



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, June 21, 2022 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 Chad Sary, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright

Commissioner Members Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Town Attorney Hassan Kingsberry
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Shiekel Richardson Paralegal
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Senior Planner Patrick Reidy
Planner 1 Emma Linn
Chief Financial Officer Aileen Staples
Economic Development Director Jason Cannon
Engineering Director Joseph Guckavan

Stormwater Engineering Manager,
Monica Sarna
Assistant Finance Director Samantha Sanchez
Senior Budget Analyst Benjamin Blevins
Sustainability Coordinator Jeanette Johnson
Legal Intern Adriana Roman
Marketing & Business Relations Specialist Anna Bolton
Police Chief Jeff Leonard
Police Captain Brian Mote
Fire Chief Ron Early

1. Approval of Agenda

1.A. Approval of Agenda

ACTION:

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

Second: Commissioner Sary.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- May 3, 2022, Work Session
- May 17, 2022, Regular Meeting

ACTION:

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

Second: Commissioner Wright.

Vote: Motion carried 5-0.

3. Presentations

3.A. Proclamation Recognizing and Honoring Community Member Rick Kvitko

Mayor Jones presented a proclamation to community member Rick Kvitko.

PROCLAMATION

RECOGNIZING AND HONORING COMMUNITY MEMBER RICK KVITKO

WHEREAS, Town resident Rick Kvitko is being recognized by neighbors and the community for his outstanding and remarkable efforts of preserving the cleanliness and beauty of the Wake Forest community; and

WHEREAS, Rick Kvitko selflessly and proudly works to diligently keep his community litter free and works to preserve natural resources through recycling while inspiring community members to, in turn, make a difference in their community by joining Mr. Kvitko with similar efforts; and

WHEREAS, Rick Kvitko serves countless hours in his community to improve the outdoor environment of Wake Forest and maintain the quality of life for all living beings in his community; and

WHEREAS, on behalf of the Town of Wake Forest, I am happy to extend our recognition of hard work, respect for invaluable efforts, and immense appreciation for the gracious efforts of Rick Kvitko to the Town of Wake Forest community; and

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, North Carolina, do honor and thank Rick Kvitko as a treasure to this community for his continuous service to maintain a clean environment and superb quality of life for all community members and wildlife of the Town of Wake Forest.

3.B. Proclamation Acknowledging June 2022 as "LGBTQ Pride Month"

Mayor Jones recognized June 2022 as Pride Month in the Town of Wake Forest and requests that everyone remember they have a very diverse community and to honor and respect that.

**PROCLAMATION
RECOGNIZING "PRIDE MONTH"
IN WAKE FOREST, NORTH CAROLINA**

Whereas, our nation was founded on the principle of equal rights for all people, but the fulfillment of this promise has been long in coming for many Americans. It is our desire to promote that principle for everyone in our community; and

Whereas, the Town of Wake Forest has adopted a Strategic Plan which emphasizes in Goal 3 our commitment to a safe, diverse, and welcoming community; and

Whereas, the Town of Wake Forest calls for renewed attention to the Title VI Program and Policy we adopted in 2021 which states in part: "...no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any Town program or activity, whether those programs, activities and services are federally funded or not, on the grounds of race, color, religion, limited English proficiency, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, or income level."; and

Whereas, June is celebrated as Pride Month nationwide.

Now therefore, I, Vivian A. Jones, Mayor of the Town of Wake Forest, North Carolina recognize June as Pride Month in Wake Forest and urge all residents to respect and honor our diverse community and celebrate and build a culture of inclusiveness and acceptance for all people.

4.A. Public Hearing of request for business related economic development expenditures

Mayor Jones asked if anyone wished to speak. No one 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.

Mayor Jones asked if anyone had any public comments.

Public Comment

Keri Rush, 419 North College St., Wake Forest, NC spoke about her concerns with the town's noise ordinance.

Mayor Jones closed the public comment.

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| 5. Consent Agenda |
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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 resolution authorizing Franklin County Tax Administrator to Levy and Collect Property Taxes for FY 2022-2023 for the Town of Wake Forest

5.B. Approval of resolution authorizing Wake County Tax Administrator to Levy and Collect Property Taxes for FY 2022 - 2023 for the Town of Wake Forest

5.C. Approval of Budget Ordinance Amendment # 5 - FY 2021 – 2022

- 5.D. Consideration of a petition requesting contiguous annexation submitted by RP HV Lakeside LLC and Tri Point Homes Holdings INC for property associated with Holding Village Phase 10 located at 0 Dr. Calvin Jones Hwy and 0 Friendship Chapel Road being Wake County PINs 1840-46-5430 and 1840-36-9255 and adjacent right-of-way being approximately 29.16 acres (AN-22-03)
- 5.E. American Rescue Plan Act (ARPA) Policies

ACTION:

Mover: Commissioner Dyer moved to approve the consent agenda as presented.
Seconder: Commissioner Wright.
Vote: Motion carried 5-0.

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| 6. Legislative Items |
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- 6.A. Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.

Commissioner Sary asked if the accepting of streets is something staff is going to do annually. Engineering Director Joe Guckavan stated, traditionally, it's done annually but can be done monthly, quarterly, or whatever other frequency the Board of Commissioners see fit. Commissioner Sary asked if there's a benefit of one or the other. Mr. Guckavan stated the Powell Bill is only updated annually so there'd be no benefit in approving them earlier. Commissioner Sary said he wanted to make sure they're receiving as much funding as they can.

ACTION:

Mover: Commissioner Wright moved to approve the resolution as presented.
Seconder: Commissioner Sliwinski.
Vote: Motion carried 5-0.

