



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, October 19, 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 the Pledge of Allegiance.

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
Town Attorney Eric Vernon
Town Attorney Sam Slater
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
Planner I – Long Range Melanie Rausch
Senior Planner – Historic Preservation Michelle Michael
Executive Assistant Cathi Pope

Strategic Performance Manager Lisa Hayes
Downtown Development Manager Jennifer Herbert
Human Resources Director Virginia Jones
Fire Chief Ron Early
Parks, Recreation & Cultural Resources Director Ruben Wall
Senior Budget Analyst Ben Blevins
Center Manager Renaissance Centre Debbie Dunn
Planner I Emma Linn
Captain Brian Mote
Police Officer Mario Mayes
Economic Development Director Jason Cannon

1. Approval of Agenda

ACTION:

Mover: Commissioner Wall-Lennon moved to approve the agenda.

Second: Commissioner Dyer.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes for Meetings held:

- August 26, 2021 (Board of Commissioner Strategic Retreat)
- September 7, 2021 (Work Session & Joint Public Hearing)
- September 21, 2021 (Regular Board of Commissioners Meeting)
- September 22, 2021 (Board of Commissioners Special Meeting)
- September 23, 2021 (Board of Commissioners Special Meeting)
- October 4, 2021 (Board of Commissioners Special Meeting)
- October 6, 2021 (Board of Commissioners Special Meeting)

ACTION:

Mover: Commissioner Bridget Wall-Lennon moved to approve the minutes as presented.

Second: Commissioner Dyer.

Vote: Motion carried 5-0.

3. Presentations

3.A. Proclamation Recognizing the Month of October 2021 as "P.A.N.D.A.S. Month"

Mayor Jones read the proclamation into the record:

***Proclamation Recognizing
October 2021 as "PANDAS Awareness Month"
in the Town of Wake Forest, North Carolina***

Whereas, Pediatric Autoimmune Neuropsychiatric Disorders Associated with Streptococcal Infections, better known as PANDAS, is said to be a rare condition but is actually rarely diagnosed; and

Whereas, PANDAS is a term used to describe a subset of children who have Obsessive Compulsive Disorder and/or tic disorders such as Tourette Syndrome and in whom symptoms worsen following strep infections such as Strep Throat and Scarlet Fever; and

Whereas, children are often misdiagnosed and treatment is delayed. There are many treatments and options for treating this condition but, unfortunately, they are often very expensive and not covered by insurance;

Now therefore, I, Vivian A. Jones, Mayor of the Town of Wake Forest, do hereby proclaim October 2021 as

“PANDAS Month in the Town of Wake Forest”

and urge all citizens to become aware of this debilitating condition for children and work to make it more readily recognized by the medical profession and the insurance providers.

Mayor Jones presented the proclamation to Melissa Wilson and family.

3.B. Proclamation Recognizing October 2021 As “Dysautonomia Awareness Month”

Mayor Jones read the proclamation into the record:

***Recognizing October 2021 as “Dysautonomia Awareness Month”
in the Town of Wake Forest, NC***

WHEREAS, dysautonomia is a group of medical conditions that result in a malfunction of the autonomic nervous system, which is responsible for “automatic” bodily functions such as respiration, heart rate, blood pressure, digestion, temperature control and more;

WHEREAS, dysautonomia impacts over 70 million people around the world, and includes conditions such as Diabetic Autonomic Neuropathy, Vasovagal Syncope, Pure Autonomic Failure, and Postural Orthostatic Tachycardia Syndrome;

WHEREAS, dysautonomia impacts people of any age, gender, race or background, including many individuals who may be living in Wake Forest, North Carolina.

WHEREAS, dysautonomia can be very disabling and this disability can result in social isolation, stress on the families of those impacted, and financial hardship;

WHEREAS, some forms of dysautonomia can result in death, causing tremendous pain and suffering for those impacted and their loved ones;

WHEREAS, increased awareness about dysautonomia will help patients get diagnosed and treated earlier, save lives, and foster support for individuals and families coping with dysautonomia in our community;

WHEREAS, Dysautonomia International, a 501(c)(3) non-profit organization that advocates on behalf of patients living with dysautonomia, encourages communities to celebrate Dysautonomia Awareness Month each October around the world;

WHEREAS, we seek to recognize the contributions of medical professionals, patients and family members who are working to educate our citizenry about dysautonomia in Wake Forest, North Carolina.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim the month of October 20201 as "DYSAUTONOMIA AWARENESS MONTH" throughout the Town of Wake Forest, North Carolina.

