



Wake Forest Board of Commissioners Work Session Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, August 5, 2025**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Pro Tem Shackleford called the meeting to order at 6:00 p.m.

Commissioners Present: Commissioner Ben Clapsaddle, Commissioner Faith Cross, Commissioner Keith Shackleford (Mayor Pro Tem), 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 Allison Snyder
Town Attorney Nathan McKinney
Town Clerk Evelyn Wright
Engineering Director Tim Watson
Planning Director Jennifer Currin
Police Chief Julius Jefferson
Fire Chief Ron Early

Renaissance Centre Director Debbie Dunn
Planner II Emma Linn
Senior Civil Engineer Emily Hennessy
Long Range Planning Manager Brad West
Police Captain Brandon High
Police Captain Matt Perkinson
Economic Development Director Jason Cannon

Mayor Pro Tem Shackleford acknowledged Mayor Jones' absence and wished her a speedy recovery.

Presentations

- 1.1 Presentation on the proposed service changes to the Wake Forest - Raleigh Express (WRX).

Planner II Emma Linn reviewed service changes for Wake Forest- Raleigh Express (WRX). The current service is for peak hours. The change is proposing hourly all-day service on the WRX with stops at Triangle Town Center, as a main

transfer point, and three stops along South Main Street in addition to the current stops. Also, the proposed change includes two additional express trips to downtown Raleigh in the morning, which was a change made in response to public feedback. The added stops will provide opportunities to connect throughout Raleigh, Rolesville, and Wake Forest via microtransit while also providing paratransit service to Wake Forest residents. If approved by GoTriangle Operations Committee and GoTriangle Board of Trustees, the proposed changes will go into effect in November.

1.2 Performing Arts Center Feasibility Study Presentation with Johnson Consultants.

Renaissance Director Debbie Dunn introduced John Fleming and Ryan Jonhson of Johnson Consulting to present on the Feasibility Study findings for the Performing Arts Center. The presentation outlined the following: the market demand for events and performance space exceeds the Renaissance Centre's capacity; a new multipurpose/performance facility will balance the Town's needs and cost consideration; it is anticipated that the new facility will do well with event demand and attendance; and the next steps would be to further refine design and cost and develop a capital strategy. The study has determined that a new facility is feasible and supported by the market. The consultants reviewed five facility options, Option A through E, which were presented to the Board of Commissioners at the BOC Retreat in January 2025. Due to the influx of residents to Wake Forest, it is appropriate to consider room for growth in the event space for the future. The consultants have recommended a new facility with integrated performance and event space. Based on the recommendation, the consultants gave an overview of the financial projection and impact. Finally, the consultants reviewed funding strategies to minimize the Town's capital contribution for the proposed new facility which included county occupancy and food and beverage tax, various grants, private participation and philanthropy, and naming rights. Also, the consultants discussed possible debt sources which included various bond options. The consultants presented the possibilities of project partners to defray the cost of the proposed new facility which included school districts, local arts organizations, and the Southeastern Baptist Theological Seminary. The consultants summarized the next steps in the project. It is crucial to determine the location of the proposed new facility, retain design partners, and refine designs and renderings for cost estimates.

Commissioner Sliwinski inquired about the capacity for 600 and if it would be enough for the Town of Wake Forest. The consultants advised that research determined that the 600-seat facility meets the needs of the community and does not compete with the assets in Raleigh and Durham. Also, there can be open standing room space that would allow for additional seating, if needed. Commissioner Cross inquired if the cost of \$55M included redoing the current Renaissance Centre. The consultants advised that it does not. Commissioner Wright commended the consultants on a job well done with the feasibility study.

Renaissance Centre Director Debbie Dunn advised that the staff is in agreement with the study's findings and asked the Board to move forward with endorsing Option B of the Feasibility Study and approve moving into Phase II of the Feasibility Study.

Mayor Pro Tem Shackleford asked if there were any questions. No questions were heard.

ACTION:

Motion to Endorse Option B of the Feasibility Study and Move to Phase II.

1st- Commissioner Wright

2nd Commissioner Sliwinski

Vote: Motion carried 5-0

1.3 Proclamation Recognizing Buck Hicks Appreciation Night

Mayor Pro Tem Shackleford read the proclamation into the record.

