



Wake Forest Board of Commissioners
Meeting Agenda
January 21, 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 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. December 3, 2024, Work Session
December 17, 2024 Regular Meeting
[DraftBOCWSEMinutesDec202403.pdf](#)
[DRAFTBOCWSEMinutes_DEC202417.pdf](#)

3.Presentations

- 3.A. Resolution Recognizing Chief Jeffrey M. Leonard on his Retirement
[Leonard Summary appreciation of services.docx](#)
[Leonard_Resolution_of_Appreciation_for_Services \(2\).docx](#)
- 3.B. Resolution Recognizing Captain Matthew May on his Retirement
[May Summary appreciation of services.docx](#)
- 3.C. Resolution recognizing Fire Logistics Officer David E. Davis on his retirement
- 3.D. North Carolina League of Municipalities Law Enforcement Risk Review Presentation

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 surplus the badge and service weapon carried by Captain Matthew May
[May Summary badge and weapon surplus.docx](#)
[May Resolution Badge and Weapon.docx](#)
- 5.B. Approval of a Resolution to surplus the badge, service weapon, and rifle carried by Chief Jeffrey M. Leonard
[Leonard Resolution Badge and Weapon.docx](#)
[Leonard Summary badge and weapon surplus.docx](#)

6.Legislative Items

- 6.A. Consideration of an Ordinance amending Chapter 20. Article I In General Sec. 20-2. - Public consumption, possession, etc. of alcohol

[Item Summary - Creation of Social District .docx](#)
[ATTACHMENT B Map of Wake Forest Social District .png](#)
[ATTACHMENT A Ordinance 2025-XX Section 11 Chapter 20 Article I In General Sec. 20-2. - Public consumption possession etc.docx](#)

7.Planning Items

- 7.A. Consideration of Approval 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 Construction Activities
[Agenda Summary](#)
[Resolution](#)

8.Administration and Financial Items

- 8.A. Consideration of approval of 2025-2030 Capital Improvements Plan (CIP) Update
[CIP Update Approval_summary.pdf](#)
[resolution 2025 - CIP Update 2025-2030.pdf](#)

9.Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

12.A. Town of Wake Forest Tax Report

[WF-TXREP-JAN-2025-BOC-MTG.pdf](#)

12.B. Departmental Monthly Report

[December 2024 Monthly Report Draft.pdf](#)

12.C. Closed Session: NCGS 143-318.11(5) -To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

“To prevent the disclosure of information that is privileged or confidential or is not of public record, N.C.G.S. § 143-318.11(a)(1)”

13.Adjournment



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-428-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: January 21, 2025

SUBJECT

December 3, 2024, Work Session

December 17, 2024 Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftBOCWSEMinutesDec202403.pdf](#)
- [DRAFTBOCMinutes_DEC202417.pdf](#)



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, December 3, 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 Town Manager/CFO Aileen Staples
Town Attorney Hassan Kingsberry
Town Clerk Theresa Savary
Senior Planner Kari Grace
Long Range Planning Manager Brad West

Planner I Antione Jordan
Planner II Emma Linn
Engineering Director Tim Watson
Budget & Performance Manager Michelle Daniels
Fire Chief Ron Early
Police Chief Jeff Leonard
Police Captain Brandon High
Police Captain Julius Jefferson

Presentations

1.1. Go Wake Forest Progress Report

Long Range Planning Manager Brad West announced that it has been approximately two months since the launch of the Go Wake Forest on-demand microtransit pilot program. With this duration behind them, he feels confident that they have collected sufficient data to provide the Board with a status update on the program's progress.

Mr. West introduced Selah Hampton from Via, their transit partner, who played a key role in setting up the pilot program.

Ms. Hampton then gave an overview of the system's performance and discussed how they can transition this pilot program into a more robust microtransit service.

Commissioner Wright inquired about the availability of free fares for elderly individuals, disabled persons, and children. Ms. Hampton indicated that there are concessions available. Town Manager Padgett stated that the Board would need to decide on the fare structure and the specific waivers they would like to implement.

Mayor Jones asked whether most rides are shared or solo. Ms. Hampton replied that the majority of rides are shared.

Commissioner Cross asked who was responsible for the hiring process. Ms. Hampton replied that Via handles the hiring of drivers.

Commissioner Cross inquired about the percentage of communities that charge a fare compared to those that provide free rides. Ms. Hampton responded that approximately 85 to 90% of communities in the Southeast charge fares, with the average fare being around \$2. Commissioner Cross then asked if these communities offer free rides for the elderly and children. Ms. Hampton confirmed that they do.

The Board proceeded to discuss ways to improve services, including the addition of larger vehicles to expand capacity and accommodate more riders. They also discussed free or reduced fares for the elderly, disabled, and children.

1.2. Presentation of CPA-24-03, Draft Wake County Multi-Jurisdictional Hazard Mitigation Plan

Planner 1 Antione Jordan gave a presentation on CPA-24-03, Draft Wake County Multi-Jurisdictional Hazard Mitigation Plan.

1.3. 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 Planner Brad West introduced Grady McCollum from NCDOT. Mr. McCollum provided an update on the grant opportunity for the S-Line Rail Corridor related to the Mobility Hub Design.

ACTION:

Mover: Commissioner Wright moved to approve 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.

Seconder: Commissioner Sliwinski.

Vote. Motion carried 5-0.

2. Discussion of Monthly Financial Report
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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.

Mayor Jones asked if there was anything else they needed to add to the agenda. Town Manager Padgett reported that Fire Chief Ron Early requested an additional authorized position be added to this year's positions for the Fire Department.

Mayor Jones inquired if there were any additional items to add to the upcoming agenda. Town Manager Padgett reported that Fire Chief Ron Early requested the addition of an authorized position to this year's budget for the Fire Department.

4. Other Business

No Other Business presented.

5. Commissioner Reports

Commissioner Sliwinski invited the community to attend a public meeting regarding improvements to Taylor Street Park. The meeting will take place on Saturday, December 7th at 9:00 a.m. at Town Hall in the Board Chambers, and Tuesday, December 10th at 6:00 p.m. at the Alston-Massenburg Center.

Commissioner Clapsaddle attended the Wake Forest Community Christmas Dinner, where he congratulated Carol Pelosi for being named "Citizen of the Year," the Flower Cart for receiving the "Organization of the Year" award, and Lisa Hayes for receiving the "Peggy Allen Lifetime Achievement" award. He expressed his gratitude to the committee and everyone involved in organizing the community dinner.

Commissioner Cross attended the Wake Forest Community Christmas Dinner. She reminded folks about the Tree Lighting on December 6th at Centennial Plaza and the Downtown Holiday Open House on Saturday, December 7th.

Commissioner Shackleford had no report.

Commissioner Wright congratulated Carol Pelosi, the Flower Cart, and Lisa Hayes on their awards. He encouraged everyone to visit downtown for the tree lighting event on Friday and to support local businesses over the weekend.

Mayor Jones also attended the Wake Forest Community Christmas Dinner and expressed her appreciation for the event, noting its significance to the community.

Town Manager Padgett requested that the Board pick up a Capital Improvement Program (CIP) notebook from Town Clerk Savary on their way out.

6. Adjournment

The Board of Commissioners adjourned the meeting at 6:53 p.m.

Duly approved in open session this 21st day of January 2025.

(ATTEST)

Vivian A. Jones, Mayor

Town Clerk

DRAFT



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, December 17, 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.

Mayor Jones led everyone in the Pledge of Allegiance.

Commissioner Members Present: Mayor Vivian A. Jones, Commissioner Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Commissioner Members Absent: None.

Staff Members Present

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Town Manager/CFO Aileen Staples
Town Attorney Hassan Kingsberry
Deputy Town Clerk Ella Dowtin
Engineering Director Tim Watson
Senior Planner Kari Grace
Long Range Planning Manager Brad West
Finance Director Samantha Sanchez
Fire Chief Ron Early

Police Chief Jeff Leonard
Police Captain Julius Jefferson
Police Captain Brandon High
Long Range Planner II Emma Linn
Long Range Planner I Antione Jordan
Downtown Development Director Jennifer Herbert
Senior Planner Michelle Michael
Budget/Performance Analyst Benjamin Blevins

1. Approval of Agenda

Mayor Jones requested an amendment to the agenda to remove Item 7.A., "Consideration of Legislative Case TA-24-01, Unified Development Ordinance (UDO) Comprehensive Update," from the Consent Agenda.

