Wake Forest Board of Commissioners
Meeting Agenda
December 19, 2023 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. November 9, 2023 Work Session
November 21, 2023 Regular Meeting
DraftBOCWSMinutesNov202309.pdf
DraftBOCMinutesNov202321.pdf

3.Presentations

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 to schedule the public hearing and certify the sufficiency for a petition requesting annexation submitted by Marion Jordan C/O Edward and Louise Smith for property associated with the rezoning request RZ-23-07, located at 200 Stephen Taylor Road, being Franklin County PINs 1842-82-6404 (parent PIN) and

1842-82-7362 (secondary PIN) being approximately 1.008 acres
121923 BOC Agenda Summary AN-23-04.pdf
Attachment A Legal Description AN-23-04.pdf
Attachment B Annexation Map AN-23-04.pdf
Attachment C Contiguous Annexation Petition AN-23-04.pdf
Attachment D Agent Authorization Form AN-23-04.pdf
CERTIFICATE OF SUFFICIENCY .docx
DRAFT PUBLIC HEARING RESOLUTION.docx

5.B. Approval of the 2024 Board of Commissioners Meeting Schedule
Resolution2023-75,
2024TOWFBoardOfCommissionersMeetingSchedule_Dec202319.pdf

5.C. Approval of Budget Ordinance Amendment # 1 - FY 2023 - 2024
Budget Ordinance Amendment_summary.pdf
Budget Ordinance Amendment # 1 FY 2023-2024.pdf

5.D. Approval of the Town of Wake Forest Affordable Housing Land Disposition Program Policy
2023-316 Agenda Item Summary
Exhibit A: Wake Forest Land Disposition Program Report
Attachment 1: Appendix 1 - Town of Apex Affordable Housing Incentive Zoning Policy
Attachment 2: Appendix 2 - Wake County Land Disposition Policy
Attachment 3: Appendix 3 - Town of Wake Forest Land Disposition Request for Proposal Template
2023-316 Resolution.docx

5.E. Approval of resolution updating the Internal Control Policy
Internal Control Policy update _summary.pdf
Internal Control Policy - TOWF_ update December 2023.pdf
resolution 2023 - Internal Control Policy update.docx

6.Legislative Items

6.A. Second Vote to Consider the Stormwater Utility Fee
Agenda Summary_121923.pdf
Attachment A_Ordinance.docx
Exhibit 1_Chapter 14_Article IV_V.docx

7.Planning Items

8.Administration and Financial Items

8.A. Consideration of a Resolution to approve the Transportation Impact Fee Study scope of work and fee and allow the Town Manager to enter into a contract with Benesch.
Agenda Item Summary_Transporation Impact Fee Update_ContractApproval.docx
Benesch - Submittal for Town of Wake Forest Transportation Impact Fee Study_revisedschedule.pdf
2023-xxx_Resolution.docx

8.B. Consideration of purchase of generation systems from Power Secure, Inc.
Generator Purchase _summary.pdf
Generator Replacement Cost Breakdown.pdf
Resolution 2023-xx Generator Replacement Purchase.docx
PRP 2023.12.07 Town of Wake Forest RFP#003-2023 Revised Signed RT.pdf

8.C. Consideration of Mutual Aid Agreement for the Town of Garner and Wake Forest
MUTUAL AID AGREEMENT FOR GARNER AND WAKE FOREST.docx

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A. Department Monthly Report
November 2023 Monthly Report Draft.pdf

12.B. Wake County Tax Release
WF-TXREP-DEC-2023-BOC-MTG.pdf

12.C. Commissioner Reports

12.D. Resolutions of Appreciation for Outgoing Commissioners
Resolution2023-76_AppreciationOfServicesForChadSary_Dec202319.pdf
Resolution2023-77_AppreciationOfServicesForJamesDyer_Dec202319.pdf

12.E. Oaths of Office for Commissioners-elect
Summary_Oaths of Office for Candidates Elect_Dec202319.pdf
OathOfOffice_CommissionerWright_Dec202319.pdf
OathOfOffice_CommissionerCross_Dec202319.pdf
OathOfOffice_CommissionerClapsaddle_Dec202319.pdf

12.F. Election of Mayor Pro Tem (Item added to agenda 12/19/2023)

13. Adjournment