



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, December 21, 2021 at 6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Jones called the meeting to order at **6:00 p.m.**

Mayor Jones led everyone in the Pledge of Allegiance.

Council Members Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Chard Sary, Commissioner Liz Simpers, Commissioner Bridget Wall-Lennon, and Commissioner Adam Wright

Candidate Elect Present: Keith Shackelford and Nick Sliwinski

Staff Members Present:

Town Manager Kip Padgett

Town Attorney Eric Vernon

Assistant Town Manager Candace Davis

Assistant Town Manager Allison Snyder

Interim Town Clerk Sherry Scoggins

Deputy Town Clerk Terry Savary

Assistant Planning Director Jennifer Currin

Chief Financial Officer Aileen Staples

Assistant Finance Director Sam Sanchez

Planner I – Long Range Melanie Rausch

Senior Planner Patrick Reidy

Strategic Performance Manager Lisa Hayes

Interim Public Works Director Tim Bailey

Economic Development Director Jason Cannon

Inspections Director JJ Carr

Center Manager Renaissance Centre
Deborah Dunn

Electric Utility Director Chris Terrell

Director of Engineering Joe Guckavan

Chief Information Officer Adam Oates

Parks, Recreation and Cultural
Resources Director Ruben Wall

Fire Chief Ron Early

Police Chief Jeff Leonard

Police Captain Brian Mote

Police Officer J. Jefferson

1. Approval of Agenda

ACTION:

Mover: Commissioner Dyer moved to approve the agenda as presented.

Secunder: Commissioner Sary.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of the Minutes:

-November 4, 2021, work session minutes

-November 16, 2021, regular meeting minutes

ACTION:

Mover: Commissioner Simperts moved to approve the minutes as presented.

Secunder: Commissioner Sary.

Vote: Motion carried 5-0.

3. Presentations

3.A. Presentation of Proclamation Recognizing School Choice Week

Mayor Jones stated the Proclamation Recognizing School Choice Week would be mailed to the requestor:

PROCLAIMING JANUARY 23-29, 2022, AS SCHOOL CHOICE WEEK

WHEREAS all children in Wake Forest should have access to the highest-quality education possible; and,

WHEREAS Wake Forest recognizes the important role that an effective education plays in preparing all students in Wake Forest to be successful adults; and,

WHEREAS quality education is critically important to the economic vitality of Wake Forest; and,

WHEREAS Wake Forest is home to a multitude of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and,

WHEREAS Wake Forest has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and,

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;

NOW, THEREFORE, I, Vivian Jones do hereby recognize January 23 – 29, 2022 as Wake Forest School Choice Week, and I call this observance to the attention of all of our citizens. Duly proclaimed this 21st day of December 2021.

3.B. Presentation of fiscal year ended June 30, 2021, Comprehensive Annual Finance Report

Chief Financial Officer Aileen Staples stated this was a good year for the Town.

April Adams, partner of Cherry Bekaert LLP, provided an overview of the report and audit results. The highlights of the audit were:

- Four clean opinions
- No journal entries
- No single audit findings
- Good internal controls
- Full cooperation with management

4. Public hearings / Public Comment

4.A. Public hearing on and consideration of a petition requesting contiguous annexation submitted by Hawthorne at Traditions Apartments, LLC for property located at 601 Gilcrest Farm Rd, being Wake County Tax PIN 1851-24-2248 and adjacent right-of-way totaling approximately 13.197.

Mayor Jones opened the public hearing and asked if anyone wished to speak on this item. No one spoke. Mayor Jones closed the public hearing.

ACTION:

Mover: Commissioner Sary moved to approve the annexation request as presented.

Seconder: Commissioner Dyer.

Vote: Motion carried 5-0.

