



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, April 5, 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.

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
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Deputy Town Clerk Terry Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin

Engineering Director Joe Guckavan
Chief Financial Officer Aileen Staples
Stormwater Engineering Manager
Monica Sarna
Police Captain Brian Mote
Police Chief Jeff Leonard
Fire Chief Ron Early

1. Presentations

1.1 Stormwater Infrastructure Assessment Update

Stormwater Engineering Manager Monica Sarna provided a presentation on Stormwater Infrastructure Assessment and Utility Fee Development Update.

Commissioner Dyer asked if the assessment of the 500 critical areas are based on a 100-year storm with 2 inches of rain per hour. Ms. Sarna replied, it's based on GIS Data. Commissioner Dyer asked, if 2 inches of rain fell in four hours, what would the critical

point be. Ms. Sarna replied, that would be part of the 2D hydraulic analysis. She wasn't sure what type of storm event Freese & Nichols is using for the analysis.

Commissioner Wright asked if there are any products available to help with the monitoring of smart city programs. Ms. Sarna replied, Freese and Nichols suggested using tableau software to help visualize the data. Ms. Sarna is currently working with the GIS Team to visualize the data without having to use the tableau software.

Commissioner Wright asked if there's a reason why this only takes into account one of the watersheds. Ms. Sarna replied it was the scope of the contract. She said they've performed existing watershed studies on Smith Creek and Tom's Creek in the past. She said they've never done an inventory of Richland Creek and thought it would be a good opportunity. She said it's not a full-blown watershed study but with the recent development happening in Richland Creek it would give a good understanding of where they're at.

Commissioner Sliwinski said he doesn't see any criticality areas shown west of Capital Blvd. Ms. Sarna said she did not do a full screenshot and pointed out they're going to be working with the initial results to fill in some information. She'll provide the Commissioners with an updated screenshot once the list is finalized.

Commissioner Sliwinski asked if there's any way to take into account areas for development and development already in process. Ms. Sarna said staff is hoping the town can continually update and analyze as part of the five-year plan.

1.2 Presentation of CPA-22-01, Revised Draft Town of Wake Forest Community Plan and Land Use Map (March 2, 2022 version)

Assistant Planning Director Jennifer Currin stated the last time they were before the Board with the Draft Community Plan was September 2021, when staff presented the goals and vision statement. Ms. Currin said Nic Davis and Mika Schweizer with Houseal Lavigne Associates will go into more detail about what has occurred since then. Ms. Currin said they've obtained community input and have a revised draft plan that's available on the town's website. The draft Community Plan was taken to the Planning Board on March 8, 2022 and received unanimous approval with the following conditions:

1. Staff to fix spelling error

2. Recommendation to add an action item related to the coordination of road improvements with NCDOT.

Ms. Currin turned the meeting over to Consultants, Nic Davis and Mika Schweizer with Houseal Lavigne Associates.

Mr. Davis and Ms. Schweizer presented the draft plan and provided an overview of the following items in the Community Plan:

1. Overview of Planning Process
2. About the Community Plan
3. Vision & Goals
4. Land Use Plan & Area Plans (Residential, Commercial & Industrial, Downtown)
5. Key Recommendations
6. Action Matrix

Commissioner Sliwinski said they did an amazing job incorporating what the community was asking for. Commissioner Sliwinski asked if any feedback had been solicited or received on the new draft. Ms. Currin stated staff had published the revised draft plan and received a couple comments. She said some of the modifications or additional comments were included in the agenda packet. Ms. Currin said some relate to descriptions related to residential areas or potential properties that could be for land preservation located outside of the Town of Wake Forest. Based upon feedback received, staff will be proposing modifications, prior to the public hearing, related to additional changes to some area plan language.

Mayor Jones said she appreciates all the work staff put into responding to comments from the public.

Commissioner Dyer followed up with a thank you.

Commissioner Wright said staff did a great job.

This item will come before the Board of Commissioners for action at its April 19, 2022 meeting.

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.

4. Other Business

4.1 Wake County Non-Discrimination Ordinance Interlocal Agreement

Town Attorney Hassan Kingsberry presented the Non-Discrimination Ordinance to the Board of Commissioners. Attorney Kingsberry stated Wake County has reached out to each municipality to see if the town will join in and enter into an interlocal agreement. Some of the key features of the ordinance are to: prohibit discrimination on the basis of race, natural hair, hair styles, ethnicity, creed, color, sex, marital or familiar status, sexual orientation, gender identity or expression, national origin or ancestry, National Guard or veteran status, religious belief or non-belief, age, or disability. This discrimination would apply in employment and public accommodations.

Commissioner Sliwinski asked if this would be for both Town of Wake Forest municipal businesses and private businesses within the town. Attorney Kingsberry replied, yes.

Commissioner Sliwinski asked if the fee would apply only if they decided to opt into the agreement. Attorney Kingsberry replied, correct.

Mayor Jones asked if this currently applies to private businesses in the Town of Wake Forest. Attorney Kingsberry replied, no.

Commissioner Sary said he appreciates the work Wake County put into it but thinks it's an unenforceable ordinance. He said it's an overreach into the private sector and is not in favor of it. Commissioner Dyer and Mayor Jones said they feel the same way.

