



KNIGHTDALE TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

Retreat January 30, 2016

The Knightdale Town Council met at 8:30 a.m. at the Knightdale Public Safety Center Training Room, 967 Steeple Square Court, Knightdale, North Carolina.

PRESENT: Mayor James Roberson, Councilors Pete Mangum, Mark Swan, Dustin Tripp, and Randy Young.

ABSENT: Mayor Pro Tem Mike Chalk.

Staff Members Present: Clyde Holt, Town Attorney; Whitney Ledford, Town Clerk; Keith Archambault, IT Administrator; Brian Bowman, Communications Director; Jennifer Currin, Senior Planner; Chris Hills, Development Services Director; Tim Guffey, Fire Chief; Lawrence Capps, Police Chief; Tina Cheek, Parks, Recreation, and Cultural Programs Director; Suzanne Yeatts, Administrative Services Director; Brent Quick, Purchasing Agent; Megan Thornton, Recreation Programs Supervisor; Beth Trahos, Town Attorney.

Meeting called to order by Mayor Roberson at 9:00 a.m.

WELCOME

Welcome by Mayor Roberson.

- ITEM I. Ethics Training**
Town Attorney Clyde Holt reviewed the purpose of the Town's Code of Ethics Ordinance noting there may be changes or updates to be considered during training. Mr. Holt provided a portion of the required Ethics Training and will administer the remainder at a later date.
- ITEM II. Parks and Recreation Programming**
Parks, Recreation, and Cultural Programs Director Tina Cheek shared a summary of the current programs offered by the Parks and Recreation Department and answered questions from Council members.

ITEM III. Parks and Recreation Facility Needs

Parks, Recreation, and Cultural Programs Director Tina Cheek reviewed facility needs while sharing concerns regarding current joint use agreements, storage, and maintenance fees. Council directed the Attorney to pursue the possibility of amending the Town's current joint use agreements. Ms. Cheek answered questions from Council and Staff.

Councilor Mangum suggested working towards utilizing the property off of Forestville Road as a possible solution to many existing issues.

Mayor Roberson called for a short break at 10:14 a.m.

Mayor Roberson resumed the meeting at 10:27 a.m. and noted that Item V will be addressed before Item IV.

ITEM V. Downtown Development Update

Development Services Director Chris Hills shared and explained the concept of placemaking; noting how this concept has been an increasingly important factor in all development decisions for the Town. Mr. Hills shared the value of the Town's development investments in projects under construction and forecasted for the future. Mr. Hills also requested direction from Council regarding the current Downtown Development Plan. Council gave guidance as follows:

- The Town may consider selling the land instead of leasing it as long as certain controls can be left to the Town via a deed restriction or covenant.
- The Town may continue planning for a residential component.
- The Town can invest in additional parking or other infrastructure improvements as long as they are part of the Capital Improvement Plan.
- The Town may lease any space in the buildings to solve overcrowding at the Town Hall but the square footage is to be determined.

ITEM IV. Greenway Connectivity Discussion

Development Services Director Chris Hills reviewed the current Mingo Creek Greenway sites, shared its impact on the Town, and made suggestions for connecting existing trails together to provide accessibility for the entire Town. Mr. Hills answered questions from Council.

ITEM VI. Wayfinding Signage

Communications Director Brian Bowman presented the proposed Wayfinding signs and explained purpose, location, design, and cost. Staff noted that they will include the cost to fund all signage in the upcoming year's budget. Mr. Bowman and staff answered questions from Council.

ITEM VII. K9 Discussion

Police Chief Lawrence Capps shared information about the Police Department's K9 program including funding, training, implementation, uses,

and benefits. Chief Capps also shared information concerning a current K9 named Finni, explained her current situation, her retirement, the procurement of a new service animal, and what to expect in the investment.

ITEM VIII. Fire Districts and Future Stations

Fire Chief Tim Guffey presented information about the Insurance Services Office who is projected to evaluate the Fire Department this year to assess communications, facilities, water supply, and deployment. Chief Guffey explained that in order to decrease response time and increase the station's score additional stations will need to be built. Maps showing projected areas of need were distributed to Council members with an emphasis on covering the western part of the Town limits.

ITEM IX. Local Business Tour

Mayor James Roberson shared a new long range objective to support local businesses and improve customer service to match the Town's growth. With this plan Mayor Roberson hopes to remove any unnecessary barriers for new business owners, listen to needs, and explore leads to strengthen partnerships in the community.

ITEM X. Lunch/Joint LURB Discussion

The following members of the Land Use Review Board joined Council for a brief discussion over lunch:

- Rita Blackmon
- Stephen Morgan
- George Hess

ITEM XV. ADJOURNMENT

...Motion by Councilor Young to adjourn at 12:47 p.m. Motion seconded by Councilor Mangum and carried unanimously.



Mayor James A. Roberson



Town Clerk Whitney A. Ledford