



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, April 18, 2023**, 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 Dyer arrived at approximately 6:23 p.m.*), Commissioner Keith Shackelford, Commissioner Adam Wright, and Commissioner Nick Sliwinski.

Commissioner Members Absent: Commissioner Chad Sary

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Chief Financial Officer Aileen Staples
Code Enforcement Section Supervisor Marvin Weathers

Sustainability Coordinator Jeanette Johnson
Engineering Director Joe Guckavan
Assistant Stormwater Engineer Nick Nolte
Police Chief Jeff Leonard
Police Captain Brandon High
Police Captain Julius Jefferson

1. Approval of Agenda

1.A. Approval of Agenda

ACTION:

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

Seconder: Commissioner Sliwinski.
Vote: Motion carried 3-0.

2. Approval of Minutes

- 2.A. Approval of Minutes:
- March 7, 2023 Work Session
 - March 21, 2023 Regular Meeting
 - March 23, 2023 Special Called Meeting

ACTION:

Mover: Commissioner Shackelford moved to approve the minutes as presented.
Seconder: Commissioner Wright.
Vote: Motion carried 3-0.

3. Presentations

- 3.A. Proclamation Recognizing April 22, 2023 as Earth Day in the Town of Wake Forest

Commissioner Sliwinski read the proclamation into the record:

PROCLAMATION

DESIGNATING APRIL 22, 2023 AS EARTH DAY IN THE TOWN OF WAKE FOREST
WHEREAS, April 22, 2023, marks 53 years of worldwide Earth Day celebrations where the first Earth Day in 1970 recognized the importance of every person in preserving our natural resources;
WHEREAS, all life forms on Earth have a right to a healthy, sustainable environment and, as caretakers of the planet, we all have an obligation to change human behaviors that contribute to environmental degradation to preserve the Earth's beauty and natural resources; and
WHEREAS, this obligation extends not only to today's caretakers but also to future generations of environmental caretakers who will inherit the planet from us; and
WHEREAS, Wake Forest is fortunate to have 561 acres of parks, open space, natural land and trails which enrich the lives of both residents, visitors, and wildlife and provides habitat for various flora and fauna, natural resources, and many diverse recreational opportunities; and

WHEREAS, many local community members, schools, businesses, and environmental organizations are working together to inspire intergenerational participation through local actions and global environmental consciousness; and

WHEREAS, the Town of Wake Forest proudly recognizes all who participate in Earth Day, for their dedication to taking a proactive role in shaping the future of our environment and protecting the Town of Wake Forest's, and the World's, precious natural resources, various wildlife, and biological diversity; and

WHEREAS, the Town of Wake Forest will continue to advocate for Earth Day and will continue to support and educate about environmental awareness, natural resource conservation, wildlife conservation, sustainable practices, and more related to the wellbeing of our planet.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim April 22, 2023 as Earth Day in the Town of Wake Forest, and I encourage all citizens to become engaged in local and global efforts to help improve and protect our environment for all living beings.

Commissioner Sliwinski presented the proclamation to Sustainability Coordinator Jeanette Johnson

3.B. Proclamation Recognizing April 28, 2023 as Arbor Day in the Town of Wake Forest

Commissioner Sliwinski read the proclamation into the record:

ARBOR DAY PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, and

WHEREAS, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

Wake Forest Board of Commissioners

Tuesday, April 18, 2023

Page 4 of 11

WHEREAS, the Town of Wake Forest has been recognized as a Tree City USA for 45 consecutive years by the National Arbor Day Foundation and desires to continue its treeplanting tradition.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim Friday, April 28, 2023 as ARBOR DAY in the Town of Wake Forest, and I urge all citizens to support efforts to protect our trees and woodlands and to support our Town's urban forestry program; and

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

Commissioner Sliwinski presented the proclamation to Sustainability Coordinator Jeanette Johnson

3.C. Proclamation Recognizing May as "Building Safety Month"

Mayor Jones read the proclamation into the record:

PROCLAMATION

Building Safety Month — May 2023

Whereas, the Town of Wake Forest is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and;

Whereas, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

Whereas, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work and play, and;

Whereas, these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

Whereas, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity, and;

Wake Forest Board of Commissioners

Tuesday, April 18, 2023

Page 5 of 11

Whereas, "It Starts with You," The theme for Building Safety Month 2023, encourages us all to raise awareness about building safety on a personal, local and global scale, and;

Whereas, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim the month of May 2023 as Building Safety Month. Accordingly, I encourage our citizens to join us as we participate in Building Safety Month activities.

Mayor Jones presented the proclamation to Code Enforcement Section Supervisor Marvin Weathers.

3.D. Proclamation Recognizing May 6, 2023 as "St. Baldrick's Day"

Commissioner Shackelford read the proclamation into the record:

**PROCLAMATION
RECOGNIZING ST. BALDRICK'S DAY
MAY 6, 2023**

WHEREAS, in 2000, the very first ever St. Baldrick's head-shaving event took place in New York City with 17 people shaving their heads to raise funds for the most promising childhood cancer research. Since becoming an independent charity in 2005, the St. Baldrick's Foundation has granted more than \$330 million to support the best research just for kids, making it the largest private funder of childhood cancer research grants worldwide; and

WHEREAS, in 2008, the first St. Baldrick's head-shaving event in Wake Forest was organized by community volunteers and staff at O'Dwyers Irish Pub. Participants and attendees came together in this unique fundraising event to raise funds for childhood cancer research and to give kids the healthy childhoods they deserve; and

WHEREAS, for the 16th consecutive year, this amazing community has continued to organize and support the St. Baldrick's Foundation – raising over \$1.3 MILLION and counting for lifesaving research; and

WHEREAS, since 2005 the St. Baldrick's Foundation has awarded more than \$12 million to North Carolina institutions including the University of North Carolina at Chapel Hill and Duke University Medical Center.