PROCLAMATION
Recognizing Buck Hicks Appreciation Night
July 31st, 2025

WHEREAS, The Wake Forest American Legion Post #187, The Wake Forest American Legion Auxiliary Unit #187, The Wake Forest Veterans of Foreign Wars Post 8466, The Marine Corps League Detachment 1257, The TriArea Ministry Food Pantry, and the Wake Forest Del Webb Community are holding a Buck Hicks Appreciation Night on Thursday, July 31st, 2025; and,

WHEREAS, Buck Hicks is the proprietor of the establishment known as Bud's Tavern located at 823 Youngsville Blvd, Youngsville, NC. Although Bud's Tavern is technically not in Wake Forest, we still claim it as an historic establishment in our community.

WHEREAS, Buck Hicks has been incredibly generous to all the veterans' organizations in Wake Forest, to the Tri Area Ministry Food Pantry, and to many 55+ groups including the Del Webb Traditions Community. He has hosted many fundraisers for the Veteran Groups providing food and beverages at no cost to them. He has held many fundraisers for the Tri Area Ministry providing food and beverages at no cost. He has supported many events for Dell Web Community providing food and beverages at low cost and food donations and event support.

WHEREAS, as a result of Buck Hicks' generous support, the Veterans Groups have received over several thousand dollars for each group for the past several years. This money is used to support veterans in our community. The Tri Area Ministry has received \$60,000 plus over the past couple of years as a result of Buck's generosity.

Additionally, Buck has hosted numerous fundraisers to assist local individuals and families in the community in serious financial need.

*Now therefore, on behalf of the Wake Forest Board of Commissioners. I, Mayor Vivian A. Jones do hereby Proclaim Thursday, July 31st, 2025, **Buck Hicks Day** in the Town of Wake Forest and encourage all citizens to recognize and celebrate this community hero in our midst. and;*

This the 5th day of August, 2025

(ATTEST)

Evelyn Wright
Town Clerk



Vivian A. Jones
Mayor

1.4 Resolution recognizing Deborah Dunn on their retirement from the Town of Wake Forest

Mayor Pro Tem Shackleford read the resolution into the record.

RESOLUTION NO. 2025-47

A RESOLUTION OF APPRECIATION FOR THE SERVICES OF DEBORAH DUNN

WHEREAS, Deborah “Debbie” Dunn joined the Town of Wake Forest on September 9, 2019, as Renaissance Centre Manager and was later promoted to Renaissance Centre Director effective July 1, 2022; and

WHEREAS, Debbie has led the Renaissance Centre team with a high level of professionalism, fostering a goal-oriented and collaborative culture aligned with the Town’s strategic priorities; and

WHEREAS, She is widely respected by her team, trusted by her peers, and recognized for her exceptional ability to collaborate, consistently promoting a spirit of mutual respect and teamwork throughout the organization; and

WHEREAS, Debbie played a key leadership role in helping the Centre recover from the global pandemic by guiding her team through transitions from virtual to hybrid and back to fully in-person programming, demonstrating remarkable resilience and adaptability in the face of challenging conditions; and

WHEREAS, Under her steady leadership, the Centre reopened its doors to the community with safe and welcoming environments, adapting to evolving health protocols while restoring community confidence, resulting in frequent sold-out performances and steadily increasing attendance; and

WHEREAS, Debbie has served with distinction as a champion for the arts in Wake Forest, significantly expanding the Centre’s programming, strengthening partnerships with artists and organizations, increasing access to inclusive, high-quality cultural experiences for residents of all ages, and establishing the Renaissance Centre as the place our community gathers to celebrate the arts; and

WHEREAS, Debbie Dunn played a foundational role in enhancing the Wake Forest Film Festival in partnership with the former Cultural Arts Advisory Board, helping to establish a signature event that celebrates diverse voices in cinema and enriches the Town’s cultural landscape; and

WHEREAS, She also represents the Town of Wake Forest on the Board of the North Carolina Presenters Consortium, further elevating the Town’s visibility and strengthening its connections to the statewide arts and culture community; and

WHEREAS, She played an integral role in the creation and strategic expansion of the Renaissance Centre’s Partners Circle and Friends of the Centre programs, recognizing the vital importance of external funding to sustain and elevate the Centre’s programming and infrastructure; and

