



Wake Forest Board of Commissioners
Meeting Agenda
May 17, 2022 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 Deputy Town Clerk [Terry Savary](#) 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 7 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 five 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 five minutes each to express his/her comments, ideas, concerns, expressions, and desires. No comments will be allowed on agenda items.

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](#) or email Deputy Town Clerk [Terry Savary](#) by 9 a.m. the day of the meeting. 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 3-5 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 5, 2022 Work Session
April 19, 2022 Regular Meeting
[DraftBOCWSMinutesApr202205.pdf](#)
[DraftBOCMinutesApril202219.pdf](#)

3. Presentations

- 3.A. Proclamation Proclaiming June 2022 as "Men's Health Month"
[Proclamation_RecognizingMen'sHealthMonth_May202217.pdf](#)
- 3.B. Proclamation Recognizing June 3, 2022 as "Gun Violence Awareness Day"
[Proclamation_GunViolenceAwarenessDayMay2022.pdf](#)

4. Public hearings / Public Comment

- 4.A. Public Hearing to receive public comment on the proposed FY 2022-2023 Budget
[2022-2023 Budget Public Hearing_summary.pdf](#)
- 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 5 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 # 4 for FY 2021 - 2022

[Budget Ordinance Amendment_summary.pdf](#)

[Budget Ordinance Amendment #4.pdf](#)

- 5.B. Approval of fee adjustment for audit contract with Cherry Bekaert, LLP for fiscal year ended June 30, 2022

[Audit services amendment_summary.pdf](#)

[Resolution2022-24AuthorizingFeeAdjustmentforAuditContractwithCherryBegaertLLPT](#)

[OWF_May202217.pdf](#)

[Town of Wake Forest 6-30-22 LGC Contract.pdf](#)

[Town of Wake Forest 6-30-22 Audit Eng Letter.pdf](#)

[5 year quote for WF.pdf](#)

- 5.C. Approval of Ordinance Codification for the Town's Code of Ordinances, Supplement 16

[Ordinance2022-09CodificationOfSupplement16_May202217.pdf](#)

- 5.D. Resolution Affirming the Appointment of Town Clerk

[Resolution2022-25ApptOfTownClerkTheresaSavaryMay202217.pdf](#)

6. Legislative Items

7. Planning Items

- 7.A. Approval of a Resolution Recommending that the Mutschler House be Submitted for Listing in the National Register of Historic Places

[Summary Sheet - Mutschler House National Register Listing Nomination](#)

[Resolution2022-26RecommendMutschlerHousesubmittedtoNR.pdf](#)

[Attachment 1 - Mutschler House Draft National Register Nomination Packet](#)

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

[April 2022 Monthly Report.pdf](#)

12.B. Wake County Tax Release

[MAY-2022-MTG-TXREP-WF-PADGETT.pdf](#)

12.C. Commissioner Reports

13. Adjournment



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-559-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: May 17, 2022

SUBJECT

April 5, 2022 Work Session

April 19, 2022 Regular Meeting

Recommendation:

Item Summary:

ATTACHMENTS

- [DraftBOCWSEMinutesApr202205.pdf](#)
- [DraftBOCMinutesApril202219.pdf](#)



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, April 5, 2022**, 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.

Council Members Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Chad Sary, Commissioner Keith Shackleford, Commissioner Nick Sliwinski, and Commissioner Adam Wright

Staff Members Present:

Town Manager Kip Padgett
Town Attorney Hassan Kingsberry
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Deputy Town Clerk Terry Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin

Engineering Director Joe Guckavan
Chief Financial Officer Aileen Staples
Stormwater Engineering Manager Monica Sarna
Police Captain Brian Mote
Police Chief Jeff Leonard
Fire Chief Ron Early

1. Presentations

1.1 Stormwater Infrastructure Assessment Update

Stormwater Engineering Manager Monica Sarna provided a presentation on Stormwater Infrastructure Assessment and Utility Fee Development Update.

Commissioner Dyer asked if the assessment of the 500 critical areas are based on a 100-year storm with 2 inches of rain per hour. Ms. Sarna replied, it's based on GIS Data. Commissioner Dyer asked, if 2 inches of rain fell in four hours, what would the critical

point be. Ms. Sarna replied, that would be part of the 2D hydraulic analysis. She wasn't sure what type of storm event Freese & Nichols is using for the analysis.

Commissioner Wright asked if there are any products available to help with the monitoring of smart city programs. Ms. Sarna replied, Freese and Nichols suggested using tableau software to help visualize the data. Ms. Sarna is currently working with the GIS Team to visualize the data without having to use the tableau software.

Commissioner Wright asked if there's a reason why this only takes into account one of the watersheds. Ms. Sarna replied it was the scope of the contract. She said they've performed existing watershed studies on Smith Creek and Tom's Creek in the past. She said they've never done an inventory of Richland Creek and thought it would be a good opportunity. She said it's not a full-blown watershed study but with the recent development happening in Richland Creek it would give a good understanding of where they're at.

Commissioner Sliwinski said he doesn't see any criticality areas shown west of Capital Blvd. Ms. Sarna said she did not do a full screenshot and pointed out they're going to be working with the initial results to fill in some information. She'll provide the Commissioners with an updated screenshot once the list is finalized.

Commissioner Sliwinski asked if there's any way to take into account areas for development and development already in process. Ms. Sarna said staff is hoping the town can continually update and analyze as part of the five-year plan.

1.2 Presentation of CPA-22-01, Revised Draft Town of Wake Forest Community Plan and Land Use Map (March 2, 2022 version)

Assistant Planning Director Jennifer Currin stated the last time they were before the Board with the Draft Community Plan was September 2021, when staff presented the goals and vision statement. Ms. Currin said Nic Davis and Mika Schweizer with Houseal Lavigne Associates will go into more detail about what has occurred since then. Ms. Currin said they've obtained community input and have a revised draft plan that's available on the town's website. The draft Community Plan was taken to the Planning Board on March 8, 2022 and received unanimous approval with the following conditions:

1. Staff to fix spelling error

2. Recommendation to add an action item related to the coordination of road improvements with NCDOT.

Ms. Currin turned the meeting over to Consultants, Nic Davis and Mika Schweizer with Houseal Lavigne Associates.

Mr. Davis and Ms. Schweizer presented the draft plan and provided an overview of the following items in the Community Plan:

1. Overview of Planning Process
2. About the Community Plan
3. Vision & Goals
4. Land Use Plan & Area Plans (Residential, Commercial & Industrial, Downtown)
5. Key Recommendations
6. Action Matrix

Commissioner Sliwinski said they did an amazing job incorporating what the community was asking for. Commissioner Sliwinski asked if any feedback had been solicited or received on the new draft. Ms. Currin stated staff had published the revised draft plan and received a couple comments. She said some of the modifications or additional comments were included in the agenda packet. Ms. Currin said some relate to descriptions related to residential areas or potential properties that could be for land preservation located outside of the Town of Wake Forest. Based upon feedback received, staff will be proposing modifications, prior to the public hearing, related to additional changes to some area plan language.

Mayor Jones said she appreciates all the work staff put into responding to comments from the public.

Commissioner Dyer followed up with a thank you.

Commissioner Wright said staff did a great job.

This item will come before the Board of Commissioners for action at its April 19, 2022 meeting.

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.

4. Other Business

4.1 Wake County Non-Discrimination Ordinance Interlocal Agreement

Town Attorney Hassan Kingsberry presented the Non-Discrimination Ordinance to the Board of Commissioners. Attorney Kingsberry stated Wake County has reached out to each municipality to see if the town will join in and enter into an interlocal agreement. Some of the key features of the ordinance are to: prohibit discrimination on the basis of race, natural hair, hair styles, ethnicity, creed, color, sex, marital or familiar status, sexual orientation, gender identity or expression, national origin or ancestry, National Guard or veteran status, religious belief or non-belief, age, or disability. This discrimination would apply in employment and public accommodations.

Commissioner Sliwinski asked if this would be for both Town of Wake Forest municipal businesses and private businesses within the town. Attorney Kingsberry replied, yes.

Commissioner Sliwinski asked if the fee would apply only if they decided to opt into the agreement. Attorney Kingsberry replied, correct.

Mayor Jones asked if this currently applies to private businesses in the Town of Wake Forest. Attorney Kingsberry replied, no.

Commissioner Sary said he appreciates the work Wake County put into it but thinks it's an unenforceable ordinance. He said it's an overreach into the private sector and is not in favor of it. Commissioner Dyer and Mayor Jones said they feel the same way.

Commissioner Shackelford asked how it works with federal law and a citizen's ability to file a claim with Equal Employment Opportunity Commission (EEOC). Attorney Kingsberry replied, federal law has several non-discrimination provisions under different sections of federal law. He said EEOC would deal with employment where

federal government would have jurisdiction. Attorney Kingsberry believes this state law adds more protection into areas that aren't already federal protected classes.

Commissioner Sliwinski asked if it's an opt in, not an opt out. Attorney Kingsberry replied, correct.

Commissioner Shackleford didn't want to take action tonight and would like to give it more consideration.

Mayor Jones believes the Town of Wake Forest is observing the non-discrimination policy at the present time. Her objection is telling town businesses they have to abide by this particular policy.

Mayor Jones said the Board may bring it up at a later time if that's what they wish to do.

5. Commissioner Reports

Commissioner Dyer said he is so proud of the community. He said Town staff is excellent and doesn't think they're complimented enough. He asked to go on record naming some of the staff that worked so diligently on the 38th Memorial Flag-Raising Ceremony. He gave a shout out to Cathi Pope, Lisa Hayes, Bill Crabtree, and Mayor Jones for supporting the event. He attended the Human Relations Council (HRC) Meeting. He said the Multicultural Day Event has been postponed. The Historic Preservation Commission (HPC) Meeting will be held next Wednesday. He attended a couple shows at the Renaissance Centre. He said the Board was pleased to receive an update from Bill Crabtree on all the events this summer in the Town of Wake Forest.

Commissioner Wright attended the community luncheon with Congressman Price and Congresswoman Ross. He received a thank you letter from students at Pine Springs Preparatory Academy for the signing of the Mayor's Monarch Pledge. He attended the Technology Advisory Board (TAB) Meeting and they're preparing for the STEM Saturday Event on April 30, 2022.

Commissioner Sliwinski attended a Northeast Community Coalition Meeting. He attended the Family Expo at the Renaissance Centre. He attended the Community Event at the DuBois Campus. He attended a show at the Renaissance Centre. He attended an Urban Forestry Board (UFB) Meeting. He attended the Parks, Recreation & Cultural Resources (PRCR) Meeting.

Commissioner Shackelford will attend the Downtown Development Meeting. He said the Wake Forest Business & Industry Partnership (WFBIP) Meeting had been postponed but will read their updates later in the month.

Commissioner Sary attended the Triangle J Council of Government (TJCOG) Meeting. He attended the 38th Memorial Flag-Raising Ceremony. He said Commissioner Dyer did a great job being the emcee for the Ceremony. He's looking forward to Friday Night on White (FNOW) coming up on Friday, April 8, 2022. He encouraged everyone to purchase tickets for the upcoming Fire Department's Drive-By Fish Fry.

Commissioner Dyer recognized the Fire Department Honor Guard. He said they do such a great job. He said this is another reason he's so proud to be part of this town.

Mayor Jones said the town received a letter from Congressman Price stating the Town of Wake Forest will receive a project funding request of \$2.175 million for repairs to the Wake Forest Reservoir. It will be administered by Federal Emergency Management Agency (FEMA). Mayor Jones sent a letter to the congressional leadership, on behalf of the town, in support of Senate Bill 2981 and House Bill 3172 known as the Helper Act, which creates a home loan program to help law enforcement, firefighters, EMT's, paramedics, and pre-K through 12 teachers. She attended a meeting promoting regionalism. She attended a S-Line Transit-Oriented Development Study Advisory Committee Meeting. She attended two Eagle Scout Courts of Honor and is proud of those young men. She attended a monthly event at Unwined on White. She met with Chloe Austin a student at Wake Forest High School who represents the Family Civic Community Leaders Club. Ms. Austin is representing the high school in the regional competition in the public policy advocate category. Mayor Jones said Ms. Austin is an outstanding young woman and is also a Trentini Scholar nominee from Wake Forest High School. Mayor Jones attended the Family Expo at the Renaissance Centre. She attended the Historical Society Drop-in at the museum. She attended a play at Wake Forest High School. She attended a show at the Renaissance Centre. She attended a sled hockey game at the Factory.

Town Manager Kip Padgett said the Board of Commissioners received a packet tonight listing the events occurring in Wake Forest through July 2022, and will be updated monthly. Mr. Padgett said he attended the Commission of Accreditation Law Enforcement Agencies Conference with Police Chief Leonard and some of his staff. It's a national standard that law enforcement follows and not everybody meets and

complies with those standards; it's voluntary and is up for renewal every three-years. Town Manager Padgett said this year was the first renewal since their original certification. Town Manager Padgett congratulated Chief Leonard, Captain Mote, and Lieutenant Gamber for all their hard work. Mayor Jones congratulated and thanked them for all they do to make the community safe.

6. Adjournment

With no further business to discuss, Mayor Jones adjourned the meeting at 7:07 p.m.

Duly approved in open session this 17th day, of May 2022.

(ATTEST)

Vivian A. Jones
Mayor

Terry Savary
Deputy Town Clerk



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, April 19, 2022** 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.

Council Members Present: Mayor Vivian A. Jones, Commissioner Jim Dyer, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright

Commissioner Members Absent: Commissioner Chad Sary

Staff Members Present:

Town Manager Kip Padgett
Town Attorney Hassan Kingsberry
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Strategic Performance Manager Lisa Hayes
Deputy Town Clerk Terry Savary
Planning Director Courtney Tanner
Assistant Planning Director Jennifer Currin
Senior Planner Kari Grace
Long Range Planning Manager Brad West
Senior Planner – Historic Preservation Michelle Michael
Planner 1 – Development Services Emma Linn

Planner II – Long Range Dylan Bruchhaus
Chief Financial Officer Aileen Staples
Purchasing Manager Randy Driver
Senior Budget Analyst Ben Blevins
Assistant Finance Director Samantha Sanchez
Police Chief Jeff Leonard
Police Captain Brian Mote
Interim Public Works Director Tim Bailey
Yard Waste Collection Supervisor Chad Hildebrandt
Sustainability Coordinator Jeanette Johnson

1. Approval of Agenda

1.A. Approval of Agenda

ACTION:

Mover: Commissioner Dyer moved to approve the agenda as presented.

Second: Commissioner Shackelford.

Vote: Motion carried 4-0.

2. Approval of Minutes

2.A. Approval of Minutes:

- March 1, 2022, Work Session
- March 15, 2022, Regular Meeting

ACTION:

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

Second: Commissioner Wright.

Vote: Motion carried 4-0.

3. Presentations

3.A. Resolution Recognizing Virginia H. Jones on her Retirement

Mayor Jones presented a Resolution of Appreciation for the Services of Virginia H. Jones:

RESOLUTION 2022-22
RESOLUTION OF APPRECIATION FOR THE SERVICES OF
Virginia H. Jones

WHEREAS, Virginia H. Jones was hired as Human Resources Director effective March 19, 2013;
and

WHEREAS, Virginia H. Jones developed several policies and procedures to accommodate the growing employee workforce during her tenure; *and*

WHEREAS, Virginia H. Jones helped create and served as the inaugural chair of the North

Carolina Health Insurance Pool (NCHIP); and

***WHEREAS**, Virginia H. Jones' service on NCHIP helped to prevent insurance premium increases for employees over the past four years ; and*

***WHEREAS**, with over 9 years of service to the Town, Virginia H. Jones has served unselfishly in her 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 Virginia H. Jones is hereby officially commended by this Board on behalf of the citizens of the Town of Wake Forest for valuable and outstanding service rendered to the Town in her official capacity as Human Resources Director with the Town of Wake Forest.*

***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 Virginia H. Jones.*

3.B. Proclamation Recognizing May as "Building Safety Month"

Mayor Jones proclaimed May 2022 as "Building Safety Month":

PROCLAMATION

RECOGNIZING MAY 2022 AS "BUILDING SAFETY MONTH"

***WHEREAS**, the Town of Wake Forest is committed to recognizing that our growth and strength depends on the safety and essential role our homes, buildings and infrastructure play, both in everyday life and when disasters strike, and;*

***WHEREAS**, our confidence in the resilience of these buildings that make up our community is achieved through the devotion of vigilant guardians-building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry-who work year-round to ensure the safe construction of buildings, and;*

***WHEREAS**, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state, territorial, tribal and federal officials who are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work and play, and;*

***WHEREAS**, these modern building codes include safeguards to protect the public from hazards such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquakes, and;*

***WHEREAS**, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety-our local code officials- who assure us of safe, sustainable and affordable buildings that are essential to our prosperity, and;*

***WHEREAS**, "Safety for All: Building Codes in Action," the theme for Building Safety Month 2022, encourages us all to raise awareness about planning for safe and sustainable construction; career opportunities in building safety; understanding disaster mitigation, energy conservation; and creating a safe and abundant water supply to all of our benefit, and; **WHEREAS**, each year, in observance of Building Safety Month, people all over the world are asked to consider the commitment to improve building safety, resilience and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.*

***NOW, THEREFORE**, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim the month of May 2022 as "Building Safety Month" and encourage our citizens to join in appreciation for the essential service provided to all of us by our local and state building code departments, fire prevention bureaus, and federal agencies.*

3.C. Proclamation Recognizing May 1, 2022 as "Global Love Day" in the Town of Wake Forest, NC

Mayor Jones stated the Proclamation Recognizing May 1, 2022 as "Global Love Day" in the Town of Wake Forest, NC would be sent to the requestor:

**PROCLAMATION
RECOGNIZING MAY 1, 2022 AS "GLOBAL LOVE DAY"
IN THE TOWN OF WAKE FOREST, NC**

***WHEREAS**, GLOBAL LOVE DAY will establish a worldwide focus towards "unconditionally loving each other as we love ourselves."*

***WHEREAS**, We are One Humanity on this planet; All life is interconnected and interdependent; All share in the Universal bond of love;*

***WHEREAS**, Love begins with self-acceptance and forgiveness; with respect and compassion we embrace diversity; Together we make a difference through love;*

***WHEREAS**, The Love Foundation, Inc. invites mankind to declare May 1, 2022 as "GLOBAL LOVE DAY", a day of forgiveness and unconditional love. GLOBAL LOVE DAY will act as a model for all of us to follow, each and every day.*

***NOW, THEREFORE, I**, Vivian A. Jones, Mayor of the Town of Wake Forest, hereby dedicate and proclaim May 1, 2022 as "GLOBAL LOVE DAY" in Wake Forest and invite all citizens to observe this day.*

3.D. Proclamation Recognizing May 5, 2022 as "National Day of Prayer"

Mayor Jones stated the Proclamation Recognizing May 5, 2022 as “National Day of Prayer” would be read by Mayor Pro Tem Dyer at the National Day of Prayer Ceremony.

PROCLAMATION
NATIONAL DAY OF PRAYER
May 5, 2022

***WHEREAS**, civic prayers and national days of prayer have a long and venerable history in our constitutional republic, dating back to the First Continental Congress in 1775; and*

***WHEREAS**, the Declaration of Independence, our first statement as Americans of national purpose and identity, made the Laws of Nature and Nature’s God the foundation of our United States of America and asserted that people have inalienable rights that are God-given; and*

***WHEREAS**, the Supreme Court has affirmed the right of state legislatures to open their sessions with prayer and the Supreme Court and the U. S. Congress themselves begin each day with prayer; and*

***WHEREAS**, in 1988, legislation setting aside the first Thursday of May in each year as a National Day of Prayer was passed unanimously by both Houses of Congress and signed by President Ronald Reagan; and*

***WHEREAS**, the National Day of Prayer is an opportunity for Americans of all faiths to join in united prayer to acknowledge our dependence on God, to give thanks for blessings received, to request healing for wounds endured, and to ask God to guide our leaders and bring wholeness to the United States and her citizens; and*

***WHEREAS**, it is fitting and proper to give thanks to God by observing a day of prayer in the Town of Wake Forest when all may acknowledge our blessings and express gratitude for them, while recognizing the need for strengthening religious and moral values in our State and nation; and*

***WHEREAS**, we pray for those who are affected by the Coronavirus and for our community as we recover from this and begin to move forward.*

***NOW, THEREFORE**, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim Thursday, May 5, 2022, as “**A DAY OF PRAYER IN WAKE FOREST**” and urge all citizens of Wake Forest to observe the day in ways appropriate to its importance and significance.*

3.E. Proclamation Recognizing May 2022 as "Mental Health Month"

Mayor Jones stated the Proclamation Recognizing May 2022 as "Mental Health Month" would be sent to the requestor:

**PROCLAMATION
RECOGNIZING MAY 2022 AS "MENTAL HEALTH MONTH"**

***WHEREAS**, there is a proven connection between good mental health and overall personal health, and mental illnesses affect almost every family in America; and*

***WHEREAS**, people with mental illnesses recover if given the necessary services and supports in their communities, and people with mental illnesses make important contributions to our families and our communities; and*

***WHEREAS**, millions of adults and children are disabled by mental illnesses every year only one out of two people with a serious form of mental illness seeks treatment for his or her mental illness; and*

***WHEREAS**, stigma and fear of discrimination keep many who would benefit from mental health services from seeking help, research shows that the most effective way to reduce stigma is through personal contact with someone with a mental illness; and*

***WHEREAS**, good mental health is critical to the well-being of our families, communities, schools, and businesses, greater public awareness about mental illnesses can change negative attitudes and behaviors toward people with mental illnesses;*

***NOW, THEREFORE, I**, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim the month of May 2022 as MENTAL HEALTH MONTH. As the Mayor of the Town of Wake Forest I also call upon all Town of Wake Forest citizens, government agencies, public and private institutions, businesses, and schools to recommit our community to increasing awareness and understanding of mental illnesses, reducing stigma and discrimination, and promoting appropriate and accessible services for all people with mental illnesses.*

3.F. Proclamation Recognizing May 14, 2022 as "St. Baldrick's Day"

Mayor Jones presented a Proclamation Recognizing May 14, 2022 as "St. Baldrick's Day":

**PROCLAMATION
RECOGNIZING ST. BALDRICK'S DAY
MAY 14, 2022**

***WHEREAS** in 2000, the very first ever St. Baldrick's head-shaving event took place in New York City with 17 people shaving their heads to raise funds for the most promising childhood cancer research. Since becoming an independent charity in 2005, the St. Baldrick's Foundation has granted more than \$315 million to support the best research just for kids, making it the largest private funder of childhood cancer research grants worldwide; and*

***WHEREAS** in 2008, the first St. Baldrick's head-shaving event in Wake Forest was organized by community volunteers and staff at O'Dwyers Irish Pub. Participants and attendees came together in this unique fundraising event to raise funds for childhood cancer research and to give kids the healthy childhoods they deserve; and*

***WHEREAS** for the 15th consecutive year, this amazing community has continued to organize and support the St. Baldrick's Foundation – raising over \$1.25 MILLION and counting for lifesaving research; and*

***WHEREAS** since 2005 the St. Baldrick's Foundation has awarded more than \$9 million to North Carolina institutions including the University of North Carolina at Chapel Hill and Duke University Medical Center.*

***NOW, THEREFORE, I, VIVIAN A. JONES**, Mayor of the Town of Wake Forest, North Carolina, do hereby proclaim May 14, 2022 as*

"ST. BALDRICK'S DAY"

In the town of Wake Forest, North Carolina and urge citizens to support the activities planned for this event.

3.G. Proclamation Recognizing May 1 through 7, 2022 as the "53rd Annual Professional Municipal Clerks Week"

Mayor Jones proclaimed May 1 through May 7, 2022 as the "53rd Annual Professional Municipal Clerks Week":

PROCLAMATION

**RECOGNIZING THE WEEK OF MAY 1 – MAY 7, 2022 AS THE
53rd ANNUAL PROFESSIONAL MUNICIPAL CLERKS WEEK**

***Whereas**, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and*

***Whereas**, The Office of the Professional Municipal Clerk is the oldest among public servants, and*

***Whereas**, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and*

***Whereas**, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.*

***Whereas**, The Professional Municipal Clerk serves as the information center on functions of local government and community.*

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, It is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

Now, Therefore, I, Vivian Jones, Mayor of the Town of Wake Forest, do recognize the week of May 1 through May 7, 2022, as Professional Municipal Clerks Week, and further extend appreciation to our Professional Municipal Clerk, Deputy Town Clerk Terry Savary and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

3.H. Proclamation Recognizing "National Public Works Week" May 15-21, 2022

Mayor Jones presented a Proclamation Recognizing "National Public Works Week" May 15-21, 2022:

**PROCLAMATION
RECOGNIZING NATIONAL PUBLIC WORKS WEEK
MAY 15-21, 2022**

WHEREAS, Public Works infrastructure, facilities and services are of vital importance to the health, safety and well-being of the people of the Town of Wake Forest, North Carolina; and

WHEREAS, such facilities and services could not be provided without the dedicated efforts of public work professionals, engineers, managers, the operations and maintenance staff who are responsible for and must plan, design, build, operate, and maintain the transportation, public buildings, and other structures and facilities essential to serve our citizens; and

WHEREAS, it is in the public interest for the citizens and civic leaders of the Town of Wake Forest to gain knowledge of and to maintain a progressive interest in the public works needs and programs of their respective communities.

