



KNIGHTDALE TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

February 1, 2014

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

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

ABSENT: No one.

Staff Members Present: Clyde Holt, Town Attorney; Seth Lawless, Town Manager; Suzanne Yeatts, Town Clerk/HR Director; Jimmy Overton, Finance Director; Chris Hills, Planning Director; Jason Godwin, Police Chief; Tim Guffey, Fire Chief; Fred Boone, Town Engineer/Public Works Director; Tina Cheek, Parks and Recreation Director; Brian Bowman, Communications Director; Megan Young, Recreation Program Supervisor, Brent Quick, Purchasing Agent; Keith Archambault, IT Administrator.

Welcome

Mayor Killen welcomed participants at 9:00 a.m.

Code of Ethics Review

Town Attorney Clyde Holt reviewed the Town's Code of Ethics Ordinance and noted it is applicable to our elected officials, Town Manager, Town Attorney, Department Directors and appointed officials. Mr. Holt provided the required Ethics education for newly elected and re-elected officials, discussed the required General Disclosure form, and answered questions from staff.

Review of Fund Balances, Revenues, Expenses, Outstanding Debt

Jimmy Overton, Finance Director, reviewed the Town's financial position at December 31, 2013 and presented estimated information for the coming fiscal year.

Capital Improvement Plan and Capital Project Fund

Finance Director Jimmy Overton reviewed the current and proposed capital projects and related costs.

Budget Calendar

Town Manager Seth Lawless briefly reviewed the annual budget calendar for fiscal year 2015.

Employment Forecast

Town Manager Seth Lawless reviewed the employment forecast for the next three years.

Council discussed looking at the cost of part-time maintenance workers rather than full-time as part of the budgeting process for fiscal year 2015.

Pay and Class Update

Suzanne Yeatts, Human Resources Director, presented results of the most recent salary studies for employees and elected officials.

Mayor Killen suggested including Rolesville in future studies and considering removing Wendell and Zebulon.

Councilor Swan suggested showing Raleigh and Cary in a separate color for data not necessarily including in averages.

Council agreed to include a recommendation for implementing increases for elected officials to be effective in two years.

City of Raleigh Merger Pro-Forma Update

Town Manager Seth Lawless reported recent discussions with the City of Raleigh and stated further information would be forthcoming after further discussions with Raleigh staff.

Finance Director Jimmy Overton presented information comparing Knightsdale to other municipalities regarding water consumption.

Capital Outlay Preliminary Requests

Town Manager Seth Lawless and department directors presented preliminary capital outlay requests for the coming year's budget.

Joint Meeting with Land Use Review Board Members

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

- George Hess
- Pete Mangum
- Steven Morgan
- Chuck Piratzky
- Doug Taylor

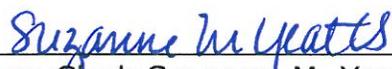
Branding Discussion

Mayor Killen and Communications Director Brian Bowman gave an update on the branding campaign's Phase II process.

Meeting adjourned at 1:40 p.m.



Mayor Russell B. Killen



Town Clerk Suzanne M. Yeatts