Wake Forest Board of Commissioners
Meeting Agenda
April 16, 2024 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 ADA Coordinator Mickey Rochelle at 919-435-9455 or Town Clerk Terry Savary at 919-435-9432 as soon as possible, but no less than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

All Board of Commissioners (BOC) meetings are broadcast live on WFTV 10 beginning at 6 p.m. Meetings are also streamed 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 BOC 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 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 BOC regarding the item under consideration.Anyone wishing to address the BOC concerning a public hearing item should complete and submit the BOC Public Comment Form on the Town website. 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. A designated speaker for a group will be allowed 10 minutes to speak. Only comments on a Public Hearing will be allowed during this time.

Public Comment

During the Public Comment period, anyone wishing to address the BOC concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the BOC 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. March 5, 2024 Work Session
March 19, 2024 Regular Meeting
DraftBOCWSMinutesMar202405.pdf
DraftBOCMinutesMar202419.pdf

3.Presentations

3.A. Proclamation Recognizing May as "Building Safety Month"
ProclamationBuildingSafetyMonthApril202416.pdf

3.B. Proclamation Recognizing May 2024 as "National Bike Month"
ProclamationRecognizingMayAsBikeMonthApr041624.pdf

3.C. Proclamation Recognizing May 1, 2024 as "Global Love Day" in the Town of Wake Forest, NC
ProclamationGlobalLoveDayApril202416.pdf

3.D. Proclamation Commemorating the 30th Anniversary of Six Sundays in Spring
ProclamationCommemorating30thAnniversarySixSundaysInSpringApril202416.pdf

3.E. Proclamation Recognizing May 4, 2024 as "St. Baldrick's Day"
ProclamationRecognizingSt.Baldrick'sDayApril202416.pdf

3.F. Proclamation Recognizing April 22, 2024 as Earth Day in the Town of Wake Forest
ProclamationEarthDayApril202416.pdf

3.G. Proclamation Recognizing April 26, 2024 as Arbor Day in the Town of Wake Forest
ProclamationArborDayApr202416.pdf

3.H. Proclamation Recognizing May 5 through 11, 2024 as the "55th Annual Professional Municipal Clerks Week"
Proclamation_MunicipalClerksWeekApril202416.pdf

3.I. Proclamation Recognizing May 2, 2024 as "National Day of Prayer"
Proclamation2024NationalDayOfPrayerApr202416.pdf

3.J. Proclamation Recognizing May 2024 as "Mental Health Month"
ProclamationMentalHealthMonthApr202416.pdf

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.
041624 BOC Agenda Summary AN-22-05.pdf
Attachment A Legal Descriptions.pdf
Attachment B Annexation Exhibit.pdf
Attachment C Contiguous Annexation Petitions.pdf
DRAFT ORDINANCE AN-22-05.docx

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 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 Budget Ordinance Amendment # 3 for FY 2023-2024
Budget Ordinance Amendment_summary.pdf
Budget Ordinance Amendment #3 FY 2023-2024.pdf

5.B. Approval of resolution authorizing installment purchase agreement (FY 24 Equipment and Vehicles)
Equipment and vehicles IPA resolution_summary.pdf

Analysis of proprosals_results_4.2.2024.pdf
JPM - Town of Wake Forest - Installment Purchase Financing.pdf
Vehicles and Equipment RFP_FY 2023-2024.pdf
Resolution 2024 -xx JP Morgan IPA.doc

5.C. Approval of resolution authorizing approval of renewal of five year agreement with Cherry Bekaert LLP for audit services
Audit services contract _summary.pdf
Resolution 2024-xx five year extension Cherry Baekert_audit services.docx
Town of Wake Forest 6-30-24 Audit Eng Ltr - EL01.pdf

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.
041624 BOC Agenda Summary AN-24-01.pdf
Attachment A Legal Descriptions.pdf
Attachment B Annexation Exhibit.pdf
Attachment C Contiguous Annexation Petitions.pdf
CERTIFICATE OF SUFFICIENCY .docx
DRAFT PUBLIC HEARING RESOLUTION.docx

5.E. Approval of CEI Scope for FY22 Bond Project Dunn Creek Greenway Phases 3 and 4
Agenda Summary_04162024.pdf
Attachment A_Resolution_CEI Services Dunn Creek Phases 3 and 4.docx
Attachment B_Proposed CEI Scope and Fee.pdf

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)
Agenda Summary_04162024.pdf
Attachment A_Resolution-UNRBA_Representation.docx

5.G. Approval of Award of J. B. Flaherty Park Dam Improvement Construction to Morgan Corp.
Agenda Summary_04022024.pdf
Attachment_A_2024-xx_Resolution (5).docx
Attachment B_Bid # 0005-2023 - Morgan Corp..pdf
Attachment C_Bid Tab - Bid 0005-2023.pdf

5.H. Approval of Appointment to Citizen Advisory Board
Resolution2024-XX TAB Youth Member.docx

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

Attachment_A_BOC_Summary.pdf
Attachment_B_ Resolution_Averette_Rd_Support.docx
Attachment_C_Resolution2024-06.pdf
Attachment_D_Exhibit Averette.pdf

6.Legislative Item

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.

8.Administration and Financial Items

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A. Department Monthly Report
March 2024 Monthly Report.pdf

12.B. Wake County Tax Release
WF-TAX-REPORT-APRIL-2024-BOC-MTG.pdf

12.C. Commissioner Reports

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

13.Adjournment