



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, June 2, 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.

Commissioners Present: Mayor Ben C. Clapsaddle, Commissioner Keith Shackelford, Commissioner Sliwinski, Commissioner Faith Cross, and Commissioner Adam Wright.

Commissioners Absent: None

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Aileen Staples
Assistant Town Manager Allison Snyder
Town Attorney Nathan McKinney
Town Clerk Evelyn Wright
PRCR Director Ruben Wall
Police Chief Julius Jefferson
Fire Chief Ron Early
Communications & Public Affairs
Director Bill Crabtree,
Director of Organizational Development
Lisa Hayes
Finance Director Samantha Sanchez
Assistant Inspections Director Marvin
Weathers
Interim WFCOA Director Monica
Lileton
Inspections and Facilities Director JJ
Carr
Assistant Inspections Director Tim
Edwards

Public Facilities Director Mickey
Rochelle
Fire Captain Daniel Gregory
Electric Utility Director Chris Terrell
Chief Information Officer Adam Oates
Economic Development Director Jason
Cannon
Public Works Director Tim Bailey
Downtown Development Director
Jennifer Herbert
Human Resources Director Angela
McCray
Budget and Performance Director
Michelle Daniels
Budget and Performance Analyst
Benjamin Blevins
Grants Program Manager Jack Cassidy
Budget and Performance Analyst
Davianna Humble
Planning Director Jennifer Currin
Stormwater Utility Manager Nick Nolte

Planner I-Historic Preservation Michelle
Michael
Police Captain Brandon High

Police Captain David Zick
Renaissance Centre Director Amy
Pridgen

Presentations

- 1.1 Ordinance amending Chapter 30, Article III Section 30-90 thru 30-93 focused on motorized scooter, electric bicycles and electric assisted bicycles, electric skateboards, and civil penalties.

Captain David Zick presented the proposed ordinance amending Chapter 30, Article 3, Sections 30-90 through 30-93 concerning motorized scooters, electric bicycles and electric-assisted bicycles, electric skateboards, and civil penalties. He explained that the ordinance had been updated since its initial presentation to include electric skateboards and revised civil penalties of \$100 for a first offense, \$200 for a second offense, and \$500 for a third and subsequent offense. Captain Zick confirmed that officers would retain discretion in issuing citations.

Commissioner Faith Cross requested clarity on the penalties and offenses. Captain Zick clarified that electric skateboards would be subject to the same roadway restrictions as other covered devices, including restrictions on roads with speed limits exceeding 25 mph. He also explained the proposed impoundment provision: beginning with a documented second offense, an officer may impound the device when there is reasonable belief that the minor used it unsafely or recklessly and that continued possession would pose an ongoing public safety risk. Captain Zick addressed questions regarding the definitions of covered devices, including self-balancing, single-wheeled devices, and similar equipment. Captain Zick indicated that the ordinance would be advanced for consideration and approval at a subsequent meeting and noted that the applicable hearing requirements would be followed.

- 1.2 Proposed new Ordinance Chapter 30, Article III Section 30-94 focused on impoundment of electric bicycles and micromobility devices.

Captain David Zick presented the proposed ordinance amending Chapter 30, Article 3, Section 30-49. Captain Zick explained that the provision is similar to the previously discussed sections and is intended to promote public safety. The proposed seizure authority would be used to protect the public when a device is being operated unsafely,

rather than as a forfeiture or punitive measure. Captain Zick clarified that the purpose of seizure is to prevent continued unsafe operation. Mayor Clapsaddle asked whether there were any additional questions and sought consensus to advance the proposed ordinance for a second reading and approval at the June 16th meeting. The Board indicated consensus to move the ordinance forward.

1.3 Discussion of FY 2026-2027 Proposed Annual Operating Budget

Budget and Performance Director Michelle Daniels presented the FY2026-27 proposed budget and outlined the budget development process, revenue projections, departmental requests, capital needs, and strategies used to balance the budget. She explained that initial departmental requests exceeded projected revenues by approximately \$14 million, but updated property and sales tax projections increased available revenue by approximately \$4.4 million, reducing the gap to approximately \$9.6 million. Through reprioritization, delaying or scaling back certain requests, adjusting hiring timelines, evaluating vehicle replacements, reducing professional development expenditures, and other cost-saving measures, staff developed a recommended budget with no increase to the municipal property tax rate.

