



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, June 16, 2026**, at 6:00 p.m. in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Clapsaddle called the meeting to order at 6:00 p.m.

Members of Boys Scout Troop 500 led everyone in the Pledge of Allegiance.

Commissioner Members Present: Mayor Ben C. Clapsaddle, Commissioner Faith Cross, Commissioner Nick Sliwinski, Commissioner Adam Wright, and Commissioner Keith Shackleford.

Commissioner Members Absent: None

Staff Members Present

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Aileen Staples
Town Attorney Nathan McKinney
Town Clerk Evelyn Wright
Police Captain David Zick
Police Captain Brandon High
Fire Captain Gregory Daniel
PRCR Director Ruben Wall
Engineering Director Tim Watson
Planning Director Jennifer Currin
Human Resources Director
Angela McCray

Center for Active Aging Director
Brian Harrell
Budget and Performance Director
Michelle Daniels
Director of Organizational
Performance Lisa Hayes
Budget and Performance Analyst
Benjamin Blevins
Budget and Performance Analyst
Davianna Humble
Senior Planner- Michelle Michael
Athletics and Aquatic Manager
Edward Austin
Intern Lucia Leaf

1. Approval of Agenda

ACTION:

Mover: Commissioner Shackleford moved to approve the Agenda as presented.

Seconded: Commissioner Sliwinski

Vote: Motion carried 4-0

2. Approval of Minutes

2.A. Draft BOC Minutes

- May 5, 2026, BOC Work Session and May 19, 2026, BOC Regular Meeting

ACTION:

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

Seconded: Commissioner Sliwinski

Vote: Motion carried 4-0

3. Presentations

*Mayor Clapsaddle recognized the new Director of the Center for Active Aging, Brian Harrell.

3.A. Resolution Recognizing Sergeant Cashwell on his Retirement

RESOLUTION 2026-34

RESOLUTION OF APPRECIATION FOR THE SERVICES OF

Stephen Cashwell

WHEREAS, Stephen Cashwell was hired as a Police Officer I in April of 2002 and has served as a sworn member of the Department for over 24 years with a retirement date of July 1, 2026; and

WHEREAS, Cashwell achieved Police Officer II in October of 2003; and

WHEREAS, Cashwell achieved Master Officer in April of 2005; and

WHEREAS, Cashwell achieved Master Officer II in April of 2007; and

WHEREAS, Cashwell was promoted to Police Sergeant in January of 2008; and

WHEREAS, Cashwell served in the United States Army as a Cavalry Scout before starting his law enforcement career, which included five years with the Spring Hope and Nashville Police Departments. Since joining the Wake Forest Police Department in 2002 Cashwell has served in a variety of positions to include patrolman, narcotics detective, narcotics detective sergeant, IMPACT division sergeant, and criminal investigations division sergeant. Cashwell proposed the creation of the Aggressive Criminal Enforcement (ACE) Unit, which has evolved into today's Criminal Enforcement Unit. The ACE unit played a major role in combating criminal and drug activity, helping to maintain safety and security within the community; and

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

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

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

This the 16th day of June 2026.

In official recognition whereof, I hereby affix my signature this 16th day of June 2026.

ATTEST:

Evelyn Wright, Town Clerk




Ben C. Clapsaddle, Mayor

3.B. Proclamation Recognizing July as Park and Recreation Month

PROCLAMATION RECOGNIZING JULY AS PARK AND RECREATION MONTH

WHEREAS parks and recreation is an integral part of communities throughout this country, including the Town of Wake Forest; and

WHEREAS parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and WHEREAS parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation is fundamental to the environmental well-being of our community; and WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and WHEREAS the Town of Wake Forest, NC recognizes the benefits derived from parks and recreation resources.

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest on behalf of the Wake Forest Parks, Recreation and Cultural Resources Department, hereby proclaim July 2026 as PARK AND RECREATION MONTH in the Town of Wake Forest.

In official recognition whereof, I hereby affix my signature this 16th day of June 2026.

ATTEST:

Evelyn Wright, Town Clerk




Ben C. Clapsaddle, Mayor

3.C. Proclamation Recognizing Juneteenth* (added during the meeting)

PROCLAMATION RECOGNIZING JUNETEENTH June 19, 2026

WHEREAS, the constitution of the United States details the rights of all citizens based on the philosophy of government outlined in the Declaration of Independence, which states "all men are created equal, that they are endowed by their creator with certain unalienable rights, that among these are life, liberty, and the pursuit of happiness"; and

WHEREAS, the Emancipation Proclamation, an executive order issued January 1, 1863, by President Abraham Lincoln, immediately freed approximately five hundred thousand people from generational bondage in the rebellious states; and

