



Knightsdale Town Council Minutes

October 15, 2025, 7:00 p.m.

950 Steeple Square Court, Knightdale, North Carolina 27545

Members Present: Mayor Jessica Day, Mayor Pro Tem Steve Evans, Councilor Ben McDonald, Councilor Latatious Morris, Councilor Stephen Morgan, Councilor Mark Swan

Staff Present: Town Attorney Roger Knight, Town Manager Bill Summers, Assistant Town Manager Dustin Tripp, Assistant Town Manager Suzanne Yeatts, Assistant Town Manager Antwan Morrison, Town Clerk Heather Smith, Police Chief Lawrence Capps, Public Works Director Phillip Bunton, Parks and Recreation Director JP Lefever, Community Relations Director Rachel Morris, Fire Chief Loren Cone, Finance Director Jessica Rhem, Assistant Development Services Director Donna Goodman, Community Relations Administrative Assistant Kayla Gibson, Police Lieutenant Travis Price, Police Sergeants Chris Burke and Jarred Bridges, Police Detectives Cody Hagler and Nichole Edwards, Police Corporal Juan Quintanilla, and Police Officers William Weaver, Jennifer Vargas, Steven Valerio, Chris Mari, Michael Bishop, and Ricky Todd

1. WELCOME

Welcome by Mayor Day at 7:02 p.m.

2. INVOCATION

Councilor Morgan led a moment of silence in honor and remembrance of Jim Hart, followed by the Invocation.

3. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Pack 347 and Troop 347.

4. ADOPTION OF AGENDA

...Motion to adopt the agenda.

Motion by Mayor Pro Tem Evans

Seconded by Councilor Morris

Motion Carried Unanimously

5. PRESENTATIONS, RECOGNITIONS, AWARDS

a. Introduction of Administrative Assistant

Community Relations Director Rachel Morris introduced Kayla Gibson, the town's new Administrative Assistant.

b. Introduction and Oath of Police Officer

Police Chief Lawrence Capps introduced new Police Officer William Weaver and Mayor Day administered his oath of office.

c. Great Trails State Day Proclamation

Mayor Day proclaimed October 18, 2025 as Great Trails State Day in Knightdale, North Carolina.

d. Community Planning Month Proclamation

Mayor Day proclaimed October as National Community Planning Month in Knightdale, North Carolina.

e. Recognition of Community Planning Academy Participants

Assistant Development Services Director Donna Goodman highlighted the recently completed Citizens Planning Academy.

6. PUBLIC COMMENT

a. Open to the Public

Town Clerk Heather Smith shared a written comment received from the following individual:

- Archna Ruiz - 319 Hester Street

The full comment is attached as Exhibit A.

b. Report on Citizen Inquiries

Councilor Morgan shared that he received a citizen's inquiry regarding an unkept lot. He noted the information has been forwarded to staff for review.

7. CONSENT AGENDA

...Motion to adopt the consent agenda.

Motion by Councilor Morgan

Seconded by Mayor Pro Tem Evans

Motion Carried Unanimously

a. September 17, 2025 Town Council Meeting Minutes

...Motion to approve the September 17, 2025 Town Council meeting minutes.

b. September 18, 2025 Town Council Meeting Minutes

...Motion to approve the September 18, 2025 Town Council meeting minutes.

c. October 6, 2025 Work Session Minutes

...Motion to approve the October 6, 2025 Work Session minutes.

d. Council Policy Update - Park Rules

...Motion to adopt changes to the Park Rules Policy as recommended.

e. Union Park Street & Subdivision Name

...Motion to adopt Resolution #25-10-15-001, approving subdivision name and street names.

8. PUBLIC HEARINGS

a. AN-6-25 2309 Marks Creek Road

Public hearing opened at 7:21 p.m.

Assistant Development Services Director Donna Goodman presented a town-initiated annexation request for 1.12 acres located at 2309 Marks Creek Road in order to provide an extension to Carolinian Avenue.

