Local Government Commission to borrow approximately \$825,000 over an eight year period; concurrently direct staff to work with the Town Attorney to prepare a management agreement with the Levine Senior Center Board of Directors for the operation and management of the Levine Senior Center. Furthermore, to have the management agreement completed within 45 days or less for Town Board approval. The motion was seconded by Mr. Higdon and unanimously approved.

RECESS

The Board resumed activity after a five minute recess.

NEW BUSINESS

CONSIDER ISSUANCE OF DISCHARGE OF FIREARMS PERMT FOR BOW AND ARROW UPON THE PROPERTY LOCATED AT 440 BUBBLING WELL ROAD

Police Chief Rob Hunter reviewed the application for discharge of firearm (bow and arrow) at 440 Bubbling Well Road. This is a renewal – the same application was approved for the first time last year.

There was some discussion of the location of discharge. Mr. Higdon said he does not believe it's a good idea to allow discharge activity in a subdivision.

Motion by Mr. Higdon to deny the application because it is unsafe and puts the neighborhood at risk of having dead or dying animals in their yards. There was no second.

Motion by Mr. Melton to approve a Discharge of Firearms Permit for the purpose of bow hunting by Christopher Porter upon the property at 440 Bubbling Well Road, under the conditions and restrictions noted in Chief Hunter's memo dated October 6, 2015 and expiring January 1, 2016. The motion was seconded by Mr. Ross and passed 6-1 with Taylor, Query, Fossett, Melton, Miller and Ross in favor and Higdon opposed.

CONSIDER ISSUANCE OF DISCHARGE OF FIREARMS PERMIT FOR BOW AND ARROW UPON THE PROPERTY LOCATED AT PHILLIPS ROAD/STALLING ROAD (BAKKEN)

CONSIDER ISSUANCE OF DISCHARGE OF FIREARMS PERMIT FOR BOW AND ARROW UPON THE PROPERTY LOCATED AT PHILLIPS ROAD/STALLING ROAD (HAGLER)

Chief Hunter noted these applications were approved last year for two of the three parcels and all conditions are the same for both applicants - Travis Bakken and Andrew Hagler. Each application is for three separate parcels at the intersection of Phillips Road and Stallings Road: parcels 21525424, 21514110 and 21513258.

There was some discussion of the site conditions and discharge activity. The topography of the parcel is like a bowl and it's thickly wooded.

Motion by Mr. Ross to approve Discharge of Firearms Permits for the purpose of bow hunting for Travis Bakken and Andrew Hagler upon the leased properties identified as Mecklenburg County parcel 21525424 under the conditions and restrictions noted in Chief Hunter's memo dated October 6, 2015 and expiring January 1, 2016. The motion was seconded by Mr. Melton and unanimously approved.

Motion by Mr. Melton to approve Discharge of Firearms Permits for the purpose of bow hunting for Travis Bakken and Andrew Hagler upon the leased properties identified as Mecklenburg County parcel 21514110 under the conditions and restrictions noted in Chief Hunter's memo dated October 6, 2015 and expiring January 1, 2016. The motion was seconded by Mr. Ross and unanimously approved.

Chief Hunter explained that the third parcel – 21513258 – is small and located adjacent to Light Brigade Drive and a Duke Power substation. He determined the activity could not be conducted safely on this parcel and recommends denial.

Motion by Mr. Fossett to deny Discharge of Firearms Permits for the purpose of bow hunting for Travis Bakken and Andrew Hagler upon the leased properties identified as Mecklenburg County parcel 21513258. The motion was seconded by Mr. Melton and unanimously approved.

RECEIVE UPDATE ON FIRE TRUCK PURCHASE

Fire/EMS Chief Dennis Green explained the Board will hear a request at the next meeting to accept a bid. There is a public notice requirement to indicate that the Town will be purchasing off a contract. The truck committee reviewed multiple contracts and Charlotte's was the best fit. Using the same type of truck enables the Charlotte and Matthews services to train together and use the same type of equipment.

There will be a slight increase over the budgeted CIP amount – the current CIP includes a budget of \$465,000 but the current bid price is now \$516,814. The increased cost will result in a \$3,600 addition cost per year in the CIP for the next seven years, with the payment increasing from \$76,400 to \$80,000 per year. Finance Director Chris Tucker originally used an interest rate of 5% in the CIP but he now feels that the Town can get a loan at 2%, which limits the per-year increase needed to fund the purchase.

This will come back to the Board on October 26 with a request for authorization of the purchase.

APPROVE NO PARKING ORDINANCE FOR PORTION OF EAST MCDOWELL STREET

Mr. Ross explained that he requested this be pulled from the consent agenda for transparency since there was some confusion in the recent past about a similar ordinance. He wanted to ensure that all Board members had the opportunity to ask questions if necessary.

Motion by Mr. Ross to approve the proposed ordinance prohibiting parking upon the southerly side of East McDowell Street extending from its intersection with South Trade Street and extending 600 feet in an easterly direction. The motion was seconded by Mr. Melton and unanimously approved.

RELEASE MINUTES FROM CLOSED SESSION BOARD OF COMMISSIONERS MEETING OF MARCH 24, 2014

Mr. Miller explained he requested this be pulled from the consent agenda because he wanted to be sure he understood what action was being taken. There was some discussion of closed session minutes and the necessity to release them when public inspection would no longer frustrate the purpose of a closed session.

Motion by Mr. Fossett to release the minutes from the closed session of the Board of Commissioners meeting of March 24, 2014. The motion was seconded by Mr. Melton and unanimously approved.

MAYOR'S REPORT

Mayor Taylor discussed the opening for an appointment to the Arts and Science Council to represent the three southern Mecklenburg County towns. This should be someone who is an arts supporter and who can advocate for the Town of Matthews. It could be a member of the Board of Commissioners but can't be someone who is a member of an organization that receives funding from the Arts and Science Council.

ATTORNEY'S REPORT

None

TOWN MANAGER'S REPORT

Mr. Blodgett explained that the Town was recently approached by the State of North Carolina regarding the installation of a 400 foot tall tower for Highway Patrol communications. The state claims they're exempt from the Town's rules, but Davidson County did get them to go through their zoning process in the past. Staff will do more research to see if Matthews has any standing and advise the Board in the near future.

ADJOURNMENT

Motion by Mr. Melton to adjourn. The motion was seconded by Mr. Ross and unanimously approved. The meeting adjourned at 11:08 pm.

