



# Town of Knightdale

## Staff Report Cover Sheet

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Title: 2025 Meeting Schedule Amendment 03

Staff: Heather Smith, Town Clerk

Date: August 20, 2025

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### PURPOSE

- A key component of the open meetings law is the requirement to provide advanced notice of meetings. The Knightdale Town Council adopted its 2025 meeting schedule on December 18, 2024.
- The meeting schedule needs to be amended to include a meeting with the Eastern Wake Local Government Association on Thursday, October 30, 2025. The meeting will be held at 6:00 p.m. at Wake Tech East Campus in Wendell, NC. In addition, the Strategic Retreat needs to be added to the schedule. The Retreat will take place on Saturday, November 15, 2025 at 9:00 a.m at the Rizzo Center in Chapel Hill.

### STRATEGIC PLAN PRIORITY AREA(S)

- Organizational Excellence

### GENERAL STATUTE REFERENCE(S), if applicable

- § 143-318.12: Public notice of official meetings. *"If a public body changes its schedule of regular meetings, it shall cause the revised schedule to be filed as provided in subdivisions (1) through (4) of this subsection at least seven calendar days before the day of the first meeting held pursuant to the revised schedule."*

### TYPE OF PUBLIC HEARING, if applicable

- N/A

### FUNDING SOURCE(S), if applicable

- N/A

### ATTACHMENT(S)

- 2025 Meeting Schedule Amendment 03

### STAFF RECOMMENDATION

- Adopt the 2025 Meeting Schedule Amendment 03

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*Knightdale Strategic Priorities*



Safe



Connected &  
Inclusive



Sustainable



Active & Healthy



Organizational  
Excellence