Wake Forest Board of Commissioners
Meeting Agenda
May 20, 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 April 1, 2025 BOC Work Session Minutes April 15, 2025 BOC Regular Meeting Minutes
DRAFTBOCWSMinutes_Apr20251 FINAL.pdf
DRAFTBOCMinutes_APR202515 FINAL (use).pdf

3. Presentations

3.A Resolution Recognizing Sergeant Larry Neal Collie on his Retirement
Collie Summary appreciation of services.docx
Collie Resolution of Appreciation for Services.docx

3.B Proclamation Recognizing Tourette Syndrome Awareness Day
Proclamation Recognizing Tourette Syndrome Awareness Day 2025.pdf

3.C Proclamation Recognizing Older Americans Month
Proclamation 2025 May Older Americans Month.pdf

3.D Proclamation Recognizing May as Mental Health Month
ProclamationMentalHealthMonthMay2025.pdf

4. Public hearings / Public Comment

4.A Public Hearing to receive public comment on the proposed FY 2025-2026 Budget
Public Hearing on Proposed Budget_Summary.pdf

4.B Evidentiary Hearing on QUASI-JUDICIAL CASE SUP-24-02, Wake Forest Fire Station #6, a Special Use Permit application filed by Chief Ron Early on behalf of Town of Wake Forest, for the establishment of a Public Safety Station and Training Facility on 4.48Â± acres located at 1621 and 1701 Wait Ave, being Wake County Tax PINs 1850578617 and 1850670578.
Staff Report SUP-24-02.pdf
Exhibit 1 - Neighborhood Meeting Information.pdf
Exhibit 2 - Application.pdf
Exhibit 3 - Maps.pdf
Exhibit 4 - Annotated Oblique Aerial Photograph.pdf
Exhibit 5 - Proposed Wake Forest Fire Station SUP Master Plan.pdf
Exhibit 6 -Wake Forest Fire Station #6 Traffic Memorandum.pdf
Exhibit 7 - Travel 4 minutes from Station Analysis Results.pdf
Exhibit 8 - Travel 6 minutes from Station Analysis Results.pdf
Exhibit 9 - Appraiser Impact Study.pdf
Exhibit 10 - UDO Section 9-4.pdf

Exhibit 11 - UDO Section 15-10.pdf

4.C 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 # 2 - FY 2024-2025
Budget Ordinance Amendment_summary.pdf
Budget Ordinance Amendment # 2 FY 2024 - 2025.pdf

5.B Resolution to support NCDOT Abandonment of the old alignment of Rogers Branch Rd and assume maintenance, into the Town of Wake Forest Street System for Maintenance.
Attachment_A _Summary_2025_Old Rogers Branch.docx
Attachment_B_Resolution_2025.05_Old Rogers Branch.docx
Attachment_C_Contract Exhibit.pdf
Attachment_D_Proposed Addition.pdf

5.C Approval of a Resolution to surplus the badge and service weapon carried by Sergeant Larry Neal Collie
Collie Summary badge and weapon surplus.docx
Collie Resolution Badge and Weapon.docx

5.D Approval of a contract to remodel the Town Hall Third Floor to add additional meeting rooms and work stations for $803,500.00
Summary Third Floor Remodel.pdf
Attachment A Third Floor Remodel Resolution.docx
Attachment B Berry Building Group Submittal.pdf
Attachment C Full Third Floor Bid Tab.pdf

6. Legislative Items

7. Planning Items

7.A Consideration of QUASI-JUDICIAL CASE SUP-24-02, Wake Forest Fire Station #6, a Special Use Permit application filed by Chief Ron Early on behalf

of Town of Wake Forest, for the establishment of a Public Safety Station and Training Facility on 4.48Â± acres located at 1621 and 1701 Wait Ave, being Wake County Tax PINs 1850578617 and 1850670578.

8. Administration and Financial Items

8.A Consideration of approval of Resolution Authorizing an Internal Loan from the General Fund to Wake Forest Power for the purchase of Generation Systems
GF to EF Internal Loan Resolution_Summary.pdf
Resolution2023-83PurchaseOfGenerationSystemsFromPowerSecure_Dec202319.pdf
Purchase Order 2024-441_Generators.pdf
resolution 2025-xx electric fund loan_generators.docx

9. Public Services Items

10. Parks and Recreation Items

10.A Consideration to Authorize Contract for Flaherty Park Tennis Construction Management
Summary Sheet - Consideration of Contract for Flaherty Park Tennis Courts Construction.pdf
Resolution for BOC - Contract for Flaherty Tennis Courts Construction.pdf

11. Public Safety Items

12. Other Business

12.A Department Monthly Reports
April 2025 Monthly Report Draft.pdf

13. Adjournment