



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, April 16, 2024**, 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.

Mayor Jones led everyone in the Pledge of Allegiance.

Council Members Present: Mayor Vivian A. Jones, Commissioner Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackleford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Commissioner Members Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Town Manager/CFO Aileen Staples
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Assistant Inspections Director Marvin Weathers

Assistant Stormwater Engineer Nick Nolte
Sustainability Coordinator Jeanette Johnson
Senior Planner Patrick Reidy
Planner II Emma Linn
Police Captain Julius Jefferson
Police Captain Brandon High

1. Approval of Agenda

ACTION:

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

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- March 5, 2024 Work Session
- March 19, 2024 Regular Meeting

ACTION:

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

Seconder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

3. Presentations

3.A. 3.A. Proclamation Recognizing May as "Building Safety Month"

Mayor Jones read the proclamation into the record:

**PROCLAMATION
BUILDING SAFETY MONTH – MAY 2024**

WHEREAS, the Town of Wake Forest, North Carolina is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and;

WHEREAS, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

WHEREAS, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work and play, and;

WHEREAS, these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;

WHEREAS, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, sustainable and affordable buildings that are essential to our prosperity, and;

WHEREAS, "Mission Possible," the theme for Building Safety Month 2024, encourages us all to raise awareness about building safety on a personal, local and global scale, and;

WHEREAS, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, and the Board of Commissioners do hereby proclaim the month of May 2024 as Building Safety Month. Accordingly, I encourage our citizens to join us as we participate in Building Safety Month activities.

Mayor Jones presented the proclamation to Assistant Inspections Director Marvin Weathers.

3.B. Proclamation Recognizing May 2024 as "National Bike Month"

Mayor Jones read the proclamation into the record:

PROCLAMATION

RECOGNIZING MAY AS NATIONAL BIKE MONTH

WHEREAS, the bicycle is a viable and environmentally sound form of transportation and an excellent form of recreation; and

WHEREAS, bicycling is an inexpensive form of travel that can be utilized by all ages; and

WHEREAS, creating bicycle-friendly communities improves health, well-being, and quality of life, to boost community spirit, to improve traffic safety, and to reduce pollution and congestion; and

WHEREAS, the education of bicyclists and motorists as to the proper and safe operation of bicycles is important to ensure the safety and comfort of all road users; and

WHEREAS, bicycling activities and attractions have great potential to have a positive impact on Wake Forest's economy and tourism by making the town an attractive place for businesses and citizens who enjoy the out of doors and healthy lifestyles; and

WHEREAS, the Town of Wake Forest has over fourteen miles of greenway trails that span across the entire Town and provide a safe place for citizens and visitors of all ages to enjoy and explore; and

WHEREAS, May has been declared National Bike Month by the League of American Bicyclists since 1956; and

WHEREAS, Bike to Work Day is always the third Friday in May and the Annual Wake Forest Bicycle Safety Rodeo will take place at Meet in the Street this May; and

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest and the Board of Commissioners on behalf of the Wake Forest Planning Department, hereby proclaim May 2024 as

NATIONAL BIKE MONTH in the Town of Wake Forest. Mayor Jones presented the proclamation to local Vietnam Veterans.

Commissioner Wright presented the proclamation to Planner II Emma Linn.

3.C. Proclamation Recognizing May 1, 2024 as "Global Love Day" in the Town of Wake Forest, NC

Mayor Jones stated the Proclamation Recognizing May 1, 2024 as "Global Love Day" in the Town of Wake Forest would be sent to the requestor:

**PROCLAMATION
RECOGNIZING MAY 1, 2024 AS "GLOBAL LOVE DAY"
IN THE TOWN OF WAKE FOREST, NC**

WHEREAS, GLOBAL LOVE DAY will establish a worldwide focus towards "unconditionally loving each other as we love ourselves."

WHEREAS, We are One Humanity on this planet; All life is interconnected and interdependent; All share in the Universal bond of love;

WHEREAS, Love begins with self-acceptance and forgiveness; with respect and compassion we embrace diversity; Together we make a difference through love;

WHEREAS, The Love Foundation, Inc. invites mankind to declare May 1, 2024, as "GLOBAL LOVE DAY", a day of forgiveness and unconditional love. GLOBAL LOVE DAY will act as a model for all of us to follow, each and every day.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest and the Board of Commissioners, hereby dedicate and proclaim May 1, 2024 as "GLOBAL LOVE DAY" in Wake Forest and invite all citizens to observe this day.

