



Knightdale Town Council Minutes

March 18, 2026, 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 Grady Bussey

Staff Present: Town Attorney Roger Knight, Town Manager Bill Summers, Assistant Town Manager Dustin Tripp, Assistant Town Manager Suzanne Yeatts, Town Clerk Heather Smith, Development Services Director Jason Brown, Public Works Director Phillip Bunton, Finance Director Jessica Rhem, Parks and Recreation Director JP Lefever, Community Relations Director Rachel Morris, Fire Chief Loren Cone, Senior Planner Gideon Smith, Assistant Development Services Director Donna Goodman, Deputy Police Chief Orlando Soto, Community Relations Administrative Assistant Kayla Gibson, Maintenance Worker Alfonso Diglio, Stormwater Manager Ike Archer.

1. WELCOME

Welcome by Mayor Day at 7:01 p.m.

2. INVOCATION

Invocation led by Councilor Bussey.

3. PLEDGE OF ALLEGIANCE

Pledge of Allegiance led by Creek Week Art Contest winners.

4. ADOPTION OF AGENDA

...Motion to adopt the agenda.

Motion by Councilor McDonald

Seconded by Mayor Pro Tem Evans

Motion Carried Unanimously

5. PRESENTATIONS, RECOGNITIONS, AWARDS

a. Creek Week Art Contest Winners

Community Relations Director Rachel Morris provided special acknowledgement for the following youth and presented them with Young Environmentalist Awards:

- Lila M. – 4 years old
- Michaela C. – 2 years old
- Florence – 4 years old
- Ezra – Pre-K
- Ariana – 5 years old
- Riley R. – 4 years old

Mrs. Morris recognized the following winners of the Creek Week Art Contest:

- Rain Guardian Award - Kayla Gallo (9 years old)
- Nature's Helper Award - Charlotte Norton (6 years old)
- Wildlife and Water Award - Charli Caplin (6 years old)
- Creative Rain Journey Award - Charlotte Walker (8 years old)
- Colorful Conservation Award - Alvin Ennis III (15 years old)
- People's Choice Award - Jack Moore (10 years old)

b. Introduction of Maintenance Worker

Public Works Director Phillip Bunton introduced Alfonso Diglio, the town's new Maintenance Worker.

c. Creek Week Proclamation

Public Works Director Phillip Bunton highlighted Creek Week events such as the StoryWalk, Art Contest, Shred Event, Litter Sweep, and Milkweed Seed Giveaway.

Mayor Day proclaimed the third week in March as Creek Week in the Town of Knightdale.

d. Arbor Day Proclamation

Assistant Development Services Director Donna Goodman shared that the Town of Knightdale has been recognized as a Tree City USA community for the 25th year. Mrs. Goodman highlighted the following criteria that must be met in order to receive such as a designation:

- Established tree board
- Public tree ordinance
- Spend at least \$2 per capita on forestry
- Observe Arbor Day
- Issue an Arbor Day Proclamation

Mayor Day proclaimed Friday, March 20, 2026 as Arbor Day in the Town of Knightdale.

e. Recognition of Outgoing Board Members

Development Services Director Jason Brown and Community Relations Director Rachel Morris recognized the following individuals for their service:

- Rita Blackmon - Board of Adjustment
- Alan Smith - Land Use Review Board
- Grady Bussey - Community Relations Advisory Board

Mayor Day recognized the following individuals for their service:

- Annika Turner - Community Relations Advisory Board
- Pete Mangum - Veterans Memorial Advisory Board
- David Foster - Community Relations Advisory Board

6. PUBLIC COMMENT

a. Open to the Public

Miss Wake County Gianna Buff, 5041 Langley Circle, shared about the Miss America organization, highlighting service, leadership, and community engagement. Ms. Buff discussed her service initiative called "*Building Balance*," which focuses on wellness, empowerment, confidence, and encouraging balance. Ms. Buff summarized current and upcoming projects, fundraisers, and speaking engagements related to her service initiative.

b. Report on Citizen Inquiries

None at this time.

7. CONSENT AGENDA

...Motion to adopt the consent agenda.

Motion by Councilor Morris

Seconded by Mayor Pro Tem Evans

Motion Carried Unanimously

a. February 18, 2026 Town Council Meeting Minutes

...Motion to approve minutes from the February 18, 2026 Town Council meeting.

b. February 19, 2026 Joint Public Hearing Minutes

...Motion to approve minutes from the February 19, 2026 Joint Public Hearing.

c. March 2, 2026 Work Session Minutes

...Motion to approve minutes from the March 2, 2026 Work Session.

d. Advisory Board Appointments

...Motion to appoint Johnette Whichard and Wendelyn Gilliam to the Community Relations Advisory Board for terms expiring on February 29, 2028.

...Motion to appoint Connor Jones to the Land Use Review Board for a term expiring on February 29, 2028.

...Motion to appoint Tamara Mangum to the Veterans Memorial Advisory Board for a term expiring on February 28, 2027.

...Motion to appoint Sara Parks to the Veterans Memorial Advisory Board for a term expiring on February 29, 2028.

e. Fire Prevention Ordinance

...Motion to adopt Ordinance #26-03-18-001 to ensure consistent application of fire prevention standards, alignment with the North Carolina State Fire Code, and clear enforcement authority within the Town and ETJ.

f. 2026 Meeting Schedule Amendment 01

...Motion to adopt 2026 Meeting Schedule Amendment 01.

g. Special Event Fee Waiver Request: KWF Education Foundation

...Motion to waive all fees associated with the Special Event as proposed, except for the refundable event deposit of \$250.

