

**TOWN OF KNIGHTDALE
NORTH CAROLINA**

MAYOR

The Honorable Russell B. Killen

MAYOR PRO-TEM

Mike Chalk

TOWN COUNCIL

Jeff Eddins

Terrence Gleason

Tim Poirier

James Roberson

STAFF

Gary McConkey - Town Manager

Seth Lawless - Assistant Town Manager

Suzanne Yeatts - Human Resources Director/Town Clerk

Ren Wiles - Finance Director

Mike Frangos - Planning Director

Tracy Pedigo - Public Works Director

Keith Gifford - Town Engineer

Tina Cheek - Parks & Recreation Director

Clyde Holt, III - Town Attorney

TOWN DEPARTMENTS & TELEPHONE NUMBERS

Town Manager	217-2201
Assistant Town Manager	217-2202
Town Attorney	755-8728
Town Engineer	217-2280
Public Works Department	217-2290
Human Resources/Town Clerk	217-2220
Planning Department	217-2240
Finance Department	217-2210
Parks & Recreation Department	217-2230
Police Department	217-2260
Council Chamber	217-2203

EMERGENCY NUMBER

911

WELCOME!

We are pleased you are attending a Knightdale Town Council meeting. You are now participating in the process of representative government, and we appreciate your interest in the Town of Knightdale. It is hoped you and your fellow citizens will attend often and take pride in the affairs of the Town. Democracy endures with an informed electorate.

Knightdale operates with the Council-Manager form of local government by which the Mayor and Council, who are elected by the people, establish policy. Policy is subsequently implemented by the Town Manager, who is appointed by the Town Council. The Town Manager, operating through the entire Town staff, executes all policies enacted by Town Council and manages the day to day business of the Town. This approach to policy making and administration is considered the most economical and efficient form of City government in the United States.

COUNCIL MEETINGS

The Town Council meets in regular session twice each month in the Town Council Chamber of the Town Hall. These meetings are open to the public and are held on the following schedule:

First Monday --- 7:00 PM

Third Wednesday --- 7:00 PM

At these meetings, the Town's business is conducted and ordinances and resolutions, the laws of Knightdale, are enacted. Ordinances take effect upon their adoption and approval by Town Council. If a two-thirds majority vote is not received upon the first reading of most ordinances, the ordinance is again presented at the Town Council's next meeting for a second reading.

Council members receive the agenda for a Council meeting, together with detailed background material, on the Thursday prior to the regular Monday meeting and on the Monday prior to the regular Wednesday meeting. This arrangement provides members of the governing body an opportunity to study each item on the agenda prior to the meeting and consult with the Town Manager or Town staff members. If no additional pertinent facts are presented at the meeting, items are often acted upon without any further discussion, particularly in routine matters, in the form of a Consent Agenda. This procedure helps Council meetings to move more expeditiously.

HOW A CITIZEN CAN BE HEARD

Citizens may appear before the Council to be heard on any subject related to Town government, or any individual matter that may involve Town government. A provision is made on each Town Council agenda for PUBLIC input. At this time, citizens are encouraged to bring to the Council's attention matters that are not otherwise specifically listed on the agenda. Citizens are requested to use the speaker's podium, state their name and address, and identify any group that they may represent.

To request an item to be placed on the agenda, a written request, stating purpose and providing background information, should be presented to the Town Clerk by noon one week before the Town Council meeting when a matter is to be heard. Regular business items are for discussion and debate by Town Council only, and members of the audience are invited to observe these proceedings without interruption.

PUBLIC HEARINGS

Prior to the enactment of some ordinances, the law requires that the Town Council conduct a public hearing in order that the public may have an opportunity to be heard specifically on the issue before the governing body. The most common of these are zoning changes, subdivision approvals, annexations, the ordering of public improvements and determination of assessments. Public hearings are usually conducted in the general course of a regular meeting and this is the time for the public to be heard. If accommodations are needed for an interpreter, please contact the Town Clerk one week prior to the Public Hearing.

APPOINTMENTS

Town Council makes appointments to various Boards that act in an advisory capacity to the Town Council. The Town continuously seeks qualified town residents to serve on the following boards:

Land Use Review Board

Parks & Recreation Advisory Board
Committee

Old Town Oversight

If you are interested in serving on any of these boards, or would like more information regarding a particular board, please contact the Town Clerk at 217-2220.

MEETING RULES FOR THE KNIGHTDALE TOWN COUNCIL CHAMBER

All persons addressing the Council under the “PRESENTATION, RECOGNITIONS, AWARDS” agenda section shall limit their comments to ten (10) minutes unless otherwise authorized by the Town Council in advance.

All persons addressing the Council under the “PUBLIC” agenda section shall limit their comments to five (5) minutes unless otherwise authorized by the Town Council.

If handouts, videos, slides, films, diagrams, photographs, overheads, posters, or any other demonstrative evidence will be used in a presentation, materials should be made available to the Town staff two (2) days in advance of the hearing so that the Council Chamber may be properly prepared for the presentation and so that each exhibit may be reviewed for appropriateness by our legal staff and incorporated into the public record. Ten (10) copies of handouts should be provided so that each board member, the staff, and the press may have a copy.

All recording equipment not belonging to the Town of Knightdale shall be placed in the rear of the Council Chamber (video, audio, etc.). Any electrical or communication cords placed on the floor shall be taped or otherwise secured in place (tape will not be provided by the Town).

Anyone disregarding these established procedures or being disruptive during Town Council meetings shall be asked to leave the Town Hall. Upon refusal to leave the premises, a Public Safety Officer shall escort persons from the property.

No firearms concealed or otherwise shall be carried on Town property.

Seating is on a first come, first served basis. No more than 99 people may gather in the Council Chamber at one time. Others may gather in the lobby.

Smoking is prohibited within the Town Hall building.