



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, May 16, 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.

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 Adam Wright, and Commissioner Nick Sliwinski.

Commissioner Members Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Assistant Planning Director Jennifer Currin
Brad West Long Range Planning Manager
Parks, Recreation & Cultural Resources Director Ruben Wall

Planner 1 Antione Jordan
Chief Financial Officer Aileen Staples
Benjamin Blevins Senior Budget Analyst
Engineering Director Joe Guckavan
Police Chief Jeff Leonard
Police Captain Brandon High
Police Captain Matthew May

1. Approval of Agenda

1.A. Approval of Agenda

ACTION:

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

Second: Commissioner Sary.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- April 18, 2023 Work Session

ACTION:

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

Second: Commissioner Dyer.

Vote: Motion carried 5-0.

3. Presentations

3.A. Proclamation Recognizing June 12, 2023 as "Women's Veterans Day"

Mayor Jones read the proclamation into the record:

PROCLAMATION FOR WOMEN'S VETERANS DAY

WHEREAS, on June 12, 1948, President Harry S. Truman signed the Women's Armed Services Integration Act enabling women to serve as permanent, regular members of the United States military services; and,

WHEREAS, North Carolina women have served in the American military since before we became a nation, yet they were not officially recognized as military members until 1948; and,

WHEREAS, women were not considered veterans and had no eligibility for benefits until women who served in World War II were given veteran status; and,

WHEREAS, fifty years ago the Navy admitted the first women pilots; forty-one years ago, Alene B. Duerk became the Navy's first female admiral and the first flag-ranked woman officer in the military; fifteen years ago, the Army named Ann E. Durwood the first 4-star female general; and six years ago Camp Lejeune graduated the first three women Marines to be enrolled in the School of Infantry; and

WHEREAS, over 25,000 women served overseas during World War I; over 7,000 North Carolina women served during World War II; and over 265,000 American women served during the Vietnam War including eight who are listed on the Vietnam War Memorial Wall; and

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, North Carolina, on behalf of the Board of Commissioners, do hereby proclaim June 12 as Women's Veterans Day in Wake Forest and encourage all residents to remember this day as a salute to all women who have served or are serving in the United States military and thank them for their service.

3.B. Proclamation Recognizing May 2023 as "National Foster Care Month"

Mayor Jones read the proclamation into the record:

PROCLAMATION

RECOGNIZING MAY 2023 AS "NATIONAL FOSTER CARE MONTH"

WHEREAS, the youth of Wake County are one of our most precious resources and hope for the future, and all children in our community deserve a safe, loving and nurturing place to call home; and

WHEREAS, there are more than 11,000 youth in the foster care system in North Carolina and 493 youth in Wake County's care; and

WHEREAS, the primary goal of foster care is to provide a safe and stable homes through the compassion and nurturing of a foster family or kinship family; and

WHEREAS, foster families and kinship families open their hearts and homes to youth who have experienced a crisis in their homelife. These families play a vital role in helping children and families heal and reunify, while helping children launch into successful adulthood; and

WHEREAS, dedicated foster and kinship families sometimes adopt foster children in their care, resulting in a greater need for more foster parents and families; and

WHEREAS, through the support and partnerships of numerous individuals, communities and organizations, there is a collaborative effort to raise public awareness around the needs of youth in foster care currently and those exiting foster care, and of the enduring and valuable contributions made by foster and kinship families; and

WHEREAS, National Foster Care Month is a time to recognize the foster parents, child welfare professionals and advocates working to ensure our children's safety, well-being and permanence, and to spread awareness on behalf of the hundreds of youth in foster care in Wake County; and

WHEREAS, the Town of Wake Forest encourages individuals and families to volunteer their time, energy and talents to recognize the children currently in foster care, as well as their biological families, kinship caregivers and foster parents during this month and throughout the year;

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, on behalf of the Board of Commissioners, do hereby proclaim May 2023 as "Foster Care Month" in Wake Forest and commend its observance to all our residents.

3.C. Proclamation Recognizing June 2, 2023 as "Gun Violence Awareness Day"

Mayor Jones stated the proclamation would be sent to the requestor:

**2023 PROCLAMATION
DECLARING THE FIRST FRIDAY IN JUNE TO BE NATIONAL GUN VIOLENCE
AWARENESS DAY**

This proclamation declares the first Friday in June to be National Gun Violence Awareness Day in the Town of Wake Forest to honor and remember all victims and survivors of gun violence and to declare that we as a country must do more to reduce gun violence.