Respectfully submitted,

Lori Canapinno
Town Clerk

DRAFT

RESOLUTION

TO ENGAGE IN THE WORLD HEALTH ORGANIZATION GLOBAL NETWORK OF AGE-FRIENDLY CITIES AND COMMUNITIES

WHEREAS, the global population of people aged 60 and over is expected to grow from 600 million in 2000 to almost 2 billion by 2050; and

WHEREAS, in the United States, the population of people aged 65 and over is expected to grow from 35 million in 2000 to 88.5 million by 2050, taking the total share of the age 65+ population from 12 percent to 20 percent of the total population; and

WHEREAS, research shows that older Americans overwhelmingly want to remain in their homes and communities as they age; and

WHEREAS, access to quality health care and long-term services and support is essential for individuals to live in their homes and communities; and

WHEREAS, of the 80 percent of adults 65 and older living in metropolitan areas, 64 percent live outside the principal cities of these areas in suburban locations that tend to be auto-dependent, creating challenges for residents who do not drive; and

WHEREAS, 21 percent of adults age 65 and older do not drive, and more than half of these non-drivers do not leave home on a given day, in part because they lack transportation options; and

WHEREAS, reduced mobility for older non-drivers leads to 15 percent fewer trips to the doctor, 59 percent fewer shopping trips and visits to restaurants and 65 percent fewer trips for social, family and religious activities; and

WHEREAS, the World Health Organization (WHO) has developed a Global Network of Age Friendly Cities and Communities to encourage and promote public policies to increase the number of cities and communities that support healthy aging and thereby improve the health, well-being, satisfaction, and quality of life for older Americans; and

WHEREAS, active aging is a life-long process, whereby an age-friendly community is not just “elder-friendly” but also intended to be friendly for all ages; and

WHEREAS, the WHO has noted that “[m]aking cities and communities age-friendly is one of the most effective policy approaches for responding to demographic aging,” and

WHEREAS, the WHO has developed eight domains of community life that influence the health and quality of

life of older people:

1. **Outdoor spaces and buildings** – accessibility to and availability of clean, safe community centers, parks, and other recreational facilities;
2. **Transportation** – safe and affordable modes of private and public transportation, “Complete Streets” types of initiatives, hospitable built environments;
3. **Housing** – wide range of housing options for older residents, aging in place and other home modification programs, housing that is accessible to transportation and community and health services;
4. **Social participation** – access to leisure and cultural activities; opportunities for older residents to participate in social and civic engagement with their peers and younger people;
5. **Respect and social inclusion** – programs to support and promote ethnic and cultural diversity, programs to encourage multigenerational interaction and dialogue, programs to combat loneliness and isolation among older residents;
6. **Civic participation and employment** – promotion of paid work and volunteer opportunities for older residents; opportunities for older residents to engage in formulation of policies relevant to their lives;
7. **Communication and information** – promotion of and access to the use of technology to keep older residents connected to their community and friends and family, both near and far; and
8. **Community support and health services** – access to homecare services, clinics, programs to promote active aging (physical exercise and healthy habits); and

WHEREAS, the WHO recognizes that cities and communities have different needs, resources, and varying capacities to engage their resources to take action to facilitate active aging;

NOW THEREFORE BE IT RESOLVED that the Town of Matthews hereby endorses initiatives and opportunities to engage the Town of Matthews in the World Health Organization Age-Friendly Cities and Communities Network.

This the 26th day of October, 2015.

Mayor James P. Taylor

Town Clerk Lori Canapinno

Appointments to the Transportation Advisory Committee

DATE: October 21, 2015
TO: Mayor and Board of Commissioners
FROM: C.J. O'Neill, PE- Public Works Director

Background/Issue:

The Transportation Advisory Committee (TAC) currently has four members. Its Bylaws allow for six members. They have had two people, Chris Farnsworth and Lou Abernathy, apply to be members of the Committee. Both applicants have attended at least three meetings of the Committee and the Committee has recommended that they be appointed as members of the TAC.

Fiscal Impact:

None

Related Town Goals and Strategies:

To identify, plan, design, fund and build transportation facilities that efficiently and effectively serve the community in a cost-effect and environmentally-sensitive manner.

Recommendation Action:

The TAC has recommended that Chris Farnsworth and Lou Abernathy be appointed as members of the TAC.

MEMORANDUM

To: Mayor and Board of Commissioners
From: Shana Robertson, Finance Department
CC: Hazen Blodgett, Town Manager
Date: October 26, 2015
Re: Tax Refunds

The Interlocal Agreement between Mecklenburg County and the Town of Matthews states they bill and collect the Ad Valorem taxes for Matthews. Upon collection, the County remits those to the Town. Matthews is responsible for issuing the refund if an adjustment occurs on the tax bill after the payment has been received. Refunds are issued for various reasons.

Mecklenburg County Tax Office has submitted the attached list of taxpayers for refunds. The list reflects the tax year, taxpayer, location, adjustment made and reason for adjustment, along with the refund amount. G.S. 105 requires that tax refunds or releases shall be approved by the governing body.

These reports reflect tax appeals, settlements, and adjustments made, as received from the Mecklenburg County Tax Office.

Total returns: \$8,590.23

Recommendation: The Mayor and Board of Commissioners approve the tax refunds.

