



**Wake Forest Board of Commissioners
Meeting Agenda
January 15, 2019 at 7:00 PM
All items listed are for discussion and possible action.**

Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator Mickey Rochelle at 919-435-9455 or mrochelle@wakeforestnc.gov or Town Clerk Deeda Harris at 919-435-9413 or dharris@wakeforestnc.gov as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

All Board of Commissioners meetings are broadcast live on Spectrum Cable Wake Forest TV 10 (WFTV 10) beginning at 7 p.m. Meetings are also aired online on the 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/board-of-commissioners.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 via email by enrolling in the free 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 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

- 2.A. Approval of Minutes for Meetings held December 6, 2018 (Work Session and Joint Planning Board Hearing) and December 18, 2018 (Regular Board of Commissioners Meeting).

[mins_12-4-18_WS_Agenda-draft.pdf](#)

[Draft December 4 2018 JPH Meeting Minutes.pdf](#)

[mins12-18-18_Agenda-draft.pdf](#)

3. Presentations

- 3.A. Proclamation Recognizing January 20-26, 2019 as "School Choice Week" in Wake Forest, North Carolina.

[school_choice-summary.docx](#)

[school_choice_week-Jan20-26_2019.docx](#)

4. Public hearings / Public Comment

- 4.A. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item 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.

5. 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.)

- 5.A. Approval of Budget Ordinance Amendment # 2 for FY 2018-2019.
[Budget Ordinance Amendment_summary.pdf](#)
[Budget Amendment #2.pdf](#)

- 5.B. Approval of Resolution awarding the Construction Contract for Downtown Improvements, Phase 3 to State Contracting, Inc.
[BOC_Summary_Sheet_ConstructionContract_DowntownImprovementsP3.docx](#)
[Resolution2019-x DowntownImprovementsPh3_Construction Contract1.15.19.docx](#)
[Wake Forest DT Improv Ph 3_Award Notification.pdf](#)
[Wake Forest DT Improv Ph 3_Bid Tab\(2019-01-03\).pdf](#)
[DRAFT_Notice Of Award_2019-01-08.pdf](#)
[DRAFT_Notice To Proceed_2019-01-08.pdf](#)

- 5.C. Approval of a Resolution to approve Contract Amendment #2 - Construction Phase Services and Materials Testing Services for the Downtown Improvements, Phase 3 project.
[BOC_Summary_Sheet_DowntownImprovementsPh3_ContractAgreement2_1.15.19.docx](#)
[Resolution2019-x DowntownImprovementsPh3_CEIContract_KHA1.15.19.docx](#)
[DowntownImprovementsPh3_ContractAmendment2_CMTContract_KHA_1.15.19.pdf](#)

- 5.D. Approval of a Resolution for Contract Amendment #3- Construction Administration (CA) for the Downtown Improvements, Phase 3 project.
[BOC_Summary_Sheet_DowntownImprovementsPh3_ContractAgreement3_1.15.19.docx](#)
[Resolution2019-x DowntownImprovementsPh3_CACContract_MM1.15.19.docx](#)
[DowntownImprovementsPh3_ContractAmendment3_CACContract_MM_1.15.19.pdf](#)

- 5.E. Approval of a consistency statement for the disapproval of TA-18-05.
[BOC Agenda Summary fo Disapproval.docx](#)
[TA-18-05 Consistency Statement for Disapproval.docx](#)

6. Legislative Items

- 6.A. Consideration of Appointing members to the Cultural Resources and Technology Advisory Boards.
[CRAB_and_TAB_Appointment-summary.docx](#)
[resolution2019-x_adv_board_appontments_CRAB_TAB_Jan2019.doc](#)

- 6.B. Consideration of Approving a Resolution to Adopt a Code of Ethics for Members of Advisory Boards, Commissions and Councils.
[Summary - Resolution to Approve and Adopt a Code of Ethics for Advisory Boards \(1-5-19\).docx](#)

[Resolution - To Adopt A Code of Ethics for Members of Advisory Boards \(1-5-19\).docx](#)

[Code_of_Ethics_for_Advisory_Boards_Commissions_and_Councils__DRAFT_-_January_2019_\(1\).doc](#)

- 6.C. Consideration of Approval of an Ordinance Amending Chapter 30. Article II Traffic Controls Sec. 30-53.-No Parking and Safety Zones of the Code of Ordinances of the Town of Wake Forest.

[handicap_parking_amendment_summary.docx](#)

[Ord2019-x_handicap_parking_amendment.docx](#)

- 6.D. Consideration of Approval of and Ordinance Amending Chapter 30 - Traffic and Vehicles; Article III. - Operation of Vehicles.

[prohibiting_commercial_vehicle_parking-summary.docx](#)

[Ord2019-x_Prohibiting_Commercial_parking_amendment.docx](#)

- 6.E. Consideration of Approval of and Ordinance Amending Chapter 30 - Traffic and Vehicles; Article III. - Operation of Vehicles (Removal/Notice)

[prohibiting_commercial_vehicle_parking_notice-summary.docx](#)

[Ord2019-x_Prohibiting_Commercial_parking_amendment-removal.docx](#)

- 6.F. Consideration of Approval of the Town of Wake Forest Right-of-Way Encroachment Agreement Policy.

[Right-of-way_Encroachment_Policy-summary.docx](#)

[Right of Way Encroachment Policy - 1063544v2.DOCX](#)

[Resolution2019-x_Right-of-way_Encroachment_Policy.DOCX](#)

7. Planning Items

8. Administration and Financial Items

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

- 12.A. Wake County Tax Releases

[Wake_Co_Tax_Releases.pdf](#)

12.B. Monthly Report

[Dec 2018_monthly_report.docx](#)

12.C. CIP and Strategic Plan Quarter 2 Update

[1 8 19 BOC Quickview- Projects Tracker_Q2 Oct - Dec 2018.pdf](#)

[1 8 19 Strategic Plan Working Document.pdf](#)

12.D. Commissioner Reports

13. Adjournment