4.B. Public Comments

The following citizens provided public comments:

- Dan Caster, 5244 Blue Lilac Lane of Wake Forest, spoke about the new maps for Highway 1 and Star Road. [Capital Blvd and Frontage Road Issues]
- Michael Frazier, 2510 Countrywood Rd, spoke about the Capital Blvd upgrade affecting lands at Capital Blvd and South Main Street, specifically the proposed closure of Star Road.
- Maria Magana, resident of Wellington Park, appreciated the Board's assistance with the circumstances. She found a new lot to relocate and is awaiting on permits which is delaying the process to move.
- Ken Marsh, 105 Lance Lane of Youngsville, member of St. John's Episcopal Church in Wake Forest stated his gratitude to the Board of Commissioners, Triangle Family Services, community churches and the broader community supportive of the Wellington Park residents.
- Ronnie Jackson, 127 Deerfield Crossing Drive of Wellington Park, thanked the Town of Wake Forest elected official and churches for their support. He found a law in several states that prohibits the sale of the mobile home park before offering the existing residents the right of refusal.
- Kenille Baumgardner, 121 W Vernon Avenue, expressed concerns about Wellington Park.
- Bill Moran, 124 Deerfield Crossing Drive of Wellington Park, questioned if the funds will continue after January 15th as he is living in a hotel until his home is built.
- Sofia Miro, 105 Deerfield Crossing Drive of Wellington Park, stated her home is also her mother's home. She has been searching since March of 2021 for a home and found a lot and will be able to move the end of January 2022.
- Joy Shillingsburg, 1329 Colonial Club Road, stated she is the Director of the Wake Forest Community Meal Program and cares deeply for the neighbors of Wellington Park. She spoke in favor of an affordable housing policy.
- Jonne Allyson Boone, 523 Wayne Ave, Executive Director of Threads of Grace which is a local non-profit assisting low-income families. She spoke for a family in Wellington Park for whom the non-profit purchased a mobile home, and this was meant to be a permanent home.

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 Ordinance Update Amending Chapter 26, Solid Waste, of the Town of Wake Forest Code of Ordinances
[Filed in the Clerk's Office as Ordinance 2021-53.]
- 5.B. Resolution Recognizing the Retirement of Christopher M. Bass
[Filed in the Clerk's Office as Resolution 2021-141.]
- 5.C. Updates to the Town of Wake Forest Record Retention Policy
[Filed in the Clerk's Office as Resolution 2021-143.]
- 5.D. Updates to the Town of Wake Forest Board of Commissioners Rules of Procedure
[Filed in the Clerk's Office as Resolution 2021-144.]
- 5.E. Updates to the Code of Ethics
[Filed in the Clerk's Office as Resolution 2021-145.]
- 5.F. Approval of Appointments to Citizen Advisory Boards
[Filed in the Clerk's Office as the following: Resolution 2021-148, Resolution 2021-149, Resolution 2021-150, Resolution 2021-151, Resolution 2021-152, and Resolution 2021-153.]

ACTION:

Mover: Commissioner Dyer moved to approve the consent agenda as presented.

Seconder: Commissioner Simperts.

Vote: Motion carried 5-0.

6. Legislative Items

- 6.A. Consideration of an Ordinance Encouraging Minority Business Participation in Projects Involving Reimbursement.

Commissioner Wall-Lennon stated she requested this item be added to the agenda. She would like the minority owned business be extended for reimbursement.

Commissioner Sary would like this vetted more prior to acting.

Town Attorney Vernon provided an overview how this request could be included in the Town Code of Ordinances with reference to a policy.

Commissioner Wall-Lennon would like the new board to consider this item.

7. Planning Items

7.A. Consideration of Action on LEGISLATIVE CASE RZ-29-10, Star Road PUD: Request filed by Site Property Development, LLC to rezone from the existing Highway Business (HB) to Planned Unit Development District (PUD) for 33.9± acres located at 0 Star Road being Wake County Tax PINs: 1739653709, 1739750868, and 1739558441 and adjacent right-of-way to centerline.

ACTION:

Mover: Commissioner Wright moved to deny the request.

Seconder: Commissioner Sary.

Vote: Motion to deny carried 5-0.