Ms. Daniels noted that the proposed budget also included no electric or storm water rate increases and a one-cent reduction in the municipal service district tax rate, while solid waste fees would increase by \$1 per month. She discussed inflationary pressures, increasing contract costs, capital requirements, and the need to balance service levels with available resources.

Ms. Daniels also discussed the Town's performance measurement efforts, including workload and performance indicators, benchmarking against peer communities, quarterly reporting, and plans to provide interactive data tools and annual performance information. Ms. Daniels emphasized the importance of aligning departmental requests with the Board's strategic priorities, adopted plans, and community goals.

In response to questions, Ms. Daniels explained that public-records requests had generated approximately 200 hours of coordination and review over a six-month period, illustrating increasing workload demands. She also discussed the Town's compensation philosophy and the Board of Commissioners policy to remain an employer of choice, including competitive salaries and benefits. Ms. Daniels reported that the Town's recent employee turnover rate was below 8 percent.

Ms. Daniels further clarified the Town's fund-balance targets, noting that projected unassigned fund balance was approximately 24 percent, within the town's 20–25 percent policy range, while total fund balance was projected at approximately 40 percent. Ms. Daniels outlined next steps, including bringing the budget ordinance, fee changes, pay plan, and classification schedule to the Board's June 16 regular meeting.

Commissioner Wright praised staff for their work developing the budget and encouraged continued improvement in department-specific performance measures. He emphasized the importance of measuring meaningful outcomes—such as jobs created or retained for economic development—rather than relying solely on activity or workload measures. Commissioner Wright also stressed the importance of demonstrating to residents how tax dollars are being used and what results are being achieved.

The Board asked questions regarding the initial budget gap, public-records workload, performance measures, employee compensation and retention, and fund-balance projections. Commissioners expressed support for stronger performance reporting and maintaining the town's status as an employer of choice. The Board acknowledged that the town's employee turnover rate was below 8 percent and that projected fund balances remained within established policy targets.

Mayor Clapsaddle expressed appreciation for staff and department leadership, emphasizing that accurate departmental information and participation are essential to developing a meaningful and effective budget. The Board noted the significance of maintaining services while avoiding a property tax increase and indicated support for advancing the budget-related items.

The Board reached consensus to move the FY2026-27 budget ordinance, fee changes, pay plan, and classification schedule forward for consideration at the June 16 regular meeting.

2. Discussion of Monthly Financial Report

2.1 Discussion of April Financial Summaries

Monthly Financial Report Received.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda for BOC Regular Meeting June 16, 2026

Town Manager Kip Padgett advised two interlocal agreements with Wake County need to be added for consideration under Item 10, Parks and Recreation. The agreements relate to the hospitality tax and funding associated with the Skate Park and Phase II of Flaherty Park.

4. Other Business

4.1 Discussion of BOC Vacant Seat

Mayor Clapsaddle introduced the discussion regarding the Board of Commissioners vacancy created by Commissioner Fatmi's resignation, effective May 22nd, following his appointment to the State Senate and advised that Town Attorney Nathan McKinney presented options for filling the vacancy based on the process previously used and opened the discussion to the Board. Commissioner Shackleford confirmed the process was like the process previously used and Mr. McKinney confirmed. Commissioner Shackleford proposed the following modifications to the previously used vacancy process: greater clarification regarding communications between Commissioners, including serial communications and polling, and suggested revisions to provisions governing electronic communications and discussions among Commissioners. Commissioner Shackleford expressed concern that overly restrictive language could prevent Commissioners from having appropriate individual conversations about applicants while still complying with open-meeting requirements.

ACTION:

Mover: Commissioner Shackleford moved to adopt a general process for filling a vacant Board seat and exhibits with amendments to section 8 of the policy.

