



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, September 19, 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.

Boy Scout Troop 500 led everyone in the Pledge of Allegiance.

Council Members Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner 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/CFO Aileen Staples
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Finance Director Samantha Sanchez

Planner II Emma Linn
Public Facilities Specialist Nick Parrish
Senior Planner Tim Richards
Long Range Planning Manager Brad West
Fire Chief Ron Early
Fire Captain Ian Moffatte
Police Chief Jeff Leonard
Police Captain Julius Jefferson
Police Captain Brandon High

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| 1. Approval of Agenda |
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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:

- July 6, 2023 Work Session
- July 18, 2023 Regular Meeting
- August 1, 2023 Work Session
- August 15, 2023 Regular Meeting

ACTION:

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

Seconder: Commissioner Dyer.

Vote: Motion carried 5-0.

3. Presentations

3.A. Proclamation Recognizing the Month of October 2023 as "P.A.N.D.A.S. Month"

Mayor Jones read the proclamation into the record:

PROCLAMATION

**RECOGNIZING OCTOBER 2023 AS "P.A.N.D.A.S. AWARENESS MONTH" IN THE
TOWN OF WAKE FOREST, NORTH CAROLINA**

WHEREAS, Pediatric Autoimmune Neuropsychiatric Disorders Associated with Streptococcal Infections, better known as PANDAS, is said to be a rare condition but is actually rarely diagnosed; and

WHEREAS, PANDAS is a term used to describe a subset of children who have Obsessive Compulsive Disorder and/or tic disorders such as Tourette Syndrome and in whom symptoms worsen following strep infections such as Strep Throat and Scarlet Fever; and

WHEREAS, children are often misdiagnosed and treatment is delayed. There are many treatments and options for treating this condition but, unfortunately, they are often very expensive and not covered by insurance;

WHEREAS, my friend Jay Jay Wilson suffers from this debilitating condition and I have been issuing proclamations for 10 years on his behalf; and

WHEREAS, Jay Jay's parents work so hard to provide everything he needs to live a good life; and

NOW THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest and the Board of Commissioners, do hereby proclaim October 2023 as

"P.A.N.D.A.S. MONTH IN THE TOWN OF WAKE FOREST"

and urge all citizens to become aware of this debilitating condition for children and work to make it more readily recognized by the medical profession and insurance providers.

Mayor Jones presented the proclamation to the Wilson Family.

3.B. Proclamation Recognizing "Public Power Week" October 1- 7, 2023

Mayor Jones read the proclamation into the record:

**PROCLAMATION
PROMOTING NORTH CAROLINA PUBLIC POWER DURING
PUBLIC POWER WEEK, OCTOBER 1 – 7, 2023**

WHEREAS, public power meets the electric needs of 40 million Americans, almost 15 percent of electricity consumers; and

WHEREAS, North Carolina's public power communities provide homes, businesses and local government agencies with safe and reliable electricity employing sound business practices designed to ensure the best possible service; and

WHEREAS, many of North Carolina's 70 public power cities and towns have been electric providers for more than 100 years and provide 1.2 million citizens with safe, reliable power; and

WHEREAS, North Carolina's public power utilities are dependable institutions that provide excellent service and a commitment to community and they are valuable community assets that contribute to the well-being of the community and provide economic development opportunities; and,

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim the week of October 1-7 the 37th annual Public Power Week, a week to promote North Carolina's public power cities and towns for their contributions to their communities; and urge all citizens of Wake Forest to join with all public power systems in the United States in this celebration of public power.

Mayor Jones presented the proclamation to Electric Utility Manager Jason Shambley who accepted the proclamation on behalf of the Wake Forest Power Department.

3.C. Proclamation Recognizing Deacon Tyrone Moore

**PROCLAMATION
RECOGNIZING DEACON TYRONE MOORE**

Whereas, Deacon Tyrone Moore has been a member of Ledge Rock Missionary Baptist Church since 1979; and,

Whereas, over these forty-four years, Deacon Moore has served as a faithful member always volunteering to maintain the lawn, fix anything that needed it, and making sure the Church was clean and spotless for every Worship Service; and,

Whereas, Deacon Moore has served as President of the Hospitality Ministry, has served in the Pastor's Aide Ministry, and has served in the Male Chorus; and,

Whereas, in 1987 he began serving as a Trustee and then was recommended to be a Deacon in 1989. He served as the Chairman of the Deacon Board for eighteen years; and,

Whereas, Deacon Moore has never met a stranger; he believes in unconditional love; he is always willing to help others and be a servant of the Lord. Deacon Moore walks always by faith and has been a true blessing to Ledge Rock Missionary Baptist Church and everyone he has met throughout the years.

