**Wake Forest Board of Commissioners**
**Meeting Agenda**
**June 17, 2025 – at 6:00 PM**
**All items listed are for discussion and possible action.**

## Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator Mickey Rochelle at 919-435-9455 or Town Clerk Evelyn Wright at 919-435-9432 as soon as possible, but no later than 48 hours before the scheduled event.

## Cable & Online Broadcast of Board of Commissioners Meetings

All Board of Commissioners meetings are broadcast live on WFTV 10 beginning at 6 p.m. Meetings are also aired online on the Public Meetings Portal on the Town of Wake Forest website. Archived meeting videos are also provided and available for one year after the original air date.

## Meeting Agendas

The Board of Commissioners meeting agenda is available to be viewed and downloaded by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Deputy Town Clerk's office at 919-435-9432. Citizens may also receive a copy of each month's agenda via email by enrolling in the free E-Notifier subscription service.

## Public Hearings

When an agenda item is denoted as a Public Hearing, persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given three minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed three minutes each to express his/her comments, ideas, concerns, expressions, and desires. Only comments on a Public Hearing will be allowed during this time.

## Public Comment

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the Town website.Then, during the Public Comment portion of the meeting, Mayor Jones will recognize you and invite you to the podium at which time you will have three minutes to speak. Thank you for your cooperation.

## Call to Order

## Pledge of Allegiance

## 1. Approval of Agenda

## 2. Approval of Minutes

2.A Draft May 6, 2025 BOC Work Session Minutes Draft May 20, 2025 BOC Regular Meeting Minutes
Final DRAFTBOCMinutes_MAY202520.pdf
Final DRAFTBOCWSMinutes_May62025.pdf

## 3. Presentations

3.A Resolution recognizing Reginald A. Forte, Sr. on his retirement from the Town of Wake Forest

3.B Sculpture Replacement at the Center for Active Aging
CAA SCulpture to BOC.docx

## 4. Public hearings / Public Comment

4.A 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 comments to 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff and other speakers.

## 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 a resolution authorizing the Town Manager to execute on behalf of the Town of Wake Forest a contract with Engineered Construction to remodel the Town Hall Annex (formerly CID Building) Renovation Project for $588,900.00.
Summary.docx
Attachment_A_Town_Hall_Annex_Remodel_Resolution.docx
Attachment B Engineered Construction Submittal.pdf
Attachment C Full Bid Tab.pdf

5.B Approval of resolution authorizing Wake County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2025-2026 for the Town of Wake Forest
Wake County Rev Collection_summary.pdf
Resolution 2025-xx authorizing wake co tax admin to levy and collect taxes 2025-2026.docx

5.C Approval of resolution authorizing Franklin County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2025-2026 for the Town of Wake Forest
Frankin County Rev Collection_summary.pdf
Resolution 2025-xx authorizing franklin co tax admin to levy and collect taxes 2025-2026.docx

5.D Approval of Budget Ordinance Amendment # 3 for fiscal year 2024-2025
Final Budget Ordinance Amendment_summary.pdf

5.E Approval of Stormwater Capital Reserve Fund
Stormwater Capital Reserve Fund_summary.pdf
2025 - xx Stormwater Capital Reserve Fund (650).docx

5.F Resolution to accept streets into the Town of Wake Forest street system for maintenance.
Attachment_A_summary_06.2025_Accept_Streets.docx
Attachment_B_Resolution_ Accept_Streets.docx
Attachment_C_Powell_Bill_2025.pdf

5.G Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by the property owners Wait Ave 98 LLC, located at 0 Wait Avenue being Wake County PIN 1850-08-1417 being approximately 2.58 acres.
06172025 Agenda Summary.pdf
Attachment A Legal Description AN-25-03.pdf
Attachment B Annexation Map AN-25-03.pdf
Attachment C Contiguous Annexation Petition AN-25-03.pdf
CERTIFICATE OF SUFFICIENCY .docx
DRAFT PUBLIC HEARING RESOLUTION.docx

## 6. Legislative Items

## 7. Planning Items

## 8. Administration and Financial Items

8.A Consideration of approval of FY 2025-2026 Budget Ordinance
FY 2025-2026 Budget Ordinance approval_summary.pdf
2025-xx budget ordinance 2025-2026.docx
2025-2026 Pay Plan - Effective 07.01.25.pdf
Fee Schedule_Final Submitted FY26.pdf
Other Fee Amendments_FY 2526.pdf

## 9. Public Services Items

## 10. Parks and Recreation Items

## 11. Public Safety Items

## 12. Other Business

12.A CIP Project Quarterly Update (Q3)
CIP Project Tracker Q3_FY2024-2025 (updated).pdf

12.B Department Monthly Reports
May 2025 Monthly Report Draft (5).pdf

12.C Commissioner Reports

12.D Closed Session: NCGS 143-318.11(a)(6) Personnel

## 13. Adjournment