



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, May 3, 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 Theresa Savary
Economic Development Director Jason Cannon
Engineering Director Joe Guckavan
Chief Financial Officer Aileen Staples
Senior Budget Analyst Ben Blevins

Assistant Finance Director Samantha Sanchez
Human Resources Director Angela McCray
Long Range Planning Manager Brad West
Accounting Technician Wynne Gooding
Police Captain Brian Mote
Police Chief Jeff Leonard

1. Presentations

1.1 Presentation of debt model forecast by Davenport & Company

Ted Cole with Davenport & Company provided an overview of the debt model forecast. A hard copy of the debt model forecast was provided to each Board member.

Chief Financial Officer Aileen Staples asked the Board to review the debt model forecast and contact her with any questions they may have.

A hard copy of the debt model forecast by Davenport & Company is filed in the Town Clerk's Office with the May 3, 2022 minutes.

1.2 Presentation of Town Manager's Proposed Budget for FY 2022-2023

Town Manager Kip Padgett introduced new Human Resources Director Angela McCray.

Mr. Padgett provided an overview of the proposed budget for FY 2022-2023. A hardcopy of the proposed budget for FY 2022-2023 is filed and available in the Town Clerk's Office for review.

1.3 Proclamation Celebrating the 25 Year Anniversary of Hope Lutheran Church

Mayor Jones stated the proclamation celebrating the 25 year anniversary of Hope Lutheran Church will be read by Commissioner Dyer at another location:

Proclamation

Hope Lutheran Church 25th Anniversary

*WHEREAS, Hope Lutheran Church is celebrating its 25th anniversary on May 18, 2022; and
WHEREAS, Hope Lutheran Church was chartered on May 18, 1997, at the Stone Chapel at 701
South Main Street, Wake Forest, North Carolina; and*

*WHEREAS, the mission and activities of Hope Lutheran Church were continued by their
members at this location for six years; and*

*WHEREAS, on November 23, 2003, Hope Lutheran Church relocated to 3525 Rogers Road,
where there was additional space to worship God freely in a faith community that is warm and
inspiring; and*

*WHEREAS, Hope Lutheran Church has benefited the Town of Wake Forest with its deep and
abiding Christian commitment to faithfully contribute to our entire community; and*

*WHEREAS, we give honor this day to those who, in faith, continue the great work of this church
and thank them for the wonderful influence throughout the years;*

*NOW, THEREFORE, I, VIVIAN A. JONES, MAYOR OF THE TOWN OF WAKE FOREST,
do hereby proclaim May 18, 2022, as Hope Lutheran Church Day within the Town and urge all
citizens of Wake Forest to express their best wishes to the members of this congregation on the
occasion of this twenty-fifth anniversary.*

1.4 Proclamation Recognizing April 23, 2022 as "Arbor Day" in the Town of Wake Forest

Mayor Jones read the proclamation at another location:

ARBOR DAY PROCLAMATION

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

WHEREAS, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, the Town of Wake Forest has been recognized as a Tree City USA for 43 consecutive years by the National Arbor Day Foundation and desires to continue its tree-planting tradition.

*NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim Saturday, April 23, 2022 as **ARBOR DAY** in the Town of Wake Forest, and I urge all citizens to support efforts to protect our trees and woodlands and to support our Town's urban forestry program; and*

FURTHER, I urge all citizens to plant trees to gladden the hearts and promote the well-being of present and future generations.

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

Town Manager Kip Padgett stated he would like to add the confirmation of appointment for Town Clerk to the May 17, 2022 consent agenda. He will provide them with more information prior to the meeting.

4. Other Business

- 4.1 Closed Session: N.C.G.S. 143.318.11(a)(4) Consultation with the Town Staff (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session
- 4.2. Closed Session: N.C.G.S. 143.318.11(a)(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.
(added to agenda on 5/2/2022)

ACTION:

Mover: Commissioner Wright moved to go into closed session.