ACTION:

Mover: Commissioner Shackelford moved to approve the agenda with the amendment on the agenda.

Seconded: Commissioner Cross.

Vote: Motion carried 5-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- November 5, 2024, Work Session
- November 19, 2024, Regular Meeting

ACTION:

Mover: Commissioner Cross moved to approve the minutes as presented.

Seconded: Commissioner Wright.

Vote: Motion carried 5-0.

3. Presentations

3.A. Resolution Recognizing Theresa Savary on her Retirement

Mayor Jones read the proclamation into the record:

RESOLUTION 2024-72

**RESOLUTION OF APPRECIATION FOR
THE SERVICES OF**

Theresa Savary

WHEREAS Theresa Savary was initially hired as a Part-time Office Assistant in the Building Inspections Department for the Town of Wake Forest, effective September 11, 2007, and

WHEREAS Theresa Savary was promoted to a full-time capacity as an Office Assistant in the Building Inspections Department for the Town of Wake Forest, effective March 25, 2008, and

WHEREAS Theresa Savary was promoted to Deputy Town Clerk in the Clerk's Office for the Town of Wake Forest, effective October 5, 2020, and

WHEREAS, Theresa Savary was promoted to the position of Town Clerk for the Town of

Wake Forest effective May 9, 2022, and

WHEREAS, with over 16 years of service to the Town, Theresa served unselfishly in this capacity for the good of the Town of Wake Forest, making sacrifices in personal and family ties and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Theresa Savary is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest in this official capacity as a Town Clerk.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution be presented to Theresa Savary.

Mayor Jones presented the proclamation to Town Clerk Theresa Savary.

3.B. Resolution Recognizing Rory Jason Shambley on his Retirement

Mayor Jones recognized Rory Jason Shambley on his retirement.

3.C. Social District Presentation: Provide additional information to the Board of Commissioners regarding a Social District to determine if this is something that they are interested in pursuing for downtown Wake Forest.

Downtown Development Director Jennifer Herbert provided additional insight on the presentation on the Social District.

Mayor Jones questioned if it would include ABC Businesses Over the Falls, Page 158 Books, Strike & Barrel, and Renaissance Centre. Ms. Herbert responded yes.

Commissioners discussed specifically the phase approach options, planning with option three, general waiver, and timeline review.

Commissioners favored option three to move forward.

Aye

Commissioner Adam Wright

Nay

Commissioner Faith Cross

Commissioner Keith Shackleford
Commissioner Nick Sliwinski

Commissioner Ben Clapsaddle

Mayor Jones recommended that Ms. Herbert return to the Board with a phased approach for option three, with a resolution and supporting information to vote.

4. Public hearings / Public Comment

4.A. Public Hearing to receive public comment on the five (5) year Capital Improvements Plan (CIP) for FY 2025-2030

Mayor Jones asked if anyone else would like to speak. No one came forward to speak.

Mayor Jones declared the public hearing closed.

4.B. Public Hearing on LEGISLATIVE CASE TA-24-01, Unified Development Ordinance (UDO) Comprehensive Update

Mayor Jones asked if anyone else would like to speak. No one came forward to speak.

Mayor Jones declared the public hearing closed.

4.C. Public Hearing for a request by Kelsey A. Kemp and Matthew J. Bruehl to designate their property, the Dr. Charles Brewer House at 327 N. Main Street, as a Wake Forest Local Historic Landmark, HPC Case Number LL 24-01.

Michelle Michaels provided a staff report for the Public Hearing Local Historic Landmark Designation.

The following citizens provided public comments:

- Matthew Bruehl, 327 N Main St., Wake Forest, NC 27587
- Margaret Watkins, 407 Belmellen Court, Wake Forest, NC 27587

Mayor Jones declared the public hearing closed.

4.D. Public Hearing on Legislative Case CPA-24-03, Draft Wake County Multi-Jurisdictional Hazard Mitigation Plan

Mayor Jones asked if there was anyone else that wanted to speak. No one came forward to speak.

Mayor Jones declared the public hearing closed.

- 4.E. 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.

The following citizens provided public comments:

- Michael Tell, 256 Highgate Circle, Wake Forest, NC 27587
- Margaret Watkins, 407 Belmellen Court, Wake Forest, NC 27587
- Elsa Wiener, Wakefield, NC 27587

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 Accept Streets into the Town of Wake Forest Street System for Maintenance

[Filed in the Clerk's Office as Resolution 2024-73.]

- 5.B. Approval of Appointment to Citizen Advisory Board

[Filed in the Clerk's Office as Resolution 2024-74.]

5.C. Approval of amending number of authorized positions for Fire Department

[Filed in the Clerk's Office as Resolution 2024-75]

5.D. Approval of acceptance of State and Local Cybersecurity Grant Program (SLCGP) from NC Department of Public Safety

5.E. Approval of Waiver of the Code of Ordinances – Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night of White for the 2024 Series dates from 5 PM to 9 PM. The FNOW 2025 series dates are April 11, May 9, June 13, July 11, August 8, and September 12.

[Filed in the Clerk's Office as Resolution 2024-76.]

ACTION:

Mover: Commissioner Wright moved to approve the consent agenda as presented.

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

6. Legislative Items

No Legislative Items presented.

7. Planning Items

7.A. Consideration of LEGISLATIVE CASE TA-24-01, Unified Development Ordinance (UDO) Comprehensive Update

7.B. Consideration of a Request by Kelsey A. Kemp and Matthew J. Bruehl to Designate their Building and Lot, known as the Dr. Charles Brewer House, 327 N. Main Street, Wake Forest, NC, as a Wake Forest Local Historic Landmark, HPC Case Number LL 24-01

ACTION:

Mover: Commissioner Sliwinski moved to approve Dr. Charles Brewer House as a Wake Forest Local Historic Landmark

Seconded: Commissioner Wright.

Vote: Motion carried 5-0.

7.C. Approval of a Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, a revised Go Wake Forest Contract

Long Range Planning Manager Brad West provided a staff report for Go Wake Forest Pricing Options.

ACTION:

Mover: Commissioner Wright moved to approve the 500 weekly driver hours and authorize the Town Manager to move to the 580 weekly driver hours if warranted by demand.

Seconded: Commissioner Sliwinski.

Vote: Motion carried 5-0.

7.D. Consideration of LEGISLATIVE CASE CPA-24-03, Draft Wake County Multi-Jurisdictional Hazard Mitigation Plan

ACTION:

Mover: Commissioner Wright moved to approve Dr. Charles Brewer House as a Wake Forest Local Historic Landmark

Seconded: Commissioner Shackelford.

Vote: Motion carried 5-0.

8. Administration and Financial Items

8.A. Consideration of Approval of a Resolution for the Multi-Modal Transportation Impact Fee

Assistant Town Manager Candace Davis presented a request for approval of the Multi-Modal Transportation Impact Fee (MMTIF) study and approval of a percentage amount to adopt for the MMTIF.

ACTION:

Mover: Commissioner Sliwinski moved to approve the Multi-Modal Transportation Impact fee option four at 6% indexed annually with the five-year rolling average.
Second: Commissioner Shackleford.

Aye

Commissioner Adam Wright
Commissioner Keith Shackleford
Commissioner Nick Sliwinski

Nay

Commissioner Faith Cross
Commissioner Ben Clapsaddle

Vote: Motion carried 3-2.

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Wake County Tax Release

Received.

12.B. Department Monthly Reports

Received.

12.C. Commissioner Reports

Mayor Jones, updated the new information on voting and filing fees. For example, the filing fee for the Mayor is \$50, and for the Commissioners, it is \$15. Mayor Jones took

suggestions from the Board to see if they would like to change this or if it remains as is; all commissioners favor the fees remaining as is. No bond referendum is proposed. The Mayor shared information on the possibility of providing early voting sites. The cost of early voting sites depends on how many days and sites. The Commissioners agreed not to provide early voting sites; therefore, there are no early voting changes at this time. The Mayor will email the Commissioners the League of Municipalities goal statements; there are 16 statements, and 10 are required to be selected and agreed on. The Mayor suggested looking at the statements during the next Work- Session. The mayor has been nominated to be the voting delegate. The Mayor attended several Christmas parties and events in the area. One of the events included Imagine Wake, a group that meets quarterly and is organized by the Wake County Home Builders Association. The CEO of the airport authority. Michael Landguth shared with the Mayor that RDU is the 35th largest airport in the country. The Wake Forest Start-up Pitch competition awarded money to two businesses that received the Economic Development grant from Electric Cities. Mayor Jones wished everyone a Merry Christmas!

