



## Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, February 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 Planning Director/CFO Aileen Staples  
Town Attorney Hassan Kingsberry  
Town Clerk Theresa Savary  
Planning Director Courtney Tanner  
Long Range Planning Manager Brad West  
Parks, Recreation & Cultural Resources Director Ruben Wall  
Organization Performance Director Lisa Hayes

Public Works Director Tim Bailey  
Chief Information Officer Adam Oates  
Communications & Public Affairs Director Bill Crabtree  
Budget & Performance Analyst Ben Blevins  
Finance Director Samantha Sanchez  
CIP Manager Steve Meyers  
Interim Assistant Engineering Director Chris Glass  
Captain Brandon High  
Captain Julius Jefferson

## **1. Presentations**

1.1 Discussion of FY 2024-2029 Capital Improvements Plan

Budget & Performance Analyst Ben Blevins provided a brief overview of the FY2024-2029 Capital Improvement Plan for FY 2024-2029.

Commissioner Cross inquired about the \$250,000 per year for the downtown parking deck. Ms. Staples explained that it was allocated as a placeholder for any work that needs to be done towards the development agreement, and to move forward.

Commissioner Cross asked about the reliability of electric vehicles and whether they are the best choice for the town. Assistant Town Manager Allison Snyder stated that they intend to research the costs of both electric and gas vehicles and then decide whether to move forward with their fleet as a whole moving towards electric or continue to use gas. Ms. Snyder mentioned that they plan to start exploring electric vehicles by trying just one vehicle to walk down the renewable energy path.

Commissioner Clapsaddle asked if staff would be collecting data to compare labor and cost rates on electric vehicles. Ms. Snyder replied yes, they collect data on all town vehicles. She said this is an exploration to see if it would be feasible and the direction that the town would want to go.

Commissioner Cross asked if the town could collect data from other towns regarding electric vehicles instead of purchasing one. Assistant Town Manager Allison Snyder said they could if that's the avenue the Board would like them to go.

Commissioner Cross inquired about the possibility of using a crack sealer to maintain the roads, which could help reduce the need for frequent maintenance. She asked Public Works Director Tim Bailey if it would be beneficial to implement such a program, considering the large number of roads that need to be maintained. Mr. Bailey mentioned that they have already requested for this to be done in-house instead of contracting it out. He further informed that a major resurfacing project is underway this year, and hopefully the same will be done next year. This will help the staff to define a maintenance program by acquiring the crack sealer. Commissioner Cross asked whether it would be better to expedite the process rather than delay it for another year. Mr. Bailey suggested that it would be wise to put it off for another year until they complete some of the resurfacing work, as they don't want to seal the cracks on roads that they plan to replace. However, this program will help them maintain the town's roads in the future.

Commissioner Cross asked about the repairs needed for the low areas in the outfield of Forest Field. She inquired whether it was preventing the town's residents from being

able to practice and have games regularly. Parks, Recreation & Cultural Resources Director Ruben Wall replied that they do have an issue with Forest Field being in a low-lying area and staff are constantly trying to keep water off that field. He suggested putting some measures in place to reduce maintenance. Ms. Cross indicated that considering the increasing number of people joining Parks & Recreation, should the maintenance of the field be done sooner. Mr. Wall replied that they are open to moving up the maintenance of the field.

Commissioner Cross asked about the two-year projection of renovations being done to the restrooms. Mr. Wall stated that it's a bond project and Town Manager Padgett stated it lines up with their debt model.

Commissioner Cross inquired about the criteria for replacing town vehicles. In response, Mr. Blevins explained that the decision usually depends on the condition and mileage of the vehicles. He further added that they follow certain parameters to determine which vehicles need immediate attention and which ones can be pushed out for a later date.

Commissioner Cross asked for information about the Tryon Greenway Bridge. Assistant Town Manager Allison Snyder explained that the developer proposed to construct the bridge using timber, which had previously been used for another bridge (Sanford Greenway Boardwalk) that now needs to be replaced. To address the issue, the town is asking to partner with the developer to upgrade the bridge with reinforced plastic/concrete material, and the town would share the cost difference. Commissioner Cross asked if the issue is significant enough to be addressed this coming year. Ms. Snyder confirmed that is correct.

Mayor Jones asked if the Board had any other questions. No questions were heard.

#### 1.2. Presentation of results of revaluation of assessed property for Wake Forest

Assistant Town Manager/CFO Aileen Staples introduced Wake County Deputy Tax Administrator Nicole Kreiser.

Ms. Kreiser provided an overview and results of the 2024 revaluation.

Mayor Jones asked if the Board had any questions. No questions were heard.

#### 1.3 NCDOT Project updates

CIP Manager Steve Meyer provided the NCDOT Project Updates.

Commissioner Sliwinski expressed concern over the delay of some of the mentioned projects and requested an update on the anticipated dates. He inquired whether the team was confident that the expected dates would hold or if there could be further delays. Mr. Meyer stated that he hadn't heard anything about future delays. Ms. Snyder mentioned that staff meets with NCDOT every quarter, and they usually receive updates on the project delays during those meetings. She assured the Board that they would be informed of any updates as soon as they received them.

