



KNIGHTDALE TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

December 18, 2013

The Knightdale Town Council met at 7:00 p.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, North Carolina.

PRESENT: Mayor Russell Killen, Mayor Pro Tem Mike Chalk, Councilors Mark Swan, Dustin Tripp, and Randy Young.

ABSENT: Councilor James Roberson.

Staff Members Present: David York, Town Attorney; Seth Lawless, Town Manager; Chris Hills, Planning Director; Fred Boone, Town Engineer/Public Works Director; Brian Bowman, Communications Director; Jimmy Overton, Finance Director; Jeff Triezenberg, Senior Planner; Keith Archambault, IT Administrator; Jason Godwin, Police Chief; Tony Lashley, Police Captain; Marcey Bell, Assistant Town Clerk/HR Technician; Brandon Holmquist, Maintenance Worker; Karen Epps, Accounting Technician; Thomas Cagle, Police Officer; Rodney Barbour, Police Officer; Tina Cheek, Parks & Recreation Director; Kevin Jorgenson, Police Officer; Danny Phillips, Police Sergeant; Lawrence Capps, Police Captain; Ron Fullerton, Police Officer.

Meeting called to order by Mayor Killen at 7:00 p.m.

WELCOME

Welcome by Mayor Killen.

INVOCATION

Invocation by Councilor Swan.

ITEM I. ADOPTION OF AGENDA

...The agenda was adopted without objection.

ITEM II. APPROVAL OF MINUTES

December 2, 2013

...Motion by Mayor Pro Tem Chalk to approve the minutes of December 2, 2013. Motion seconded by Councilor Tripp and carried unanimously.

ITEM III. PRESENTATIONS, RECOGNITIONS, AWARDS

A. Human Rights Week Proclamation

Mayor Killen proclaimed the week of December 10-16, 2013 as Human Rights Week.

B. Swearing In of Police Officers – Barbour and Cagle

Mayor Killen administered the Oath of Office to Rodney Barbour and Thomas Cagle.

Police Chief Jason Godwin noted that the two new officers would be an asset to the Police Department and presented the officers and Council members with the Police Department's first Challenge Coins.

C. Introduction of Assistant Town Clerk

Town Manager Seth Lawless introduced Marcey Bell as the Town's new Assistant Clerk and HR Technician.

D. Introduction of Accounting Technician

Finance Director Jimmy Overton introduced Karen Epps as the Town's new Accounting Technician.

E. Introduction of Maintenance Worker

Town Engineer Fred Boone introduced Brandon Holmquist as the Town's new Maintenance Worker.

ITEM IV. PUBLIC

Anyone may speak on an issue not included on tonight's agenda. If you anticipate speaking during tonight's meeting, please print your name and address on the form at the entry table. You must speak from the podium to assure accurate record. Before speaking, please state your name and address.

A. Open to the Public

No one approached.

B. Report on Citizen Inquiries

Nothing at this time.

ITEM V. CONSENT AGENDA

A. 2014 Meeting Schedules
Adopt 2014 Meeting Schedules.

B. Budget Amendment 2014 09
Adopt Budget Amendment 2014 09.

...Motion by Councilor Swan to approve the consent agenda. Motion seconded by Councilor Tripp and carried unanimously.

ITEM VI. ACTIONS REQUIRING PUBLIC HEARINGS

If you anticipate speaking during a public hearing at tonight's meeting, please print your name and address on the form at the entry table. You must speak from the podium to assure accurate record of testimony. Large groups are asked to designate a spokesperson. If the Mayor announces that the hearing is a quasi-judicial public hearing, all speakers must be administered an oath by the Town Attorney.

None at this time.

ITEM VII. SET PUBLIC HEARINGS

None at this time.

ITEM VIII. TOWN ATTORNEY

Nothing at this time.

ITEM IX. OLD BUSINESS

A. ZTA-10-13 Tattoo Shops
ORD #13-12-18-001

Senior Planner Jeff Triezenberg reviewed a zoning text amendment to amend Sections 2.3C and 3.3 and Chapter 19 of the Unified Development Ordinance to add specific standards by which tattoo shops may be permitted in certain zoning.

Mr. Triezenberg discussed research regarding tattoo shops in surrounding municipalities and reported the LURB's recommendation to approve ZTA-10-13 and adopt ORD #13-12-18-001. Mayor Pro Tem Chalk suggested adding an additional standard regarding proximity of multiple tattoo parlors which would prohibit the entrances from being less than 1,000 feet apart.

...Motion by Mayor Pro Tem Chalk to adopt statement of plan consistency and reasonableness of action, approve ZTA-10-13, and adopt Ordinance #13-12-18-001 with the amended standard of proximity. Motion seconded by Councilor Tripp and carried unanimously.