Commissioner Sliwinski would like to thank Terry for all of her years of service, wish everyone a Merry Christmas, and comment on Senate Bill 382, which was vetoed last week, and its effect on local government. Commissioner Sliwinski also thanked Kari Grace for all of her hard work on the UDO and looks forward to working with her in the near future. Commissioner Sliwinski thanked the community for the forward-moving documents.

Commissioner Clapsaddle thanked staff for their hard work, looks forward to the New Year, and would like to thank Jason, Terry, and their families for their service and dedication to the Town. Commissioner Clapsaddle wishes everyone Happy Holidays, Merry Christmas, and a peaceful New Year!

Commissioner Cross attended the volunteer and appreciation luncheon. She shared that she received her recycling magnet and said it was very helpful. Commissioner Cross would like to thank the Historic Preservation Advisory Board for the residents they serve and that we are very fortunate to have qualified members of the community. Commissioner Cross wished everyone a Merry Christmas and a Happy New Year!

Commissioner Shackelford would like to thank Commissioners Clappsadle and Cross on their one-year anniversary. Merry Christmas!

Commissioner Wright expressed thoughts on Senate Bill 382. "This is one of the most reckless and corrupt pieces of legislation to come out of the NC General Assembly in decades."

Town Manager Padgett recognized the Employee of the Year, Emma Linn of the Planning Department.

12.D. Closed Session: NCGS 143-318.11(5) -To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

"To prevent the disclosure of information that is privileged or confidential or is not of public record, N.C.G.S. § 143-318.11(a)(1)"

ACTION:

Mover: Commissioner Wright moved to go into closed session at 7:43 p.m.

Second: Commissioner Sliwinski.

Vote: Motion carried 5-0.

The Board reconvened to open session at 8:33 p.m.

13. Adjournment

ACTION:

Mover: Commissioner Wright moved to adjourn at 8:33 p.m.

Second: Commissioner Slinwinski.

Vote: Motion carried 5-0.

Wake Forest Board of Commissioners
Tuesday, December 17, 2024
Page 11 of 11

Duly approved in open session this 21st day of January 2025.

(ATTEST)

Vivian A. Jones, Mayor

Ella Downtin, Deputy Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-387-

Submitted by: Brandon High

Submitting Department: Public Safety

Meeting Date: January 21, 2025

SUBJECT

Resolution Recognizing Chief Jeffrey M. Leonard on his Retirement

Recommendation:

Item Summary:

ATTACHMENTS

- [Leonard Summary appreciation of services.docx](#)
- [Leonard_Resolution_of_Appreciation_for_Services \(2\).docx](#)

Agenda: Resolution recognizing Chief Jeffrey Leonard on his retirement

Summary: Chief Jeffrey Leonard is retiring, effective February 1, 2025. Chief Leonard started as a full time Police Officer for the Wake Forest Police Department in August of 1994. He has been serving as the Chief of Police since January of 2010.

RESOLUTION 2025-XX

RESOLUTION OF APPRECIATION FOR
THE SERVICES OF

Chief Jeffrey M. Leonard

WHEREAS, Jeffrey Leonard was hired as a part-time auxiliary officer in 1992 and has served as a full-time sworn officer for the Wake Forest Police Department since August of 1994. With over 32 years of service, Leonard will retire on February 1, 2025; and

WHEREAS, Leonard was promoted to Sergeant in August of 2001; and

WHEREAS, Leonard was promoted to Lieutenant in August of 2003; and

WHEREAS, Leonard was promoted to Major in November of 2003; and

WHEREAS, Leonard was promoted to Deputy Chief in July of 2007; and

WHEREAS, Leonard was promoted to Interim Chief in January of 2010; and

WHEREAS, Leonard was appointed to Chief of Police in July of 2010; and

WHEREAS, Leonard began his career in public service with the Wake Forest Fire Department as a volunteer in 1987, where he served until 2010. While at the Police Department, Leonard served in a variety of specialized positions including Juvenile Officer, General Crimes Detective, Narcotics Sergeant, Investigations Lieutenant, and as a member of the Tactical Service Unit. He is currently the longest serving Chief of Police in Wake County. Under Leonard's direction the Wake Forest Police Department achieved CALEA accreditation. He is a graduate of the 226th Session of the FBI National Academy and the 38th Session of the Administrative Officers Management Program through North Carolina State University; and

WHEREAS, Leonard served unselfishly as a law enforcement officer for the good of the Town of Wake Forest, making sacrifices in personal and family ties;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Chief Jeffrey Leonard is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest Police Department in his official capacity as Chief of Police.

BE IT FURTHER RESOLVED that this resolution be made a part of the permanent records of the Town of Wake Forest and that a copy of this resolution is presented to Chief Leonard.

This the 21st day of January 2025.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary
Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-389-

Submitted by: Brandon High

Submitting Department: Public Safety

Meeting Date: January 21, 2025

SUBJECT

Resolution Recognizing Captain Matthew May on his Retirement

Recommendation:

Item Summary:

ATTACHMENTS

- [May Summary appreciation of services.docx](#)

Agenda: Resolution recognizing Captain Matthew May on his retirement.

Summary: Captain Matthew May is retiring, effective February 1, 2025. Captain May started working for the town on January 2, 2000. He has been serving as a Police Captain with the Wake Forest Police Department since March of 2010.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-447-

Submitted by: Angela McCray

Submitting Department: Human Resources

Meeting Date: January 21, 2025

SUBJECT

Resolution recognizing Fire Logistics Officer David E. Davis on his retirement

Recommendation:

David E. Davis is retiring effective February 1, 2025. David Davis started as a Firefighter...for the Town of Wake Forest in ____, under the private entity, becoming a Town employee on July 1, 2020. Mr. Davis has served the Town well.

Item Summary:

ATTACHMENTS

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Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-391-

Submitted by: Brandon High

Submitting Department: Public Safety

Meeting Date: January 21, 2025

SUBJECT

North Carolina League of Municipalities Law Enforcement Risk Review Presentation

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-347-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: January 21, 2025

SUBJECT

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.

Recommendation:

Item Summary:

ATTACHMENTS

-



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-390-

Submitted by: Brandon High

Submitting Department: Public Safety

Meeting Date: January 21, 2025

SUBJECT

Approval of a Resolution to surplus the badge and service weapon carried by Captain Matthew May

Recommendation:

Item Summary:

ATTACHMENTS

- [May Summary badge and weapon surplus.docx](#)
- [May Resolution Badge and Weapon.docx](#)

Agenda: Approval of a Resolution to surplus the badge and service weapon carried by Captain Matthew May.

Summary: Captain Matthew May is retiring, effective February 1, 2025. North Carolina General Statute 20-187.2 authorizes governing boards of law enforcement agencies to award a retiring officer the badge worn by him, as well as his service sidearm. Also, pursuant to North Carolina General Statute 160A-266, municipalities are authorized to dispose of personal property.

RESOLUTION 2025-XX

A RESOLUTION OF THE WAKE FOREST TOWN BOARD OF COMMISSIONERS
AUTHORIZING AWARD OF BADGE AND SALE OF SERVICE SIDEARM TO A
RETIRING LAW ENFORCEMENT OFFICER

WHEREAS, the Board of Commissioners of the Town of Wake Forest, North Carolina, has determined that the Town owns certain personal property which has become surplus for the current needs of the Town, to wit: the service sidearm of Captain Matthew May, who is a retiring law enforcement officer with the Town; and

WHEREAS, North Carolina General Statute § 20-187.2 permits the Town, upon request, to donate the badge worn by a law enforcement officer to said officer upon retirement; and

WHEREAS, North Carolina General Statute § 20-187.2 permits the Town, upon request, to sell the service sidearm to the retiring law enforcement;

NOW, THEREFORE, BE IT RESOLVED by the Town of Wake Forest Board of Commissioners as follows:

To honor the service of Captain Matthew May as a law enforcement officer, the Town Board of Wake Forest authorizes the donation of the badge worn by said officer, and further authorizes the sale of the following service side arm which has been declared surplus to said officer for the price of \$1.00, with the payment of said purchase price to be waived in consideration of this officer's loyal service to the citizens of Wake Forest.

Make: Glock

Model: 45

Caliber: 9mm

Serial #: CAES103

AND BE IT FURTHER RESOLVED that property described in this resolution is surplus as of January 31, 2025.

Adopted this the 21st day of January 2025.