Second: Commissioner Wright

Vote: Motion carried 4-0

Commissioner Cross and Commissioner requested clarity of the concerns regarding communication among the Commissioners. Mr. McKinney clarified the legal distinction between prohibited serial communications and permissible individual communications between Commissioners. Also, he explained that a serial communication could occur when emails or text messages involving multiple Commissioners effectively become a

meeting conversation, particularly when participants are aware of and responding to one another's communications in close succession. Staff also noted that communications between two Commissioners are public records when documented.

ACTION:

Mover: Commissioner Shackleford withdrew the previous motion and moved to adopt a general process for filling a vacant Board seat and exhibits with amendments pertaining to the current vacancy.

Seconder: Commissioner Wright

Vote: Motion carried 4-0

The Board unanimously voted to amend the policy by removing the first, third, and fifth sentences of Section 8 concerning communications related to applicants and supporters. Mayor Clapsaddle summarized several possible application and interview schedules, ranging from approximately eight days to three weeks for the application period. Mr. McKinney explained the corresponding review, ranking, notification, and interview timelines and noted that applicants would be informed of the interview date when applying. Commissioners discussed the appropriate timeline for filling the vacancy and considered holding interviews on June 16 versus scheduling a special meeting on June 23. Commissioners discussed the need to provide applicants with adequate time to apply, allow sufficient time for staff and Commissioners to review applications, and account for scheduling considerations. The Board approved a 14-day application period, beginning at 8:00 a.m. on June 3 and closing at the end of business on June 17. Commissioners will complete their application rankings by noon on June 22, with applicant notifications to follow.

ACTION:

Mover: Commissioner Cross moved to have a 14-day application period, beginning at 8:00 a.m. on June 3 and closing at the end of business on June 17 then holding a Special Called meeting on June 23 for interviews and consideration of the vacancy, with the meeting time to be determined

Seconder: Commissioner Shackleford

Vote: Motion carried 3-1

Mr. McKinney advised that the interview questions used for the previous vacancy would not be reused. New interview questions would be provided to the Board for review and approval.

Commissioner Sliwinski proposed that Commissioners rank the top 50% of applicants, rounded up to the nearest whole number, with a minimum of five applicants ranked for interview consideration.

ACTION:

Mover: Commissioner Sliwinski moved to rank the top 50% of applicants, rounded up to the nearest whole number, with a minimum of five applicants ranked for interview consideration.

Seconder: Commissioner Shackelford

Vote: Motion carried 4-0

5. Commissioner Reports

5.1 Closed Session: 143-318.11(3)- Shaunesi Melvin vs. Wake Forest Police Department

ACTION:

Mover: Commissioner Wright moved to go into Closed Session: 143-318.11(3)- Shaunesi Melvin vs. Wake Forest Police Department at 7:40 p.m.

Seconder: Commissioner Sliwinski

Vote: Motion carried 4-0

Reconvened at 8:26 p.m.

Commissioner Cross advised she attended the AARP Friendly Committee meeting, where members are preparing final recommendations for presentation to the Board in August regarding priorities identified through the committee's community survey. She also reported hosting "Coffee with a Commissioner" hours, attending Senior Fitness Day at the Senior Center, and participating in a Public Art Advisory Board meeting at Flaherty Park, where Boys & Girls Club representatives painted wheel stops near the dog park. Commissioner Cross provided clarification regarding Senior Center membership numbers, explaining that an apparent decline resulted from the transition from the former registration system to the Town's recreation registration system. The transition removed duplicate and inactive records. She reported current membership of approximately 1,093 resident members and 1,008 non-resident members, along with approximately 4,250 facility check-ins in May, 25,400 year-to-date check-ins, and 52

tours in May. Commissioner Cross stated that the data indicates Senior Center enrollment and activity are increasing.

Commissioner Cross also addressed questions and discussion surrounding the annual budget, noting that budget documents can be complex and encouraging residents to contact the Town's finance and budget staff directly with questions rather than relying on speculation or social media. She expressed confidence that staff would provide accurate explanations and relevant historical context regarding budget figures.

