



**MINUTES**  
**BOARD OF COMMISSIONERS MEETING**  
**HOOD ROOM, MATTHEWS TOWN HALL**  
**JUNE 24, 2019 – 5:30 PM**

**PRESENT:** Mayor Paul Bailey; Mayor Pro Tem John Higdon; Commissioners Barbara Dement, Chris Melton, Jeff Miller, Kress Query and John Urban; Town Attorney Charles Buckley; Assistant Town Manager Becky Hawke; Town Clerk Lori Canapinno

The Board of Commissioners met to discuss meeting invocations.

**MINUTES**  
**BOARD OF COMMISSIONERS MEETING – CLOSED SESSION**  
**HOOD ROOM, MATTHEWS TOWN HALL**  
**JUNE 24, 2019 – 6:15 PM**

**PRESENT:** Mayor Paul Bailey; Mayor Pro Tem John Higdon; Commissioners Barbara Dement, Chris Melton, Jeff Miller, Kress Query and John Urban

**ALSO PRESENT:** Town Manager Hazen Blodgett; Assistant Town Manager Becky Hawke; Police Chief Clark Pennington; Fire & EMS Chief Rob Kinniburgh; Public Works Director CJ O'Neill; Town Clerk Lori Canapinno; Charlotte-Mecklenburg Emergency Management Planner Hannah Sanborn

Motion by Mr. Melton to enter into closed session pursuant to North Carolina General Statute 143-318.11(a)(9) to receive information on and approve an Emergency Operations Plan., to include the Mayor, Board of Commissioners, Town Manager, Assistant Town Manager, Public Works Director, Fire & EMS Chief, Police Chief, and Town Clerk. The motion was seconded by Mr. Query and unanimously approved.

Motion by Mr. Miller to adjourn the closed session. The motion was seconded by Mr. Query and unanimously approved. The closed session adjourned at 6:45 pm.

**MINUTES**  
**BOARD OF COMMISSIONERS MEETING**  
**HOOD ROOM, MATTHEWS TOWN HALL**  
**MAY 28, 2019 - 7:00 PM**

**PRESENT:** Mayor Paul Bailey; Mayor Pro Tem John Higdon; Commissioners Barbara Dement, Chris Melton, Jeff Miller, Kress Query and John Urban; Town Attorney Charles Buckley; Town Manager Hazen Blodgett; Assistant Town Manager Becky Hawke; Town Clerk Lori Canapinno

**ALSO PRESENT:** Communications Coordinator Maureen Keith; Parks, Recreation and Cultural Resources Director Corey King; Police Chief Clark Pennington

**REGULAR MEETING CALLED TO ORDER**

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

## **SAFETY MINUTE**

Mayor Bailey reviewed safety protocols.

## **INVOCATION**

Commissioner Miller rendered an invocation.

## **PLEDGE OF ALLEGIANCE**

Mayor Bailey led the audience in the Pledge.

## **PRESENTATION OF NANCY GLENN COMMUNITY SERVANT AWARD**

Matthews Human Services Council President Bill Helms announced Karla Ennis as the recipient of the 2019 Nancy Glenn Community Servant award. The Nancy Glenn Community Servant Award recipient is presented to someone who improves the community through service, and Ms. Ennis does exactly that. She never hesitates to take on any challenges and her willingness to give her time and energy goes well beyond the call of duty. Her services and her compassionate heart are well-known.

Roland Bibeau, President and CEO of Novant Matthews Medical Center, spoke of Ms. Ennis' role in the organization, her dedication and can-do attitude. Ms. Ennis thanked the Council, her friends and family, and the community for this honor, saying she is grateful to serve such an extraordinary community as Matthews.

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

Town Manager Hazen Blodgett recommended adding a budget ordinance amendment as consent item 9B2, to recognize funds received in excess of budgeted amount for Community Center programs.

Motion by Mr. Higdon to add the budget ordinance amendment as consent agenda item 9B2. The motion was seconded by Mr. Urban and unanimously approved.

## **PUBLIC COMMENT**

None

## **RECEIVE REPORTS FROM ADVISORY COMMITTEES**

Minutes from the Environmental Advisory, Transportation Advisory and Veterans Advisory Committees were submitted.

Appearance & Tree Advisory Committee Chair Debbie Foster presented information on Matthews trees, discussing ways the town can preserve or add to the existing tree canopy. Suggestions from the Committee include measuring the actual number of trees as well as their canopy, saving the largest specimens, increasing buffer requirements for new development, and starting a tree giveaway program to residents. She also discussed some health and economic benefits of trees, including that one acre of trees produces enough oxygen for 18 people every day, and mature trees can often have appraised values of \$1,000-10,000.

