



## Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, February 17, 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.

Mayor Clapsaddle led everyone in the Pledge of Allegiance.

**Commissioner Members Present:** Mayor Ben C. Clapsaddle, Commissioner Haseeb Fatmi, 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 Allison Snyder

Assistant Town Manager Aileen Staples

Town Attorney Nathan McKinney

Deputy Town Clerk Ella Dowtin

Police Chief Julius Jefferson

Engineering Director Tim Watson

Police Captain Matt Perkinson

Police Captain David Zick

Police Lieutenant Jeremy Morris

Purchasing Manager Randy

Driver

Inventory Specialist Lee Perry

Finance Director Sam Sanchez

Financial Analyst Katie Riedl

Accounting Specialist Heather Mitchell

Accounting Technician Taya Thomas

Communications Resource Specialist Cathi Pope

Planning Director Jennifer Currin

Fire Chief Ron Early

Senior Planner- Historic

Preservation Michelle Michael

Police Captain Brandon High

Human Resources Consultant

Allison Luvisi

Purchasing Supervisor Hollie Aldridge

1. Approval of Agenda

**ACTION:**

Mover: Commissioner Wright moved to approve the Agenda.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

2. Approval of Minutes

2.A. Draft BOC Minutes

- January 6, 2026, Work Session
- January 20, 2026, 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. Resolution recognizing Donny Ray Carroll on their retirement from the Town of Wake Forest

**RESOLUTION OF APPRECIATION FOR  
THE SERVICES OF**

**Donny Carroll**

*WHEREAS Donny Carroll was initially hired as a Maintenance Worker with the Town of Wake Forest, effective December 29, 2009, and*

*WHEREAS, Donny was promoted to Construction Worker I with the Streets Division as of December 29, 2013 and*

*WHEREAS, Donny was again promoted to Right of Way Supervisor with the Streets Division as of July 29, 2014 and*

*WHEREAS, Donny's work can be described as profound, service-oriented and impactful – exemplifying the Town's core values and what the values stand for; and*

*WHEREAS, Donny has served an instrumental part in the growth and service to the department as Donny's work ethic and dedication set him apart from his peers – serving as a mentor and role model for many, and*

WHEREAS, with just over 16 years of service with the Town, Donny Carroll served unselfishly in this capacity for the good of Wake Forest, Public Works Department, and

MEANWHILE, Donny worked diligently to bring attention to the community always with strong determination and professionalism; a familiar face to many in the Wake Forest cemetery; rich in history knowledge and background for many families.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Donny Carroll 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 in this official capacity as the Right of Way Supervisor.

BE IT FURTHER RESOLVED that this resolution be made as part of the permanent records of the Town of Wake Forest and that a copy of this resolution be presented to Donny Carroll. 17 February 2026.

ATTEST:

\_\_\_\_\_  
Ella Dowtin  
Deputy Town Clerk

\_\_\_\_\_  
Ben C. Clapsaddle  
Mayor

3.B. Resolution recognizing Randy G. Driver on their retirement from the Town of Wake Forest

**RESOLUTION OF APPRECIATION FOR  
THE SERVICES OF**

**Randy Driver**

WHEREAS Randy Driver first served as Inventory Clerk in the Finance Department when he was hired on February 22, 1990, and promoted to Purchasing Agent in August 1998 until his title changed to Purchasing Manager on June 23, 2009; and

WHEREAS Randy has directed the purchasing process, ensuring the timely and cost-effective acquisition of inventory, materials, vehicles and equipment. He has processed requisitions, purchase orders and completed all aspects of managing the Town's warehouse; and

WHEREAS Randy has served this community tirelessly in making himself available in the event of water main breaks, power outages, ice storms, hurricanes and other situations that required his assistance to provide materials and supplies or other Town staff; and

WHEREAS Randy Driver has kept a watchful eye on spending public funds by always

*following said laws, statutes and assuring the most cost-effective solution; and*

*WHEREAS, with over 36 years of service with the Town, Randy has served unselfishly in this capacity for the good of the Town of Wake Forest, making sacrifices in personal and family ties; and*

*NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Randy Driver 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 in this official capacity as the Purchasing Manager.*

*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 be presented to Randy Driver.*

*This is the 17<sup>th</sup> day of February 2026.*

ATTEST:

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*Ella Downtin  
Deputy Town Clerk*

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*Ben C. Clapsaddle  
Mayor*

3.C Resolution recognizing Jeremy R. Morris on their retirement from the Town of Wake Forest.