Now, Therefore, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim that Deacon Tyrone Moore is a blessing to our community and thank him for his service.

Mayor Jones said the proclamation was sent to the church.

3.D. Introduction of Candidates for the Planning Board

Mayor Jones recognized the following Planning Board applicants:

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| James Barber | Jarrett Lane |
| Matt Davis | John Mann |
| Joshua Epperson | Phillip Martin |
| Daniel Gardiner | Shipman Northcutt |
| Jennifer Haley | Sarah Mabraten |
| Kevin Haynes | Veronica Roanhouse |
| Benny Jenkins | Elaine Sheppard |
| Kevin King | Anna Shope |
| Jay Tilley | Adam Redler |

Matt Davis introduced himself to the Board of Commissioners and expressed his interest in service to the Planning Board.

Jarrett Lane introduced himself to the Board of Commissioners and expressed his interest in service to the Planning Board.

Phillip Martin introduced himself to the Board of Commissioners and expressed his interest in service to the Planning Board.

Sarah Mobraten introduced herself to the Board of Commissioners and expressed his interest in service to the Planning Board.

Veronica Roanhouse introduced himself to the Board of Commissioners and expressed his interest in service to the Planning Board.

Elaine Sheppard introduced herself to the Board of Commissioners and expressed his interest in service to the Planning Board.

Anna Shope introduced herself to the Board of Commissioners and expressed his interest in service to the Planning Board.

Adam Redler introduced himself to the Board of Commissioners and expressed his interest in service to the Planning Board.

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| 4. Public hearings / Public Comment |
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4.A. Public Hearing on LEGISLATIVE CASE RZ-23-01, 4Rivers - Wake Forest Self Storage, a conditional rezoning filed by Rob Caudle on behalf of Franklin Village, LLC, to rezone 2.64 acres located at 0 Friendship Chapel Road, being Wake County Tax PIN 1850066925, from General Residential 10 (GR10) to Highway Business Conditional District (HB-CD).

Jamie Schwedler with Parker Poe at 301 Fayetteville St., Suite 1400, Raleigh, NC 27601 provided a presentation on RZ-23-01: 4Rivers – Wake Forest Self Storage.

Commissioner Dyer asked if the original drawing had a loading dock in the back. Hunter Dawkins with 4Rivers Property Group stated at one point there was, and they shifted the building over to create a farther setback from the neighborhood.

Margaret Watkins, 304 Belmellen Ct., Wake Forest, NC 27587 spoke in opposition of Case RZ-23-01 - 4Rivers - Wake Forest Self Storage.

No other questions or comments were heard.

Mayor Jones declared the public hearing closed at 7:01 p.m.

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 3 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.

Margaret Watkins, 304 Belmellen Ct., Wake Forest, NC 27587 remarked that any Planning Board candidates who were not present during tonight's meeting should not be considered by the Board.

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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 AGNC, LLC and Town of Wake Forest Development Agreements for Downtown Streetscape Improvements on N White Street and E Roosevelt Avenue

[Filed in the Clerk's Office as Resolution 2023-43.]

- 5.B. Approval of Ordinance Adding Chapter 30; Article IV Parking, Stopping, and Standing Section 30-164 - Enforcement of Temporary Parking Restrictions

[Filed in the Clerk's Office as Ordinance 2023-23.]

- 5.C. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by Douglas and Sarah Machado for property associated with the rezoning request RZ-23-03, located at 2117 Averette Road being Wake County PINs 1851-90-8235 being approximately 2.822 acres.

[Filed in the Clerk's Office as Resolution 2023-44.]

ACTION:

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

Seconder: Commissioner Sary.

Vote: Motion carried 5-0.

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| 6. Legislative Items |
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- 6.A. Consideration of Appointment of Candidates for the Planning Board

Town Clerk Savary stated the following applicants were selected for the Planning Board:

- Anna Shope
- Adam Redler, ETJ

ACTION:

Mover: Commissioner Wright moved to approve as read into the record.

Seconder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

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| 7. Planning Items |
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- 7.A. Consideration of LEGISLATIVE CASE RZ-23-01, 4Rivers - Wake Forest Self Storage, a conditional rezoning filed by Rob Caudle on behalf of Franklin Village, LLC,

to rezone 2.64 acres located at 0 Friendship Chapel Road, being Wake County Tax PIN 1850066925, from General Residential 10 (GR10) to Highway Business Conditional District (HB-CD).

ACTION:

Mover: Commissioner Sary moved to approve Case RZ-23-01, 4Rivers-Wake Forest Self Storage with the proposed conditions and consistency statement.

Second: Commissioner Dyer.

