

REGULAR BOARD OF COMMISSIONERS MEETING

TOWN OF WAKE FOREST, NORTH CAROLINA

December 18, 2007

Mayor Jones called to order a regular meeting of the Board of Commissioners at 7:00 p.m. Present were Commissioners Anne Hines, Frank Drake, Chris Kaeberlein, Margaret Jones Stinnett and Pete Thibodeau as were Town Manager Williams, Town Clerk Wilson, Deputy Town Manager O'Donnell, Planning Director Russell, Public Works Director Barton, Engineering Director Keravuori, Parks and Recreation Director Simpson, Planner Summers, Finance Director Staples, Human Resources Director Moody, and Town Attorney Vernon.

Mayor Jones led everyone in the Pledge of Allegiance.

1. Approval of agenda.

ACTION: Commissioner Drake made a motion to approve the agenda as submitted. Commissioner Kaeberlein seconded the motion, which carried unanimously (5-0).

2. Approval of minutes.

A. Meetings held November 8, 2007 (Work Session and Joint Public Hearings) and November 20, 2007 (Regular Board of Commissioners Meeting).

ACTION: Commissioner Stinnett made a motion to approve the minutes of meetings held November 8, 2007 (Work Session and Joint Public Hearings) and November 20, 2007 (Regular Board of Commissioners Meeting). Commissioner Hines seconded the motion, which carried unanimously (5-0).

3. Presentations.

A. Presentation of Annual Comprehensive Annual Financial Report for FYE June 30, 2007 (copy of documentation on file in Town Clerk's Office)

Mayor Jones recognized Ms. Emily Mills of Joyce and Company who presented the annual financial report for the fiscal year ending June 30, 2007. She reported that the Town of Wake Forest implemented the new financial reporting model as required by GASB 34. Ms. Mills said that the Town had received the Certificate of Excellence which is the highest form of recognition awarded in the field of governmental financial reporting for the 17th consecutive year. She reported that the Town was in good financial shape and that their study and evaluation did disclose areas in which improvement is desired as outlined in the management letter (copy

of documentation on file in Town Clerk's Office) and incorporated as part of the minutes.

B. Interview candidates for various advisory boards.

The following candidates were interviewed for the various advisory boards:

Bob Hill - Planning Board (reappointment/in-town)
Ed Gary - Vice-Chairman (Greenways Advisory Board) - Planning Board
Sandra Wallace-Smith Planning Board
Scott Wagner - Historic Preservation Commission/Urban Forestry Board/Greenways Advisory Board
Rusty Forrest - Planning Board (he withdrew his application)
Emalie Levine - Parks and Recreation Advisory/Greenways Advisory Board
Edwin Bolton - Planning Board/Urban Forestry Board
Kim Parker - Planning Board (reappointment/ ETJ)
Steve Stoller - {Planning Board (reappointment/in-town)
Don Daria - Senior Center Advisory Board/Urban Forestry Board (reappointment)
Myra Parker - Cemetery Advisory Board (reappointment)
Mark Traveis - Board of Adjustment (reappointment)
David Jerosé - Recreation Advisory Board (reappointment/out-of-town)

4. Public hearings / Public Comment.

A Public hearing and approval of ordinance for contiguous annexation submitted by Lou and Joy Moshakos for property located off North Park Drive comprising 8.21 acres.

At 7:55 p.m., Mayor Jones opened the public hearing for the contiguous annexation submitted by Lou and Joy Moshakos for property located off North Park Drive comprising 8.21 acres.

At 7:56 p.m., there being no one present to speak, Mayor Jones closed the public hearing.

ACTION: Commissioner Drake made a motion to approve the contiguous annexation submitted by Lou and Joy Moshakos for property located off North Park Drive comprising 8.21 acres. Commissioner Kaeberlein seconded the motion, which carried unanimously (5-0) resulting in the following ordinance:

ORDINANCE 2007-49

ORDINANCE EXTENDING THE CORPORATE LIMITS
OF THE TOWN OF WAKE FOREST, NORTH CAROLINA
(Body of ordinance contained in Ordinance Book 20)

B. Public hearing to receive public comment on capital needs for the 5-year Capital Improvements Plan.

At 7:57 p.m., Mayor Jones opened the public hearing to receive public comment on capital needs for the 5-year Capital Improvements Plan.