WHEREAS, *every day, more than 100 Americans are killed by gun violence, alongside more than 230 who are shot and wounded, and on average there are more than 13,000 gun homicides every year; and*

WHEREAS, *Americans are 25 times more likely to die by gun homicide than people in other high-income countries; and*

WHEREAS, *North Carolina has an average of 1,388 gun deaths every year, with a rate of 13.3 deaths per 100,000 people. North Carolina has the 23rd highest rate of gun deaths in the US; and*

WHEREAS, *gun homicides and assaults are concentrated in cities, with more than half of all firearm related gun deaths in the nation occurring in 127 cities; and*

WHEREAS, *cities across the nation, including in Wake Forest, NC, are working to end the senseless violence with evidence-based solutions; and*

WHEREAS, *protecting public safety in the communities they serve is mayors' highest responsibility; and*

WHEREAS, *support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from people with dangerous histories; and*

WHEREAS, *mayors and law enforcement officers know their communities best, are the most familiar with local criminal activity and how to address it, and are best positioned to understand how to keep their citizens safe; and*

WHEREAS, *gun violence prevention is more important than ever as the COVID-19 pandemic continues to exacerbate gun violence after more than a year of increased gun sales, increased calls to suicide and domestic violence hotlines, and an increase in city gun violence;*

WHEREAS, *in January 2013, Hadiya Pendleton was tragically shot and killed at age 15; and on June 2, 2023 to recognize the 24th birthday of Hadiya Pendleton (born: June 2, 1997), people across the United States will recognize National Gun Violence Awareness Day and wear orange in tribute to –*

(1) Hadiya Pendleton and other victims of gun violence; and

(2) the loved ones of those victims; and

WHEREAS, *the idea was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods and orange is a color that symbolizes the value of human life; and*

WHEREAS, *anyone can join this campaign by pledging to wear orange on June 2, the first Friday in June in 2023, to help raise awareness about gun violence; and*

WHEREAS, by wearing orange on June 2, 2023 Americans will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and

WHEREAS, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands, and encourage responsible gun ownership to help keep our children safe.

NOW, THEREFORE BE IT RESOLVED, that Vivian Jones of the Town of Wake Forest, NC, on behalf of the Board of Commissioners, declares the first Friday in June, June 2, 2023, to be National Gun Violence Awareness Day. I encourage all citizens to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.

4. Public hearings / Public Comment

4.A. Public Hearing to receive public comment on the proposed FY 2023-2024 Budget

The following citizens provided public comment:

- Dorothy Pearce, 309 Berwick Ct., Wake Forest, NC remarked she would like for the town to continue to prioritize affordable housing.
- Ann Garrett, 1132 Chilmark Ave., Wake Forest, NC spoke about the increased traffic on Jenkins Rd.
- Grif Bond, 1012 Coram Fields Rd., Wake Forest, NC said he didn't see any electric vehicles under consideration in the town budget. He said electric vehicles are part of our future. He has concerns about the separate fees for solid waste, recycling, and leaves and stump pick-up. He asked that the town pay a living wage for those lower job-grade positions.

Mayor Jones asked if anyone else would like to speak. No one else came forward to speak. Mayor Jones closed the public hearing.

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.

Mayor Jones asked if anyone would like to speak. No one came forward to speak. Mayor Jones closed the public hearing.

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.

Mayor Jones asked if anyone would like to speak. No one came forward to speak.

5. Consent Agenda

- 5.A. Approval of Budget Amendment # 4 for FY 2022 – 2023
(Filed in the Clerk's Office as Ordinance 2023-17)
- 5.B. Approval of resolution authorizing installment purchase agreement (FY 23
Equipment and Vehicles)
(Filed in the Clerk's Office as Resolution 2023-26)
- 5.C. Approval of a Resolution to Ratify the Amended Charter of Central Pines
Regional Council (f.k.a. TJCOG)
(Filed in the Clerk's Office as Resolution 2023-27)
- 5.D. Approval of the Amendment of Ordinance Sec. 20-2. (a) - Public consumption,
possession, etc., of alcohol
(Filed in the Clerk's Office as Ordinance 2023-15)
- 5.E. Approval of resolution authorizing audit services contract with Cherry Bekaert
LLP for fiscal year ending June 30, 2023
(Filed in the Clerk's Office as Resolution 2023-28)
- 5.F. Approval of amendments to Chapter 32 "Utilities", Article I "In General" &
Article V, "Electric Service".
(Filed in the Clerk's Office as Ordinance 2023-14)

ACTION:

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

Seconder: Commissioner Dyer.