**RESOLUTION OF APPRECIATION FOR  
THE SERVICES OF**

**Jeremy Morris**

*WHEREAS, Jeremy Morris was hired as a Police Officer I in June of 1997 and has served as a sworn member of the Wake Forest Police Department for nearly 29 years with a retirement date of March 1, 2026; and*

*WHEREAS, Morris achieved Police Officer II in February of 2001; and*

*WHEREAS, Morris achieved Master Officer in June of 2001; and*

*WHEREAS, Morris was promoted to Police Sergeant in August of 2003; and*

*WHEREAS, Morris was promoted to Police Lieutenant in December of 2011; and*

*WHEREAS, Morris joined the agency after earning an associate degree in criminal justice*

from Wake Tech. Throughout his career, he served the agency in many capacities including patrol officer, criminal investigations detective, field training officer, evidence custodian, and tactical service member. While working full time, he earned a Bachelor of Arts degree from UNC Pembroke. Morris spent nearly half of his career supervising the criminal investigations division; and

WHEREAS, Morris 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 Lieutenant Jeremy Morris 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 Jeremy Morris.

This the 17th day of February 2026.

ATTEST:

\_\_\_\_\_  
Ben C. Clapsaddle  
Mayor

\_\_\_\_\_  
Ella Downtin  
Deputy Town Clerk

4. Public hearings / Public Comment
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4.A. Public hearing on a contiguous annexation submitted by property owners, The Villas at Wake Forest Crossing LLC, located at 12751 Wake Union Church Road and 12739 Wake Union Church Road being Wake County PINs 1831869237 and 1831868329 being approximately 2.36 acres.

Mayor Clapsaddle opened the floor for comments. None were heard. Mayor Clapsaddle declared the public hearing closed.

4.B. Public Hearing for 2026 Municipal Service District Extension.

Mayor Clapsaddle opened the floor for public hearing.

**Public Comment:**

Randy Paquette - 313 Yellow Poplar Ave – Wake Forest, NC 27587

Mary Doyle - 313 Yellow Poplar Ave – Wake Forest, NC 27587

John Walker - 813 S White Street – Wake Forest, NC 27587  
Matthew Cooper - 820 Silver Linden Ln – Wake Fores, NC 27587  
Jennifer Sweeney - 812 Silver Linden Lane – Wake Forest, NC 27587  
Brenda Sterlen - 524 Wait Avenue – Wake Forest, NC 27587  
Lisa Hargrove - 235 Sugar maple Ave – Wake Forest, NC 27587  
Abby Black – 520 South Street – Wake Forest, NC 27587  
Tripp Black – 520 South Street – Wake Forest, NC 27587  
Oliver Stevenson – 800 Old Ash Court – Wake Forest, NC 27587  
Brenda Briggs – 309 Sugar Maple Ave – Wake Forest, NC 27587  
Hector Jaguar – 825 S. Main Street – Wake Forest, NC 27587  
Margaet Watkins - 407 Belmellen Ct. – Wake Forest, NC 27587

Mayor Clapsaddle 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 Clapsaddle opened the floor for general comments.

**Public Comment:**

Tripp Black – 520 South Street – Wake Forest, NC 27587  
Daniel Hupp– 9305 Glamis Cir– Wake Forest, NC 27587  
Jennifer Amyx – 9908 Calvados Drive – Wake Forest, NC 27587  
Isabel Mattox – 3700 Glenwood Ave – Raleigh, NC 27612

Mayor Clapsaddle declared the public comments closed.

5. Consent Agenda
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*(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 Board
- 5.B Approval of a Resolution to surplus the badge and service weapon carried by Lieutenant Jeremy Morris
- 5.C Approval of a Resolution authorizing the Town Manager to execute, on behalf of the Town of Wake Forest, the construction portion of the contract for Fire Station 6.

