



KNIGHTDALE TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

June 19, 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 Tim Poirier, James Roberson, and Dustin Tripp.

ABSENT: Councilor Jeff Eddins.

Staff Members Present: Clyde Holt, Town Attorney; Seth Lawless, Town Manager; Suzanne Yeatts, HR Director/Town Clerk; Jimmy Overton, Finance Director; Chris Hills, Planning Director; Fred Boone, Town Engineer/Public Works Director; Keith Archambault, IT Administrator; Jeff Triezenberg, Senior Planner; Brian Bowman, Public Information Officer; Jason Godwin, Police Chief; Tina Cheek, Parks and Recreation Director; Lee Ray, Construction Inspector; Pete Smith, Police Officer; Amber Lopez, Police Officer; Jacob Jones, Police Officer; Lawrence Capps, Police Captain.

Meeting called to order by Mayor Killen at 7:01 p.m.

WELCOME

Welcome by Mayor Killen.

INVOCATION

Invocation by Councilor Poirier.

ITEM I. ADOPTION OF AGENDA

...Motion by Councilor Roberson to adopt the agenda. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

ITEM II. APPROVAL OF MINUTES

June 3, 2013

...Motion by Mayor Pro Tem Chalk to approve the minutes of June 3, 2013. Motion seconded by Councilor Roberson and carried unanimously.

ITEM III. PRESENTATIONS, RECOGNITIONS, AWARDS

A. Swearing In of Police Officers – Jones, Lopez and Smith

Jason Godwin, Police Chief, introduced newly hired Police Officers Jacob Jones, Amber Lopez, and Pete Smith.

Mayor Killen administered the Oath of Office to the three new officers.

B. Introduction of Construction Inspector

Fred Boone, Town Engineer, introduced Lee Ray as the Town's Construction Inspector.

C. Watch for Me NC Campaign
RES #13-06-19-001

Chris Hills, Planning Director, presented a resolution supporting participation in the Watch for Me NC Campaign in cooperation with the North Carolina Department of Transportation.

...Motion by Councilor Poirier to participate in NCDOT's Watch for Me NC Campaign by adopting Resolution #13-06-19-001. Motion seconded by Councilor Tripp and carried unanimously.

ITEM IV. PUBLIC

Anyone may speak on an issue not included on tonight's agenda. Before speaking, please state your name and address.

A. Open to the Public

No one approached.

B. Report on Citizen Inquiries

None at this time.

ITEM V. CONSENT AGENDA

Budget Amendment 2013-10

Adopt Budget Amendment 2013-10.

...Motion by Mayor Pro Tem Chalk to adopt the consent agenda. Motion seconded by Councilor Poirier and carried unanimously.

ITEM VI. ACTIONS REQUIRING PUBLIC HEARINGS

If you anticipate speaking during a public hearing at tonight's meeting, 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.

A. Fiscal Year 2014 Budget

Public hearing from the June 3, 2013 meeting continued at 7:10 p.m.

Seth Lawless, Town Manager, made brief comments regarding the proposed budget.

No one approached.

Public hearing closed at 7:12 p.m.

...Motion by Mayor Pro Tem Chalk to adopt the proposed budget ordinance for the fiscal year ending June 30, 2014. Motion seconded by Councilor Tripp and carried unanimously.

B. Water Allocation Policy Amendment

ORD #13-06-19-001

Public hearing opened at 7:13 p.m.

Jeff Triezenberg, Senior Planner, presented amendments to the Water Allocation Policy including minor point modifications, the addition of options for bonus points, and clarifying how the term "mixture-of-use" is applied to the policy.

No one approached.

Public hearing closed at 7:24 p.m.

...Motion by Councilor Tripp to adopt Ordinance #13-06-19-001 governing the allocation of municipal water supplies within the Town

of Knightdale and its extraterritorial jurisdiction. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

ITEM VII. SET PUBLIC HEARINGS

Griffin Street and Sixth Street ROW Abandonment
RES #13-06-19-002

Senior Planner Jeff Triezenberg reported Knightdale's intent to close the right-of-way for Sixth Street and portions of Griffin Street and requested setting a public hearing for July 17, 2013 on the matter.