WHEREAS, we join the American Public Works Association, Governor's Office of the State of North Carolina and other interested agencies and organizations in recognizing the contributions of public work professionals to the health, safety and welfare of the Town of Wake Forest, State of North Carolina and our nation;

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim May 15-21, 2022 as:

"NATIONAL PUBLIC WORKS WEEK"

3.I. Proclamation Recognizing Mother Rebecca Stallworth Inge

Mayor Jones recognized Mother Rebecca Stallworth Inge:

PROCLAMATION

RECOGNIZING MOTHER REBECCA STALLWORTH INGE

WHEREAS, Mother Rebecca Stallworth Inge through God's grace and the support of the Shaw University Community, Family and Friends, has returned to complete her Undergraduate Degree some Fifty Years later after having to withdraw for a family matter in the year 1967, and WHEREAS, with her original Shaw University Student I.D. in tow, her faith in God, reenrolled to become a college student fifty years later at the ripe age off 71 years old, having never forfeiting her dream to complete her college degree, and

WHEREAS, at the age of 75 years old, will receive the last Undergraduate Degree in Philosophy and Religious Studies that Shaw University will bestow to a student on Sunday, May 8, 2022, and

WHEREAS, on behalf of the Town of Wake Forest, I am happy to extend our Congratulations and Best wishes to Mother Rebecca Stallworth Inge, a member of the class of 2022, Shaw University, and

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, North Carolina, do hereby proclaim May 1, 2022 as

"MOTHER REBECCA STALLWORTH INGE"

In the town of Wake Forest, North Carolina, and encourage members of Kingdom Family International Church to participate in Mother Rebecca Stallworth Inge activities through this day, May 1, 2022.

3.J. Proclamation Recognizing April 22, 2022 as "Earth Day" in the Town of Wake Forest

Mayor Jones presented a Proclamation Recognizing April 22, 2022 as "Earth Day" in the Town of Wake Forest:

PROCLAMATION

DESIGNATING APRIL 22, 2022 AS "EARTH DAY" IN WAKE FOREST

WHEREAS, April 22, 2022, marks 52 years of worldwide Earth Day celebrations; and

WHEREAS, the first Earth Day in 1970 recognized the importance of every person in preserving our natural resources; and that on the first Earth Day, 20 million Americans rallied for a healthy, sustainable environment; and

WHEREAS, all life forms on Earth have a right to a healthy, sustainable environment and as caretakers of the planet we all have an obligation to change human behaviors that contribute to environmental degradation to preserve the Earth's beauty and natural resources; and

WHEREAS, this obligation extends not only to today's caretakers but also to future generations of environmental caretakers who will inherit the planet from us; and

WHEREAS, Wake Forest is fortunate to have a 561 acres of parks, open space, natural land and trails which enrich the lives of both residents, visitors, and wildlife and provides habitat for various flora and fauna, natural resources, and many diverse recreational opportunities; and

WHEREAS, the Town of Wake Forest supports projects and programs that demonstrate and encourage natural resources conservation and sustainable efforts within the Town community; and

WHEREAS, many local community members, schools, businesses, and environmental organizations are working together in the interest of the planet to inspire intergenerational participation through local actions and global environmental consciousness; and

WHEREAS, The Town's goal is to help build a future in which humans live in harmony with nature and wildlife by conserving Wake Forest's and the Planet's biological diversity; and

WHEREAS, the Town of Wake Forest proudly recognizes all who participate in Earth Day, for their dedication to taking a proactive role in shaping the future of our environment and protecting the Town of Wake Forest's, and the World's, precious natural resources and various wildlife; and

WHEREAS, the Town of Wake Forest will continue to advocate for Earth Day and will continue to support and educate about environmental awareness, natural resource conservation, wildlife conservation, sustainable practices, and so much more related to the wellbeing of our planet.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest do hereby proclaim April 22, 2022 as "Earth Day" in the Town of Wake Forest, and I encourage all citizens to become engaged in local and global efforts to help improve and protect our environment for all living beings.

3.K. Proclamation Recognizing the 90th Birthday of Pidie Forte Lucas Green

Mayor Jones recognized the 90th Birthday of Pidie Forte Lucas Green:

PROCLAMATION RECOGNIZING THE 90th BIRTHDAY OF PIDIE FORTE LUCAS GREEN

WHEREAS, Pidie Forte Lucas Green was born in Wake Forest on April 6, 1932, and was raised in a loving, hard-working family with 12 children.

WHEREAS, Ms. Green graduated from W.E.B. DuBois School in Wake Forest in 1950 and afterward attended a business correspondence school, and

WHEREAS, Ms. Green's dreams of a better life led her to New York City in the mid 1950's. She began working at Macy's Department Store in the fur department. She also worked part-time in the restaurant business, and

WHEREAS, while working in the restaurant business, Ms. Green drew the attention of a pharmaceutical salesman from North Carolina because of her excellent service and the large tips she received due to her service. He was impressed with the way she treated her customers and he offered her an opportunity to become a business partner with three gentleman, and

WHEREAS, in the early 1970's Ms. Green became a working partner at a new restaurant, 22 West in Harlem, New York. She used her skills, character, and business knowledge to become the manager and owner in partnership.

WHEREAS, 22 West was known as the spot where political activists gathered to discuss issues that affected the African American community and the nation. Ms. Green was able to meet and befriend many national leaders during her many years managing the restaurant. Leaders that she came to know included Adam Clayton Powell, Jesse Jackson, Cal Ramsey, Vernon Jordon, Percy Sutton, Al Sharpton, Malcolm X and Muhammad Ali. Ms. Green spent many years managing this famous venue which became a popular destination for tourists from all over the world and was a regular stop on many bus tours through Harlem, and

WHEREAS, Ms. Green retired and relocated to California where she and her husband, Paul, were leaders at Loveland Church in Rialto, California. After the loss of her husband, she returned home to Wake Forest, and

WHEREAS, Ms. Green enjoys spending time with family and friends, reading, attending church, and traveling. She was blessed with three children, Christine Manning (deceased), Thurman Lucas (deceased), and Stanley Lucas. She was also blessed with five grandchildren, Dr. M. Dion Manning, Paul "Scooby" Green, Jr., Freddie Bell, Davon Campbell, and Makayla Lucas. She especially enjoys spending time with her family, and

THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest, welcome Pidie Forte Lucas Green once again to the Town of Wake Forest and celebrate her reaching the age of ninety years here in fellowship with family and friends. I urge everyone to celebrate this birthday with Ms. Green and congratulate her on a life well lived and shared, this the 9th day of April 2022.

4.A. Public Hearing on CPA-22-01, Revised Draft Town of Wake Forest Community Plan and Land Use Map (March 2, 2022 version)

The following citizens provided public comments:

- Jim Adams, 909 S. Main St. of Wake Forest, spoke about the development of the property and the name change of the “Joyner Property” on Capital Boulevard now called the “Former Wake Forest Golf Club”. Mr. Adams provided handouts to the Board.
- George Massey, 2513 Canobie Ln. of Wake Forest, spoke in support of the Community Plan. He commented on a few items in the Community plan including access to green space, conservation design, tree preservation, and wildlife.
- Mindy Hidenfelter, 2700 Bardeen Ct. of Wake Forest, spoke in support of the Community Plan. She provided handouts of a presentation, “Pathways Plan Summary”, prepared by the Urban Forestry Advisory Board.
- President of Church Initiative, Samuel Hodges IV, 1712 Longmont Dr. of Wake Forest spoke on behalf of the ministries concerns with the Community Plan. The primary concern is the proposed use of the land is not consistent with the way they’ve used the land in the past twenty years nor is it consistent with the way they plan on using the land in the foreseeable future. He said they’d like to see a Community Plan reflect their intentions on how they plan to use the land. Mr. Hodges said they don’t object to the professional portion of the Community Plan, it’s the services portion they object to.
- Wanda Mukherjee, 1208 Chilmark Ave. of Wake Forest, stated she supports the Community Plan. Ms. Mukherjee thanked staff in both the Planning Department and Communications Department. She hopes the Board of Commissioners will approve without any changes to it.
- Stacy Woodhouse, 231 Sulphur Spring Rd. of Warrenton, NC, introduced Pastor Jesse Pimentel. Mr. Pimentel spoke about the rezoning at 306 S. Allen Rd in Wake Forest. He said the zoning changed so drastically that the sale of the property is in jeopardy, which puts their future as a church in jeopardy. He asked the Board of Commissioners if they’d consider changing the zoning to mixed-use. Mr. Woodhouse said the rezoning that took place makes the existing building on the property unusable.
- Margaret Watkins, 407 Belmellen Ct. of Wake Forest, provided handouts to the Board. The handouts were of a poll she generated: “Should the town encourage

more diverse housing types, which may include townhouses, duplexes, apartments, etc.”

- Erin Catlett with Fox Rothschild at 434 Fayetteville Street, Raleigh, NC provided handouts of the Powell parcels. Ms. Catlett spoke on behalf of Mr. and Mrs. B.H. Powell, 855 Durham Rd. of Wake Forest. She said they’d like to request consideration of a minor change to the draft Community Plan; specifically, to request a land use designation for their property on the land use map. Ms. Catlett highlighted a couple concerns and reasons the Powell family had in making the request. The Powell Family has had a long standing presence in Wake Forest. The 855 Durham Rd. property has been in the Powell family since the early 1930’s. The Powell Family has made Wake Forest their home for the past several decades. She said the major drivers for this request for a change of the land use designation is roadways that are proposed to come to the area, the Capital Blvd. upgrade project, segment D will be directly across the street from their property on Durham Rd., and the Ligon Mill Rd. extension will directly impact their property as well.
- Tom Snow, Riverstone Community of Wake Forest, commented on the major development, clearcutting, and clay land everywhere. He said the town is growing at such a rate, it’s alarming.
- Kyle (no last name provided), of Wake Forest, said he shares a lot of Mr. Snow’s concerns regarding growth. He said he understands growth is to happen. He purchased a home off Winding Way in Wake Forest and said a greenway trail is going in behind his house. He asked if there’s any negotiation or option to speak to someone about an alternate route to keep his privacy.
- Sam Joyner, 1426 Country Club Dr. of Wake Forest, commended staff on the work they did on the Community Plan. He hopes the Board approves the plan.
- Edith Heath, Fairway Villas Dr. of Wake Forest, commented on the loss of wildlife and nature. She said they need to think about what they’re doing with the land and try to preserve part of the community they have.
- George Lambie, Centaur Rd. of Wake Forest, thought the meeting included discussion regarding the development at Forestville Rd. and Burlington Mills Rd. He asked if there’s a legal obligation from the town’s point of view to allow development or is the town duty-bound to allow all development to move forward regardless of the traffic impact.
- Charles Vollmer, 1118 Fairway Villas Dr. of Wake Forest, said Wake Forest has the opportunity to continue the uniqueness of the town by not following other towns. Mr. Vollmer said the golf course is not abandoned but has been taken

back by the trees and wildlife. He said it's serving its best purpose now. He said it should be left as open space and converted to nature trails for people to enjoy.

Mayor Jones asked if anyone wished to speak. No one came forward to speak. Mayor Jones closed the public hearing.

4.B. Public hearing on an annexation petition submitted by George C. Mackie Jr. and Martha Mackie for property associated with Hamlet at Quail Crossing located at 1423 Deerfield Crossing Drive, being Wake County Tax PIN 1850-26-8976 (portion) and adjacent rights-of-way.

Laura Hollman with McAdams Company, 201 Glenwood Ave, Ste. 201 Raleigh, NC stated she's in attendance to represent the applicant and answer any questions.

Mayor Jones asked if anyone wished to speak. No one came forward to speak. Mayor Jones closed the public hearing.

4.C. Public Hearing on a petition requesting contiguous annexation submitted by Ammons Property Two LLC for property associated with Traditions Townhomes located at 0 Traditions Grande Boulevard being Wake County PIN 1851-12-8142 and adjacent rights-of-way being approximately 7.5617 acres.

Mayor Jones asked if anyone wished to speak. No one came forward to speak. Mayor Jones closed the public hearing.

4.D. 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 5 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.

Mayor Jones asked if anyone had any public comments. No one spoke. Mayor Jones closed the public comment.

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. Updates to the Town of Wake Forest Record Retention Policy to incorporate Program Records.
- 5.B. Approval of Appointments to Citizen Advisory Boards
- 5.C. Approval of Acceptance of Grant - North Carolina Department of Environmental Quality 2022 Community Waste Reduction and Recycling Grant
- 5.D. Approval to Amend the FY22 Pay Plan to Add a Full-Time Paralegal

Mayor Jones asked if anyone would like an item removed from the consent agenda.

Richard Ostergard, 8032 Hawkshead Rd. of Wake Forest, requested clarification on Consent Agenda Item 5.A. Updates to the Town of Wake Forest Record Retention Policy to incorporate Program Records. Mayor Jones asked if he'd like the item removed. Mr. Ostergard replied, no.

ACTION:

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

Seconder: Commissioner Wright.

Vote: Motion carried 4-0.

6. Legislative Items

No Legislative Items were presented.

7. Planning Items

7.A. Consideration of CPA-22-01, Revised Draft Town of Wake Forest Community Plan and Land Use Map (March 2, 2022 version)

Commissioner Wright commended staff in working tirelessly on the plan. Commissioner Wright said he'd like to have Samuel Hodges and Pastor Jesse Pimentel come back to discuss their issues further.

Commissioner Sliwinski thanked Assistant Planning Director Jennifer Currin and everyone who worked on the plan and provided input.

Commissioner Shackleford is concerned about certain sections of the plan where it deals with the description or the desires for the Wake Forest Golf Course. He asked if there's a better way to address what they're trying to achieve. He has an issue referring to the property as "abandoned". He believes it implies something different than what is happening to the property. Commissioner Shackleford commented the language "only permitted" east of Horse Creek and north of the existing ponds is limiting that property. Commissioner Dyer agreed with Commissioner Shackleford's comments.

Mayor Jones asked if the Board wanted to wait and have more discussion with staff regarding the language used in the plan.

Commissioner Wright stated he's fine voting as is.

Ms. Currin stated, depending on the action the Board takes tonight, if the agenda item was to be tabled to a future Board of Commissioners Meeting, staff would request it be continued to the May 17, 2022 Board of Commissioners Meeting.

Commissioner Sliwinski realized there's concern about the language but is comfortable on voting. He said they've had plenty of time to discuss since the original draft came out in January 2022.

Commissioner Dyer asked how are they going to address Church Initiative. Commissioner Wright replied, Mr. Pimentel's property is a zoning issue so they can discuss that but as far as Church Initiative there may be a communication issue on what is and isn't allowed. Commissioner Wright said he'd talk with Kyle after the meeting and give him the information he needs.

Commissioner Sliwinski inquired about the setup of the Land Use Map and if it would jeopardize the current uses on that property. Ms. Currin explained this is a guiding document and doesn't affect any underlying entitlements, so it does not change the base zoning that currently exists.

Commissioner Dyer asked what the statement "no development west of Horse Creek" means. Ms. Currin said it would mean no development or building.

Commissioner Shackleford said this is supposed to be a guiding document but there is some very strong language used that sounds like something in an ordinance. Ms. Currin stated if the desire of the Board is for staff to go back and work on the language she's happy to do so. She did state it's a guiding document and is not an ordinance.

ACTION:

Mover: Commissioner Wright moved to approve CPA-22-01, Revised Draft Town of Wake Forest Community Plan and Land Use Map (March 2, 2022 version) as presented.

Second: Commissioner Sliwinski.

Vote: Motion tied 2-2.

Aye

Commissioner Wright
Commissioner Sliwinski

Nay

Commissioner Shackleford
Commissioner Dyer

Ms. Currin asked if she could propose the following language to "primarily focused" opposed to "only permitted", which may be something for the Board to consider.

ACTION:

Mover: Commissioner Shackleford moved to approve CPA-22-01, Revised Draft Town of Wake Forest Community Plan and Land Use Map (March 2, 2022 version) with the following amendment:

- Amend the language to "primarily focused" opposed to "only permitted".

Second: Commissioner Dyer.

Comments

- Commissioner Shackleford reiterated his concern is the language "only permitted" is very strong, statutory like language, whereas this is a guiding document.

- Commissioner Wright said he understands what Commissioner Shackelford is saying but it's not an ordinance. He said, respectfully, the document has been out for some time and hashing it out over a few words when it's the will of the town, he's standing firm.
- Commissioner Sliwinski stated it's not a statute and is a guiding document. He said if there's a good reason to go against the language that case is allowed to be made.

Vote: Motion tied 2-2.

Aye

Commissioner Shackelford
Commissioner Dyer

Nay

Commissioner Sliwinski
Commissioner Wright

- Mayor Jones broke the tie vote and moved to approve CPA-22-01, Revised Draft Town of Wake Forest Community Plan and Land Use Map (March 2, 2022 version) with the following amendment to the original motion.

Vote: Motion carried 3-2.

Aye

Commissioner Shackelford
Commissioner Dyer
Mayor Jones

Nay

Commissioner Sliwinski
Commissioner Wright

Ms. Currin read the following wording of the approved amendment:

- These environmentally sensitive areas should be integrated into the site design as enhanced resident amenities with development "primarily focused" east of Horse Creek and north of the existing ponds running parallel to Country Club Drive.

7.B. Consideration of a petition requesting annexation submitted by George C. Mackie Jr. and Martha Mackie for property associated with Hamlet at Quail Crossing located at 1423 Deerfield Crossing Drive, being Wake County Tax PIN 1850-26-8976 (portion) and adjacent rights-of-way.

ACTION:

Mover: Commissioner Dyer moved to approve the petition requesting annexation submitted by George C. Mackie Jr. and Martha Mackie for property associated with

Hamlet at Quail Crossing located at 1423 Deerfield Crossing Drive, being Wake County.
Tax PIN 1850-26-8976 (portion) and adjacent rights-of-way.

Seconder: Commissioner Shackelford.

Vote: Motion carried 3-1.

Aye

Commissioner Dyer

Commissioner Shackelford

Commissioner Sliwinski

Nay

Commissioner Wright

7.C. Consideration of a petition requesting contiguous annexation submitted by Ammons Property Two LLC for property associated with Traditions Townhomes located at 0 Traditions Grande Boulevard being Wake County PIN 1851-12-8142 and adjacent rights-of-way being approximately 7.5617 acres.

ACTION:

Mover: Commissioner Wright moved to approve consideration of a petition requesting contiguous annexation submitted by Ammons Property Two LLC for property associated with Traditions Townhomes located at 0 Traditions Grande Boulevard being Wake County PIN 1851-12-8142 and adjacent rights-of-way being approximately 7.5617 acres.

Seconder: Commissioner Dyer.

Vote: Motion carried 4-0.

8. Administration and Financial Items

No Administration and Financial Items presented.

9. Public Services Items

No Public Services 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. Department Monthly Report

Received.

12.B. CIP Project Tracker

Received.

12.C. Strategic Plan

Received.

12.D. Wake County Tax Release

Received.

12.E. Commissioner Reports

Commissioner Dyer will read the “National Day of Prayer” Proclamation on May 5, 2022 at town hall. He attended the Historic Preservation Commission. The Wake Forest Garden Club will have a garden tour on April 29, 30, 2022.

Commissioner Wright reminded everyone about the Wake Forest STEM Saturday Event held on April 30, 2022 at Joyner Park Community Center. The Forest Fest Event is on Saturday, April 23, 2022 at 9:00 a.m. to 2:00 p.m. in Downtown Wake Forest.

Commissioner Sliwinski attended Friday Night on White. He attended the Easter Egg Hunt. He thanked the volunteers and staff for coming out to help with the Easter Egg Hunt. He’ll be volunteering at the Fire Department’s Drive- By Fish Fry. He spoke about the importance of “Mental Health Month”.

Commissioner Shackleford had no update.

Mayor Jones announced the passing of Al Hinton. She said Mr. Hinton was the town's first town engineer. Mr. Hinton also served on the Planning Board. Mayor Jones and Town Manager Padgett met with Wireless Research Center staff and visitors of the City of Wilmington. They came out to see the digital bridge at the Dubois Center. Mayor Jones received an email from a student from Wake County Schools who is part of a youth empowerment team in Wake County. The Wake County students are having a virtual tobacco free community forum on April 28, 2022. Mayor Jones will provide registration information to the Board of Commissioners if anyone is interested in attending. She hopes people attending the Forest Fest on Saturday will also stop by the Renaissance Centre to see the Guild of Artists Art Show. Mayor Jones informed the Board Culver's will donate a portion of money spent on dinner to go towards the Purple Heart Foundation. She reminded everyone of the Fire Department's Drive-By Fish Fry

Town Manager Kip Padgett reminded Board members to sign the Code of Ethics and Rules of Procedure Forms.

13. Adjournment

ACTION:

Mover: Commissioner Wright moved to adjourn.

Seconder: Commissioner Sliwinski.

Vote: Motion carried 4-0.

With no further business to discuss, the meeting was adjourned at 7:42 p.m.

Duly approved in open session this 17th day of May 2022.

(ATTEST)

Vivian A. Jones
Mayor

Terry Savary
Deputy Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-508-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: May 17, 2022

SUBJECT

Proclamation Proclaiming June 2022 as "Men's Health Month"

Recommendation:

Item Summary:

ATTACHMENTS

- [Proclamation_RecognizingMen'sHealthMonth_May202217.pdf](#)



PROCLAMATION

RECOGNIZING JUNE 2022 AS “MEN’S HEALTH MONTH”

WHEREAS, despite advances in medical technology and research, men continue to live an average of five years less than women with Native American and African American men having the lowest life expectancy; and

WHEREAS, COVID-19 variants continue to spread across the country, with the Centers for Disease Control reporting that males are more likely to die from this pandemic; and

WHEREAS, encouraging safe behaviors including social distancing, wearing masks, and being vaccinated will help stop the spread of COVID-19; and

WHEREAS, educating the public and health care providers about the importance of a healthy lifestyle and early detection of male health problems will result in reducing rates of mortality from disease; and

WHEREAS, men who are educated about the value that preventive health care can play in prolonging their lifespan and their role as productive family members will be more likely to participate in health screenings; and

WHEREAS, fathers who stay connected to their children and maintain a healthy lifestyle are role models for their children and have happier, healthier children; and

WHEREAS, Men's Health Network worked with Congress to develop a national men's health awareness period as a special campaign to help educate men, boys, and their families about the importance of positive health attitudes and preventative health practices; and

WHEREAS, the Men's Health Month website has been established at www.MensHealthMonth.org and features resources, proclamations, and information about awareness events and activities, including Wear Blue Day (www.WearBlueDay.com); and

WHEREAS, the Town of Wake Forest Men's Health Month will focus on a broad range of men's health issues, including heart disease, mental health, diabetes, and prostate, testicular and colon cancer; and

WHEREAS, the citizens of this town are encouraged to increase awareness of the importance of a healthy lifestyle, regular exercise, and medical check-ups.

NOW THEREFORE I, Vivian Jones, Mayor of Wake Forest, do hereby proclaim June 2022 as **“Men’s Health Month”** in Wake Forest, NC and encourage all our citizens to pursue preventative health practices and early detection efforts throughout the year.

ATTEST:

Theresa Savary
Deputy Town Clerk



Vivian A. Jones
Mayor



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-572-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: May 17, 2022

SUBJECT

Proclamation Recognizing June 3, 2022 as "Gun Violence Awareness Day"

Recommendation:

Item Summary:

ATTACHMENTS

- [Proclamation_GunViolenceAwarenessDayMay2022.pdf](#)



2022 PROCLAMATION

DECLARING THE FIRST FRIDAY IN JUNE TO BE NATIONAL GUN VIOLENCE AWARENESS DAY

This proclamation declares the first Friday in June to be National Gun Violence Awareness Day in the Town of Wake Forest to honor and remember all victims and survivors of gun violence and to declare that we as a country must do more to reduce gun violence.

WHEREAS, every day, more than 100 Americans are killed by gun violence, alongside more than 230 who are shot and wounded, and on average there are more than 13,000 gun homicides every year; and

WHEREAS, Americans are 25 times more likely to die by gun homicide than people in other high-income countries; and

WHEREAS, North Carolina has an average of 1,388 gun deaths every year, with a rate of 13.3 deaths per 100,000 people. North Carolina has the 23rd highest rate of gun deaths in the US; and

WHEREAS, gun homicides and assaults are concentrated in cities, with more than half of all firearm related gun deaths in the nation occurring in 127 cities; and

WHEREAS, cities across the nation, including in Wake Forest, NC, are working to end the senseless violence with evidence based solutions; and

WHEREAS, protecting public safety in the communities they serve is mayors' highest responsibility; and

WHEREAS, support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from people with dangerous histories; and

WHEREAS, mayors and law enforcement officers know their communities best, are the most familiar with local criminal activity and how to address it, and are best positioned to understand how to keep their citizens safe; and

WHEREAS, gun violence prevention is more important than ever as the COVID-19 pandemic continues to exacerbate gun violence after more than a year of increased gun sales, increased calls to suicide and domestic violence hotlines, and an increase in city gun violence;

WHEREAS, in January 2013, Hadiya Pendleton was tragically shot and killed at age 15; and on June 3, 2022 to recognize the 24th birthday of Hadiya Pendleton (born: June 2, 1997), people across the United States will recognize National Gun Violence Awareness Day and wear orange in tribute to -

- (1) Hadiya Pendleton and other victims of gun violence; and
- (2) the loved ones of those victims; and

WHEREAS, the idea was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods and orange is a color that symbolizes the value of human life; and

WHEREAS, anyone can join this campaign by pledging to wear orange on June 3, the first Friday in June in 2022, to help raise awareness about gun violence; and

WHEREAS, by wearing orange on June 3, 2022 Americans will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and

WHEREAS, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands, and encourage responsible gun ownership to help keep our children safe.

NOW, THEREFORE BE IT RESOLVED, that Vivian Jones of the Town of Wake Forest, NC declares the first Friday in June, June 3, 2022, to be National Gun Violence Awareness Day. I encourage all citizens to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.

This the 17th day of May, 2022.