WHEREAS, word about the signing of the Emancipation Proclamation was delayed some two and one-half years, until June 1865, in reaching authorities and African Americans in the South and Southwestern United States; and

WHEREAS, African Americans in Galveston, TX, adopted June 19, 1866, as Juneteenth, a Black Independence Day in celebration of America's commitment to liberty and equality that has become a part of national African American history and culture; and

WHEREAS, the 13th Amendment to the Constitution of the United States, abolishing slavery everywhere, except for punishment of a crime, was ratified by Congress on December 6, 1865; and

WHEREAS, we understand that a written declaration is not enough, and that we, as Wake Forest residents, must be willing to do our part to ensure everyone, regardless of race, gender, or religion, is afforded equal access to the opportunities America has to offer;

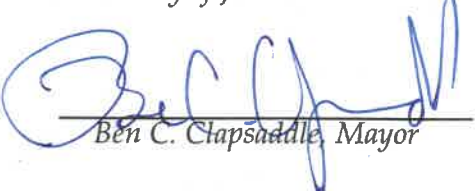
NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, do hereby proclaim June 19, 2026, as "Juneteenth" throughout our Town, and commend its observation to all residents

In official recognition whereof, I hereby affix my signature this 16th day of June 2026.

ATTEST: ✓

Evelyn Wright, Town Clerk




Ben C. Clapsaddle, Mayor

4. Public hearings / Public Comment

- 4.A. Public Comment: If anyone would like to address the Board of Commissioners on an item other than a public hearing item during the time of public comment, please sign up with the Town Clerk prior to the meeting. Each speaker is asked to limit comments to 3 minutes. Please provide the clerk with copies of any handouts you have for the Board. Although the Board is interested in hearing your concerns, speakers should not expect

Board action or deliberation on subject matter brought up during the Public Comment segment. Topics requiring further investigation will be referred to the appropriate Town Staff and may be scheduled for a future agenda. Thank you for your consideration of the Board of Commissioners, staff, and other speakers.

Mayor Clapsaddle opened the floor for general comments.

Public Comment:

Judy Manning – 1417 Marshall Farm Street – Wake Forest, NC 27587
Moulik Metha – 1040 Sun Springs Rd – Wake Forest, NC 27587
Nicki Black – 520 S. Main Street – Wake Forest, NC 27587
Karen Beesley – 7452 Heartland Dr – Wake Forest, NC 27587
Jennifer Amyx – 9908 Calvados Dr – Wake Forest, NC 27587
Margaret Watkins – 407 Belmellen Ct – Wake Forest, NC 27587

Mayor Clapsaddle declared the public comments closed.

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 Resolution Amending Check and Purchase Order Signing Procedures
- 5.B Approval of resolution authorizing Wake County Tax Administrator to Levy and Collect Property Taxes and Stormwater Fees for FY 2026-2027 for the Town of Wake Forest
- 5.C Approval of resolution authorizing Franklin County Tax Administrator to Levy and Collect Property Taxes for FY 2026-2027 for the Town of Wake Forest
- 5.D Approval of Budget Ordinance # 6 for FY 2025-2026 – FINAL
- 5.E Approval of a Resolution to Surplus the Badge and Service Weapon Carried by Sergeant Cashwell

- 5.F Approval of a Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance
- 5.G Approval of Transportation (Multimodal Transportation Facility Fee) Capital Reserve Fund Ordinance
- 5.H Approval of a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners, Donald Lee Eddins, John Barry Eddins, and Brenda Gail Eddins Denton, located at 3832 Rogers Road being Wake County PIN 1749-88-4789 being approximately 2.97 acres
- 5.I Proposed new Ordinance Chapter 30, Article III Section 30-94 focused on impoundment of electric bicycles and micromobility devices
- 5.J Ordinance amending Chapter 30, Article III Section 30-90 thru 30-93 focused on motorized scooters, electric bicycles and electric assisted bicycles, electric skateboards, and civil penalties

ACTION:

Mover: Commissioner Wright moved to approve the Consent Agenda.

Second: Commissioner Sliwinski

Vote: Motion carried 4-0

6. Legislative Items

No Legislative Item presented.

7. Planning Items

No Planning Items presented.

8. Administration and Financial Items

8.A Consideration of approval of FY 2026-2027 Budget Ordinance

ACTION:

Mover: Commissioner Wright moved to approve the FY 2026-2027 Budget Ordinance.

