



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, July 1, 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 Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackelford, Commissioner Nick Sliwinski, and Commissioner Adam Wright.

Commissioners Absent: None.

Staff Members Present:

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Aileen Staples
Assistant Town Manager Allison Snyder
Town Attorney Nathan McKinny
Town Clerk Evelyn Wright
Engineering Director Tim Watson
Planning Director Jennifer Currin
Projects and Programs Manager Kari Grace

Renaissance Centre Director Debbie Dunn
Human Resources Director Angela McCray
Police Captain Brandon High
Police Captain Matt Perkinson
Economic Development Director Jason Cannon

Presentations

- 1.1 Swearing in of Police Chief Julius Jefferson by the Honorable Rashad Hauter.
- 1.2 Approval to schedule the public notice stating the Town of Wake Forest is exchanging 0.8 acres (PIN 1841318743) valued at \$670,000 for 1.0081 acres (portion of PINs 1841411585 and 1841319403, PINs 1841318377 and 1841318341) valued at \$790,000 currently owned by Southeastern Baptist Theological Seminary.

Town Assistant Manager Allison Snyder gave an overview of the property exchange.

Mayor Jones asked if there were any questions. No questions were heard.

ACTION:

Motion to approve the scheduling of public notice.

1st- Commissioner Wright

2nd Commissioner Sliwinski

Vote: Motion carried 5-0

1.3 Presentation of Wake Forest recodification project- Final Update.

Assistant Town Manager Allison Snyder gave a high-level overview of the project timeline and two types of updates covered by the recodification. Ms. Snyder explains what the recodification is and what the project covers. Ms. Snyder advised, the project provides clarity and context but is not changing the code. Ms. Snyder explained the legal analysis and the edits provided in summary. Ms. Snyder advised that gender has been removed throughout the document and the chapter titles have been organized in alphabetical order. Chapter 25: Public Art has been retitled "Civic and Cultural Affairs." Ms. Snyder explained the 11 updates to practice changes. Chapter 6 removes references to roominghouses, boarding houses, bed and breakfast inn, and other buildings section. It will only be in the UDO. There is added clarification for failure to comply with order. Chapter 14 added prohibition of activities. Clarification of prohibition of amplified sound beyond a certain height has been added. Ms. Snyder advised that future updates will be forthcoming as the information becomes available. Chapter 14 has edits to Stormwater utilities to meet current practices. Chapter 16 clarifies fire prevention code references and open burning. Chapter 20 provides clarity for explosives and fireworks. Chapter 30 provides clarity for parking signage and small edits regarding the schedule for roads. Chapter 34 has true process changes. The Urban Forestry Board is being removed from the Code of Ordinances; however, it will be reclassified as a voluntary board. Tree City USA will continue with the requirement that it will have Urban Forestry staff. Ms. Snyder advised of the next procedural steps.

Commissioner Cross asked for clarity for the Urban Forestry Board requirements. Ms. Snyder advised the board is being removed from the Code of Ordinances due to the requirements and to the inability to meet them, however, it will continue as a voluntary board and present no differently to the public. Commissioner Cross confirmed that the Urban Forestry Department will still be involved. Ms. Snyder confirmed in the affirmative.

Mayor Jones asked if there were any other questions or comments. No questions were heard.

1.4 Presentation of Contract with Blue Strike Environmental to Develop a Sustainability Plan.

Projects and Programs Manager Kari Grace gave an overview of the process to obtain a contract for the development of a sustainability plan. The staff issued a request for qualifications to interested firms which yielded 14 responses. The responses underwent a multi-step review by the staff selection team and Blue Strike Environmental was chosen. Blue Strike Environmental has presented a scope of work, a 16-month timeline, and a proposed budget of \$160,510.00. The staff has determined proposed budget submitted by Blue Strike Environmental is in line with the budget and will not require additional approval from the Board. Ms. Grace advised the project is moving into the next phase of development.

Mayor Jones asked if there were any other questions or comments. No questions were heard.

