



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, December 16, 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, Commissioner Adam Wright, and Commissioner-elect Haseeb Fatmi.

Commissioner Members Absent: None.

Staff Members Present

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
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
Chief Information Officer Adam Oates
Economic Development Director Jason Cannon
Budget and Performance Director Michelle Daniels

Budget and Performance Analyst Davianna Humble
Grant Program Manager Jack Cassidy
Recreation Program Manager Interim WFCAA Director Monica Lileton
Electric Utility Director Chris Terrell
Renaissance Centre Director Any Pridgen
Communication and Public Affairs Director Bill Cabtree
Human Resources Director Angela McCray
Police Captain Brandon High
Director of Organizational Performance Lisa Hayes
Downtown Development Director Jennifer Herbert
Facilities Director-ADA Coordinator Mickey Rochelle

1. Approval of Agenda

ACTION:

Mover: Commissioner Shackelford moved to approve the agenda.

Second: Commissioner Cross

Vote: Motion carried 5-0

Mayor Jones added an item to the Administration section.

2. Approval of Minutes

2.A. Draft BOC Minutes

- November 6, 2025, Work Session
- November 18, 2025, Regular Meeting

ACTION:

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

Second: Commissioner Cross

Vote: Motion carried 5-0

3. Presentations

3.A. "World Meditation Day" Proclamation

**PROCLAMATION
RECOGNIZING "WORLD MEDITATION" DAY
IN THE TOWN OF WAKE FOREST**

WHEREAS, mental health and inner peace are essential foundations for a thriving, resilient, and compassionate community; and

WHEREAS, the United Nations General Assembly has officially designated December 21st as World Meditation Day, recognizing the transformative power of meditation to reduce stress, improve health, and foster global harmony; and

WHEREAS, for over four decades, Gurudev Sri Sri Ravi Shankar and the Art of Living Foundation have served millions across 180 countries through humanitarian initiatives promoting stress-free living; and

WHEREAS, on Sunday, December 21, 2025, Wake Forest will join 10 million participants in a "Global Moment" of stillness, synchronized with a live meditation led by Gurudev Sri Sri Ravi Shankar at 9:30 AM ET; and

WHEREAS, this initiative invites all residents of Wake Forest, regardless of background or belief, to pause, breathe, and connect, creating harmony between communities, thereby strengthening the bonds of our local community and creating a ripple effect of peace across the globe; and

WHEREAS, the Town of Wake Forest is committed to the holistic well-being of its residents and supports inclusive events that bring neighbors together in a spirit of unity and mindfulness.

NOW, THEREFORE, I, Vivian A. Jones, Mayor of the Town of Wake Forest on behalf of the Board of Commissioners, do hereby proclaim December 21, 2025, "WORLD MEDITATION DAY" in the Town of Wake Forest and I invite all residents to join in this global observance of peace and connection.

This the 16th day of December 2025

ATTEST:

Vivian A. Jones, Mayor

Evelyn Wright, Town Clerk



4. Public hearings / Public Comment

4.A. Public Hearing to receive public comment on the five (5) year Capital Improvements Plan (CIP) for FY 2026-2031

Mayor Jones opened the floor for public comments.

Public Hearing:

Jennifer Amyx - 9908 Calvados Drive – Wake Forest, NC 27587

Margaret Watkins– 407 Belmellen Court – Wake Forest, NC 27587

David McCracken – 1133 Canta Cruz St – Wake Forest, NC 27587

Mayor Jones declared the public hearing closed.

4.B. Public Hearing to receive public input for the FY 2026-2027 Annual Operating Budget

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

Mayor Jones declared the public hearing closed.

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 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:

John Finch – 4030 Wake Forest Rd, Suite 300 – Raleigh, NC 27609

Jeffery Newbrough – 925 Siena Drive – Wake Forest, NC 27587

Maurine McBride – 3409 Greenville Loop Rd – Wake Forest, NC 27587

Marian Kirchoff – 1413 Carrie May Lane – Wake Forest, NC 27587

Whitney Thomas – 1233 Keith Rd – Wake Forest, NC 27587

Jennifer Amyx – 9908 Calvados Drive – Wake Forest, NC 27587

Allan Stewart – 1417 Marshall Farm St – Wake Forest, NC 27587

Margaret Watkins – 407 Belmellen Court – 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 Approval of Appointment to Citizen Advisory Boards

5.B. RESOLUTION TO ACCEPT STREETS INTO THE TOWN OF WAKE FOREST STREET SYSTEM FOR MAINTENANCE

5.C. Approval of the 2026 Street Resurfacing Contract

5.D. Approval of Budget Ordinance Amendment # 3 - FY 2025-2026

5.E. Consideration of an Interlocal Agreement with Wake County for an EMPA Program

ACTION:

Mover: Commissioner Wright moved to approve the Consent Agenda.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

6. Legislative Items

No Legislative Items presented.

7. Planning Items

No Planning Items presented.

