



## Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, June 3, 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  
Finance Director Sam Sanchez  
Engineering Director Tim Watson  
Planning Director Jennifer Currin  
Fire Chief Ron Early  
Renaissance Centre Director Debbie Dunn  
Budget/Performance Analyst Benjamin Blevins  
Public Works Director Tim Bailey  
Inspections & Facilities Director JJ Carr  
Electric Utility Director Chris Terrell

Human Resources Director Angela McCray  
Safety and Risk Manager Benjamin Naprstek  
Communications & Public Affairs Director Bill Crabtree  
Interim Police Chief Julius Jefferson  
Police Captain Brandon High  
Police Captain Matt Perkinson  
Director of Downtown Development Jennifer Herbert  
Facility Director Mickey Rochelle  
Parks, Recreation & Cultural Resources Director Ruben Wall  
Budget and Performance Manager Michelle Daniels  
Chief Information Officer Adam Oates  
Economic Development Director Jason Cannon

Mayor Jones advised that the Commissioners Report will go before the closed session on tonight's meeting agenda.

## Presentations

### 1.1. Discussion of the FY 2025-2026 Proposed Annual Operating Budget

Budget and Performance Manager, Michelle Daniels, presented an overview of the FY 26 Budget. The presentation covered the General Fund, Electric Fund, Stormwater Utility Fund, and the All Funds Summary.

Ms. Daniels advised the General Fund is approaching \$94M, which is 5% above the current fiscal year's amended budget due primarily to new positions and inflation. The tax base has increased, however, there has been no change to the Town of Wake Forest's tax rate. Fiscal year 2025's sales tax rate is above what was anticipated for the FY 25. The Town took a conservative approach for FY 26 and budgeted 2.5% above the FY 25 projected end sales tax rate.

Ms. Daniels provided an overview of the 18 new positions budgeted for in FY 26 and the effect on the overall budget. Ms. Daniels advised that the budget has maintained stability throughout the years. The Electric Fund will have a three percent increase and a monthly impact of \$3.30 to users. The increase reflects the Board's adopted policy in 2023 to have incremental increases opposed to larger increases for the Electric Fund. An additional cost of service and rate study has been budgeted for in FY 26.

Ms. Daniels advised that FY 25 was the first year of the Stormwater Utility Fund and there will be no change to the fee. There will be a surplus for the first year. In order to set aside funds for future improvement, the establishment of a capital reserve fund to capture some of the expenses will be presented on the next agenda.

Ms. Daniels provided, in sum, there is no change to the property tax rate, no change to the Downtown Municipal Service District tax rate, no change to the stormwater fee, no change to vehicle fee, minor adjustments to the overall fee schedule, a \$1 increase to the residential solid waste fee, and an adjusted rate of 3% to the electric rate.

Ms. Daniels advised that there are 472 authorized positions that have been budgeted for in FY 26. There has been no increase to the health insurance premiums and there are annual increases to retirement. The major impact to the FY 26 budget is the addition of the Wake Forest Center for Active Aging, 18 new positions, NC Retirement Employer Contribution rate increases, debt service fund, capital funding plan, and the increase to the appropriated fund balance for one-time capital items.

Ms. Daniels advised on the future impact to the budget and opened the floor for any questions or discussion related to the FY 26 budget.

Commissioner Cross asked if the Electric Fund 3% increase is indicative of what is happening across all the different electric companies. Ms. Daniels advised it varies based on philosophy in other jurisdictions; some companies provide incremental increases, and some companies make larger increases with their budget cycles. Commissioner Cross inquired about the end goal of the increase. Ms. Daniels advised the rate studies determine the need for increases over the years.

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

1.2 Presentation on Presentation of a contract with Engineered Construction to remodel the Town Hall Annex (formerly CID Building) Renovation Project for \$597,500.00.

Facilities Director Mickey Rochelle presented an overview on the remodel of the third floor of Town Hall. Mr. Rochelle corrected the dollar amount of the presented contract to reflect a lesser cost.

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

1.3 Social District Update

Downtown Development Director Jennifer Herbert shared the video for Social District and advised that the Social District will kick off Thursday at 12 p.m. and all signage will be in place by Wednesday. Ms. Herbert advised the Town is officially registered with the ABC Commission and presented an example of the signs to be posted for the Social District. If there are no poles present for signage, sidewalk vinyl will be utilized. Ms. Herbert unveiled the Social District cup stickers that will be utilized by establishments once they register and meet various requirements to participate in the Social District. Ms. Herbert reiterated that alcohol on Town Hall's campus is prohibited and there will be signage to enforce the same. Ms. Herbert provided a list of businesses currently signed up for the Social District. Also, Ms. Herbert provided a list of businesses that will not allow alcohol into their establishment. Ms. Herbert advised that all ABC businesses were required to meet with her for an opportunity to ask questions and be educated on the Social District. For those unable to attend, Ms. Herbert provided an email of the presentation to them. Pocket brochures were created and provided to businesses for distribution that lists the Social District rules. Ms. Herbert advised there is a website

that will also share all the Social District information and disseminate any updates. Ms. Herbert advised that FNOW has vendors serving alcohol under a special event permit and will need to adhere to the event footprint. If a patron enters a business with alcohol from FNOW, they will be presented with a Social District cup in order to exit with alcohol.