...Motion by Councilor Roberson to adopt Resolution #13-06-19-002 setting the date of public hearing for July 17, 2013. Motion seconded by Councilor Poirier and carried unanimously.

ITEM VIII. TOWN ATTORNEY

Town Attorney Clyde Holt reported that in a court ordered settlement conference involving former town employee Vickie Powers, an offer was made to dismiss all claims for \$15,000. After giving this consideration and speaking with the Town's liability insurance carrier, Mr. Holt determined it is in the Town's best interest to accept the offer and asked for Council's approval of a mediated settlement agreement. Mr. Holt also noted that there is not a need to appropriate any funds for this agreement as the Town's insurance company would cover the associated cost.

...Motion by Councilor Poirier to approve the mediated settlement agreement. Motion seconded by Councilor Roberson and carried unanimously.

ITEM IX. OLD BUSINESS

A. Parks & Recreation Online Fee Acceptance Recommendation

Jimmy Overton, Finance Director, presented options for online credit card payments and recommended using Rec Pro online registration for Parks and Recreation activities only and to use Federal Payments as the gateway for online payments. Mr. Overton noted that \$8,335 is included in the coming year's budget to implement online payment acceptance.

B. Parks & Recreation Facility Bonds
RES #13-06-19-003

Finance Director Jimmy Overton presented a resolution for approval of the sale of general obligation bonds with SunTrust Bank in the amount of \$3,000,000 for the construction of Phase II of Knightdale Station Park.

...Motion by Councilor Tripp to adopt Resolution #13-06-19-003. Motion seconded by Councilor Roberson and carried unanimously.

C. ZTA-4-13 Accessory Building Clarifications
ORD #13-06-19-002

Planner Jeff Triezenberg reviewed the zoning text amendment to amend section 4.6 (Accessory Buildings) of the Unified Development Ordinance by further defining what structures are classified as accessory buildings and better defining how much of a rear or side yard may be covered by said buildings.

Mr. Triezenberg noted the Land Use Review Board's support of the amendment and recommended adoption of the statement of plan consistency and reasonableness of action, approval of ZTA-4-13, and adoption of Ordinance #13-06-19-002.

...Motion by Councilor Roberson to adopt statement of plan consistency and reasonableness of action, to approve ZTA-4-13, and adopt Ordinance #13-06-19-002. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

D. ZTA-7-12 Rutledge Landing Request to Amend Collector Street Plan
ORD #13-06-19-003

Planner Jeff Triezenberg briefly reviewed the zoning text amendment noting indication from the developer's representative to request withdrawal of the application.

Charlotte Mitchell, Attorney representing the developer, asked to have the case withdrawn from Council consideration.

...Motion by Councilor Tripp to accept withdrawal of the zoning text amendment application. Motion seconded by Councilor Roberson and carried unanimously.

E. First Avenue Phase I – Project Budget Modification and Budget Amendment BA #2013-11

Fred Boone, Town Engineer, presented requested increases from project consultants for First Avenue Phase I and answered questions from Council.

Council discussed PLT Construction's liability for requested increases from Summit and Terratech contractors.

...Motion by Councilor Tripp to approve modification of construction budget for First Avenue excluding PLT Construction Claims 001 and 002. Motion seconded by Councilor Poirier and opposed by Mayor Pro Tem Chalk. Motion carried with a 3 to 1 vote.

...Motion by Councilor Tripp to approve Budget Amendment 2013-11 excluding PLT Construction Claims 001 and 002. Motion seconded by Councilor Poirier and opposed by Mayor Pro Tem Chalk. Motion carried with a 3 to 1 vote.

F. Construction Projects Update

Town Engineer Fred Boone gave project updates for First Avenue, Second Avenue, Knightdale Park, and Mingo Creek Greenway.