Mayor Jones said it would be interesting to know the original date for the Rogers Road Project and the original date for the Synchronization Project. Mr. Meyer said originally the date for the Rogers Road Project was anticipated to start FY 2022-2023 and he did not have the original dates for the Synchronization Project.

Mayor Jones asked if the Board had any other questions. No questions were heard.

## **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. Strategic Plan Quarterly Tracker

Received.

### 4.2. CIP Project Tracker

Received.

### 4.3. Consideration of Contract for Flaherty Park Field #2 Upgrades

Parks Recreation & Cultural Resources Director Ruben Wall reviewed the contract for Flaherty Park Field #2 Upgrades.

Commissioner Cross asked if the bid was in line for this type of work. Mr. Wall replied, yes.

**ACTION:**

Mover: Commissioner Sliwinski moved to approve the contract for Flaherty Park Field #2 Upgrades.

Secunder: Commissioner Wright.

Vote: Motion carried 5-0.

4.4. Presentation of a Resolution to Support Development of the S-Line Rail Corridor and to Provide Local Funding to Match a Federal Grant Opportunity for Mobility Hub Design and Project Development Activities

Long Range Planning Manager Brad West provided a brief overview of the resolution to support the development of the S-Line Rail Corridor.

Commissioner Clapsaddle asked about the timeline. Mr. West replied that the funds would have to be fully obligated by September 20, 2028.

This item will come before the Board of Commissioners for action at its February 20, 2024, meeting.

4.5. Closed Session: N.C.G.S. § 143.318.11(a)(5)

**ACTION:**

Mover: Commissioner Wright moved to go into closed session for N.C.G.S. § 143.318.11(a)(5) at 7:20 p.m.

Secunder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

The Board reconvened to open session at 7:30 p.m.

**ACTION:**

Mover: Commissioner Wright moved to approve the acquisition of a permanent storm drainage easement and temporary construction easement at 1000 Greenway Village Circle for the South Franklin Street Widening Project.

Secunder: Commissioner Sliwinski.

Vote: Motion carried 5-0.

**ACTION:**

Mover: Commissioner Wright moved to approve the acquisition of a permanent wall easement and temporary construction easement at 1524 Heritage Garden Street for the South Franklin Street Widening Project.

Seconder: Commissioner Shackelford.

Vote: Motion carried 5-0.

## **5. Commissioner Reports**

During the last CAMPO Meeting, Mayor Jones said they had voted unanimously to request NCDOT and the Toll Authority to conduct a study on constructing Capital Blvd. as a freeway with toll funding. Mayor Jones, Julie White, and Jason Orthner with NCDOT met with a multi-modal group to update them about the S-Line. They're expecting the first groundbreaking event for the infrastructure from Raleigh to Wake Forest to happen soon. Mayor Jones attended the Endeavor Charter School and met with the 3<sup>rd</sup> graders. She attended the Regional Transportation Alliance Annual Meeting, the Heritage High School Mid-Year Graduation, and the Triangle Community Coalition Annual Meeting.

Commissioner Sliwinski thanked town staff for their hard work, and Mayor Jones concurred. He asked that folks submit their nominees for Black History Month.

Commissioner Clapsaddle expressed his gratitude towards the town staff. He attended the Martin Luther King Celebration and the Human Relations Council Meeting.

Commissioner Cross attended the Downtown Business Owners Luncheon, the ribbon cutting at Wayback Burgers, and the Urban Forestry Board Meeting. She also echoed Commissioner Sliwinski's appreciation towards the town staff.

Commissioner Shackelford thanked Commissioner Sliwinski and Commissioner Cross for their statements regarding the town staff. He expressed his gratitude towards the Planning Department, Bill Crabtree, and his team for how they handled things. He also shared that attending the police officer's retirement party is one of his favorite events as the officers can relax and enjoy each other's company.

Commissioner Wright supported everything Commissioner Sliwinski and Commissioner Cross said about the town staff. He attended the Technology Advisory Board and suggested the Board consider amending the meeting policy to allow for remote meetings of Advisory Boards.

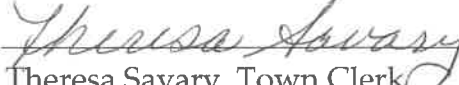
Mayor Jones expressed her full support for the town's staff, while Town Manager Padgett thanked the Board for their continuous support of the staff.

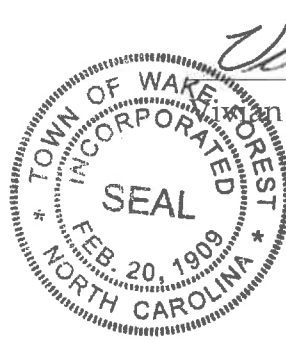
**6. Adjournment**


The Board of Commissioners adjourned the meeting at 7:32 p.m.

Duly approved in open session this 19<sup>th</sup> day of March 2024.

(ATTEST)

  
Theresa Savary, Town Clerk



  
Tim A. Jones, Mayor