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| 7. Planning Items |
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- 7.A. 2nd Reading of LEGISLATIVE ITEM TA-22-02 Text Amendment to the Unified Development Ordinance

ACTION:

Mover: Commissioner Wright moved to approve Item TA-22-02 as presented.

Secunder: Commissioner Sary.

Vote: Motion carried 5-0

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| 8. Administration and Financial Items |
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8.A. Consideration of approval of FY 2022-2023 Budget Ordinance

ACTION:

Mover: Commissioner Sary moved to approve the FY 2022-2023 Budget Ordinance as presented.

Secunder: Commissioner Dyer.

Vote: Motion carried 5-0

8.B. Consideration of approval of request for business related economic development expenditures

Economic Development Director Jason Canon introduced Scott Bledsoe, President of Blue Force Technologies, Inc.

Mr. Bledsoe appreciates all the work that has been done in helping them expand in Wake Forest. He spoke briefly about the product and was happy to take any questions.

Mayor Jones said they're delighted to have Blue Force Technologies, Inc. in Wake Forest and look forward to working with them.

ACTION:

Mover: Commissioner Sliwinski moved to approve the request for business related economic development expenditures as presented.

Secunder: Commissioner Sary.

Vote: Motion carried 5-0.

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| 9. Public Services Items |
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9.A. Consideration of Amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-241. - Schedule I, parking prohibited at

all times to provide adequate roadway width for both directions of traffic on Heritage View Trail near the Marshall Farm St. traffic circle and the bulb out on Heritage View Trail near Wild Meadow Ln. as further described in the summary and maps provided.

Engineering Director Joe Guckavan stated residents brought it to staff's attention that it was difficult to maneuver safely through the street due to the width of street. He provided diagrams identifying proposed areas for no parking zones.

Mr. Guckavan said the request is to install no parking signs in the areas identified below or leave it the way it is.

- Designate a No Parking area on Heritage View Trail northwest of the intersection at Marshall Farm St. for northwest bound traffic and southeast bound traffic. Also, designate a No Parking area on Heritage View Trail approaching the "bulb out" of the road between Heritage Spring Circle and Wild Meadow Lane for both directions of traffic. Maps attached show location of the No Parking area.

Mayor Jones asked Mr. Guckavan if he thought it was a good idea. Mr. Guckavan replied staff does support the recommended request of the HOA.

ACTION:

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

Seconder: Commissioner Wright.

Vote: Motion carried 5-0.

9.B. Consideration of Amending the Code of Ordinances Chapter 30 - Traffic and Vehicles; Article VI. - Traffic Schedules Sec. 30-256

Engineering Director Joe Guckavan said it was brought to staff's attention by residents and the HOA of Holding Village that there is numerous bus stops at the intersection of Old Dairy Dr. and Thicketon Circle in addition to a high volume of pedestrian traffic. The residents and the HOA of Holding Village are requesting the town make the intersection an all-way stop. Mr. Guckavan stated staff does concur with their recommendation.

Commissioner Sary asked how quickly will signage be installed. Mr. Guckavan replied, he'd coordinate with Public Works and as quickly as they can coordinate obtaining the signs and installing them, they'll get them in.

ACTION:

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

Secunder: Commissioner Dyer.

Vote: Motion carried 5-0.

9.C. Consideration of Approval of On-Call Stormwater Engineering Services

Commissioner Sary stated the firm he's employed by is a sub to one of the companies selected. Commissioner Sary requested to recuse himself from voting on this matter.

ACTION:

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

Secunder: Commissioner Shackelford.

Vote: Motion carried 5-0.

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 Monthly Report
Received.

12.B. Wake County Tax Release

Received.

12.C. Commissioner Reports

Commissioner Sary had no updates.

Commissioner Shackelford had no updates.

Commissioner Sliwinski attended the Fire Department Memorial Garden Dedication.

Commissioner Wright attended the DigitalBridge Board Meeting.

Commissioner Dyer had no updates.

Mayor Jones shared that Wake Forest earned the National Main Street accreditation for 2022. She was pleased to see the participation in the UDO Updates Open House and the S-Line Open House. She attended a couple high school graduations. Mayor Jones and Town Manager Padgett attended the Association of Executives of North Carolina (AENC) Legislative Reception. She attended the State of the Chamber Address. She said the Juneteenth Celebration was very nice and a lot of fun. She attended Meals on Wheels at the Senior Center.

Town Manager Kip Padgett had no updates.

12.D. Closed Session: N.C.G.S 143-318.11(a)(6) Personnel - Annual Evaluation of Town Manager and 6 Month Evaluation of Town Attorney

12.E. Closed Session: N.C.G.S. 143.318.11(a)(3) Consultation with the Town Attorney: Town of Wake Forest v. Pullen (20-CVS-12922)

ACTION:

Mover: Commissioner Dyer moved to go into closed session for Items 12.D. and 12.E.

Second: Commissioner Shackelford.

Vote: Motion carried 5-0.

The Board of Commissioners went into closed session at approximately 6:35 p.m.

The Board of Commissioners returned to open session at approximately 6:59 p.m.

13. Adjournment

ACTION:

Mover: Commissioner Wright moved to adjourn.

Second: Commissioner Sliwinski.

Wake Forest Board of Commissioners

Tuesday, June 21, 2022

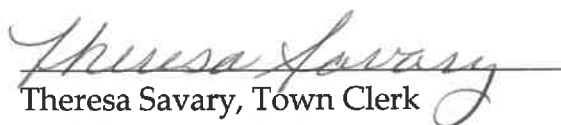
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Vote: Motion carried 4-0.

With no further business to discuss, the meeting was adjourned at 7:02 p.m.

Duly approved in open session this 19th day of July 2022.

(ATTEST)


Theresa Savary, Town Clerk


Vivian A. Jones, Mayor