Mayor Jones recognized Mr. Ed Gary, Vice-Chairman of the Greenways Advisory Board, who spoke asking the Board of Commissioners for its continued support the greenway plan.

At 7:58 p.m., there being no one else present to speak, Mayor Jones closed the public hearing.

C. Public hearing concerning fire impact fees.

At 7:59 p.m., Mayor Jones opened the public hearing concerning fire impact fees.

Mayor Jones read a letter received from the Home Builders Associates of Wake County into the record (copy of letter on file on Town Clerk's Office).

She reported that the study for the impact fees was done by Raftelis Financial Consultants and presented to the town board at its November work session. The study cost a little more than \$12,000. The funds will be used for the independent Wake Forest Fire Department's 10-year \$11.525-million capital plan to build four fire stations and purchase four (4) fire engines. The fire department's goal is to provide a five-minute response to every occupied building in town.

The fire department, which contracts with the Town and with Wake County to provide fire protection, has already purchased the land for the third fire station. It paid \$400,000 for four (4) acres and a brick house on Forestville Road and plans to have an operating station there this spring. Because the commissioners increased the town's property tax rate by a penny in June, giving the department 11 cents of the 55-cent levy, the fire department has been able to staff an engine and float it in the Forestville area during the day.

The fourth station is planned for the west side of town on two (2) acres local developer Jim Adams is donating on the site of the future Wake Union Place shopping center. The fifth will be located east of town somewhere along Wait

\$592.00 for each new home
\$481.00 for each unit in a multi-family residence
\$649.00 per 1,000 square feet for commercial and institutional
buildings
\$389.00 per 1,000 square feet for industrial and manufacturing
buildings.

D. Public Comment.

No one spoke.

5. Consent Agenda.

ACTION: Commissioner Drake made a motion to approve the Consent Agenda as submitted. Commissioner Thibodeau seconded the motion, which carried unanimously (5-0).

- A. Approval of tax releases (copy on tax releases on file in Town Clerk's Office).**
- B. Approval of 2008 meeting schedule for Planning Board and Board of Commissioners meetings (copy of schedule on file in Town Clerk's Office).**
- C. Approval of purchase of two (2) Compact Excavators for the Electric Department (bid tabulation on file in Town Clerk's Office).**
- D. Approval of resolution amending check signing procedures resulting in the following resolution resulting in the following resolution:**

RESOLUTION 2007-60

RESOLUTION AMENDING CHECK AND
PURCHASE ORDER SIGNING PROCEDURES FOR
THE TOWN OF WAKE FOREST, NORTH CAROLINA
(Body of resolution contained in Resolution Book 24)

6. Legislative Items.

- A. Consideration of approval of appointments/reappointments to various advisory boards.**

Town Clerk Wilson distributed ballots for each of the various advisory boards.
(Copy of ballots on file in Town Clerk's Office).

ACTION: Commissioner Thibodeau made a motion to approve appointments/reappointments to various advisory boards. Commissioner Kaeberlein seconded the motion, which carried unanimously (5-0) resulting the following resolution:

RESOLUTION 2007-61

RESOLUTION APPOINTING/REAPPOINTING
MEMBERS TO VARIOUS ADVISORY BOARDS:

BOARD OF ADJUSTMENT
CEMETERY ADVISORY BOARD
GREENWAYS ADVISORY BOARD
HISTORIC PRESERVATION COMMISSION
HUMAN RELATIONS COUNCIL
PLANNING BOARD
RECREATION ADVISORY BOARD
SENIOR CENTER ADVISORY BOARD
URBAN FORESTRY BOARD
OF THE TOWN OF WAKE FOREST, NORTH CAROLINA

Board of Adjustment: Lyman Franklin - term will expire 12/31/2010
Mark Traveis - term will expire 12/31/2010
Pam Grubbs - term will expire 12/31/2010
Bob Bridges - term will expire 12/31/2009 (ETJ)

Cemetery Advisory Board: Myra Parker - term will expire 12/31/2010
Cristie Dowda - term will expire 12/31/2010
Miki Hooker - term will expire 12/31/2010

Greenways Advisory Board: Stephanie M. Jenny - term will expire 12/31/2010
Jeremy Wrenn - term will expire 12/31/2010
Emalie Levine - term will expire 12/31/2010