**RESOLUTION 2021-156
RESOLUTION TO DENY THE PROPOSED ZONING MAP AMENDMENT
REQUEST TO CHANGE THE ZONING OF APPROXIMATELY 33.90 ACRES
LOCATED AT 0 STAR ROAD (WAKE COUNTY TAX PINS 1739653709, 1739750868,
AND 1739558441) AND ADJACENT RIGHT-OF-WAY TO CENTERLINES FROM
EXISTING HIGHWAY BUSINESS (HB) TO PLANNED UNIT DEVELOPMENT
(PUD)**

RZ-19-10, STAR ROAD PUD

WHEREAS, a Joint Public Hearing was held on December 7, 2021 by the Wake Forest Board of Commissioners and Planning Board; and

WHEREAS, the Planning Board recommended denial of the rezoning 6-0 as shown in Exhibit 1; and

WHEREAS, after reviewing all the information presented at the Public Hearing and the Wake Forest Community Plan and Unified Development Ordinance, the Wake Forest Board of Commissioners find the zoning map amendment request inconsistent with the Community Plan and adopted a written inconsistency statement, which is on file with the Wake Forest Planning Department and as shown in Exhibit 2;

NOW, THEREFORE, BE IT RESOLVED that the Wake Forest Board of Commissioners deny the Zoning Map Amendment request RZ-19-10 that is inconsistent the Community Plan and not in the public's interest.

Adopted this, 21st day of December 2021

7.B. Wellington Park Discussion

Mayor Jones read into the record the email Planning Director Courtney Tanner provided to the Board of Commissioners:

They developed a list of residents who are eligible for the money. The money was given to Triangle Family Services - \$375,000. Once all the invoices have been provided showing expended relocation funds, the Town will reduce the recreation facility fee due to one-third of the funds used. All of the funds have been given to Triangle Family Services. The developer was required to collaborate with the Wellington Park residents and working with the residents a potential list of eligible recipients was created. That was given to Triangle Family Services. Triangle Family Services visited the site multiple times to confirm names. Triangle Family Services is fully staff and meeting with residents. They have assisted residents with housing searches and application procedures, exploring alternative parks, assisting residents with arrangements for dumpsters and pods and storage units. And identifying and contacting and negotiating with mover-toter options. The process for reimbursement is the eligible resident submits expense to Triangle Family Services. If the reimbursement is missing information, Triangle Family Services works with the resident. If the expense is ineligible, then Triangle Family Services the client is told why it is ineligible. The amount paid out as of December 14, 2021, is \$126,279.06. As of December 14, 2021: ten residents have moved, six have new lots secured and toter arrangements are in progress, eleven have new housing secured and the move is planned, and six are still seeking alternative housing.

Commissioner Wall-Lennon stated she requested to have a staff member present so that she may ask questions. She asked if the funds expire.

Mayor Jones stated Triangle Family Services has the funds and the resident(s) will need to provide a receipt.

8. Administration and Financial Items

8.A. Wireless Research Center Digital Hub Update

Strategic Performance Manager Lisa Hayes provided an overview of the Wireless Research Center Digital Hub Update and ARPA [American Rescue Plan Act] funding. She added Chief Financial Officer Aileen Staples is co-presenting with her. She added Jerry Hayes is in the audience if there are questions.

Chief Financial Officer Aileen Staples stated the County funding piece was removed from the agreement, the Town's audit firm is assisting with the compliance of the ARPA funds, and the payment schedule was updated.

Strategic Performance Manager Lisa Hayes provided an overview of the DuBois improvements.

Commissioner Wall-Lennon stated she supports the project at DuBois. She stated now the agreement is being revised. She questioned the off set for funding.

Jerry Hayes stated the change is the County's schedule until February 28, 2022, to discuss.

Commissioner Simperts questioned what if the money does not come to fruition.

Jerry Hayes stated the schedule is not contingent on County funds and they are looking at outside sources for funding. The County is not out of the question and has received 213 submissions.