Commissioner Sary said this is a rare example of where the Town's Community Plan and the Future Land Use Map probably got it wrong. He understands the Planning Staff and the Planning Board's recommendation and appreciates that because it's based on the Community Plan. He said it's the Board's responsibility to look at each request and ask themselves if it makes sense. He stated the property is zoned General Residential-10, and as a use-by-right, you can have ten to twenty-five townhomes or apartments go there without any type of request from this Board. He said there's more of a buffer on this property than on the Heritage Property to the east and south. The applicant had worked with neighbors who expressed concern. Commissioner Sary thinks the appearance of the structure is not your typical 1980s or 1990s storage unit and will look like a Class A office. He said there's obviously a need for something like this for folks moving to the Town. He does not have any problems with the request and appreciates staff and the Planning Board's recommendation but thinks this is one that was maybe overlooked when putting the Town's Community Plan and Future Land Use Map together.

Commissioner Dyer stated based on the topography he agrees 100 percent.

Vote: Motion carried 3-2.

Aye

Chad Sary
Jim Dyer
Keith Shackelford

Nay

Adam Wright
Nick Sliwinski

A copy of the proposed conditions and consistency statement are attached to the meeting minutes filed in the Clerk's Office.

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| 8. Administration and Financial Items |
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8.A. Consideration of a resolution authorizing the filing of an application for approval of a financing agreement authorized by NC General Statute 160A-20 (Street Resurfacing)

Assistant Town Manager/CFO provided an overview of the process of filing an application for approval of a financing agreement authorized by NC General Statute 160A-20 (Street Resurfacing). The Board was provided with the Town of Wake Forest Street Resurfacing Financing (160A-20) Timetable.

ACTION:

Mover: Commissioner Wright moved to approve a resolution authorizing the filing of an application for approval of a financing agreement authorized by NC General Statute 160A-20 (Street Resurfacing).

Second: Commissioner Dyer.

Vote: Motion carried 5-0.

8.B. Approval of a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Design and Project Development Activities

Long Range Planning Manager Brad West said it's a great opportunity not only for NCDOT but VDOT to further enhance the S-Line project. It'll primarily pay for a commuter rail and Amtrak Station. A majority of the funds would be used for construction with some design work. Mayor Jones asked if this would be over a period of three years. Mr. West replied yes, in 2026.

ACTION:

Mover: Commissioner Wright moved to approve a resolution to support the development of the S-Line and to provide local funding to match a federal grant opportunity for mobility hub design and project development activities.

Second: Commissioner Dyer.

Vote: Motion carried 5-0.

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. Commissioner Reports

Commissioner Dyer attended the Citizens Academy and participated in the Memorial Flag Raising Ceremony. He reminded everyone that the next Memorial Flag Raising Ceremony is on Monday, October 2, 2023 at Town Hall Plaza. He participated in the POW/MIA Recognition Day Reading of the Names. He shared that the Tunnel to Towers Run & Walk is scheduled for Saturday, October 7, 2023.

Commissioner Wright attended Good Neighbor Day and was happy Jay Jay Wilson won the youth award for Good Neighbor of the Year. He said some of the things people are doing in the Town's neighborhoods make him proud to be a commissioner for the Town of Wake Forest. He will be helping at the Tree Trail Trek Event at Joyner Park.

Commissioner Sliwinski thanked Chief Early and the Fire Department for putting on the September 11th Event last week. The Mental Wellness & Self Care Fair will take place on Saturday, October 21, 2023 from 1:00 to 4:00 p.m. at the Renaissance Centre. He attended the Memorial Flag Raising Ceremony.

Wake Forest Board of Commissioners

Tuesday, September 19, 2023

Page 11 of 14

Commissioner Shackleford attended the Memorial Flag Raising Ceremony, the 911 Service, and the Northeast Coalition Meeting.

Commissioner Sary shared that he kicked off FNOW. He said he enjoyed the Citizens Academy session and promoted Wake Forest's National Night Out scheduled on Monday, October 2, 2023 from 5:00 to 7:30 p.m.

Mayor Jones attended the Metro Mayor's Rail Work Group, NCDOT held a virtual update on the S-Line Coalition, she attended the Senior Expo, the Senior Information Networking Group held their five-year anniversary to celebrate being an official 501(c)(3) Organization, she attended the Makery Ribbon Cutting, she had lunch with Wake Forest Power Staff, and she attended the open house for S. Main St. planning.

Mayor Jones explained at the Board's last meeting she said it wasn't worth the time and money to go to Washington D.C. regarding Capital Blvd. and what she meant was she didn't think the Town should pay for any of the Board members to go at this time. She'd like to propose they not authorize the trip at this time and save it for a time that would benefit the Town's residents.