Line Number	Period #	BOCC Month	Source Type	Adjustment #	Adjustment Reason	Date Of Adjustment	Refund Recipient Name	Address Line 1	Address Line 2	City	State	Zip Code	Payment Date	Total Refund	Int. if pd by 11/6/15	total
0001532496-2012-2012-0000-00	19314139	9/1/2014	REI	452374	S. 362 Adjustment	7/5/2015	DILLARD, LEWIS F	2228 CANDLELIGHT WOODS DR		MATTHEWS	NC	28105	1/8/15	95.23	13.47	108.76
0001532496-2013-2013-0000-00	19314139	9/1/2014	REI	284091	S. 362 Adjustment	12/26/2014	DILLARD, LEWIS F	2228 CANDLELIGHT WOODS DR		MATTHEWS	NC	28105	1/7/14	100.01	8.15	108.16
0001532496-2014-2014-0000-00	19314139	9/1/2014	REI	284290	S. 362 Adjustment	12/26/2014	DILLARD, LEWIS F	2228 CANDLELIGHT WOODS DR		MATTHEWS	NC	28105	1/6/15	100.01	4.16	104.17
0001534061-2011-2011-0000-00	19332230	9/1/2014	REI	452396	S. 362 Adjustment	7/5/2015	COY, DARRYL BARBER & VIRGINIA TUCKER BARBER	303 HUNTERS DR		CAROLINA BEACH	NC	28428	1/6/12	5.44	1.04	6.48
0001534061-2012-2012-0000-00	19332230	9/1/2014	REI	452384	S. 362 Adjustment	7/5/2015	ELIZABETH A PROPPS & JOHN TROTSCHER	3124 ZELDA LN		MATTHEWS	NC	28105	1/8/13	5.44	0.77	6.21
0001534061-2013-2013-0000-00	19332230	9/1/2014	REI	220976	S. 362 Adjustment	11/8/2014	PROPPS, ELIZABETH A	3124 ZELDA LN		MATTHEWS	NC	28105	1/7/14	5.71	0.52	6.23
0001534474-2014-2014-0000-00	19333437	11/1/2014	REI	298139	S. 362 Adjustment	1/10/2015	MAXWELL, THOMAS M	2157 WOOD STAR CT		MATTHEWS	NC	28105	1/6/15	5.71	0.26	5.95
0001534823-2011-2011-0000-00	19333905	11/1/2014	REI	481585	S. 362 Adjustment	8/10/2015	MORAN, KENT A. & MORAN, MIRIAM A.	529 FENCE POST LN		MATTHEWS	NC	28105	1/6/12	4.54	0.87	5.41
0001534823-2012-2012-0000-00	19333905	11/1/2014	REI	481509	S. 362 Adjustment	8/10/2015	MORAN, MIRIAM A	529 FENCE POST LN		MATTHEWS	NC	28105	1/8/13	4.54	0.64	5.18
0001534823-2013-2013-0000-00	19333905	11/1/2014	REI	305254	S. 362 Adjustment	1/11/2015	MORAN, MIRIAM A	529 FENCE POST LN		MATTHEWS	NC	28105	1/7/14	4.76	0.45	5.20
0001534823-2014-2014-0000-00	19333905	11/1/2014	REI	306553	S. 362 Adjustment	1/11/2015	MORAN, MIRIAM A	529 FENCE POST LN		MATTHEWS	NC	28105	1/6/15	4.76	0.20	4.96
0002026288-2014-2014-0000-00	21531395	11/1/2014	REI	318060	S. 362 Adjustment	1/17/2015	LUDDEN, BRIAN C	2317 GLADIATOR CT		MATTHEWS	NC	28105-3981	1/6/15	54.30	2.26	56.56
0002026272-2013-2013-0000-00	21531324	11/1/2014	REI	452364	S. 362 Adjustment	1/11/2015	PEREIRA, RICHARD E	9735 HILLVIEW TERRACE		PRUNEDALE	CA	93907	1/7/14	38.73	1.54	42.27
0002026272-2014-2014-0000-00	21531324	11/1/2014	REI	306931	S. 362 Adjustment	1/11/2015	PEREIRA, RICHARD E	9735 HILLVIEW TERRACE		PRUNEDALE	CA	93907	1/6/15	38.73	1.63	40.34
0002027212-2011-2011-0000-00	21532555	11/1/2014	REI	469414	S. 362 Adjustment	7/31/2015	OLANG, MH	4017 BAMBOOROUGH DR		FORT MILL	SC	29715	1/6/12	47.80	9.17	56.97
0002027212-2012-2012-0000-00	21532555	11/1/2014	REI	469415	S. 362 Adjustment	7/31/2015	OLANG, MH	4017 BAMBOOROUGH DR		FORT MILL	SC	29715	1/8/13	47.80	6.76	54.56
0002027212-2013-2013-0000-00	21532555	11/1/2014	REI	469417	S. 362 Adjustment	7/31/2015	OLANG, HAMID REZA	PO BOX 2618		MATTHEWS	NC	28106	1/7/14	50.16	4.59	54.75
0002027212-2014-2014-0000-00	21532555	11/1/2014	REI	352934	S. 362 Adjustment	2/14/2015	OLANG, HAMID REZA	PO BOX 2618		MATTHEWS	NC	28106	1/6/15	50.16	2.09	52.25
0002029246-2014-2014-0000-00	21551407	11/1/2014	REI	306581	S. 362 Adjustment	1/11/2015	TARLETON, GLENN	2208 LIGHT BRIGADE DR		MATTHEWS	NC	28105	1/6/15	70.81	2.95	73.76
0002029246-2015-2015-0000-00	21551422	11/1/2014	REI	307036	S. 362 Adjustment	1/11/2015	GADDY, ANNA M	1400 SPRINGWATER DR		MATTHEWS	NC	28105	1/6/15	44.77	1.86	46.63
0002030266-2014-2014-0000-00	21516239	11/1/2014	REI	307094	S. 362 Adjustment	1/11/2015	PURSER, MICHAEL WAYNE	13132 LEMMOND DR		MATTHEWS	NC	28105	1/6/15	118.42	4.93	123.35
0002031178-2011-2011-0000-00	21517177	11/1/2014	REI	487798	S. 362 Adjustment	8/26/2015	WELLS, COCO MARIETTA	2523 CONNEMARA DR		MATTHEWS	NC	28105	1/6/12	57.77	11.08	68.85
0002031178-2012-2012-0000-00	21517177	11/1/2014	REI	487793	S. 362 Adjustment	8/26/2015	WELLS, COCO MARIETTA	2523 CONNEMARA DR		MATTHEWS	NC	28105	1/8/13	56.26	7.95	64.21
0002031178-2013-2013-0000-00	21517177	11/1/2014	REI	487786	S. 362 Adjustment	8/26/2015	WELLS, COCO MARIETTA	2523 CONNEMARA DR		MATTHEWS	NC	28105	1/7/14	59.05	5.40	64.45
0002031178-2014-2014-0000-00	21517177	11/1/2014	REI	307139	S. 362 Adjustment	1/11/2015	WELLS, COCO MARIETTA	2523 CONNEMARA DR		MATTHEWS	NC	28105	1/6/15	59.05	2.46	61.51
0002041818-2013-2013-0000-00	21526130	11/1/2014	REI	317615	S. 362 Adjustment	1/17/2015	THOMPSON, GEORGE B	14038 IDLEWILD RD		MATTHEWS	NC	28105-3663	1/7/14	77.15	2.06	84.23
0002041818-2014-2014-0000-00	21526130	11/1/2014	REI	318096	S. 362 Adjustment	1/17/2015	THOMPSON, GEORGE B	14038 IDLEWILD RD		MATTHEWS	NC	28105-3663	1/6/15	77.15	1.21	80.36