Commissioner Cross asked if there is data being collected to determine a cost versus benefit analysis. Ms. Herbert advised that it is something she intends to do, although it is difficult to get the information from participants. Commissioner Cross also advised it may be beneficial to get a gauge of the experience of the businesses that have opted not to participate in the Social District. Commissioner Clapsaddle chimed in advising the Chamber may be able to assist with feedback.

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.

## **3. Review of Draft Agenda for Upcoming Regular Meeting**

### **3.1 Draft Agenda for BOC Regular Meeting June 17, 2025**

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

## **4. Other Business**

### **4.1 Approval of a Resolution for Scope and Fee for On-Call Services with Exult Engineering**

Engineering Director Tim Watson requested approval to go into contract with Exult Engineering to complete the preliminary design and cost estimate for the extension of Ligon Mills Road to review topography and determine where the road will go. Mr. Watson also advised it would allow the Town to start working with NCDOT and other partners to get the revenue needed to complete the road.

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

**ACTION:**

Motion to Approve a Resolution for Scope and Fee for On-Call Services with Exult Engineering

1<sup>st</sup> Commissioner- Commissioner Wright

2<sup>nd</sup> Commissioner- Commissioner Sliwinski

Vote: Motion carried 5-0

**4.2 Approval of a Resolution Petitioning the North Carolina General Assembly to Take Immediate Action to Address Critical Transportation Issues on US 1 (Capital Boulevard)**

Town Manager Kip Padgett gave an overview of the resolution and invited Planning Director Jennifer Currin to give an update from her meeting with the NCDOT District Engineer where the projection for Capital Boulevard was discussed. Ms. Currin advised that she met Becca Gallass, the Division 5 Engineer, and gave an overview of the U-5307 updates. Ms. Currin advised that the STIP has been updated and is slated to go before the Board of Transportation in July 2025 and then before the Highway Administration in the Fall of 2025. Ms. Gallas advised Ms. Currin that this is a priority project for NCDOT. Ms. Currin reviewed the updated timeline for the project and advised the U-5307 will remain on the STIP until the project is paid off.

Commissioner Sliwinski asked for clarity that the STIP is based on an all lanes tolled road as it currently exists. Ms. Currin confirmed, however, if the project is not approved by the Legislature, the STIP would have to go through another amendment process. Also, Ms. Currin advised, if the STIP has to undergo another amendment process, the timeline may change.

Commissioner Wright asked for clarity regarding guaranteed funds for the project. Ms. Currin advised that there are no earmarked funds for the project and that the timeline may or may not change based on funding.

Commissioner Sliwinski requested clarity regarding delays once the phasing of the project has begun. Ms. Currin advised potential delays could arise once the project has begun, however, once the right of way acquisitions commence it is unlikely that the timeline would be pushed back.

Commissioner Wright advised the resolution is not requesting the US 1 be made into a tolling road, rather, it is requesting that the State finally take action on a project that has been delayed for over ten years. Commissioner Wright advised the delays are unacceptable and this affects the quality of life, safety, and commute times for residents. The resolution is requesting that the General Assembly fund the project by any means necessary. The Town cannot wait another decade to complete this project. Commissioner Wright expressed explicit support for the resolution.

Commissioner Clapsaddle thanked Ms. Currin for the update.

Town Manager Kip Padgett read the resolution into the record.