Second: Commissioner Sliwinski

Vote: Motion carried 4-0

Commissioner Cross expressed strong support for the proposed budget, noting that it appropriately addresses the infrastructure and service demands associated with the Town's rapid growth. Commissioner Cross highlighted funding for AARP-friendly committee initiatives and the Navigator position at the Center for Active Aging as priorities. Commissioner Cross commended the significant investment in staffing, maintenance, safety, and security, comparing the Town to a large shared home requiring ongoing upkeep. While acknowledging that lower taxes would be desirable, she emphasized the importance of preparing for future financial pressures, including revaluations, legislative actions, and rising costs. Commissioner Cross praised the budget team for meeting the Town's needs without increasing taxes and noted that surrounding communities were considering tax increases, with the lowest identified at 1.75 cents.

Mayor Clapsaddle echoed the appreciation for Town staff and the proposed budget, noting the opportunity to commend staff to other mayors at a recent meeting. Mayor Clapsaddle highlighted the accomplishment of maintaining a flat tax rate despite anticipated future financial challenges and congratulated staff on their work.

Commissioner Wright added that a councilmember from another municipality had contacted him after the budget was released, expressing surprise that the Town was able to balance its budget without raising taxes. He noted that the Town's approach was receiving attention from neighboring communities and gave special recognition to Aileen Staples and her team for their work on the budget.

8.B Authorization to purchase a portion of property necessary to construct future Ligon Mill Road Corridor pursuant to NCGS 160A-240.1, 160A-296 & 136-66.1

ACTION:

Mover: Commissioner Wright moved to approve Authorization to purchase a portion of property necessary to construct future Ligon Mill Road Corridor pursuant to NCGS 160A-240.1, 160A-296 & 136-66.1.

Secunder: Commissioner Cross

Vote: Motion carried 4-0

9. Public Services Items

No Public Service Items presented.

10. Parks and Recreation Items

10.A Approval of a Resolution to Accept the 2025-2026 Raleigh/Wake Hospitality Tax Funding

ACTION:

Mover: Commissioner Sliwinski moved to approve a Resolution to Accept the 2025-2026 Raleigh/Wake Hospitality Tax Funding

Seconder: Commissioner Cross

Vote: Motion carried 4-0

Commissioner Cross expressed enthusiasm for the funding included in the agenda, noting that more than \$4 million will be returned to the Town to support the skate park, pump track, and Flaherty Park Phase 2. Described the funding as a significant and exciting opportunity for Wake Forest.

Commissioner Sliwinski thanked PRCR Director Ruben Wall, Town Manager Kip Padgett, and State Representative Mike Schietzelt for their efforts in securing the funding for Wake Forest. Recognized the collaborative work involved and emphasized the benefit of bringing these projects to the community without placing an additional burden on taxpayers.

10.B Consideration of Flaherty Park Tennis Courts and Restrooms Project Construction Contract

ACTION:

Mover: Commissioner Wright moved to approve the Flaherty Park Tennis Courts and Restrooms Project Construction Contract

Seconder: Commissioner Sliwinski

Vote: Motion carried 4-0

Commissioner Cross expressed enthusiasm for the addition of restrooms, noting that the improvement is a welcome and exciting development.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. June Tax Report

Received.

12.B. Department Monthly Reports
Received.

12.C Strategic Plan Quarterly Update Q3 FYE2026

12.D Commissioners Report

Town Clerk Evelyn Wright had no updates.

Town Manager Kip Padgett provided an update that seven applications have been received for the vacant board position. Mr. Padgett asked the board to confirm the time for the previously discussed Special Called Meeting on June 23rd and whether the Mayor should determine the time within 48 hours. Also, Mr. Padgett requested consensus to add consideration of the Wake Forest Reservoir dam reconstruction contract to the Special Called Meeting agenda, noting that bids had been received and staff hoped to bring the contract forward for approval. The Board gave a consensus to hold the Special Called Meeting at 6:00 p.m. on June 23rd and to add the Wake Forest Reservoir Dam reconstruction contract to the meeting agenda. Finally, Mr. Padgett advised there are no items pending for the July BOC work session or regular meeting. He advised the Board of their option to add items to the July BOC agenda or move to amend the meeting schedule by canceling the work session and regular meeting.

ACTION:

Mover: Commissioner Sliwinski moved to amend the Board of Commissioners 2026 Meeting Calendar to cancel the July Work Session and July Regular Meeting.

Seconder: Commissioner Wright

Vote: Motion carried 4-0

Commissioner Cross asked for clarification on the ranking process and whether the threshold was 50%. Town Attorney Nathan McKinney noted that applications close the following day at 4:00 p.m., after which the final number of applications will be known. Mr. McKinney confirmed that the group will consider a minimum of five candidates for interviews regardless of the final application count. Also, Mr. McKinney acknowledged that the final application count would be available after the application period closes.

