



Wake Forest Board of Commissioners Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, July 15, 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

Assistant Town Manager Candace Davis
Town Attorney Nathan McKinny
Town Clerk Evelyn Wright
Engineering Director Tim Watson
Police Chief Julius Jefferson
Parks, Recreation & Cultural
Resources Director Ruben Wall
Police Captain David Zick
Police Captain Brandon High
Planner I Ari Schwartz

Planner II Emma Linn
Recreation Specialist Suja Jacob
Parks and Recreation Maintenance
Manager Randy Hoyle
Recreation Center Manager Shawn
Monday
Recreation Specialist Mackenzie
Doelcheck

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. Approval of Minutes:

- June 3, 2025, Work Session
- June 17, 2025, Regular Meeting

ACTION:

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

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

3. Presentations

3.A. Resolution to Endorse the Blueprint for Safety Plan

Emma Linn, Planner II, gave an overview of the plan and the process. It is a CAMPO led project in collaboration with NCDOT's Traffic Unit. The rapid growth coincides with increased accidents on the roadways. This project began in December 2023. The goal is to achieve a 50% decrease in accident fatalities and serious injuries by 2055. The Blueprint Safety Plan is set upon three pillars: Safety Policy, Safety Culture, and Safety Projects. The pillars will guide safety traffic decisions at a regional level as well as at a local government and municipality level. Ms. Linn requested that the board commit to the regional safety initiative by endorsing the Blueprint for Safety Plan.

Mayor Jones advised that this is a good plan and looks forward to the good things that will come out of it.

ACTION:

Mover: Commissioner Wright moved to endorse the Blueprint Safety Plan.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

3.B. PROCLAMATION RECOGNIZING JULY AS PARK AND RECREATION MONTH

Mayor Jones presented Ruben Wall and the staff of Parks, Recreation and Cultural Resources Department with the Proclamation Recognizing July as Parks and Recreation Month.

4. Public hearings / Public Comment

- 4.A. Public Hearing on a contiguous annexation submitted by the property owners Wait Ave 98 LLC, located at 0 Wait Avenue, being Wake County PIN 1850-08- 1417 being approximately 2.58 acres.

Mayor Jones opened the floor for public comments. No comments 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

David Bissette – 230 S. Main Street – Wake Forest, NC 27587

Janice Davis – 1009 Lightfoot 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 Board

5.B. ~~Approval of Wake Forest code of ordinance. Final step in recodification~~

Citizen Janice Davis requested item 5B to be removed.

5.C. Approval of the Amended Personnel Policies & Procedures

Mayor advised that item 5B will be moved to section 6 Legislative Items. Commissioner Shackelford moved to remove 5B from the Consent Agenda and Commissioner Sliwinski seconded.

ACTION:

Mover: Commissioner Sliwinski moved to approve the Consent Agenda items 5A and 5C.

Second: Commissioner Shackelford

Vote: Motion carried 5-0

6. Legislative Items

6.A. Approval of Wake Forest code of ordinance. Final step in recodification.

Citizen Janice Davis presented various grievances with the Code of Ordinances advising that the community should take part in what goes into the Code of Ordinances. Mayor Jones clarified that item 5B was not a change to any specific ordinance but a recodification of the Code of Ordinance as it already exists.

ACTION:

Mover: Commissioner Shackelford moved to approve the Wake Forest code of ordinance.
Final step in recodification.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

Commissioner Cross clarified that ordinances can be addressed at a later date and that the agenda item does not address individual ordinances. Mayor Jones confirmed that ordinances can be addressed at any time, however, the current agenda item is only for the recodification of the existing ordinances.

7. Planning Items

**7.A. Consideration of a contiguous annexation submitted by the property owners
Wait Ave 98 LLC, located at 0 Wait Avenue, being Wake County PIN 1850-08-**

1417 being approximately 2.58 acres.

Commissioner Cross asked for clarification as to the reason for the annexation. Town Attorney Nathan McKinney advised that the application does not require a reason for the annexation. Commissioner Crossed inquired about an established plan for the subject property of the annexation. Planner I, Ari Schwartz, advised there is a three-story medical office with retail on the first floor planned for the property. Commissioner Cross inquired further about the process of the approval and whether the property had been rezoned. Planner Schwartz advised the annexation was a part of an approved master plan and did not require additional approval or rezoning. Town Attorney McKinney reiterated that the application is only for annexation and not rezoning.