Mrs. Goodman noted that a cost-benefit analysis was not conducted for the request because the impacts to town services are negligible and there is not an established use on the parcel.

...Motion to close the public hearing at 7:24 p.m. and adopt Ordinance #25-10-15-001, effectively annexing the area.

Motion by Councilor Swan

Seconded by Councilor McDonald

Motion Carried Unanimously

9. OLD BUSINESS

10. NEW BUSINESS

a. Vision Zero Communications Plan

Assistant Town Manager Dustin Tripp introduced Dan Gelinne with the UNC Highway Safety Research Center who discussed the development of Knightdale's Vision Zero Communications Plan.

Mr. Gelinne shared that the Plan will support internal and external communications around Knightdale's Vision Zero initiatives, provide clear messaging that connects Town investments with broader safety goals, support responses to questions from media, the public, and other key audiences, and demonstrate the town's commitment to safety.

Mr. Gelinne identified steps that will take place during development of the Plan and reviewed the proposed timeline, noting an estimated completion date of October 2026.

...Motion to authorize the Town Manager to enter into a contract with the Highway Safety Research Center to complete a Vision Zero Communication Plan, pending legal and financial review.

**Motion by Councilor Morgan
Seconded by Councilor McDonald**

Motion Carried Unanimously

b. Operation Green Light

Town Clerk Heather Smith summarized Operation Green Light, a nationwide initiative to support veterans and raise awareness about the challenges they face, especially when returning to civilian life. She shared that as part of the initiative, communities are encouraged to change one light at their homes or businesses to a green bulb, letting local veterans know that they are seen, appreciated, and supported.

Mrs. Smith indicated the town has participated in Operation Green Light since 2022.

Mayor Day shared the Resolution in its entirety.

...Motion to adopt Resolution #25-10-15-002 in support of Operation Green Light.

**Motion by Councilor Swan
Seconded by Councilor Morris**

Motion Carried Unanimously

11. ADVISORY BOARD/COMMITTEE REPORTS

Councilor Morgan shared that the final phase of I-540 is underway and equipment may be seen in and around the Neuse River Trail.

12. CLOSED SESSION

13. ADJOURNMENT

...Motion to adjourn at 7:40 p.m.

**Motion by Councilor Morgan
Seconded by Councilor Morris**

Motion Carried Unanimously

Heather Smith, Town Clerk

Jessica Day, Mayor

Exhibit A

General Comment

(October 15, 2025)

Knightdale Public Comment

For Public Hearing or General Public Comment

All comments submitted will be shared with the Town Council and included in the official record of the meeting. If you choose to submit public comment, please remember the following rules:

- Public Comment, including comments submitted in written form, is limited to three minutes.
- Comments should be addressed to the Board as a whole, not to an individual member.
- Large groups are asked to designate a spokesperson.
- Only one submission per person will be accepted. If multiple entries are received from the same individual, only the final submission will be included in the record.
- Written public comments will be accepted up to 24 hours prior to the meeting date.

Name

Archna Ruiz

Address

319 Hester. St., Knightdale, North Carolina 27545

Phone Number

[REDACTED]

Email

[REDACTED]

Meeting Date

October 15, 2025 (Town Council Meeting)

Public Comment Subject

General Comment (October 15, 2025)

Please indicate if you are in favor, in opposition, or do not have a stated position and have a concern or neutral statement.

In opposition

Permission to use phone number or email for contact

I agree to allow the Town of Knightdale to use this phone number or email to contact me on this subject.

If commenting on a Public Hearing item, please list specific reasons why you are in favor or opposed to the item.

There are three potholes behind Bojangles in Knightdale that have almost taken out my transmission on multiple occasions. This is a problem that has not been addressed since the original discovery of the pothole over two years ago. The potholes have only grown worse, and as a concerned citizen of Knightdale, I want my taxpayer dollars going towards the maintenance of our publicly maintained roads.

If you have questions or concerns with this form, please contact Knightdale Town Clerk, Heather Smith at 919-217-2225 or email Heather.Smith@KnightdaleNC.gov