



## **Wake Forest Board of Commissioners Meeting Minutes**

The Wake Forest Board of Commissioners met on **Tuesday, November 18, 2025**, at 6:00 p.m. in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

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

Mayor Jones led everyone in the Pledge of Allegiance.

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

**Commissioner Members Absent:** None.

### **Staff Members Present**

Town Manager Kip Padgett  
Assistant Town Manager Candace Davis  
Assistant Town Manager Aileen Staples  
Town Attorney Nathan McKinney  
Town Clerk Evelyn Wright  
Engineering Director Tim Watson  
Deputy Town Clerk Ella Dowtin  
Police Captain David Zick  
Planning Director Jennifer Currin  
Fire Chief Ron Early  
Police Chief Julius Jefferson  
Captain Daniel Gregory

Senior Planner Michelle Michael  
Planner I Paige Regna  
Human Resources Director Angela McCray  
Police Captain Brandon High  
Development Services Manager Patrick Reidy  
Downtown Development Director Jennifer Herbert  
Facilities Maintenance Supervisor Joseph Pennington

1. Approval of Agenda
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**ACTION:**

Mover: Commissioner Wright moved to approve the agenda.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

2. Approval of Minutes
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2.A. Draft BOC Minutes

- October 7, 2025, Work Session
- October 21, 2025, Regular Meeting

**ACTION:**

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

Second: Commissioner Cross

Vote: Motion carried 5-0

3. Presentations
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3.A. Wake Forest Social District Review

Downtown Development Director Jennifer Herbert gave a six-month update on the Social District, which was effective June 5, 2025. A designated email was created to receive citizen questions or concerns. Ms. Herbert advised that, to date, there have been no complaints or emails received regarding questions or concerns. Ms. Herbert also advised, after consulting with Public Safety, that there have been no specific issues regarding the Social District. Ms. Herbert advised there are nine businesses in the Social District serving alcohol, 30 businesses allowing alcohol, and three businesses that sell alcohol but prohibit outside alcohol. Ms. Herbert advised that the Social District webpage has received 1,660 unique visitors to the site. Ms. Herbert advised that the Solid Waste-Street Department initially reported an increase in trash, however, the increase has since tapered off and there is no need for additional staff resources. Ms. Herbert advised additional trash receptacles have been placed downtown and there has not been any littering because of the Social District. Ms. Herbert shared the results of the 1-month, 3-month, and 5-month surveys sent to downtown business owners. Additionally, Ms. Herbert shared the results of surveys from patrons of the Social District. Both business and patron surveys captured the economic impact of the Social District. Ms. Herbert advised that the next step will be exploring the expansion of days, hours, and footprint of the Social District.

Mayor Jones inquired if a new business that comes into the footprint will be able to join

the Social District. Ms. Herbert confirmed the business would be able to opt into the Social District footprint. Mayor Jones clarified that the expansion pertains to the footprint and not the businesses opting into the Social District. Ms. Herbert confirmed the expansion means the footprint of the Social District. Mayor Jones inquired about survey feedback and requested clarity on what citizens and patrons wanted most. Ms. Herbert advised she has received varied feedback on the method of expansion.

Commissioner Cross clarified that the survey went out to all businesses and not only businesses that participate in the Social District. Ms. Herbert confirmed that all businesses received the survey.

3.B. Proclamation Recognizing Friday, November 28, 2025, as Plaid Friday and Saturday, November 29, 2025, as Small Business Saturday.

*Proclaiming Friday, November 28, 2025, as Plaid Friday*

*And Saturday, November 29, 2025, as Small Business Saturday*

*WHEREAS, purchasing holiday gifts and shopping year-round with locally owned and independent businesses supports the economic health and resilience of the community; and*

*WHEREAS, shopping locally supports our neighbors, friends, and family members employed by local businesses; and*

*WHEREAS, when we support small business, jobs are created, and local communities preserve their unique culture; and*

*WHEREAS, just like the individual, the individual threads are weak on their own but are strong together, so is our community. Together supporting one another while celebrating our uniqueness we are interwoven and strong; and*

*WHEREAS, Plaid Friday is a fun and enjoyable alternative to the big box store "Black Friday" consumer frenzy where everyone is encouraged to wear plaid and shop local and independent; and*