Commissioner Shackelford asked how it works with federal law and a citizen's ability to file a claim with Equal Employment Opportunity Commission (EEOC). Attorney Kingsberry replied, federal law has several non-discrimination provisions under different sections of federal law. He said EEOC would deal with employment where

federal government would have jurisdiction. Attorney Kingsberry believes this state law adds more protection into areas that aren't already federal protected classes.

Commissioner Sliwinski asked if it's an opt in, not an opt out. Attorney Kingsberry replied, correct.

Commissioner Shackelford didn't want to take action tonight and would like to give it more consideration.

Mayor Jones believes the Town of Wake Forest is observing the non-discrimination policy at the present time. Her objection is telling town businesses they have to abide by this particular policy.

Mayor Jones said the Board may bring it up at a later time if that's what they wish to do.

5. Commissioner Reports

Commissioner Dyer said he is so proud of the community. He said Town staff is excellent and doesn't think they're complimented enough. He asked to go on record naming some of the staff that worked so diligently on the 38th Memorial Flag-Raising Ceremony. He gave a shout out to Cathi Pope, Lisa Hayes, Bill Crabtree, and Mayor Jones for supporting the event. He attended the Human Relations Council (HRC) Meeting. He said the Multicultural Day Event has been postponed. The Historic Preservation Commission (HPC) Meeting will be held next Wednesday. He attended a couple shows at the Renaissance Centre. He said the Board was pleased to receive an update from Bill Crabtree on all the events this summer in the Town of Wake Forest.

Commissioner Wright attended the community luncheon with Congressman Price and Congresswoman Ross. He received a thank you letter from students at Pine Springs Preparatory Academy for the signing of the Mayor's Monarch Pledge. He attended the Technology Advisory Board (TAB) Meeting and they're preparing for the STEM Saturday Event on April 30, 2022.

Commissioner Sliwinski attended a Northeast Community Coalition Meeting. He attended the Family Expo at the Renaissance Centre. He attended the Community Event at the DuBois Campus. He attended a show at the Renaissance Centre. He attended an Urban Forestry Board (UFB) Meeting. He attended the Parks, Recreation & Cultural Resources (PRCR) Meeting.

Commissioner Shackelford will attend the Downtown Development Meeting. He said the Wake Forest Business & Industry Partnership (WFBIP) Meeting had been postponed but will read their updates later in the month.

Commissioner Sary attended the Triangle J Council of Government (TJCOG) Meeting. He attended the 38th Memorial Flag-Raising Ceremony. He said Commissioner Dyer did a great job being the emcee for the Ceremony. He's looking forward to Friday Night on White (FNOW) coming up on Friday, April 8, 2022. He encouraged everyone to purchase tickets for the upcoming Fire Department's Drive-By Fish Fry.

Commissioner Dyer recognized the Fire Department Honor Guard. He said they do such a great job. He said this is another reason he's so proud to be part of this town.

Mayor Jones said the town received a letter from Congressman Price stating the Town of Wake Forest will receive a project funding request of \$2.175 million for repairs to the Wake Forest Reservoir. It will be administered by Federal Emergency Management Agency (FEMA). Mayor Jones sent a letter to the congressional leadership, on behalf of the town, in support of Senate Bill 2981 and House Bill 3172 known as the Helper Act, which creates a home loan program to help law enforcement, firefighters, EMT's, paramedics, and pre-K through 12 teachers. She attended a meeting promoting regionalism. She attended a S-Line Transit-Oriented Development Study Advisory Committee Meeting. She attended two Eagle Scout Courts of Honor and is proud of those young men. She attended a monthly event at Unwined on White. She met with Chloe Austin a student at Wake Forest High School who represents the Family Civic Community Leaders Club. Ms. Austin is representing the high school in the regional competition in the public policy advocate category. Mayor Jones said Ms. Austin is an outstanding young woman and is also a Trentini Scholar nominee from Wake Forest High School. Mayor Jones attended the Family Expo at the Renaissance Centre. She attended the Historical Society Drop-in at the museum. She attended a play at Wake Forest High School. She attended a show at the Renaissance Centre. She attended a sled hockey game at the Factory.

Town Manager Kip Padgett said the Board of Commissioners received a packet tonight listing the events occurring in Wake Forest through July 2022, and will be updated monthly. Mr. Padgett said he attended the Commission of Accreditation Law Enforcement Agencies Conference with Police Chief Leonard and some of his staff. It's a national standard that law enforcement follows and not everybody meets and complies with those standards; it's voluntary and is up for renewal every three-years.

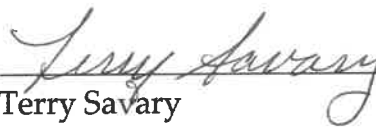
Town Manager Padgett said this year was the first renewal since their original certification. Town Manager Padgett congratulated Chief Leonard, Captain Mote, and Lieutenant Gamber for all their hard work. Mayor Jones congratulated and thanked them for all they do to make the community safe.

6. Adjournment

With no further business to discuss, Mayor Jones adjourned the meeting at 7:07 p.m.

Duly approved in open session this 17th day, of May 2022.

(ATTEST)


Terry Savary
Deputy Town Clerk


Vivian A. Jones
Mayor