Vivian A. Jones
Mayor

ATTEST:

Theresa Savary
Deputy Town Clerk





Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-553-
Submitted by: Aileen Staples
Submitting Department: Finance
Meeting Date: May 17, 2022

SUBJECT

Public Hearing to receive public comment on the proposed FY 2022-2023 Budget

Recommendation:

Item Summary:

ATTACHMENTS

- [2022-2023 Budget Public Hearing_summary.pdf](#)

Public Hearing to receive public comment on the proposed FY 2022-2023 Budget

The purpose of this hearing is to receive public comment on the proposed budget for the upcoming fiscal year beginning July 1, 2022. A copy of the proposed budget is available on the website <https://bit.ly/TOWFBudget> for the public to view.

A work session to review and discuss the proposed budget will be held on Tuesday, June 7 at 6:00 pm.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-415-

Submitted by: Sherry Scoggins

Submitting Department: Administration

Meeting Date: May 17, 2022

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 5 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.: 2021-552-
Submitted by: Aileen Staples
Submitting Department: Finance
Meeting Date: May 17, 2022

SUBJECT

Approval of Budget Ordinance Amendment # 4 for FY 2021 - 2022

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [Budget Ordinance Amendment_summary.pdf](#)
- [Budget Ordinance Amendment #4.pdf](#)

Agenda Item: Budget Ordinance Amendment # 3 – FY 2021-2022

Summary: North Carolina General Statutes 159-15 authorizes the governing board to amend the budget ordinance at any time after the ordinance is adopted. Amendments generally include additional revenues, appropriations from contingency for unforeseen events, transfers to/from capital reserve funds and/or fund balance and periodic modifications to capital projects funds.

Attachments: Summary worksheets

Budget Amendment # 4

General Fund Budget Amendment Worksheet For the fiscal year ending June 30, 2022

		Prior Budget	Current Budget	Amended
Estimated Revenues:	Dept. Budget Adopted	Amendments	Amendments	Budget
General Fund revenues	\$ 56,497,285	778,500	659,175	57,934,960
Total Revenues	56,497,285	778,500	659,175	57,934,960
Appropriations:				
Governing Body	410 518,320	(34,300)	21,900	505,920
Legal Services	412 310,310	240,000		550,310
Administration	420 875,430	108,935	2,500	986,865
Communications	425 994,560	11,500		1,006,060
Human Resources	430 827,935	10,850		838,785
Downtown Development	435 458,175		5,985	464,160
Finance	440 1,369,625			1,369,625
Information Technology	445 1,585,360	23,380		1,608,740
Inspections	480 1,838,265	10,000	5,550	1,853,815
Planning	490 2,727,150	343,485	186,700	3,257,335
Public Facilities	500 2,906,935	153,635	14,175	3,074,745
Public Safety: Police	510 14,144,970	97,897	458,760	14,701,627
Public Safety: Fire	520 9,746,020	84,894		9,830,914
Public Works:				
PW Administration	530 291,575	3,300		294,875
Urban Forestry	535 229,820	7,210		237,030
Fleet Maintenance	550 601,525			601,525
Streets	560 3,040,000	38,319	160,440	3,238,759
Solid Waste	580 4,617,620	232,600	25,100	4,875,320
Engineering	540 1,568,360	218,420		1,786,780
Parks, Recreation & Cultural Resources	620 4,368,280	35,250		4,403,530
Transfers	999 6,859,265	(32,295)		6,826,970
Total Appropriations	59,879,500	1,553,080	881,110	62,313,690
Estimated revenues over total appropriations	\$ (3,382,215)	\$ (774,580)	\$ (221,935)	\$ (4,378,730)
Other financing sources (uses):				
Sale of assets	125,000		125,000	250,000
Installment note proceeds	1,304,500		458,760	1,763,260
Operating transfers from other funds:				
Special Revenue Fund - DMSD	97,500			97,500
Special Revenue Fund - Police	62,615			62,615
Special Revenue Fund - Futures Fund				-
Gen Capital Reserve Fund	60,000	7,210		67,210
Recreation Capital Reserve Fund	82,000			82,000
Proceeds from NCCHIP Reserve	450,000	253,475		703,475
Appropriated Fund Balance	1,200,600	513,895	(361,825)	1,352,670
Total other financing sources	3,382,215	774,580	221,935	4,378,730
Estimated revenues and other sources over appropriations and other uses	\$ -	\$ -	\$ -	\$ -

Budget Amendment # 4
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2022
GENERAL FUND

Funds coming from:						
	Fund	Dept	Account	Project/Department	Account Description	Amount
1	100	000	4705	N/A	installment Purchase Proceeds	458,760
2	100	000	4300	N/A	Ad Valorem Taxes - Current Year	150,000
	100	000	4303	N/A	Penalties & Interest	5,000
	100	000	4351	N/A	Building Permits - Commercial	108,500
	100	000	4352	N/A	Building Permits - All Other	7,325
	100	000	4353	N/A	Zoning Requests	15,200
	100	000	4354	N/A	Sign Permits	4,200
	100	000	4355	N/A	Subdivision Review	29,500
	100	000	4356	N/A	Development Permit	14,700
	100	000	4357	N/A	Site Plan Review	2,500
	100	000	4358	N/A	Commercial Building Plan Review	4,000
	100	000	4361	N/A	Utility/Street Inspection Fees	192,500
	100	000	4362	N/A	Reinspection Fees	27,000
	100	000	4366	N/A	Fire Prevention Plan Review	2,850
	100	000	4370	N/A	Erosion Control Permits	49,000
	100	000	4410	N/A	Cemery Plot Sales	7,100
	100	000	4417	N/A	Off Duty Police Officer	18,500
	100	000	4512	N/A	Sponsorship Revenue	21,300
	100	000	4700	N/A	Sale of capital assets	125,000

1,242,935

Explanation:

- 1 Recognize installment purchase proceeds received and allocate to respective line item (police vehicles).
- 2 Recognize additional revenues received, allocate to respective expenditure line items and reduce appropriated fund balance accordingly to reflect actual through May 31, 2022.

[illegible]

1,242,935

Budget Amendment #4
Town of Wake Forest
Budget Amendment Request
For the fiscal year ending June 30, 2022
OTHER FUNDS

[illegible]

14,581,250

Explanation:

Recognize additional DMSD taxes received and reduce appropriated fund balance.

Recognize additional revenues received and allocate to respective expenditure line items to reflect actual through May 31, 2022.

Amend budget and allocate to project codes per discussion at Board of Commissioners retreat for American Rescue Plan Act funds.

Funds going to:					
Fund	Dept	Account	Project/Department	Account Description	Amount
DMSD FUND					
400	000	4990	N/A	Appropriated Fund Balance	7,250
WAKE FOREST RENAISSANCE CENTRE					
425	626	5100	Renaissance Centre	Salaries & Wages	4,500
425	626	5432	Renaissance Centre	R/M - Buildings & Grounds	2,600
425	626	5469	Renaissance Centre	Gross Receipts Tax - Ticket Sales	1,500
425	626	5617	Renaissance Centre	Furniture/Office Upfit	500
425	626	5650	Renaissance Centre	Recreation - Programs	23,400
425	626	5670	Renaissance Centre	Advisory Board Expense	500
AMERICAN RESCUE PLAN ACT (ARPA)					
435	638	5497	Broadband_DuBois Center	Grant Pass Through	1,200,000
435	638	5904	COVIDCoordinator	Transfer to General Fund	55,000
435	638	5904	Vaccines	Transfer to General Fund	152,000
435	638	5903	Vaccines	Transfer to Special Revenue Fund	5,000
435	638	5905	Vaccines	Transfer to Electric Fund	6,500
435	638	5904	ComplianceMgr	Transfer to General Fund	712,500
435	540	5300	Stormwater_Miller Park	Professional Services	325,000
435	540	5730	Stormwater_Miller Park	Cap Outlay - Improvements	1,000,000
435	540	5330	Stormwater_North Main	Professional Services-Engineering	350,000
435	540	5735	Stormwater_North Main	Cap Outlay - System Improvements	1,000,000
435	540	5330	Stormwater_Flaherty Dam	Professional Services-Engineering	350,000
435	540	5730	Stormwater_Flaherty Dam	Cap Outlay - Improvements	600,000
435	540	5300	Stormwater_StreamRestore	Professional Services	700,000
435	540	5730	Stormwater_StreamRestore	Cap Outlay - Improvements	2,000,000
435	445	5730	Broadband_FireStationFiber	Cap Outlay - Improvements	525,000
435	445	5735	Broadband_Smart City	Cap Outlay - System Improvements	505,000
435	525	5740	Broadband_CommunicationsPD	Cap Outlay - Equipment	900,000
435	525	5740	Public Safety_Ladder 5212	Cap Outlay - Equipment	1,350,000
435	525	5740	Public Safety_SCBA	Cap Outlay - Equipment	325,000
435	525	5740	Public Safety_Patrol Vehicle	Cap Outlay - Equipment	225,000
435	638	5740	Economic Impact_Holding Park	Cap Outlay - Equipment	955,000
435	638	5335	Economic Impact_Transit	Professional Services-Consulting	250,000
435	638	5735	Economic Impact_Transit	Cap Outlay - System Improvements	500,000
435	638	5497	Economic Impact_NE Neighborhood	Grant Pass Through	550,000

14,581,250

American Rescue Plan Act

ESTIMATED AMOUNT: \$14,541,000



PROJECT DESCRIPTION / INFORMATION		ESTIMATED SUBTOTAL	ESTIMATED TOTAL
STORMWATER			
Downtown Stormwater Control Measure / Stream Restoration (Miller Park)		\$1,325,000	
Stormwater Improvements & Enhancements		3,650,000	
<i>Flaherty Dam (Upper)</i>	\$950,000		
<i>Stream Restoration & Watershed Studies</i>	700,000		
<i>Annual SCM</i>	500,000		
<i>Pipe Upgrades</i>	1,500,000		
City of Raleigh – North Main Improvements		1,350,000	
Total			\$6,325,000
BROADBAND			
Park and Downtown Wireless Connectivity / Smart City (Broadband)		505,000	
Fiber Installation – Fire Stations (Broadband)		525,000	
Communications Upgrade / Replacement (Police)		900,000	
WRC / DuBois Broadband Initiative (Northeast Area)		1,200,000	
Total			\$3,130,000
PUBLIC SAFETY / EQUIPMENT CATCH UP			
Replace Fire Engine Ladder (5212)		1,350,000	
Fire Equipment Replacement (SCBA)		325,000	
Patrol Vehicle Replacement – Catch Up		225,000	
Total			\$1,900,000
PUBLIC HEALTH / EMERGENCY / NEGATIVE ECONOMIC IMPACT			
ARP Vaccine Incentives – October 2021		163,500	
COVID 19 Coordinator (\$23/hr) – 20 hour weeks		55,000	
Personnel (Project Manager & Compliance Reporting) – 4 years, 2 positions		712,500	
Holding Park – Inclusive Playground		955,000	
Transit Expansion		750,000	
NE Neighborhood Improvements / Food Security		550,000	
Total			\$3,186,000
TOTAL ESTIMATED COSTS			\$14,541,000



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-555-
Submitted by: Aileen Staples
Submitting Department: Finance
Meeting Date: May 17, 2022

SUBJECT

Approval of fee adjustment for audit contract with Cherry Bekaert, LLP for fiscal year ended June 30, 2022

Recommendation:

Approval as submitted

Item Summary:

ATTACHMENTS

- [Audit services amendment _summary.pdf](#)
- [Resolution2022-24AuthorizingFeeAdjustmentforAuditContractwithCherryBegaertLLPTOWF_May202217.pdf](#)
- [Town of Wake Forest 6-30-22 LGC Contract.pdf](#)
- [Town of Wake Forest 6-30-22 Audit Eng Letter.pdf](#)
- [5 year quote for WF.pdf](#)

Approval of fee adjustment for audit contract with Cherry Bekaert, LLP for fiscal year ended June 30, 2022

The town is entering the fourth year of the current five-year agreement with Cherry Bekaert, LLP (CB) to provide audit services for the fiscal year ending June 30, 2022. The pricing structure agreed upon in 2018 is a challenge given the significant change in the general market (inflation) coupled with an increase on the demand for auditors, especially government auditors in North Carolina. The attached audit contract reflects the increase to \$55,250 which includes two major programs for single audit (i.e., Powell Bill and ARPA). This fee is inline with the fees being proposed by CB to other local municipalities in Wake County that are in similar size and complexity to the town.

Prior to the relationship with CB, the town used the same audit firm for over 30 years and enjoyed a long-standing professional relationship. In 2013, we recognized that with the town's growth and our desire for technology as well as other services larger firms can provide, we felt it was best to go through the RFP process – at that time we received eight proposals. It came down to three firms: CB, Martin Starnes & Associates and Joyce and Company (our previous auditor) with CB being the lowest bidder, however it was really about the qualifications and other services.

Audit firms have to be approved by the Local Government Commission (LGC) to conduct governmental audits. The LGC has a standard form contract (attached) that is completed each year as required by state statute before any audit work can commence. Every invoice submitted is subject to approval by the LGC before the town can issue payment.

Staff feels the pricing structure is reasonable and recommends approval of increased amount. Funds have been included in the FY 23 Proposed Budget.

Attachments: Resolution; Audit Contract; FY 22 Engagement Letter; 5 year Quote from 2018

RESOLUTION 2022-24

**RESOLUTION AUTHORIZING FEE ADJUSTMENT FOR AUDIT CONTRACT
WITH CHERRY BEKAERT, LLP
TOWN OF WAKE FOREST, NORTH CAROLINA**

WHEREAS the Town of Wake Forest is entering the fourth year of the current five-year agreement for audit services for the fiscal year ending June 30, 2022; and

WHEREAS the Town of Wake Forest acknowledges the significant change in the market due to inflation along with the increase on the demand for auditors has resulted in the necessity of a price increase. In December 2018, the fee for June 30, 2022, was listed as \$41,000 as part of the five-year agreement; and

WHEREAS, the Town of Wake Forest has enjoyed a positive professional relationship with Cherry Bekaert, LLP over the previous several years. They have been responsive, provided strong service and guidance and overall an asset to supporting the goal of fiscal strength as identified in the strategic plan; and

WHEREAS the Town of Wake Forest acknowledges the fee increase to \$55,250 is inline with audit fees to other local municipalities in Wake County that are in similar in size and complexity; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest authorizes the increase submitted by Cherry Bekaert, LLP and the Chief Financial Officer to enter into the annual audit contract for the upcoming fiscal year as presented.

This the 17th day of May 2022.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary
Deputy Town Clerk

The	Governing Board
of	Board of Commissioners
	Primary Government Unit
	Town of Wake Forest, North Carolina
and	Discretely Presented Component Unit (DPCU) (if applicable)
	N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name
	Cherry Bekaert LLP
	Auditor Address
	3800 Glenwood Avenue, Suite 200, Raleigh, North Carolina 27612

Hereinafter referred to as Auditor

for	Fiscal Year Ending	Audit Report Due Date
	06/30/22	10/31/22

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.
2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.)(G.S. 159-34 and 115C-447) All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: ☐ Auditor ☒ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:

Title and Unit / Company:

Email Address:

Aileen Staples

Chief Financial Officer

astaples@wakeforestnc.gov

OR Not Applicable ☐ (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

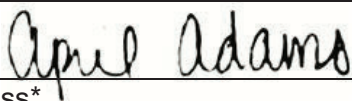
Primary Government Unit	Town of Wake Forest, North Carolina
Audit Fee	\$ 55,250 (includes 2 major programs)
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ 4,000 to \$5,000 per major program over 2
Writing Financial Statements	\$ N/A
All Other Non-Attest Services	\$ N/A
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$ 30,000.00

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Cherry Bekaert LLP	
Authorized Firm Representative (typed or printed)*	Signature*
April Adams	
Date*	Email Address*
04/18/22	aadams@cbh.com

GOVERNMENTAL UNIT

Governmental Unit*	
Town of Wake Forest, North Carolina	
Date Primary Government Unit Governing Board Approved Audit Contract*	
(G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Aileen Staples	
Date of Pre-Audit Certificate*	Email Address*
	astaples@wakeforestnc.gov

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
 Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all
 required signatures prior to submission.

PRINT

April 18, 2022

VIA EMAIL:

astaples@wakeforestnc.gov

Ms. Aileen Staples, Finance Director
Town of Wake Forest, North Carolina
301 South Brooks Street
Wake Forest, North Carolina 27587

Dear Ms. Staples:

This engagement letter between Town of Wake Forest, North Carolina (hereafter referred to as the “Town” or “you” or “your” or “management”) and Cherry Bekaert LLP (the “Firm” or “Cherry Bekaert” or “we” or “us” or “our”) sets forth the nature and scope of the services we will provide, the Town’s required involvement and assistance in support of our services, the related fee arrangements, and other Terms and Conditions, which are attached hereto and incorporated by reference, designed to facilitate the performance of our professional services and to achieve the mutually agreed-upon objectives of the Town.

Summary of services

We will provide the following services to the Town as of and for the year ended June 30, 2022:

Audit and attestation services

1. We will audit the basic financial statements of the Town as of and for the year ended June 30, 2022 including the governmental activities, the business type activities, each major fund and the remaining fund information, including the disclosures.
2. We will audit the schedule of expenditures of federal and state awards. As part of our engagement we will apply certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (“GAAS”).
3. We will audit the individual fund statements and schedules and the other schedules. As part of our engagement, we will apply certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or the financial statements themselves, and other additional procedures in accordance with GAAS.
4. We will apply limited procedures to the required supplementary information (“RSI”) (e.g., pension plan information or Town’s management’s discussion and analysis (MD&A)), which will consist of inquiries of Town’s management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the financial statements.

5. The introductory and statistical sections accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements and our auditor's report will not provide an opinion or any assurance on that information.

Nonattest accounting and other services

We will provide the following additional services:

1. Complete the appropriate sections of and sign the Data Collection Form.

Your expectations

As part of our planning process, we have discussed with you your expectations of Cherry Bekaert, changes that occurred during the year, your views on risks facing you, any relationship issues with Cherry Bekaert, and specific engagement arrangements and timing. Our services plan, which includes our audit plan, is designed to provide a foundation for an effective, efficient, and quality-focused approach to accomplish the engagement objectives and meet or exceed the Town's expectations. Our services plan will be reviewed with you periodically and will serve as a benchmark against which you will be able to measure our performance. Any additional services that you may request, and that we agree to provide, will be the subject of separate written arrangements.

The Town recognizes that our professional standards require that we be independent from the Town in our audit of the Town's financial statements and our accompanying report in order to ensure that our objectivity and professional skepticism have not been compromised. As a result, we cannot enter into a fiduciary relationship with the Town and the Town should not expect that we will act only with due regard to the Town's interest in the performance of this audit, and the Town should not impose on us special confidence that we will conduct this audit with only the Town's interest in mind. Because of our obligation to be independent of the Town, no fiduciary relationship will be created by this engagement or audit of the Town's financial statements.

The engagement will be led by April Adams, who will be responsible for assuring the overall quality, value, and timeliness of the services provided to you.

Audit and attestation services

Our audit will be conducted in accordance with GAAS; and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of Uniform Guidance; the Single Audit Act Amendments of 1996; State Single Audit Implementation Act and OMB *Guidance for Grants and Agreements* (2 CFR 200) and the State Single Audit Implementation Act. The objective of our audit is to obtain reasonable assurance about whether the Town's basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinion(s) about whether the Town's basic financial statements are presented fairly, in all material respects, in conformity with U.S. generally accepted accounting principles ("GAAP") and to report on the fairness of the additional information referred to in the Summary of Services section when considered in relation to the basic financial statements taken as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the

aggregate, they would influence the judgment of a reasonable user made based on the financial statements in conformity with the basis of accounting noted above. The objective also includes reporting on:

- Internal control over financial reporting and compliance with the provisions of applicable laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and *Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ("Uniform Guidance") the State Single Audit Implementation Act.

Auditor's responsibilities for the audit of the financial statements

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance, and other procedures as deemed necessary to enable us to express such opinions about whether the financial statements are fairly presented, in all material respects, in conformity with GAAP. We will also:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Obtain an understanding of the Town and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risk, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion(s). The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstance, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Town's ability to continue as a going concern for a reasonable period of time.

Nonattest accounting and other services

In connection with any of the audit, accounting, or other services noted below, we will provide a copy of all schedules or other support for you to maintain as part of your books and records supporting your basic financial statements. You agree to take responsibility for all documents provided by Cherry Bekaert and will retain copies based on your needs and document retention policies. By providing these documents to you, you confirm that Cherry Bekaert is not responsible for hosting your records or maintaining custody of your records or data and that Cherry Bekaert is not providing business continuity or disaster recovery services. You confirm you are responsible for maintaining internal controls over your books and records including business continuity and disaster recovery alternatives. In addition, any documents provided to Cherry Bekaert by the Town in connection with these services will be considered to be copies and will not be retained by Cherry Bekaert after completion of the accounting and other services. You are expected to retain anything you upload to a Cherry Bekaert portal and are responsible for downloading and retaining anything we upload in a timely manner. Portals are only meant as a method of transferring data, are not intended for the storage of client information, and may be deleted at any time. You are expected to maintain control over your accounting systems to include the licensing of applications and the hosting of said applications and data. We do not provide electronic security or back-up services for any of your data or records. Giving us access to your accounting system does not make us hosts of information contained within.

The accounting and other services described in this section are nonaudit services, which do not constitute audit services under *Government Auditing Standards*, and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming Town's management responsibilities.

In conjunction with providing these accounting and other services, we may use third party software or templates created by Cherry Bekaert for use on third party software. Management expressly agrees that the Town has obtained no rights to use such software or templates and that Cherry Bekaert's use of the Town's data in those applications is not deemed to be hosting, maintaining custody, providing business continuity, or disaster recovery services.

Accounting services

We will advise Town's management about the application of appropriate accounting principles, and may propose adjusting journal entries to the Town's financial statements. The Town's management is responsible for reviewing the entries and understanding the nature of any proposed entries and the impact they have on the Town's financial statements. If, while reviewing the journal entries, the Town's management determines that a journal entry is inappropriate, it will be the Town's management's responsibility to contact us to correct it.

Data collection form

We will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. We will provide copies of our reports to the Town; however, it

is the Town's management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the designated federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

Town's management responsibilities related to accounting and other services

For all nonattest services we perform in connection with the engagement, you are responsible for designating a competent employee to oversee the services, make any management decisions, perform any management functions related to the services, evaluate the adequacy of the services, retain relevant copies supporting your books and records, and accept overall responsibility for the results of the services.

Prior to the release of the report, the Town's management will need to sign a representation letter acknowledging its responsibility for the results of these services, and acknowledging receipt of all appropriate copies.

Town's management responsibilities related to the audit

The Town's management is responsible for (1) designing, implementing, and maintaining internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that the Town's management and financial information is reliable and properly reported. The Town's management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards and all accompanying information in conformity with GAAP; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationship in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

The Town's management is responsible for making all financial records and related information available to us, including additional information that is requested for purposes of the audit (including information from outside of the general and subsidiary ledgers), and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which it is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit and (4) unrestricted access to persons within the Town from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Town involving (1) the Town's management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Town received in communications from employees, former employees, grantors, regulators, or other. In addition, you are responsible for identifying and ensuring that the Town complies with applicable laws, regulations contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, or grant agreements that we report. Additionally, as required by the Uniform Guidance, it is the Town's management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

The Town's management is responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal and state awards in accordance with the Uniform Guidance, (2) you believe the schedule of expenditures of federal and state awards, including its form and content, is stated fairly in accordance with the Uniform Guidance, (3) the methods of measurement or presentation have not changed from those used in the prior period or, if they have changed, the reasons for such changes), and (4) the Town has disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal and state awards.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP, (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP, (3) the methods of measurement or presentation

have not changed from those used in the prior period (or, if they have changed, the reasons for such changes), and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

The Town's management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. The Town's management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the *Audit and attestation services* section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing Town's management views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

The Town's management agrees to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards and disclosures, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and disclosures, and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and disclosures prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Reporting

Our report will be addressed to Board of Commissioners of the Town. Circumstances may arise in which our report may differ from its expected form and content based on the result of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs to our auditor's report, or if necessary, withdraw from this engagement. If our opinion is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also issue written reports upon completion of our Single Audit. The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the result of that testing, and not to provide an opinion on the effectiveness of the Town's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Indemnification for known misrepresentations

The Firm will rely on the Town's management providing the above noted representations to us, both in the planning and performance of the audit, and in considering the fees that we will charge to perform the audit.

Fees

The estimated fees contemplate only the services described in the Summary of Services section of this letter. You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you concerning the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. If the Town's management requests additional services not listed above, we will provide an estimate of those fees prior to commencing additional work.

The following summarizes the fees for the services described above:

Description of services

Estimated fee

Audit services

Audit of the financial statements and 2 major single audit programs

Accounting services

Completion of Data Collection Form

Total

\$55,250

Note the fee described above includes the assumption that compliance work to be performed in accordance with the Uniform Grant Guidance will consist of two major programs in the current year. If there are more than two single audit programs selected as major programs in the current year, each additional program audit will be charged at a rate of \$4,000 to \$5,000 per additional program.

The fees will be billed periodically. Invoices are due on presentation. A service charge will be added to past due accounts equal to 1½% per month (18% annually) on the previous month's balance less payments received during the month, with a minimum charge of \$2.00 per month.

If the foregoing is in accordance with your understanding, please sign a copy of this letter in the space provided and return it to us. No change, modification, addition, or amendment to this letter shall be valid unless in writing and signed by all parties. The parties agree that this letter may be electronically signed and that the electronic signatures will be deemed to have the same force and effect as handwritten signatures.

If you have any questions, please call April Adams at (919) 782-1040.