**RESOLUTION 2025-XXX**

**A RESOLUTION PETITIONING THE NORTH CAROLINA GENERAL ASSEMBLY TO TAKE IMMEDIATE ACTION TO ADDRESS CRITICAL TRANSPORTATION ISSUES ON U.S. 1 (CAPITAL BOULEVARD)**

*WHEREAS, U.S. Highway 1 (US 1) is one of the oldest and most significant transportation corridors on the East Coast, stretching from Key West, Florida, to Fort Kent, Maine; and*

*WHEREAS, US 1 remains an essential artery for regional mobility and necessary for economic prosperity, particularly within the Research Triangle area; and*

*WHEREAS, the State of North Carolina has acknowledged the strategic importance of the US 1 corridor—specifically between I-540 in Raleigh and Purnell Road in Wake Forest—by including it in the State Transportation Improvement Plan (STIP) as Project U-5307 since 2012; and*

*WHEREAS, the US 1 Council of Planning was formed in 2006 to prioritize the corridor; and*

*WHEREAS, the 2012 STIP projected a 2018 start year and an estimated \$93 million cost of construction; and*

*WHEREAS the 2016 STIP projected a 2021 start year and an estimated \$269 million cost of construction; and*

*WHEREAS, in 2018, the estimated cost of construction was \$581 million, with project completion anticipated by or before the date of this Resolution; and*

*WHEREAS, shifting funding priorities by the North Carolina Department of Transportation's (NCDOT) STIP scoring system have led to repeated delays; and*

*WHEREAS, in June of 2023, NCDOT informed the Town of Wake Forest that funds were reallocated from US 1 to address cost overruns in another project located in Fayetteville, NC; and*

*WHEREAS, these delays have escalated the project cost to \$1.34 billion in 2024 dollars and counting; and*

*WHEREAS, construction for the Wake Forest segments is now scheduled for the mid-2030s, with funding still not guaranteed despite ever-increasing traffic volume and congestion; and*

*WHEREAS, US 1 is critical for commuter and economic access between Wake Forest and counties to the north; and*

*WHEREAS, Wake Forest is at a competitive disadvantage in terms of highway infrastructure compared to other municipalities in Wake County and the surrounding region; and*

*WHEREAS, this disadvantage is evident in stalled economic development projects along US 1 due to uncertainty about road access and improvement timelines; and*

*WHEREAS, a Transportation Impact Analysis (TIA) conducted in December 2015 for a residential development on Burlington Mills Road recommended a Reduced Conflict Intersection (RCI) at the intersection with US 1 to prevent future congestion; and*

*WHEREAS, although developer-funded improvements are common along US 1, NCDOT did not require construction of the recommended RCI, citing the anticipated start of the US 1 project "within the next couple of years"; and*

*WHEREAS, 10 years later, construction has still not begun, and this intersection remains a significant bottleneck with frequent, extended traffic backups; and*

*WHEREAS, this delay has limited Wake Forest's ability to expand its commercial tax base and attract jobs along US 1 which is one of the only commercial corridors in Wake Forest; and*

*WHEREAS, Representative Mike Schietzelt emphasized at the May 21, 2025, session of the North Carolina House of Representatives that "US 1 is part of early American history...during wartime and in peacetime and it still remains a critical corridor"; and*

*WHEREAS, Majority Caucus Chair Representative Matt Winslow stated at the same meeting that "US 1 is a major artery...and...the only road leaving out of Raleigh"; and*

*WHEREAS, tolling the corridor was considered and concern was expressed from local and state officials concerning imposing such costs on residents; and*

*WHEREAS, the Capital Area Metropolitan Planning Organization (CAMPO) at their May 21, 2025, meeting passed a resolution authorizing the use of toll funding or other alternative delivery methods to deliver the improvements to the US 1 corridor; and*

*WHEREAS, the North Carolina House of Representatives passed an amendment to the proposed state budget prohibiting the use of public funds for tolling the segment of US 1 between I-540 and Purnell Road; and*

*WHEREAS, the withdrawal of funding and indefinite project timeline has harmed businesses, residents, and landowners in Wake Forest and surrounding counties; and*

*WHEREAS, this uncertainty has effectively blocked private development, creating a situation akin to a regulatory "taking"; and*

*WHEREAS, NCDOT's failure to require developer-funded improvements at the Burlington Mills Road intersection has directly contributed to severe congestion in that area; and*

*WHEREAS, the intolerable traffic conditions on this corridor now threaten the economic competitiveness, public safety, and quality of life for the Town and the region, stalling private*

*development, choking commerce, and placing an unfair – and already years-long – burden on residents and businesses; and*

**WHEREAS**, US 1 is a state-maintained roadway, and the state's failure to act has put Wake Forest at an economic and transportation disadvantage.