Vote: Motion carried 5-0.

6. Legislative Items

No Legislative Items presented.

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

Long Range Planning Manager Brad West stated they are proposing the resolution to approve the S. Main Street Access Management Study to specifically look at ways to improve the traffic flow and safety for drivers, cyclists, and pedestrians. To help implement that staff put forward a Request for Qualifications (RFQ) to ask for assistance from a consulting firm to help carry out a study.

Commissioner Sary stated it's long overdue and thanked staff for taking the initiative. He said this was something very important to him. He asked if staff sees this leading into an overlay district or a new zoning district that would affect the design going forward. Mr. West said to keep the scope manageable in terms of timeline they've constrained it to only transportation infrastructure improvements.

ACTION:

Mover: Commissioner Sary moved to approve as presented.

Seconder: Commissioner Dyer.

Vote: Motion carried 5-0.

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

Assistant Planning Director Jennifer Currin stated staff are proposing 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 with Houseal Lavigne as the prime consultant.

Commissioner Sary asked how many responses the town received for the RFQ. Ms. Currin stated they received five responses.

Commissioner Sary asked as far as the project manager will it be the same group that's been working with the town's Unified Development Ordinance (UDO) and Comprehensive Plan. Ms. Currin replied, yes.

Commissioner Sary asked about the role of each team member. Ms. Currin stated Toole Design will perform the parking study and evaluate the current demand as well as what the future demand may be. LS3P is to evaluate the current building framework and Noell Consulting Group will perform the market analysis study.

Commissioner Wright said it's a great cost-savings measure.

ACTION:

Mover: Commissioner Dyer moved to approve as presented.

Second: Commissioner Wright.

Vote: Motion carried 5-0.

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

ACTION:

Mover: Commissioner Sary moved to approve as presented.

Second: Commissioner Wright.

Vote: Motion carried 5-0.

8. Administration and Financial Items

No Administration and Financial Items presented.

9. Public Services Items

No Public Service 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 Monthly Report

Received.

12.B. Wake County Tax Release

Received.

12.C. Commissioner Reports

Commissioner Dyer had no update.

Commissioner Wright emceed FNOW on Friday, May 12, 2023, The Technology Advisory Board will meet on Monday, May 22, 2023.

Commissioner Sliwinski shared that National Trails Day (NTD) is scheduled for Saturday, June 3, 2023 in conjunction with NTD 5K/3K. Online registration for NTD 5K/3K is available on the town's website.

Commissioner Shackelford attended the Wake Forest Downtown, Inc. Meeting, He reminded folks that May is fitness month.

Commissioner Sary said he'll be attending the Public Arts Commission meeting next week, he'll attend the TJCOG Board of Delegates meeting on Wednesday, May 24, 2023, he shared there would be a UDO Update Open House on Thursday, May 25, 2023 at the

Renaissance Centre from 11:00 a.m. to 1:00 p.m. and 6:30 to 8:30 p.m. for anyone interested in attending.

Mayor Jones congratulated Wake Forest Downtown on being designated as a 2023 Accredited Main Street America. The Mutschler House was named to the National Register of Historic Places in April 2023. Meet in the Streets was a big success. Ed Morris retired as Director of the Wake Forest Historical Museum and the Wake Forest Birthplace. She attended a Nursing Home Celebration at Hillside Nursing Home. She shared that a committee from CAMPO will meet to discuss changing their approach to the passenger rail project. She met with the Imaging Wake Group to talk about growth in the triangle.

Town Manager Padgett reminded the Board there will be a Special Called Board of Commissioners Meeting to discuss the UDO Updates on Tuesday, May 23, 2023 at 6:00 p.m.

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)

ACTION:

Mover: Commissioner Adam Wright made a motion to go into closed session at 6:42 p.m. for the following items:

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)*

Second: Commissioner Jim Dyer.

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Vote: Motion approved 5-0.

The Board of Commissioners reconvened from closed session at 6:56 p.m.

13. Adjournment

ACTION:

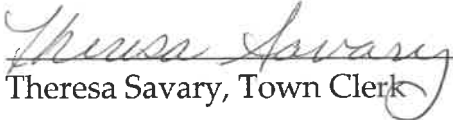
Mover: Commissioner Wright moved to adjourn the meeting at 6:57 p.m.


Seconder: Commissioner Shackleford.

Vote: Motion carried 5-0.

Duly approved in open session this 20th day of June 2023.

(ATTEST)


Theresa Savary, Town Clerk


Vivian A. Jones, Mayor