Sincerely,

CHERRY BEKAERT LLP



ATTACHMENT – Engagement Letter Terms and Conditions

TOWN OF WAKE FOREST, NORTH CAROLINA

ACCEPTED BY: _____

TITLE: _____ DATE: _____

Cherry Bekaert LLP

Engagement Letter Terms and Conditions

The following terms and conditions are an integral part of the attached engagement letter and should be read in their entirety in conjunction with your review of the letter.

Limitations of the audit report

Should the Town wish to include or incorporate by reference these financial statements and our report thereon into *any* other document at some future date, we will consider granting permission to include our report into another such document at the time of the request. However, we may be required by GAAS to perform certain procedures before we can give our permission to include our report in another document such as an annual report, private placement, regulator filing, official statement, offering of debt securities, etc. You agree that the Town will not include or incorporate by reference these financial statements and our report thereon, or our report into any other document without our prior written permission. In addition, to avoid unnecessary delay or misunderstandings, it is important to provide us with timely notice of your intention to issue any such document.

Limitations of the audit process

In conducting the audit, we will perform tests of the accounting records and such other procedures as we consider necessary in the circumstances to provide a reasonable basis for our opinion on the financial statements. We also will assess the accounting principles used and significant estimates made by the Town's management, as well as evaluate the overall financial statement presentation.

Our audit will include procedures designed to obtain reasonable assurance of detecting misstatements due to errors or fraud that are material to the financial statements. Absolute assurance is not attainable because of the nature of audit evidence and the characteristics of fraud. For example, audits performed in accordance with GAAS are based on the concept of selective testing of the data being examined and are, therefore, subject to the limitation that material misstatements due to errors or fraud, if they exist, may not be detected. Also, an audit is not designed to detect matters that are immaterial to the financial statements. In addition, an audit conducted in accordance with GAAS does not include procedures specifically designed to detect illegal acts having an indirect effect (e.g., violations of fraud and abuse statutes that result in fines or penalties being imposed on the Town) on the financial statements.

Similarly, in performing our audit we will be aware of the possibility that illegal acts may have occurred. However, it should be recognized that our audit provides no assurance that illegal acts generally will be detected, and only reasonable assurance that illegal acts having a direct and material effect on the determination of financial statement amounts will be detected. We will inform you with respect to errors and fraud, or illegal acts that come to our attention during the course of our audit unless clearly inconsequential. In the event that we have to consult with the Town's counsel or counsel of our choosing regarding any illegal acts we identify, additional fees incurred may be billed to the Town. You agree that the Town will cooperate fully with any procedures we deem necessary to perform with respect to these matters.

We will issue a written report upon completion of our audit of the Town's financial statements. If, for any reason, we are unable to complete the audit, or are unable to form, or have not formed an opinion on the financial statements, we may decline to express an opinion or decline to issue a report as a result of the engagement. We will notify the appropriate party within your organization of our decision and discuss the reasons supporting our position.

Audit procedures – general

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve professional judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by the Town's management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Town or to acts by the Town's management or employees acting on behalf of the Town. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits, nor do they expect auditors to provide reasonable assurance of detecting waste and abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of the Town's management of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditor is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, funding sources, creditors and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS.

Audit procedures – internal controls

Our audit will include obtaining an understanding of the Town and its environment, including internal controls relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinion(s). The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts

and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control, including cybersecurity, and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to the Town's management and those charged with governance internal control related matters that are required to be communicated under American Institute of Certified Public Accountants ("AICPA") professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit procedures - compliance

As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Town's compliance with provisions of applicable laws and regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the Town's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Nonattest services (if applicable)

All nonattest services to be provided in the attached engagement letter (if applicable) shall be provided pursuant to the AICPA Code of Professional Conduct. The AICPA Code of Professional Conduct requires that we establish objectives of the engagement and the services to be performed, which are described under nonattest services in the attached letter.

You agree that the Town's designated individual will assume all the Town's management responsibilities for the nonattest services we provide; oversee the services by designating an individual, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them. In order to ensure we provide such services in compliance with all professional standards, the designated individual is responsible for:

- Making all financial records and related information available to us
- Ensuring that all material information is disclosed to us
- Granting unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence
- Identifying and ensuring that such nonattest complies with the laws and regulations

The accuracy and appropriateness of such nonattest services shall be limited by the accuracy and sufficiency of the information provided by the Town's designated individual. In the course of providing such nonattest services, we may provide professional advice and guidance based on knowledge of accounting, tax and other compliance, and of the facts and circumstances as provided by the Town's designated individual. Such advice and guidance shall be limited as permitted under the AICPA Code of Professional Conduct.

Communications

At the conclusion of the audit engagement, we may provide the Town's management and those charged with governance a letter stating any significant deficiencies or material weaknesses which may have been identified by us during the audit and our recommendations designed to help the Town make improvements in its internal control structure and operations related to the identified matters discovered in the financial statement audit. As part of this engagement, we will ensure that certain additional matters are communicated to the appropriate members of the Town. Such matters include (1) our responsibilities under GAAS, (2) the initial selection of and changes in significant accounting policies and their application, (3) our independence with respect to the Town, (4) the process used by Town's management in formulating particularly sensitive accounting estimates and the basis for our conclusion regarding the reasonableness of those estimates, (5) audit adjustments, if any, that could, in our judgment, either individually or in the aggregate be significant to the financial statements or our report, (6) any disagreements with the Town's management concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements, (7) our views about matters that were the subject of the Town's management's consultation with other accountants about auditing and accounting matters, (8) major issues that were discussed with the Town's management in connection with the retention of our services, including, among other matters, any discussions regarding the application of accounting principles and auditing standards, and (9) serious difficulties that we encountered in dealing with the Town's management related to the performance of the audit.

Other matters

Access to working papers

The working papers and related documentation for the engagement are the property of the Firm and constitute confidential information. We have a responsibility to retain the documentation for a period of time to satisfy legal or regulatory requirements for records retention. It is our policy to retain all workpapers and client information for seven years from the date of issuance of the report. It is our policy to retain emails and attachments to emails for a period of 12 months, except as required by any governmental regulation. Except as discussed below, any requests for access to our working papers will be discussed with you prior to making them available to requesting parties. Any parties seeking voluntary access to our working papers must agree to sign our standard access letter.

We may be requested to make certain documentation available to regulators, governmental agencies (e.g., SEC, PCAOB, HUD, DOL, etc.), or their representatives ("Regulators") pursuant to law or regulations. If requested, access to the documentation will be provided to the Regulators. The Regulators may intend to distribute to others, including other governmental agencies, our working papers and related documentation without our knowledge or express permission. You hereby acknowledge and authorize us to allow Regulators access to and copies of documentation as requested. In addition, our Firm, as well as all other major accounting firms, participates in a "peer review" program covering our audit and accounting practices as required by the AICPA. This program requires that once every three years we subject our quality assurance practices to an examination by another accounting firm. As part of the process, the other firm will review a sample of our work. It is possible that the work we perform for the Town may be selected by the other firm for their review. If it is, they are bound by professional standards to keep all information confidential. If you object to having the work we do for you reviewed by our peer reviewer, please notify us in writing.

Electronic transmittals

During the course of our engagement, we may need to electronically transmit confidential information to each other, within the Firm, and to other entities engaged by either party. Although email is an efficient way to communicate, it is not always a secure means of communication and thus, confidentiality may be compromised. As an alternative, we recommend using our Client Portal ("Portal") to transmit documents. Portal allows the Town, us, and other involved entities to upload and download documents in a secure location. You agree to the use of email, Portal, and other electronic methods to transmit and receive information, including confidential information, between the Firm, the Town, and other third party providers utilized by either party in connection with the engagement.

Use of third party providers

In the normal course of business, we may on occasion use the services of an independent contractor or a temporary or loaned employee, all of whom may be considered a third party service provider. On these occasions, we remain responsible for the adequate oversight of all services performed by the third party service provider and for ensuring that all services are performed with professional competence and due professional care. We will adequately plan and supervise the services provided by the third party service provider; obtain sufficient relevant data to support the work product; and review compliance with technical standards applicable to the professional services rendered. We will enter into a contractual agreement with the third party service provider to maintain the confidentiality of information and be reasonably assured that the third party service provider has appropriate procedures in place to prevent the unauthorized release of confidential information to others.

Subpoenas

In the event we are requested or authorized by the Town, or required by government regulation, subpoena, or other legal process to produce our working papers or our personnel as witnesses with respect to our engagement for the Town, the Town will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expense, as well as the fees and expenses of our counsel, incurred in responding to such a request at standard billing rates.

Dispute resolution provision

This Dispute Resolution Provision sets forth the dispute resolution process and procedures applicable to any dispute or claim arising out of or relating to this engagement letter or the services provided hereunder, or any other audit or attest services provided by or on behalf of the Firm or any of its subcontractors or agents to the Town or at its request ("Disputes"), and shall apply to the fullest extent of the law, whether in contract, statute, tort (such as negligence), or otherwise.

Mediation

All Disputes shall be first submitted to nonbinding confidential mediation by written notice to the parties, and shall be treated as compromise and settlement negotiations under the standards set forth in the Federal Rules of Evidence and all applicable state counterparts, together with any applicable statutes protecting the confidentiality of mediations or settlement discussions. If the parties cannot agree on a mediator, the International Institute for Conflict Prevention and Resolution ("CPR"), at the written request of a party, shall designate a mediator.

Arbitration procedures

If a Dispute has not been resolved within 90 days after the effective date of the written notice beginning the mediation process (or such longer period, if the parties so agree in writing), the mediation shall terminate and the Dispute shall be settled by binding arbitration to be held at a mutually agreeable location. The arbitration shall be conducted in accordance with the CPR Rules for Non-Administered Arbitration that are in effect at the time of the commencement of the arbitration, except to the extent modified by this Dispute Resolution Provision (the "Rules"). The arbitration shall be conducted before a panel of three arbitrators. Each of the Town and the Firm shall designate one arbitrator in accordance with the "screened" appointment procedure provided in the Rules, and the two party-designated arbitrators shall jointly select the third in accordance with the Rules. No arbitrator may serve on the panel unless he or she has agreed in writing to enforce the terms of the engagement letter and to abide by the terms of the Rules. Except with respect to the interpretation and enforcement of these arbitration procedures (which shall be governed by the Federal Arbitration Act), the arbitrators shall apply the laws of the Commonwealth of Virginia (without giving effect to its choice of law principles) in connection with the Dispute. The arbitrators may render a summary disposition relative to all or some of the issues, provided that the responding party has had an adequate opportunity to respond to any such application for such disposition. Any discovery shall be conducted in accordance with the Rules. The result of the arbitration shall be binding on the parties, and judgment on the arbitration award may be entered in any court having jurisdiction.

Costs

Each party shall bear its own costs in both the mediation and the arbitration; however, the parties shall share the fees and expenses of both the mediators and the arbitrators equally.

Waiver of trial by jury

In the event the parties are unable to successfully arbitrate any dispute, controversy, or claim, the parties agree to WAIVE TRIAL BY JURY and agree that the court will hear any matter without a jury.

Independent contractor

Each party is an independent contractor with respect to the other and shall not be construed as having a trustee, joint venture, agency, or fiduciary relationship.

No third party beneficiaries

The parties do not intend to benefit any third party by entering into this agreement, and nothing contained in this agreement confers any right or benefit upon any person or entity who or which is not a signatory of this agreement.

Statute of limitations

The Town agrees not to bring any claims against any partner or employee of the Firm in any form for any reason. The Town and the Firm agree that any suit arising out of or related to the services contemplated by this engagement letter must be filed within one year after the cause of action arises. The cause of action arises upon the earlier of (i) delivery of the final work product for which the firm has been engaged, (ii) where applicable, filing of the final work product for which the firm has been engaged, or (iii) the date which the services contemplated under this engagement letter are terminated by either party.

Terms and conditions supporting fees

The estimated fees set forth in the attached engagement letter are based on anticipated full cooperation from the Town's personnel, timely delivery of requested audit schedules and supporting information, timely communication of all significant accounting and financial reporting matters, the assumption that unexpected circumstances will not be encountered during the audit, as well as working space and clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. We strive to ensure that we have the right professionals scheduled on each engagement. As a result, sudden Town requested scheduling changes or scheduling changes necessitated by the agreed information not being ready on the agreed-upon dates can result in expensive downtime for our professionals. Any last minute schedule changes that result in downtime for our professionals could result in additional fees. Our estimated fees do not include assistance in bookkeeping or other accounting services not previously described. If, for any reason, the Town is unable to provide such schedules, information, and assistance, the Firm and the Town will mutually revise the fee to reflect additional services, if any, required of us to achieve these objectives.

The estimated fees contemplate that the Town will provide adequate documentation of its systems and controls related to significant transaction cycles and audit areas.

In providing our services, we will consult with the Town with respect to matters of accounting, financial reporting, or other significant business issues as permitted by professional standards. Accordingly, time necessary to affect a reasonable amount of such consultation is reflected in our fees. However, should a matter require research, consultation, or audit work beyond that amount, the Firm and the Town will agree to an appropriate revision in our fee.

The estimated fees are based on auditing and accounting standards effective as of the date of this engagement letter and known to apply to the Town at this time, but do not include any time related to the application of new auditing or accounting standards that impact the Town for the first time. If new auditing or accounting standards are issued subsequent to the date of this letter and are effective for the period under audit, we will estimate the impact of any such

standard on the nature, timing, and extent of our planned audit procedures and will communicate with the Town concerning the scope of the additional procedures and the estimated fees.

The Town agrees to pay all costs of collection (including reasonable attorneys' fees) that the Firm may incur in connection with the collection of unpaid invoices. In the event of nonpayment of any invoice rendered by us, we retain the right to (a) suspend the performance of our services, (b) change the payment conditions under this engagement letter, or (c) terminate our services. If we elect to suspend our services, such services will not be resumed until your account is paid. If we elect to terminate our services for nonpayment, the Town will be obligated to compensate us for all time expended and reimburse us for all expenses through the date of termination.

This engagement letter sets forth the entire understanding between the Town and the Firm regarding the services described herein and supersedes any previous proposals, correspondence, and understandings whether written or oral. Any subsequent changes to the terms of this letter, other than additional billings, will be rendered in writing and shall be executed by both parties. Should any portion of this engagement letter be ruled invalid, it is agreed that such invalidity will not affect any of the remaining portions.

Town of Wake Forest
5 year quote

Year	Engagement Letter Fee	Future Projections	% increase from PY	Comments
2014	42,500.00			CB prepared FS
2015	42,500.00		0%	CB prepared FS
2016	36,000.00		-15%	1st year CB did not prepare FS
2017	36,500.00		1%	
2018	37,000.00		1%	
2019	38,000.00		3%	
2020	39,000.00		3%	
2021	40,000.00		3%	
2022	41,000.00		3%	
2023	42,000.00		3%	

Legend

Years included in current proposal

Projected Years



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-564-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: May 17, 2022

SUBJECT

Approval of Ordinance Codification for the Town's Code of Ordinances, Supplement 16

Recommendation:

Item Summary:

ATTACHMENTS

- [Ordinance2022-09CodificationOfSupplement16_May202217.pdf](#)

Ordinance 2022 – 09
Codification of Ordinance Amendments

Whereas, ordinances are dynamic and may be amended, added, or abolished as needed;

Whereas, North Carolina General Statute 160A-77 requires municipalities with populations of 5,000 or more to adopt and maintain its code of ordinances;

Whereas, the Town of Wake Forest periodically adopts a supplement, thus codifying our Town Code of Ordinances with the assistance of Municode, a codification service;

Whereas, the Town of Wake Forest remitted the below 18 ordinance amendments to Municode for our Town Code of Ordinances:

2012-06	2021-22	2021-50	2021-56
2014-33	2021-30	2021-51	2021-57
2016-02	2021-37	2021-53	2021-58
2019-09	2021-39	2021-54	
2021-20	2021-45	2021-55	

Whereas Municode named the above 18 ordinance amendments as Supplement 16;

Whereas the Town Clerk's Office has reviewed the proof for Supplement 16 and found the amendments for the Town of Wake Forest Code of Ordinances correct;

Be it ordained, that the above 18 ordinances for Supplement 16 be incorporated into the Town of Wake Forest Town Code of Ordinances.

Duly adopted this 17th day of May 2022.

Vivian A. Jones,
Mayor

ATTEST:

APPROVED AS TO FORM:

Terry Savary, CMC
Deputy Town Clerk

Hassan Kingsberry
Town Attorney



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-571-
Submitted by: Candace Davis
Submitting Department: Administration
Meeting Date: May 17, 2022

SUBJECT

Resolution Affirming the Appointment of Town Clerk

Recommendation:

Affirm the appointment of Theresa Savary to serve as Town Clerk effective May 17, 2022.

Item Summary:

ATTACHMENTS

- [Resolution2022-25ApptOfTownClerkTheresaSavaryMay202217.pdf](#)

TOWN OF WAKE FOREST
RESOLUTION 2022-25

A RESOLUTION AFFIRMING THE APPOINTMENT OF THERESA SAVARY
TO THE POSITION OF TOWN CLERK

WHEREAS, NC GS 160A-171 states there shall be a city clerk; and

WHEREAS, the Town of Wake Forest currently has its position of Town Clerk vacant;
and

WHEREAS, this position was posted in accordance with Town recruitment and hiring
practices and policies; and

WHEREAS, an interview panel conducted interviews, and Deputy Town Clerk Theresa
Savary was recommended for the position; and

WHEREAS, the Town Manager has appointed Theresa Savary as Town Clerk upon
affirmation of the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Town
of Wake Forest do hereby affirms the appointment of Theresa Savary to serve as Town
Clerk effective May 17, 2022.

Duly adopted this 17th day of May 2022.

ATTEST:

Vivian A. Jones
Mayor

Theresa Savary, CMC
Deputy Town Clerk



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-567-
Submitted by: Michelle Michael
Submitting Department: Planning
Meeting Date: May 17, 2022

SUBJECT

Approval of a Resolution Recommending that the Mutschler House be Submitted for Listing in the National Register of Historic Places

Recommendation:

Item Summary:

ATTACHMENTS

- [Summary Sheet - Mutschler House National Register Listing Nomination](#)
- [Resolution2022-26RecommendMutschlerHousesubmittedtoNR.pdf](#)
- [Attachment 1 - Mutschler House Draft National Register Nomination Packet](#)

Agenda Item: Approval of a Resolution Recommending that the Mutschler House be Submitted for Listing in the National Register of Historic Places

Summary: The Town of Wake Forest received notification from the North Carolina State Historic Preservation Office and request for public comment regarding the draft National Register Nomination for the Mutschler House. As a Certified Local Government (CLG) the State is required to provide the municipality sixty-days for the opportunity to comment on the draft National Register nomination. The Town solicited public comment via mailed public notification (within 500 feet of the property), Historic Preservation Commission newsletter, and Published Public Newspaper Notice. Comments were solicited both in writing and at a public comment session held on May 11, 2022, during the Historic Preservation Commission Meeting. The Mutschler House appears to meet the criteria required for listing in the National Register of Historic Places.

Attachments: Attachment 1: Mutschler House Draft National Register Nomination Packet

RESOLUTION 2022-26

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE
FOREST TO
RECOMMEND THAT THE MUTSCHLER HOUSE BE SUBMITTED FOR LISTING
IN THE NATIONAL REGISTER OF HISTORIC PLACES**

WHEREAS, the North Carolina State Historic Preservation Office notified the Town of Wake Forest that the Mutschler House, within the Town of Wake Forest Extraterritorial Jurisdiction is being nominated to the National Register of Historic Places; and

WHEREAS, the Town of Wake Forest provided the required opportunity for public comment via email and at a public comment session held at the Historic Preservation Commission meeting on May 11, 2022; and

WHEREAS, the draft National Register Nomination for the Mutschler House appears to meet the criteria required for listing in the National Register of Historic Places; and

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

Recommend that the Mutschler House be submitted for listing in the National Register of Historic Places to the North Carolina State Historic Preservation Office

Duly adopted this 17th day of May 2022.

Vivian A. Jones
Mayor

ATTEST:

Theresa Savary, CMC
Deputy Town Clerk



North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office

Ramona M. Bartos, Administrator

Governor Roy Cooper
Secretary D. Reid Wilson

Office of Archives and History
Deputy Secretary Darin J. Waters, Ph.D.

April 4, 2022

Mayor Vivian A. Jones
Town of Wake Forest
301 S. Brooks Steet
Wake Forest, NC 27587

RE: William and Barbara Mutschler House, 1320 Country Club Drive, Wake Forest, Wake County

Dear Mayor Jones:

Enclosed is a copy of the nomination for the William and Barbara Mutschler House, which is scheduled for presentation to the North Carolina National Register Advisory Committee on June 9, 2022. For more information about meeting details and updates on how to view the meeting, please visit the Secretary of State's Public Meeting Calendar at https://sosnc.gov/online_services/calendar/Search and search "National Register Advisory Committee." A copy of the notification letter sent to the property owner is enclosed for your information.

As a Certified Local Government, you have sixty (60) days in which to comment on the proposed nomination. If you do not respond by June 8, 2022 on the proposed nomination, approval of it will be assumed. Please note that Wake Forest Historic Preservation Commission is to provide an opportunity for public comment on this nomination according to the terms specified in the certification agreement the city signed with this office. A copy of your notice to the public should be forwarded to our office along with any comments you, the Wake Forest Town Council, or the Wake Forest Historic Preservation Commission wish to make on the nomination to satisfy federal and state requirements.

Please use the enclosed comment forms to send us the responses. If you have any questions concerning this nomination, we will be happy to help. Please direct any inquiries to our State Historic Preservation Office's Survey and National Register Branch Supervisor, Sarah Woodard at sarah.woodard@ncdcr.gov.

Sincerely,

Darin J. Waters
State Historic Preservation Officer

DJW/jhs

Enclosures

cc: Michelle A. Michael, Senior Planner, Wake Forest Historic Preservation Commission
Sig Hutchinson, Chair, Wake County Board of Commissioners

In order to fulfill the required comment procedures, please complete the information below and the appropriate comment paragraph that is attached after you have reviewed the nomination. This information should be returned to:

Sarah A. Woodard, Survey and National Register Branch Supervisor

State Historic Preservation Office

4617 Mail Service Center

Raleigh, North Carolina 27699-4617

COMMENTS ARE DUE IN THE STATE HISTORIC PRESERVATION OFFICE BY: **June 8, 2022**

1. Name of Certified Local Government: **Town of Wake Forest**
2. Name of CLG Commission: **Wake Forest Historic Preservation Commission**
3. Property being reviewed for nomination: **William and Barbara Mutschler House**
4. Please attach documentation of the measures taken to provide for public comment during the nomination review and a record of any comments received, as per your certification agreement with the State Historic Preservation Office.
5. In approving local governments for certification, the SHPO may have stipulated that the Commission obtain the services of professional historians, architectural historians, or archaeologists when reviewing National Register nominations, if those disciplines are not represented in the Commission membership. If this stipulation applies to you, please note the name of the professional you consulted below and his/her appropriate field. If you have any questions about the applicability of this stipulation to your commission, contact Kristi Brantley, Certified Local Government Coordinator, State Historic Preservation Office at 919.814.6576.

THE CLG COMMISSION SHOULD COMPLETE **ONE** OF THE FOLLOWING PARAGRAPHS:

A. We, the **Wake Forest Historic Preservation Commission**, have reviewed and discussed the nomination for **William and Barbara Mutschler House** and find that the property **meets** the criteria for listing in the National Register of Historic Places as stated in Section 8 of the report. We therefore, **recommend** that the property be submitted for listing in the Register.

Commission chair's signature and date

B. We, the **Wake Forest Historic Preservation Commission**, have reviewed and discussed the nomination for **William and Barbara Mutschler House** and find that the property **does not meet** the criteria for listing in the National Register of Historic Places as stated in Section 8 of the report. We therefore, **do not recommend** that the property be submitted for listing in the Register. The reasons for our findings concerning this nomination are stated below (use additional sheet if necessary).

Commission chair's signature and date

THE CHIEF ELECTED LOCAL OFFICIAL OR THE LOCAL GOVERNING BOARD SHOULD
COMPLETE ONE OF THE FOLLOWING COMMENT PARAGRAPHS:

C. I, **Mayor Vivian Jones**, or We, the **Wake Forest Town Council**, have reviewed the nomination for **William and Barbara Mutschler House** and find that the property **meets** the criteria for listing in the National Register of Historic Places as stated in Section 8 of the report. We therefore, **recommend** that the property be submitted for listing in the Register.

Additional Comments:

Chief Local Elected Official's signature and date

D. I, **Mayor Vivian Jones**, or We, the **Wake Forest Town Council**, have reviewed the nomination for **William and Barbara Mutschler House** and find that the property **does not meet** the criteria for listing in the National Register of Historic Places as stated in Section 8 of the report. We therefore, **do not recommend** that the property be submitted for listing in the Register. The reasons for my (or our) findings concerning this nomination are stated below (use additional sheet if necessary).

Additional comments:

Chief Local Elected Official's signature and date

CERTIFIED LOCAL GOVERNMENTS AND THE NATIONAL REGISTER

The federal and state guidelines for the Certified Local Government Program require that the CLGs participate in the process of nominating properties to the National Register of Historic Places. This participation involves the review of nominations within the jurisdiction of the CLG by the CLG Commission and the chief elected local official. Opportunity for public comment must be provided during the 60-day comment period. The commission and the chief elected official are required to submit comments to the State Historic Preservation Office and the owner of the property relaying their findings as to the eligibility of the property under consideration for listing in the National Register. The attached forms are provided for you to facilitate your review of nominations and your submittal of comments to the State Historic Preservation Office. A copy of the criteria for listing in the National Register is also enclosed for your reference and use.