**ACTION:**

Mover: Commissioner Wright moved to approve the Consent Agenda.

Seconder: Commissioner Shackelford

Vote: Motion carried 5-0

6. Legislative Items
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No Legislative Item presented

7. Planning Items
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7.A Consideration of a contiguous annexation submitted by property owners, The Villas at Wake Forest Crossing LLC, located at 12751 Wake Union Church Road and 12739 Wake Union Church Road being Wake County PINs 1831869237 and 1831868329 being approximately 2.36 acres.

**ACTION:**

Mover: Commissioner Wright moved to approve the contiguous annexation submitted by property owners, The Villas at Wake Forest Crossing LLC, located at 12751 Wake Union Church Road and 12739 Wake Union Church Road being Wake County PINs 1831869237 and 1831868329 being approximately 2.36 acres.

Seconder: Commissioner Shackelford

Vote: Motion carried 5-0

7.B Consideration of 2026 Municipal Service District Extension

Commissioner Wright spoke about the fee as a resident of Wake Forest. Commissioner Wright expressed his understanding of both arguments for the MSD and against MSD. Commissioner Wright suggested keeping the MSD strictly to downtown.

Commissioner Cross expressed being against making any changes to the MSD as there have been enough changes, reevaluations, and increase in the community. Commissioner Cross advised there are not enough services to justify the change in the area.

Commissioner Fatmi agreed with Commissioner Cross and extended appreciation to the residents for their public comments regarding the MSD. Commissioner Fatmi acknowledged the increase is unfair to residents on a fixed income and agrees with residents wanting additional data to be gathered. Commissioner Fatmi advised he does not support the MSD expansion.

Commissioner Sliwinski echoed that pausing the expansion should be considered. Commissioner Sliwinski asked if the expansion could be delayed to FY 27. Patrick Reidy, Development Services Manager, advised that an effective date can be set at the Board's discretion if there is notice to the Wake County tax assessor's office by April of the year it becomes effective.

**ACTION:**

Mover: Commissioner Wright moved to deny the 2026 Municipal Service District Extension.

Seconder: Commissioner Fatmi

Vote: Motion carried 5-0 (Commissioners Shackelford and Sliwinski were counted as voting "aye" pursuant to N.C.G.S. §160-75(a))

8. Administration and Financial Items
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8.A. Consideration of Approval of Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North Carolina General Statute 160A-20 (Construction of Fire Station 6).

Assistant Town Manager and CFO Aileen Staples gave an overview of the application process, retainer of the bond attorney, and the maximum amount to be borrowed of \$18M. Ms. Staples advised that the Town has been planning for the debt service fund for several years leading up to this application process. Ms. Staples opened the floor for questions, and none were heard.

**ACTION:**

Mover: Commissioner Shackelford moved to approve the Resolution Authorizing the Filing of an Application for Approval of a Financing Agreement Authorized by North Carolina General Statute 160A-20 (Construction of Fire Station 6).

Seconder: Commissioner Wright

Vote: Motion carried 5-0

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. February Tax Report  
Received.

12.C. Capital Improvement Plan Quarterly Update

12.D. Commissioners Report

Commissioner Wright advised he attended the State of the Town on February 16<sup>th</sup> and commended Mayor Clapsaddle for a job well done. Commissioner Wright advised he received positive feedback from other local officials. Commissioner Wright advised the Technology Board will meet next week and he is looking forward to that.

Commissioner Cross announced an upcoming AARP Age-Friendly Community Committee meeting, where members will review social engagement ideas discussed in the January meeting and begin discussions on transportation and outdoor spaces. Commissioner Cross Reported that committee members are planning a site visit to a large senior facility in Forsyth County to learn about expanded programming opportunities. Commissioner Cross announced her upcoming "Coffee with the Commissioner" event at the Center for Active Aging and reported that the Center for Active Aging recently gained 264 new members, indicating growing participation. Commissioner Cross participated in the Chamber of Commerce Adult Leadership Program, answering questions alongside other commissioners. Also, Commissioner Cross attended a chair exercise class at the Center for Active Aging and announced a Wake County EMS community meeting on March 9 (7:00–8:00 PM) at the Northern Regional Center to discuss changes to EMS call prioritization and encouraged community participation. Commissioner Cross advised Lilly Santucci, an intern, will be working with her over the next year.