Mayor Jones presented the proclamation to Katie Haynes.

3.C. Proclamation Recognizing October 23, 2021, as "Make a Difference Day" in the Town of Wake Forest, NC

Mayor Pro Tem Simperts read the proclamation into the record:

Proclamation Recognizing Make a Difference Day

WHEREAS, in 1992, National Make a Difference Day was created.

WHEREAS, on this day, millions of people come together in a common mission to improve society.

WHEREAS, we, the American people, have a tradition of philanthropy and volunteerism; and WHEREAS, connecting with others and working together through volunteer service can bridge the differences that separate people.

WHEREAS, the Town of Wake Forest will celebrate Make a Difference Day on Saturday, October 23, 2021. Volunteers are needed from 9 a.m.-noon to help perform a range of tasks throughout the Northeast Community, including litter pickup, leaf sweeping and collection, storm drain stenciling, bulk waste removal, painting and gutter cleaning.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim October 23rd as Make a Difference Day and invite volunteers and community members to register online and meet us at Taylor Street Park (416 N Taylor) at 9:00 a.m. to help participate at our event.

Mayor Pro Tem Simperts presented the proclamation to Long Range Planning Manager Brad West

3.D. Proclamation Recognizing November 2021 as "National Native American Indian Heritage Month"

Mayor Jones stated the Wake Forest Woman's Club requested a proclamation recognizing November as "National Native American Indian Heritage Month." A copy of the proclamation will be mailed to the requestor.

3.E. Proclamation Recognizing November as Family Court Awareness Month

Mayor Pro Tem Simperts read the proclamation into the record:

**PROCLAMATION RECOGNIZING NOVEMBER 2021 AS
"FAMILY COURT AWARENESS MONTH"**

WHEREAS, the mission at One Mom's Battle (OMB) and the Family Court Awareness Month Committee (FCAMC) is to increase awareness on the importance of a family court system that prioritizes child safety and acts in the best interest of children; and

WHEREAS, the mission at the FCAMC is to increase awareness on the importance of education and training on domestic violence, childhood trauma and post separation abuse for all professionals working within the family court system; and

WHEREAS, the mission at the FCAMC is to educate judges and other family court professionals on the empirical data and research that is currently available. Such research is a critical component to making decisions that are truly in the best interest of children. This research includes The Adverse Childhood Experiences (ACE) Study (CDC-Kaiser

Permanente), Saunder's Study (Us Department of Justice), The Meier Study: Child Custody Outcomes in Cases Involving Abuse Allegations, and the Santa Clara Law Study (Confronting the Challenge of High-Conflict Personality in Family Court); and

WHEREAS, the mission at the FCAMC is fueled by the desire for awareness and change in the family court system while honoring the 100(+) children in the United States who have been murdered by a parent after a custody court rejected the other parent's plea for protection (Source: Center for Judicial Excellence).

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim the month of November 2021 as "Family Court Awareness Month".

Mayor Pro Tem Simperts stated the proclamation will be provided to the requestor.

3.F. Introduction of Candidates for the Board of Adjustment and Planning Board

Mayor Jones recognized the Board of Adjustment applicants:

- Jonathan Bivens (requesting a waiver)
- Nicholas Kentopp (spoke at the October 5, 2021, meeting)
- Bryan Lange (requesting a waiver)
- Scott Olsen

Mayor Jones stated the Board of Commissioners will select two candidates for the Board of Adjustment.

Mayor Jones recognized the Planning Board applicants:

- Richard Bailey
- Sheila J Bishop
- Karin Kuropas (spoke at the October 5, 2021, meeting)
- Phillip Martin
- David Soper
- David Weisser
- Chris Joyner, ETJ

Ms. Sheila Bishop introduced herself to the Board of Commissioners and expressed her interest in service to the Planning Board.

Mr. David Soper introduced himself to the Board of Commissioners and expressed his interest in service to the Planning Board.

Mayor Jones stated the Board of Commissioners will select three candidates for the Planning Board.

Interim Town Clerk Scoggins stated the following applicants were selected for the Board of Adjustment:

- Jonathan Bivens (requesting a waiver)
- Bryan Lange (requesting a waiver)

Interim Town Clerk Scoggins stated the following applicants were selected for the Planning Board:

- Sheila J Bishop
- Karin Kuropas
- Chris Joyner, ETJ

ACTION:

Mover: Commissioner Wright moved to approve as read into the record.

Seconder: Commissioner Sary.

Vote: Motion carried 5-0.