0002041818-2015-2015-0000-00	21526130	11/1/2014	REI	318098	S. 362 Adjustment	1/17/2015	THOMAS, ROSARIO A	13800 CREEKSIDE DR		MATTHEWS	NC	28105-3978	1/6/15	38.41	1.60	40.01
0002047240-2014-2014-0000-00	22703624	10/1/2014	REI	266088	S. 362 Adjustment	12/20/2014	LI, JINBO	407 CLAREVIEW LN		MATTHEWS	NC	28105	1/6/15	17.46	0.74	18.20
0002047440-2014-2014-0000-00	22703624	10/1/2014	REI	268152	S. 362 Adjustment	12/20/2014	COMER, PATRICIA A	825 GRAND PROVINCIAL AVE		MATTHEWS	NC	28105	1/6/15	1.59	0.07	1.66
0002047769-2011-2011-0000-00	22706244	3/1/2015	REI	487805	S. 362 Adjustment	8/26/2015	MCCRACKEN, JAMES RYAN	1355 WYNDMORE HILLS LN		MATTHEWS	NC	28105	1/6/12	402.32	77.16	479.48
0002047769-2012-2012-0000-00	22706244	3/1/2015	REI	487811	S. 362 Adjustment	5/2/2015	MCCRACKEN, JAMES RYAN	1355 WYNDMORE HILLS LN		MATTHEWS	NC	28105	1/8/13	395.57	6.89	452.26
0002047769-2013-2013-0000-00	22706244	3/1/2015	REI	432718	S. 362 Adjustment	5/2/2015	MCCRACKEN, JAMES RYAN	1355 WYNDMORE HILLS LN		MATTHEWS	NC	28105	1/7/14	414.98	37.97	452.95
0002047769-2014-2014-0000-00	22706244	3/1/2015	REI	432527	S. 362 Adjustment	5/2/2015	MCCRACKEN, JAMES RYAN	1355 WYNDMORE HILLS LN		MATTHEWS	NC	28105	1/6/15	414.98	17.28	432.26
0002047790-2011-2011-0000-00	22706256	3/1/2015	REI	482111	S. 362 Adjustment	8/14/2015	BALDWIN, LINDA A	6701 HARRISON RD		CHARLOTTE	NC	28270	1/8/13	603.19	11.68	718.87
0002047790-2012-2012-0000-00	22706256	3/1/2015	REI	482112	S. 362 Adjustment	8/14/2015	BALDWIN, LINDA A	6701 HARRISON RD		CHARLOTTE	NC	28270	1/8/13	585.95	16.84	668.79
0002047790-2013-2013-0000-00	22706256	3/1/2015	REI	482113	S. 362 Adjustment	8/14/2015	KATZ, DAVID M	1619 SHADOW FOREST DR		MATTHEWS	NC	28105	1/7/14	615.00	56.28	671.28
0002047790-2014-2014-0000-00	22706256	3/1/2015	REI	413531	S. 362 Adjustment	5/2/2015	KATZ, DAVID M	1619 SHADOW FOREST DR		MATTHEWS	NC	28105	1/6/15	567.69	23.65	591.33
0002051979-2011-2011-0000-00	22712119	7/1/2014	REI	423034	S. 362 Adjustment	4/5/2015	WKS ST ANDREWS LLC	3603 HYCLIFF AVE		LOUISVILLE	KY	40207	1/6/12	68.37	13.11	81.48
0002051979-2012-2012-0000-00	22712119	7/1/2014	REI	423484	S. 362 Adjustment	4/5/2015	ST. ANDREWS NC CONDOS, LLC	1711 BRANDON RD		CHARLOTTE	NC	28207	1/8/13	69.74	9.86	79.60
0002051979-2013-2013-0000-00	22712119	7/1/2014	REI	423933	S. 362 Adjustment	4/5/2015	HAMMEL, GREGORY V	7238 ADONA CT		WEST CHESTER	OH	45069	1/7/14	71.75	6.57	78.32
0002051979-2014-2014-0000-00	22712119	7/1/2014	REI	423035	S. 362 Adjustment	4/5/2015	WKS ST ANDREWS LLC	3603 HYCLIFF AVE		LOUISVILLE	KY	40207	1/6/12	80.77	15.49	96.26
0002051981-2011-2011-0000-00	22712121	7/1/2014	REI	423485	S. 362 Adjustment	4/5/2015	ST. ANDREWS NC CONDOS, LLC	1711 BRANDON RD		CHARLOTTE	NC	28207	1/8/13	82.39	11.65	94.04
0002051981-2012-2012-0000-00	22712121	7/1/2014	REI	423934	S. 362 Adjustment	4/5/2015	CONNEY, ROBERT B	1983 MCKIRKLAND DR		MATTHEWS	NC	28105	1/7/14	84.78	2.76	92.54
0002051981-2013-2013-0000-00	22712121	7/1/2014	REI	423037	S. 362 Adjustment	4/5/2015	WKS ST ANDREWS LLC	3603 HYCLIFF AVE		LOUISVILLE	KY	40207	1/6/12	69.58	13.34	82.92
0002051981-2014-2014-0000-00	22712121	7/1/2014	REI	423488	S. 362 Adjustment	4/5/2015	ST. ANDREWS NC CONDOS, LLC	1711 BRANDON RD		CHARLOTTE	NC	28207	1/8/13	70.97	10.03	81.00
0002051982-2013-2013-0000-00	22712122	7/1/2014	REI	423937	S. 362 Adjustment	4/5/2015	BETHA, ERNEST JR	1954 MCKIRKLAND CT		MATTHEWS	NC	28105	1/7/14	73.03	6.68	79.71
0002051982-2014-2014-0000-00	22712122	7/1/2014	REI	423938	S. 362 Adjustment	4/5/2015	WKS ST ANDREWS LLC	3603 HYCLIFF AVE		LOUISVILLE	KY	40207	1/6/12	69.58	13.34	82.92
0002051985-2012-2012-0000-00	22712135	7/1/2014	REI	423489	S. 362 Adjustment	4/5/2015	ST. ANDREWS NC CONDOS, LLC	1711 BRANDON RD		CHARLOTTE	NC	28207	1/8/13	70.97	10.03	81.00
0002051985-2013-2013-0000-00	22712135	7/1/2014	REI	423938	S. 362 Adjustment	4/5/2015	CSHILL, KAY D	3025 PROVICENCES HILLS DR		MATTHEWS	NC	28105-6744	1/7/14	73.03	6.68	79.71
0002051985-2014-2014-0000-00	22712135	7/1/2014	REI	423939	S. 362 Adjustment	4/5/2015	WKS ST ANDREWS LLC	3603 HYCLIFF AVE		LOUISVILLE	KY	40207	1/6/12	80.00	16.30	101.30
0002051986-2012-2012-0000-00	22712136	7/1/2014	REI	423490	S. 362 Adjustment	4/5/2015	ST. ANDREWS NC CONDOS, LLC	1711 BRANDON RD		CHARLOTTE	NC	28207	1/8/13	86.70	12.26	98.96
0002051986-2013-2013-0000-00	22712136	7/1/2014	REI	423939	S. 362 Adjustment	4/5/2015	SILBY, DAVID	1936 MCKIRKLAND CT		MATTHEWS	NC	28105	1/7/14	89.21	8.16	97.37
0002051986-2014-2014-0000-00	22712136	7/1/2014	REI	423939	S. 362 Adjustment	4/5/2015	WKS ST ANDREWS LLC	3603 HYCLIFF AVE		LOUISVILLE	KY	40207	1/6/12	80.00	16.30	101.30
0002051987-2011-2011-0000-00	22722306	12/1/2014	REI	482670	S. 362 Adjustment	8/17/2015	DANIEL MACK AUTRY, CHRISTOPHER DAVID AUTRY, ANGELI	216 PICKETTS CIR		INDIAN TRAIL	NC	28079	1/6/12			

