



## Wake Forest Board of Commissioners Work Session Meeting Minutes

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

The Girl Scouts of America led everyone in the Pledge of Allegiance.

**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  
Assistant Town Manager Candace Davis  
Assistant Town Manager Allison Snyder  
Deputy Town Clerk Ella Downtin  
Assistant Planning Director Jennifer Currin  
Senior Planner Patrick Reidy  
Chief Financial Officer Aileen Staples  
Human Resources Director Angela McCray  
IT Director Adam Oates  
Applications Analyst Juan Garcia  
Police Chief Jeff Leonard

Planning Director Courtney Tanner  
Engineering Director Joe Guckavan  
Strategic Performance Manager Lisa Hayes  
Downtown Development Jennifer Herbert  
Public Works Director Tim Bailey  
Assistant Storm Water Engineer Nick Nolte  
Police Captain Brandon High  
Police Captain Julius Jefferson

## 1. Presentations

### 1.1 Proclamation Recognizing Girl Scout Week (March 12-18, 2023)

Mayor Jones presented a proclamation recognizing Girl Scout Week to a local Girl Scout Troop.

#### **PROCLAMATION**

##### **RECOGNIZING GIRL SCOUT WEEK MARCH 12 – 18, 2023**

*WHEREAS, March 12, marks the 111<sup>th</sup> anniversary of Girl Scouts of the USA, founded by Juliette Gordon Low in 1912 in Savannah, Georgia; and,*

*WHEREAS, throughout its distinguished history, Girl Scouting has inspired millions of girls and women with the highest ideals of courage, confidence, and character; and,*

*WHEREAS, through the Girl Scout Leadership Experience girls gain knowledge and develop skills that will serve them a lifetime so that they may contribute to their communities.*

*WHEREAS, Girl Scouting takes an active role in increasing girls' awareness of the opportunities available to them today in science, technology, engineering, math and the arts as well as other fields that can expand their horizons; and, in this moment of suffering in our nation, Girl Scouts commits to taking action to support all girls, their families, and their communities.*

*WHEREAS, Our community represents every race, ethnicity, income level, sexual orientation, ability, and religion; reflects a spectrum of gender identity; and connects across geographic locations. By focusing our attention on community members who are furthest from racial, economic, and social justice, Girl Scouts can be an instrument of change, promoting equitable outcomes for all. We wholly commit to taking action to grow as an anti-racist and anti-oppressive organization so that, through Girl Scouts, our members are affirmed as they strive to make our community and world better.*

*NOW, THEREFORE, I, Vivian Jones, Mayor of Wake Forest, by virtue of the authority vested in me as mayor, do hereby applaud the commitment Girl Scouting has made to support the life and leadership development of girls and proudly proclaim the week of March 12 - 18, 2023, as Girl Scout Week in celebration of this great organization.*

1.2 Proclamation Recognizing March 17, 2023, as "A Day of Wellness" Mayor Jones recognized March 17, 2023, as a "Day of Wellness" The proclamation will be presented to the Human Resources Department March 17, 2023, on the Day of Wellness.

#### **PROCLAMATION**

##### **RECOGNIZING MARCH 17, 2023, AS "A DAY OF WELLNESS"**

*WHEREAS, a Day of Wellness is an initiative to promote personal wellness, healthy choices, and the power of being yourself. The goal is to promote and celebrate wellness by joining members of the community to participate in various wellness activities. This day will build upon*

*ongoing wellness efforts and focus more on personal health and well-being. By practicing wellness, self-care, and healthy choices, we can equip ourselves and others with proper coping skills and stress management techniques to deal with life's challenges substance-free; and WHEREAS, Practicing wellness allows us to care for our wants and needs to create healthy, happy, fulfilling lives. Wellness encourages us to establish boundaries, create healthy habits, and embrace and love who we are. Overall maintaining our physical, mental, and social well-being helps us live the fantastic lives we deserve; and*

*WHEREAS, Practicing wellness can also be a community-wide effort that helps foster a sense of community, empowers our residents, and establishes a strong community support network. Community-wide efforts that encourage participation in wellness activities can help build stronger, healthier communities, as well as offer the tools and resources to encourage self-care and focus on well-being; and*

*WHEREAS, a Day of Wellness is all about practicing healthy ways of handling life's challenges with the goal of health and happiness in mind. All day and in all days to come, we encourage you to practice an element of wellness, connection with your best self, and to BE YOU and LIVE WELL.*

*NOW THEREFORE I, Vivian Jones, Mayor of Wake Forest, do hereby proclaim March 17, 2023, as*

*"a Day of Wellness"*

*in the Town of Wake Forest, NC, I encourage all employees and citizens to pursue and participate in activities and practices, including special events, online webinars, and in-person presentations dedicated to wellness and living well throughout this day.*

### 1.3 Presentation to update the Board of Commissioners of the Pavement Management Program

Engineering Director Joe Guckavan presented an update on the pavement management program. This program is in preparation for the CIP street resurfacing. Project Manager Tracy Pilson with Mott MacDonald provided a presentation on pavement management principles and understanding the deterioration of pavements.

1.4 Presentation of LEGISLATIVE CASE RZ-21-11, Forestville Road; Consideration of a rezoning filed by Carolina Land Design, PLLC to rezone 7.7± acres located at 1109 and 1129 Forestville Road, being Wake County Tax PINs 1749672831 and 1749670589 from Wake County's Residential-30 (R-30) to Residential Mixed-Use Conditional District (RMX-CD).

Senior Planner Patrick Reidy presented Case RZ-21-11 Forestville Road and recommended approval of the rezoning proposal.