ATTEST:

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2025-347-

Submitted by: Brandon High

Submitting Department: Public Safety

Meeting Date: January 21, 2025

SUBJECT

Approval of a Resolution to surplus the badge, service weapon, and rifle carried by Chief Jeffrey M. Leonard

Recommendation:

Item Summary:

ATTACHMENTS

- [Leonard Resolution Badge and Weapon.docx](#)
- [Leonard Summary badge and weapon surplus.docx](#)

RESOLUTION 2025-XX

A RESOLUTION OF THE WAKE FOREST TOWN BOARD OF COMMISSIONERS
AUTHORIZING AWARD OF BADGE AND SALE OF SERVICE SIDEARM TO A
RETIRING LAW ENFORCEMENT OFFICER

WHEREAS, the Board of Commissioners of the Town of Wake Forest, North Carolina, has determined that the Town owns certain personal property which has become surplus for the current needs of the Town, to wit: the service sidearm of Chief Jeffrey Leonard, who is a retiring law enforcement officer with the Town; and

WHEREAS, North Carolina General Statute § 20-187.2 permits the Town, upon request, to donate the badge worn by a law enforcement officer to said officer upon retirement; and

WHEREAS, North Carolina General Statute § 20-187.2 permits the Town, upon request, to sell the service sidearm to the retiring law enforcement officer;

NOW, THEREFORE, BE IT RESOLVED by the Town of Wake Forest Board of Commissioners as follows:

To honor the service of Chief Jeffrey Leonard as a law enforcement officer, the Town Board of Wake Forest authorizes the donation of the badge worn by said officer, and further authorizes the sale of the following service side arm and rifle which has been declared surplus to said officer for the price of \$1.00, with the payment of said purchase price to be waived in consideration of this officer's loyal service to the citizens of Wake Forest.

Make: Glock Make: Barnes Precision

Model: 45 Model: BP15

Caliber: 9mm Caliber: .223

Serial #: CAES101 Serial #:BPM09861

AND BE IT FURTHER RESOLVED that property described in this resolution is surplus as of January 31, 2025.

Adopted this the 21st day of January 2025.

ATTEST:

Vivian A. Jones, Mayor

Theresa Savary, Town Clerk

Agenda: Approval of a Resolution to surplus the badge, service weapon, and rifle carried by Chief Jeffrey Leonard.

Summary: Chief Jeffrey Leonard is retiring, effective February 1, 2025. North Carolina General Statute 20-187.2 authorizes governing boards of law enforcement agencies to award a retiring officer the badge worn by him, as well as his service sidearm. Also, pursuant to North Carolina General Statute 160A-266, municipalities are authorized to dispose of personal property.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-440-

Submitted by: Jennifer Herbert

Submitting Department: Downtown Development

Meeting Date: January 21, 2025

SUBJECT

Consideration of an Ordinance amending Chapter 20. Article I In General Sec. 20-2. - Public consumption, possession, etc. of alcohol

Recommendation:

To amend the current ordinance to allow for the creation of a social district in a portion of downtown Wake Forest.

Item Summary:

ATTACHMENTS

- [Item Summary - Creation of Social District .docx](#)
- [ATTACHMENT B Map of Wake Forest Social District .png](#)
- [ATTACHMENT A Ordinance 2025-XX Section 11 Chapter 20 Article I In General Sec. 20-2. - Public consumption possession etc.docx](#)

Agenda Item:

Consideration of an Ordinance amending Chapter 20. Article I In General Sec. 20-2. - Public consumption, possession, etc. of alcohol

Item Summary:

To amend the current ordinance to allow for the creation of a social district in a portion of downtown Wake Forest.

Attachments:

Attachment A: Proposed Ordinance Amendments to allow for creation of a social district

Ordinance 2025-XX – Chapter 20 Article I In General, Sec. 20-2. - Public consumption, possession, etc. of alcohol

Attachment B: Proposed Map of Wake Forest Social District

Wake Forest Downtown
SOCIAL DISTRICT

- 1 Bodega
- 2 Unwind
- 3 Tonic
- 4 White Street Brewing
- 5 Super Magnolia
- 6 Breadlovers & Bites
- 7 George's Pizzeria
- 8 The Cotton Co.
- 9 Highpark Nail
- 10 Over The Falls
- 11 Page 158 Books
- 12 Strike & Barrel
- 13 Renaissance Centre
- 14 Horse Brewing
- 15 Freddy's Bottle Shop

ORDINANCE NO. (2025) ____

ORDINANCE AMENDING CHAPTER 20. ARTICLE I IN GENERAL SEC. 20-2. –
PUBLIC CONSUMPTION, POSSESSION, ETC. OF ALCOHOL, TO CREATE WAKE
FOREST SOCIAL DISTRICT.

WHEREAS, the North Carolina General Assembly enacted legislation in 2021 allowing municipalities to designate social districts within their jurisdiction to allow alcoholic beverages sold by licensed premises to be consumed within the district, outside of the establishment where the beverage was purchased; and

WHEREAS, pursuant to NCGS 160A-205.4 the Town of Wake Forest proposes a social district in downtown Wake Forest; and

WHEREAS, the Town of Wake Forest believes that a social district is a valuable tool to increase economic activity and add to the vibrancy of downtown Wake Forest.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest, to amend the Code of Ordinances as follows:

Section 20-2. (a) of the Town of Wake Forest Code will be amended to add section (g) and read:

a) Except as provided in subsections (b), (c), (d), (f) or (g) of this section, no person shall consume malt beverages, unfortified wine, fortified wine, spirituous beverages or mixed beverages ("alcoholic beverages") on property owned or occupied by the town, including, but not limited to, public streets, boulevards, alleys, rights-of-way, sidewalks and parks. Any person who consumes alcoholic beverages in violation of this section shall be guilty of a Class 3 misdemeanor.

A new section 20-2. (g) titled SOCIAL DISTRICTS shall be created within the Town of Wake Forest Code to read:

Sec. 20.2. (f) – SOCIAL DISTRICTS

The Town of Wake Forest may, by ordinance, designate one or more social districts within the Town in the manner allowed by State law. The social districts established by the Board of Commissioners are described herein, along with days and hours of operation. The term social district shall mean a defined outdoor area set by ordinance where alcoholic beverages sold by an establishment

licensed for the sale of alcoholic beverages for on-premises consumption may be consumed in accordance with G.S 18B-300.1 or other applicable State law.

1. Wake Forest Social District. A social district shall be established within the following boundaries: (i) beginning at the southern right-of-way line of S. White Street at the northwest corner of 301 S. White Street, (ii) continuing west to the southeast corner of Wake County PIN 1841408981, (iii) continuing along the southern, western and northern boundary of Wake County PIN 1841408981 to the southeast corner of 232 S. White Street, (iv) continuing north along western right-of-way line of S. White Street to the northeast corner of 104 S. White Street until the southern E. Roosevelt Avenue right-of-way line, (v) heading east along the southern E. Roosevelt Avenue right-of-way line until the northwest property corner of 101 S. White Street, (vi) heading south along the eastern right-of-way line of S. White Street until the northwest property corner of 301 S. White Street.
2. The days and hours of operation for this social district shall be Thursday, Friday, and Saturday each week from 12:00 p.m. to 9:00 p.m.
3. The provisions of section (a) shall not be applicable to any streets or sidewalks located within a social district during the hours of operation of the social district. The provisions of section (a) shall remain applicable for any property owned, occupied, or controlled by the Town of Wake Forest that is located within a social district unless that property has been designated by the Town of Wake Forest as eligible for the consumption of alcohol under the rules of the social district and applicable State law.
4. Any special event, except those organized by the Town of Wake Forest, not located entirely within the footprint of the social district would not be allowed to participate in the social district. Nothing in this Section 4 is intended to limit the State from issuing special event permits pursuant to 18B-300.1
5. The Town Manager, upon recommendation of the Chief of Police, may reinstate the town's alcoholic beverage ordinance and suspend the social district to disallow the public consumption of alcohol within the established social district in the occurrence of any violation which threatens the safety, public health or welfare of the community. Such action by the Town Manager shall remain in effect until ratified by the Board of Commissioners at its next scheduled voting meeting.

6. Staff are hereby directed to create management and maintenance plans for the Wake Forest Social District and to post the plans and a rendering of the boundaries of the district on the Town of Wake Forest's website.
7. Staff are directed to submit a detailed map of the Wake Forest Social District and the days and hours during which the district shall be in operation to the North Carolina Alcoholic Beverage Control Commission.
8. Any person who violates this subsection, and any person who aids, abets, encourages, assists in, or contributes to such violation, shall be guilty of a Class 3 misdemeanor.

