



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, January 18, 2022** at **6:00** 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 Chad Sary, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright

Staff Members Present:

Town Manager Kip Padgett
Town Attorney Hassan Kingsberry
Town Attorney Eric Vernon
Assistant Town Manager Candace Davis
Interim Town Clerk Sherry Scoggins
Deputy Town Clerk Terry Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Strategic Performance Manager Lisa Hayes

Chief Finance Officer Aileen Staples
Downtown Development Manager Jennifer Herbert
Human Resources Director Virginia Jones
Police Chief Jeff Leonard
Police Captain Brian Mote
Chief Information Officer Adam Oates
Senior Budget Analyst Ben Blevins

1. Approval of Agenda

1.A. Approval of Agenda

ACTION:

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

Seconded: Commissioner Sary.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- December 7, 2021, Work Session
- December 7, 2021 Joint Public Hearing
- December 21, 2021, Regular Meeting

ACTION:

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

Seconded: Commissioner Sary.

Vote: Motion carried 5-0.

3. Presentations

Mayor Jones presented Betty Pearce with a resolution and plaque for her 26 years of service with the Town of Wake Forest.

**RESOLUTION 2022-03
RESOLUTION OF APPRECIATION FOR
THE SERVICES OF**

Betty L. Pearce

WHEREAS, Betty L. Pearce was hired as an Office Assistant effective March 7, 1995; and

WHEREAS, Betty L. Pearce was promoted to the position of Office Assistant II effective July 1, 2002; and

WHEREAS, Betty L. Pearce was promoted to Public Works Administrative Specialist effective July 1, 2011; and

WHEREAS, Betty L. Pearce's title was changed from Public Works Administrative Specialist to Electric Administrative Specialist on July 1, 2020; and

WHEREAS, with over 26 years of service to the Town, Betty L. Pearce has served unselfishly in her capacity for the good of the Town of Wake Forest, making sacrifices in personal and family ties; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Betty L. Pearce is hereby officially commended by this Board on behalf of the citizens of the Town of Wake Forest for valuable and outstanding service rendered to the Town in her official capacity as Electric Administrative Specialist with the Town of Wake Forest.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of

the Town of Wake Forest and that a copy of this resolution be presented to Betty L. Pearce.

4. Public hearings / Public Comment

4.A. Public Hearing to receive public comment on the five-year Capital Improvements Plan (CIP) for FY 2022-2027

CAPITAL IMPROVEMENTS PLAN UPDATE SCHEDULE
For fiscal years 2022 thru 2027

- | | |
|---|--------------------------------------|
| 1) Materials and instructions distributed to
Department Directors | September 3, 2021 |
| 2) Completed CIP Requests submitted (via Teams)
to Senior Budget Analyst | October 8, 2021 |
| 3) Public Hearing on Capital Needs | October 19, 2021 |
| 4) Meetings with Department Directors
(As needed) | October -November |
| 5) Present CIP Update to Town Board | January 4, 2022 |
| 6) Public Hearing on CIP Document | January 18, 2022 |
| 7) Work Session on CIP with Town Board | February 1, 2022 |
| 8) Adoption of Updated CIP | February 15, 2022
(Board Meeting) |

Mayor Jones opened the public hearing and asked if anyone wished to speak on this item. No one came forward to speak. Mayor Jones closed the public hearing

4.B. Public Comment

Mayor Jones asked if anyone wished to speak. No one came forward to speak. Mayor Jones closed the public comment.

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 Ordinance Codification for the Town's Code of Ordinances, Supplement 15.
[Filed in the Clerk's Office as Ordinance 2022-01]
- 5.B. Revised Resolution of Support with Recommended Changes to North Carolina's Department of Transportation November 2021 Proposed U-5307 (Capital Boulevard) Interchange and Service Road Public Meeting Maps
[Filed in the Clerk's Office as Resolution 2022-01A.]

ACTION:

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

Secunder: Commissioner Dyer.

Vote: Motion carried 5-0.

6. Legislative Items

- 6.A. Consideration of Appointment of Commissioners and Individuals to Various Committees for 2022.

Mayor Jones stated the resolution, included below in italics, was included in the agenda packet.

ACTION:

Mover: Commissioner Dyer moved to approve as presented.

Secunder: Commissioner Sary.

Vote: Motion carried 5-0.

RESOLUTION 2022-02

Town of Wake Forest

2022 Board of Commissioners Committee Appointments

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that the following persons be appointed on the following Committees, Boards and or Councils or until the board wishes to change:

Advisory Boards (Commissioner appointed to each Board as ex-officio)

- *Historic Preservation Commission – Jim Dyer*
- *Human Relations Council – Jim Dyer*
- *Public Art Commission – Chad Sary*
- *Parks, Recreation & Cultural Resources Advisory Board – Nick Sliwinski*
- *Technology Advisory Board – Adam Wright*

- *Urban Forestry Board – Nick Sliwinski*

Miscellaneous Boards

- *Wake Forest Downtown: Keith Shackelford*
- *Wake Forest Business & Industry Partnership – Keith Shackelford*
- *N. C. Eastern Municipal Power Agency:*
 - *Voting Member – Kip Padgett*
 - *Alternate Member – Allison Snyder*
- *Triangle J Council of Governments:*
 - *Voting Member – Chad Sary*
 - *Alternate Member – Vivian Jones*

7. Planning Items

No Planning Items were presented.