Commissioner Wright advised he participated in Trails Day 5K and noted the friendly competition with Commissioner Cross, achieving a personal record time. He also attended Friday Night on White and described it as a successful community event despite the hot weather. Commissioner Wright reminded residents that the Wake Forest Police Department is accepting donations of bottled water for distribution along the

greenways. He also reported that he and Commissioner Sliwinski held community office hours at Wake Forest Coffee, where approximately 12 residents attended and provided feedback. Finally, Commissioner Wright announced plans to organize a small business/downtown business summit to discuss downtown needs and related topics, with the event tentatively targeted for late July or early August.

Commissioner Cross advised she attended the two-day Vision Zero Leadership Institute with four Town staff members. She explained that Vision Zero is a strategy focused on eliminating traffic fatalities and serious injuries through a multidisciplinary approach. Commissioner Cross noted that North Carolina has approximately 30–35 Vision Zero communities and is the only state with a dedicated Vision Zero Leadership Institute to help municipalities develop plans and qualify for the designation. Commissioner Cross stated that 17 municipalities participated in the institute, including 12 existing Vision Zero communities and five new participants. She advised that staff would provide additional information as the Town determines its next steps. Commissioner Cross also reported attending a recent event with Maldivian visitors, participating in the Trails Day 5K, and meeting Brian Harrell, the new Center for Active Aging Director. She invited residents to stop by for “Coffee with a Commissioner” on Thursday at 9:30 a.m. in the lobby.

Commissioner Sliwinski highlighted upcoming events. He noted the Juneteenth celebrations, including the June 19 presentation of *Fire of Freedom*, a story about Abraham Galloway, and June 20th festivities at the DuBois campus. He encouraged residents to visit the Ailey Young House during its Saturday tour hours and described it as an important representation of the Town’s history. Commissioner Sliwinski also congratulated everyone involved in the opening of Joey Wiggins Park and praised the community’s response to the new facility. He expressed support for continuing work toward an inclusive playground. Finally, Commissioner Sliwinski reminded residents of upcoming July events, including the July 3rd fireworks and the flag-raising ceremony, which he noted had been moved to July 13th due to the July 4th holiday.

Commissioner Shackleford had no report.

Mayor Clapsaddle extended appreciation to Mr. Malik for addressing the Board and encouraged his civic engagement and interest in serving the community. In response to his comments, the Mayor proposed bringing the idea of establishing a Youth Advisory Board back to the Commissioners for consideration, emphasizing the importance of giving local youth a voice in town government. Mayor Clapsaddle praised Town staff, volunteers, and others who worked during the heat to make “Friday Night on White” successful and noted positive feedback from the Mayor of Garner, who attended the event. He also introduced Tisha Lowe, the new President of the Wake Forest Chamber,

and expressed enthusiasm about working with her and strengthening the relationship between the Chamber and the Town. Mayor Clapsaddle reflected on attending local high school graduations, including Heritage High School and Wake Forest High School, and commended the graduates, teachers, and schools. Finally, he reminded the community to look out for one another during the summer heat, praised the Town's staff and emphasized the importance of retaining them, and highlighted upcoming summer activities, including the nation's 250th anniversary celebration and the Town's July 3rd celebration.

Before going into closed session Mr. McKinney reminded the Board that once the vacancy application closes, they will be sent.

12.E Closed Session: 143-318.11(6)

ACTION:

Mover: Commissioner Wright moved to go into Closed Session: 143-318.11(6) at 6:54 p.m.

Second: Commissioner Sliwinski

Vote: Motion carried 4-0

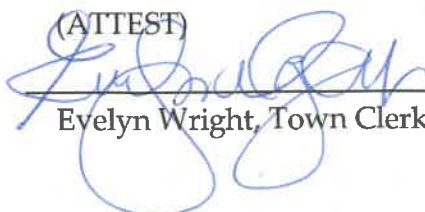
Reconvened at 9:00 p.m.

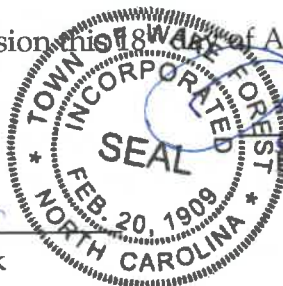
13. Adjournment

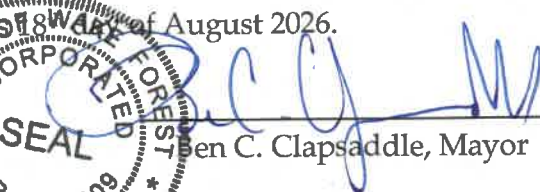
Mayor Clapsaddle adjourned the meeting at 9:01 pm.

Duly approved in open session this 18th day of August 2026.

(ATTEST)


Evelyn Wright, Town Clerk




Ben C. Clapsaddle, Mayor