Although the federal regulations governing the CLG program call for the chief elected local official to provide comments on proposed National Register nominations within the CLG jurisdiction, North Carolina law stipulates that the mayor or chairman of the board of county commissioners may act only in an administrative capacity on behalf of the local governing board. If a certified local government has doubts about the legality of the chief elected official assuming sole responsibility for comments on proposed National Register nominations, it may wish to consider two alternatives: 1) having the governing board review the nominations or 2) having the governing board pass a resolution granting the chief elected local official the authority to furnish comments on behalf of the governing board.



North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office

Ramona M. Bartos, Administrator

Governor Roy Cooper
Secretary D. Reid Wilson

Office of Archives and History
Deputy Secretary Darin J. Waters, Ph.D.

April 4, 2022

Andrew O. Grimmett and Angela M. Wright
1320 Country Club Drive
Wake Forest, NC 27587

RE: William and Barbara Mutschler House, 1320 Country Club Drive, Wake Forest, Wake County

Dear Mr. Grimmett and Ms. Wright:

We are pleased to inform you that the nomination of the above-referenced property, which you own, to the National Register of Historic Places has been scheduled for presentation to the North Carolina National Register Advisory Committee at its meeting on June 9, 2022. For more information about meeting details and updates on how to view the meeting, please visit the Secretary of State's Public Meeting Calendar at https://sosnc.gov/online_services/calendar/Search and search "National Register Advisory Committee." The Committee will decide whether to recommend that I sign the nomination and submit it to the U.S. Department of the Interior, National Park Service, for final review and listing in the National Register.

The National Register is the nation's official list of historic buildings, districts, archaeological sites, and other resources worthy of preservation. Enclosed is a set of *National Register Fact Sheets* which includes a list of the criteria under which properties are evaluated. More than 3,000 North Carolina properties are now listed in the National Register. Listing in the National Register places no obligation or restriction on a private owner using private resources to maintain or alter the property. The effects of National Register listing are described on the enclosed *National Register Fact Sheet 1*.

As provided by the National Historic Preservation Act and the National Register program regulations (36 CFR 60) that implement the Act, local officials and all property owners are provided an opportunity to comment on the nomination of their property to the National Register. In addition, *private* property owners have the right to object to listing. If a private property owner chooses to object to the listing of his or her property, the objection must be submitted to me at 4610 Mail Service Center, Raleigh, NC 27699-4610. The procedure for objecting is described on the enclosed *National Register Fact Sheet 5*. We would appreciate receiving comments by June 8, 2022, but statements of objection may be submitted and will be counted until the actual date of listing, which usually takes place at least fifteen days but not more than forty-five days after the nomination is received by the Keeper of the National Register following the National Register Advisory Committee meeting.

Please see "What the National Register Means for the Private Property Owner" on *National Register Fact Sheet 1* for an explanation of contributing and noncontributing properties. A copy of the nomination and information on the National Register and Federal tax benefits for historic properties are available from the

above address upon request. Please feel free to contact Survey and National Register Branch Supervisor, Sarah Woodard at 919-814-6573 or sarah.woodard@ncdcr.gov with any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read "Darin J. Waters", with a long horizontal flourish extending to the right.

Darin J. Waters
State Historic Preservation Officer

DJW/jhs

Enclosures

cc: Michelle A. Michael, Senior Planner, Wake Forest Historic Preservation Commission
Vivian A. Jones, Mayor, Town of Wake Forest
Sig Hutchinson, Chair, Wake County Board of Commissioners

NATIONAL REGISTER FACT SHEET 2

NATIONAL REGISTER CRITERIA FOR EVALUATION

The following criteria are designed to guide the states, federal agencies, and the Secretary of the Interior in evaluating potential entries for the National Register.

The quality of significance in American history, architecture, archaeology, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling, and association, and:

- A. that are associated with events that have made significant contribution to the broad patterns of our history; or*
- B. that are associated with the lives of persons significant in our past; or*
- C. that embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or*
- D. that have yielded, or may be likely to yield, information important in prehistory or history.*

Criteria Considerations (Exceptions): *Ordinarily cemeteries, birthplaces, or graves of historical figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, reconstructed historic buildings, properties primarily commemorative in nature, and properties that have achieved significance within the past 50 years shall not be considered eligible for the National Register. However, such properties will qualify if they are integral parts of districts that do meet the criteria or if they fall within the following categories:*

- A. a religious property deriving primary significance from architectural or artistic distinction or historical importance; or*
- B. a building or structure removed from its original location but which is significant primarily for architectural value, or which is the surviving structure most importantly associated with a historic person or event; or*
- C. a birthplace or grave of a historical figure of outstanding importance if there is no other appropriate site or building directly associated with his or her productive life; or*
- D. a cemetery that derives its primary significance from graves of persons of transcendent importance, from age, from distinctive design features, or from association with historic events; or*
- E. a reconstructed building when accurately executed in a suitable environment and presented in a dignified manner as part of a restoration master plan, and when no other building or structure with the same association has survived; or*
- F. a property primarily commemorative in intent if design, age, tradition, or symbolic value has invested it with its own historical significance; or*
- G. a property achieving significance within the past 50 years if it is of exceptional importance.*

(see other side)

APPLYING THE CRITERIA

The two principal issues to consider in determining eligibility for the National Register are "significance" and "integrity."

A property may have "**significance**" for association with important events or patterns of history (criterion A); for association with an important historical figure (criterion B); as an important example of period architecture, landscape, or engineering (criterion C); or for the information it is likely to yield (criterion D, applied to archaeological sites and districts, and sometimes applied to certain types of structures). A National Register nomination must demonstrate how a property is significant in at least one of these four areas. For properties nominated under criterion A, frequently cited areas of significance are agriculture, community planning and development, social history, commerce, industry, politics and government, education, recreation and culture, and others. For technical reasons, criterion B (significant person) nominations are rare. Criterion C (architecture) is cited for most, but not all, nominations of historic buildings. Archaeological sites are always nominated under criterion D, but may also have significance under one or more of the other three criteria.

Properties are nominated at a local, state, or national level of significance depending on the geographical range of the importance of a property and its associations. The level of significance must be justified in the nomination. The majority of properties (about 70%) are listed at the local level of significance. The level of significance has no effect on the protections or benefits of listing.

Besides meeting one or more of the above criteria, a property must also have "**integrity**" of "location, design, setting, materials, workmanship, feeling, and association." This means that the property must retain enough of its historic physical character (or in the case of archaeological sites, intact archaeological features) to represent its historic period and associations adequately.

All properties change over time, and in some cases past alterations can take on historical significance in their own right. The degree to which more recent, incompatible, or non-historic alterations are acceptable depends on the type of property, its rarity, and its period and area of significance. Buildings with certain types of alterations are usually turned down by the National Register Advisory Committee. For example, 19th and early 20th century wood frame buildings that have been brick veneered in the mid-20th century are routinely turned down for loss of historic integrity. Similarly, it is extremely rare that buildings covered in synthetic materials such as aluminum or vinyl siding are individually eligible for listing in the Register.

Criteria Exceptions

The criteria exclude birthplaces and graves of historical figures, cemeteries, religious properties, moved buildings, reconstructions, commemorative properties, and properties less than 50 years old, with certain exceptions. The following exceptions are sometimes encountered:

Historic **churches** that are architecturally significant and retain sufficient architectural integrity can be successfully nominated under criterion C (architecture), sometimes together with criterion A for social or religious history, provided they have not been brick-veneered or covered in aluminum or vinyl siding.

Cemeteries may sometimes successfully be nominated under criterion C when they retain important examples of historic stone carving, funerary art, and/or landscaping, and they also may be eligible under criterion A or criterion D. However, both the National Register Advisory Committee and the National Register have turned down nominations of graves when the historical importance of the deceased is the sole basis for the nomination. The National Register was created primarily to recognize and protect historic places and environments that represent how people lived, worked, and built in the historic past. Human burials are recognized and protected under other laws and programs.

Moved buildings may sometimes be successfully nominated under criterion C for architecture when they remain in their historic communities and the new setting adequately replicates the original setting. The point to remember is that the program is called the National Register of Historic **Places**, not Historic Buildings or Historic Things, because significance is embodied in locations and settings as well as in the structures themselves. Buildings moved great distances, buildings moved into incompatible settings (such as a farmhouse moved into an urban neighborhood or a downtown residence moved to a suburb), and collections of buildings moved from various locations to create a pseudo-historic "village" are routinely turned down. In some cases, the relocation of a historic building to a distant or incompatible setting may be the last and only way to save it, and such an undertaking may be worthwhile. However, sponsors of such a project must understand that the property subsequently may not be eligible for the National Register.

If a property is **less than 50 years old**, it can be nominated only if a strong argument can be made for exceptional significance. For example, Dorton Arena on the State Fairgrounds was completed in 1953. It was successfully nominated to the National Register in 1973 as one of the most important examples of modernism in post-World War II American architecture.

United States Department of the Interior
National Park Service

National Register of Historic Places Registration Form

This form is for use in nominating or requesting determinations for individual properties and districts. See instructions in *How to Complete the National Register of Historic Places Registration Form* (National Register Bulletin 16A). Complete each item by marking "X" in the appropriate box or by entering the information requested. If an item does not apply to the property being documented, enter "N/A" for "not applicable." For functions, architectural classification, materials, and areas of significance, enter only categories and subcategories from the instructions. Place additional entries and narrative items on continuation sheets (NPS Form 10-900a). Use a typewriter, word processor, or computer, to complete all items.

1. Name of Property

historic name Mutschler, William and Barbara, House

other names/site number N/A

2. Location

street & number 1320 Country Club Drive

N/A not for publication

city or town Wake Forest

N/A vicinity

state North Carolina

code NC

county Wake

code 183

zip code 27587

3. State/Federal Agency Certification

As the designated authority under the National Historic Preservation Act, as amended, I hereby certify that this ☒ nomination
☐ request for determination of eligibility meets the documentation standards for registering properties in the National Register of
Historic Places and meets the procedural and professional requirements set for in 36 CFR Part 60. In my opinion, the property
☒ meets ☐ does not meet the National Register criteria. I recommend that this property be considered significant ☐ nationally
☐ statewide ☒ locally. (See continuation sheet for additional comments.)

Signature of certifying official/Title

Date

State or Federal agency and bureau

In my opinion, the property ☐ meets ☐ does not meet the National Register criteria. (☐ See Continuation sheet for additional comments.)

Signature of certifying official/Title

Date

North Carolina Department of Natural and Cultural Resources

State or Federal agency and bureau

4. National Park Service Certification

I hereby certify that the property is:

☐ entered in the National Register.

☐ See continuation sheet

☐ determined eligible for the
National Register.

☐ See continuation sheet

☐ determined not eligible for the
National Register.

☐ removed from the National
Register.

☐ other, (explain):

Signature of the Keeper

Date of Action

5. Classification**Ownership of Property**

(Check as many boxes as apply)

- ☒ private
☐ public-local
☐ public-State
☐ public-Federal

Category of Property

(Check only one box)

- ☒ building(s)
☐ district
☐ site
☐ structure
☐ object

Number of Resources within Property

(Do not include previously listed resources in count.)

Contributing	Noncontributing	
1	0	buildings
0	0	sites
0	0	structures
0	0	objects
1	0	Total

Name of related multiple property listing

(Enter "N/A" if property is not part of a multiple property listing.)

N/A

Number of Contributing resources previously listed in the National Register

N/A

6. Function or Use**Historic Functions**

(Enter categories from instructions)

DOMESTIC: Single Dwelling

Current Functions

(Enter categories from instructions)

DOMESTIC: Single Dwelling

7. Description**Architectural Classification**

(Enter categories from instructions)

Modern Movement

Materials

(Enter categories from instructions)

foundation BRICK

walls BRICK

WOOD: board-and-batten

roof ASPHALT

other

Narrative Description

(Describe the historic and current condition of the property on one or more continuation sheets.)

8. Statement of Significance**Applicable National Register Criteria**

(Mark "x" in one or more boxes for the criteria qualifying the property for National Register listing.)

- ☐ **A** Property is associated with events that have made a significant contribution to the broad patterns of our history.
- ☐ **B** Property is associated with the lives of persons significant in our past.
- ☒ **C** Property embodies the distinctive characteristics of a type, period, or method of construction or represents the work of a master, or possesses high artistic values, or represents a significant and distinguishable entity whose components lack individual distinction.
- ☐ **D** Property has yielded, or is likely to yield, information important in prehistory or history.

Criteria Considerations

(Mark "x" in all the boxes that apply.)

Property is:

- ☐ **A** owned by a religious institution or used for religious purposes.
- ☐ **B** removed from its original location.
- ☐ **C** a birthplace or grave.
- ☐ **D** a cemetery.
- ☐ **E** a reconstructed building, object, or structure.
- ☐ **F** a commemorative property.
- ☐ **G** less than 50 years of age or achieved significance within the past 50 years.

Areas of Significance

(Enter categories from instructions)

Architecture

Period of Significance

1973

Significant Dates

1973

Significant Person

(Complete if Criterion B is marked)

N/A

Cultural Affiliation

N/A

Architect/Builder

Mutschler, Barbara, designer

Clark, Dennis, builder

Narrative Statement of Significance

(Explain the significance of the property on one or more continuation sheets.)

9. Major Bibliographical References**Bibliography**

(Cite the books, articles, and other sources used in preparing this form on one or more continuation sheets.)

Previous documentation on file (NPS):

- ☐ preliminary determination of individual listing (36 CFR 67) has been requested
- ☐ previously listed in the National Register
- ☐ Previously determined eligible by the National Register
- ☐ designated a National Historic Landmark
- ☐ recorded by Historic American Buildings Survey # _____
- ☐ recorded by Historic American Engineering Record _____

Primary location of additional data:

- ☐ State Historic Preservation Office
- ☐ Other State Agency
- ☐ Federal Agency
- ☐ Local Government
- ☐ University
- ☒ Other

Name of repository:

Mutschler, Barbara, personal papers, Hammondsport, NY

William and Barbara Mutschler House

Name of Property

Wake County, NC

County and State

10. Geographical Data

Acreage of Property 0.91 acres

UTM References

(Place additional UTM references on a continuation sheet.)

See Latitude/Longitude coordinates continuation sheet

1	Zone	Easting	Northing
2			

3	Zone	Easting	Northing
4			

See continuation sheet

Verbal Boundary Description

(Describe the boundaries of the property on a continuation sheet.)

Boundary Justification

(Explain why the boundaries were selected on a continuation sheet.)

11. Form Prepared By

name/title Heather Fearnbach

organization Fearnbach History Services, Inc.

date 3/23/2022

street & number 3334 Nottingham Road

telephone 336-765-2661

city or town Winston-Salem

state NC

zip code 27104

Additional Documentation

Submit the following items with the completed form:

Continuation Sheets**Maps**A **USGS map** (7.5 or 15 minute series) indicating the property's locationA **Sketch map** for historic districts and properties having large acreage or numerous resources.**Photographs**Representative **black and white photographs** of the property.**Additional items**

(Check with the SHPO or FPO for any additional items.)

Property Owner

(Complete this item at the request of SHPO or FPO.)

name Andrew O. Grimmett and Angela M. Wright

street & number 1320 Country Club Drive

telephone 919-999-8421

city or town Wake Forest

state NC

zip code 27587

Paperwork Reduction Act Statement: This information is being collected for applications to the National Register of Historic Places to nominate properties for listing or determine eligibility for listing, to list properties, and to amend existing listing. Response to this request is required to obtain a benefit in accordance with the National Historic Preservation Act, as amended (16 U.S.C. 470 *et seq.*)

Estimated Burden Statement: Public reporting burden for this form is estimated to average 18.1 hours per response including time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding this burden estimate or any aspect of this form to the Chief, Administrative Services Division, National Park Service, P. O. Box 37127, Washington, DC 20013-7127; and the Office of Management and Budget, Paperwork Reductions Projects (1024-0018), Washington, DC 20303.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Continuation SheetSection number 7 Page 1 William and Barbara Mutschler House
Wake County, NC

Section 7. Narrative Description

Setting

The 1973 William and Barbara Mutschler House stands at the center of a 0.91-acre parcel in the northwest Wake Forest neighborhood developed in conjunction with Wake Forest Country Club, which operated from 1967 until 2007. The rectangular, side-gable-roofed, Modernist, split-foyer-plan dwelling sheathed with rough-sawn dark-brown-painted board-and-batten siding differs in architectural character and orientation from neighboring dwellings, most of which are more traditionally-styled houses erected in the 1970s. The subdivision, which was bounded by the golf course on the north, east, and west, comprises twenty approximately one-acre wooded lots flanking Country Club Drive and Keeter Circle, a short intersecting culdesac at the neighborhood's center. Restrictive covenants required the construction of dwellings encompassing at least 1,500 square feet with a minimum setback of thirty feet from the street, resulting in sizable residences with deep setbacks.¹ Wake Forest Country Club and the associated subdivision were early development initiatives in what had previously been a predominantly agricultural area. However, residential and commercial construction subsequently proliferated along the U. S. Highway 1 corridor and continues today.

The Mutschler House site grade slopes significantly down to the north from the street to a lake that was part of Wake Forest Country Club. Developer E. Carroll Joyner acquired the defunct golf course in 2012 and soon announced plans to erect townhouses and single-family homes in the Club Villas subdivision.² The 2.6-acre tract containing the lake will remain a natural area.

Topography and lake proximity influenced the Mutschler House orientation and design, which facilitates connectivity with the natural environment via large plate-glass windows and sliding doors on the north and west elevations, a sunporch, sunroom, decks, and brick patios. The south elevation appears to be single-story when viewed from the street, but the elevation change allows for above-grade lower-level walls on the remaining elevations. The brick retaining wall east of the house borders a brick sidewalk leading to the lower-level utility room.

Deciduous and evergreen trees, woody shrubs, and perennials punctuate the Mutschler House yard. The Mutschlers fully implemented the naturalistic planting plan rendered by North Carolina State University landscape architecture student Samuel C. Taylor in April 1976 to complement the dwelling's organic character. During the Mutschlers' tenure, a landscape service maintained the yard.³

¹ Wake County Book of Maps 1971, p. 271; Deed Book 2015, p. 86.

² "Plan underway to develop old country club," *Wake Forest Gazette*, Volume 19, Number 22, March 31, 2021.

³ Barbara Mutschler, telephone conversation with Heather Fearnbach, June 11, 2021.

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 7 Page 2 William and Barbara Mutschler House
Wake County, NC

Pea gravel walkways, concrete-paver patios, and raised beds were installed north of the house between 2006 and 2020.

Exterior

The long rectangular residence is sheathed with rough-sawn dark-brown-painted board-and-batten siding above a tall, variegated-red-brick, running-bond foundation embellished with weeping mortar and a slightly projecting header-course cap. The low-pitched side-gable asphalt-shingled roof has deep eaves. West of the entrance, the roof continues in a dramatic cantilever to cover a two-bay carport with a brick south wall. A rectangular brick chimney rises from the roof ridge.

The primary façade (south elevation) is blind with the exception of the central entrance bay, which encompasses a single-leaf wood door with thirty-two small square raised panels, a single-pane plate-glass sidelight and fixed transom, and an aluminum-frame casement window east of the transom. The single-leaf, aluminum-frame, glazed storm door is a circa 2006 addition. A wide brick step rises to the entrance.

The expansive plate-glass windows and sliding doors on the north and west elevations indicate the public function of the spaces within: the living/dining room, kitchen, breakfast room, and sunroom on the upper level, and game room, family room, and sunporch on the lower level. Two low profile aluminum-frame living/dining room skylights on the north roof slope were installed in 1998. At the west elevation's south end, wood steps rise to a wood deck with a simple wood railing that wraps around the north wall's west end, providing kitchen and dining room egress. The aluminum-frame dining room storefront that spans the most of the wall's south half comprises a central sliding-glass door and two fixed outer sections. The single-leaf wood kitchen door to the north has a nine-pane upper section and raised panel base. The deck's north portion is cantilevered above a brick patio and the den entrance. The storage rooms constructed in late 1989 beneath the deck's south section are enclosed with rough-sawn dark-brown-painted board-and-batten siding and matching single-leaf doors.⁴

The gabled wing containing the upper-level sunroom and lower-level sunporch extends from the north elevation. The sunroom's large wood-frame single-pane casement windows installed in 1998 replaced original similar sash as well as the single-leaf doors in the east and west wall's south bays that supplied deck access. The tall windows, four on the north elevation and three on each of the east and west elevations, provide ample light. The sunporch, initially screened, also became conditioned space with the construction of full-height aluminum-frame curtain walls with plate-glass windows and sliding

⁴ Wake County Department of Tax Administration, real estate data, November 17, 1989 building permit for storage rooms.

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 7 Page 3 William and Barbara Mutschler House
Wake County, NC

doors topped with transoms. This modification occurred between 2005, when the Mutschlers sold the property, and 2020.⁵

West of the wing, the wood deck that spans the north wall's west end is cantilevered above the aluminum-frame sliding-glass door that provides access to the lower-level family room as well as the fixed, full-height, aluminum-frame, plate-glass window west of the door. On the upper level, the two fixed wood-frame plate-glass windows installed in 1998 on the kitchen's north elevation replaced a single aluminum-frame casement window.

East of the wing, the wood deck spanning the main block's north upper-level wall is accessed via the master bedroom's aluminum-frame sliding-glass door. Matching doors provide egress between two lower-level bedrooms and the brick patio beneath the deck. The single-leaf paneled-wood door west of the bedroom entrances leads to a storage room. West of the upper-level master bedroom door, the tall, rectangular, glass-block window that lights the bathroom shower was added between 2006 and 2014. Two aluminum-frame casement windows originally pierced the bathroom wall.⁶

On the east elevation, an aluminum-frame casement window lights the southeast upper-level bedroom. A matching window and a single-leaf door with a nine-pane upper section and a raised-panel base pierce the lower-level utility room's east wall.

Interior

The Mutschler House has a split-foyer plan, with the central entrance stair connecting two equally-sized levels. Public areas (living/dining room, kitchen, breakfast room, and sunroom on the upper level, and game room, family room, and sunporch on the lower level) are west of private areas (bedrooms, bathrooms, and utility and storage rooms). The interior retains many original character-defining features, with the public rooms being the most distinctive. In those areas, the use of natural materials maintains continuity between the interior and exterior. Rough-sawn painted board-and-batten accent walls, exposed ceiling beams, variegated-red-brick chimneys, hardwood floors, a brick stair landing, and lower-level game room, family room, and sunporch brick floors are intact. Gypsum-board walls have a smooth painted finish, while ceilings are textured.

The central stair rises to the sizable open-plan living/dining room, which features stained-wood ceiling beams and painted board-and-batten sheathing on the east wall. A solid gypsum-board railing borders

⁵ Barbara Mutschler, telephone conversations with Heather Fearnbach, March 17 and June 6-26, 2021, and March 24, 2022.

⁶ Ibid.; Vernon C. Beauchamp and W. D. Johnston, "Mutschler House," undated (1973) drawings in the possession of Barbara Mutschler in Hammondspport, New York.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Continuation SheetSection number 7 Page 4 William and Barbara Mutschler House
Wake County, NC

the stairwell in the room's southeast corner.⁷ The oak floor is original. On the north wall, original built-in stained-wood bookshelves and base cabinets flank the kitchen entrance and a broad brick chimney that extends to the ceiling. The cabinets have flat-panel doors and wrought-iron hinges and knobs. The segmental-arched firebox is open to both the living room and breakfast room above a wood storage area incorporated into the raised brick hearth. A single-timber mantel shelf extends across each chimney face.

In 1998, the Mutschlers commissioned Raleigh-based Hawkins Construction Services, Inc. to remove walls between the kitchen, breakfast room, sunroom, as well as the pantry in the kitchen's northwest corner and the closets lining the south wall, to create an open plan. The sunroom became conditioned space. The breakfast room's east wall and all three of the sunroom's walls are board-and-batten. Stained-wood ceiling beams span the breakfast room. The hardwood floor in the breakfast room and sunroom replaced commercial-grade carpeting. The kitchen's large square beige ceramic-tile floor, blonde wood cabinets, and central black-granite-topped island were added in 1998.⁸

The central east-west corridor in the east half of the upper level provides egress to two bedrooms to the south that share the hall bathroom and master bedroom with an attached bathroom on the hall's north side. Original elements include flat-board window and door surrounds, low baseboards, flat-panel wood corridor doors, louvered wood bi-fold closet doors, and built-in bookshelves. The hall bathroom retains the original painted-wood vanity, painted wood-grain-textured wall paneling, and variegated-brown square ceramic-tile floor with a floral motif. A low three-tier bookshelf wraps around two walls of the southwest bedroom. Full-height bookshelves fill the southeast bedroom's south wall around an opening for the bed. The current owners embellished the master bedroom's east wall with gold-painted wood battens. The master bathroom, accessed via a pocket door, received a beige ceramic-tile floor and shower and a wood vanity with a granite countertop between 2006 and 2014.⁹ All woodwork is painted. The corridor and bedrooms are carpeted. Light fixtures have been replaced throughout the house.

On the lower level, the stair terminates in the game room, which contains a pool table. With the exception of the central brick fireplace, the game room and the family room to the north have an open

⁷ Soon after they purchased the house from the Mutschlers in April 2005, Paula S. and Jones H. Winston Jr. had the original railing with a simple handrail and slender square balusters replaced with the solid railing and risers added to the stair. Barbara Mutschler, telephone conversation with Heather Fearnbach, July 7, 2021.

⁸ The sunroom is labeled "breakfast porch" and the breakfast room "dining area" on the 1973 floor plan. Room names throughout the nomination reflect function delineated by the original owner. Barbara Mutschler, telephone conversations with Heather Fearnbach, March 17 and June 6-26, 2021; Vernon C. Beauchamp and W. D. Johnston, "Mutschler House," undated (1973) drawings, and John W. Hawkins of Hawkins Construction Services, Inc., correspondence regarding 1998 renovation in the possession of Barbara Mutschler, in Hammondsport, New York.