B. Princeton Manor Land Dedication

RES #13-12-18-001

Planning Director Chris Hills discussed the conservation land donation by Southern Developers and the possibility of building a trailhead with vehicular access for the Mingo Creek Greenway on this property which is an acceptable use of the property.

Town Attorney David York discussed vehicular access in the location of a power line easement and the need for title insurance.

Mr. Hills answered questions from Council and recommended that Council adopt RES #13-12-18-001 and permit the Town Manager to authorize the Conservation Tax Credit Program Notice of Acceptance of Property for Conservation Purposes document in order for Southern Developers to receive a tax credit for donating the property to the Town.

...Motion by Councilor Swan to adopt RES #13-12-18-001. Motion seconded by Councilor Young and carried unanimously.

C. Construction Projects Update

Town Engineer Fred Boone gave an update on current town projects.

D. Knightdale Station Sponsorship and Naming Rights

Parks and Recreation Director Tina Cheek discussed the costs of various sponsorship and naming right opportunities at Knightdale Station.

Mayor Killen recommended changing the amount for Shelter A Naming Rights from \$46,500 to \$45,000.

Councilor Young asked how the community will be made aware of this naming opportunity. Ms. Cheek responded that a catalog will be created and made available to the public.

Council discussed the pricing options per paver and agreed not to adjust the per paver price. Ms. Cheek answered additional questions from Council.

...Motion by Councilor Tripp to approve the Knightdale Station Sponsorship & Naming Rights recommendations. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

Town Manager Seth Lawless pointed out that Council will need to make a decision regarding usage for the revenue generated by the park sponsorship and naming rights; the revenue could possibly be added to the reserve fund or capital reserve fund. Council briefly discussed.

ITEM X. NEW BUSINESS

A. Watson House Renovation

Town Manager Seth Lawless reviewed the cost estimates from Oakley Collier Architects for bringing the Watson House at Knightdale Station back to a condition that would allow it to be used by the public.

Mayor Pro Tem Chalk discussed the historic significance of using this building, and Council discussed moving forward with the proposal.

Mr. John Parrish of 3 Park Avenue spoke about the possibility of being able to display town artifacts in the Watson House and suggested starting the renovation as soon as possible.

...Motion by Mayor Pro Tem Chalk to approve the Oakley Collier proposal. Motion seconded by Councilor Young and carried unanimously.

B. North Star Phase II Branding Contract

Communications Director Brian Bowman presented information regarding Phase II of the branding campaign and recommended continuing to work with North Star Destinations for Phase II at a cost of \$26,000 which is within budget.

...Motion by Councilor Swan to authorize staff to execute the contract with North Star for Phase II of the branding campaign. Motion seconded by Councilor Tripp and carried unanimously.

C. New Before School Camp Program

Parks and Recreation Director Tina Cheek presented information regarding a proposed Before School Camp Program that will serve Track 4 students at Hodge Road Elementary School and Lockhart Elementary School and which will utilize current Track Out staff. Ms. Cheek answered questions from Council.

...Motion by Councilor Young to approve the new Before School Camp program. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

ITEM XI. OTHER BUSINESS

Meeting with Triangle Community Coalition

Council discussed an appropriate date to propose for the meeting with the Triangle Community Coalition. The meeting is tentatively set for February 12, 2014 at 8:00 a.m.

ITEM XII. COMMITTEE REPORTS

A. Planning and Engineering

Councilor Tripp reported that the Planning and Engineering Committee has discussed road signs and a bicycle lane to increase awareness for bicyclists on First Avenue. He added that a resident brought forward an Emerald Point speeding concern; the committee has developed a plan of action and will be working with the Police Department to execute that plan.

B. Finance

No report.

C. Public Safety

No report.

D. Nominating

Councilor Young noted that Councilor Swan's LURB seat is now vacant and recommended Pete Mangum to fill the vacant seat.

...Motion from nominating committee to appoint Pete Mangum for the vacant seat and carried unanimously.

E. Liaison Reports

No report.

Mayor Killen reported on a presentation that he gave for the Wake County Home Builders Association last week. The Wake County Home Builders Association offered to give feedback on Knightdale's UDO to ensure that the UDO is yielding the results that the Town intends. The last meeting of the Knightdale Education Committee is tomorrow night, December 19, 2013.

Councilor Young reported on the latest Old Town Oversight Committee meeting in which Senior Planner Jeff Triezenberg went over OTOC's accomplishments. Duties going forward were defined, and the meeting location is being moved to the Chamber of Commerce.

ITEM XIII. CLOSED SESSION FOR LEGAL OR PERSONNEL MATTERS

None at this time.

ITEM XIV. ADJOURNMENT

...Motion by Mayor Pro Tem Chalk to adjourn at 8:13 p.m. Motion seconded by Councilor Swan and carried unanimously.



Mayor Russell B. Killen



Town Clerk Suzanne M. Yeatts