**NOW THEREFORE BE IT RESOLVED**, that the Wake Forest Board of Commissioners:

- *Request the State of North Carolina immediately prioritize and fully fund the construction of the US 1 improvements through a direct appropriation, a statewide transportation bond, or other means, with a firm commitment to begin construction no later than the Spring of 2027 and completion by Spring 2033, as outlined in the most recent corridor analysis.*
- *Further request, in the absence of full project funding or completion by 2033, the NCDOT immediately be directed to design and construct critical safety and congestion improvements at the Burlington Mills Road and U.S. 1 intersection, with completion by Spring 2027, to address the most acute hazards and bottlenecks.*
- *Directs the Town Clerk to transmit this Resolution to the Governor of North Carolina, the President Pro Tem of the North Carolina Senate, the Speaker of the North Carolina House of Representatives, Members of the North Carolina General Assembly representing Wake Forest, the Secretary of Transportation, and the Executive Director of the Capital Area Metropolitan Planning Organization, and to make the Board's position known in all relevant public forums.*

*Duly adopted this 3rd Day of June 2025.*

**ACTION:**

Motion to Approve of a Resolution Petitioning the North Carolina General Assembly to Take Immediate Action to Address Critical Transportation Issues on US 1 (Capital Boulevard).

1<sup>st</sup>- Commissioner- Commissioner Sliwinski

2<sup>nd</sup> Commissioner- Commissioner Wright

Vote: Motion carried 5-0

4.3 Closed Session: NCGS 143-318.11(5) -To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease

**ACTION:**

Motion to go into Closed Session



1<sup>st</sup>- Commissioner- Commissioner Wright  
2<sup>nd</sup> Commissioner- Commissioner Sliwinski  
Vote: Motion carried 5-0 at 7:21 p.m.

Reconvened at 7:48 p.m.

## **5. Commissioner Reports**

Commissioner Wright advised he will be participating in the National Trails Day 5k this weekend. Commissioner Wright announced FNOW next Friday. There was a technology board meeting, but a quorum was not present to conduct business.

Commissioner Shackleford advised he will be behind Commissioner Wright at the National Trails Day 5k run. Commissioner Shackleford thanked Parks and Recreation for a wonder Six Sundays in Spring season.

Commissioner Cross attended the flag raising for Edgar Paul Garrison and announced the July 7<sup>th</sup> flag raising.

Commissioner Clapsaddle advised he will be participating in the Rotary Club's Cars and Carnivores event. Commissioner Clapsaddle thanked the staff for their work on the budget. Commissioner Clapsaddle acknowledged Pride Month and Juneteenth for the month of June. Commissioner Clapsaddle also recognized June as PTSD Awareness Month advising that we lose 22 veterans everyday due to suicide. Commissioner Clapsaddle encouraged people to call 988 if they need assistance.

Commissioner Sliwinski advised he will be at National Trails Day 5k on Saturday. Commissioner Sliwinski commended Parks and Maintenance on a great job with setup and take down of the event. Commissioner Sliwinski also commended the advisory boards on a fantastic job. Commissioner Sliwinski enjoyed attending the event at the Wake Forest Center for Active Aging last week. Commissioner Sliwinski attended the Central Pines Regional Council meeting and led a discussion on microtransit and commended Brad and Emma for the work that they do.

Mayor Jones advised she was invited to the Wake Forest High School Awards Day program and enjoyed attending the event. Mayor Jones invited everyone to a Fungo

event as she will be attending a game after the Board meeting. Mayor Jones attended the Pitch Competition for Entrepreneurs stemming from the Founders Accelerator Program, which Wake Forest Business and Industry Partners is one of the partners. It was a great event. Mayor Jones thanked the partners for helping small businesses grow and expand. Mayor Jones advised she attended the North Carolina by Train Celebration, which is an event done by NCDOT where they invite Amtrak, North Carolina Railroad, CSX, and Southern Railroad representatives to celebrate great partnership. They were celebrating 30 years of service on the Piedmont from Raleigh to Charlotte. They have been successful in recovering ridership after COVID and expanding their ridership significantly. They had over 720,000 riders of the Piedmont in 2024. Mayor Jones is excited that Wake Forest will be a part of that partnership in the near future.

Mayor Jones advised that this year's Six Sundays in Spring was the largest season, yet. Mayor Jones advised the Durham Mayor, Leo Williams, was in attendance and very impressed with the event on Sunday.

## 6. Adjournment

### ACTION:

Motion to Adjourn

1<sup>st</sup>- Commissioner- Commissioner Wright

2<sup>nd</sup> Commissioner- Commissioner Sliwinski

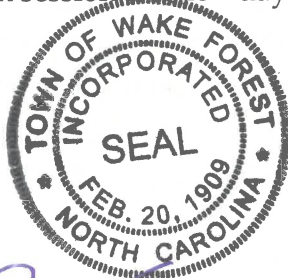
Vote: Motion carried 5-0

The Board of Commissioners adjourned the meeting at 7:48 p.m.

Duly approved in open session this 15<sup>th</sup> day of July 2025.

(ATTEST)

  
Evelyn Wright, Town Clerk



  
Vivian A. Jones, Mayor