⁹ Ibid.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Continuation SheetSection number 7 Page 5 William and Barbara Mutschler House
Wake County, NC

plan. The broad brick chimney encompasses a side-by-side wood storage area and firebox, both with segmental-arched openings. Painted flat-board mantel shelves span each chimney face. The board-and-batten sheathing on the chimney's east end and the game and family rooms' east and north walls comprised white-painted boards and lightly stained battens.¹⁰ Original full-height painted-wood shelves fill most of the west wall. The wall behind the family room bar shelves was mirrored by Paula S. and Jones H. Winston Jr. soon after they purchased the house from the Mutschlers in April 2005.¹¹ The original painted-wood bar cabinets have flat-panel doors. Wide aluminum-frame glass sliding doors and sidelights separate the family room and sunporch. The game room, family room, and sunporch retain original lacquered brick floors.

The private wing contains two bedrooms on the corridor's north side as well as an office (originally an exercise room), bathroom, and southeast corner utility room south of the corridor. The finishes are identical to those in the upper-level bedroom wing with the following exceptions. In 2020, the current owner added unpainted cedar accent boards on both faces of the gypsum-board-sheathed wall between the north bedrooms, which were originally separated by a frame wall intended to be easily removable. They also covered the west walls of the office and bathroom with horizontal-board sheathing and installed a painted-wood vanity, ceramic-tile floor and shower surround, and porcelain fixtures in the bathroom, which retains original painted wood-grain textured wall paneling and a cedar-lined sauna.

Integrity Statement

The William and Barbara Mutschler House possesses the seven qualities of historic integrity—location, setting, feeling, association, design, materials, and workmanship—required for National Register designation. The dwelling maintains integrity of location as it stands on its original site in an area that remains residential. The wooded 0.91-acre lot provides appropriate surroundings in keeping with the dwelling's character, thus preserving integrity of setting, feeling, and association.

The Mutschler House also displays integrity of design, materials, and workmanship. The rectangular side-gable-roofed dwelling is sheathed with rough-sawn dark-brown-painted board-and-batten siding above a tall, variegated-red-brick, running-bond foundation embellished with weeping mortar and a slightly projecting header-course cap. West of the entrance, the roof continues in a dramatic cantilever to span a two-bay carport with a brick south wall. The central entrance bay features a single-leaf door with thirty-two small square raised panels, a single-pane plate-glass sidelight and fixed transom, and an aluminum-frame casement window east of the transom. Expansive plate-glass windows and sliding doors on the north and west elevation, decks, and brick rear patios are also original. The enclosure of

¹⁰ Current owner Angela Wright stripped and stained the previously painted battens in 2020.

¹¹ Barbara Mutschler, telephone conversation with Heather Fearnbach, March 17, 2021.

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 7 Page 6 William and Barbara Mutschler House
Wake County, NC

the lower-level sunporch in the rear wing was executed in a manner that complements the dwelling's Modernist aesthetic.

The interior retains a split-foyer plan and many original character-defining features, with the public rooms being the most distinctive. In those areas, rough-sawn board-and-batten accent walls, built-in bookshelves, variegated-red-brick chimneys, and hardwood and brick floors remain as original features. Stained-wood ceiling beams span the living/dining room and breakfast room. The 1998 removal of walls between the kitchen, breakfast room, and sunroom as well as the northwest corner pantry to create an open plan allows light to permeate the interior. On the living/dining room's north wall, built-in bookshelves and base cabinets flank the kitchen entrance and the broad brick chimney that extends to the ceiling. Full-height wood shelves fill most of the west walls of the game room and the family room, which has a bar at its west end. Original elements in the bedroom wings include flat-board window and doors surrounds, low baseboards, flat-panel wood corridor doors, louvered wood bi-fold closet doors, and built-in bookshelves. Modifications during the 2020 renovation were cosmetic and do not impact the character-defining features of the house.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Continuation SheetSection number 8 Page 7 William and Barbara Mutschler House
Wake County, NC

Section 8. Statement of Significance

The 1973 William and Barbara Mutschler House is locally significant under National Register Criterion C for architecture as an excellent example of a Modernist residence with a split-foyer plan, one of only a few such dwellings in a town where traditionally-styled dwellings predominate. Mrs. Mutschler, a Modernist architecture aficionado, emulated aspects of the family's 1967 split-foyer-plan home in Vestal, New York, as well as Raleigh houses that she admired while planning their new house. The residence manifests Modernist principles in its long, low form and generous use of glass and high-quality natural materials such as rough-sawn board-and-batten sheathing and variegated-red brick to create continuity between the interior and exterior. Beneath the low-pitched side-gable roof, deep eaves shelter plate-glass casement windows and fixed windows and sliding glass doors. West of the entrance, the roof continues in a dramatic cantilever to create a two-bay carport. The interior retains a split-foyer plan and original character-defining features including rough-sawn board-and-batten accent walls, variegated-red-brick chimneys, exposed ceiling beams in the upper-level public rooms, built-in bookshelves, hardwood floors, a brick stair landing, and lower-level game room, family room, and sunporch brick floors. Intact elements in the bedroom wings include flat-board window and doors surrounds, low baseboards, flat-panel wood corridor doors, louvered wood bi-fold closet doors, and built-in bookshelves. The period of significance is 1973, the construction date.

Modernist Architecture Context

Most early-twentieth-century American architecture was rooted in the past rather than the future. The 1893 World's Columbian Exposition in Chicago created a national preference for classicism that became part of the "City Beautiful" movement—the antithesis of the polluted, unhealthy, industrial city. Other revival styles such as Georgian, Mediterranean, Tudor, and Spanish Colonial also enjoyed widespread popularity. However, architects Frank Lloyd Wright in Chicago, Irving John Gill in San Diego, and brothers Charles Sumner and Henry Mather Greene in Pasadena were among the proponents of a radically different approach, creating buildings that blended organically into their surroundings. Horizontal massing, asymmetrical plans, geometric angles, deep overhanging eaves, bands of windows, and the use of contemporary materials including concrete and steel in conjunction with natural materials such as wood and stone defined their designs.¹²

Frank Lloyd Wright's early work frequently combined English Arts and Crafts movement features including stained-glass windows, heavy interior woodwork, and built-in furniture with Japanese architectural elements such as spare detailing, open plans, and expressed structural systems. He espoused a functionalist approach, replacing traditional load-bearing walls with curtain walls that

¹² Peter Gossel and Gabriele Leuthauser, *Architecture in the Twentieth Century* (Koln, Slovenia: Taschen, 2001), 67-68.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Continuation SheetSection number 8 Page 8 William and Barbara Mutschler House
Wake County, NC

served as decorative screens rather than structural supports. In the Robie House in Chicago, completed in 1909, he used massive steel beams to carry broad cantilevered roofs over terraces. Other Chicago architects such as William Drummond, Marion Mahony Griffin, Walter Burley Griffin, George W. Maher, William G. Purcell, and Robert C. Spencer Jr. emulated these design components in myriad commissions, resulting in what architectural historian H. Allen Brooks deemed the Prairie School.¹³ Defining characteristics range from horizontal massing to low-pitched roofs with deep boxed eaves, expansive windows, porches, and terraces, and the use of natural materials. Although the Prairie style declined in popularity after 1920, mid-twentieth-century Modernist dwellings such as the Mutschler House display similar features.

The American public's exposure to European architectural trends was negligible until the contemporary architecture exhibit in 1932 at the Museum of Modern Art in New York. The exhibit catalog, authored by art historian Henry-Russell Hitchcock Jr. and architect Philip Johnson, identified principles of modern architecture that were henceforth used to describe buildings constructed in what was called the International Style given its European genesis and subsequent diffusion throughout the world. The exhibit profiled the movement's leading architects Walter Gropius and Ludwig Mies van der Rohe of Germany, Le Corbusier of France, and J. J. P. Oud of Holland, and explored the characteristics of their work.¹⁴

Walter Gropius and Mies van der Rohe were among the European architects and designers who emigrated to the United States beginning in the late 1930s and espoused Modernist principles to a new audience. Gropius, the highly influential founder of the German design school known as the Bauhaus, began teaching at Harvard's Graduate School of Design and used his personal residence in Lincoln, Massachusetts, erected in 1937, to promote the central tenets of Bauhaus philosophy—maximum efficiency and simplicity of design. The house was revolutionary at the time, as it combined traditional building materials including wood, brick, and fieldstone with streamlined modern elements rarely employed in residential construction such as glass block, acoustical plaster, and chrome banisters.¹⁵ Despite the efforts of Gropius and others to “soften” the International Style through the use of natural materials, it proved more popular in commercial than residential applications in the United States, as flat roofs, sleek surfaces, and angular lines were often perceived as being impersonal and harsh.

¹³ Henry-Russell Hitchcock Jr. and Philip Johnson, *The International Style: Architecture since 1922* (New York, W. W. Norton & Company, 1932), 25-26; Mark Gelernter, *A History of American Architecture: Buildings in Their Cultural and Technological Context* (Hanover, New Hampshire: University Press of New England, 2001), 218-220; Virginia Savage McAlester, *A Field Guide to American Houses* (New York: Alfred A. Knopf), 2013, 551-552, 564.

¹⁴ Hitchcock and Johnson, *The International Style*, 20.

¹⁵ Historic New England, “Gropius House,” <https://www.historicnewengland.org/property/gropius-house/> (accessed May 2021). Gropius designed his house in collaboration with Marcel Breuer, his former student and Harvard School of Design colleague.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Continuation SheetSection number 8 Page 9 William and Barbara Mutschler House
Wake County, NC

Walter Gropius, R. Buckminster Fuller, and other influential architects and artists taught at Bauhaus painter Josef Albers's experimental Black Mountain College near Asheville, North Carolina in the 1930s and 1940s. Although they and others continued to promote Modernism, the philosophy never achieved widespread acceptance in the United States. In 1948, North Carolina State College (NCSC) hired architecture professor Henry Kamphoefner, who recruited George Matsumoto, James Walter Fitzgibbon, Edward W. Waugh, and other University of Oklahoma faculty to help him establish the NCSC School of Design. The men, all strong proponents of Modernism, employed the style in commercial, educational, industrial, religious, and residential commissions throughout the state. The design school's collaboration included a partnership with North Carolina's Office of School Construction that involved developing design standards and advocating contemporary architecture at workshops for local officials and architects in 1949 and 1950. School of Design professors and visiting lecturers including Frank Lloyd Wright, Walter Gropius, and Mies van der Rohe had a significant impact on North Carolina's mid-century built environment, both through the buildings they designed and the students they trained.¹⁶

In the mid-1930s, just before Gropius arrived on the American architectural scene, Frank Lloyd Wright developed what he called the "Usonian House" in an attempt to make high-style design accessible to the average homeowner. His compact, economical, and efficiently-planned buildings, constructed of affordable materials, often used passive heating and cooling mechanisms. Like Wright, California architect William Wilson Wurster designed dwellings built with local materials in a manner that connected indoor and outdoor spaces and integrated residences with their sites. He typically eliminated interior walls between public spaces, opening floor plans and thus making even small houses seem larger. Wurster's influence spread rapidly due to his tenures as dean of the Massachusetts Institute of Technology (MIT) School of Architecture from 1943 until 1949 and then at the University of California at Berkeley beginning in 1950.¹⁷

NCSC School of Design faculty members adopted these premises and expanded upon them in dwellings such as Henry Kamphoefner's personal residence, regarded upon its completion in 1950 as the first truly Modernist house in Raleigh. Kamphoefner designed his home in collaboration with George Matsumoto, using thin, horizontal, Roman brick, naturally-finished birch plywood, and insulating glass to effectively integrate interior and exterior spaces. Matsumoto's own flat-roofed, box-like house, finished in 1954, and his subsequent similar residential commissions incorporated

¹⁶ Edward Waugh and Elizabeth Waugh, *The South Builds: New Architecture in the Old South* (Chapel Hill: The University of North Carolina Press, 1960), preface, 8; David R. Black, "Early Modern Architecture in Raleigh Associated with the Faculty of the North Carolina State University School of Design, Raleigh, North Carolina," National Register of Historic Places Multiple Property Documentation Form, 1994, E15-16.

¹⁷ Black, "Early Modern Architecture in Raleigh," E10-13; David Jackson, "Henry L. Kamphoefner House," National Register of Historic Places nomination, 1996; Gordon Young, "Blueprint for Obscurity," *Metro*, January 18-24, 1996, <http://www.metroactive.com/papers/metro/01.18.96/wurster-9603.html> (accessed May 2021).

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Continuation SheetSection number 8 Page 10 William and Barbara Mutschler House
Wake County, NC

Wrightian principles and Miesian forms, as the dwellings are carefully integrated into their settings, constructed of prefabricated panels within exposed structural framework, and cantilevered over masonry foundations.¹⁸

Split-Foyer Houses

As construction revived after World War II, some North Carolina families sought the comfort and reassurance of building in styles of the past such as the Colonial Revival, but, more commonly, new houses took on a decidedly modern appearance. The Ranch house, with its long, rectangular form, low-pitched roof, and open floor plan, became the ubiquitous suburban house type in the mid-twentieth century. Evolving from the nineteenth-century concept of a ranch as a utilitarian rural dwelling or complex of buildings situated in the American West, to a rustic residential style popular in the southwestern United States in the 1930s, by the middle of the century the Ranch had been adapted nationally to meet the needs of families who desired “a lifestyle of simplicity, privacy, and informality that was close to nature.” Craftsman and Modernist design influenced the Ranch style with their emphasis on connectivity between indoor and outdoor spaces, natural materials, and exposed structural elements. Architects combined features of vernacular wood, adobe, and stone ranches with Modernist design principles and spatial organization, resulting in a usually asymmetrical façade that reflected the interior arrangement of private and public spaces in the most efficient manner. The incorporation of familiar building materials made the Ranch house much more appealing to the average consumer than the sleek International Style residences created by architects such as Walter Gropius, which were often viewed as stark and inaccessible. Californians including designer Cliff May and architect William Wurster promoted the Ranch house as an unpretentious, affordable dwelling, and popular magazines such as *House Beautiful*, *Better Homes and Gardens*, and *Sunset* conveyed that message to the American public.¹⁹

The split-level, commonly found in subdivisions developed from the 1950s through the 1970s, embodies many of the same design principles as the Ranch house, but incorporates a two-story wing. This splits the interior plan into three levels, often with a utility room, den, and bedroom in the basement; the garage or carport, kitchen, dining room, and living room on the middle level; and bedrooms on the upper level. This spatial arrangement allowed for the separation of public and private areas. Split-foyer houses were a cost-saving alternative to split-level or full two-story dwellings. Also called bi-levels, split-entries, or raised Ranches, such residences have a central stair leading from an at-grade foyer to a full-height upper floor encompassing the primary living spaces and bedrooms and a semi-subterranean lower level, often containing family and recreational rooms, bedrooms, storage and

¹⁸ Black, “Early Modern Architecture in Raleigh,” E10-13; Jackson, “Henry L. Kamphoefner House;” Waugh and Waugh, *The South Builds*, 40-41.

¹⁹ Alan Hess, *The Ranch House* (New York: Harry Abrams, Inc., 2004), 12-13.

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 8 Page 11 William and Barbara Mutschler House
Wake County, NC

laundry rooms, and a garage with low ceilings. This approach allowed for additional square footage while reducing overall construction cost. Expansive plate-glass windows and sliding doors provide ample light and views of the natural world. Decks and patios supply outdoor living spaces. Like Ranch houses, split-foyers often manifest either Colonial Revival or Modernist features.²⁰

Modernist Architecture in Wake Forest

Most Wake Forest subdivisions planned soon after World War II manifest Federal Housing Administration design guidelines and contain modest, traditionally-styled dwellings. Nationally pervasive mid-twentieth-century architectural styles ranged from Period Revival to Minimal Traditional, Ranch, and Modernist. By the 1950s, Ranch houses, sometimes incorporating Modernist features such as high horizontal windows and deep eaves, enjoyed widespread popularity. Speculative developers built and sold hundreds of almost identical residences in tract subdivisions, while contractors supplied stock plans to potential owner-occupants in custom subdivisions. Popular magazines and catalogs also sold floor plans and elevations that property owners and contractors frequently modified. Residences designed by architects for specific clients represent a very small percentage of the total built environment.

Only a small number of Wake Forest residences are truly Modernist in design, and each stands out in neighborhoods of more traditional houses. The earliest examples embody a softer, more organic approach to Modernism than the hard lines of the International Style. The low, horizontal residences blend in with their settings, reflecting the influence of Frank Lloyd Wright's Usonian House: economical and efficiently-planned buildings constructed of natural materials. Expansive windows and sliding-glass doors facilitate connectivity between the interior and exterior. Common interior features include expressed structural components, cork and stone floors, wood wall and ceiling sheathing, built-in furniture and cabinetry, radiant heating, and passive cooling.

In 2020, architectural historians Heather Wagner Slane and Cheri LaFlamme Szcodronski undertook a survey of Wake Forest buildings constructed between 1958 and 1975. Their work focused on individual resources and subdivisions that possess a high degree of architectural integrity as well as architectural and historical significance. Only a few Modernist dwellings, including the William and Barbara Mutschler House, were identified. Raleigh architect Owen Franklin Smith designed the earliest Modernist residence in the survey sample, the aluminum-sided, gable-roofed, T-shaped house erected in 1950 for Thomas J. and Mary Susan Byrne at 442 Pineview Drive. The house reflects a Modernist influence in its grouped metal-frame casement windows and broad interior brick chimney.

²⁰ Louis Oliver Gropp, ed., *House and Garden: 124 Best-selling House Designs* (New York: Conde Nast Publications, 1978), 98-99; National Cooperative Highway Research Program, *A Model for Identifying and Evaluating the Historic Significance of Post-World War II Housing* (Washington, D. C.: Transportation Research Board, 2012), 166-167.

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 8 Page 12 William and Barbara Mutschler House
Wake County, NC

Intact original interior elements include knotty-pine-paneled walls, built-in wood bookshelves and cabinets, ceramic bathroom tile, porcelain fixtures, and the linoleum-tile kitchen floor.²¹

A more expressively Modernist example, the 1977 John Rich and Ann Melanie Murphy House at 1421 Jenkins Road, is distinguished by a low-pitch-front-gable roof with deep eaves, exposed purlins, a wide brick façade chimney, and large plate-glass windows. The dwelling was expanded with a side-gable wing and attached garage in 1984. The Rich-Murphy House is characterized by rough-sawn board-and-batten redwood siding, fixed plate-glass and casement windows, redwood-paneled interior walls with a smooth finish, exposed rafters, pegged wood floors, and built-in cabinets and shelves. Attorney John Rich and his cousin F. E. Osborne Jr. designed the house and Osborne served as the general contractor. The men grew to appreciate the Modernist aesthetic while working on the carpentry crew of general contractor F. E. Osborne Sr. (Rich's uncle and Osborne Jr.'s father). Under his tutelage, they constructed residences designed by Raleigh architect and NCSU School of design professor Harwell Hamilton Harris, a strong proponent of regional Modernism. The Rich-Murphy House displays features commonly employed in Harris commissions.²²

The Wake Forest Country Club neighborhood contains twenty custom-built dwellings, sixteen of which were erected between 1972 and 1980. The majority are traditional in style, but a few, like the Mutschler House and the brick Ranch house constructed in 1972 for developers Ray and Lillian Faircloth at 1414 Country Club Drive, display Modernist features. The Faircloth residence is characterized by front-gable bays with exposed purlins, expansive plate-glass windows in public areas, and horizontal bands of high multi-section windows in private areas. However, the William and Barbara Mutschler House more fully exemplifies the Modernist style in form and finish. The rectangular side-gable-roofed dwelling is sheathed with rough-sawn dark-brown-painted board-and-batten siding above a tall, variegated-red-brick, running-bond foundation embellished with weeping mortar and a slightly projecting header-course cap. West of the entrance, the roof continues in a dramatic cantilever to span a two-bay carport with a brick south wall. The central entrance bay features a single-leaf door with thirty-two small square raised panels, a single-pane plate-glass sidelight and fixed transom, and an aluminum-frame casement window east of the transom. Original

²¹ Heather Wagner Slane and Cheri LaFlamme Szcodronski, "Wake Forest, North Carolina Architectural Survey Update, 1958-1975," report prepared for the Town of Wake Forest Planning Department, 2020, pp. 30-31, and associated survey files.

²² Ibid; "Home of John Rich and Melanie Murphy," information provided by the couple during the 2020 Wake Forest Architectural Survey. Harwell Hamilton Harris (1903-1990), a California native, gained experience in the Los Angeles offices of influential Modernist architects Richard Neutra and Rudolph Schindler before establishing in 1933 his own firm in that city. After teaching at Columbia University in New York (1943-1944) and serving as the University of Texas School of Architecture's dean (1952-1955), he headed a Dallas practice until moving to Raleigh in 1962. "Biographical Sketch of Harwell Hamilton Harris," Harwell Hamilton Harris collection finding aid, Alexander Architectural Archives, University of Texas at Austin.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Continuation SheetSection number 8 Page 13 William and Barbara Mutschler House
Wake County, NC

expansive plate-glass windows and sliding doors on the north and west elevations, decks, and brick rear patios facilitate connectivity with the natural environment. The 1998 enclosure of the lower-level sunporch was executed in a manner that complements the dwelling's Modernist aesthetic.

The interior retains its split-foyer plan and many original character-defining features, with the public rooms being the most distinctive. In those areas, rough-sawn-board-and-batten accent walls, variegated-red-brick chimneys, hardwood floors, the brick stair landing and lower-level game room, family room, and sunporch brick floors are intact. On the living/dining room's north wall, built-in bookshelves with base cabinets flank the kitchen entrance and the broad brick chimney that extends to the ceiling. The 1998 removal of walls between the kitchen, breakfast room, and screened porch as well as the northwest corner pantry to create an open plan allows light to permeate the interior. Ceiling beams span the living/dining room and breakfast room. Original full-height wood shelves fill most of the west walls of the game room and the family room, which has a bar at its west end. Intact elements in the bedroom wings include flat-board window and doors surrounds, low baseboards, flat-panel wood corridor doors, louvered wood bi-fold closet doors, and built-in bookshelves. Modifications during the 2020 renovation were cosmetic and do not impact the character-defining features of the house.

Historical Background

C. R. and Lillian D. Faircloth, Ellis and Elizabeth B. Nassif, J. C. and Jayne G. Keeter, and Hallie D. and Clyde H. Coppedge Jr. incorporated Wake Forest Country Club, Inc. in 1965. The company soon acquired 268 acres west of downtown Wake Forest and U. S. Highway 1. The previously agricultural tract encompassed pastures, cultivated acres, wooded acres, creeks, and a pond. The developers engaged Durham golf course architect Gene Hamm to design the eighteen-hole course completed in October 1966 at an approximate cost of \$350,000.²³ The challenging course was characterized by hybrid Bermuda and bent-grass greens, water features, numerous sand traps and bunkers, and significant elevation changes. The club house was prominently situated on a hill. Wake Forest Country Club, Inc. officers in 1966 were president Ray Faircloth, a businessman; vice president Jayne

²³ Eugene Perry Hamm, formerly a professional golfer, caddied at the Raleigh Golf Association before becoming an assistant golf pro in 1946 at New Bern Country Club. There he joined golf pro Ellis Maples, who later became a prolific golf course designer. Ellis's father Frank Maples was a construction superintendent for Donald Ross, greenkeeper, and golf course maintenance instructor in Pinehurst. Hamm took Maples' course before serving as the golf pro at Washington (N. C.) Yacht and Country Club for several years. He then moved to Mount Airy Country Club, where he remained through 1956. While working for golf course architect Robert Trent Jones on the courses at Duke University and in Wilmington, Delaware, during 1957 and 1958, Hamm gained enough design experience to establish his own firm in North Carolina. Between 1959 and his 1966 Wake Forest Country Club commission, he designed approximately twenty golf courses, most in the Southeastern United States. "Work Starts on New Links at Wake Forest," *News and Observer* (Raleigh; hereafter abbreviated *NO*), July 1, 1965, p. 22; Mac McGrew, "New Wake Forest Course Gets Nearer Completion," *NO*, March 20, 1966, Section II, p. 5; George Kolb, "Par for the Course,"

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 8 Page 14 William and Barbara Mutschler House
Wake County, NC

Keeter, an elementary school teacher; secretary Ellis Nassif, an attorney; and treasurer Tommy Byrne, a former New York Yankees pitcher heavily involved in Wake Forest development endeavors. All of the country club investors had a strong affinity for golf.²⁴

Wake Forest Country Club, Inc. commenced selling parcels in its residential subdivision south of the golf course in 1971. The neighborhood's proximity to the country club enticed many buyers. Carlton E. and Carol T. Chappell and Edna A. and Francis M. Toney Jr. purchased lots in 1971, followed by William R. and Joan D. Spencer, James W. and Dorothy P. Hunsucker, W. Clifford and Shirley S. Joyner, and Wake Forest Country Club, Inc. developers Ray and Lillian Faircloth in 1972. The Faircloths bought a second lot the following year. William and Barbara Mutschler, Frank C. and Audrey V. Lowe, and Wake Forest Country Club partners Ellis and Elizabeth Nassif, Jayne Ketter, and Tommy and Susan Byrne, who purchased two lots, also acquired property in 1973. All of these early owners soon occupied homes in the subdivision.²⁵

Before building their house on lot 5, William and Barbara Mutschler and their children lived in Raleigh, where they had moved in the late 1960s in conjunction with Mr. Mutschler's job with International Business Machines (IBM). The Mutschlers initially intended to build a Raleigh residence, and had engaged an architect to design it, but that plan was abandoned when Mr. Mutschler, an avid golfer, became aware of the new subdivision adjacent to Wake Forest Country Club. Mr. Mutschler, a Syracuse, New York native, earned undergraduate and graduate degrees in public administration and economics from Syracuse University in 1955 and 1956. While there, he met fellow student Barbara Corcoran, originally from Ocean City, New Jersey. The couple married in 1954. Mr. Mutschler began his career with IBM in Endicott, New York, in 1956 and the family moved frequently as he was promoted to positions including personnel director and site administration manager at Research Triangle Park. Mrs. Mutschler, known as Corky, completed a master's degree at NCSU and was employed in various counseling positions at Meredith College, Charter Northridge Hospital, and VGFW Mental Health, where she developed and supervised the clinic's intensive outpatient treatment program. Concurrently, she worked with Dr. Robert Grew in family and individual therapy in Raleigh.