Commissioner Wall-Lennon stated this was an unsolicited proposal. She stated there are other organizations who may benefit from the ARPA funding. She would like to know the process for other entities that may ask for funding.

Strategic Performance Manager Lisa Hayes stated this will be an item for discussion at the upcoming Board retreat.

Commissioner Wall-Lennon stated she would support the request and raised concerns on the principal of the matter.

ACTION:

Mover: Commissioner Simperts moved to approve as presented.

Secunder: Commissioner Dyer.

Vote: Motion carried 5-0.

RESOLUTION 2021-157

Authorization to Fund the Wireless Research Center Digital Workforce Hub

WHEREAS, the Town of Wake Forest is dedicated to improvement of the digital divide and digital inequality; committed to workforce training in the community; and supports creating an environment of collaboration and cooperation to continue to build a strong, productive local economy; and

WHEREAS, the Wireless Research Center's Digital Workforce Hub seeks to address the digital divide and digital inequality in Wake Forest and the surrounding areas; and

WHEREAS, the Wireless Research Center's Digital Workforce Hub training will create a pool of skilled employees and build a more productive local economy.

WHEREAS, the Board of Commissioners for the Town of Wake Forest authorized a grant via Resolution on August 17th, 2021 in an amount not to exceed \$1,200,000 to the Wireless Research Center for the Digital Workforce Hub at DuBois campus, substantially in accordance with the terms and conditions set out in the attached Community Development Grant Agreement (The DuBois Campus Digital Workforce Hub) ("Contract").

WHEREAS, Town of Wake Forest Resolution 2021-107 was not ratified due to contract modification requests; and

WHEREAS, Wireless Research Center of North Carolina is requesting contract modifications to said contract;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Commissioners for the Town of Wake Forest hereby rescinds Resolution 2021-107 and authorizes Resolution 2021-x to approve a grant in an amount not to exceed \$1,200,000 to the Wireless Research Center for the Digital Workforce Hub at DuBois campus, substantially in accordance with the terms and conditions set out in the attached Community Development Grant Agreement (The DuBois Campus Digital Workforce Hub) ("Contract").

BE IT FURTHER RESOLVED, that the Town of Wake Forest's Attorney, Town Manager and Chief Financial Officer are hereby authorized to revise and edit the Contract in such a manner as is reasonably necessary to accomplish the goals and objectives of granting funds to WRC to create a Digital Workforce Hub in Wake Forest; (ii) approve the final version of the Contract provided the final Contract is substantially in accordance with the version attached hereto; and (iii) the Town Manager is hereby authorized to execute the final Contract on behalf of the Town of Wake Forest, without further action or approval of the Board of Commissioners. Adopted this 21st day of December 2021.

9. Public Services Items

No Public Services Items were discussed.

10. Parks and Recreation Items

No Parks and Recreation Items were discussed.

11. Public Safety Items

No Public Safety Items were discussed.

12. Other Business

12.A. Department Monthly Report

Received.

12.B. Wake County Tax Releases

Received.

12.C. Resolutions of Appreciation to the Outgoing Commissioners

Mayor Jones read the Resolution of Appreciation of Service of Liz Simperts into the record:

RESOLUTION 2021-154

APPRECIATION OF SERVICE OF LIZ SIMPERS

WHEREAS, Liz Simperts served the Town of Wake Forest and its citizens as a Commissioner since December 2017; and

WHEREAS, Ms. Simperts served as ex-officio on the Town of Wake Forest Greenways Advisory Board; Parks, Recreation and Cultural Resources Advisory Board; Youth Advisory Board; the Wake Forest Downtown Board, and the Wake Forest Business and Industry Partnership (WFBIP); and

WHEREAS, Ms. Simperts diligently and forthrightly worked to make the Town of Wake Forest a better place through carrying out her civic duties; and

WHEREAS, during Ms. Simper's term, her passion to involve the youth of our community in Town government was exhibited; and

WHEREAS, Ms. Simper's dedication to economic development through her involvement in the WFBIP set the stage for various workforce development opportunities; and

WHEREAS, the Town of Wake Forest, its elected officials, employees, and its citizens individually and collectively commend Ms. Simpser for her service to the Town of Wake Forest.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the honorable Mayor and Board of Commissioners of the Town of Wake Forest that this **Resolution of Appreciation** be presented to Liz Simpser in acknowledgement of her service and her interest in good government in Wake Forest and in the State of North Carolina.