3.D. Proclamation Commemorating the 30th Anniversary of Six Sundays in Spring

Mayor Jones read the proclamation into the record:

**PROCLAMATION
COMMEMORATING THE 30TH ANNIVERSARY OF
SIX SUNDAYS IN SPRING 2024**

WHEREAS, ARTS Wake Forest (AWF) has produced the concert series, "Six Sundays in Spring" annually since 1994; and

WHEREAS, the 30th anniversary series is scheduled to begin at E. Carroll Joyner Park in Wake Forest on April 28, 2024, at 5:00 p.m. and will continue for six Sundays through June 2, 2024; and

WHEREAS, Six Sundays in Spring concerts bring together thousands of people of all ages to enjoy a variety of live music in an outdoor setting; and

WHEREAS, a partnership between ARTS Wake Forest and the Town of Wake Forest makes the series possible;

NOW, THEREFORE, I, Vivian A. Jones, Mayor of Wake Forest, and the Board of Commissioners do hereby proclaim Sunday, April 28, 2024, as "Six Sundays in Spring Day" in the Town of Wake Forest, North Carolina, and call upon all citizens of Wake Forest to support the concert series.

Mayor Jones presented the proclamation to members of the ARTS Wake Forest.

3.E. Proclamation Recognizing May 4, 2024 as "St. Baldrick's Day"

Commissioner Clapsaddle read the proclamation into the record:

**PROCLAMATION
RECOGNIZING ST. BALDRICK'S DAY
MAY 4, 2024**

WHEREAS in 2000, the very first ever St. Baldrick's head-shaving event took place in New York City with 17 people shaving their heads to raise funds for the most promising childhood cancer research. Since becoming an independent charity in 2005, the St. Baldrick's Foundation has granted more than \$342 million to support the best research just for kids, making it the largest private funder of childhood cancer research grants worldwide; and

WHEREAS in 2008, the first St. Baldrick's head-shaving event in Wake Forest was organized by community volunteers and staff at O'Dwoyers Irish Pub. Participants and attendees came together in this unique fundraising event to raise funds for childhood cancer research and to give kids the healthy childhoods they deserve; and

WHEREAS for the 17th consecutive year, this amazing community has continued to organize and support the St. Baldrick's Foundation – raising over \$1.4 MILLION and counting for lifesaving research; and

WHEREAS since 2005 the St. Baldrick's Foundation has awarded more than \$15 million to North Carolina institutions including the University of North Carolina at Chapel Hill and Duke University Medical Center.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of Wake Forest, and the Board of Commissioners do hereby proclaim May 4, 2024 as

"ST. BALDRICK'S DAY"

In the Town of Wake Forest, North Carolina and urge citizens to support the activities planned for this event.

Commissioner Clapsaddle presented the proclamation to Beth Murray.

3.F. Proclamation Recognizing April 22, 2024 as Earth Day in the Town of Wake Forest

Commissioner Cross read the proclamation into the record:

PROCLAMATION

DESIGNATING APRIL 22, 2024 AS EARTH DAY IN THE TOWN OF WAKE FOREST

WHEREAS, April 22, 2024, marks 54 years of worldwide Earth Day celebrations where the first Earth Day in 1970 recognized the importance of every person in preserving our natural resources;

WHEREAS, all life forms on Earth have a right to a healthy, sustainable environment and, as caretakers of the planet, we all have an obligation to change human behaviors that contribute to environmental degradation to preserve the Earth's beauty and natural resources; and

WHEREAS, this obligation extends not only to today's caretakers but also to future generations of environmental caretakers who will inherit the planet from us; and

WHEREAS, Wake Forest is fortunate to have a 561 acres of parks, open space, natural land and trails which enrich the lives of both residents, visitors, and wildlife and provides habitat for various flora and fauna, natural resources, and many diverse recreational opportunities; and

WHEREAS, many local community members, schools, businesses, and environmental organizations are working together to inspire intergenerational participation through local actions and global environmental consciousness; and

WHEREAS, the Town of Wake Forest will continue to advocate for Earth Day and will continue to support and educate about environmental awareness, natural resource conservation, wildlife conservation, sustainable practices, and more related to the wellbeing of our planet.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, and the Board of Commissioners do hereby proclaim April 22, 2024, as Earth Day in the Town of Wake Forest, and I encourage all citizens to become engaged in local and global efforts to help improve and protect our environment for all living beings.

Faith Cross presented the proclamation to Sustainability Coordinator Jeanette Johnson.

3.G. Proclamation Recognizing April 26, 2024 as Arbor Day in the Town of Wake Forest

Commissioner Shackelford read the proclamation into the record:

PROCLAMATION

ARBOR DAY

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 46 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, and the Board of Commissioners do hereby proclaim Friday, April 26, 2024 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.

Commissioner Shackelford presented the proclamation to Sustainability Coordinator Jeanette Johnson.

3.H. Proclamation Recognizing May 5 through 11, 2024 as the "55th Annual Professional Municipal Clerks Week"

Mayor Jones Recognized the Week of May 5-11, 2024 as the 55th Annual Professional Municipal Clerks Week.

