



## Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, August 6, 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.

**Commissioners Present:** Mayor Vivian A. Jones, Commissioner Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

**Commissioners 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 Planning Director Jennifer Currin  
Senior Planner Michelle Michael  
Long Range Planning Manager Brad West  
Planner II Emma Linn  
Planner I Paige Regna  
Historic Preservation Intern Miracle Johnson

Planning Intern Catherine Newhouse  
Inspections Director JJ Carr  
Assistant Inspections Director Tim Edwards  
Public Facilities Director Mickey Rochelle  
Public Facilities Specialist Steven Carpenter  
Engineering Director Tim Watson  
Fire Chief Ron Early  
Fire Captain Ian Moffatte  
Police Chief Jeff Leonard  
Police Captain Brandon High  
Police Captain Julius Jefferson

## 1. Presentations

- 1.1. Presentation of an Ordinance Amending the Code of Ordinances Chapter 8, Article I, Section 8-1 – Fire Limits

Assistant Inspections Director Tim Edwards gave a presentation on updates to the Code of Ordinance, Chapter 8, Article 1, Section 8-1.

Commissioner Cross inquired about the impact on the businesses located on the left-hand side of N. White St. Mr. Edwards stated that it would likely have a positive impact. He explained that the current businesses in that area would have to meet the primary district requirements for any additions or renovations, which would contribute to non-combustible construction and overall improvement for the area.

The approval of this item will be brought before the Board at the August 20, 2024, Board of Commissioners Meeting.

## 1.2. Historic Preservation Internship Presentations

Historic Preservation Intern Miracle Johnson shared her internship experience by providing a presentation on the Northeast Community: Community, Culture, and People.

Planning Intern Catherine Newhouse gave a presentation on the History of the Wake Forest Police Department.

## 1.3. Review of a Design Build Contract (AIA Document 141) for Fire Station 6

Public Facilities Director Mickey Rochelle gave a presentation on the Design Build Contract for Fire Station 6.

Mayor Jones asked about the expected completion time for the building. Mr. Rochelle responded that the projection targets the end of 2026.

Commissioner Clapsaddle inquired whether the 2026 projected date aligns with personnel hiring, training, staffing, equipment, and material acquisition. Mr. Rochelle confirmed that it does.

The approval of this item will be brought before the Board at the August 20, 2024, Board of Commissioners Meeting.

## 1.4 Wake Forest Mobility Hub Project Update Presentation

Planner II Emma Linn introduced Brennon Fuqua from NCDOT Integrated Mobility Division.

Mr. Fuqua gave a presentation on the S-Line Mobility Hubs.

Mayor Jones inquired about the inclusion of parking facilities in the mobility hub. Mr. Fuqua emphasized the importance of parking, acknowledging that most people would have parking needs. He mentioned that they are collaborating with the local community to understand the specific parking requirements. Mayor Jones expressed her excitement about the proposed location for the mobility hub but raised concerns about insufficient parking. She suggested exploring potential partnerships with NCDOT.

#### 1.4. Presentation of Advisory Board Ordinance Amendment

Assistant Town Manager Candace Davis presented a proposal to amend the following advisory board ordinances.

1. Parks, Recreation & Cultural Resources
2. Technology Advisory Board
3. Urban Forestry Board
4. Human Relations Council
5. Public Arts Commission

The proposed amendments aim to change the current ordinance language for youth representative membership. The existing requirement is that all youth members must be high school students enrolled in grades 11 or 12, and residents of the town. The recommended change is to make it so that all youth members must be high school students enrolled in grades 9 through 12, and residents of the town.

The Board reached a consensus to proceed with the recommended change.

Ms. Davis confirmed that staff would proceed with the text amendments to the advisory board ordinances.

The approval of this item will be brought before the Board at the August 20, 2024, Board of Commissioners Meeting.

## **2. Discussion of Monthly Financial Report**

### **2.1 Monthly Financial Report**

Assistant Town Manager Aileen Staples provided a financial update on the following items:

- June 30 – Preliminary Results
- Bond Sale Date – October 1, 2024
- Two-thirds Bonds
- NC Cooperative Liquid Assets Securities System (NC CLASS)

## **3. Review of Draft Agenda for Upcoming Regular Meeting**

### **3.1 Review of Draft Agenda for Upcoming Regular Meeting**

The draft agenda was reviewed.

Town Manager Padgett confirmed that the advisory board ordinance amendments would be added to the August 20, 2024 agenda.

## **4. Other Business**

- ### **4.1 Consideration of approval of Resolution Making Certain Findings and Determinations and Ratifying the Filing of an Application with the Local Government Commission for the Proposed Issuance of Parks and Recreation Bonds**

#### **ACTION:**

**Mover:** Commissioner Wright moved to approve the Resolution Making Certain Findings and Determinations and Ratifying the Filing of an Application with the Local Government Commission for the Proposed Issuance of Parks and Recreation Bonds

**Seconder:** Commissioner Sliwinski.

**Vote:** Motion carried 5-0.

## 5. Commissioner Reports

Commissioner Sliwinski attended the Parks, Recreation and Cultural Resources Employee Appreciation Luncheon. At that luncheon, Aidan Romans-Murray and Grayson Pridgen were recognized as the part-time and full-time "Employees of the Year" for the Parks and Recreation Department. Additionally, Commissioner Sliwinski urged everyone to stay safe and use extra caution due to the potential weather conditions.

Commissioner Clapsaddle thanked Michelle Michael for the work she does and for guiding interns Elise Newhouse and Miracle Johnson. He wished both Elise and Miracle the best of luck in their future endeavors.

Commissioner Cross attended the Purple Heart Banquet and will tour the Boys & Girls Club on Friday, August 9, 2024.

Commissioner Shackelford attended a conference through the North Carolina League of Municipalities.

Commissioner Wright had no report.

Mayor Jones commended Commissioner Sliwinski and Drew Brown for their work on the Mental Wellness Program video. She attended the Invest-Raleigh Durham Conference and the Purple Heart Banquet, visited the Wake Forest Historic Museum, and found the "We Built This" exhibit very interesting. Additionally, she went to a birthday party at Hillside Nursing Home, attended the Regional Transportation Alliance Summer Conference, and mentioned that CAMPO is developing a blueprint for a safety plan. Mayor Jones requested that staff reach out to CAMPO and schedule a time for them to come and talk to the Board between now and November 2024. Furthermore, she attended an Apprenticeship Program Event at Superior Tools.

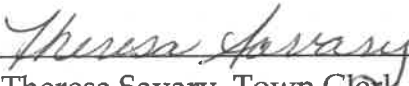
Town Manager Padgett commented that staff are busy preparing for the upcoming Tropical Storm Debby.

**6. Adjournment**


The Board of Commissioners adjourned the meeting at 7:17 p.m.

Duly approved in open session this 17<sup>th</sup> day of September 2024.

(ATTEST)

  
Theresa Savary, Town Clerk



  
Vivian A. Jones, Mayor