8. Administration and Financial Items

8.A. SunTrust Redevelopment Project: Presentation of Predevelopment Plan

Commissioner Shackelford requested to be recused and moved to the audience.

Strategic Performance Manager Lisa Hayes introduced Project Manager Sonyia Turner with the Development Finance Initiative program of UNC Chapel Hill's School of Government. Ms. Turner presented a presentation for the 353 S. White Street Redevelopment (Final Program Recommendation). Attached powerpoint presentation.

Commissioner Dyer asked the cost of parking, per space. Ms. Turner said they estimated roughly \$20,000 cost, per space. Commissioner Dyer asked the annual parking fees. Ms. Turner replied, it's contingent on the rate the Town agrees upon. Ms. Turner said they modeled \$50 per month, per space and would have to check what that final number is.

Mayor Jones thought they were going to see the final presentation that's being sent to the developers. Ms. Turner replied, the solicitation document was shared with Town staff and a portion of the solicitation was shared with the Commissioners for feedback on the language. The final solicitation will be delivered to Town Staff before it's sent out. Ms. Turner said they're voting on the program recommendation and the final packet will be sent to Town staff to review.

Commissioner Sliwinski asked if any other alternatives outside of a parking structure were considered. Ms. Hayes said they had looked at other alternatives through the years, knowing there was a parking shortage.

Commissioner Dyer stated the revenue on parking spaces would be \$1.66 per day. He believes the revenue should be a more than that. Ms. Turner said this is going to be a long range investment for the Town. She said the \$50 per space, per month is still to be determined and that number was identified as a starting point.

Commissioner Sary remarked the Board is approving the first step towards the project. Ms. Turner responded yes, the Board is approving the program recommendation and the commitment to building the parking structure.

ACTION:

Mover: Commissioner Dyer moved to approve as presented.

Secunder: Commissioner Sary.

Vote: Motion carried 4-0.

Resolution 2022-04

Approval of "Predevelopment Plan" and Release of Solicitation Related to Redevelopment of Property Located at 353 S. White Street, Wake Forest NC

WHEREAS, the Town of Wake Forest is committed to the enrichment and economic vitality of the town's Renaissance Area and the implementation of the town's Renaissance Plan; and

WHEREAS, the Town of Wake Forest has contracted with UNC's School of Government Development Finance Initiative (DFI) to provide pre-development services; and

WHEREAS, the Town of Wake Forest has approved "Guiding Public Interests" as the values they are seeking in the redevelopment of the subject property; and

WHEREAS, the Town of Wake Forest has entered into property purchase contracts with adjacent property owners to allow for project feasibility and a public parking facility; and

WHEREAS, DFI will utilize these approved "Guiding Public Interests" and the approved "Predevelopment Plan" to solicit commercial developers who share the same vision and values of the Town of Wake Forest.

NOW, THEREFORE, BE IT RESOLVED THAT the governing body for the Town of Wake Forest hereby approves the "Predevelopment Plan" for the redevelopment of the subject property and approves the release of said plan for solicitation of commercial developers.

9. Public Services Items

No Public Services 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. Department Month Report

Received.

12.B. CIP Project Tracker

Received.

12.C. Strategic Plan

Received.

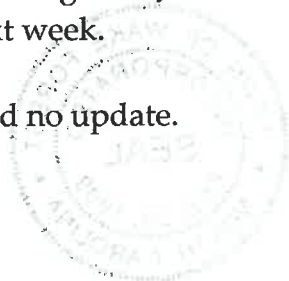
12.D. Wake County Tax Release

Received.

12.E. Commissioner Reports

Commissioner Sary thanked Wake Forest Power for their efforts during the ice storm. He reminded everyone of the Community Plan Open House Workshop on Tuesday, February 1, 2022. He'll be attending the TJCOG Board Delegates Meeting and the Public Arts Commission meeting next week.

Commissioner Shackelford had no update.



Commissioner Sliwinski had no update.

Commissioner Wright stated the government rolled out a website offering four at-home Covid-19 test kits at no-cost. He encouraged Board members to sign up for the Covid-19 test kits.

Commissioner Dyer attended the Historic Advisory Council and had their annual training. He congratulated Staff in the Financing Department for receiving the eighth distinguished budget presentation award.

Mayor Jones attended a ribbon cutting ceremony for Cameron and Furman CPA located at the new Loading Dock. She attended the Wake County Mayors Association Meeting. She will attend the NC Transportation Summit in Raleigh, NC. She reminded everyone about the Martin Luther King celebration on Thursday at 6:30 p.m. located at the Friendship Chapel Baptist Church.

Town Manager Kip Padgett welcomed Hassan Kingsberry as the Town's attorney. He reminded the Board the retreat is this Friday at 9:00 a.m. The Community Plan is now on the Town's Website for review and comments. At the retreat they'll be talking about the Strategic Plan and finalizing it. They'll review the ARPA projects as well as potential bond projects for the Board's consideration. Kip asked the Board to take a look at those items prior to the retreat.

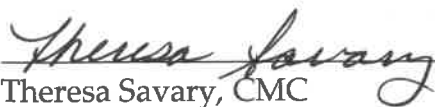
Mayor Jones presented Eric Vernon a plaque for his service as Town Attorney from 1991 - 2022.

13. Adjournment

With no further business to discuss, Mayor Jones adjourned the meeting at 6:45 p.m.

Duly approved in open session this 15th day of February 2022.

(ATTEST)


Theresa Savary, CMC
Deputy Town Clerk


Vivian A. Jones
Mayor