Adopted February 18, 2025, and effective April 3, 2025.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Ella Dowtin
Deputy Town Clerk

Eric Vernon
Town Attorney



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-441-
Submitted by: Brad West
Submitting Department:
Meeting Date: January 21, 2025

SUBJECT

Consideration of Approval 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 Construction Activities

Recommendation:

Approve

Item Summary:

ATTACHMENTS

- [Agenda Summary](#)
- [Resolution](#)

Agenda Item: Approval 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 Construction Activities

Summary: NCDOT and the Town of Wake Forest are preparing a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program application for the North Carolina S-Line and Downtown Wake Forest Mobility Hub (Amtrak station).

With the recent FY2025 Round 1 RAISE grant being awarded, providing \$16,500,000 for the Mobility Hub project, this latest grant application proposes to request construction funds for the full buildout of the Town's Mobility Hub, including a pedestrian bridge, passenger drop-off zone, downtown plaza, and two-story, mixed-use train station, as depicted in the Mobility Hub Study.

Based on the requirements of the grant program, Wake Forest is required to provide a 20% funding match. Specifically, the Town of Wake Forest would contribute \$6,250,000 to receive \$25,000,000 in federal funding towards final construction costs related to the Mobility Hub within Downtown Wake Forest, totaling \$31,250,000.

Funds would need to be fully obligated by April 1st, 2028, with increments for engineering design work obligated prior to April 1st, 2028, as to be determined.

Attachments: None

RESOLUTION 2025-XX

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 CONSTRUCTION ACTIVITIES

WHEREAS, the North Carolina Department of Transportation (NCDOT) has a long tradition of progressing successful passenger and freight rail projects and supporting the development of rail infrastructure; and

WHEREAS, NCDOT has worked with state, regional, and federal partners to develop plans for the federally-designated Southeast Corridor (“S-Line”), a passenger and freight rail network extending from Washington, D.C. through North Carolina to Jacksonville, Florida; and

WHEREAS, a Record of Decision to develop the Raleigh to Richmond portion of the Southeast Corridor was approved by the Federal Rail Administration (FRA) in March 2017, in accordance with the National Environmental Policy Act; and

WHEREAS, the development of the S-Line corridor supports and promotes economic development in communities along the corridor, including those in rural areas; and

WHEREAS, the developed S-Line would provide greater access to jobs, health care, and education and provide new options for the movement of both goods and people; and

WHEREAS, the developed S-Line would provide efficient and reliable commuting options for communities and businesses along the corridor;

WHEREAS, NCDOT is working with communities along the S-Line to plan stations, mobility hubs, infrastructure needs, and other land use considerations to prepare for rail service and maximize mobility options in each community;

WHEREAS, NCDOT and the Town of Wake Forest are pursuing a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant opportunity to provide funding for full construction of the Downtown Wake Forest Mobility Hub;

WHEREAS, communities participating in the RAISE grant application must provide a local 20% match (\$6,250,000) for their portion of the grant application;

BE IT RESOLVED that the governing body of the Town of Wake Forest hereby authorize to commit \$6,250,000 as the 20% match for the grant and supports construction efforts toward the Downtown Wake Forest S-Line Mobility Hub.

Adopted and effective this the 21st day of January 2025.

Vivian A. Jones
Mayor

ATTEST:

APPROVED AS TO FORM:

Ella Dowtin
Deputy Town Clerk

Eric Vernon
Town Attorney



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-430-

Submitted by: Aileen J. Staples

Submitting Department: Administration

Meeting Date: January 21, 2025

SUBJECT

Consideration of approval of 2025-2030 Capital Improvements Plan (CIP) Update

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [CIP Update Approval_summary.pdf](#)
- [resolution 2025 - CIP Update 2025-2030.pdf](#)

Agenda Item: Consideration of approval of 2025-2030 Capital Improvements Plan (CIP) Update

Summary: By approving the updated document, this provides staff with direction to put a "financing plan" in place with the preparation of the FY 2025-2026 Annual Operating Budget. Work session was held on January 7 to review the updated CIP document.

Attachment(s): Resolution; Funding Level Summary for FY 2025-2026

RESOLUTION 2025 - xx

RESOLUTION APPROVING FY 2025 – 2030 CAPITAL IMPROVEMENTS PLAN (CIP) UPDATE FOR THE TOWN OF WAKE FOREST, NORTH CAROLINA

WHEREAS the Town of Wake Forest prepares a five-year plan identifying the capital improvement and cash expenditures more than \$25,000, and;

WHEREAS the CIP is a long-range plan that reflects the Town's policy regarding physical and economic development. This plan contributes to the overall fiscal sustainability and financial health of the Town. Through annual planning retreat(s) and work session(s), the Board of Commissioners focuses on prioritizing the first year's expenditures thereby outlining the Town's official commitment to these expenditures in the upcoming annual budget for FY 2025-2026.

NOW, THEREFORE BE IT RESOLVED, by the Board of Commissioners of the Town of Wake Forest, that the Capital Improvements Plan Update for fiscal years 2025 – 2030 is hereby approved.

This the 21st day of January 2025.

Vivian A. Jones
Mayor

ATTEST:

Ella Dowtin
Deputy Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-438-

Submitted by: Ella Dowtin

Submitting Department: Administration

Meeting Date: January 21, 2025

SUBJECT

Town of Wake Forest Tax Report

Recommendation:

Item Summary:

ATTACHMENTS

- [WF-TXREP-JAN-2025-BOC-MTG.pdf](#)



Board of Commissioners

P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180

FAX 919 856 5699

MATT CALABRIA, CHAIR
DON MIAL, VICE-CHAIR
VICKIE ADAMSON
SUSAN EVANS
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

January 7, 2025

Mr. Kip Padgett
Town Manager
Town of Wake Forest
301 S. Brooks Street
Wake Forest, North Carolina 27587

Dear Mr. Padgett:

The Wake County Board of Commissioners, in regular session on January 6, 2025, approved and accepted the enclosed tax report for the Town of Wake Forest.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Yvonne Gilyard
Clerk to the Board

Wake County Board of Commissioners

WAKE COUNTY TAX ADMINISTRATION

11/01/2024 - 11/30/2024

Rebate Detail Report

WAKE FOREST

DATE

TIME

12/05/2024

2:02:01 PM

REBATE NUM	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
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BUSINESS ACCOUNTS

901452	0.00	0	0.00	339.62	0.00	339.62	11/26/2024	0006903467	2024	2024	000000	L & W SUPPLY
898325	32.65	0	0.00	3.26	0.00	35.91	11/1/2024	0006805591	2021	2021	000000	STARFISH KIDS LLC
898326	29.33	0	0.00	2.93	0.00	32.26	11/1/2024	0006805591	2022	2022	000000	STARFISH KIDS LLC
898327	26.39	0	0.00	2.64	0.00	29.03	11/1/2024	0006805591	2023	2023	000000	STARFISH KIDS LLC
898328	17.33	0	0.00	1.73	0.00	19.06	11/1/2024	0006805591	2024	2024	000000	STARFISH KIDS LLC
898794	227.51	0	0.00	22.75	0.00	250.26	11/12/2024	0006950859	2024	2024	000000	D'ROC LLC
898324	37.55	0	0.00	3.75	0.00	41.30	11/1/2024	0006805591	2020	2020	000000	STARFISH KIDS LLC

SUBTOTALS FOR BUSINESS ACCOUNTS **370.76** **0.00** **0.00** **376.68** **0.00** **747.44** **747.44** **7 Properties Rebated**

BUSINESS REAL ESTATE ACCOUNTS

898391	73.03	0	0.00	0.00	0.00	73.03	11/1/2024	0000300564	2024	2024	000000	PROGRESS RESIDENTIAL
899887	3,765.05	0	0.00	0.00	0.00	3,765.05	11/14/2024	0000288493	2024	2024	000000	2015-3 BORROWER LLC
898392	71.76	0	0.00	0.00	0.00	71.76	11/1/2024	0000300567	2024	2024	000000	HUNTINGTON SPRING
898387	118.05	0	0.00	0.00	0.00	118.05	11/1/2024	0000288855	2024	2024	000000	HOUSING ASSOCIATES, LL
898384	75.72	0	0.00	0.00	0.00	75.72	11/1/2024	0000379085	2024	2024	000000	PROGRESS RESIDENTIAL
898331	1,342.64	0	0.00	0.00	0.00	1,342.64	11/1/2024	0000232398	2024	2024	000000	BORROWER 5 LLC
												PROGRESS RESIDENTIAL
												BORROWER 5 LLC
												PROGRESS RESIDENTIAL
												BORROWER 7 LLC
												HTA-NORTH PARK I LLC

SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS **5,446.25** **0.00** **0.00** **0.00** **0.00** **5,446.25** **5,446.25** **6 Properties Rebated**

INDIVIDUAL PROPERTY ACCOUNTS

900925	4.20	0	0.00	0.42	0.00	4.62	11/22/2024	0006862767	2024	2024	000000	KALMUS, SCOTT MICHAEL
900733	10.70	0	0.00	1.07	0.00	11.77	11/23/2024	0006941310	2024	2024	000000	SD SIMUNYU AND SON
900710	4.20	0	0.00	0.42	0.00	4.62	11/23/2024	0006985820	2024	2024	000000	LOGISTICS INC
900524	4.20	0	30.00	0.42	0.00	34.62	11/20/2024	0006888934	2024	2024	000000	CRISP, BRUCE EDWARD JR
899886	4.20	0	0.00	0.42	0.00	4.62	11/19/2024	0006983989	2024	2024	000000	MASTERS CUMBO, BARBARA
900699	4.20	0	0.00	0.42	0.00	4.62	11/23/2024	0006828473	2024	2024	000000	DIANE
												CLOS JONATHAN ANDREW II
												COOKE JAMES DAVID III

SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS **31.70** **0.00** **30.00** **3.17** **0.00** **64.87** **64.87** **6 Properties Rebated**

INDIVIDUAL REAL ESTATE ACCOUNTS

899005	257.50	0	0.00	0.00	0.00	257.50	11/6/2024	0000301526	2024	2024	000000	PHILION, MEALANIE
899177	101.36	0	0.00	0.00	0.00	101.36	11/7/2024	0000404225	2024	2024	000000	GALLAND, RONALD C
899186	286.24	0	0.00	0.00	0.00	286.24	11/7/2024	0000512719	2024	2024	000000	GAFFER, BETH MICHAELS
900319	23.62	0	0.00	0.00	0.00	23.62	11/18/2024	0000379578	2024	2024	000000	REGULEZ, GUILLERMO

900311	209.30	0	0.00	0.00	0.00	209.30	11/18/2024	0000216659	2024	2024	000000	BICKERSTAFF, EVAN
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	878.02	0.00	0.00	0.00	0.00	878.02	878.02	5 Properties Rebated				
WILDLIFE BOAT ACCOUNTS												
900692	49.87	0	0.00	4.99	0.00	54.86	11/23/2024	0004186806	2024	2024	000000	CARTER, SPENCER ALLEN
900270	146.91	0	0.00	14.69	0.00	161.60	11/18/2024	0004213100	2024	2024	000000	NYTKA, ARSEN
900519	25.20	0	0.00	2.52	0.00	27.72	11/21/2024	0004212418	2024	2024	000000	MOORE, RENEE LYNN
899902	202.06	0	0.00	20.21	0.00	222.27	11/19/2024	0004214302	2024	2024	000000	ZINN, MATTHEW RICHARD
SUBTOTALS FOR WILDLIFE BOAT ACCOUNTS	424.04	0.00	0.00	42.41	0.00	466.45	466.45	4 Properties Rebated				
	7,150.77	0.00	30.00	422.26	0.00	7,603.03	7,603.03	28 Properties Rebated for the District City				
TOTAL FOR WAKE FOREST	7,150.77	0.00	30.00	422.26	0.00	7,603.03	7,603.03	28 Properties Rebated for all Cities				
GRAND TOTAL	2,515,640.44	181,380.21	420.00	2,356.93	0.00	2,699,797.58	2,699,797.58	390 Properties Rebated for all Cities				



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-442-

Submitted by: Ella Dowtin

Submitting Department: Administration

Meeting Date: January 21, 2025

SUBJECT

Departmental Monthly Report

Recommendation:

Item Summary:

ATTACHMENTS

- [December 2024 Monthly Report Draft.pdf](#)

December 2024 | Department Monthly Report

Communications

ANNOUNCEMENTS

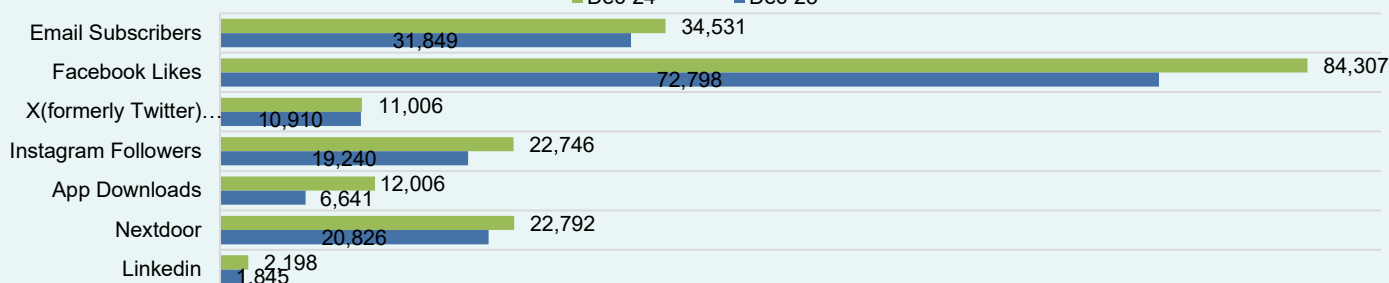
Media Releases	30
Email Announcements	18
Town-to-Resident Phone Calls	28

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Forms & Applications	12,077
2	Home	19,554
3	Lighting of Wake Forest	1,775
4	Northern Wake Senior Center	1,023
5	Jobs	1,053

SUBSCRIBERS

■ Dec-24 ■ Dec-23



Downtown Development

OCCUPANCY

	OCT - DEC 2024	OCT - DEC 2023
Occupancy Rate in Percentage	90%	93%

NEW BUSINESSES

	DECEMBER 2024	FISCAL YEAR-TO-DATE
Number of New Businesses	0	4
Number of Businesses Closed	2	6

UPDATES PROVIDED QUARTERLY

EVENTS

THIRD QUARTER EVENTS (OCT - DEC)	ATTENDANCE IN 2024	ATTENDANCE IN 2023
Friday Night on White		
Lighting of Wake Forest	3,500	4,000
Holiday Open House	1,500	2,500

The Lighting of Wake Forest, presented by Wake Forest Downtown, Inc. (WFD), continues to be a success, bringing the community together for the annual lighting of the tree. Attendance was better than expected, considering temperatures were colder than average. The Facilities department constructed a sturdy stairwell for the Mayor to light the tree and the addition of a stage for the community choral groups was well received. *The Downtown Holiday Open House was not as well attended as in previous years, but this may be in large part to colder temperatures. The annual Holiday Artisans Market presented by the WF Guild of Artists was not held due to risers at the Renaissance Centre, but a smaller Winter Artisans Market was held in the parking lot of Fidelity Bank. *The WFD Downtown Engagement Committee encouraged supporting locals during the holiday season with a Downtown Bingo card. Anyone earning a Bingo from supporting locals or attending various events could redeem for \$10 Downtown Dollars.

Economic Development

WFBIP MONTHLY NEWSLETTER [VIEW](#)

The Wake Forest Business & Industry Partnership Quarterly Report is updated at the end of each quarter.

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

REQUESTS FOR INFORMATION (RFIs)

	DECEMBER 2024	DECEMBER 2023
Number of Responses to RFIs	2	0

Economic Development

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH

MassageLuXe

PROJECT UPDATES

Street Resurfacing	FY23-24 paving is complete, with around 11.5 miles of streets resurfaced. Punch list items should be complete by mid-January. The contract for FY24-25 was approved at the October BOC meeting and will include resurfacing approximately 12.9 miles.
S. Franklin Street	The culvert extension is complete. The new lane grading is nearing completion. Current activities include the installation of the stone base and curbs. Project is approximately 30% complete.
Flaherty Park Dam	The Flaherty Park Dam project is around 99% complete. Final completion is anticipated in January. The remaining items include dock enhancements for ADA access and an additional trash rack for spillway outfall.
Dunn Creek Greenway Phase III	Construction of this 1.8-mile greenway section began in December 2024 and is scheduled for completion in late spring 2026.
Dunn Creek Greenway Phase IV	The contract has been signed, and NTP will be issued soon.