PROCLAMATION

RECOGNIZING THE WEEK OF MAY 5 – MAY 11, 2024 AS THE 55th ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and **Whereas,** *Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.*

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Vivian Jones, Mayor of the Town of Wake Forest and the Board of Commissioners, do recognize the week of May 5 through May 11, 2024, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Town Clerk Theresa Savary and Deputy Town Clerk Ella Downtin and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

3.I. Proclamation Recognizing May 2, 2024 as "National Day of Prayer"

Commissioner Sliwinski read the proclamation into the record:

**PROCLAMATION
NATIONAL DAY OF PRAYER
MAY 2, 2024**

WHEREAS, civic prayers and national days of prayer have a long and venerable history in our constitutional republic, dating back to the First Continental Congress in 1775; and

WHEREAS, the Declaration of Independence, our first statement as Americans of national purpose and identity, made the Laws of Nature and Nature's God the foundation of our United States of America and asserted that people have inalienable rights that are God-given; and

WHEREAS, the Supreme Court has affirmed the right of state legislatures to open their sessions with prayer and the Supreme Court and the U. S. Congress themselves begin each day with prayer; and

WHEREAS, in 1988, legislation setting aside the first Thursday of May in each year as a National Day of Prayer was passed unanimously by both Houses of Congress and signed by President Ronald Reagan; and

WHEREAS, the National Day of Prayer is an opportunity for Americans of all faiths to join in united prayer to acknowledge our dependence on God, to give thanks for blessings received, to request healing for wounds endured, and to ask God to guide our leaders and bring wholeness to the United States and her citizens; and

WHEREAS, it is fitting and proper to give thanks to God by observing a day of prayer in the Town of Wake Forest when all may acknowledge our blessings and express gratitude for them while recognizing the need for strengthening religious and moral values in our State and nation; and

NOW, THEREFORE, I, Vivian A. Jones, Mayor of Wake Forest, and the Board of Commissioners do hereby proclaim Thursday, May 2, 2024, as "A DAY OF PRAYER IN WAKE FOREST" and urge all citizens of Wake Forest to observe the day in ways appropriate to its importance and significance.

Commissioner Sliwinski presented the proclamation to Scott Graham and Reverend Ken Steigler.

3.J. Recognizing May 2024 as "Mental Health Month"

Commissioner Sliwinski read the Mental Health Month proclamation into the record:

PROCLAMATION

RECOGNIZING MAY 2023 AS "MENTAL HEALTH MONTH"

WHEREAS, there is a proven connection between good mental health and overall personal health, and mental illnesses affect almost every family in America; and

WHEREAS, people with mental illnesses recover if given the necessary services and support in their communities, and people with mental illnesses make important contributions to our families and our communities; and

WHEREAS, millions of adults and children are disabled by mental illnesses every year only one out of two people with a serious form of mental illness seeks treatment for his or her mental illness; and

WHEREAS, stigma and fear of discrimination keep many who would benefit from mental health services from seeking help, research shows that the most effective way to reduce stigma is through personal contact with someone with a mental illness; and

WHEREAS, good mental health is critical to the well-being of our families, communities, schools, and businesses, greater public awareness about mental illnesses can change negative attitudes and behaviors toward people with mental illnesses;

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, and the Board of Commissioners do hereby proclaim the month of May 2024 as "MENTAL HEALTH MONTH". As the Mayor of the Town of Wake Forest, I also call upon all Town of Wake Forest citizens, government agencies, public and private institutions, businesses, and schools to recommit our community to increasing awareness and understanding of mental illnesses, reducing stigma and discrimination, and promoting appropriate and accessible services for all people with mental illnesses.

4. Public hearings / Public Comment

- 4.A. Public Hearing on a contiguous annexation submitted by property owners Elizabeth Hunt Holding and SW Capital LLC for property associated with the rezoning request RZ-22-07, located at 12621 and 12631 Capital Blvd being Wake County PINs 1831-85-3681 and 1831-85-5861 being approximately 5.54 acres.

Mayor Jones asked if anyone would like to speak. No one came forward to speak.

Mayor Jones declared the public hearing closed.

- 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

Mayor Jones asked if anyone would like to speak. No one came forward to speak.

5. Consent Agenda

(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 Budget Ordinance Amendment # 3 for FY 2023-2024

[Filed in the Clerk's Office as Ordinance 2024-09.]

- 5.B. Approval of resolution authorizing installment purchase agreement (FY 24 Equipment and Vehicles)

[Filed in the Clerk's Office as Resolution 2024-26.]

- 5.C. Approval of resolution authorizing approval of renewal of five year agreement with Cherry Bekaert LLP for audit services

[Filed in the Clerk's Office as Resolution 2024-25.]