Seconder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

The Board of Commissioners went into closed session at 7:26 p.m.

The Board of Commissioners returned to open session at 7:39 p.m.

5. Commissioner Reports

Mayor Jones took a moment to explain her vote on the Town of Wake Forest Community Plan and Land Use Map.

The Board of Commissioners provided Commissioner Reports prior to going into closed session.

Commissioner Dyer stated the 39th Memorial Flag-Raising Ceremony was held. He said he'll read the National Day of Prayer Proclamation on May 5, 2022. The Historic Preservation Commission will meet on May 11, 2022. He is meeting with the director of advocacy on affordable housing on May 4, 2022. Meet in the Streets is May 7, 2022. Mother's day is May 8, 2022.

Commissioner Wright attended the STEM Saturday Event. He welcomed others to join the next Technology Meeting. He attended Forest Fest with Representative Terence Everitt.

Commissioner Sliwinski attended the STEM Saturday Event, Forest Fest, and Six Sundays in Spring. He attended the Parks, Recreation & Cultural Resources Meeting, and the Urban Forestry Board Meeting.

Commissioner Shackleford provided an update on the Wake Forest Business & Industry Partnership Meeting. He said the loading dock is open, about 60% of the available offices are now leased and over 200 members now work from there, there is a curriculum programming and an inaugural session titled " The purpose of finding a good mentor when starting a business" scheduled for Tuesday, May 17, 2022 at 6:00 p.m. at the Loading Dock. All are welcome to attend. There will be a launch of an entrepreneurs and residents' program.

Commissioner Sary is looking forward to the ribbon cutting for the Merrick Capital Business Park. He plans to attend Meet in the Streets. He reminded everyone about the Visioning Workshop for the Historic Preservation Plan on May 10, 2022. He finds it encouraging the amount of candidates that reached out to him. He said it's been nice to meet with some of the candidates and tell them all the great things going on in Wake Forest and, if elected, how they can help here in Wake Forest.

Mayor Jones complimented the Technology Advisory Board on the STEM project. She attended the Crenshaw Trace Apartments dedication. She thanked the Taft Mills Group for the project and said they'd like to do more in the Town of Wake Forest. She attended the Boys and Girls Club "Youth of the Year" Luncheon and the Wake Forest High School JRTOC Military Ball. She sent a letter to the Secretary of Transportation in support of a runway at RDU Airport. She attended the Inspections Department kick off of Building Safety Month on April 25, 2022 at Gateway Commons Circle. She attended

the 2022 City Vision Conference. She recommended Board members attend the Town and State Dinner on June 1, 2022 at the Raleigh Convention Center.

Town Manager Kip Padgett said they'll have a couple tents setup at Meet in the Streets and asked people to stop by and visit. He encouraged Board members to attend the ribbon cutting at Merrick Capital Business Park.


Town Attorney Hassan Kingsberry spoke about the ability of using electronic notices for their public notices. He said a bill is being amended and presented to the General Assembly. Mr. Kingsberry stated it would save the town money using electronic notices rather than newspaper notice. He said, with the Board's permission, the town would participate in this opportunity with the towns of Apex, Garner, Knightdale, and Cary who use electronic notice for certain public meetings. Mr. Kingsberry stated it would come back before the Board once the General Assembly takes action. He asked the Board for consensus on participation of electronic notices. Mayor Jones asked the Board if they're in agreement on participation of electronic notices. The Board replied, yes.

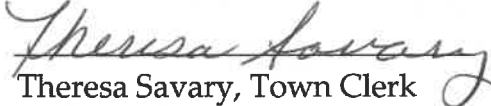
6. Adjournment

With no further business to discuss, Mayor Jones adjourned the meeting at 7:40 p.m.

Duly approved in open session this 21st day, of June 2022.

(ATTEST)


Vivian A. Jones, Mayor


Theresa Savary, Town Clerk

