



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Thursday, December 2, 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.

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

Commissioners Absent: None

Staff Members Present:

Assistant Town Manager Allison Snyder
Assistant Town Manager Candace Davis
Assistant Town Manager Aileen Staples
Town Attorney Nathan McKinney
Police Chief Julius Jefferson
Police Captain Brandon High
Police Captain Matt Perkinson

Finance Director Samantha Sanchez
Financial Analyst Katie Riedl
Planning Director Jennifer Currin
Budget and Performance Director
Michelle Daniels
Senior Planner Michelle Michael
Battalion Chief Jeremey Blake

Presentations

- 1.1 Presentation of Fiscal Year ended June 30, 2025, Annual Comprehensive Financial Report.

Finance Director Samantha Sanchez introduced Scott Anderson, of Cherry Bekaert LLP, to present on the financial report for the year end June 30, 2025. Ms. Sanchez extended appreciation to Katie Riedl, Financial Analyst, for her hard work during the audit and advised that the Town had an excellent financial year. Mr. Anderson gave an overview of the external auditor's role and results, required communications, and summarized the financial performance of the Town for fiscal year 2024-2025. Mr. Anderson advised

the Town received an unmodified clean opinion, which is the highest opinion that can be obtained, the internal controls had no findings, and one uncorrected misstatement on a note receivable related to fund statements. Mr. Anderson advised the Single Audit Opinion is incomplete due to the delay of OMB issuing the Compliance Supplement, which came in on November 26, 2025. The Single Audit is anticipated to be issued before the end of the calendar year. Mr. Anderson gave an overview of Governmental Accounting Standards Board (GASB) Statement 101 and 102, highlighting changes and requirements and, also, reviewed the 2025 financial highlights for the Town. Ms. Sanchez wrapped up by advising there is anticipation of one Financial Performance Indicator of Concern (FPIC) and the next steps, to include completing the Single Audit to OMB. Ms. Sanchez advised Finance will be issuing a condensed version of the financial report known as the "Form 10-Q" for the citizens that will be accessible on the Town's website.

1.2 Municipal Fee Comparison

Planning Director Jennifer Currin presented to the Board the findings of the research on various municipal impact fees throughout the county, which includes Apex, Holly Springs, Knightdale, and Raleigh. Ms. Currin reviewed the residential fee comparison and the nonresidential fee comparison.

Commissioner Cross inquired about why the fire facility fee exists. Ms. Currin advised that legislation allows the fee and gave the example of the fee being used to cover fire station construction. Mayor Jones chimed in to advise the legislature has to grant permission to have such a fee and that the Town was fortunate to have leaders that requested it in the 1980's.

2. Discussion of Monthly Financial Report

2.1 Discussion of October Financial Summaries

Monthly Financial Report Received.

Mayor Jones asked if there were any questions or comments. None were heard.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda for BOC Regular Meeting December 16, 2025

Mayor Jones asked if there were any questions or comments.

Commissioner Cross requested clarity on the EMPA Interlocal Agreement. Assistant Town Manager Allison Snyder explained the Town has been working with Wake County to send Town employees to get an Executive MPA degree in a partnership with Eastern Carolina University (ECU). The EMPA Interlocal Agreement is how the Town would repay for those degrees, which Wake County will pay upfront, and the Town employees would commit to remain with the Town for a set number of years after obtaining the EMPA.

4. Other Business

None.

5. Commissioner Reports

5.1 Commissioner Wright advised no report.

Commissioner Shackelford advised there are great community events held throughout the year, highlighting this year's "Goblet 5K Run," which benefits the Boys and Girls Club. Also, Commissioner Shackelford advised the Community Christmas Party was a wonderful event.

Commissioner Cross advised she also attended the "Goblet 5K Run" with her family, which was fantastic, and there were over 2900 registered runners and an unknown number of dogs that participated. Commissioner Cross attended the Community Christmas Party, which was wonderful. Commissioner Cross attended "Tea for the Soul" at WakeMed, which is an event where the chaplains invite elected officials into the hospital and allow you to tour the hospital with a cart that contains treats in ICU.

Commissioner Clapsaddle congratulated the Finance Department on a job well done. Commissioner advised there are many upcoming events including the tree lighting on Friday and the Celtic Angels will be in town. Commissioner Clapsaddle asked everyone to be safe during the holidays and remember to check on those that may be having a dark time during the holidays.

Commissioner Sliwinski advised no report.

Mayor Jones advised she attended the Friendship Chapel service and Memorial Unveiling last Sunday and it is important to the community. Mayor Jones extended appreciation to the Historic District and to Michelle Michael, Senior Planner- Historic Preservation, for all their hard work. Mayor Jones advised that she attended her final GoTriangle meeting last week, she has enjoyed working with them, and she extended appreciation to GoTriangle for taking over the WRX bus.

Assistant Town Manager Allison Snyder advised the Budget and Performance Department has provided printed version of the CIP Update, which will be made available to the public by close of business tomorrow for review prior to the Public Hearing at the next meeting.

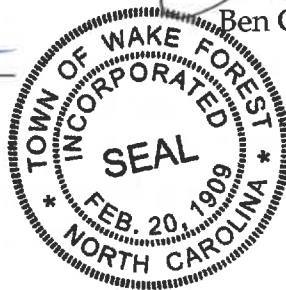
6. Adjournment

The Board of Commissioners adjourned the meeting at 6:35 p.m.

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

(ATTEST)


Evelyn Wright, Town Clerk




Ben C. Clapsaddle, Mayor