ACTION:

Mover: Commissioner Sliwinski

Seconder: Commissioner Shackelford

Vote: Motion carried 5-0

8. Administration and Financial Items

- 8.A. Approval to exchange Town owned 0.8 acres (PIN 1841318743) valued at \$670,000 for 1.0081 acres (portion of PINs 184111585 and 1841319403, PINs 1841318377 and 1841318341) valued at \$790,000 currently owned by Southeastern Baptist Theological Seminary as outlined in 160A-271.

Assistant Town Manager Candace Davis gave an overview of the property exchange between the Town of Wake Forest and the Southeastern Baptist Theological Seminary. ATM Davis advised notice was posted and there have been no calls, questions, or complaints received. ATM Davis advised there is no plan to change how the property is currently being used. ATM Davis introduced Ryan Hutchinson, Executive Vice President of Southeastern Baptist Theological Seminary, to give an overview of the benefit of the land exchange. Mr. Hutchinson confirmed that there is currently no plan to change the current use of the land.

Commissioner Sliwinski inquired about the land located closest to Holding Park regarding improvements being made to the land being acquired and the requirement for any future changes to go before the Board of Commissioners. ATM Davis confirmed any plans for improvement to the land would have to go before the Board of Commissioners. Commissioner Sliwinski confirmed that, for now, the land will continue to be used for parking but under the ownership of the Town of Wake Forest. ATM Davis confirmed.

ACTION:

Mover: Commissioner Sliwinski

Second: Commissioner Shackelford

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. Town of Wake Forest July Tax Report

12.C. Commissioner Reports

Commissioner Sliwinski advised he attended a Fungo game and had a great time with the Parks Recreation and Cultural Resources Advisory Board. The Parks, Recreation, and Cultural Resources Advisory Board was brought out onto the field and acknowledged for their contribution to the community. Commissioner Sliwinski invited everyone to the movie night on July 19th showing "Mufasa, The Lion King" and hosting a meet and greet with new Police Chief Jefferson.

Commissioner Clapsaddle thanked Parks, Recreation and Cultural Resources for their contributions. Commissioner Clapsaddle asked everyone to be safe in the heat, especially Public Works staff and engineers. Commissioner Clapsaddle acknowledged and thanked Deloris Riggins, Stephanie Brown, and Kent Howard for their work as they are leaving Downtown Development. Commissioner Clapsaddle invited everyone to attend the next flag raising on August 4th.

Commissioner Cross advised she attended the Memorial Flag Raising for two brothers

and it was a moving event. Also, Commissioner Cross attended the reception at the Wake Forest Center for Active Aging for the new director, Thomasina Colbert, and is looking forward to seeing the WFCOA continue their activities.

Commissioner Shackleford had no report.

Commissioner Wright advised he attended FNOW, which was a great event and well attended.

Mayor Jones advised she is proud of the downtown staff as they were re-accredited by Main Street and repeatedly heard about the great work that the downtown staff does. Mayor Jones expressed appreciation for all that they do to make downtown great. Mayor Jones also advised there is going to be a youth art show held at the General Assembly on July 29th. The artwork will come from the Boys and Girls Club. The winners of the art show will be announced on July 30th and Izzy Daniels from PBS will be a guest judge. The winners will have their artwork displayed in the offices of Representative Sarah Crawford and Senator Terrance Everett for one year. Mayor Jones advised the Fireworks Spectacular was spectacular and extended appreciation to staff for their hard work and to Greg Winters with Keynote Mountain for the video of the event. Mayor Jones thanked ATM Candace Davis and staff for all of their hard work with setting up the Wake Forest Center for Active Aging.

13. Adjournment

Mayor Jones adjourned the meeting at 6:40 pm.

ACTION:

Mover: Commissioner Sliwinski

Seconder: Commissioner Shackleford


Vote: Motion carried 5-0

Duly approved in open session this 14th day of August 2025.

(ATTEST)


Evelyn Wright, Town Clerk




Vivian A. Jones, Mayor