ORDINANCE NO. _____

BUDGET ORDINANCE AMENDMENT

ORDINANCE AMENDING THE BUDGET FOR THE TOWN OF MATTHEWS, NORTH CAROLINA FOR FISCAL YEAR 2015-2016

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, 2016.

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

		<u>INCREASE</u>	<u>DECREASE</u>
10000001-4800	Misc. Revenues	\$108.00	

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

		<u>INCREASE</u>	<u>DECREASE</u>
10431000-5170	Other Awards	\$108.00	

SECTION 3: The purpose of this amendment is to recognize rebate funds received by the police department to be used for annual employee award medals.

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

Adopted this the 26th day of October 2016.

James P. Taylor, Mayor

Lori Canapinno, Town Clerk

ORDINANCE NO. _____

BUDGET ORDINANCE AMENDMENT

ORDINANCE AMENDING THE BUDGET FOR THE TOWN OF MATTHEWS, NORTH CAROLINA FOR FISCAL YEAR 2015-2016

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, 2016.

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

		<u>INCREASE</u>	<u>DECREASE</u>
10000001-442001	POLICE EXPLORERS	\$735.00	
10000001-442001	POLICE EXPLORERS	\$665.00	

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	\$735.00	
10431400-5234	YOUTH PROGRAMS	\$665.00	

SECTION 3: The purpose of this amendment is to recognize donations to Police Explorers Program.

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

Adopted this the 26th day of October 2015.

James P. Taylor, Mayor

Lori Canapinno, Town Clerk

2015 PLANNING CONFERENCE TO-DO LIST

original #	ITEM	ASSIGNED	SHORT 60 days	MEDIUM 61-180 days	LONG 181-300 days	NOTES
42	Tech: investigate quad screens on each side in Hood Room; monitor in reception area for overflow (primary); monitor in Jordan Room (secondary); preference for petitioners/podium in front center of dias	LC	X			Funding not included in FY 15-16 budget
45	Legislative agenda: add campaign signs issue – give towns authority to enforce regulations	HB	X			Rep. Brawley introduced H613 to allow town to regulate. Bill has passed House and is in the Senate's State and Local Committee. My expectation this will be languish in Rules and not be passed. Corey has submitted list of trails to me with evaluation criteria. This item will be on the Nov. 9th agenda.
1	Establish priority list for trails.	CK		X		
6	Market the Matthews Station lot; consider temporary uses	KI		X		Temporary uses are underway i.e. pop-up market; RFP bids will be opened on 10/26.
16	plan for future shade trees at Stumptown Park	CK		X		Corey and landscaping staff have met on site. Plans have not been put to paper.
20	draft (or communicate) wayfinding sign standards. Keep standard aspect ratio	JT		X		Jen has reached out to Buzz Brizzell, our wayfinding contractor to get this information.
32	Staff and CB to work together on list of eligible tourism fund projects	HB		X		
33	Draft list of possible improvements for Stumptown Park related to festivals	CK		X		
35	Develop a sportsplex marketing project that promotes Matthews businesses to visitors	JT		X		A monitor promoting PRCR events is in operation at Community Center; Still working on remote monitors
40	New website = high priority	JT		X		Municipal CMS has been selected; Expected completion date is the late 2015/early 2016
41	MyMatthews app needs to be improved/made functional	JT		X		No need for an app. The new website will be compatible with all mobile devices.
7	update Warren Report charts by 2016/17. Internal.	KI/JJ			X	
8	construct interactive road map with overlays: different colors for under construction (designate town vs state projects), planned under construction, funded but not under construction, needed but not funded	PLANNING			X	Pending new hire in planning dept. Interviews underway.
11	Investigate less expensive options for park construction (scouts, etc.)	CK			X	
30	Follow up on pavement degradation fee	CJ			X	Ralph did not complete. Move to long-term CJ is new to the position
31	Can town employees sign off on street cuts before utility crew completes project?	CJ			X	This would be covered in the degradation fee and an on-site inspector would monitor
36	Butler greenway: investigate dirtway instead of paved greenway	CK			X	
37	Hwy 51 park: investigate Trailblazers for trail, gravel parking	CK			X	
3	add active community garden with gravel parking lot by spring 2016 - either rice road park or Hwy 51 park	CK			X	\$20,000 for Hwy 51 Park community garden (CIP)
5	staff to draft prioritized park list and possible grant opportunities	CK			X	
9	educate public on paving options/answer questions about methods (review with TB the planned paving schedule, which includes alternating full depth reclamation w/ other technologies)	CJ			X	
COMPLETE						
2	Community gardens: draft preference rules for Matthews residents	CK		X		New rules shared with the Board on 8/19 by email.
4	research liability issues related to dog parks	CK	X			Corey provided explanation to Board on 6/22
10	hold community meeting with property owners re: special assessment/Oscar Drive	RM	X			Budget to be amended when decision made on Oscar Drive
12	research increasing performance bond payment	KI		X		NCGA passed legislation that limits towns authority. Town staff has worked with our attorney to comply with the law. LUESA is enforcing the new performance bonds based on the new law.
13	can TB grant subdivision variances after subdivision is complete?	KI	X			Yes; C. Buckley sent memo to TB on 3/9/15
14	do rate study of storm water fees; tiers/incremental increases	RM	X			Ralph completed a rate study. Decided to postpone any recommendation until FY 16-17
15	submit to TB one page summary on differences between existing and draft bike/ped plans	KI	X			New bike/ped plan adopted 5/11
17	add Fountain Rock Park to greenway maps	CK		X		Done
18	show progress of Wayfinding to date	JT	X			New directional signs approved by DOT 6/17
19	track down rogue signs; TB to review costs before signs are replaced	JT	X			New Sportsplex and greenway trail signs have been installed
21	find out details of League's legislative action committee	HB	X			Shared details w/Board on 6/16
22	Matthews 101: start in August? send invitations to recent board/committee applicants	JT	X			\$1,500 (estimate) Matthews 101 included in Manager Dept. budget; 1st session in Sept.
23	Give TB a list of properties with zoning classifications that are not in the UDO * how are the parks zoned now?	KI	X			List of properties shared with the Town Board on 6/18/15
24	Manager to keep TB apprised of controversial Planning issues – no surprises	HB	X			Manager has committed to keeping the Board apprised; Implemented a pre-development sessions
25	Ongoing projects pages on website needs to be kept current. Should be first source of new info to citizens	JT	X			Project pages updated as of 6/19
26	Update TB on future mass transit plans	RM	X			TB to be updated at 6/22 meeting
27	Planning/PB to draft list of top 10 infill projects in downtown – keep TB aware of possible areas that are right for infill development	KI		X		Done; see list
28	Prioritize list of Small Area Plans; consider one for 74 corridor to town line	KI	X			Top priority from list is East John St. SAP; included in Planning Dept. budget (in-kind)
29	Send draft Citizen Survey to TB, see if any questions need to be added	JT	X			Draft survey sent to TB in early March
34	Get legal language of tourism fund statute to TB	HB	X			Sent 5/22
38	Signal at Crestdale: flip to flashing light – educate drivers ahead of signal relocation	RM	X			Flashing nights & weekends; \$40,000 signal relocation included in PW Dept. budget
39	Should library pay anything for façade and facility maintenance?	HB	X			According to the lease they are responsible for 43% of the costs for maintenance of the bldg.
43	Orient Planning Board and Board of Adjustment to UDO	KI	X			PB reoriented 6/23; BOA reoriented 7/9
44	Paint the roof and floor of Stumptown Park stage and uplight the trees behind the stage	CK	X			\$8,000 in PRCR capital for uplighting trees. Painting stage floor completed. Uplighting expected by MA!