Adopted this 21st day of December 2021 by the Wake Forest Board of Commissioners at a regularly scheduled meeting.

Mayor Jones read the Resolution of Appreciation of Service of Bridget Wall-Lennon into the record:

RESOLUTION 2021-155

APPRECIATION OF SERVICE OF BRIDGET WALL-LENNON

WHEREAS, Bridget Wall-Lennon served the Town of Wake Forest and its citizens as a Commissioner since December 2017; and

WHEREAS, Ms. Wall-Lennon also served as ex-officio on the Town of Wake Forest Human Relations Council; Parks, Recreation & Cultural Resources Advisory Board; Cemetery Advisory Board; Historic Preservation Committee; and Urban Forestry Board; and

WHEREAS, Ms. Wall-Lennon diligently and forthrightly worked to make the Town of Wake Forest a better place through carrying out her civic duties; and

WHEREAS, during Ms. Wall-Lennon's term, she undertook a venture to improve communications with small business owners within the Town and she led the project "How To Do Business in Wake Forest"; and

WHEREAS, during Ms. Wall-Lennon's term, she advocated for more public-private partnerships to increase the supply of affordable housing; and

WHEREAS, the Town of Wake Forest, its elected officials, employees, and its citizens individually and collectively commend Ms. Wall-Lennon for her service to the Town of Wake Forest.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the honorable Mayor and Board of Commissioners of the Town of Wake Forest that this **Resolution of Appreciation** be presented to Bridget Wall-Lennon in acknowledgement of her service and her interest in good government in Wake Forest and in the State of North Carolina.

Adopted this 21st day of December 2021 by the Wake Forest Board of Commissioners at a regularly scheduled meeting.

ACTION:

Mover: Commissioner Wright moved to approve the resolutions as presented.

Secunder: Commissioner Sary.

Vote: Motion carried 5-0.

12.D. Oaths of Office for Candidates-Elect

North Carolina Representative Joe John provided the oath of office to Mayor Vivian A. Jones:

I, Vivian A. Jones, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully and impartially discharge the duties as Mayor for the Town of Wake Forest, North Carolina, so help me, God.

North Carolina Notary Public James S. Warrant provided the oath of office to Richard Keith Shackelford:

I, Richard Keith Shackelford, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully and impartially discharge the duties as Commissioner for the Town of Wake Forest, North Carolina, so help me God.

North Carolina Notary Public Nicholas E. Karr provided the oath of office to Nicolas Sliwinski:

I, Nicolas Sliwinski, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; and that I will faithfully and impartially discharge the duties as Commissioner for the Town of Wake Forest, North Carolina, so help me God.

12.E. Election of Mayor Pro Tem

ACTION:

Mover: Commissioner Sliwinski moved to nominate Commissioner Jim Dyer as Mayor Pro Tem.

Seconder: Commissioner Wright.

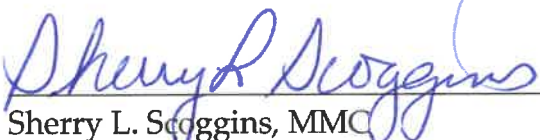
Vote: Motion carried 5-0.


13. Adjournment

With no further business to discuss, Mayor Jones adjourned the meeting at 7:48 p.m.

Duly approved in open session this 18th of January 2022.

(ATTEST)


Sherry L. Stoggin, MMC
Interim Town Clerk


Vivian A. Jones
Mayor