8. Administration and Financial Items

Mayor Jones discussed the creation of the Mayor's Roundtable, to address feedback received from participants and volunteers at the Wake Forest Center for Active Aging (WFCAA). Mayor Jones advised that she and Commissioner Cross met with individuals from the WFCAA to discuss surveys and questions received from the seniors. All comments and questions were discussed. Mayor Jones advised the forum was well received. After the meeting with WFCAA, the Roundtable met and determined that, based on feedback from participants, there was improvement. The determination was made to allow the WFCAA to settle into the transition and continue to get staffing needs met. With Roundtable's approval, Mayor Jones appointed Commissioner Cross as the liaison to the WFCAA. Commissioner Cross has agreed to spend time at the WFCAA, answer seniors' questions and concerns, and to bring any concerns before the Board.

9. Public Services Items

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. December Tax Report
Received.

12.C. Resolution of Appreciation for Outgoing Commissioner

12.D. Oath of Office for Commissioner-elect

12.E. Resolution of Appreciation for Outgoing Mayor

Mayor Pro Tem Shackelford requested a motion to add the Resolution Naming Town Hall Campus including Town Hall, the Annex, public facilities, and the Taylor Street Sub Police Station to the Vivian A. Jones Municipal Campus to the agenda.

ACTION:

Mover: Commissioner Cross moved to add the Resolution to the agenda.

Secunder: Commissioner Wright

Vote: Motion carried 4-0

ACTION:

Mover: Commissioner Cross moved to approve the Resolution.

Secunder: Commissioner Wright

Vote: Motion carried 4-0

Mayor Jones reflected over her time as Mayor of Wake Forest and extended appreciation to the Town staff and citizens for all the great work done over the years. Mayor Jones encouraged everyone to continue being involved and doing the great work. Mayor thanked the citizens for allowing her to be the Mayor of Wake Forest.

12.F. Oath of Office for Mayor-elect

12.G. Commissioner Reports

Commissioner Fatmi requested to make a motion before continuing with Commissioner Reports. Commissioner Fatmi's proposed motion is to fill the vacant seat on the Board with a process to include opening the application on December 19, 2025, and closing the application period at 5 p.m. on January 14, 2026; interviewees, which would be applicants that received the most votes, would be selected on January 16, 2026, interviews of applicant to occur on January 20, 2026 at the Board of Commissioners Regular Meeting, and the appointment to the vacant seat to occur on the same date. Commissioner Fatmi contends this process is similar to the process followed to fill seats on the Planning Board and recommended the resolution for approval.

Commissioner Cross requested clarity on the expectations on January 16, 2026. Commissioner Fatmi advised the applicants receiving the majority of votes will be selected as interviewees at the Board Retreat on January 16, 2026; the interviews will be conducted at the following Board of Commissioner meeting on January 20, 2026. Commissioner Cross confirmed with Town Manager Kip Padgett that the selection process could occur at the retreat. Town Manager Padgett confirmed that the process can

be added to the agenda for the retreat. Commissioner Fatmi confirmed that the retreat is open to the public. Town Manager Padgett confirmed. Commissioner Shackelford requested that the motion be amended to include the flexibility to account for timing to propose the interviews be held at the January 20, 2026 regular meeting or at a special-called meeting. Commissioner Fatmi agreed. Town Attorney Nathan McKinney interjected that, provided the special-called meeting is properly noticed, it can be done. Commissioner Cross confirmed the motion is to open the application and lock down a timeline for the process. Commissioner Fatmi confirmed.

ACTION:

Mover: Commissioner Wright moved to approve the motion.

Second: Commissioner Shackelford

Vote: Motion carried 4-0

Commissioner Wright advised he attended the Employee Appreciation Lunch, the Volunteer Appreciation Lunch, and wished everyone Happy Holidays.

Commissioner Shackelford thanked former Commissioner Sliwinski and former Mayor Vivian Jones for their service. Commissioner Shackelford also extended appreciation to citizens for re-electing him as Commissioner and the privilege to continue serving on the Board. Commissioner Shackelford expressed disappointment with some of the comments that are indicative of the distrust of the elected officials. Commissioner Shackelford insisted that the Board does and will continue to work with transparency and in the best interest of the citizens.

Commissioner Cross expressed appreciation for Vivian Jones for her years of service, leadership, commitment, and wished her well.

Commissioner Fatmi expressed excitement to serve as the next Commissioner. Commissioner Fatmi promised to do his best and looks forward to working with all of the Commissioners on the Board.

Mayor Clapsaddle thanked friends, family, and citizens for support during his tenure serving Wake Forest. Mayor Clapsaddle advised of his request of the Town to re-establish the Senior Citizen Advisory Board. Also, Mayor Clapsaddle has had discussions regarding the proposition of introducing the Children's Holiday Walk to begin in December 2026 as part of the Annual Tree Lighting Ceremony to celebrate the children and bring families together. Mayor Clapsaddle wished everyone Happy Holidays.

Town Clerk Evelyn Wright advised of no updates.


Town Manager Kip Padgett advised of no updates.

13. Adjournment


Mayor Clapsaddle adjourned the meeting at 7:34 pm.

Duly approved in open session this 20th day of January 2026.

(ATTEST)


Evelyn Wright, Town Clerk




Ben C. Clapsaddle, Mayor