



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, December 5, 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 Shackleford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Commissioners Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Allison Snyder
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Long Range Planning Manager Brad West
Legal Services Intern Aaliyah Lecompte

Organizational Performance Director
Lisa Hayes
Finance Director Samantha Sanchez
Fire Chief Ron Early
Police Chief Jeff Leonard
Captain Brandon High
Captain Julius Jefferson

1. Presentations

1.1 Presentation on the Town of Wake Forest Affordable Housing Land Disposition Program Policy

Long Range Planning Manager Brad West provided a brief overview of the Land Disposition Program stating it was an important item that was called out in their 2022 Housing Affordability Plan.

Principal Sherry Okun-Rudnak with BAE Urban Economics provided a high-level overview of the Affordable Housing Land Disposition Program Policy and reviewed the area median income limits, affordable rents, and sales price targets.

Principal Mary Burkholder with BAE Urban Economics reviewed program highlights of neighboring cities and towns.

Ms. Rudnak reviewed feedback received at the Board's work session in June 2023 including land disposition program recommendations and area median income limits.

Commissioner Dyer asked if the area median income limits include utilities. Ms. Rudnak replied the \$1400 does include utilities but the \$1846 does not.

Commissioner Sary had some questions about the annual cost of \$600,000. Ms. Rudnak explained that the breakdown of the cost is mentioned in the report. She further elaborated that the cost has three components which include a full-time mid-level staff member, the cost of an acre of land, and consultant expertise, and that would be for one mid-sized project per year.

Commissioner Sary had questions about staffing and asked if it would become a new department or if it would fall underneath another department. Ms. Rudnak stated it's usually within Community Development. Ms. Rudnak explained if you're doing one project a year, she thinks a coordinator would be busy, but she doesn't think it becomes an entire department with staff.

Mayor Jones requested clarification regarding the Town's obligation to strongly support the Wake County Housing Authority's process as stated in the report. Ms. Rudnak replied that the Town would contribute some funding if they partnered with them.

Mayor Jones shared that a half-cent of the town's sales tax is allocated towards affordable housing. Finance Director Samantha Sanchez confirmed that it amounts to \$400,000 per year.

Mayor Jones asked if the Board had any other questions. No further questions were heard.

2. Discussion of Monthly Financial Report
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2.1. Monthly Financial Report

Received.

3. Review of Draft Agenda for Upcoming Regular Meeting

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The draft agenda was reviewed.

Town Manager Padgett stated the following item under Administration and Financial needs to be added to the agenda:

- Consideration of a proposal to establish a Transportation Impact Fee Program.

4. Other Business

4.1. Discussion of SSA with Kimley-Horn for Miller Park Phase I Construction Drawings and Permits

Assistant Town Manager Allison Snyder spoke on behalf of the Engineering Department and stated they have a contract amendment for Kimley-Horn to start the design services for Miller Park. Ms. Snyder stated it's coming before the Board because of the Town's purchasing policy due to the funds associated with the American Rescue Plan Act (ARPA).

Mayor Jones asked how long it would take to complete the work. Ms. Snyder stated that this particular phase of developing construction drawings would take nine months and then construction of the phase would be complete within the ARPA window, which is by the end of 2025.

ACTION:

Mover: Commissioner Wright made a motion to approve.

Second: Commissioner Dyer.

Vote: Motion carried 5-0.

5. Commissioner Reports

Commissioner Sary applauded Brad West and Courtney Tanner for their efforts in the Affordable Housing Plan. He thanked staff and volunteers for the Tree Lighting. He encouraged people to shop local. He'll be attending the Elected Officials Holiday Reception for Wake County.

Commissioner Shackleford attended the Tree Lighting and attended the Wake Forest Community Christmas Dinner at the Forks Cafeteria.

Commissioner Sliwinski attended both the Parks, Recreation & Cultural Resources, and the Urban Forestry Advisory Board Meetings. He thanked both advisory boards for all their hard work throughout the year.

Commissioner Wright attended the Technology Advisory Board Meeting. He attended the Tree Lighting and the Wake Forest Community Christmas Dinner at the Forks Cafeteria.

Commissioner Dyer attended the Wake Forest Community Christmas Dinner at the Forks Cafeteria. He'll be making a guest appearance at the Snowball Dance on Friday, December 8, 2023.

Mayor Jones attended the Wake Forest Community Christmas Dinner at the Forks Cafeteria and the Tree Lighting. Mayor Jones shared that NCDOT received a grant for the S-Line that they had applied for.

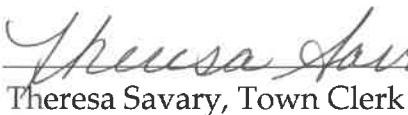
Town Manager Padgett reminded the Board that the Board of Commissioners Annual Retreat is on Friday, January 19, 2024.

6. Adjournment

The Board of Commissioners adjourned the meeting at 6:38 p.m.

Duly approved in open session this 16th day of January 2024.

(ATTEST)


Theresa Savary, Town Clerk




Brian A. Jones, Mayor