ITEM X. NEW BUSINESS

A. Yard Debris Hauling

Town Engineer Fred Boone recommended awarding the contract for removal of yard debris in the amount of \$19,500 to G&C Hauling.

...Motion by Mayor Pro Tem Chalk to authorize the Town Manager to enter into an agreement with G&C Hauling for the removal of yard debris from the temporary yard waste storage facility. Motion seconded by Councilor Roberson and carried unanimously.

B. Second Avenue Resurfacing

Town Engineer Fred Boone recommended awarding the contract for Second Avenue Resurfacing to FSCII, LLC in the amount of \$83,043.24.

...Motion by Mayor Pro Tem Chalk to authorize the Town Manager to enter into an agreement with FSCII, LLC for Second Avenue Resurfacing. Motion seconded by Councilor Tripp and carried unanimously.

C. Town Hall Roof Replacement

Town Engineer Fred Boone recommended award to CJ Deans Roofing in the amount of \$15,956 for the replacement of the Town Hall roof.

...Motion by Councilor Roberson to authorize the Town Manager to enter into an agreement with CJ Deans Roofing for the replacement of the Town Hall roof. Motion seconded by Councilor Poirier and carried unanimously.

D. I-540 Landscape Maintenance

Town Engineer Fred Boone recommended award of the base bid only with service from July 2013 to June 2014 to TruGreen in the amount of \$26,958 for I-540 Landscape Maintenance.

...Motion by Councilor Poirier to authorize the Town Manager to enter into an agreement with TruGreen for I-540 Landscape Maintenance. Motion seconded by Councilor Tripp and carried unanimously.

E. NCDOT Traffic Services Agreement – Smithfield Road Improvements

Town Engineer Fred Boone explained that the Smithfield Road Improvements project will include a modification to the location and signal set up of the signals at the intersection of Knightdale Boulevard and Widewaters Parkway. Due to the timeframe for the project, Mr. Boone requested approval from Council to authorize execution of an agreement with NCDOT upon review and approval by staff and the Town Attorney.

...Motion by Councilor Tripp to authorize the Town Manager to execute the revised Traffic Services Agreement with NCDOT for Smithfield Road Improvements (CMAQ) upon the review and approval of staff and the Town Attorney. Motion seconded by Mayor Pro Tem Chalk and carried unanimously.

F. Knightdale Station Phase II Construction Contract

Town Manager Seth Lawless recommended awarding the Phase II contract for Knightdale Station to Monteith Construction for all items excluding alternates 1 and 2 for the shelter, wood trellis, and screen.

...Motion by Mayor Pro Tem Chalk to award bid for Knightdale Station Phase II to Monteith Construction with alternates 3, 4, and 5 and authorize the Town Manager to sign construction contract. Motion seconded by Councilor Tripp and carried unanimously.

G. Soccer Complex Design Fee Proposal

Town Manager Seth Lawless explained that Wake County is considering the establishment of a grant program to award lodging tax funds for the development of tourism related facilities. Mr. Lawless noted the potential development of a Class A soccer facility off of Forestville and Old Crews Roads to draw tournaments from other areas to Knightdale and asked for approval to contract with CLH Design for preliminary design of a potential soccer complex in the amount of \$7,400.

...Motion by Councilor Roberson to authorize the Town Manager to contract with CLH Design for preliminary design of a soccer complex. Motion seconded by Councilor Poirier and carried unanimously.

ITEM XI. OTHER BUSINESS

None at this time.

ITEM XII. COMMITTEE REPORTS

A. Planning and Engineering
No report.

B. Finance
No report.

C. Public Safety
No report.

D. Nominating
No report.

E. Liaison Reports
No report.

ITEM XIII. CLOSED SESSION FOR LEGAL OR PERSONNEL MATTERS

None at this time.

ITEM XIV. ADJOURNMENT

...Motion by Councilor Poirier to adjourn at 8:32 p.m. Motion seconded by Councilor Tripp and carried unanimously.



Mayor Russell B. Killen



Town Clerk Suzanne M. Yeatts