Finance

FINANCIAL TASKS COMPLETED

TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500 and Payment	12-3-2024
ORBIT/LGERS Report – NC State Treasurer	12-3-2024
Utility Sales Tax Return – E500 E	12-13-2024
Food & Beverage Tax Report	12-12-2024
ACCOUNTING/FINANCE	AMOUNT
Total \$ Accounts Payable Disbursement	\$22,914,035
Total ePayables & Payroll Disbursement	\$5,356,177
Total Number of Invoices Paid	386
Total \$ Invoices Paid with Credit Card	\$994,778

PURCHASING / WAREHOUSE

Purchase Orders Processed	23
New Vendors Set Up	10
Informal Quotes	12
\$ Received Surplus Items Sold	\$0
Number of Surplus Items Sold	0
HUBSCO Reports	0

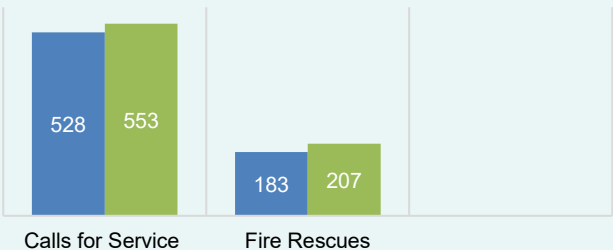
Fire

KEY STATS

	DECEMBER 2024	DECEMBER 2023
Calls for Service	528	553
Average Response Time	4:30	4:37

FIRE-KEY STATS

■ Dec-24 ■ Dec-23

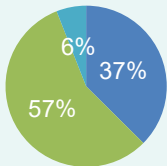


TYPES OF CALLS

	SEPTEMBER 2024	DECEMBER 2023
Fire	183	207
Medical	312	313
Motor Vehicle Accidents (MVA)	33	33

TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

EMPLOYMENT		
	DECEMBER 2024	DECEMBER 2023
Positions filled	423	401
Vacancies	31	39
Total Authorized Positions FY 2023–2024	454	440

PROMOTIONS/TRANSFERS			
NAME	DEPARTMENT	POSITION	DATE
None			

Information Technology

SERVICE STATS		
	DECEMBER 2024	DECEMBER 2023
Service Requests Completed	501	450
Network Uptime Percentage	100%	100%

Inspections & Public Facilities

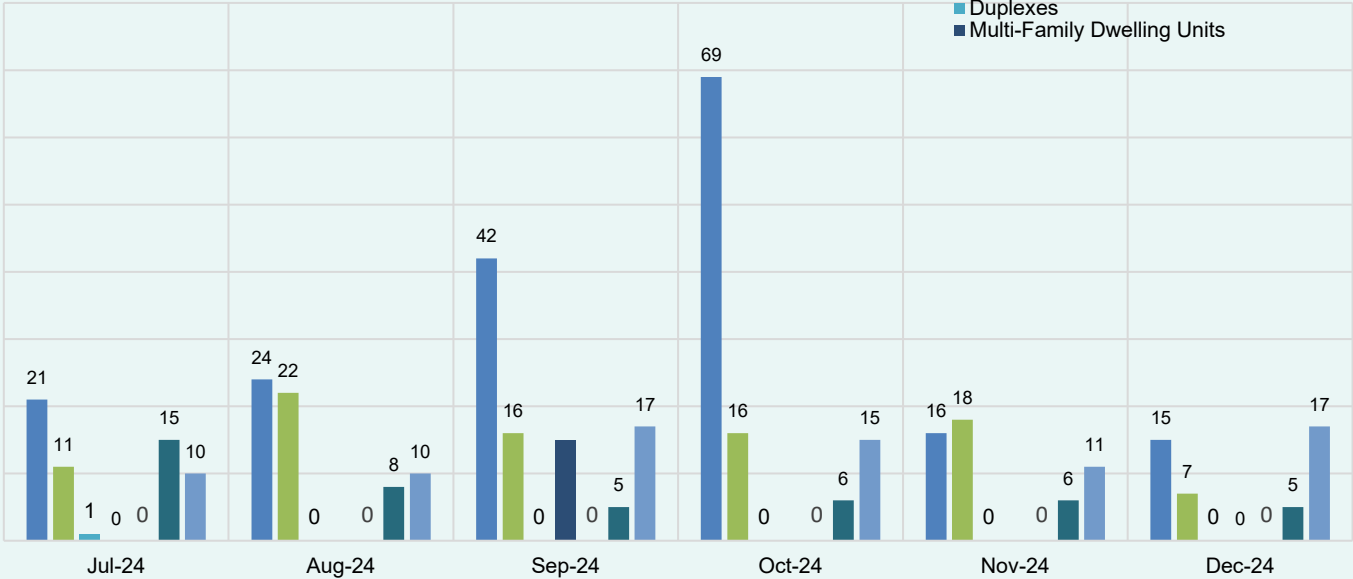
RESIDENTIAL PERMITS		
	DECEMBER 2024	DECEMBER 2023
Single-Family Dwelling	15	26
Townhomes	7	7
Duplexes	0	0
Multi-Family Dwelling Units	0	26
Other	122	66
Total	144	125

NON-RESIDENTIAL PERMITS		
	DECEMBER 2024	DECEMBER 2023
New Commercial	0	1
Fit-Ups	0	5
Other	30	18
Total	30	24

Inspections & Public Facilities

RESIDENTIAL BUILDING PERMITS (last 6 months)

- Single-Family Dwelling
- Townhomes
- Duplexes
- Multi-Family Dwelling Units

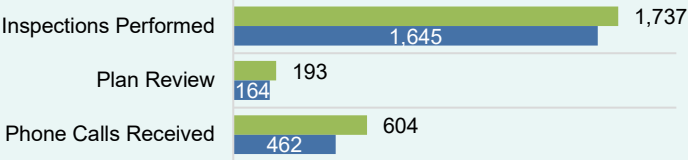


PUBLIC FACILITIES

	DECEMBER 2024	DECEMBER 2023
Preventative Maintenance Completed	610	490
Reactive Work Orders	113	63

DEPARTMENTAL PRODUCTIVITY

DECEMBER 2024 DECEMBER 2023



BUSINESSES

NEW COMMERCIAL BUSINESSES

FIT-UPS

PRE-OCCUPANCIES

American Laundromat LLC	12213 Capital Blvd
Owner Power Switch	822 S White St 100
Navadhaanya LLC	12223 Hampton Way Dr 100
St. John Properties Inc	1752 Heritage Center Dr 201
Visible Motorsports LLC	745 Merritt Capital Dr 122

Organizational Performance

NORTHERN COMMUNITY FOOD SECURITY TEAM (NCFST)

Staff Hours	14 hrs./week
Updates	Mobile Market - 2 visits (1st & 3rd this month) WF Community Table deliveries (3 this month) Eat Well Wake - 12 clients (8 WF & 4 Rolesville) - 2x

GUEST SERVICES VOLUNTEER (GSV) PROGRAM

Updates	21 active volunteers in the program
	1 inactive (one is out due to health)
	The total hours worked in the month of December is 147.

Parks, Recreation & Cultural Resources

ATHLETICS

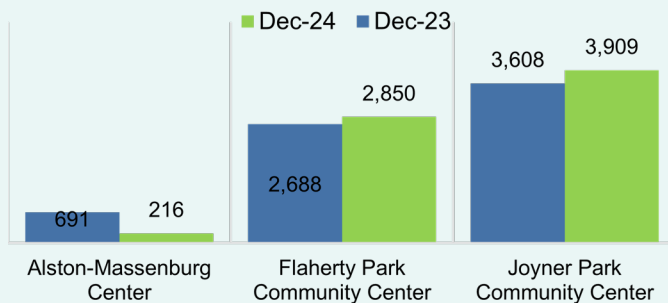
	DECEMBER 2024	DECEMBER 2023
Registrations Received – Youth	0	0
Registrations Received – Adult	0	0
Games Held	157	120
Revenue	\$0	\$0

[VIEW](#)

RECONNECT PROGRAM GUIDE

The program guide is updated twice per year in January and July.

