



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, July 6, 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.

Commissioners Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Chad Sary, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright

Commissioners Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager/Chief
Financial Officer Aileen Staples
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin

Assistant Engineering Director Monica Sarna
CIP Manager Steven Meyer
Facilities Maintenance Specialist Steven Carpenter
Facilities Director Mickey Rochelle
Police Chief Jeff Leonard
Police Captain Julius Jefferson
Police Captain Brandon High

1. Presentations

1.1 Present to the Board information for Intermunicipal Agreement for Stormwater and Paving Improvements for Reimbursement

Assistant Engineering Director Monica Sarna provided a presentation on the Intermunicipal Agreement for Stormwater and Paving Improvements for Reimbursement.

Commissioner Sary asked if any vegetation would be removed. Ms. Sarna replied she believes there was a note about tree trimming. Commissioner Sary asked if anything major would be removed. Ms. Sarna replied she doesn't know for certain but said it was pertaining more to tree trimming.

Commissioner Dyer asked if S. Allen St. would eventually connect to Deacons Ridge. Ms. Sarna responded that the Engineering Department has identified the gap and, currently, the scope goes to Quail St. She said they've discussed the road connection project south of Quail St. to the Deacon's Ridge neighborhood. When that project were to take place, the resurfacing would extend all the way through so there wouldn't be a gap. Mayor Jones asked when that might occur. Ms. Sarna replied that the timeframe has not occurred. She believes the City of Raleigh is expecting to go to bid on this project in the spring of 2024.

This item will come before the Board of Commissioners for action at its July 18, 2023 meeting.

1.2. Presentation on the Wake Forest Public Transit Plan Transit Service Alternatives

Planning Director Courtney Tanner shared that the project is on schedule and is being paid for through American Rescue Plan Act (ARPA) funds. She explained that Jared Draper with Toole Design would outline some of the alternatives that were identified through public feedback. Ms. Tanner noted the draft plan will go before the Planning Board and Board of Commissioners in approximately two months.

Jared Draper with Toole Design provided a presentation on the Wake Forest Public Transit Plan Transit Service Alternatives.

Commissioner Wright asked if a ride to and from the user's destination counts as two trips in the total ridership number. Mr. Draper replied, yes.

Commissioner Sary asked Mr. Draper if he would explain to the people watching what micro-transit is. Mr. Draper explained that micro-transit is app-enabled and can be used in a lot of different ways such as smaller vehicles similar to an Uber, you can set up micro-transit to bring you door to door, and it could be used from area to area. Commissioner Sliwinski asked with micro-transit being an app-enabled service, what if someone doesn't have a smartphone or is not comfortable with the technology. Mr. Draper stated it's something to consider.

Mayor Jones asked if paratransit is included in the plan. Mr. Draper said it was not. She asked if the Wake Transit Plan pays any of the paratransit charges. Ms. Tanner replied it does not.

Commissioner Wright said he likes the idea of public transportation. He said Wake Forest is unusual in that most people who live in Wake Forest don't work in Town which makes public transportation tough. Commissioner Wright believes micro-transit would seem to be more appropriate. He believes micro-transit would serve a wider population and get people to where they want to go in a timelier fashion.

Commissioner Sary said he'd like to hear from people who are using public transportation. He asked Mr. Draper how he suggests they get that information and provide them the services they want or need. Mr. Draper said not only did they have a general survey they had a rider specific survey as well that they distributed on the bus. As they draft the report it will have findings from both surveys.

Commissioner Shackelford said he struggles with the graph that illustrates 82 percent of surveyed respondents are not using Wake Forest transit. Mr. Draper said seeing a number like that presents an opportunity for change.

Commissioner Sliwinski asked what the typical adoption rate of someone who goes from a bus loop to a micro-transit option is. Mr. Draper said micro-transit is a newer service and he doesn't know if there's a specific number for that.

Mayor Jones remarked that the City of Wilson switched over to micro-transit and eliminated fixed routes, and it has been successful.

Commissioner Sliwinski asked what percentage of the population it would encompass. Mr. Draper said he didn't think they had the exact number, but he doesn't think it would be a difficult number to understand or estimate.

Mayor Jones thinks they should include micro-transit in their plan and is somewhat inclined to switch over to micro-transit entirely.

Commissioner Sary said a call center or something similar may work for people who are not comfortable with technology. He said it's something that needs to be worked out.

Mayor Jones said they'll have to think about whether they include outside of the city limits as part of their service.

Mayor Jones said the Town is having difficulty in finding bus drivers and if the Town shifts to micro-transit, would there be a problem with service. Mr. Draper replied that maybe there are some other ways the Town can incentivize drivers.

Commissioner Shackelford remarked that he likes the micro-transit option, and it seems it would fit Wake Forest and the lifestyle of the residents.

Commissioner Sary asked if there are any types of interlocal agreements that would set certain boundaries. Mr. Draper said micro-transit is not intended to be a full-on Uber and Lyft type of service; it's about setting a zone and working within that zone.

Commissioner Dyer asked if the drivers would be employees of the Town. Mr. Draper responded it could be GoRaleigh or a different service. Mayor Jones said there are micro-transit companies you can hire.

