



Wake Forest Board of Commissioners

Meeting Agenda

June 16, 2020 at 7:00 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 mrochelle@wakeforestnc.gov or Town Clerk Deeda Harris at 919-435-9413 or dharris@wakeforestnc.gov 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 Spectrum Cable Wake Forest TV 10 (WFTV 10) beginning at 7 p.m. Meetings are also aired online on the Town of Wake Forest website at www.wakeforestnc.gov. 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 at www.wakeforestnc.gov/board-of-commissioners.aspx by noon on the Thursday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Town Clerk's office at 919-435-9413. Citizens may also receive a copy of each month's agenda via email by enrolling in the free E-Notifier subscription service. For more information visit www.wakeforestnc.gov/enotifier.aspx.

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

Anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item during the time of the Public Comment should contact Town Clerk Deeda Harris by 3 p.m. the day of the meeting. Mayor Jones will recognize you during the Public Comment period and give you 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. Approval of Minutes for Meetings held May 5, 2020 (Board of Commissioners Work Session and Joint Public Hearing), and May 19, 2020, Board of Commissioner Regular Meeting)

[mins-5-5-20-WS_draft.pdf](#)

[Draft May 2020 JPH Meeting Minutes.pdf](#)

[mins5-19-20-draft.pdf](#)

3. Presentations

- 3.A. Presentation of a Proclamation Recognizing the 100th Anniversary of the 19th Amendment

[LWV-Wake Proclamation-19th_amendment-Wake Forest .docx](#)

4. Public hearings / Public Comment

- 4.A. Public hearing on a petition requesting contiguous annexation submitted by Town of Wake Forest for a portion of the Rogers Branch Road right-of-way

[061620 BOC Agenda Summary.pdf](#)

[AN-20-07 Annexation Petition.pdf](#)

[Attachment A - Legal Description.pdf](#)

[Attachment B - Annexation Map.pdf](#)

[Rogers_Branch_Road_Annexation_Ordinance_061620.docx](#)

- 4.B. Public hearing on a petition requesting contiguous annexation submitted by the Town of Wake Forest for property located at 0 Old Crawford Road, being Wake County Tax PIN 1749-27-7047

[061620 BOC Agenda Summary \(AN-20-06\)](#)

[Annexation Petition \(AN-20-06\)](#)

[Attachment A - Legal Description \(AN-20-06\)](#)

[Attachment B - Annexation Map \(AN-20-06\)](#)

[Old Crawford Road Lot 2 Annexation Ordinance \(AN-20-06\)](#)

- 4.C. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up

with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 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 speaker.

5. Consent Agenda

(A Consent Agenda is a group of items passed with a single motion and vote. These matters are of a generally routine nature. No debate is allowable on any item included on the Consent Agenda. If a Commissioner or any citizen of Wake Forest or its ETJ wants separate consideration of any item, it may be removed from the Consent Agenda by request.)

- 5.A. Approval of a resolution to accept a petition requesting contiguous annexation submitted by Franklin Village, LLC for property located at 0 & 1891 S. Franklin Street and 717 Forestville Road, being Wake County Tax PINs 1840-51-2557, 1840-51-8724, 1840-51-0477, and adjacent right-of-way
[061620 BOC Agenda Summary.pdf](#)
[AN-20-08 Annexation Petition.pdf](#)
[Attachment A - Legal Description.pdf](#)
[Attachment B - Annexation Map.pdf](#)
[CERTIFICATE OF SUFFICIENCY.docx](#)
[PUBLIC_HEARING_RESOLUTION-Franklin_Village_llc.docx](#)
- 5.B. Acceptance of Streets into the Town of Wake Forest System for Maintenance
[2020_Street_Acceptance_Summary.docx](#)
[Resolution2020-Acceptance_of_Streets_for_the_Powell_Bill.docx](#)
[2020_Map.pdf](#)
- 5.C. Approval of a Resolution authorizing the Town Manager to execute a contract with AECOM for CEI SA #2 for the Priority Pedestrian Corridors Project
[BOC_Summary_Priority_Ped_CEI_06.16.2020.docx](#)
[BOC_Resolution_with_AECOM_CEI_06.16.2020.docx](#)
[Proposal_SA2_AECOM_06.17.2020.pdf](#)
- 5.D. Approval of Budget Ordinance Amendment # 5 for fiscal year 2019-2020
[Final Budget Ordinance Amendment_summary.pdf](#)
- 5.E. Approval of a Resolution to Name a Review Officer in Wake County for the Town of Wake Forest