Commissioner Shackelford had no report.

Commissioner Sliwinski advised of a successful final installment of the spring Sunday event series, praising the turnout, weather, entertainment, and the efforts of Arts Wake Forest, the Parks and Recreation Advisory Board, Parks and Recreation staff, and Parks Maintenance. Commissioner Sliwinski announced that Joey Wiggins Park, formerly Taylor Street Park, was scheduled to open June 13 at 7:00 a.m. and expressed enthusiasm about the new facility. Also, Commissioner Sliwinski highlighted the sold-out National Trails Day 5K and 3K scheduled for June 6, recognizing Danny, Kristy, and the Parks and Recreation Advisory Board for the event's continued growth.

Commissioner Sliwinski addressed public and social media discussion concerning the recent resignation of Commissioner Fatmi. He stated that the Mayor first learned of the State Senate nomination on May 14, that the nomination was subsequently reported publicly, and that the Commissioner first heard directly from Mr. Fatmi at the May 18 Board meeting. Commissioner Sliwinski emphasized that the resignation was not submitted until May 22 and that no vacancy existed before the resignation became official. Commissioner Sliwinski stated that the Board's vacancy process is triggered by an actual vacancy rather than speculation about a potential future vacancy and that the Board would follow the established process. Commissioner Sliwinski encouraged residents to seek information directly from Town officials rather than relying solely on social media and announced that he and Commissioner Wright would begin hosting community office hours on June 13, with additional details to be announced.

Commissioner Wright advised he participated in the "Six Sundays in Spring" event series, noting that weather affected attendance but that the event was still enjoyable and successful. Commissioner Wright expressed appreciation for the opportunity to participate in the community event. Also, Commissioner Wright announced plans to participate in the upcoming National Trails Day 5K. Finally, Commissioner Wright

advised there was no update for the Technology Advisory Board due to the lack of a meeting that month.

Mayor Clapsaddle announced the Northern Regional Food Group meeting from 11:00 a.m. to 12:30 p.m. on June 4th and encouraged participation during National Hunger Awareness Month. Mayor Clapsaddle recognized Community Outreach Manager, Drew Brown, for his work coordinating food-security efforts involving the Town of Wake Forest and local partners, particularly during continued inflationary pressures. Mayor Clapsaddle praised Parks and Recreation for the successful "Six Sundays in Spring" series and thanked fellow Commissioners for hosting and participating in the events. Mayor Clapsaddle announced that the Town received a \$10,000 Electric Cities Downtown Revitalization Grant to support the downtown mural project. Mayor Clapsaddle noted that additional paperwork and coordination with the appropriate boards and departments would be required. Mayor Clapsaddle congratulated the Wake Forest Police Department for participating in the Law Enforcement Torch Run for Special Olympics. He specifically recognized Sergeant McArthur and the Community Resource Unit for their fundraising efforts, noting that the department raised more than \$60,000 last year and had already raised more than \$15,000 this year. Finally, Mayor Clapsaddle encouraged residents to enjoy summer activities while emphasizing the importance of staying safe.

Town Clerk Evelyn Wright had no updates.

Town Manager Kip Padgett had no updates.

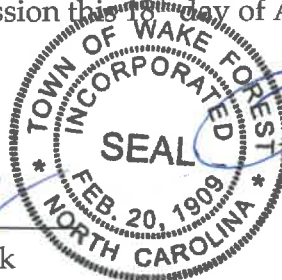
6. Adjournment

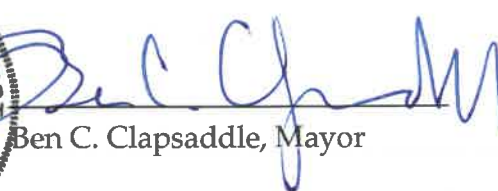
The Board of Commissioners adjourned the meeting at 8:26 p.m.

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

(ATTEST)


Evelyn Wright, Town Clerk




Ben C. Clapsaddle, Mayor