²⁴ Baltimore native Thomas J. Byrne, a Wake Forest College baseball player who graduated in 1940 while the institution was still located in its namesake town, returned to the community after his 1957 retirement from baseball. In addition to real estate development, his business interests included an oil company, Byrne and Fish Clothing Stores, and four family farms that primarily produced tobacco in Wake and Harnett counties. Byrne was also active in local politics, serving as a town commissioner and mayor of Wake Forest. "Wake Forest Country Club Articles of Incorporation," September 27, 1965, Corporation Book S, p. 21; "George Kolb, "New Wake Course Long, Watery," *NO*, November 27, 1966, Section II, p. 8; Charles Craven, "Tommy Byrne: From Baseball to Golf," *NO*, October 9, 1966, Section 3, p. 2; "Thomas J. Byrne," *NO*, December 23, 2007, p. B6.

²⁵ Wake County Book of Maps 1971, p. 271; Deed Book 1654, p. 367; Deed Book 1730, p. 501; Deed Book 2015, p. 86; Deed Book 2017, pp. 115 and 177; Deed Book 2046, p. 477; Deed Book 2086, pp. 47; Deed Book 2114, p. 193; Deed Book 2118, p. 93; Deed Book 2138, pp. 563, 581, and 603; Deed Book 2195, p. 613; Deed Book 2200, p. 441; Deed Book 2208, p. 409.

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Continuation SheetSection number 8 Page 15 William and Barbara Mutschler House
Wake County, NC

She served as a president of the Raleigh Soroptimist Club and Wake Forest Women's Club, a North Carolina Personnel Association conference chair, and was also actively involved with INTERACT Women's Services and Sweet Adelines of Raleigh.²⁶

Mrs. Mutschler, a Modernist architecture aficionado, emulated aspects of the family's 1967 split-foyer-plan home in Vestal, New York, as well as Raleigh houses that she admired while planning their new house.²⁷ To achieve harmony between the residence and its natural surroundings, she specified the use of wood and brick elements on both the interior and exterior. Although she would have preferred a glazed front entrance, the paneled wood door was deemed more energy-efficient. Draftsmen Vernon C. Beauchamp and W. D. Johnston translated Mrs. Mutschler's sketches and ideas into architectural drawings. General contractor Dennis Clark, who had erected Ray and Lillian Faircloth's neighboring Modernist brick Ranch house at 1414 Country Club Drive in 1972, began building the Mutschlers' house in 1973. Mrs. Mutschler actively monitored the process. When the lower-level brick floor was improperly sealed, she stripped and resealed it herself. The Mutschlers engaged Hawkins Construction Services, Inc. to remodel the kitchen, breakfast room, and sunroom in 1998, but otherwise made no significant changes to the property, undertaking only routine maintenance. They remained in the home until 2005, raising four children and frequently entertaining friends and IBM colleagues. The lower-level game room's south wall was carpeted to dampen noise from the pool table as well as the piano in the family room. The golf course was easily accessible via walking and golf cart paths. The family enjoyed canoeing and paddle boarding in the lake. They vacationed at Bald Head Island, where Mrs. Mutschler designed an elevated two-story, gabled-roofed, frame house built in 1984 for the family.²⁸

After selling the house to Paula S. and Jones H. Winston Jr. in April 2005, the Mutschlers resided in Raleigh until moving to Hammondsport near Keuka Lake in upstate New York, where Mrs. Mutschler remains. Mr. Mutschler died in July 2015. Subsequent owners of the Wake Forest house were Terry W. and Susan S. Carter (February 2006-May 2014) and David H. and Lori S. Mahaley (May 2014-July

²⁶ Barbara Mutschler, telephone conversations and email correspondence with Heather Fearnbach, March, June, and July 2021; "William 'Pete' Mutschler," *NO*, July 28, 2015; Wake County Deed Book 2196, p. 259.

²⁷ The Mutschler's two-story, side-gable-roofed, rectangular home at 721 Old Lane Road in Vestal, New York differs significantly in appearance from the Wake Forest house, but has a similar split-foyer plan. Above the basement garage, unpainted rough-sawn board-and-batten siding covers the north half of the façade's second-story. The remainder of the house is sheathed with unpainted weatherboards. Developer and general contractor John E. Walsh erected the house using stock plans. Barbara Mutschler, telephone conversation with Heather Fearnbach, June 11, 2021; Broome County, New York, Deed Book 1128, p. 659; April 2012 photograph of 721 Old Lane Road from Google Maps.

²⁸ Barbara Mutschler, telephone conversations with Heather Fearnbach, March 17 and June 6 and 11, 2021; Vernon C. Beauchamp and W. D. Johnston, "Mutschler House," undated (1973) drawings, and John W. Hawkins of Hawkins Construction Services, Inc., correspondence regarding 1998 renovation in the possession of Barbara Mutschler. in Hammondsport, New York. After the Mutschlers sold the Bald Head Island house, located at 307 South Bald Head Wynd, it was remodeled by subsequent owners. Brunswick County Deed Book 458, p. 750, Deed Book 557, p. 258, Map Book 12, p. 8.

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 8 Page 16 William and Barbara Mutschler House
Wake County, NC

2020). Andrew O. Grimmett and Angela M. Wright purchased the property on July 31, 2020, and executed a renovation completed in 2021.²⁹

²⁹ Wake County Deed Book 10700, p. 1461; Deed Book 11315, p. 54; Deed Book 11834, p. 408; Deed Book 15664, p. 1909; Deed Book 17994, p. 1725.

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 9 Page 17 William and Barbara Mutschler House
Wake County, NC

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United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 9 Page 18 William and Barbara Mutschler House
Wake County, NC

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United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number 10 Page 19 William and Barbara Mutschler House
Wake County, NC

Section 10. Geographical Data

Latitude/Longitude Coordinates

Latitude: 35.997128 Longitude: -78.528912

Verbal Boundary Description

The nominated property consists of Wake County tax parcel # 1831983138 (0.91 acre), as indicated by the heavy solid line on the enclosed boundary map. Scale: one inch equals approximately sixty feet.

Boundary Justification

The nominated tract is the property historically associated with the William and Barbara Mutschler House and provides appropriate surroundings in keeping with the dwelling's character.

United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number Photos Page 20 William and Barbara Mutschler House
Wake County, NC

Photograph Catalog

All photographs by Heather Fearnbach, Fearnbach History Services, Inc., 3334 Nottingham Road, Winston-Salem, NC, on March 15, 2021. Digital images located at the North Carolina SHPO.



1. Southeast oblique (above) and 2. Southwest oblique (below)



United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number Photos Page 21 William and Barbara Mutschler House
Wake County, NC



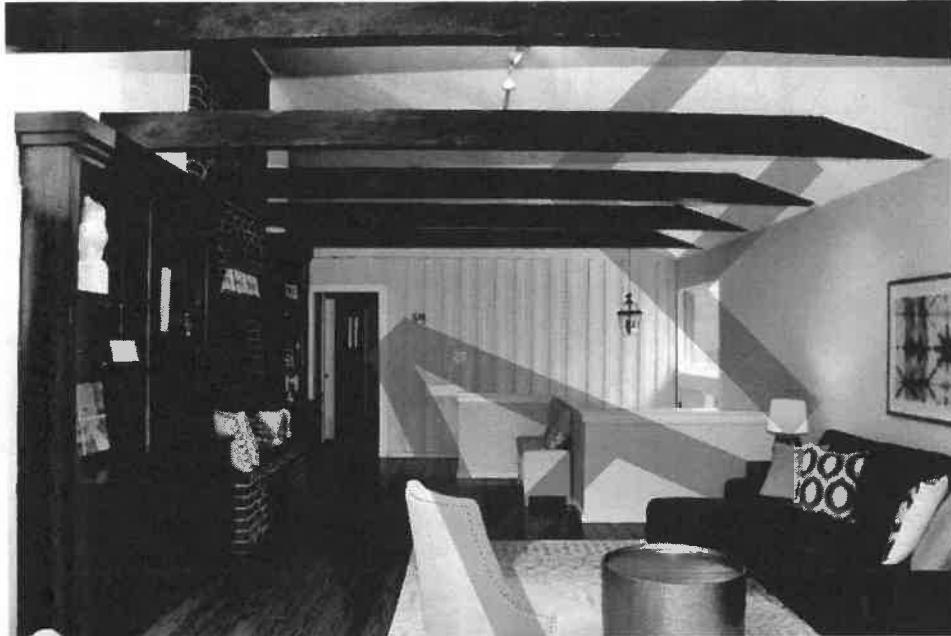
3. Northwest oblique (above) and 4. Northeast oblique (below)



United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number Photos Page 22 William and Barbara Mutschler House
Wake County, NC



5. Living/Dining room, looking east (above), and 6. Living/Dining room, looking west (below)



United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number Photos Page 23 William and Barbara Mutschler House
Wake County, NC



7. Breakfast room, looking east (above) and 8. Southeast bedroom, upper level, looking south (below)



United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

Section number Photos Page 24 William and Barbara Mutschler House
Wake County, NC



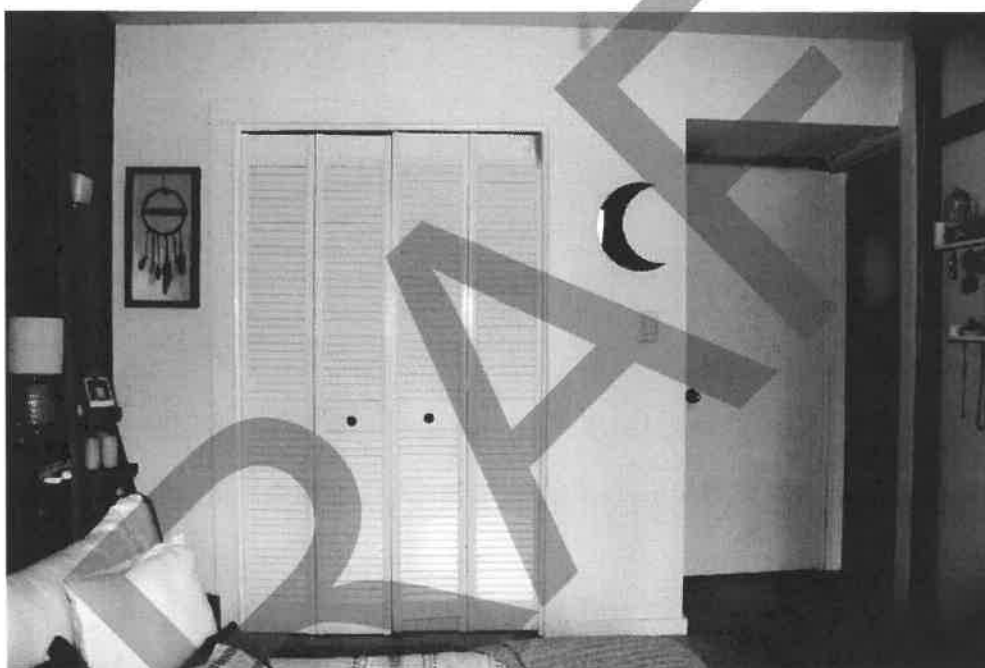
9. Game room, lower level, looking east (above) and 10. Family room, looking west (below)



United States Department of the Interior
National Park Service

National Register of Historic Places Continuation Sheet

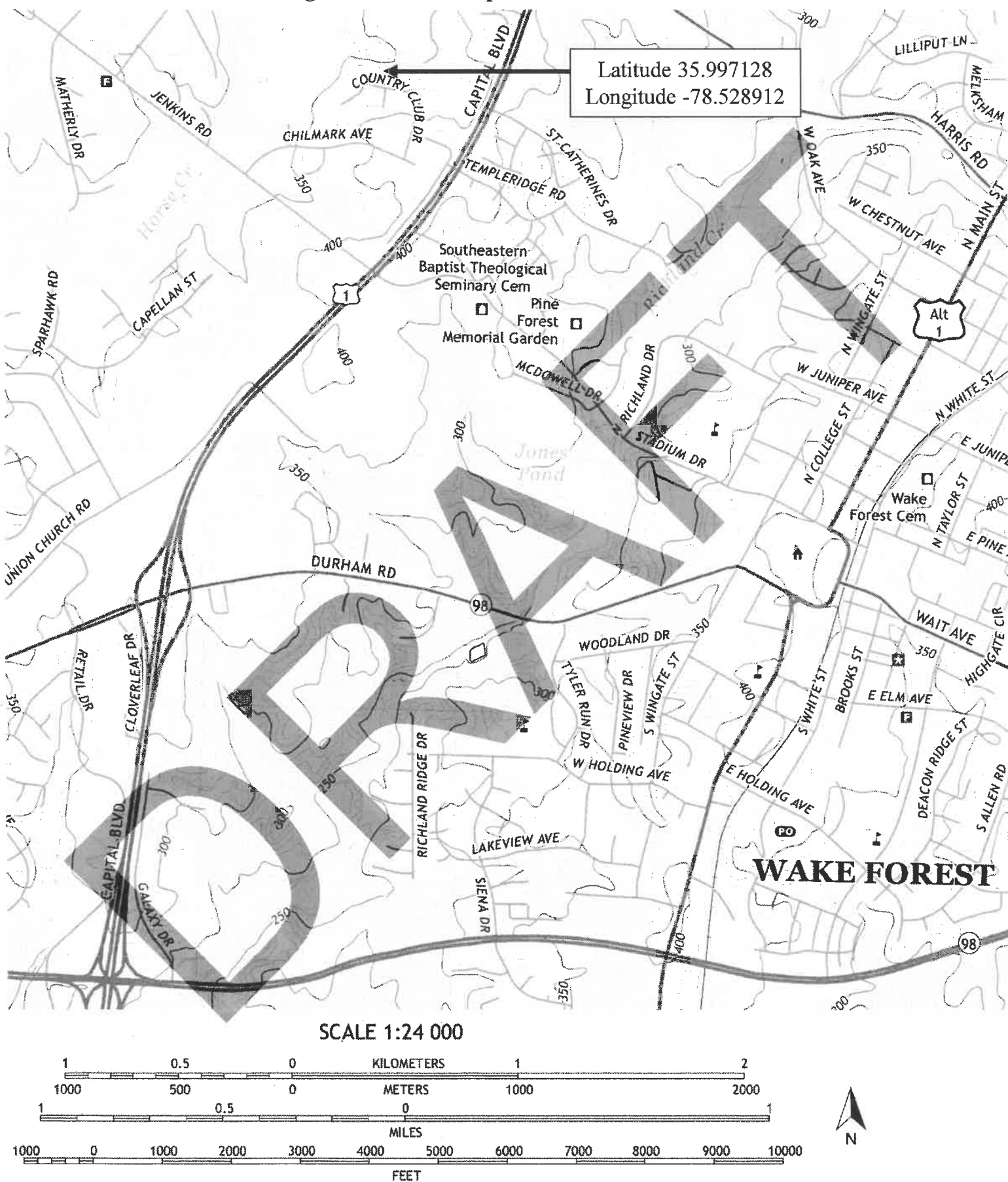
Section number Photos Page 25 William and Barbara Mutschler House
Wake County, NC



11. Northeast bedroom, lower level, looking south

**William and Barbara Mutschler House, 1320 Country Club Drive
Wake Forest, Wake County, North Carolina
National Register Location Map**

U. S. Geological Survey
Wake Forest Quadrangle, 2019



William and Barbara Mutschler House
1320 Country Club Drive, Wake Forest, Wake County, North Carolina
National Register Boundary Map and Exterior Photograph Key

Latitude 35.967128
Longitude -78.528912

3

4

2

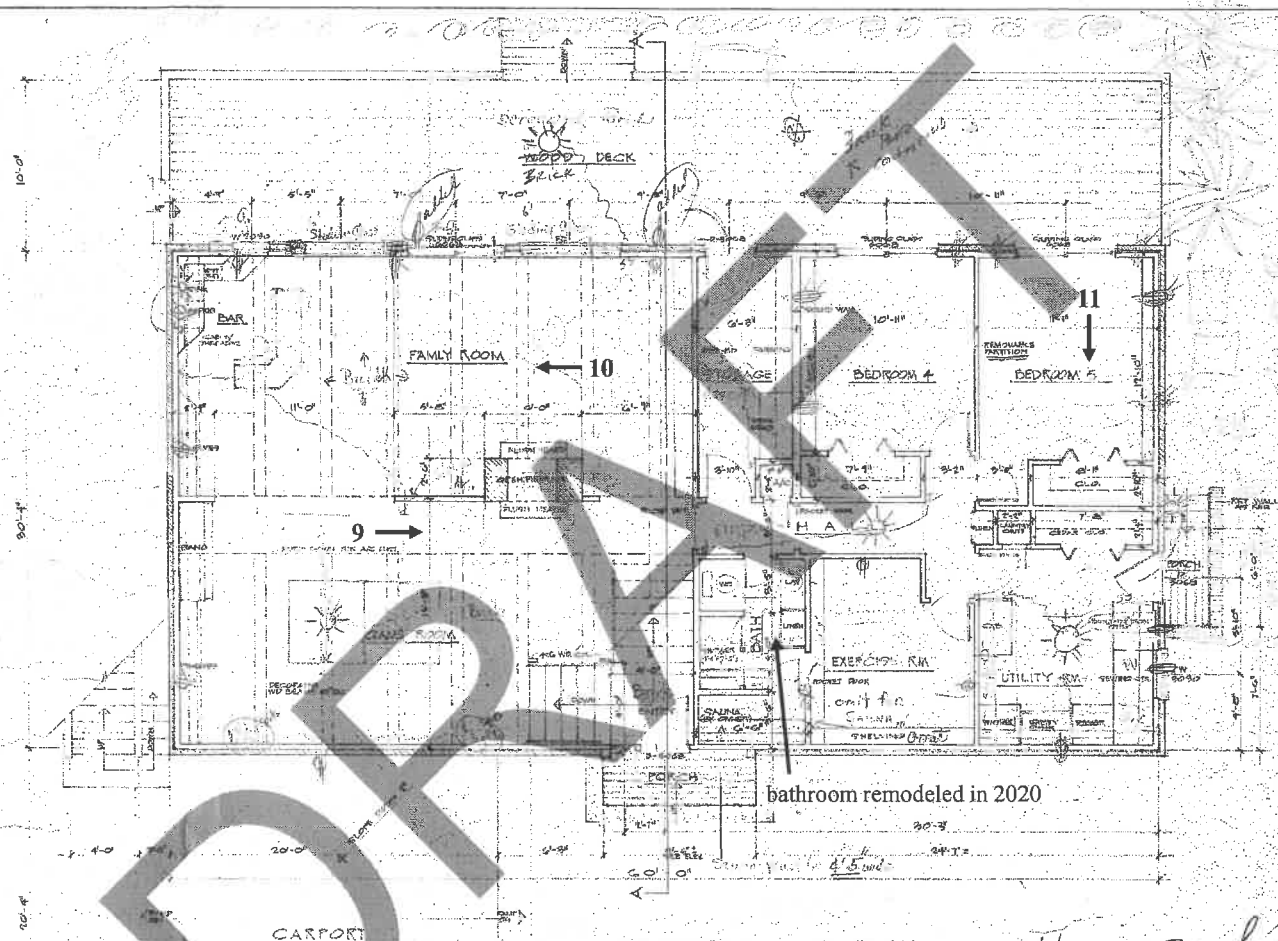
1

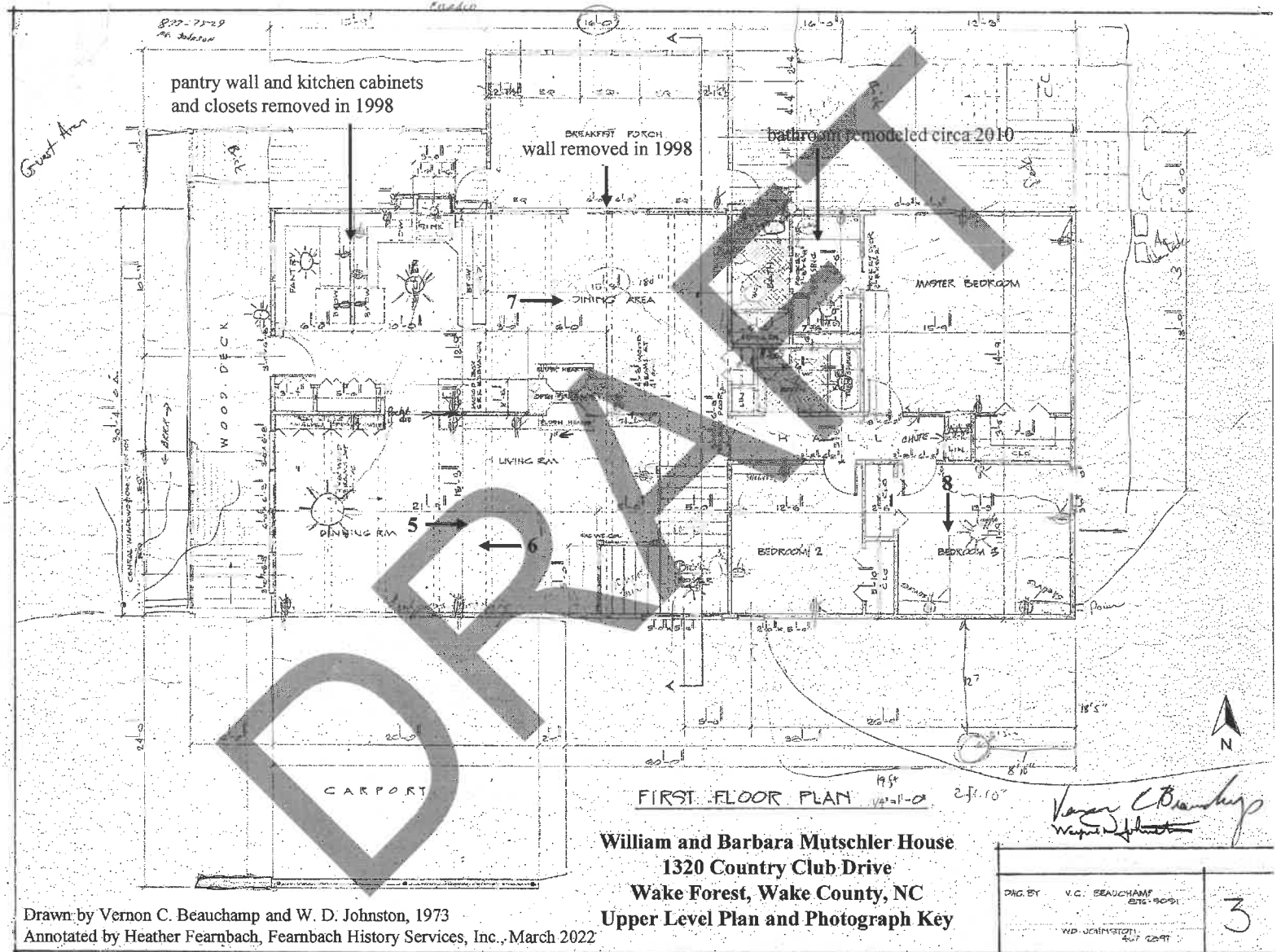
Country Club Drive

National Register Boundary
Wake County tax parcel #1831983138

Heather Fearnbach, Fearnbach History Services, Inc. / March 2022
Base 2017 aerial photo courtesy of City of Raleigh and Wake County GIS
<https://maps.raleighnc.gov/iMAPS/?pin=1831983138>

0 30 60ft
one inch equals sixty feet







Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-437-

Submitted by: Terry Savary

Submitting Department: Administration

Meeting Date: May 17, 2022

SUBJECT

Department Monthly Report

Recommendation:

Item Summary:

ATTACHMENTS

- [April 2022 Monthly Report.pdf](#)

April 2022 | Department Monthly Report



Administration

- All employees participated in a "Special Events & Emergency Preparedness" Training developed by the Strategic Performance, Risk Management, Police, Fire and Downtown Development Departments to provide a broad overview of event safety and how to prepare for, respond to and communicate emergencies properly. The 45 minute training session is also available to advisory boards and town volunteers who may be involved in planning and/or working an event.