[Review Officer Agenda Summary 061620.pdf](#)
[RESOLUTION for Review Officer Wake Co. 2020.docx](#)

- 5.F. Approval of resolution authorizing Wake County Tax Administrator to Levy and Collect Property Taxes for FY 2020-2021 for the Town of Wake Forest
[Wake County Rev Collection_summary.pdf](#)
[Resolution 2020-xx authorizing wake co tax admin to levy and collect taxes 2020-2021.docx](#)

- 5.G. Approval of resolution authorizing Franklin County Tax Administrator to Levy and Collect Property Taxes for FY 2020-2021 for the Town of Wake Forest
[Franklin County Tax Collection Agreement_summary.pdf](#)
[Resolution 2020-xx authorizing franklin co tax admin to levy and collect taxes 2020-2021.docx](#)

- 5.H. Approval of Acceptance of Grant Award from National Endowment For The Arts – Downtown Mural Project
[Item Summary_NEA Grant Award Acceptance.docx](#)
[NEA_Award Notice_Downtown Mural Project.pdf](#)
[Resolution of Acceptance_NEA Downtown Mural Project.docx](#)

- 5.I. Approval of a resolution to accept a petition requesting contiguous annexation submitted by Merritt-WF 1, LLC for property located at 0 Ligon Mill Road, being Wake County Tax PIN 1739-84-0297 and adjacent right-of-way.
[061620 BOC Agenda Summary.pdf](#)
[AN-20-09 Annexation Petition.pdf](#)
[Attachment A - Legal Description.pdf](#)
[Attachment B - Annexation Map.pdf](#)
[CERTIFICATE OF SUFFICIENCY.docx](#)
[PUBLIC_HEARING_RESOLUTION -Merritt-WF1.docx](#)

- 5.J. Approval of a resolution to accept a petition requesting contiguous annexation submitted by Crenshaw Trace LLC for property located at 987 Durham Road, being Wake County Tax PINs 1831-40-5636.
[061620 BOC Agenda Summary.pdf](#)
[AN-20-10 Annexation Petition.pdf](#)
[Attachment A - Legal Description.pdf](#)
[Attachment B - Annexation Map.pdf](#)
[CERTIFICATE OF SUFFICIENCY.docx](#)
[PUBLIC_HEARING_RESOLUTION-Crenshaw_Trace.docx](#)

6. Legislative Items

- 6.A. Consideration of an Amendment to Chapter 20-Offenses & Miscellaneous Provisions;

Article V.-Minors of the Code of Ordinances

[Juvenile_definition-summary.docx](#)

[Article_1-GS-Chapter7B.pdf](#)

[Ord2020-X \(Amendment to Definition of a Minor\)\(2436804.2\).docx](#)

7. Planning Items

- 7.A. Resolution approving the Rogers Branch Road Extension Reimbursement Agreement and authorization for the Town Manager to enter into a contract with Sassom, LLC

[061620 BOC Agenda Summary.pdf](#)

[Resolution.docx](#)

[Exhibit A - Approved Rogers Branch Road Extension Road Design.pdf](#)

[Exhibit B - Reimbursement Agreement.pdf](#)

[Exhibit C - Aerial Map.pdf](#)

[Exhibit D - CIP page for Rogers Branch Road Extension.pdf](#)

8. Administration and Financial Items

- 8.A. Consideration of approval of FY 2020 - 2021 Budget Ordinance

[FY 2020-2021 Budget Ordinance approval_summary.pdf](#)

[2020-xx budget ordinance 2020-2021.doc](#)

[Proposed Engineering Fees 2020.pdf](#)

[Fees - FYE2021 Budget.pdf](#)

[JPCC_Fees_Modification.pdf](#)

[Assignment of Classes July 2020.pdf](#)

9. Public Services Items

10. Parks and Recreation Items

11. Public Safety Items

12. Other Business

- 12.A. Wake Co. Tax Releases

[WakeCo-Tax_releases.pdf](#)

- 12.B. Monthly Report

[May 2020-monthly_rpt.docx](#)

- 12.C. Commissioner Reports

12.D. Closed Session: N.C.G.S 143-318.11(a)(6) Personnel - Annual Evaluation of Town
Manager & Town Attorney

13. Adjournment