Historic Preservation Commission: Scott Wagner - term will expire 12/31/2010
Durward Matheny: term will expire 12/31/2010
Thomas Neal - term will expire 12/31/2010

Human Relations Council: Karen Clagett - term will expire 12/31/2010
Nicole Stell - term will expire 12/31/2010
Andria Fields - term will expire 12/31/2010

Planning Board: Bob Hill - term will expire 12/31/2010
Steve Stoller - term will expire 12/31/2010
Keith Robbins - term will expire 12/31/2010
Zachary Donahue - term will expire 12/31/2009
Edwin Gary - term will expire 13/21/2009
Kim Parker (ETJ): term will expire 12/31/2009

Recreation Advisory Board: Lisa Curran - term will expire 12/31/2010
 David Jerose - term will expire 12/31/2010
 Joel David Smith - term will expire 12/31/2010
 Senior Center Advisory Board: Donald Daria - term will expire 12/31/2010
 Sharda Khilmani - term will expire 12/31/2010
 Cindy Bright - term will expire 12/31/2010
 Urban Forestry Board: Jeffrey Yokovich - term will expire 12/31/2009
 Everett Bolton - term will expire 12/31/2010
 Earl Cruetzberg - term will expire 12/31/2010

B. Consideration of approval of appointments to various Board of Commissioners committees.

ACTION: Commissioner Drake made a motion to approve appointments to the various Board of Commissioners committees. Commissioner Stinnett seconded the motion, which carried unanimously (5-0) resulting in the following resolution:

RESOLUTION 2007-62

RESOLUTION APPOINTING/REAPPOINTING
 DELEGATE/ALTERNATE MEMBERS/EX-OFFICIO
 MEMBERS TO VARIOUS BOARD OF
COMMISSIONERS COMMITTEES

Comprehensive Planning Committee:	
Board of Commissioners:	Anne Hines & Frank Drake
Planning Board:	Bob Hill & Kim Parker
Governmental Affairs Committee: (as needed)	Chris Kaeberlein & Vivian Jones
Public Works Committee: (as needed)	Pete Thibodeau; Margaret Stinnett
Cemetery Advisory Board (ex-officio)	Anne Hines
Greenway Advisory Board (ex-officio):	Pete Thibodeau
Historic Preservation Commission (ex-officio):	Chris Kaeberlein
Human Relations Council (ex-officio)	Anne Hines
Recreation Advisory Board (ex-officio)	Margaret Stinnett
Senior Center Advisory Board (ex-officio):	Vivian Jones, Mayor
Urban Forestry Board (ex-officio):	Pete Thibodeau;
Alternate Member	Margaret Stinnett
Youth Advisory Board	Margaret Stinnett
Downtown Revitalization Corporation (DRC):	Chris Kaeberlein
Fire Department Board of Directors (ex-officio):	Frank Drake
N. C. Eastern Municipal Power Agency:	
Delegate Member	Vivian Jones, Mayor
Alternate Member	Mark Williams, Town Manager

Transportation Advisory Committee:	
Delegate Member	Vivian Jones, Mayor
Alternate Member	Margaret Stinnett
Triangle J Council of Governments	Chris Kaerberlein
Upper Neuse River Basin Association:	
Delegate Member	Margaret Stinnett

7. Planning Items.

A. Consideration of approval of Case ZA-07-06: Amendment to Article VI. Section 4 Signs of the Wake Forest Zoning Ordinance.

ACTION: Commissioner Drake made a motion to accept the Planning Board recommendation to approve Case ZA-07-06: Amendment to Article VI. Section 4. Signs of the Wake Forest Zoning Ordinance. Commissioner Stinnett seconded the motion, which carried unanimously (5-0) resulting in the following ordinance:

ORDINANCE 2007-49

ORDINANCE AMENDING ARTICLE VI.
SECTION 4 SIGNS OF THE
ZONING ORDINANCE OF THE
TOWN OF WAKE FOREST, NORTH CAROLINA
(Body of ordinance contained in Ordinance Book 20)

8. Administration and Financial Items.

A. Consideration of approval of an additional Sergeant position.

ACTION: Commissioner Kaerberlein made a motion to approve an additional Sergeant position for the Public Safety Department. Commissioner Thibodeau seconded the motion, which carried unanimously (5-0).

