



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, February 7, 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.

Commissioners Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Chad Sary, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright

Commissioners Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Town Attorney Hassan Kingsberry
Paralegal Shiekell Richardson
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Town Clerk Theresa Savary
Chief Financial Officer Aileen Staples
Assistant Finance Director Samantha Sanchez
Senior Budget Analyst Benjamin Blevins
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Senior Planner Kari Grace
Communications & Public Affairs
Director Bill Crabtree
Electric Utility Director Chris Terrell

Renaissance Centre Director Debbie Dunn
Chief Information Officer Adam Oates
Engineering Director Joseph Guckavan
Inspection Director JJ Carr
Public Works Director Tim Bailey
Public Facilities Manager Mickey Rochelle
Strategic Performance Manager Lisa Hayes
Parks, Recreation and Cultural Resources Director Ruben Wall
Police Captain Julius Jefferson
Police Chief Jeff Leonard
Fire Chief Ron Early

1. Presentations

1.1 Discussion of Updated Capital Improvements Plan for FY 2023 - 2028

Senior Budget Analyst Benjamin Blevins and Chief Financial Officer Aileen Staples provided an overview of the Updated Capital Improvements Plan for YF 2023 – 2028.

ACTION:

Mover: Commissioner Wright moved to approve the Updated Capital Improvements Plan for FY 2023 – 2028.

Seconder: Commissioner Sary.

Vote: Motion carried 5-0.

A hardcopy of the Updated Capital Improvements Plan for FY 2023 – 2028 is filed and available in the Town Clerk's Office for review.

1.2 Proclamation Recognizing the 100th Birthday of Ms. Lydia Young

Mayor Jones recognized the 100th Birthday of Ms. Lydia Young.

**PROCLAMATION RECOGNIZING
THE 100th BIRTHDAY OF MS. LYDIA YOUNG**

WHEREAS, Ms. Lydia Young, affectionately known as "Sister," was born on February 8, 1923, in Martin County, NC.

WHEREAS, After her mother passed at age seven (7), she moved to Pulley Town Road in Rolesville/Wake Forest, Wake County, NC with her father and grandmother, where she has resided for ninety-three years. She devoted her life to taking care of her family.

WHEREAS, She worked at Rolesville Elementary School for over twenty years. She loves quilting and cooking.

WHEREAS, She is a devoted Mother, Sister, Grandmother, Great Grandmother, Great Great Grandmother, Aunt, and dear, dear friend.

THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, urge everyone to celebrate this birthday with Ms. Lydia Young and congratulate her on a well-lived and shared life, this the 8th day of February 2023.

2. Discussion of Monthly Financial Report

2.1. Monthly Financial Report

Received.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1. Review of Draft Agenda for Upcoming Regular Meeting

The draft agenda was reviewed.

4. Other Business

- 4.1. Consideration of a Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, an amendment to the professional services contract of the comprehensive UDO (Unified Development Ordinance) and MSSD (Manual of Specifications, Standards & Design) update.

Senior Planner Kari Grace stated staff has gone through several of the preliminary steps including the project kickoff, initiation of public engagement, and existing UDO analysis and preliminary recommendations. Staff are now moving into the next phase of starting to develop the zoning districts. The purpose of the request is to add additional scope to the contract. The amended scope involves the updated zoning map deliverable, creation of an online informational StoryMap tool, one additional open house with two event sessions, three additional review and discussion meetings with staff, and zoning map educational materials. The cost of the scope amendment is \$52,500 and would add approximately four months to the contract timeline.

Mayor Jones asked with the additional four months added to the contract timeline, what is the projected completion. Ms. Grace said that would put it at a timeframe of August or September 2024.

Commissioner Sary remarked the StoryMap tool is a great tool. He asked what's involved with the zoning map deliverables. He said when a rezoning happens now, isn't it handled by staff. Ms. Grace replied, correct. She said the Planning Staff takes the item to the Board for approval and the GIS Staff creates all the shapefiles.

ACTION:

Mover: Commissioner Adam Wright made a motion to approve the consideration of a resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, an amendment to the professional services contract of the comprehensive UDO (Unified Development Ordinance) and MSSD (Manual of Specifications, Standards & Design) update.

Seconder: Commissioner Keith Shackelford.

Vote: Motion carried 4-1.

Yay

Adam Wright
Keith Shackelford
Nick Sliwinski
Jim Dyer

Nay

Chad Sary

4.2. An Ordinance Prohibiting the Possession of Weapons on Town Property;
Signage.

Town Attorney Hassan Kingsberry explained that during Town's business, staff had found they had some signage already posted related to banning the possession of weapons including concealed weapons on Town property. Staff did some research and found, in our codification, it was missing. Mr. Kingsberry stated the ordinance before the Board is to fix what was missing and put it back in there to ensure the ban is legal and lawful on all Town property.

ACTION:

Mover: Commissioner Chad Sary moved to approve an Ordinance Prohibiting the Possession of Weapons on Town Property; Signage.

Seconder: Commissioner Nick Sliwinski.

Vote: Motion carried 5-0.

This item will come before the Board for a second reading at the February 21, 2023 meeting.

4.3. Closed Session - Consultation with the Town Attorney, N.C.G.S. § 143.318.11(a)(3).

ACTION:

Mover: Commissioner Adam Wright moved to go into closed session at 6:21 p.m.

Seconder: Commissioner Keith Shackelford.

Vote: Motion carried 5-0.

The meeting reconvened at 6:34 p.m.

5. Commissioner Reports

Commissioner Dyer shared that the State of North Carolina has thirty-nine Vietnam Veterans still unaccounted for. He said their names have been read on the first Saturday of every month since 1986. He attended the Ribbon-Cutting at the Casa Esperanza Montessori School; there's a Historic Preservation Commission meeting this month. The first meeting for the memorial flag-raising is tomorrow afternoon, he's scheduled to be at the Youth Leadership Wake Forest event on Tuesday, February 14, 2023, he'll attend the Core Values Award Ceremony on Thursday, February 9, 2023, Veteran's coffee on Monday, February 13, 2023, and Human Relations Council next week.

Commissioner Wright said he'll attend the Youth Leadership Wake Forest event on Tuesday, February 14, 2023, he attended the Technology Advisory Board meeting and the Economic Development Forum.

Commissioner Sliwinski said he'll attend the Youth Leadership Wake Forest event on Tuesday, February 14, 2023, he attended the Martin Luther King celebration, he attended the Economic Development Forum, and the Parks, Recreation and Cultural Resources Advisory Board meeting.

Commissioner Shackelford reported he attended the Wake Forest Downtown meeting, the Economic Development Forum, and the Wake Forest Business & Industry Partnership.

Commissioner Sary attended the Public Arts Commission meeting; he attended the Triangle J Council of Government (TJCOG) Boards Delegate meeting and the North Carolina Main Street Conference. He plans to attend the 2023 State of Town Address & Dinner in a couple of weeks.

Mayor Jones attended the North Carolina Transportation Summit in Raleigh, NC, she attended a session on Mileage-Based User Fees, attended the Retail Merchants meeting, attended the Transit Plan Open House, and the Heritage High School mid-year graduation.


Town Manager Padgett – No report.


6. Adjournment

The Board of Commissioners adjourned the meeting at 6:44 p.m.

Duly approved in open session this 21st day of March 2023.

(ATTEST)


Theresa Savary, Town Clerk


Brian A. Jones, Mayor