GFOA Certificate of Achievement for Excellence in Financial Reporting 1998-Present.

October 21, 2015

To: Honorable Mayor and Board of Commissioners

From: Christopher Tucker, Finance Director

CC: Hazen Blodgett, Town Manager
Jamie Justice, 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 2016 through September 2015. This is our first look at how our current fiscal year is going. As you review the report you will notice that it has a very different look to it. I am hopeful that you will find that the report has a cleaner look while still maintaining relevant information.

Please draw your attention to the percentage column, where several percentages are in green or red. These indicate revenues or expenditures that are above trend for revenues or are above pace for expenditures. As we move through the year, obviously better trend indicators will arise. Finally, the last column which is greyed out, will have projections that will help us determine if budget actions are necessary. Since many of our revenues really begin coming in during the second quarter, this column will begin filling in soon.

Finance staff will still maintain the previous fiscal year information in order to analyze trends and forecasts over time, but, if acceptable, we will work towards making the information more impactful for the planning conference and budget development process.

Other items of note:

- Tax Revaluation Refunds through September 2015 are \$769,858.21.
- Our Auditors would like to present the fye15 Financial Statements at the November 23 meeting. As soon as I have a clean copy, I will forward for everyone's review.

FINANCE REPORT - 2015 OCTOBER 26

<u>GENERAL FUND</u>	fye 2016 BUDGET (ORIGINAL)	fye 2016 BUDGET (AMENDED)	fye 2016 Through Sept15	%	fye 2016 PROJECTED
REVENUES					
Ad Valorem Taxes	\$ 12,058,000	\$ 12,058,000	\$ 486,671	4.04%	\$ -
Local Option Sales Taxes	\$ 2,781,078	\$ 2,781,078	\$ 250,134	8.99%	\$ -
Unrestricted Intergovernmental	\$ 2,132,615	\$ 2,132,615	\$ 52,881	2.48%	\$ -
Powell Bill	\$ 760,000	\$ 760,000	\$ 386,172	50.81%	\$ -
Other Restricted Intergovernmental	\$ 447,000	\$ 447,000	\$ 20,000	4.47%	\$ -
Restricted / Committed to Public Safety	\$ 584,523	\$ 586,629	\$ 146,072	24.90%	\$ -
Stormwater Fees / Penalties	\$ 600,000	\$ 600,000	\$ 104,918	17.49%	\$ -
Recreation Revenues	\$ 330,000	\$ 330,000	\$ 96,269	29.17%	\$ -
Permits and Fees	\$ 57,000	\$ 57,000	\$ 18,262	32.04%	\$ -
Investment Earnings	\$ -	\$ -	\$ 923		\$ -
Misc. Revenues	\$ 86,500	\$ 86,500	\$ 17,019	19.68%	\$ -
Transfers from Other Funds	\$ 685,000	\$ 685,000	\$ -	0.00%	\$ -
Other Financing Sources	\$ 10,000	\$ 10,000	\$ 29,004	290.04%	\$ -
Fund Balance Appropriated	\$ 115,000	\$ 362,103	\$ -	0.00%	\$ -
	\$ 20,646,716	\$ 20,895,925	\$ 1,608,324	7.70%	\$ -
EXPENDITURES					
General Government	\$ 3,481,676	\$ 3,556,246	\$ 996,363	28.02%	\$ -
Police	\$ 5,708,803	\$ 5,830,192	\$ 1,615,324	27.71%	\$ -
Fire/EMS	\$ 1,909,223	\$ 1,919,888	\$ 373,557	19.46%	\$ -
Public Works	\$ 3,697,829	\$ 3,721,829	\$ 605,001	16.26%	\$ -
Sanitation	\$ 1,930,775	\$ 1,930,775	\$ 310,109	16.06%	\$ -
Planning and Development	\$ 457,356	\$ 457,356	\$ 98,053	21.44%	\$ -
Economic Development	\$ 25,000	\$ 43,585	\$ 3,791	8.70%	\$ -
Parks & Rec / Cultural Arts	\$ 1,154,844	\$ 1,154,844	\$ 370,039	32.04%	\$ -
Debt Service	\$ 1,776,296	\$ 1,776,296	\$ 269,206	15.16%	\$ -
Contingency / Transfers	\$ 504,914	\$ 504,914	\$ 421,400	83.46%	\$ -
	\$ 20,646,716	\$ 20,895,925	\$ 5,062,843	24.23%	\$ -
	\$ -	\$ -	\$ (3,454,519)		\$ -

<u>TOURISM FUND</u>	fye 2016 BUDGET (ORIGINAL)	fye 2016 BUDGET (AMENDED)	fye 2016 Through Sept15	%	fye 2016 PROJECTED
REVENUES					
Tourism Merchandise	\$ -	\$ -	\$ 225		\$ -
Occupancy Tax	\$ 446,160	\$ 446,160	\$ 96,448	21.62%	\$ -
Prepared Food & Beverage Tax	\$ 842,400	\$ 842,400	\$ -	0.00%	\$ -
Rental Car Tax	\$ 136,240	\$ 136,240	\$ 17,049	12.51%	\$ -
Miscellaneous	\$ -	\$ -	\$ -		\$ -
	<u>\$ 1,424,800</u>	<u>\$ 1,424,800</u>	<u>\$ 113,722</u>	7.98%	<u>\$ -</u>
EXPENDITURES					
Marketing	\$ 5,000	\$ 5,000	\$ -	0.00%	\$ -
Decorations/Banners/Flags	\$ 5,000	\$ 5,000	\$ -	0.00%	\$ -
Merchandise	\$ 1,000	\$ 1,000	\$ -	0.00%	\$ -
Landscaping	\$ 5,000	\$ 5,000	\$ -	0.00%	\$ -
Tourism Projects	\$ 45,000	\$ 45,000	\$ 15,853	35.23%	\$ -
SportsPlex	\$ 249,200	\$ 249,200	\$ 249,000	99.92%	\$ -
Tourism Grants	\$ 60,000	\$ 60,000	\$ -	0.00%	\$ -
Fullwood Theater	\$ 3,000	\$ 3,000	\$ 2,626	87.52%	\$ -
Outen Pottery	\$ 55,000	\$ 55,000	\$ -	0.00%	\$ -
Matthews Alive	\$ 60,000	\$ 60,000	\$ -	0.00%	\$ -
Historical Society	\$ 40,000	\$ 40,000	\$ 9,691	24.23%	\$ -
Arts & Science Council	\$ 18,000	\$ 18,000	\$ -	0.00%	\$ -
Other Town Events	\$ 18,600	\$ 18,600	\$ -	0.00%	\$ -
Transfer to General Fund	\$ 685,000	\$ 685,000	\$ -	0.00%	\$ -
Transfer to CIP	\$ 175,000	\$ 175,000	\$ 175,000	100.00%	\$ -
	<u>\$ 1,424,800</u>	<u>\$ 1,424,800</u>	<u>\$ 452,169</u>	31.74%	<u>\$ -</u>
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (338,447)</u>		<u>\$ -</u>

Fire Engine CIP Plan Update

DATE: 21 October 2015
RE: 2015 CIP Engine Purchase
FROM: Dennis Green, Fire & EMS Chief

Background/Issue:

Over the next few years we have several vehicles in the CIP. This year we are funded for a replacement engine. While previously the plan had been to wait to hear on the Assistance to Firefighters Grant (AFG) that we have applied for; FEMA is very behind in awarding the grants. The vehicle grant that we applied for is the most difficult grant to obtain as the amount of money allotted for vehicles is only a small portion of the AFG funds available and the need for vehicles is great. They are still awarding the AFG and likely are only two-thirds through the process.