Commissioner Fatmi recognized the start of Mardi Gras, Ash Wednesday, and Ramadan, wishing residents well during the season and encouraged residents to value time with loved ones and treat one another with kindness. Commissioner Fatmi proposed creating an Environmental Advisory Board focused on environmental issues, conservation, and sustainability initiatives. Commissioner Fatmi requested staff begin drafting an ordinance to establish the board for future discussion at a work session. The Board members expressed support for continuing discussion of the proposal.

Commissioner Sliwinski announced that Wake County and Raleigh approved funding for Wake Forest park projects, including \$3.891 million from the prepared food and beverage tax for the Wake Forest Skate Park, \$750,000 for Clarity Park Phase II, and thanked town staff, state representatives, and community partners who supported the applications. Commissioner Sliwinski provided an update on Capital Boulevard transportation planning issues, noting changes proposed by NCDOT affecting the Burlington Mills and Capital Boulevard area. The changes could make the Johnson Hyundai dealership project infeasible and the Town has one week to provide comments to NCDOT regarding the proposed change. Commissioner Sliwinski noted that closing Burlington Mills Road for 6–12 months was discussed as an alternative option. Commissioner Sliwinski shared that staff and regional partners are reviewing the issue and will provide additional information to the Board.

Commissioner Shackleford recognized the passing of Civil Rights leader Rev. Jesse Jackson and acknowledged his impact on the Civil Rights movement and presidential campaigns. Commissioner Shackleford noted his connection to North Carolina A&T State University. Commissioner Shackleford highlighted an upcoming Freedom Songs performance by Bright Star Touring Theatre scheduled for February 21st at the Alston-Massenburg Center.

Deputy Town Clerk Ella Dowtin reminded Commissioners to RSVP for the upcoming Film Festival scheduled for March 6–7.

Town Manager Kip Padgett expressed concern about ongoing Capital Boulevard transportation issues, noting the Town has already experienced lost development opportunities due to project uncertainty. Mr. Padgett advised the Hyundai dealership project had been working cooperatively with NCDOT on right-of-way agreements. The recent design changes could jeopardize that project and associated tax revenue and job growth. Mr. Padgett emphasized that the short response timeline from NCDOT is challenging and requires immediate review.

Mayor Clapsaddle recognized Black History Month and reflected on important historical events, including the 1960 Greensboro sit-ins by North Carolina A&T students, which played a key role in the civil rights movement. Mayor Clapsaddle highlighted the 1834 charter of the Wake Forest Manual Labor Institute, the institution that later became Wake Forest University. Mayor Clapsaddle invited the community to participate in upcoming events such as the Freedom Songs performance on February 21st, Ailey Young historic

marker unveiling on February 27th, and the Minority and Women's Business Expo at the Renaissance Centre on February 28th.

Mayor Clapsaddle requested a motion to enter closed session.

12.E. Closed Session: N.C.G.S 143-318.11(5)

**ACTION:**

Mover: Commissioner Shackelford moved to go into closed session at 7:43 p.m.

Seconder: Commissioner Wright

Vote: Motion carried 5-0

Reconvened at 8:38 p.m.

13. Adjournment

**ACTION:**

Mover: Commissioner Wright moved to adjourn the meeting.

Seconder: Commissioner Sliwinski

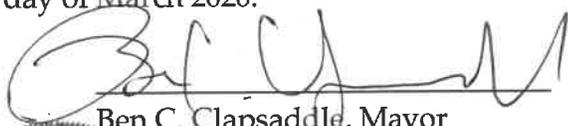
Vote: Motion carried 5-0

Mayor Clapsaddle adjourned the meeting at 8:39 pm.

Duly approved in open session this 17th day of March 2026.

(ATTEST)

  
Evelyn Wright, Town Clerk

  
Ben C. Clapsaddle, Mayor