Mayor Jones suggested charging a fee for micro-transit if folks go outside the city limits. Mr. Draper stated the biggest caution as you change the distance and make zones larger is you also change the liability of the on-demand side of short turnaround inside the zone.

Commissioner Sliwinski is a fan of the micro-transit option as long as they're aware they need to mitigate the impact of those who are currently using the bus.

Mayor Jones asked if there were any more questions or comments. No further questions or comments were heard.

1.3. Presentation of the third amendment to the Wake Forest/Raleigh Utility Merger Agreement

Planning Director Courtney Tanner discussed the Wake Forest/Raleigh Utility Merger Agreement and provided a summary of the highlights included in the amendment.

Commissioner Sary said he's excited to see this happening after all these years.

Mayor Jones said it was time to do this.

2. Discussion of Monthly Financial Report

2.1. Monthly Financial Report

Received.

Assistant Town Manager/Chief Financial Officer Aileen Staples provided a brief update on the audit.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1. Review of Draft Agenda for Upcoming Regular Meeting

The draft agenda was reviewed.

Town Manager Padgett shared that the following items would be added to the July 18, 2023 Board of Commissioners agenda:

- Approval of the Authorization for the Town Manager to execute the Intermunicipal Agreement for Stormwater and Paving Improvements for Reimbursement (consent agenda)
- Approval of the Third Amendment to the Wake Forest/Raleigh Utility Merger Agreement (consent agenda)
- Consideration of Naming Rights for Flaherty Park Field #2 – Wegmans (Parks & Recreation Item)

4. Other Business

Town Manager Padgett stated the following Items 4.1. and 4.2. are a follow-up to some closed sessions they had regarding property acquisition attempts that have not proven successful

4.1. Consideration to Condemn Property Located at 300 N. White Street

Town Manager Padgett stated the property is 0.818 acres and the appraisal value is \$210,000. He said they continue to try and work with the property owner but have not been able to reach an agreement.

ACTION:

Mover: Commissioner Wright made a motion to condemn property located at 300 N. White St.

Seconder: Commissioner Dyer.

Vote: Motion carried 5-0.

4.2. Consideration to Condemn Certain Property as Part of the Extension of the Dunn Creek Greenway Phase III Project

Town Manager Padgett stated this is a condemnation request for part of the Dunn Creek Greenway where they recently passed the Bond Referendum. He said this is one of the last outstanding parcels that they need and have been working since February 2023 to try and get an easement, but they've been unsuccessful. The parcel is approximately 7 acres and is located on Wait Avenue for \$132,330.

ACTION:

Mover: Commissioner Wright made a motion to condemn certain property as part of the extension of the Dunn Creek Greenway Phase III project.

Seconder: Commissioner Dyer.

Vote: Motion carried 5-0.

5. Commissioner Reports

Commissioner Shackelford thanked all those who were involved in putting on the Independence Day Event.

Commissioner Dyer attended the Human Relations Council. He shared that Good Neighbor Day is Saturday, September 16, 2023. The Historic Preservation Commission is on Wednesday, July 12, 2023, and the Memorial Flag-Raising Ceremony is Monday, July 10, 2023.

Commissioner Wright attended the July 3rd fireworks and the Technology Advisory Board (TAB) Meeting. He shared that the STEM Saturday Event would be scheduled on April 27, 2024. Commissioner Wright said he will not be able to attend the August 1, 2023 Board of Commissioners Work Session.

Commissioner Sliwinski shared his appreciation for staff and volunteers who worked at the Independence Day Celebrations, he attended the Parks, Recreation & Cultural

Resources (PRCR) Meeting, there are currently eight open seats for Advisory Boards, and a Mental Health Resource Fair will be held on Saturday, October 21, 2023.

Commissioner Sary encouraged people to get involved and serve on one of the Advisory Boards. He thanked staff and the volunteers for their time and efforts during the Independence Day Celebrations.

Mayor Jones attended the Atlas Stark groundbreaking at 535 S. White St. She was honored to be part of the Commission for Accreditation of Park and Registration Agencies (CAPRA) visit. She explained the CAPRA Team came in for recertification of the PRCR Department. She said under the leadership of Ed Austin they did a great job. She shared that the PRCR Department had to meet 95 percent of the 154 steps required for their recertification, in which they met 100 percent of the steps. She complimented Randy Hoyle for his "Maintenance Matters" column in the PRCR Newsletter. She recognized former employee Michelle Douglas for a great job tending to the plants and flowers downtown. She attended the Independence Day Celebrations. She shared that Wake Forest Fungo is doing great and they're offering a player's clinic this Saturday, July 8, 2023 for children ages 8 – 12.

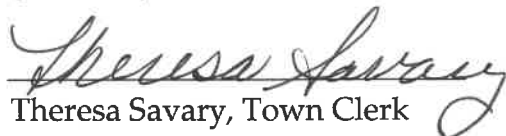
Town Manager Kip Padgett had no report.

6. Adjournment

The Board of Commissioners adjourned the meeting at 7:08 p.m.

Duly approved in open session this ^{19th} 15th day of ^{September} ~~August~~ 2023. (93)

(ATTEST)


Theresa Savary, Town Clerk


Vivian A. Jones, Mayor