B. Consideration of approval of resolution authorizing an Installment Purchase Agreement.

ACTION: Commissioner Drake made a motion to approve resolution authorizing an Installment Purchase Agreement for two (2) mini-excavators for the Electric Department in the amount of \$51,352 at a fixed rate of 2.93%. Commissioner Hines seconded the motion, which carried unanimously (5-0) resulting in the following resolution:

RESOLUTION 2007-63

RESOLUTION APPROVING FINANCING TERMS
WITH BRANCH BANKING AND TRUST COMPANY
(Body of resolution contained in Resolution Book 24)

9. **Public Services Items.**

- A. **Consideration of approval of a proposal from KCI Associates for the provision of Project Administration and Inspection Services for the Stream Restoration of Richland Creek (copy of documentation on file in Town Clerk's Office).**

ACTION: Commissioner Stinnett made a motion to approve a proposal from KCI Associates for the provision of Project Administration and Inspection Services for the Stream Restoration of Richland Creek in the amount of \$50,877. Commissioner Thibodeau seconded the motion, which carried unanimously (5-0).

- B. **Consideration of approval of traffic agreement between the North Carolina Department of Transportation and the Town of Wake Forest to revise the traffic signal at US-1A (Front Street) at NC-98 Business (East Roosevelt Avenue) and NC-98 Business (East Roosevelt Avenue) at SR 1941 (North/South White Street) (copy of documentation on file in Town Clerk's Office).**

ACTION: Commissioner Hines made a motion to approve a traffic agreement between the North Carolina Department of Transportation and the Town of Wake Forest to revise the traffic signal at US-1A (Front Street) at NC-98 Business (East Roosevelt Avenue) and NC-98 Business (East Roosevelt Avenue) at SR 1941 (North/South White Street). Commissioner Kaerberlein seconded the motion, which carried unanimously (5-0) resulting in the following resolution

RESOLUTION 2007-64

RESOLUTION APPROVING MUNICIPAL AGREEMENT
BETWEEN THE TOWN OF WAKE FOREST, NORTH CAROLINA
AND NC-DOT (WBS Element 36249.2676) FOR CERTAIN
TRAFFIC CONTROL IMPROVEMENTS
(Body of resolution contained in Resolution Book 24)

- C. **Consideration of approval of request received from residents of Crenshaw Hall for the replacement of a 1-way stop to a 3-way stop at the junction of Warmoven Street and Clatter Avenue.**

ACTION: Commissioner Drake made a motion to approve a request received from residents of Crenshaw Hall for the replacement of a 1-way stop to a 3-way stop at the junction of Warmoven Street and Clatter Avenue. Commissioner Thibodeau seconded the motion, which carried unanimously (5-0) resulting in the following ordinance:

ORDINANCE 2007-50

ORDINANCE AMENDING CHAPTER 30. TRAFFIC AND VEHICLES
ARTICLE VI. TRAFFIC SCHEDULES - SECTION 30-266 SCHEDULE X.
STOP INTERSECTIONS OF THE CODE OF ORDINANCES OF
THE TOWN OF WAKE FOREST, NORTH CAROLINA
(Body of ordinance contained in Ordinance Book 20)

Add: 4-way stop at the junction of Warmoven Street and Clatter Avenue.

10. Parks and Recreation Items.

None.

11. Public Safety Items.

None.

12. Closed Session: N.C.G.S. 143-318.11(a)(3) - Consultation with Town Attorney
Litigation - Wake Forest Country Club

ACTION: At 9:40 p.m., Commissioner Kaerberlein made a motion to go into Closed Session for the purpose of N.C.G.S. 143-318.11(a)(3) - Consultation with Town Attorney Litigation - Wake Forest Country Club. Commissioner Drake seconded the motion, which carried unanimously (5-0).

At 10:23 p.m., Commissioner Stinnett made a motion to return to the regular meeting. Commissioners Hines seconded the motion, which carried unanimously (5-0).

13. Adjournment.

ACTION: At 10:24 p.m., Commissioner Drake made a motion to adjourn the meeting. Commissioner Thibodeau seconded the motion, which carried unanimously (5-0).