There is a nine month anticipated build time for a new engine. If we order at this point it will place us close to the next budget year when we receive the truck. This would mean we would be approaching the end of the fiscal year so if we were fortunate enough to receive the AFG then the grant truck would become the truck that we would order next year in the CIP. The timing on the CIP timeline would work well and should not make much difference in fund balance. If we do receive the grant we will have to provide more funds than anticipated in this fiscal year but funds needed for the next and future years will be reduced, as the grant engine will not be carrying debt.

Proposal/Solution:

Before we submitted the grant we formed a truck committee to develop specifications for our engines of the future. My direction to the committee was to design an engine sized for an urban environment and to find previous publicly bid trucks of which several had been built. The committee did an excellent job in finding several public contracts that met the design that we needed. The final two trucks came down to a Seagraves and a Smeal. The Smeal was the truck chosen based on cost and on numerous trucks that CFD has placed in service.

The Charlotte Mecklenburg Procurement Management Division requested seal bids in August of 2014 for both engine and ladder trucks. These bids were opened on 22 September 2014 and the contract was awarded to Smeal. Our plan is to buy off the current Charlotte contract thus saving us the need to bid and saving us dollars due to the volume discount. It also gives us a truck that has been tested for design flaws.

The State of North Carolina allows municipalities to buy vehicles and equipment off publicly bid contracts after giving a ten-day notice. The Town Attorney has prepared a notice to be placed in the newspaper that will allow the Board of Commissioners on, 26 October 2015, to authorize the Town Manager to sign the contract to purchase the truck if that is the wish of the Board.

Financial Impact:

The recommended purchase will require additional funds. In our current CIP we have budgeted for a cost of \$465,000.00. The current bid price is now \$516,814.00. This is less than the City of Charlotte is paying as we have removed some components such as an Automatic Power Unit. The increased cost will result in a \$3,600 addition cost per year in the CIP for the next seven years. The payment goes from \$76,400 per year to \$80,000 per year. Finance originally used an interest cost of 5% in the CIP but they now feel that we can get a loan at 2% which limited the per year increase needed to fund the purchase.

Related Town Goals & Strategies:

Operational Performance Goal: “To optimize the functions of the Department through effective management, planning and utilization of technology and equipment. **Department Strategies #14 & #17:** “ Continue to plan for capital needs through the CIP process. Utilize the most cost-effective technology and equipment to optimize the Department’s performance.”

Recommended Motion:

Authorize the Town Manager to execute the proposed contract for the purchase of the Smeal engine.

APPROVE FINANCING FOR STREET PAVER

DATE: October 21, 2015
FROM: Christopher Tucker, Finance Director
RE: Approval of Financing Proposal for purchase of a street paver

Background/Issue:

The Town of Matthews desires to purchase a Street Paver. This piece of equipment is critical to the upkeep and maintenance of public streets. The cost of the equipment is around \$210k. The Town desires to finance \$140k with the remaining \$70k to be paid in cash.

Proposal/Solution:

The Finance Department solicited bids from three financial institutions in an effort to secure the best financing scenario to meet our needs. Of the three responses, one declined and two have requested an extension due to key staff members being out. Having no bids without affording an extension, I have issued another RFP until Monday at 10 am. I have also included three additional institutions in an effort to secure the best scenario. At Monday's meeting, I should have available a resolution for approval.

Financial Impact:

The Town will expend \$210k for the vehicle in FYE16. It will receive \$140k in loan proceeds in FYE16. The difference is appropriated in the FYE16 budget.

The debt term is two years. Future budgets will require debt payment appropriations of approx. \$72k.

Related Town Goal and Strategy:

Goal: Financial Performance - "To provide financial resources in a prudent and responsible manner through traditional and alternative sources of revenue, effective budgeting, and cost control with a focus on maintaining a healthy fund balance."

Strategy: #40 - "Identify revenue sources to recoup some cost of service expenditures."

Recommended Motion:

Consider approval of the financing resolution, which authorizes the finance director to engage the financial institution that best meets our needs in closing this lease purchase financing agreement.

Veteran Affairs Committee Draft Bylaws

DATE: October 21, 2015
RE: Veteran Affairs Committee Draft Bylaws
FROM: Lori Canapinno, Town Clerk

Background/Issue:

The Board has expressed interest in the formulation of a committee focusing on veteran affairs. Staff has drafted bylaws for the Board's review. Revisions or suggestions are welcome. Staff intends to seek interested candidates over the next several weeks, request appointments at the December 14, 2015 Board of Commissioners meeting and hold the first Veteran Affairs Committee meeting in January 2016.

Proposal/Solution:

Approve the draft bylaws or make changes as desired.

Financial Impact:

None

Related Town Goal:

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

Recommended Action:

Approve the proposed bylaws for the Town of Matthews Veteran Affairs Committee and direct staff to implement the Committee.

VETERAN AFFAIRS COMMITTEE BYLAWS

ARTICLE I - NAME

The name of this committee shall be the Town of Matthews Veteran Affairs Committee (VAC).

ARTICLE II - MISSION STATEMENT

The mission of the Veteran Affairs Committee is to promote a strong, healthy, and cooperative relationship between the Town of Matthews and service members, veterans and their families; to recognize the role played by veterans in the defense of this country; to promote equal and inclusive opportunities for veterans and their families in all aspects of society; and to identify and support all individuals and organizations that contribute to this mission.

ARTICLE III – ROLE OF THE VETERAN AFFAIRS COMMITTEE

The role of the Veteran Affairs Committee, hereafter referred to as the VAC, is to act in an advisory capacity to the Town's Board of Commissioners and staff on matters of interest and importance to service members, veterans and their families. The VAC may also:

- a) Serve as a centralized point of contact for veterans and their families to bring matters of interest to the attention of the Town;
- b) Advise the Board of Commissioners on matters related to patriotic holidays, ceremonies, or other special events and assist the staff in planning these events;
- c) Advise the Board of Commissioners on how to best increase the participation and effectiveness of veterans in local government;
- d) Increase awareness of education, employment and other community resources available to veterans and separating members of the military; and
- e) Facilitate the integration of veterans into all aspects of local community life by recognizing them as a valuable resource available within the community.

The VAC may become involved in other tasks as requested by the Board of Commissioners or Town staff. Additional subcommittees or task forces may be created as needed.

