



**Wake Forest Board of Commissioners**  
**Meeting Agenda**  
**May 16, 2023 at 6:00 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 Town Clerk [Terry Savary](#) at 919-435-9432 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 [WFTV 10](#) beginning at 7 p.m. Meetings are also aired online on the [Public Meetings Portal](#) on the [Town of Wake Forest website](#). 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 by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Deputy Town Clerk's office at 919-435-9432. Citizens may also receive a copy of each month's agenda via email by enrolling in the free [E-Notifier](#) subscription service.

**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**

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the [Town website](#) or email Town Clerk [Terry Savary](#) by 9 a.m. the day of the meeting. Then, during the Public Comment portion of the meeting, Mayor Jones will recognize you and invite you to the podium at which time you will have 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. April 18, 2023 Regular Meeting  
[DraftBOCMinutesApr202318.pdf](#)

### **3.Presentations**

- 3.A. Proclamation Recognizing June 12, 2023 as "Women's Veterans Day"  
[ProclamationForWomenVeteransDayMay202316.pdf](#)
- 3.B. Proclamation Recognizing May 2023 as "National Foster Care Month"  
[ProclamationNationalFosterCareMonthProclamationMay202316.pdf](#)
- 3.C. Proclamation Recognizing June 2, 2023 as "Gun Violence Awareness Day"  
[ProclamationNationalGunAwarenessMay202316.pdf](#)

### **4.Public Hearings / Public Comment**

- 4.A. Public Hearing to receive public comment on the proposed FY 2023-2024 Budget  
[2023-2024 Budget Public Hearing\\_summary.pdf](#)
- 4.B. Public Hearing on LEGISLATIVE CASE CPA-23-01, 0 Heritage Lake Road, a Comprehensive Plan Amendment filed by the Town of Wake Forest to amend 2.64± acres located at 0 Heritage Lake Road, being Wake County Tax PIN 1850066925 from unclassified to Neighborhood Commercial.  
[2023 CPA-23-01 BOC Agenda Summary](#)  
[2023 CPA-23-01 Comprehensive Plan Amendment Staff Report](#)  
[Attachment A - Application](#)  
[Attachment B - Maps](#)  
[Ordinance](#)  
[Exhibit 1 - Map](#)
- 4.C. 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 Amendment # 4 for FY 2022 - 2023  
[Budget Ordinance Amendment\\_summary.pdf](#)  
[Budget Ordinance Amendment #4\\_FY 2022-2023.pdf](#)
- 5.B. Approval of resolution authorizing installment purchase agreement (FY 23 Equipment and Vehicles)  
[Equipment and vehicles IPA resolution\\_summary.pdf](#)  
[Analysis of proposals\\_vehicles and equip.pdf](#)  
[Town of Wake Forest 2023 IPC- proposal\\_First Citizens.pdf](#)  
[Vehicles and Equipment RFP\\_FY 2022-2023.pdf](#)  
[Resolution-First Citizens Bank Installment.doc](#)
- 5.C. Approval of a Resolution to Ratify the Amended Charter of Central Pines Regional Council (f.k.a. TJCOG)  
[CPRC Charter Summary.pdf](#)  
[Resolution2023-XXCPRG Approval\\_May202316.doc](#)  
[TJCOG Charter -Redline Version.pdf](#)
- 5.D. Approval of the Amendment of Ordinance Sec. 20-2. (a) - Public consumption, possession, etc., of alcohol.  
[Summary Sheet - Ordinance Amendment Alcohol Sales at Flaherty Park Field #2.pdf](#)  
[Ordinance 2023-XX Consumption Of Alcohol Flaherty Park May 2023.pdf](#)  
[FUNG0 Alcohol Conditions Operational Plan 2023 Final.pdf](#)
- 5.E. Approval of resolution authorizing audit services contract with Cherry Bekaert LLP for fiscal year ending June 30, 2023  
[Audit services contract\\_summary.pdf](#)  
[Town of Wake Forest 6-30-23 Audit Eng Ltr-EL01.pdf](#)  
[Town of Wake Forest 6-30-23 Audit LGC.pdf](#)

[Resolution 2023-xx AuditContract FYE 2023.docx](#)

- 5.F. Approval to Rescind Resolution 2023-24, a "Resolution of Appreciation for the Services of Charles Edward Morris".

[Resolution 2023-24\\_Agenda Summary.pdf](#)

[Resolution2023-24EdMorrisMay202302.pdf](#)

[Resolution2023-25\\_RescindingResolution2023-05\\_May202316.pdf](#)

- 5.G. Approval of amendments to Chapter 32 "Utilities", Article I "In General" & Article V, "Electric Service".

[Summary\\_Chapter32.docx](#)

[Code Update Chapter 32.pptx](#)

[CH32\\_ArticleI\\_I\\_V\\_2023Markup.docx](#)

[Ordinance2023-XXUpdateAmendingCodeOfOrdCh32-UtilitiesMay202316.docx](#)

## **6.Legislative Items**

## **7.Planning Items**

- 7.A. Consideration of a Resolution to approve the S. Main Street Access Management Study scope of work and fee and allow the Town Manager to enter into a contract with Stantec

[2023-143 Agenda Summary\\_BoC.pdf](#)

[2023-143 Resolution.docx](#)

[Contract Scope & Fee](#)

[Request for Qualifications 22-0004](#)

- 7.B. Consideration of a Resolution to approve the Downtown Plan, Parking Study, and MSD Evaluation scope of work and fee and allow the Town Manager to enter into a contract.

[BOC Agenda Summary 051623.pdf](#)

[Contract Resolution.docx](#)

[Attachment A: Contract Scope & Fee.pdf](#)

[Attachment B: RFQ#22-0006.pdf](#)

- 7.C. Consideration of LEGISLATIVE CASE CPA-23-01, 0 Heritage Lake Road, a Comprehensive Plan Amendment filed by the Town of Wake Forest to amend 2.64± acres located at 0 Heritage Lake Road, being Wake County Tax PIN 1850066925 from unclassified to Neighborhood Commercial.

## **8.Administration and Financial Items**

## **9.Public Services Items**

## **10.Parks and Recreation Items**

## **11.Public Safety Items**

## **12.Other Business**

12.A. Department Monthly Report

[April 2023 Monthly Report .pdf](#)

12.B. Wake County Tax Release

[TXREP-WF-MAY2023-MTG.pdf](#)

12.C. Commissioner Reports

12.D. Closed Session - Closed Session 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; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract. N.C.G.S. § 143.318.11(a)(5)

12.E. Closed Session: To prevent the disclosure of information that is privileged or confidential or is not of public record, N.C.G.S. § 143-318.11(a)(1)

## **13.Adjournment**