3.G. Presentation of Annual Reports from the Town's Advisory Boards

Chair Gary Hartong provided the annual report for the Parks, Recreation & Cultural Resources Advisory Board.

4. Public hearings / Public Comment

4.A. Public Hearing and Consideration of a Request by Cooke's Restoration, LLC; James D. Cooke III and Alexis N. Cooke to Designate their Building, and Lot, Known as the A. Jack Medlin Store, 501 N. Main Street, Wake Forest, NC, as a Wake Forest Local Historic Landmark. HPC Case Number LL 21-01

Planner I – Long Range Melanie Rausch presented an overview of the request for local historic landmark for the A. Jack Medlin Store located at 501 North Main Street.

ACTION:

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

Seconder: Mayor Pro Tem Simperts.

Vote: Motion carried 5-0.

4.B. Public Hearing and Consideration of a Request by Andrew O. Grimmer and Angela M. Wright to Designate their Building and Lot, Known as the Mutschler House, 1320 Country Club Drive, Wake Forest, NC, as a Wake Forest Local Historic Landmark. HPC Case Number LL 21-02

Senior Planner Michelle Michael presented an overview of the request for local historic landmark for the Mutschler House located at 1320 Country Club Drive.

ACTION:

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

Seconder: Commissioner Sary.

Vote: Motion carried 5-0.

- 4.C. Public hearing on and consideration of a petition requesting contiguous annexation submitted by G98 Commercial, LLC for property located at 0 Capital Boulevard, being Wake County Tax PIN 1830-87-2437 and adjacent right-of-way totaling approximately 28.5885 acres.

Mayor Jones opened the public hearing. As no one came forward to speak on this item, Mayor Jones closed the public hearing.

ACTION:

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

Secunder: Commissioner Wright.

Vote: Motion carried 5-0.

- 4.D. Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvements Plan (CIP) update for FY 2022 - 2027

Russell Lawrence and Dennis Brennan provided a PowerPoint Presentation and overview for a pickleball complex. PowerPoint Presentation and handout are herewith attached to the minutes.

Gary Hartong, Chair of the Parks, Recreation & Cultural Resources Advisory Board, stated proposals such as the pickleball complex request are reviewed by the PRCRAB. He stated before the PRCRAB can make a recommendation on the pickleball complex, the Board has questions and is seeking clarification and direction from the Board of Commissioners:

- Demographics on page 5 may not support the revenue generation model and overly ambitions
- Comparisons for the out of state markets compare to the local market
- Cost for the full costs and design estimates
- Cost for the 20-year life cycle of the facility
- Is there an opportunity for alternate proposals to host additional courts
- What does the public think about dedicating funds to a dedicated pickleball complex

The PRCRAB is seeking additional information to make a recommendation.

- 4.E. 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.

Thomas Ballman spoke about the Jones Dairy sidewalk gap. He provided pictures; herewith attached to the minutes.

Rick Ostergard of 8032 Hawks Head Road spoke about growth in terms of limitations of space.

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 #1 for FY 2021 – 2022
- 5.B. Approval of a Resolution Allowing the Town Manager to Accept an Offer from NCDOT to Purchase Town Property for NCDOT Right-of-Way and to Grant Easements for the Ligon Mill Bridge Replacement Project
- 5.C. Approval of a resolution to schedule a public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by WF-GCA Holding Village, LLC for property associated with Holding Village Subdivision located at 0 South Franklin Street, a small portion of lot 5 being Wake County PIN 1840-54-5435
- 5.D. Appointment of Randy Bright and Edward G (Grif) Bond to the Wake Forest Fireman’s Relief Fund Board.
- 5.E. Approval of a Resolution to Convert Two Wake Forest Police Department Part-Time Positions to a Full-Time Position

- 5.F. Approval of an Ordinance Amending Code – Chapter 30 – Traffic And Vehicles Article I. – In General to Prohibit Trespassing In Or On Motor Vehicles
- 5.G. Resolution Approving An Amendment to the FY 2021 Pay & Classification Plan to Add a New Renaissance Centre Position and to Re-classify a Renaissance Centre Position

ACTION:

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

Seconded: Commissioner Wright.

Vote: Motion carried 5-0.

6. Legislative Items

- 6.A. Ordinance Amending Multiple Sections Within Chapter 30 - Traffic & Vehicles, Article VI - Traffic Schedules Of The Code Of Ordinances Of The Town Of Wake Forest, North Carolina

ACTION:

Mover: Commissioner Wright moved to approve as presented.