### 1.5 An Ordinance Repealing Chapter 36 of the Code of Ordinances of the Town of Wake Forest

Town Attorney Kingsberry presented the Ordinance Repealing Chapter 36 of the Code of Ordinances related to taxis for the town; it was found outdated.

**ACTION:**

Mover: Commissioner Wright moved to repeal chapter 36 of the Code of Ordinances of the Town of Wake Forest.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

### 1.6 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.

Assistant Stormwater Engineer Nick Nolte spoke about the current Code of Ordinances Chapter 30 where parking is prohibited at all times. Staff are proposing to change that to allow parking on North Brooks Street, between Spring Street and East Pine.

**ACTION:**

Mover: Commissioner Dyer moved to approve amending the Code of Ordinances Chapter 30 – Traffic and Vehicles; Article VI. Traffic Schedules Sec. 30-241. - Schedule I, parking prohibited at all times.

Second: Commissioner Wright

Vote: Motion carried 5-0

### 1.7 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.

Assistant Stormwater Engineer Nick Nolte stated staff are proposing no parking signs for the Richland Hills subdivision for the following listed streets: Stackhurst Way, Tannerwell Ave., Lowenstein St., Chamberwell Ave., Marbank St., and Edgeware Way.

**ACTION:**

Mover: Commissioner Dyer moved to approve 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.

Secunder: Commissioner Sliwinski

Vote: Motion carried 5-0

1.8 Resolution to assume maintenance of certain NCDOT streets within the Town of Wake Forest, North Carolina

Engineering Director Joe Guckavan presented a request to approve a proposal to assume maintenance of S. Franklin Street from NCDOT. Staff are recommending that the Town assume responsibility and then they'll petition the State to have their Board approve as well.

**ACTION:**

Mover: Commissioner Wright moved to assume maintenance of certain NCDOT streets within the Town of Wake Forest, North Carolina

Secunder: Commissioner Dyer

Vote: Motion carried 5-0

**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 Discussion of update to Cost of Service Study and Electric Rates

Chief Financial Officer Aileen Staples provided a presentation on the update to the cost of service study and electric rates. Rates will be increased to approximately twenty dollars a month.

4.2 Consideration of Approval of Residential Solid Waste Collection and Disposal for the Town of Wake Forest Service Contract

Sustainability Coordinator Jeanette Johnson stated staff are going through a request for proposal process for residential solid waste collection and disposal for the Town of Wake Forest. She provided an overview of the evaluation process and what the outcome of that evaluation process was.

**ACTION:**

Mover: Commissioner Dyer moved to approve the Residential Solid Waste Collection and Disposal for the Town of Wake Forest Service Contract.

Secunder: Commissioner Wright

Vote: Motion carried 5-0

4.3 Consideration of Purchase and Sales Agreement Addendum - 343 S. White Street

Strategic Performance Manager Lisa Hayes presented the 343 S. White Street project also known as Suntrust; for a sales agreement. Requesting that the Town Manager have the authorization to execute the contract amending the sales price of \$7,304.

**ACTION:**

Mover: Commissioner Wright moved to approve the Purchase and Sales Agreement Addendum - 343 S. White Street

Secunder: Commissioner Sliwinski

Vote: Motion carried 4-0

Per Town Attorney Kingsberry, Commissioner Shackelford must excuse himself from voting. Commissioner Shackelford excused himself from voting.

4.4 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)

**ACTION:**

Mover: Commissioner Wright moved to go into closed session at 7:27 p.m.

Secunder: Commissioner Sliwinski

Vote: Motion carried 5-0

The meeting reconvened at 7:47 p.m.

**ACTION:**

Mover: Commissioner Dyer moved to approve authorization to enter into a lease located at 745 Merritt Capital Dr.

Seconder: Commissioner Wright

Vote: Motion carried 5-0

**5. Commissioner Reports**

Commissioner Dyer - No report.

Commissioner Wright – Attended the Technology Advisory Board (TAB) meeting and is covering the STEM event on Saturday, April 29, 2023.

Commissioner Sliwinski – Attended the Urban Forestry Board (UFB) and Parks Recreation & Cultural Resources Advisory Board (PCRC) meeting last week and got updates on the Skate Park/Pump Park. Attended the Public meeting on Thursday, March 2, 2023. Also, attend the film festival.

Commissioner Shackelford - No report.

Commissioner Sary- There was no Triangle J Council of Government (TJCOG) meeting in February 2023.

Mayor Jones – Attended the Technical Coordinating Committee (TCC) Annual Meeting, held in Raleigh NC, CAMPO has formed a committee on how to go forward with the west commuter rail; attended that meeting, attended Mr. Bakers Civic classes this week, meet with Sheriff Rowe, he is meeting with all the Mayor's and Police Chief's in the county, was interviewed by a resident of Wake Forest who now attends the American University in Washington DC; she was required to interview a female politician and she chose the Mayor, sign a letter for the National League of Cities which is asking Congress to support the railway safety act of 2023, received a request to have the Town do the National Day of Prayer as a Town event; the Mayor recommends that the Town continue to allow the citizens to do it and not as a Town event. The mayor suggested that if the board recommends anything different bring it to the next meeting.

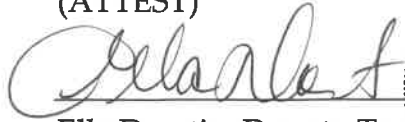
Town Manager Kip Padgett- Thanked the Communications and Engineering Departments for working with CSX and keeping the Town and citizens updated on all of the road closings.

**6. Adjournment**

With no further business to discuss, the meeting was adjourned at 7:58 p.m.

Duly approved in open session this 18<sup>th</sup> day of April 2023.

(ATTEST)



Ella Dowtin, Deputy Town Clerk



Vivian A. Jones, Mayor