*WHEREAS, Small Business Saturday is a nationwide campaign to cultivate business for small merchants on the Saturday after Thanksgiving; and*

*WHEREAS, Plaid Friday and Small Business Saturday celebrate and support small businesses and all they do for Wake Forest.*

*WHEREAS, we encourage citizens to consider shopping our small merchants on Plaid Friday and Small Business Saturday as a way to boost the local economy and strengthen our small business community.*

*WHEREAS, the Town of Wake Forest, North Carolina supports and joins in this national effort to help America's small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.*

*NOW THEREFORE, I, Vivian Jones, Mayor of the Town of Wake Forest, in the State of North Carolina, do hereby proclaim November 28, 2025, as Plaid Friday and November 29, 2025, as Small Business Saturday*

*and encourage our residents to recognize and support small businesses within our community by shopping these establishments on the Friday and Saturday following Thanksgiving.*



*Vivian A. Jones, Mayor*

#### 4. Public hearings / Public Comment

- 4.A. Public Hearing for a request by Elizabeth B. and Robert N. Ford to designate their property, the William Royall Powell House at 546 N. Main Street, as a Wake Forest Local Historic Landmark. HPC Case Number LL 25-01.

Mayor Jones opened the floor for public comments. None were heard.

Mayor Jones declared the public hearing closed.

- 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 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 Jones opened the floor for general comments.

Public Comment:

Libby Lightner-Kemp – 842 Wait Avenue – Wake Forest, NC 27587  
Will Arterburn – 825 Averette Rd. – Wake Forest, NC 27587  
Tripp Black – 520 South Main Street – Wake Forest, NC 27587  
Abby Black – 520 South Main Street – Wake Forest, NC 27587  
Jasmine Zavala – 983 Kintail Ct. – Wake Forest, NC 27587

Mayor Jones 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 Waiver of the Code of Ordinances Sec. 20-2. Public Consumption, Possession, etc., of Alcohol for Friday Night on White for the 2026 Series dates from 5 PM to 9 PM. The FNOW 2026 series dates are April 10, May 8, June 12, July 10, August 14, and September 11.

5.B Approval of the 2026 Board of Commissioners Meeting Schedule

5.C. Approval of Appointment to Planning Board

### **ACTION:**

Mover: Commissioner Wright moved to approve the Consent Agenda.

Seconder: Commissioner Sliwinski

Vote: Motion carried 5-0

## 6. Legislative Items

6.A. Consideration of Appointment of Candidates for the Planning Board

Ballots were distributed for the Planning Board Candidates:

Brian Weiner

Bryant Pernell

Cesar Palacio

Jeffrey Frounfelker

Kelli Jones

**Mark Moore**

Missy Catlow

Robert Sherman

Wesley Harris  
William Talbot

**ACTION:**

Mover: Commissioner Shackleford moved to appoint Mark Moore.

Second: Commissioner Wright

Vote: Motion carried 5-0

7. Planning Items
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- 7.A Consideration of a Request by Elizabeth B. and Robert N. Ford to Designate their Building and Lot, known as the William Royall Powell House, 546 N. Main Street, Wake Forest, NC, as a Wake Forest Local Historic Landmark, HPC Case Number LL 25-01

Mayor Jones advised this is a lovely house and the Town is proud to have it as a Local Historic Landmark. Commissioner Cross echoed Mayor Jones' sentiments.

**ACTION:**

Mover: Commissioner Wright moved to approve.

Second: Commissioner Shackleford

Vote: Motion carried 5-0

8. Administration and Financial Items
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- 8.A. Approval of the Amended Personnel Policies & Procedures.

Human Resources Director Angela McCray gave an overview of a new law, effective October 1<sup>st</sup>, requiring fingerprinting of any employee that will be working with children. Ms. McCray advised the Town has implemented a formal process for submitting fingerprints to SBI and the process has been added to the Policies and Procedures. Ms. McCray has requested that the Board approve the amended Policies and Procedures.

Commissioner Clapsaddle inquired if the fingerprinting can be done at the Wake Forest Police Department. Ms. McCray has advised that the Police Department has designated Thursday as the day employee fingerprints can be done.

**ACTION:**

Mover: Commissioner Shackleford moved to approve the Amended Personnel Policies and Procedures.

Second: Commissioner Wright

Vote: Motion carried 5-0

9. Public Services Items
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No Public Service Items presented.

10. Parks and Recreation Items

No Parks and Recreation Items presented.