1.5 Presentation of the Amended Personnel Policies & Procedures

Director of Human Resources, Angela McCray, presented an overview of the amendments to the Policies and Procedures. The sections moved from nine sections to 15 sections for ease of use and clarity of the Policy. "Workplace Etiquette Guideline" is a new section added to the Policy. Section 10 has a realignment under "Leaves of Absences" and provides more clarity. The "Reasonable Accommodation" section has been expanded and the "Outside Employment" form has been updated. Voting leave and police pension language have been removed. Compensation Philosophy is a new section added to provide a breakdown and better understanding of the process associated with compensation. Ms. McCray advised the Policy updates will occur every two years in collaboration with the legal department.

Mayor Jones asked if employees have provided feedback on the policy changes. Ms. McCray advised that the draft was released to department Directors. Employees will receive the updates and have an opportunity to give feedback at the Q&A session to be held in the month of August.

Mayor Jones asked if there were any other questions or comments. No questions were heard.

2. Discussion of Monthly Financial Report

2.1 Discussion of May Monthly Financial Summaries

Monthly Financial Report Received.

Mayor Jones asked if there were any questions or comments. No questions were heard.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda for BOC Regular Meeting July 15, 2025

Town Manager Kip Padgett advised 8B needs to be added for the Personnel Policy.

Mayor Jones asked if there were any questions or comments. No questions were heard.

4. Commissioner Reports

4.1 Commissioner Reports:

Commissioner Wright advised the State of the Chamber event was a wonderful event and they did a great job. Commissioner Wright advised of the fireworks for July 3rd on Thursday night and that he will be hosting FNOW next Friday.

Commissioner Shackleford had no report.

Commissioner Cross mentioned the Memorial Flag raising on July 7th. Commissioner Cross extended congratulations to Juan Garcia for graduating from the UNC School of Government's nationally acclaimed Certified Government Chief Information Officer program. Commissioner Cross also congratulated Officer C. Craig for being named the 2025 Crisis Intervention Team Officer of the Year.

Commissioner Clapsaddle wished everyone a Happy 4th of July.

Commissioner Sliwinski had no report.

Mayor Jones advised the Juneteenth event was great. Mayor Jones advised that she attended the SING social, commended the group on the great work that they do, and advised that they are always doing work on behalf of seniors. Mayor Jones attended Imagine Wake, a home builder association that she works with that includes elected officials and businessmen, that was formed to discuss housing issues, what is happening in Wake County, and how it can be improved. The meeting that Mayor Jones attended was regarding housing affordability. Mayor Jones advised there was some interesting information discussed; the average wage could accommodate the average house price, average buyer age has changed, and the security deposit for low-income renters is a big cost which prevents the ability to rent or causing homelessness. Also, Mayor Jones advised the current average household is a family of 1. Mayor Jones advised she met with Planning Director Jennifer Currin and District 5 Department of Transportation Engineer Becca Gallis for an update on the Wake Forest projects. Mayor Jones advised the Roger Road grade separation has been delayed, again, and its due to funding uncertainty with federal grants. Mayor Jones advised there are only two weeks left of Fungo games and invited everyone to come out for a game.

Town Manager Kip Padgett confirmed that all Commissioners have received their parking passes and advised that closed session will be downstairs in Meeting Room A/B.

5. Other Business

5.1 Closed Session: NCGS 143-318.11(5)

ACTION:

Motion to go into closed session.

1st- Commissioner Wright

2nd Commissioner Sliwinski

Vote: Motion carried 5-0

The Board of Commissioners entered closed session at 6:46 p.m.

Reconvened at 7:50 p.m.

6. Adjournment

ACTION:

Motion to Adjourn

1st- Commissioner- Commissioner Sliwinski

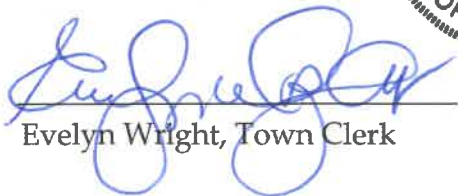
2nd Commissioner- Commissioner Wright

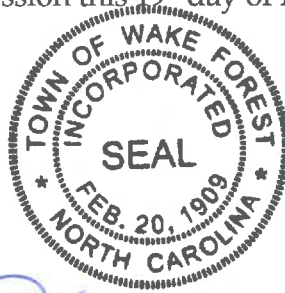
Vote: Motion carried 5-0


The Board of Commissioners adjourned the meeting at 7:50 p.m.

Duly approved in open session this 19th day of August 2025.

(ATTEST)


Evelyn Wright, Town Clerk




Vivian A. Jones, Mayor