NOW, THEREFORE, I, VIVIAN A. JONES, Mayor of the Town of Wake Forest, North Carolina, do hereby proclaim May 6, 2023 as

"ST. BALDRICK'S DAY"

In the town of Wake Forest, North Carolina and urge citizens to support the activities planned for this event

Commissioner Shackelford presented the proclamation to Tommy Murray.

3.E. Proclamation Recognizing April 30 through May 6, 2023 as the " 54th Annual Professional Municipal Clerks Week"

Mayor Jones recognized the proclamation for the record:

PROCLAMATION

**RECOGNIZING THE WEEK OF APRIL 30 – MAY 6, 2023 AS THE
54th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK**

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Vivian Jones, Mayor of the Town of Wake Forest, do recognize the week of April 30 through May 6, 2023, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Town Clerk Theresa Savary and Deputy Town Clerk Ella Downtin and to all Professional Municipal Clerks

for the vital services they perform and their exemplary dedication to the communities they represent.

4. Public hearings / Public Comment

4.A. Public hearing to consider closing a portion of right-of-way (ROW) abutting Caddell St.

Assistant Stormwater Engineer Nick Nolte provided a presentation on the Caddell St. project.

A resident asked what portion of Caddell St. is being taken out. Mr. Nolte replied the area being abandoned is a section of ROW behind the sidewalk. He explained that the town is abandoning that portion of ROW to allow the developers to add additional parking. Mr. Nolte shared, as for the other surrounding developments, he would provide the resident with the construction drawings on file and continue to answer any questions she may have.

Another resident asked if the fence would be moved towards the sidewalk. Mr. Nolte stated the fence currently in place is following the ROW. He could not remember if a fence was proposed along Caddell St. but believed the area would be graded and paved for parking. He also believed the fence would be removed and would no longer be in that area. Mr. Nolte offered to share the construction drawings on file.

No one else came forward to speak. Mayor Jones closed the public hearing.

4.B. 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.

The following citizen provided public comment:

- Rev. Kenneth Steigler, 159 West Holding Ave., Wake Forest, NC spoke about the National Day of Prayer and asked that the National Day of Prayer be supported by the town as a special event.

5. Consent Agenda

5.A. Approval of Budget Ordinance Amendment #3 for FY 2022-2023

5.B. Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.

5.C. Approval of Appointments to the Citizen Advisory Boards

ACTION:

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

Seconder: Commissioner Sliwinski.

Vote: Motion carried 4-0.

6. Legislative Items

6.A. Consideration of Resolution ordering the closure of a portion of Caddell Street

ACTION:

Mover: Commissioner Wright moved to approve the resolution ordering the closure of a portion of Caddell St. as presented.

Seconder: Commissioner Shackelford.

Vote: Motion carried 4-0.

7. Administration and Financial Items

No Administration and Financial Items presented.

8. Planning Items

No Planning Items presented.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Appoint a Voting Delegate for the NC League of Municipalities Board of Directors and for voting at City Vision.

ACTION:

Mover: Commissioner Wright moved to appoint Mayor Jones as the voting delegate for the NC League of Municipalities Board of Directors and for voting at City Vision.

Second: Commissioner Sliwinski.

Vote: Motion carried 4-0.

Mayor Jones shared that at this week's Wake County Mayor's meeting the County Commissioners provided a presentation about ways in which they want to partner with municipalities in the Affordable Housing Area. The county adopted an Affordable Housing plan in 2017. Mayor Jones said the county would be contacting town staff sometime in the near future to make staff aware of their programs and how they can work together.

12.B. Department Monthly Report

Received.

12.C. CIP Project Tracker

Received.

Wake Forest Board of Commissioners

Tuesday, April 18, 2023

Page 10 of 11

12.D. Strategic Plan

Received.

12.E. Wake County Tax Release

Received.

12.F. Commissioner Reports

Commissioner Dyer attended the Memorial Flag Raising Ceremony, NC Veteran's Coffee, Friends of the Renaissance Centre to celebrate the 10-year anniversary, RDU Cancer Foundation, and the dedication of the new gazebo located at SEBTs, the Garden Club is having their annual garden tour on Saturday, April 29, 2023.

Commissioner Wright attended Friday Night on White and the Forest Fest Event, he reported the Annual STEM Event will be held at the Community Center on April 29, 2023, from 10:00 a.m. to 2:00 p.m., and Commissioners Wright and Sliwinski will host Coffee with a Commissioner at Wake Forest Coffee Company on April 29, 2023, from 10:00 a.m. to 12:00 p.m.

Commissioner Sliwinski said in addition to a couple of events he attended with Commissioners Wright and Dyer he also attended the Easter Egg Hunt which was moved indoors due to bad weather, he commended town staff and volunteers for making it the best event they could with a bad weather situation, he invited the community to Six Sundays in Spring.

Commissioner Shackelford had no report.

Mayor Jones thanked and expressed her appreciation to the Parks, Recreation & Cultural Resources staff for pulling off the Easter Egg Hunt during a bad weather situation, she thanked the Wake Forest Police Department for reminding staff about the 9:00 p.m. routine, congratulated ARTS WF for being named the Main Street Champions for Wake Forest this year, congratulated the Wake Forest Loading Dock for receiving an award for the best adaptive reuse project, she attended the Senior Network Talent Show at the Renaissance Centre and Mayor Jones and Mayor Currin from Rolesville served as the Emcees for that evening.


Town Manager Padgett had no report.

13. Adjournment

With no further business to discuss, the meeting was adjourned at 6:37 p.m.
Duly approved in open session this 16th day of May 2023.

(ATTEST)


Vivian A. Jones Mayor


Theresa Savary, Town Clerk