VISITORS TO COMMUNITY CENTERS



PROGRAMS

	DECEMBER 2024	DECEMBER 2023
Registrations Received – Youth	95	59
Registrations Received – Adult	19	47
Classes/Programs Held	16	13
Revenue	\$1,961	\$1,364

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	1
Reactive Maintenance	2
PM Inspections & Services	73
Evening & Weekend Park Services	4

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	DECEMBER 2024	DECEMBER 2023
Aquatic Center	0	CLOSED
Taylor Street Sprayground	0	CLOSED

FACILITY RENTALS

	DECEMBER 2024	DECEMBER 2023
Athletic Fields	0	0
Joyner Park Outdoor / Open Space	0	0
General Outdoor / Open Space	0	0
Picnic Shelters	0	0
Wake Forest Community House	7	6
Joyner Park Community Center	1	3
Flaherty Park Community Center	1	1
Alston-Massenburg Center	3	2

Planning

DEVELOPMENT SERVICES MONTHLY REPORT [VIEW](#)

ZONING VIOLATIONS DASHBOARD [VIEW](#)

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

CERTIFICATES OF APPROPRIATENESS

	DECEMBER 2024	DECEMBER 2023
COAs Received	1	1
COAs Approved	1	0

Police

KEY STATS

	DECEMBER 2024	DECEMBER 2023
Calls for Service	5,296	4,583
Vehicle Crashes	208	180

Public Works

Streets: Ground 560 ft of sidewalk hazards repaired 2 asphalt patches (16 tons of asphalt) cleaned 375 ft of ditch line swept 280 miles of streets/collected 63 loads of debris assisted loading & unloading stage for Renaissance Center Installed crosswalks for Engineering Dept Cleaned spillway at the reservoir cemetery leaf removal assisted Solid Waste with drivers for knuckle boom & leaf trucks Repaired ditch line at Joyner Park & regraded a retention pond for Parks & Rec.

Fleet: Fleet completed 264 work orders in December for a combined shop productivity average of 76% of billable hours. Fleet's year to date average of 76% surpassing our goal of 75%. The mechanics completed 5.2 hours of combined training. We were able to consistently keep in service at minimum two of the three leaf trucks this season which allowed to service our residents more efficiently.

Solid Waste: Leaf collection fell a little behind in the beginning of December, but by the end of the month, we were back on a twice a month timeline. Even with a lot of vacation & sick time used throughout the department, yard waste routes stayed on schedule for the month. We worked through many issues with the trash vendor regarding spilled trash and recycle and with many carts dropped into the trucks that were required to be replaced.

Urban Forestry: Planted 61 trees, Cut down 7 hazardous trees and Staff training and safety briefings.

Admin: Admin had higher than normal number of calls intended for electric department and for paying electric bills. Admin had several inquiries for niches, but only sold 1 in month of December.

RECYCLING

	DECEMBER 2024	DECEMBER 2023
Volunteer Collected Litter	0	100
Volunteer Collected Recycling	0	25
Volunteer Hours	0	9
Volunteer Miles of Streets	0	0
Sections of Roads Cleaned (not miles)	0	2
Number of Creeks Cleaned	0	0
Number of Litter Kits Issued / Returned	0	2

SOLID WASTE

	DECEMBER 2024	DECEMBER 2023
New Construction Homes Added	46	92
New Cart Sets	46	92

CEMETERY

	DECEMBER 2024	DECEMBER 2023
Number of Plots Sold	0	0
Number of Niches Sold	0	1
Total Plots Available	0	0

Renaissance Centre for the Arts

RENAISSANCE CENTRE BROCHURE

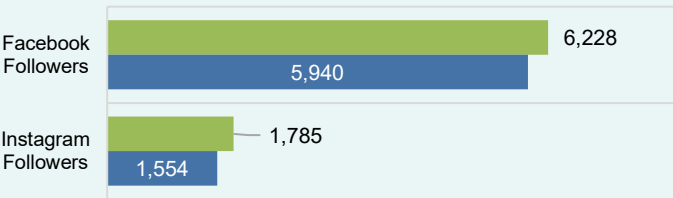
VIEW

EVENT & PROGRAM ATTENDANCE

	DECEMBER 2024	DECEMBER 2023
Monthly In-Person Attendance	1,977	3,381
Virtual Views	965	885
Ticketed Events Held	4	4
Free Events Held	1	0

SOCIAL ENGAGEMENT

■ Dec-24 ■ Dec-23



Renaissance Centre for the Arts

The Renaissance Centre delighted over 1,000 audience members with four presentations of the Four C Notes: Season Greetings. The risers were in place and again received high praise from our audiences.

The December art exhibit featured over 100 pieces of artwork created by 26 artists from the Triangle and beyond. The exhibit attracted a record-breaking number of visitors. Three hundred and seventy art lovers viewed the Holiday Invitational Art Exhibit during the month of December.

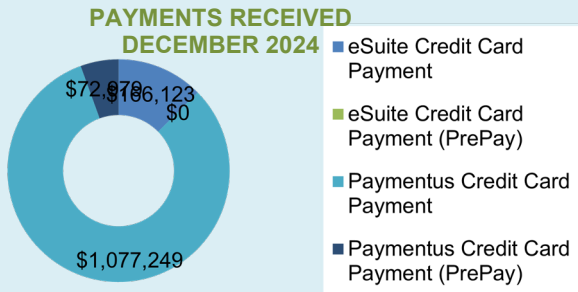
Wake Forest Power

CUSTOMER SUMMARY

	DECEMBER 2024	DECEMBER 2023
Electric Meters/Customers	7,880	7,620
Pre-Pay Power Customers	436	474
H.O.P.E. Participants	42	44
N.C. GreenPower Participants	16	16

PAYMENTS RECEIVED

	SEPTEMBER 2024	DECEMBER 2023
eSuite Credit Card Payments	\$166,123	\$201,050
eSuite Credit Card Payments (Pre-Pay)	\$0	\$0
Paymentus CC Payments	\$1,077,249	\$939,249
Paymentus CC Payments (Pre-Pay)	\$72,979	\$66,855

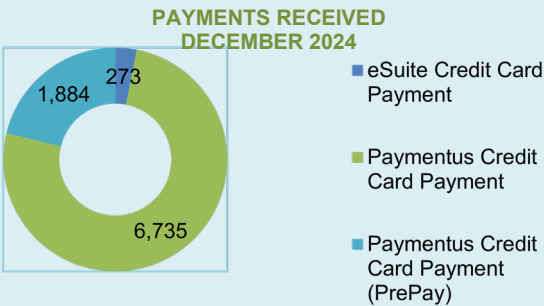


POWER OUTAGES

	DECEMBER 2024	DECEMBER 2023
Total Number of Customers Affected by Outages this Month	50	2,528
Average Number of Customers Affected per Outage	50	421.3

NUMBER OF TRANSACTIONS

	DECEMBER 2024	DECEMBER 2023
eSuite Credit Card Payments	273	303
Paymentus CC Payments	6,735	6,052
Paymentus CC Payments (Pre-Pay)	1,884	1,696



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 12/18/2024

Number of members in attendance: 5 out of 9

The Historic Preservation Commission approved three historic markers: Wake Forest Garden Club, Oscar Alston, and the Town of Forestville. Staff reminded the HPC of quasi-judicial training at the January Meeting, the Historic Tax Credit Workshop on January 16th, and the State of the Town address on February 17th.

Human Relations Council

MEETINGS

Most recent meeting held 12/19/2024

Number of members in attendance: 6 out of 10

Council continued to plan for the upcoming Minority & Women Owned Business Expo scheduled for February 22, 2025, and issued a \$500.00 check for the Black History Month scholarship to Friendship Baptist Church.

Public Art Commission

MEETINGS

Most recent meeting held 12/05/2024

Number of members in attendance: 6 out of 11

Review of 2024 creative placemaking projects. Election of new Chair and Vice Chair. Arts in Education grant awarded to Franklin Academy Middle School for ceiling art tiles in Alston Massenburg Center.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 12/23/2024

Number of members in attendance: 0 out of 12

The PRCR Advisory Board does not meet in December.

Technology Advisory

MEETINGS

Most recent meeting held 12/23/2024

Number of members in attendance: 0 out of 13

The December meeting was canceled.

Urban Forestry Board

MEETINGS

Most recent meeting held 12/24/2024

Number of members in attendance: 0 out of 9

The meeting was cancelled due to the holiday.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2024-446-

Submitted by: Kip Padgett

Submitting Department: Administration

Meeting Date: January 21, 2025

SUBJECT

Closed Session: NCGS 143-318.11(5) -To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

“To prevent the disclosure of information that is privileged or confidential or is not of public record, N.C.G.S. § 143-318.11(a)(1)”

Recommendation:

Item Summary:

ATTACHMENTS

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