



**Wake Forest Board of Commissioners
Meeting Agenda
December 20, 2011
7:00 pm**

All items listed are for discussion and possible action.

NOTICE

For people with impaired hearing: Special equipment is available for use during meetings in the Town Hall board chambers. Prior notice is requested. For more information, please contact Town Clerk Deeda Harris at (919) 435-9413 or dharris@wakeforestnc.gov.

**CABLE & ONLINE BROADCAST OF
BOARD OF COMMISSIONERS MEETINGS**

All Board of Commissioners meetings are broadcast live on Time Warner Cable Community Channel 10 beginning at 7 p.m. Meetings are also aired online on the official Town of Wake Forest website at www.wakeforestnc.gov. Archived meeting videos are also provided and available for one year after the original air date.

MEETING AGENDAS

The Board of Commissioners meeting agenda is available to be viewed and downloaded at www.wakeforestnc.gov/Government/BoardofCommissioners.aspx by noon on the Thursday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Town Clerk's Office at (919) 435-9413. Citizens may also receive a copy of each month's agenda by enrolling in the E-Notifier subscription service. For more information visit www.wakeforestnc.gov/enotifier.aspx.

PUBLIC HEARINGS

When an agenda item is denoted as a Public Hearing, persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given five minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed five minutes each to express his/her comments, ideas, concerns, expressions, and desires. No comments will be allowed on agenda items.

PUBLIC COMMENT

Anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item during the time of the Public Comment should contact Town Clerk Deeda Harris by 3:00 p.m. the day of the meeting. Mayor Jones will recognize you during the Public Comment period and give you 3-5 minutes to speak. Thank you for your cooperation.

Call to Order.

Pledge of Allegiance.

1. Approval of Agenda.

2. Approval of Minutes.

- A. Meeting held November 1, 2011 (Board of Commissioners Work Session and Joint Public Hearing), meeting held November 15, 2011 (Regular Board of Commissioners Meeting, Continued Board Meeting held December 6, 2011. (Attachment 2.A.)

3. Installation of Commissioners-elect.

- A. Resolutions of Appreciation for Outgoing Commissioners. (Attachment 3.A.)
- B. Oaths of Office for Commissioners-elect. (Attachment 3.B.)

4. Presentations.

- A. Presentation of fiscal year ended June 30, 2011 Comprehensive Annual Financial Report. (Attachment 4.A.)
- B. Introduction of Candidates for the Advisory Board Openings. (Attachment 4.B.)

5. Public hearings / Public Comment.

- A. Public Hearing on the Consideration of a Request by J. David Cook and Mary O. Cooke to Designate their Home and Lot, Known as Heartsfield as a Local Historic Landmark. (Attachment 5.A.)
- B. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item or an item on the agenda during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 5 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

6. Consent Agenda.

(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent Agenda. If a Commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)

- A. Approval of Tax Releases. (Attachment 6.A.)
- B. Approval of 2011 Board of Commissioners Meeting Schedule. (Attachment 6.B.)
- C. Consideration of Donation of Light Poles for Baseball Fields to the Wake Forest-Rolesville High School. (Attachment 6.C.)

7. Legislative Items.

- A. Appointments of Members to the Various Advisory Board and Commissions. (Attachment 7.A.)

8. Planning Items.

9. Administration and Financial Items.

10. Public Services Items.

- A. Request from the Wake Forest Farmers Market to use the Downtown Municipal Parking Lot in 2012. (Attachment 10.A.)

11. Parks and Recreation Items.

12. Public Safety Items.

13. Other Business.

14. Adjournment and Reception.