## CONSENT AGENDA

- A. Approve Minutes of the June 10, 2019 Board of Commissioners Regular Meeting
- B. Approve Budget Ordinance Amendments to:
  - 1) Allocate CIP Fund Balance for the NC-51 and Idlewild Road Roundabout in the Amount of \$44,105.22
  - 2) Recognize Funds Received in Excess of Budgeted Amount for Community Center Programs in the Amount of \$60,000 (*item added during meeting*)

Motion by Mr. Melton to approve consent agenda items A through B2. The motion was seconded by Mr. Urban and unanimously approved.

## UNFINISHED BUSINESS

### RECEIVE UPDATE ON PLANNING CONFERENCE TO DO LIST

Mr. Blodgett reviewed the list. Regarding items five and six – civic outreach and internship programs for high school students - staff has made numerous efforts to discuss this with Butler High School with no success. He asked if the Board was interested in continuing to push on this. By consensus, the Board wants to keep trying, and suggested alternative methods such as targeting students directly, rather than school staff; asking private schools to participate; and having the Matthews Committee on Education attempt the outreach.

The Board discussed item 32 - murals – and methods for ensuring that the Board and community were included earlier on in the deliberation process. Mr. Miller suggested having the Parks and Recreation advisory board bring multiple art and location options to the Board for final vote. Mr. Urban suggested getting direct input from the downtown businesses because they would be most directly affected by the style and placement of future murals. Mr. Higdon agreed, but wanted everyone to have the opportunity for input, not just the downtown businesses, and suggested adding a survey option to the Town's website. Mayor Bailey summarized the discussion, saying there needs to be some sort of procedure in place that sets up a community input process, and allows the Board of Commissioners to see the proposed art and location(s) before it comes up for a final vote.

### CONSIDER TOWN MISSION STATEMENT

Mr. Blodgett reviewed two proposed statements: "To responsibly serve, lead and enrich our thriving community." and "To provide responsible governance and a premier quality of life for all who live, work and play in our thriving community."

Mayor Bailey would like to have the Matthews name worked in. Mr. Higdon didn't like the imagery associated with the word "thriving" and would also like to have the town name included. Ms. Dement preferred the simplicity of option one, if the town name is included, and likes the word "thriving." She also disagreed with the phrasing of option two, saying that while the Town can provide opportunities for people, it can't actually ensure that every single person experiences a premier quality of life. Mr. Urban thought option one was too simplistic but agreed with Ms. Dement's comments about option two. He suggested adding the words "and provide for..." or "opportunity for..." to address that concern. Staff will continue to work on this.

## NEW BUSINESS

## **CONSIDER LIVESTREAMING BOARD OF COMMISSIONERS MEETINGS**

Communications Coordinator Maureen Keith presented information on live streaming Board meetings. Live streaming would allow people to watch Board of Commissioner meetings in real time and afterwards. This would be part of the Town's commitment to being open, transparent and user-friendly to citizens and visitors. It's not always possible for people to drop their obligations and attend meetings in person or stay for the entire meeting. Livestreaming would allow people to be more engaged and would make meetings more accessible to more people. It's becoming a best practice in terms of transparency.

Staff has reviewed several vendor options and recommends Granicus, which incorporates indexing and search capabilities along with the streaming service. Viewers would be able to click through and watch the meeting live, following along with the agenda, or watch afterwards with indexing, by clicking on a link of interest and jumping directly to that section of the recorded meeting.

Mr. Melton asked about changing vendors and storage, and Ms. Keith explained that the information is exportable and would not be lost. The vendor would store the files on their server, and they would be accessed via the Town's website. Mr. Higdon said he was in favor of transparency but noted that the current YouTube videos were not often watched. He also asked about price differences and Ms. Keith explained that Granicus was the middle of the three options. It's being recommended because it comes with indexing and searching and a lot of other user-friendly tools that makes it more than just live streaming. Ms. Dement said she's proud of the fact that this Board has made every effort to meet citizens where they are instead of expecting the citizens to come to them, and this would help with that. The search function would benefit everyone with the self-help aspect.

Motion by Ms. Dement to approve the live streaming of regular Board of Commissioner meetings and authorize the Manager to enter into an agreement with Granicus. The motion was seconded by Mr. Urban and unanimously approved.

## **RECEIVE INFORMATION ON COST RECOVERY STRUCTURE FOR PARKS, RECREATION & CULTURAL RESOURCES ACTIVITIES**

Parks, Recreation and Cultural Resources Director Corey King reviewed information on the department's programming fees philosophy and methodology. Staff and the Parks, Recreation and Cultural Resources Advisory Committee reviewed all of the programs offered by the department and filtered them into different tiers. The criteria included examination of the benefit/recipient; access/type of service; historical expectations; anticipated impacts; and social value. Three tiers emerged. Tier 1 offers basic services with the greatest community benefit, such as greenways, special events and parks. Tier 2 offers a combination of community and individual benefits, such as community gardens, camps and facility rental discounts for nonprofit organizations. Tier 3 offers primarily individual benefits, such as foreign language instruction or exclusive-use facility rentals. The cost recovery expectations are lowest for tier one and increase at each tier. This means that the programs with the largest overall community benefit – tier 1 - are more costly to the Town, at 0–50% cost recovery, and the programs with the least community benefit/most individual benefit – tier 3 - are more costly to the individual recipients, at 75-100+% cost recovery. Staff uses this philosophy when setting revenue goals and programming costs. The intent is to be good stewards of public dollars while providing services to the community.