Commissioner Sary said they all want what's best for Wake Forest, but based on conversations he's had he doesn't think going to Washington D.C. would accomplish anything.

Commissioner Wright strongly disagrees. He said this Town has every right to know we're going to advocate for citizens. He said it's about building connections and relationships.

Commissioner Dyer asked how much a trip to Washington D.C. would cost. Mayor Jones replied \$1500 per person.

Commissioner Sliwinski said the trip is about more than just Capital Blvd. He said it's an opportunity for the Chambers to start making connections, and if they're asked to go, they should consider going in support of the Chamber. He suggested they continue to talk about the trip.

Commissioner Shackleford asked when it was scheduled. Commissioner Wright replied on October 24 and 25, 2023.

Commissioner Sary said he agrees with Commissioner Wright that they need to put themselves in the best light but if it's just a trip for Capital Blvd. it's not worth the time. Commissioner Wright replied that the Chamber doesn't want to go just for Capital Blvd. Commissioner Sary said he hasn't heard anything about this, and it's all been behind closed doors. Commissioner Sary remarked if the Chambers want to provide a presentation, he welcomes them to come talk to the Board. Commissioner Wright said there has been discussion about it but not in a public setting.

Commissioner Shackleford asked do we use Town funds to pay for representatives of the Town Board to go. Commissioner Shackleford asked where that falls under their budget. Town Manager Padgett stated if the Town is paying for you to attend you would go in your official capacity as commissioner. Commissioner Sary asked if they could continue the discussion at the Work Session. Commissioner Sliwinski asked, based on the timing of the trip, would the Board have time to wait and discuss at the Work Session or should they reach out to the Chambers and get clarification on the agenda items. Mayor Jones said they would work on it and get the information to the Board. Town Manager Padgett said he would reach out to the Chambers and ask them for a revised agenda and talking points on what the meeting is about, and he'll invite Chamber Staff to the October 3, 2023 Board of Commissioners Work Session.

Town Manager Padgett said there was an issue with some of the legal ads for tonight, so those items will be scheduled for the October Work Session. He mentioned the Planning Board candidates who were voted on this evening would take office immediately due to trouble meeting quorum. Mr. Padgett said there are two Planning Board members whose terms expire at the end of the year who will not seek reelection, so the Board will act on those at a future date.

Town Manager Padgett stated that Executive Director Kristen Brannock of Resources for Seniors requested a meeting with Town Manager Padgett, Mayor Jones, and Assistant Town Manager Aileen Staples. He said the Senior Center is growing exponentially with programs, new participants, and members of the Senior Center. That coupled with some change of funding from the County and some redirection from the Resource for Seniors Board is going to cause an approximate \$50,000 deficit this year, and to balance that deficit they're going to look at cutting programs at the Senior Center. Town Manager Padgett asked before they cut any programs, he wanted to bring this to the Board of Commissioners to see if they'd be willing to take money out of their fund balance to fill that \$50,000 gap. Town Manager Padgett mentioned at the Board's Retreat in January

2024, they would discuss the future of the Senior Center and what that means for the Town. They will also discuss how to fund and operate the Senior Center going forward. Commissioner Wright said he recently had a conversation with folks about how much they loved the Senior Center. Commissioner Wright asked how it would affect the Town financially. Town Manager Padgett replied they'd be fine and could afford to do that.

ACTION:

Mover: Commissioner Wright moved to approve a budget adjustment of \$50,000 for the Senior Center.

Seconder: Commissioner Sary.

Vote: Motion carried 5-0.

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 the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.
N.C.G.S. § 143.318.11(a)(5)

ACTION:

Mover: Commissioner Dyer moved to go into closed session at 7:39 p.m.

Seconder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

The Board reconvened to open session at 8:10 p.m.

ACTION:

Mover: Commissioner Wright moved to approve authorization to acquire property located at 0 Devon Square Blvd. for \$3.1275 million dollars.

Seconder: Commissioner Sary.

Vote: Motion carried 5-0.

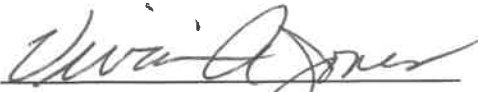
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| 13. Adjournment |
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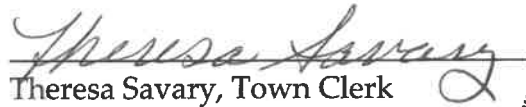
With no further business to discuss, the meeting was adjourned at 8:13 p.m.

Wake Forest Board of Commissioners
Tuesday, September 19, 2023
Page 14 of 14

Duly approved in open session this 17th day of October 2023.

(ATTEST)


Vivian A. Jones, Mayor


Theresa Savary, Town Clerk