- 5.D. Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners Eunice M Rogers Heirs for property associated with the rezoning request RZ-22-09, located at 3133 Burlington Mills Road and 8993 Ligon

Mill Road being Wake County PINs 1749-00-7207 and 1749-00-6732 being approximately 9.55 acres.

[Filed in the Clerk's Office as Resolution 2024-27.]

- 5.E. Approval of CEI Scope for FY22 Bond Project Dunn Creek Greenway Phases 3 and 4

[Filed in the Clerk's Office as Resolution 2024-24.]

- 5.F. Approval of a resolution to formally designate Nick Nolte as the Town of Wake Forest's representative to the Upper Neuse River Basin Association (UNRBA)

[Filed in the Clerk's Office as Resolution 2024-23 .]

- 5.G. Approval of Award of J. B. Flaherty Park Dam Improvement Construction to Morgan Corp.

[Filed in the Clerk's Office as Resolution 2024-22.]

- 5.H. Approval of Appointment to Citizen Advisory Board

[Filed in the Clerk's Office as Resolution 2024-21.]

- 5.I. Approval of a resolution supporting NCDOT's decision to accept new portion of Averette Road Right-of-Way

[Filed in the Clerk's Office as Resolution 2024-20.]

ACTION:

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

Seconder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

6. Legislative Items

No Legislative Items presented.

7. Planning Items

- 7.A. Consideration of a petition requesting contiguous annexation submitted by property owners Elizabeth Hunt Holding and SW Capital LLC for property associated with the rezoning request RZ-22-07, located at 12621 and 12631 Capital Blvd being Wake County PINs 1831-85-3681 and 1831-85-5861 being approximately 5.54 acres.

ACTION:

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

Seconder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

8. Administration and Financial Items

No Administration and Financial Items presented.

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. Wake County Tax Release

Received.

12.C. Commissioner Reports

Commissioner Wright attended FNOW. The STEM Event is scheduled for Saturday, April 27th at Joyner Park Community Center from 10 am to 2 pm.

Commissioner Shackelford attended the Wake Forest Downtown Associations Meeting and FNOW. He also plans to attend the Wake Forest Business & Industry Partnership Meeting.

Commissioner Cross shared that the Forest Fest Event is scheduled for Saturday, April 20th. She attended the one-year anniversary of the Cat Café and mentioned the active developments map on the town's website homepage.

Commissioner Clapsaddle mentioned that Building Safety Month is coming up in May. He congratulated Marvin Weathers and Tim Edwards on their recent promotions as Assistant Inspections Directors. He recognized staff in the Organizational Performance Department (Lisa Hayes, Andrew Brown, Kiel Ortiz, and Katrina Motta) for their outreach to the community. He also credited Wake Forest Pride for their work cleaning up Ailey Mae Young Park and asked that folks support the WFFD on their Fish Fry. He recognized National Public Safety Telecommunications Week, praised staff for their work on the budget process, and recognized the Town Clerk's Office for Professional Municipal Clerk's Week. He shared that the Memorial Flag Raising Ceremony will be held on Monday, May 6th at 11 am.

Commissioner Sliwinski mentioned that the 2024 Wake Forest Spring Smash Pickleball Tourney is scheduled from Friday, May 3rd to Sunday, May 5th. The Meet in the Street Event is scheduled on Saturday, May 4th from 10 am to 4 pm in Downtown Wake Forest. He also shared that there will be a writing contest in conjunction with Juneteenth, and the submission dates are from May 6th until May 26th and is for teens aged 12 and up.

Mayor Jones attended a Zoom meeting with the Central Pines Regional Council about the AARP Age-Friendly Community Program. She met with the Wake Forest Kiwanis Club and two officers were sworn into the Police Department this week. She attended the opening day of the Dream League Baseball, had coffee with the veterans, attended a pancake breakfast at the American Legion, and also attended the Drifters Show at the Renaissance Centre, and FNOW.

Town Manager Padgett had no report.

12.D. Closed Session: 143-318.11(3) Consultation with the Town Attorney

ACTION:

Mover: Commissioner Wright moved to go into closed session at 6:39 p.m.

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

The Board reconvened to open session at 6:56 p.m.

13. Adjournment

ACTION:

Mover: Commissioner Wright moved to adjourn at 6.56 p.m.

Second: Commissioner Shackelford.


Wake Forest Board of Commissioners

Tuesday, April 16, 2024

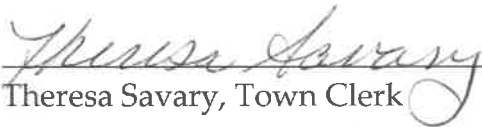
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Vote: Motion carried 5-0.

Duly approved in open session this 21st day of May 2024.


Vivian A. Jones, Mayor

(ATTEST)


Theresa Savary, Town Clerk

