



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Thursday, November 4, 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.

Board of Commissioner Members Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Chad Sary, Commissioner Liz Simperts, Commissioner Bridget Wall-Lennon, Commissioner Adam Wright

Staff Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Interim Town Clerk Sherry Scoggins
Deputy Town Clerk Terry Savary
Chief Financial Officer Aileen Staples
Planning Director Courtney Tanner

Assistant Planning Director Jennifer Currin
Long Range Planning Manager Brad West
Executive Assistant Cathi Pope
Strategic Performance Manager Lisa Hayes

1. Presentations

1.1 Presentation on Legislative Case RZ-21-07 to Clarify and Reaffirm the Town of Wake Forest Zoning Maps

Planning Director Courtney Tanner provided an overview of Legislative Case RZ-21-07. This item is slated for public hearing at the Tuesday, November 16, 2021, Board of Commissioners meeting.

1.2 Affordable Housing Plan Housing Needs Assessment Presentation

Long Range Planning Manager Brad West introduced the HR&A Advisors who would present the Affordable Housing Plan Housing Needs Assessment Presentation.

Phillip Kash, Christiana Whitcomb, and Arjun Gupta Sarma of HR&A Advisors provided an overview of the Affordable Housing Plan Housing Needs Assessment. The presentation is attached and incorporated into the minutes.

The Board of Commissioners requested that more efforts be added in reaching the seniors and to mail the survey.

1.3 Presentation on American Rescue Plan Local Fiscal Recovery Funds

Strategic Performance Manager Lisa Hayes provided an overview of the American Rescue Plan Local Fiscal Recovery Funds. The presentation is attached and incorporated into the minutes.

Ms. Hayes added this will come back to the Board of Commissioners in the CIP process.

2. Discussion of Monthly Financial Report

Received.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft November 16, 2021, Board of Commissioners Agenda

Town Manager Kip Padgett stated the following amendments for the draft November 16, 2021, Board of Commissioners Agenda:

- Move Item 3B, Presentation of fiscal year ended June 30, 2021, Comprehensive Annual Finance Report to the December work session
- Addition of a special presentation for November 16

4. Other Business

4.1 Appointment of Candidates for the Board of Adjustment

Due to a technology glitch, there was a tie for Board of Adjustment candidates Jonathan Bivens and Nicholas Kentopp. The Board of Commissioners were requested to re-do the vote for a candidate for the Board of Adjustment.

Interim Town Clerk Scoggins stated the ballots reflected the selection of Jonathan Bivens and requested approval of a waiver as this is more than two terms.

ACTION:

Mover: Commissioner Dyer moved to approve the waiver request.

Seconder: Commissioner Sary.

Vote: Motion carried 5-0.

RESOLUTION 2021 - 131

**RESOLUTION TO WAIVER TERM LIMIT FOR ADVISORY BOARDS
OF THE TOWN OF WAKE FOREST, NORTH CAROLINA**

WHEREAS the town's ordinance has a two-term limit requirement for the citizen advisory boards,

WHEREAS, the Wake Forest Board of Commissioners desires to consider all the applicants who applied for the Board of Adjustment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the limit be waived for all returning members to be considered for re-appointment on the respective advisory boards.

ACTION:

Mover: Commissioner Wright moved to appoint Jonathan Bivens to the Board of Adjustment.

Seconder: Commissioner Sary.

Vote: Motion carried 5-0.

RESOLUTION 2021 - 133

**ADVISORY BOARD/COMMISSION APPOINTMENTS
FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA**

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the following persons be appointed to the following citizen advisory boards:

Board of Adjustment

*Bryan Lange
(January 2022 – December 2024)*

*Jonathan Bivens
(January 2022 – December 2024)*

4.2 Approval of Employment Agreement for Town Attorney

ACTION:

Mover: Commissioner Wall-Lennon moved to appoint Hassan Kingsberry as Town Attorney.

Secunder: Commissioner Dyer.

Vote: Motion carried 5-0.

RESOLUTION 2021-134

APPOINTMENT OF TOWN ATTORNEY

WHEREAS, the Board of Commissioners approved the position of Town Attorney in the FY 21-22 budget; and

WHEREAS, this position will be full time and serve as Chief Legal Adviser to the Board subject to North Carolina General Statutes and the Town Charter.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest that Hassan Kingsberry is appointed Town Attorney, subject to the attached employment agreement.

5. Commissioner Reports

Mayor Pro Tem Simperts and Commissioner Sary stated no report.

Commissioner Wright stated he provided a webinar last Thursday on adult daycare. As a result of the webinar, attained 18 subscribers to the Senior Center. He attended the Technology meeting last week with discussion on the STEM event next year.

Commissioner Dyer stated he is the liaison to the Historical Advisory Council, and he attended the two-day virtual conference hosted by the North Carolina Preservation Council. At the last meeting he mentioned John Mills who passed away last month, and he officiated his funeral. He stated November 11 is Veterans Day and there will be an event at the memorial and the public is invited to attend.

Commissioner Wall-Lennon stated the Urban Forestry Board met last Tuesday and discussed obtaining American Chestnut Trees for Joyner Park. She added Luke DeVores, Urban Forestry Coordinator, gave two talks on Fall Foliage Tours on Wednesday and he will host two more on Saturday.

Mayor Jones stated Officer First Class Rob Wilkinson was named the 2020 Crisis Intervention Team (CIT) Officer of the Year for the Town of Wake Forest Police Department. He was also selected as the 2020 Wake County CIT Co-Officer of the Year. She stated the Town hosted the S-Line Transit Oriented Development Planning Study Advisory Committee in the plaza and NCDOT and Rail Division are the leads for the study. She attended the CAMPO Retreat in which the focus was the strategic plan. TJCOG hosted a virtual summit on strategic planning. She attended the RTA Regional Alliance Meeting today and added this is its 20th year. She stated the focus of the meeting is the Triangle communities working together. She attended the ribbon cutting at Brookfields Indoor Golf and Lounge at The Factory. She attended the Infinite 30 Weight Loss and Wellness 5th anniversary celebration. This business was begun in Wake Forest and is now franchised in eight states. She attended the BW Wells Association meeting. BW Wells is near the Wake Forest Community and a state park site. The Northeast Make a Difference Day was a good event. The Wake County Commissioners appointed her to another term with the Go Triangle Board of Trustees. She attended the Garden Club event.

Town Manager Kip Padgett stated the Northeast Area Plan is available on the Town's website for review.

Town Manager Kip Padgett recognized Town Planning Director Courtney Tanner and wished her a happy birthday.

6. Adjournment

With no further business to discuss, Mayor Jones adjourned the meeting at 7:13 p.m.

Duly approved in open session this 21st day of December 2021.

(ATTEST)

Vivian A. Jones
Mayor

Sherry L. Scoggins, MMC
Interim Town Clerk