- h. Knightdale Station Park Sidewalk Murals
...Motion to approve artist selection and designs for Knightdale Station Park Sidewalk Murals.
- i. Firehouse Subs Public Safety Grant
...Motion to approve the Police Department's application for the Firehouse Subs Public Safety Grant.
- j. FY26 Audit Contract
...Motion to approve contract to audit accounts for fiscal year 2026 not to exceed \$44,000.
- k. Budget Amendment #2026-04
...Motion to approve budget amendment #2026-04 for the General Fund.
- l. Resolution for Installment Financing Agreement with Pinnacle Bank for Lofts & Fire Apparatus + Resolution Authorizing Installment Financing for Acquisition
...Motion to adopt Resolution #26-03-18-001 authorizing the execution and delivery of an Installment Financing Agreement to finance the acquisition of certain property and fire apparatus.
...Motion to approve an Installment Financing Agreement between Pinnacle Bank and the Town of Knightdale, with interest rates of 3.11% for a ten (10) year term and 3.63% for a twenty (20) year term, pending final legal review.
...Motion to approve the Deed of Trust, Security Agreement and Fixture Filing with PNFP Credit Corp and Pinnacle Bank for the Installment Financing Agreement.
- m. Mallard Cove Street & Subdivision Name
...Motion to adopt Resolution #26-03-18-002, approving subdivision and street names.
- n. Garman Homes Hero Home Fee Waiver
...Motion to waive Knightdale's building permits fees for the Garman Homes Hero Home.
- o. Sale of Surplus Assets
...Motion to declare the Knuckleboom truck as surplus and approve Resolution #26-03-18-003 to authorize the sale.

8. PUBLIC HEARINGS

a. AN-9-25 Hopkins Farm Annexation

Public hearing opened at 7:41 p.m.

Senior Planner Gideon Smith presented AN-9-25, a voluntary annexation petition of 51.55 acres. The proposed development of 171 residential units at this site was approved on September 17, 2025.

Mr. Smith reviewed the master plan and annexation plat, summarized the annexation process, and presented a cost-benefit analysis summary. He also shared additional considerations related to conservation subdivisions, public greenway/sidepaths, and public collector roads.

David Bergmark, 620 Hillsborough Street, Raleigh, NC, indicated he was available to answer questions about the project.

...Motion to close the public hearing at 7:45 p.m. and adopt Ordinance #26-03-18-002 effectively annexing the area.

**Motion by Councilor McDonald
Seconded by Mayor Pro Tem Evans**

Motion Carried Unanimously

b. AN-3-26 Allen Park Phase 2B Annexation

Public hearing opened at 7:46 p.m.

Development Services Director Jason Brown presented AN-3-26, a voluntary annexation petition of 3.339 acres. The proposed development for this site was approved in April of 2021.

Mr. Brown reviewed the master plan and annexation plat, summarized the annexation process, and presented a cost-benefit analysis summary.

Beth Trahos, 301 Hillsborough Street #1120, Raleigh NC, spoke on behalf of the applicant and asked for support of the annexation petition.

...Motion to close the public hearing at 7:48 p.m. and adopt Ordinance #26-03-18-003.

**Motion by Mayor Pro Tem Evans
Seconded by Councilor Morgan**

Motion Carried Unanimously

9. OLD BUSINESS

10. NEW BUSINESS

a. Future Park Site Master Plan Contract

Parks and Recreation Director JP Lefever summarized the Request for Qualifications (RFQ) process used to identify a firm to produce the master plan for the future park site. He noted the RFQ was issued in December of 2025 and drew responses from 18 different firms.

Mr. Lefever indicated that after thorough review, the selection committee interviewed five firms with McAdams Inc earning the highest score based on a weighted scoring matrix.

Mr. Lefever introduced Jason Galloway and Julie Young with McAdams who shared background information on the firm, highlighted past projects with the town, and discussed their approaches and milestones for the project. Mr. Galloway and Ms. Young also highlighted previous park master plans their firm has completed.

...Motion to authorize the Town Manager to award and sign an engineering design contract to John R. McAdams Inc., pending legal review, not to exceed \$400,000 for design and master plan services for the future park site.

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

Motion Carried Unanimously

b. Commit to Civility Resolution

Town Clerk Heather Smith summarized the Commit to Civility program offered by the North Carolina League of Municipalities. The program aims to educate municipal officials about their role and provide them with skills to maintain composure in emotionally charged situations.

Mrs. Smith reviewed program requirements such as participation in the Commit to Civility Training Course, signing of individual pledges, and the adoption of a Resolution showing the board's commitment to civil discourse.

Mayor Day shared the Resolution in its entirety.

...Motion to adopt Resolution #26-03-18-004, pledging to practice and promote civility within the governing body.

**Motion by Councilor Bussey
Seconded by Councilor Morgan**

Motion Carried Unanimously

11. ADVISORY BOARD/COMMITTEE REPORTS

Councilor Morgan shared updates from a recent CAMPO meeting. He highlighted upcoming construction and lane closures along 1-87, the launch of new Bus Rapid Transit (BRT) stations and buses, and encouraged participation in the Wake Transit Work Plan public comment period.

Councilor Bussey highlighted the recent LURB meeting, noting the board reviewed Faison Reserve and will recommend approval.

12. CLOSED SESSION

...Motion to enter into Closed Session at 8:14 p.m. pursuant to NCGS §143-318.11(a)(5).

**Motion by Mayor Pro Tem Evans
Seconded by Councilor McDonald**

Motion Carried Unanimously

13. ADJOURNMENT

...Motion to adjourn at 8:44 p.m.

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

Motion Carried Unanimously

Heather Smith, Town Clerk

Jessica Day, Mayor