Seconded: Commissioner Sary seconded.

Vote: Motion carried 5-0.

- 6.B. Appointment of Candidates for the Board of Adjustment and Planning Board

Appointment of Candidates for the Board of Adjustment and Planning Board available at Item 3F.

7. Planning Items

- 7.A. Consideration of Legislative Case RZ-21-04 filed by Jones & Crossen Engineering, PLLC on behalf of the property owner to rezone approximately 6.955 acres located at 0 Ligon Mill Road, being Wake County Tax PIN 1830822645, from Conditional Use Neighborhood Business (CU NB) to General Residential 10 Conditional District (GR10-CD)

Planner Kari Grace stated the recommendation from the Planning Board is with the condition. The applicant has agreed to the condition, and it is in writing. The staff supports the general rezoning without the condition.

ACTION:

Mover: Commissioner Wall-Lennon moved to approve the rezoning request as originally requested by the applicant for general condition with the consistency statement.

Seconder: Commissioner Dyer.

Vote: Motion passed 4 to 1 with Commissioner Wright voting opposed.

8. Administration and Financial Items

8.A. Consideration of Property Acquisition (Donation) -Front Street and E. North Avenue

Strategic Performance Manager Lisa Hayes provided an overview of the request. The request is to consider the property on Front Street that contains the Town tree. The title to the property is unclear. Based on question about costs, Ms. Hayes stated an estimate is \$25,000.

ACTION:

Consensus of the Board of Commissioners in staff moving forward and exploring options for the donation.

9. Public Services Items

No Public Service Items were presented.

10. Parks and Recreation Items

No Parks and Recreation Items were presented.

11. Public Safety Items

No Public Safety Items were presented.

12. Other Business

12.A. Wake County Tax Releases

Received.

12.B. Department Monthly Report

Received.

12.C. Quarterly Project Updates

Received.

12.D. Commissioner Reports

Commissioner Wall-Lennon stated she attended the Northeast Community Coalition monthly meeting and encouraged everyone attend Make A Difference Day this Saturday.

Commissioner Dyer stated the Historical Advisory Council had a productive meeting. He added there is a Garden Club activity next Saturday.

Commissioner Wright asked that citizens go out to vote on November 2nd. Will host a webinar on adult daycare on Thursday, October 28 at 6 p.m. Former Rolesville Mayor Frank Eagles passed.

Commissioner Sary stated he attended the Wake Forest Chamber Connect to talk about being a commissioner with new residents. He stated the next week he will attend the TJCOG delegates board meeting.

Mayor Pro Tem Simperts stated she attended the Community Celebration of the Arts at the Alston-Massenburg Center. Commissioner Wall-Lennon and she attended the downtown property owners luncheon. She attended a Wake Forest Downtown meeting and added that the Spirits Tours are sold out. She attended the Six Sundays of Fall series.

Mayor Jones stated Assistant Principal Bonnie Mwanda of Heritage High School was named Wake County School's Assistant Principal of the Year. Athletic Director Mike Joyner of Wake Forest High School was given the Charlie Adams Distinguished Service Award by the North Carolina High School Athletic Association. Brent Drendall was named the Fleet Manager of the Year by the Public Works Association of North Carolina. She stated she attended the following events:

- Celebration of the Arts
- Downtown Business Alliance Meeting
- Rotary Club
- Seniors at Connect
- Senior Expo
- Downtown Property Owners Luncheon
- Joint meeting with the Town of Rolesville
- Heritage High School Football Game
- Webinar with Mitch Silver on parks

12.E. Closed Session: N.C.G.S. 143-318.11 (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Closed Session: N.C.G.S. 143-318.11(3) Consultation with the Attorney:
SchoolDev East LLC vs. Town of Wake Forest

ACTION:

Mover: Commissioner Wright moved to go into closed session.

Secunder: Commissioner Dyer

Vote: Motion carried 5-0.

ACTION:

Mover: Commissioner Dyer moved to return to open session at 8:50 PM.

Secunder: Commissioner Sary.

Vote: Motion carried 5-0.

13. Adjournment

ACTION:

Wake Forest Board of Commissioners

October 19, 2021

Page 14 of 14


Mover: Commissioner Dyer moved to adjourn at 8:50 p.m.


Seconder: Commissioner Sary and Commissioner Wright simultaneously seconded.

Vote: Motion carried 5-0

Duly approved in open session this 16th of November 2021.

(ATTEST)


Sherry L. Scoggins, MMC
Interim Town Clerk


Vivian A. Jones
Mayor