11. Public Safety Items

No Public Safety Items presented.

12. Other Business

12.A. Department Monthly Reports  
Received.

12.B. November Tax Report  
Received.

12.C. Capital Improvement Plan Quarterly Update

12.D. Commissioner Reports

Commissioner Wright advised he attended the Wake Forest Cares Holiday Kick-off event. Commissioner Wright echoed Commissioner Clapsaddle requesting that everyone donate to the food pantry and wished all a Happy Thanksgiving.

Commissioner Shackleford advised of no report.

Commissioner Cross advised she attended the Wake Forest Cares Holiday Kick-off and was one of the judges for the ice carving event. Commissioner Cross advised that she has been working with Mayor Jones on the "Mayor's Roundtable" at the Wake Forest Center for Active Aging as the staff continues to work through the transition. Commissioner Cross wished everyone a Happy Thanksgiving.

Commissioner Clapsaddle extended appreciation to the Town staff, acknowledging Community Outreach Assistant Kiel Ortiz and various Guest Services volunteers, and advised he was stopped by a citizen to commend Hope Wright for being a part of what makes this Town great. Commissioner Clapsaddle wished everyone a Happy Thanksgiving and encouraged all to support food banks and those that are food insecure.

Commissioner Sliwinski advised he made it to the Wake Forest Cares Holiday Kick-off on Saturday and encourage all who are able to donate to any of the causes.

Mayor Jones thanked Michelle Daniels and the Budget team for the Distinguished Budget Award for the twelfth consecutive year. Mayor Jones advised there will be a vote on the MTP and the TIP at CAMPO on Wednesday and they are asking that they remove all language concerning toll options on US-1 be removed from the document. Mayor Jones advised this will allow the North Carolina Department of Transportation to start the purchasing of right of way for section A and B in January 2026 and attempt to bump up right of way purchase for section C. The expected completion of the project is 2037. Mayor Jones advised that she attended Wake Forest Cares Kick-off and the ice carving was great. Mayor Jones extended appreciation to the Wake Forest Guild of Artists for bringing "Paint the Forest" Plein Air Event to Wake Forest where 25 artists painted over 50 paintings. All paintings were displayed at the Makery Wake Forest on Sunday afternoon. Mayor Jones encouraged all to go see the painting and consider purchasing as they will be on display throughout January. Mayor Jones advised they had a great Veteran's Day program with a large turnout at Veteran's Memorial where The Quilters gave away quilts to veterans. Mayor Jones advised she and Town Manager Kip Padgett were invited to be on the panel at Central Pines to discuss the merger of the water and sewer systems with Raleigh. This was an informational session for small towns considering merging water systems together with larger communities. Mayor Jones advised she attended a Young People's Alliance at Wake Forest High School, which is a group of young people interested in learning about municipal government and how to get involved in municipal government. Finally, Mayor Jones advised she had a student from Bailey's College come to interview her for a documentary on Wake Forest.

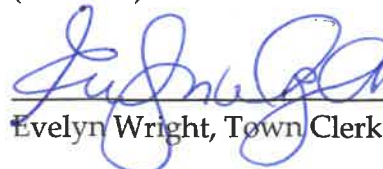
Town Manager Kip Padgett advised the Wake Forest Police Department is nationally accredited by CALEA and acknowledged the assessor for the Police Department, Chief Tim Potts of Purdue University Fort Wayne. Mr. Padgett thanked Mr. Potts for checking the Town's accreditation statistics.

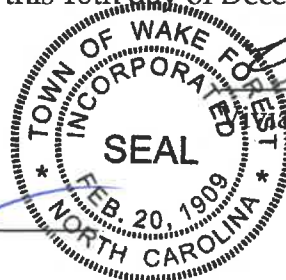
### 13. Adjournment

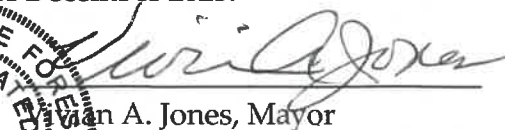
Mayor Jones adjourned the meeting at 7:04 pm.

Duly approved in open session this 16th day of December 2025.

(ATTEST)

  
Evelyn Wright, Town Clerk



  
David A. Jones, Mayor