ARTICLE IV - MEMBERSHIP

Potential VAC members must demonstrate a clear relationship to the military and its interests and an understanding of its needs. Past service in the armed forces of the United States, while not an expressed requirement, is a highly valued asset for those interested in serving as members. Employment within, or association with, institutions or agencies with military-specific interests, or whose intent is serving the military community in whole or part is also desirable for those considering membership on the VAC. The VAC actively encourages active representation from each of the local veteran-service organizations. Services of the members of the VAC shall be voluntary and members will serve without compensation. There is no residency requirement for the VAC.

ARTICLE V - TERMS

The VAC shall consist of a minimum of five (5) and a maximum of eleven (11) members who have been duly appointed by the Board of Commissioners for designated terms. The terms, described as follows, shall begin with the calendar year 2016. Members shall be appointed to two year terms beginning on January 1 and expiring on December 31. Members may serve an unlimited number of terms.

If a vacancy on the VAC occurs by reason of death, resignation, or any other cause, the seat shall be filled, upon recommendation of the staff liaison and VAC Chairperson, by the Board of Commissioners in an expeditious manner for the duration of the unexpired term.

ARTICLE VI – OFFICERS AND STAFF

Section 1 – Officers: the officers of the VAC shall consist of a Chairperson and a Vice Chairperson. Elections shall take place in January.

Section 2 – Chairperson: the Chairperson shall be elected by a majority vote of the membership of the VAC from among its members. The term of the Chairperson shall be for one year and until a successor is elected, beginning with the first regular January meeting of each calendar year. The Chairperson shall be eligible for re-election.

The Chairperson (unless absent or excused), shall chair each meeting of the VAC and shall be a full voting member. The Chairperson shall decide upon all points of order and procedure unless otherwise directed by a majority of the VAC in session at the time. The Chairperson shall represent the VAC when called upon by the Board of Commissioners, staff or as directed by the VAC.

Section 3 - Vice-Chairperson: a Vice-Chairperson shall be elected from among the members in the same manner and for the same term as the Chairperson. The Vice-Chairperson shall serve as Acting Chairperson in the absence of the Chairperson and in such capacity, shall have the same powers and duties as the Chairperson. The Vice-Chairperson shall be eligible for re-election.

Section 4 – Staff: a Town staff member will act as liaison to the VAC. The staff liaison is considered a non-voting position and serves as staff to the VAC.

ARTICLE VII - MEETINGS

Section 1 – Open Meetings Law: the VAC shall be considered a "public body" and is subject to all rules and regulations for public bodies contained in North Carolina's Open Meetings Law.

Section 2 - Regular Meetings: the regular meetings of the VAC shall be held on an established and announced schedule with general intent to hold a monthly meeting, held at an appropriately accessible venue. All meetings shall be open to the public. Notice of meetings with information on agenda items shall be supplied before each meeting to all members. The Chairperson shall have the discretion to add or forego certain monthly meetings when necessary and meetings may be cancelled with written notice to the Town Clerk if there is no business to conduct.

Section 3 - Special or Called Meetings: special meetings of the VAC may be called at any time for the purpose of addressing urgent matters, the delay of which could prove detrimental to the success of the issue. Notice of the time and place of a called meeting shall be given to all members and the media at least forty-eight hours prior to the meeting by the Chairperson or staff liaison. The Chairperson or staff liaison will attempt to contact each member of the VAC as soon as possible after a special or called meeting is set.

Section 4 – Quorum: a quorum of the VAC shall be required to open any meeting and to conduct business. A quorum shall be defined as a simple majority of the currently appointed members and is necessary to take any official action.

ARTICLE VIII - ATTENDANCE

In order for the VAC to carry out its duties and responsibilities, it is necessary for all members to attend the meetings. Any member who shall fail to attend at least 75% of the regular and special meetings of the VAC during any one-year period may be removed. The Chairperson shall notify the Town Board of Commissioners of any member who shall so fail to attend. The vacancy can be filled, upon recommendation of the Committee liaison and Chairperson, by the Town Board of Commissioners.

ARTICLE IX – RULES OF CONDUCT FOR MEMBERS

In order to avoid the appearance of conflict of interest, members of the Committee shall refrain from voting on issues that have a direct and narrow fiduciary effect on an organization by whom they are employed or for whom they serve as director. Members of the Committee shall be prohibited from applying for or receiving grants from the Town as individuals.

ARTICLE X - VOTING, ORDER OF BUSINESS

Section 1 – Voting: voting, at the discretion of the Chairperson, shall be by voice or show of hands. All matters to be voted on by the VAC shall be by a duly made motion and second. It is the duty of all VAC members present at a meeting to vote on all issues coming before the VAC unless such member has been specifically excused from voting on an issue. Any non-excused member who abstains from voting shall be counted as having cast a "yes" vote.

Section 2 - Conduct of Meetings: all meetings shall be open to the public. The order of business at meetings shall generally be as follows:

- a) Open Meeting & Declare a Quorum
- b) Approval of Minutes
- c) Old Business
- d) New Business
- e) Adjournment

The Chairperson shall have the authority to amend the order of business at any meeting. Items of business for discussion at the meeting shall appear on the agenda.

ARTICLE XI – ADOPTION AND AMENDMENTS

These bylaws are adopted by a majority vote of the Mayor and Town Board of Commissioners and shall at all times be consistent with all other ordinances of the Town of Matthews and the State of North Carolina. These bylaws may be amended by the Board of Commissioners.

Adopted this 26th day of October, 2015.

Mayor James Taylor

Town Clerk Lori Canapinno

Tourism Grant Recommendation

DATE: October 22, 2015

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. Allowable 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 FY16 tourism grant award is \$60,000.

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 \$60,000 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

2015 - 2016 Tourism Grant Recommendations

Applicants	FY15 Award Amount *If Applicable	FY16 Amount Requested	FY16 Sub-Committee Recommendation
Matthews Historical Association RE: Victorian Lawn Party	\$500.00	\$1,050.00	\$500.00
Matthews Women's Club Service League RE: Victorian Teas	\$1,000.00	\$4,000.00	\$750.00
Charlotte City Ballet RE: Holiday Performances	\$1,000.00	\$3,690.00	\$750.00
Matthews Farmers Market RE: 25th Anniversary Celebration	N/A	\$11,200.00	\$1,500.00
Matthews Chamber of Commerce RE: ArtFest, Visitors Center, Auto Reunion & Motorcycle Show	\$10,500.00	\$14,000.00	\$10,000.00
Charlotte United Futbol Club RE: Under Armor Family Cup (at Sportsplex)	\$5,000.00	\$15,000.00	\$4,000.00
Matthews Athletic & Recreation Asso. RE: Various Tournaments	\$10,000.00	\$58,000.00	\$9,000.00
NC Youth Rugby Union RE:Ruggerfest	N/A	\$9,750.00	\$3,500.00
Matthews Playhouse RE: Season Marketing and Production Support	\$30,000.00	\$40,000.00	\$30,000.00