Communications

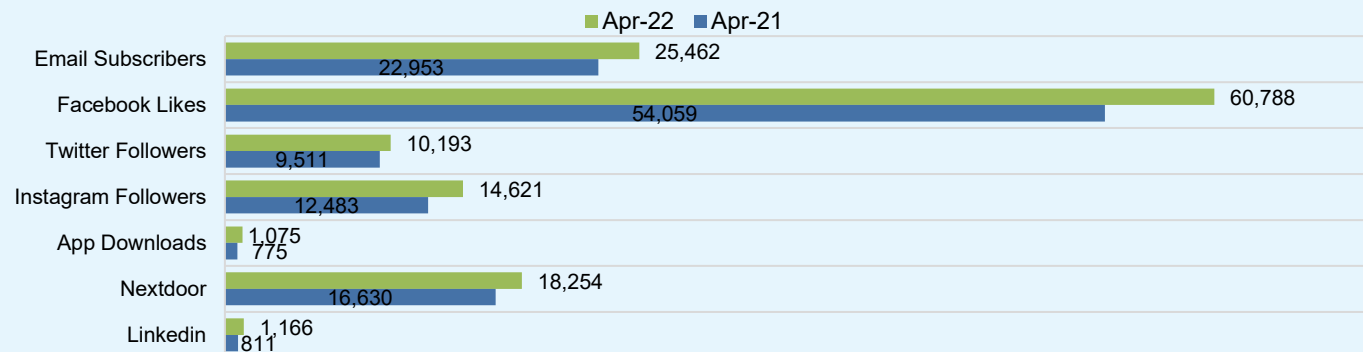
ANNOUNCEMENTS

Media Releases	38
Email Announcements	19
Town-to-Resident Phone Calls/Texts	0

TOP 5 VIEWED PAGES ON WEBSITE

RANK	PAGE	VIEWS
1	Home	9,976
2	Friday Night on White	7,793
3	Six Sundays in Spring	2,780
4	Bill Payment Options	2,353
5	Jobs	2,287

SUBSCRIBERS



Downtown Development

UPDATES PROVIDED QUARTERLY

OCCUPANCY

	JAN- MAR 2022	APR – JUNE 2022
Occupancy Rate in Percentage	90%	90%

NEW BUSINESSES

	APRIL 2022	FISCAL YEAR-TO- DATE
Number of New Businesses	2	11
Number of Businesses Closed	3	12

UPDATES PROVIDED QUARTERLY

EVENTS

FOURTH QUARTER EVENTS (APR - JUNE)	ATTENDANCE IN 2022	ATTENDANCE IN 2021
FNOW April, Forest Fest	13,500	COVID

- Friday Night on White returned April 8 with a great turnout downtown and everything went as planned. Everyone is glad to see the return of this annual series. A diaper changing station has been added on Owen Avenue to accommodate families with little ones.
- WFD hosted the inaugural Forest Fest on April 23. This event was very well attended and had great support from community partners; Wake Forest Guild of Artists (Spring Art Market at the Renaissance Centre), Wake Forest Historical Museum (History Walking Tours of Downtown), Wake Forest Farmers Market (extended hours and craft market), and the Town of Wake Forest (Arbor Day tree seedling giveaway). WFD looks forward to making this an annual event each April.
- The property at 303 Roosevelt Avenue and 150 North White Street has been purchased for redevelopment, which resulted in the closing of two businesses; Auto Care of Wake Forest and Calen's Cars.
- Special Event Emergency Planning was introduced to all staff at the end of April to ensure that everyone is prepared for potential emergency situations. This training was a collaboration between Strategic Performance, Fire, Police, Safety & Risk Management, and Downtown Development.

Economic Development

WFBIP MONTHLY NEWSLETTER [VIEW](#)

WFBIP QUARTERLY REPORT [VIEW](#)

The Wake Forest Business & Industry Partnership's 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)

	MAR 2022	APRIL 2022
Number of responses to RFIs	1	0

BUSINESS RETENTION & EXPANSION (BRE)

NAMES OF BUSINESSES VISITED THIS MONTH

Benchmark Bank

Abshire Ventures, LLC

Moffat Pipe

Engineering

ENGINEERING PROJECTS Public Infrastructure, Environmental Engineering & Construction

PROJECT	CODE	UPDATE
Stormwater Infrastructure Assessment		The Town met with Freese and Nichols in person on 4/27/22 to review the criticality assessment integration with our GIS and to kick off Task 3, the annual stormwater budget and stormwater utility fee development. The Engineering Department will host an internal working session to review policies and objectives for a potential stormwater utility. (Project Manager – Monica Sarna)
Wake Forest Reservoir		On March 15, 2022, the President signed into law the "Consolidated Appropriations Act, 2022" that includes \$2.175 million for repairs at the Wake Forest Reservoir. The Town is currently waiting to hear from the Federal Emergency Management Agency (FEMA) regarding the processing and funding. On April 21, 2022, the second bid opening took place for the GG Hill

Lagoon Closure Project. Two bids were received. Staff is reviewing the documents and anticipates issuing the Notice of Award in May 2022. (Project Manager – Carrie Mitchell)

Finance

FINANCIAL TASKS COMPLETED	
TAX RETURNS & REPORTS	COMPLETION DATE
NC Sales and Use Tax Form E500	April 15
941/NC-5Q Quarterly Payroll Tax Returns	April 22
ORBIT/LGERS Report – NC State Treasurer	April 1
Utility Sales Tax Return – E500 E	April 12
Wake County Prepared Food and Beverage	April 15
ACCOUNTING/FINANCE	AMOUNT
Total Accounts Payable Disbursement	\$1,555,609
Total ePayables Disbursement	844,015
Total Number of Invoices Paid	419
Total Amount of Invoices Paid with credit card	425,902
GENERAL TASKS AND OTHER ITEMS	COMPLETION DATE
Worked with financial advisors to prepare debt model for \$75 million Bond referendum	April 29
Submitted ARPA Expenditure report	
FY 2022–2023 Budget	COMPLETION DATE
Assisted and prepared Proposed FY 23 Budget – Town Manager presented	May 4

PURCHASING / WAREHOUSE	
New Vendors Set Up	16
Purchase Orders Processed	59
Informal Quotes	14
Surplus Items	Sold 8 surplus items for \$22,306
One (1) HUBSCO report submitted	
Staff awarded the bid for transformers to the low bidder – approximate delivery time is 60 weeks.	

NORTHERN WAKE FOOD SECURITY TEAM	
Staff Hours	14 hours per week (Drew Brown and Corey Johnson)
Updates	Resuming monthly in person meetings with CAFN Partnering with North Wake Back Pack buddies Looking into options for NCFST HUB participants

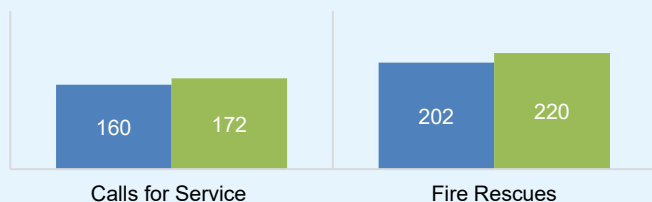
Fire

KEY STATS		
	MAR 2022	APRIL 2022
Calls for Service	422	391
Average Response Time	4:24	4:23

TYPES OF CALLS		
	MAR 2022	APRIL 2022
Fire	172	160
Medical	220	202
Motor Vehicle Accidents (MVA)	30	29

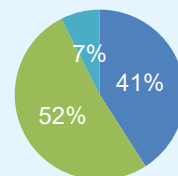
FIRE-KEY STATS

■ Apr-22 ■ Mar-22



TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

PROMOTIONS / TRANSFERS

EMPLOYEE NAME	DEPARTMENT	POSITION	DATE
Tim Bailey	Public Works	Director, Public Works	4/4/2022
Joshua Michael	Planning	Planner I	4/4/2022

EMPLOYMENT

Positions Filled	373
Vacancies	26
Total Authorized Positions FY 2020–22	399

Information Technology

SERVICE STATS

	MAR 2022	APRIL 2022
Service Requests Completed	474	306
Network Uptime Percentage	99%	100%

FIBER INFRASTRUCTURE DASHBOARD

[VIEW](#)

The Fiber Infrastructure Dashboard can be used to monitor the progress of the Fiber Installation Project.

Use Chrome, Firefox, Safari, or Edge when viewing the dashboard.

Inspections & Public Facilities

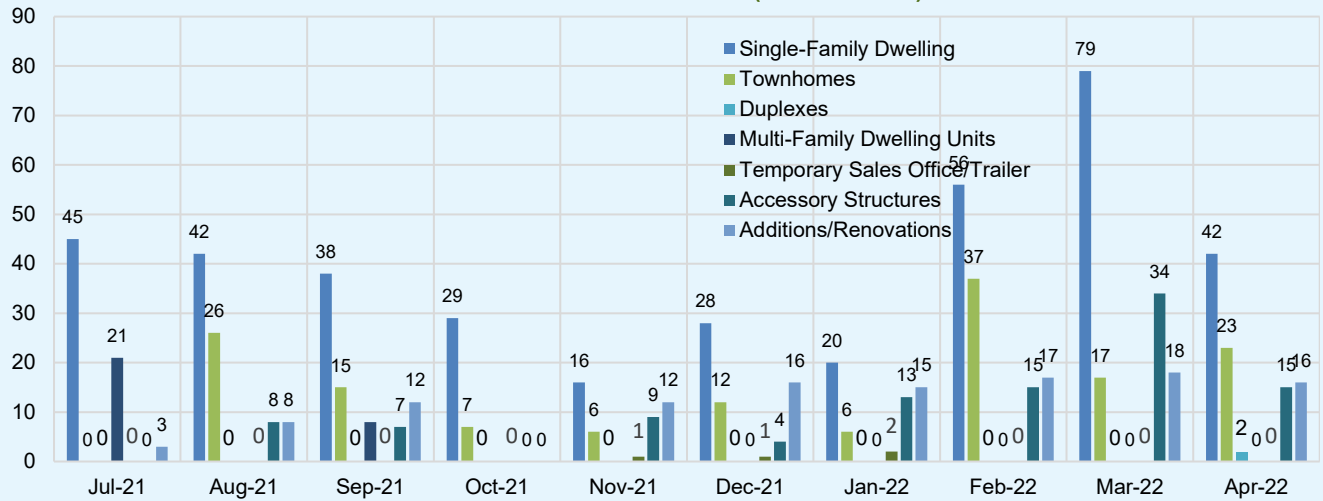
RESIDENTIAL PERMITS

	APRIL 2022	APRIL 2021
Single-Family Dwelling	42	69
Townhomes	23	36
Duplexes	02	00
Multi-Family Dwelling Units	00	01
Other	129	125
Total	196	231

NON-RESIDENTIAL PERMITS

	MAR 2022	APRIL2022
New Commercial	02	00
Fit-Ups	05	08
Other	36	48
Total	43	56

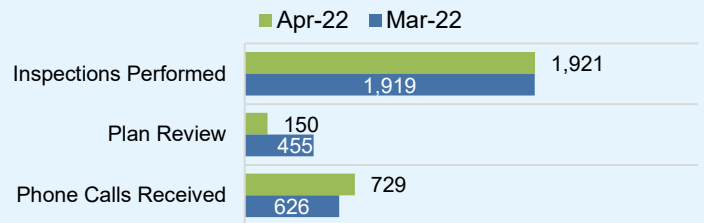
RESIDENTIAL BUILDING PERMITS (last 6 months)



PUBLIC FACILITIES

	MAR 2022	APRIL 2022
Preventative Maintenance Completed	377	423
Reactive Work Orders	2	111

DEPARTMENTAL PRODUCTIVITY



BUSINESSES

FIT-UPS

Hounds Town USA	222 Capcom Ave
Seema International Custom Cabinets	744 Merritt Capital Dr 106
Hatura Restaurant	12239 Capital Blvd
Bright Path Behavioral Health	203 Capcom Ave 104
Avance Care Wake Forest	1001 Stadium Dr 104
Inner Health Chiropractic	123 Capcom Ave 10
Summer Moon Coffee	3600 Rogers Branch Rd 104
U-Haul	9701 Capital Blvd

PRE-OCCUPANCY

Ecoview	744 Merritt Capital Dr 101
Happy Healing	744 Merritt Capital Dr 102
DeeDee Atelier	744 Merritt Capital Dr 105
Crownover Green LLC	744 Merritt Capital Dr 111
Wizard Detailing	744 Merritt Capital Dr 112
BV Homes Renovation	744 Merritt Capital Dr 113
Enterline Group	744 Merritt Capital Dr 114
Wake Pest Inc	101 N White St
Southern Seasons Heating & Air	5103 Unicon Dr K
Smoothie/Herbalife store (owner has no name yet)	706 N Main St
Living Stone LLC	5100 Unicon Dr 104
The Counseling Collective PLLC	1752 Heritage Center Dr 203

Parks, Recreation & Cultural Resources

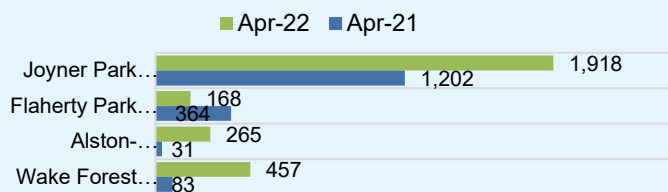
ATHLETICS

	APRIL 2022	APRIL2021
Registrations Received – Youth	250	185
Registrations Received – Adult	0	0
Games Held	31	70
Revenue	\$23,205	\$16,580

PROGRAMS

	APRIL 2022	APRIL2021
Registrations Received – Youth	168	158
Registrations Received – Adult	1938	151
Classes/Programs Held	55	35
Revenue	\$12,864.75	\$8,214.25

VISITORS TO COMMUNITY CENTERS



RECONNECT PROGRAM GUIDE

[VIEW](#)

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

PARK MAINTENANCE

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

FACILITY RENTALS

	APRIL 2022	APRIL2021
Athletic Fields	11	23
Joyner Park Outdoor / Open Space	6	11
General Outdoor / Open Space	2	1
Picnic Shelters	2	1
Wake Forest Community House	6	2
Joyner Park Community Center	0	0
Flaherty Park Community Center	1	1
Alston-Massenburg Community Center	0	0

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	APRIL 2022	APRIL2021
Aquatic Center	closed	closed
Taylor Street Sprayground	closed	closed

Planning

DEVELOPMENT SERVICES MONTHLY REPORT [VIEW](#)

ZONING VIOLATIONS DASHBOARD [VIEW](#)

Use Chrome, Firefox, Safari or Edge when viewing the dashboard.

CERTIFICATES OF APPROPRIATENESS

	APRIL 2022	APRIL2021
COAs Received	1	0
COAs Approved	1	0

Police

KEY STATS

	APRIL 2022	APRIL2021
Calls for Service	5078	5665
Vehicle Crashes	167	157

Public Works

Urban Forestry:

- Distributed 4000+ seedlings
- Planted 475 seedlings for bank stabilization and along greenways
- Review every site plan, residential and commercial.

Solid Waste:

- Short a driver and a collector most of the month, we completed most routes in a timely manner. We needed to cut back on other tasks such as cart cleaning and building, as routes take priority.
- We have had truck issues this month. 5813, which we have asked for a replacement, has not been running most of the month. When 5816 had brakes issues it forced us to run routes with only two trucks, adding to the stress and timeliness of routes throughout April.
- Park trash has been increasing with spring events and many people utilizing parks, greenways and downtown areas much more.
- We helped host a very successful shred event this month as well as continued education for recycling, composting and much more for residents.
- Got the \$24,000 CWRAR Grant from the NCDEQ approved by commissioners and have officially accepted the offer from the DEQ
- Forest Fest was successful and we were able to educate A LOT of people on our program.

Fleet:

- Completed 207 GPS updates of the 251 total. Most of the units remaining are construction related equipment which is located on the job site. Fleet completed repairs on 297 work orders with a shop productivity average of 84%.

Streets:

- Bi-weekly mowing, weed eating and cleaning of cemetery. Asphalt 69.5 tons, 4 temp patches, yearly inspections on vehicles, shoulder repair 363 sq ft, E Walnut cemetery erosion was repaired and replace 7 signs.

SOLID WASTE

	APRIL 2022	APRIL2021
New Construction Homes Added	90	63
New Cart Sets	90	63

RECYCLING

	APRIL 2022	APRIL2021
Volunteer Collected Litter	650	675
Volunteer Collected Recycling	75	75
Volunteer Hours	79	17
Volunteer Miles of Streets	5	4
Sections of Roads Cleaned (not miles)	1	4
Number of Creeks Cleaned	0	5
Number of Litter Kits Issued/Returned	37	11

CEMETERY

	APRIL 2022	APRIL2021
Number of Plots Sold	4	2
Number of Niches Sold	0	0
Total Plots Available	74	469

Renaissance Centre for the Arts

EVENT & PROGRAM ATTENDANCE

	APRIL 2022	APRIL 2021
Monthly In-Person Attendance	3986	317
Virtual Views	522	6588
Ticketed Events Held	1	0
Free Events Held	2	4

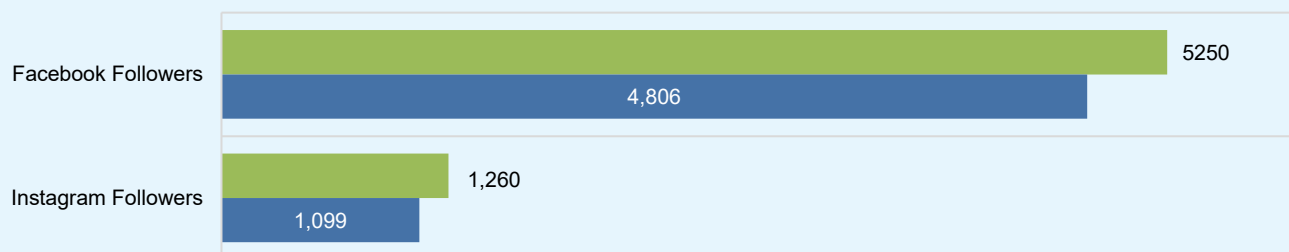
RENAISSANCE CENTRE PROGRAM GUIDE

[VIEW](#)

- The Arts For All series presented Joshua Lozoff on April 1st to a capacity audience. This series helps ensure that everyone in our community has access to the arts regardless of their socio-economic status.
- The Renaissance Centre hosted a School-Community Art Show involving 10 area schools including elementary, middle and high school artists. The exhibit attracted over 600 educators, parents, students and community members to experience the show.
- The Spring Artisan's Market, part of Forest Fest, drew over 1,600 visitors to the Renaissance Centre on April 23rd.

SOCIAL ENGAGEMENT

■ Apr-22 ■ Apr-21



Wake Forest Power

CUSTOMER SUMMARY

	APRIL 2022	APRIL 2021
Electric Meters/Customers	6,686	6,417
Pre-Pay Power Customers	457	457
H.O.P.E. Participants	45	43
N.C. GreenPower Participants	17	17

POWER OUTAGES

	APRIL 2022	APRIL 2021
Total Number of Customers Affected by Outages this Month	79	1737
Average Number of Customers Affected per Outage	39.5	289.5

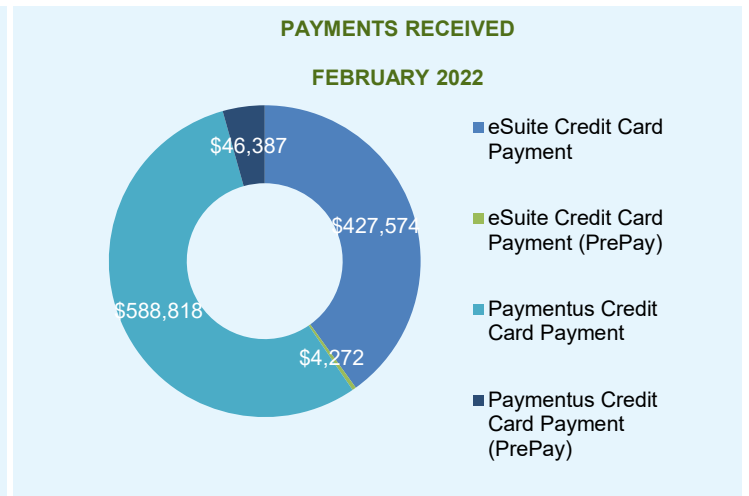
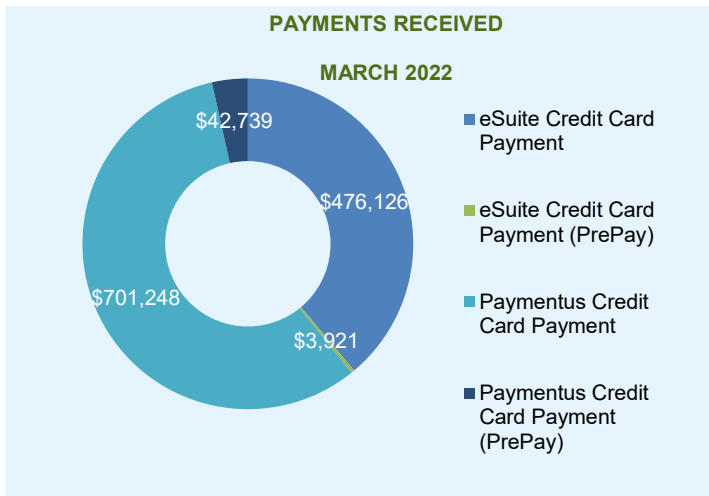
PAYMENTS RECEIVED

	APRIL 2022	MAR 2022
eSuite Credit Card Payments	\$363,420	\$476,126
eSuite Credit Card Payments (Pre-Pay)	2,614	3,921
Paymentus CC Payments	526,983	701,248
Paymentus CC Payments (Pre-Pay)	39,885	42,739

NUMBER OF TRANSACTIONS

	MAR 2022	APRIL 2022
eSuite Credit Card Payments	812	723
eSuite Credit Card Payments (Pre-Pay)	110	66
Paymentus CC Payments	3,836	3,728
Paymentus CC Payments (Pre-Pay)	1,082	1,058

Note: Transitioning to Paymentus



Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held	04/13/2022
Number of members in attendance	6 of 9 total

Updates The Historic Preservation Commission had one COA – After-the-fact for a project at 427 N. Main Street. The project was approved. The HPC discussed the budget for the upcoming fiscal year, CLG Grant opportunities, and the summer internship opportunities.

Human Relations Council

MEETINGS

Most recent meeting held	04/28/2022
Number of members in attendance	10 of 13 total

Update: The board discussed Juneteenth Celebration, Multicultural Day 2023 and Good Neighbor Day 2022.

Public Art Commission

MEETINGS

Most recent meeting held	04/28/2022
Number of members in attendance	8 of 10 total

Updates: Recommendation to contract with Mr. Gary Taber to produce public art with remaining allotted Friends of the Library funds. Recommendation for any supporting materials necessary to support the public art. Recommendation to contact artist to request Smith Creek sculpture stays for an additional year.

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held	04/25/2022
Number of members in attendance	6 of 10 total

Monthly meeting was held at Town Hall. Task Team Leaders provided updated.

- National Trails Day: Christi Spencer is leading this task team. The event will take place on June 4th. There will also be a 5k/3k race is a also scheduled.
- Art Event: Alex Durar is leading this task team. The event is scheduled for August 27th
- Wake Forest Unplugged: Sandy Thomason is leading this task team. The

- event is scheduled for September 11th.
- Planner Dylan Bruchhaus, provided an update on Dunn Creek Phase 4 design at this month's meeting.

Technology Advisory Board

MEETINGS

Most recent meeting held	04/25/2022
Number of members in attendance	6 out of 8 total

Saturday was a huge success. Below are some of the numbers.

Approximate attendees: 600
Total number of people to fill out survey: 110
Event rating from the survey: 4.43 out of 5

Below are some of the comments from the survey

My son literally went to every single table ask questions and hands on experience. Every table entertain my son- amazing. Could not ask for anything better! -Jessica Barnett

This event was very fun, the people were very nice & helpful, and our family had a great time. Thank you. -Chad Rinna

I'm so glad I went, I went to the Code Ninjas table and told them about my experience with coding and the guy gave me a business card to see if I can apply/volunteer for a job! -Michael Payams

Urban Forestry Board

MEETINGS

Most recent meeting held	04/22/2022
Number of members in attendance	8 of 11 total

Updates: Over 4000 trees dispersed at seedling giveaway. Chairperson spoke in support of greenspaces at March BOC meeting.



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-450-
Submitted by: Sherry Scoggins
Submitting Department: Administration
Meeting Date: May 17, 2022

SUBJECT

Wake County Tax Release

Recommendation:

Item Summary:

ATTACHMENTS

- [MAY-2022-MTG-TXREP-WF-PADGETT.pdf](#)



Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

SIG HUTCHINSON, CHAIR
SHINICA THOMAS, VICE-CHAIR
VICKIE ADAMSON
MATT CALABRIA
MARIA CERVANIA
SUSAN EVANS
JAMES WEST

May 3, 2022

Ms. Megan Howard
Town Clerk
Town of Wendell
15 East Fourth Street
Wendell, NC 27591

Dear Ms. Howard:

The Wake County Board of Commissioners, in regular session on May 2, 2022, approved and accepted the enclosed tax report for the Town of Wendell.

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

Sincerely,

A handwritten signature in dark ink, appearing to read "Yvonne Gilyard", written over the printed name.

Yvonne Gilyard
Deputy Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)



Wake County Tax Administration

DATE 04/03/2022 TIME 7:54:55 PM PAGE 1

Rebate Details
03/01/2022 - 03/31/2022
WENDELL

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

810077	2.57	0.00	0.29	0.00	2.86	03/08/2022	0006483579	2022	2016	000000	RICARDO, RICO
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SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	2.57	0.00	0.29	0.00	2.86	1	Properties Rebated				
--	------	------	------	------	------	---	--------------------	--	--	--	--

TOTAL REBATED FOR WENDELL	2.57	0.00	0.29	0.00	2.86	1	Properties Rebated for City				
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Wake County Tax Administration

DATE 04/03/2022 TIME 7:54:55 PM PAGE 1

Rebate Details
03/01/2022 - 03/31/2022

WENDELL

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING FOR TYPE	OWNER
Grand Total:	17,621.94	1,085.00	417.49	0.00	19,124.43		90	Properties Rebated for All Cities		



Board of Commissioners Agenda Item Report

Agenda Item No.: 2021-465-

Submitted by: Sherry Scoggins

Submitting Department: Administration

Meeting Date: May 17, 2022

SUBJECT

Commissioner Reports

Recommendation:

Item Summary:

ATTACHMENTS

-