## **RECEIVE MONTHLY BUDGET REPORT**

Assistant Town Manager Becky Hawke reviewed the report ending May 2019, explaining that some revenues still look a bit low, and ad valorem taxes will be a little low this year due to the necessary ACTS adjustment as discussed in previous meetings. Investment earnings continue to look very good.

## **CONSIDER CONTRACT FOR TOWN ATTORNEY**

Town Attorney Charles Buckley noted the single change of an hourly rate change of \$225 per hour (from \$205).

Motion by Mayor Bailey to approve the attorney-client agreement for fiscal year 2019-20 as presented. The motion was seconded by Ms. Dement and unanimously approved.

## **MAYOR'S REPORT**

Mayor Bailey discussed issues relating to the funding of the John Street project. Matthews' portion is Section A. Indian Trail voted to rescind the \$10 million they had committed to their portion of the project, an amount which had been voted on by the citizens of Indian Trail in the form of bonds. The Indian Trail section has been scored higher because of their contribution to it; it's possible that DOT might take away some of Matthews' funds to apply to the Indian Trail segment, since Matthews' segment was deferred. Also, the funding set aside for the project is contingent upon the reduction of emissions, and certain criteria must be met for this to happen. He would like the Public Works staff to examine these issues, as he's concerned that Matthews could lose the state funds and have to fund the road improvements through a bond instead.

## **ATTORNEY'S REPORT**

Mr. Buckley reviewed a case that came out of the Fourth Circuit regarding social media and elected officials, explaining that elected officials who use social media accounts in their capacity as an elected official in an interactive basis to conduct Town business may not block or delete followers, as that would be content discrimination and possibly a violation of that person's rights. Election laws also forbid campaigning and politicking on those accounts. He also noted a question he'd received about elected officials' gatherings, explaining that political events are not town business and so elected officials, even a majority, can attend without violating open meeting laws. Mr. Buckley also requested permission to attend the Municipal Attorneys' Summer Conference per the Town's travel policies.

Motion by Mr. Miller to allow the Town Attorney to attend the Municipal Attorneys' Summer Conference under the travel policies of the Town. The motion was seconded by Mr. Query and unanimously approved.

## **TOWN MANAGER'S REPORT**

Mr. Blodgett asked Police Chief Clark Pennington to provide an update on the pedestrian death that occurred on June 21. Chief Pennington explained that the pedestrian, Fanny Delores Bunn, was struck by a vehicle on North Trade Street and she unfortunately died from her injuries. Investigators believe she was in the crosswalk when she was struck. The investigation continues.

## **ADJOURNMENT**

Motion by Mr. Melton to adjourn. The motion was seconded by Mr. Query and unanimously approved. The meeting adjourned at 8:38 pm.

Respectfully submitted,

Lori Canapinno  
Town Clerk



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**CHARLOTTE-MECKLENBURG EMERGENCY OPERATIONS PLAN**

Motion by Mr. Melton to enter into closed session pursuant to North Carolina General Statute 143-318.11(a)(9) to receive information on and approve an Emergency Operations Plan, to include the Mayor, Board of Commissioners, Town Manager, Assistant Town Manager, Public Works Director, Fire & EMS Chief, Police Chief, and Town Clerk. The motion was seconded by Mr. Query and unanimously approved.

Charlotte-Mecklenburg Emergency Management Planner Hannah Sanborn reviewed the draft Charlotte-Mecklenburg Emergency Operations Plan, which outlines the roles and responsibilities of all partner organizations in the event of an emergency and establishes a single comprehensive framework for disaster management within Mecklenburg County. The base plan is being reviewed and approved by the towns within the county now, and supplemental annexes will be drafted and reviewed in 2020. The Board was asked to review the plan and authorize the Mayor to sign the associated letter of promulgation and letter of agreement.

Motion by Mr. Higdon to authorize the Mayor to sign the letter of promulgation and letter of authorization for the Charlotte-Mecklenburg Emergency Operations Plan. The motion was seconded by Ms. Dement and unanimously approved.

Motion by Mr. Miller to adjourn the closed session. The motion was seconded by Mr. Query and unanimously approved. The closed session adjourned at 6:45 pm.

Respectfully submitted,

Lori Canapinno  
Town Clerk