



**Knightdale Town Council
Work Session Minutes**

April 3, 2023, 7:00 p.m.

950 Steeple Square Court, Knightdale, North Carolina 27545

Members Present: Mayor Jessica Day, Councilor Stephen Morgan, Councilor Mark Swan, Councilor Latatious Morris

Members Absent: Mayor Pro Tem Ben McDonald, Councilor Steve Evans

Staff Present: Town Manager Bill Summers, Assistant Town Manager Suzanne Yeatts, Town Clerk Heather Smith, Development Services Director Jason Brown, Police Chief Lawrence Capps, Fire Chief Loren Cone, Public Works Director Phillip Bunton, Senior Planner Kevin Lewis, HR Director Marcey Bell, Finance Director Mark Stephens, and HR Analyst Blake Fields.

1. WELCOME

Welcome by Mayor Day at 7:00 p.m.

2. ADOPTION OF AGENDA

...Motion to adopt the agenda.

Motion by Councilor Morris

Seconded by Councilor Swan

Motion Carried Unanimously

3. DISCUSSION

a. Fire Station 1 Construction Contract

Public Works Director Phillip Bunton provided an overview of the Request for Qualification process, indicating that Jackson Builders/Dunn and Dalton was the firm selected for the design and build contract for Fire Station 1.

Mr. Bunton presented a rendering of the 3.64-acre site, which includes a training tower and truck washing provisions, and noted the 16,128 square foot facility will include garage bays, sleeping quarters, EMS offices, and a dayroom.

...Motion to authorize the Town Manager to enter into a contract with Jackson Builders/Dunn and Dalton for Fire Station #1 in the amount of \$6,819,549.00, and to authorize the Town Manager to sign change orders up to the amount of the built-in contingency within the contract.

Motion by Councilor Swan

Seconded by Councilor Morris

Motion Carried Unanimously

b. Contract to Purchase Fire Apparatus

Fire Chief Loren Cone discussed rapidly escalating fire apparatus costs and lengthy delivery times, reviewed recent fire apparatus purchases and future needs, and explained the drivers of cost and delivery times.

Chief Cone noted the fire department is committed to reducing energy consumption, shared that the requested apparatus are designed with Pierce Idle Reduction Technology, identified environmental benefits of idle reduction technology, and answered questions from Council.

Finance Director Mark Stephens answered questions from Council regarding payment on the apparatus.

...Motion to adopt Ordinance #23-04-03-001 and authorize the Town Manager to enter into a contract to purchase two new Fire Apparatus provided by Atlantic Emergency Solutions via an HGAC Contract.

Motion by Councilor Swan

Seconded by Councilor Morgan

Motion Carried Unanimously

c. Human Resources Update

Human Resources Director Marcey Bell discussed recruitment and hiring, highlighting the town's turnover rate and current vacancies, and provided comparisons to other Wake County municipalities.

Mrs. Bell indicated the current vacancy rate is largely a result of organizational growth, not retention concerns, and expressed that recruitment is a growing concern across the country, especially in police.

Mrs. Bell provided data related to applications reviewed, interviews held, new hires, webpage views, and job alert subscriptions, and discussed how the Human Resources department is being innovative when it comes to advertising and recruitment.

Mrs. Bell reviewed policy development and implementation and discussed employee relations such as training, performance management, transition support, and employee events.

Mrs. Bell shared about the recent Knightdale Culture Project, Diversity, Equity, and Inclusion training opportunities, and staff's pursuit of certifications and education.

Mrs. Bell summarized the town's compensation and benefits packages, reviewed the department's mission, and answered questions from Council about the ongoing Culture Project, retention ideas, diversity metrics, and goals.

d. Police Department Update

Police Chief Lawrence Capps shared the 2022 Knightdale Police Department Annual Report and discussed that significant community growth has led to the highest number of investigations, traffic accidents, and arrests to date.

Chief Capps noted the town has a very low level of violent crime per capita, low instances of force and citizen complaints, flawless CALEA review, and high levels of citizen satisfaction.

Chief Capps provided an overview of current priorities such as staffing needs, CALEA reaccreditation, and relocation of the Police Headquarters, noting significant up-fit and modifications will be required for the temporary location.

Chief Capps answered questions from Council regarding construction timelines.

e. Monthly Development Services Update

Senior Planner Kevin Lewis reviewed current and historic residential development, presented updates on the following projects, and answered questions from Council:

- Knightdale Station Commercial
- Duke Energy Battery Storage
- Weldon
- Parkside at Westlake
- Merritt Midway
- The Lofts at Knightdale Station
- Knightdale Gateway
- Flowers Street Sidewalk
- Haywood Glen Phase 3
- Stoneriver
- Knightdale Fire Station #4

Development Services Director Jason Brown provided an overview of Senate Bill 317 and House Bill 537, related to Workforce Housing, which could have negative impacts on the town should they pass.

4. NON-AGENDA ITEMS

Councilor Morgan inquired as to how new businesses and jobs are being advertised to the public. Town Manager Bill Summers indicated the Community Relations Director will be addressing this and noted the new Community Relations department is working on a business inventory.

Councilor Swan shared comments regarding the recent ribbon-cutting ceremony at Rewind Retrobar.

5. ADJOURNMENT

...Motion to adjourn at 9:44 p.m.

Motion by Councilor Morris

Seconded by Councilor Swan

Motion Carried Unanimously

Heather Smith, Town Clerk

Jessica Day, Mayor