WHEREAS, Debbie played a key role in advancing the Town’s long-term cultural vision by working closely with a consultant team and Town staff on the Performing Arts Center Feasibility Study, ensuring that community needs and stakeholder feedback were thoughtfully integrated; and

WHEREAS, Throughout her service, Debbie has remained committed to serving the people of Wake Forest with passion, purpose, and creativity, elevating the Renaissance Centre and reinforcing its value as a cultural cornerstone of the community.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Deborah Dunn is hereby officially commended for her valuable and outstanding service to the Town of Wake Forest in her role as Renaissance Centre Director.

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 be presented to Debbie Dunn.

This is the 5th day of August 2025.

ATTEST:

Evelyn Wright
Town Clerk

R. Keith Shackelford
Mayor Pro Tem

1.5 Presentation on Traffic Calming Policy Update Considerations.

Engineering Director Timothy Watson presented the updates to the Board. Mr. Watson gave an overview of the current Traffic Calming Policy advising of the three levels of traffic calming measures. Mr. Watson pointed out that the current policy, adopted in May 2020, does not allow for vertical deflection, which was a change from the 2009 policy that did allow for vertical deflections. Mr. Watson gave an overview of the various types of vertical deflection along with the advantages and disadvantages of its effects. Commissioner Cross inquired about the effects being the same for all vertical deflections. Mr. Watson advised that the effects would essentially apply to all the deflection types mentioned. Mr. Watson explained the Warrant Analysis that is utilized when a neighborhood seeks enforcement due to concerns of speeding. Mr. Watson reviewed the Town's policy regarding existing speedbumps. Mr. Watson discussed a new tool that engineering has been using, Urban SDK, in the Warrant Analysis and showcased the results of the Marshall Farm Speed Analysis in 2024 and 2025. Mr. Watson advised mixed feedback was received from several departments with an emphasis placed on thoughtful design if speedbumps are implemented. The fire department is opposed to speedbumps citing damage to fire trucks and delayed response time as the reasons. Mr. Watson requested that the Board consider whether vertical deflections are wanted and what, if any, additional information is needed to determine direction. Commissioner Wright inquired about considering speed cushions. Mr. Watson advised that the option can be researched although the challenge is that drivers attempt to avoid speed cushions. Commissioner Cross inquired about feedback received when speedbumps were removed on the Marshall Farm Road. Mr. Watson advised there were complaints received and, as a result, some additional speed limit

signs were added. Commissioner Cross inquired further about alternative to speedbumps such as painting the pavement in a way that there appears to be a speedbump. Mr. Watson advised that approach would be more successful for drivers unfamiliar with the area. Commissioner Cross inquired if the speedbumps with flattened tops would be a better option for fire trucks to avoid damage. Chief Ron Early confirmed, although not an expert, that the longer speedbumps with flattened tops are less damaging to fire trucks. Commissioner Clapsaddle commented that the restriction of the options is unsettling, however, he supports finding the right option for the traffic calming. Commissioner Sliwinski requested additional information to be more familiar with the current traffic calming measures of the policy and not just what is absent from the policy to allow the Board to consider the effects of the current and proposed changes side by side. Mr. Watson agreed to return with additional information. Commissioner Sliwinski inquired if the stakeholders feedback was for the policy in its entirety or solely for traffic calming. Mr. Watson confirmed the stakeholders feedback pertained only to traffic calming. Commissioner Sliwinski commented that he agrees the restrictions can be problematic, however, extending response time and damaging emergency vehicles is also not ideal. Commissioner Sliwinski requested additional information from Mr. Watson in order for the Board to determine how to move forward. Commissioner Cross inquired about using roundabouts as an alternative; however, Mr. Watson advised it can be challenging to retrofit roundabouts to a pre-existing footprint. Commissioner Cross inquired further about incentivizing roundabouts to developers. Planning Director Jennifer Currin confirmed that planning, engineering, and developers collaborate regarding alternatives to new roadways.

2. Discussion of Monthly Financial Report

2.1 Discussion of July Monthly Financial Summaries

Monthly Financial Report Received.

Mayor Pro Tem Shackleford 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 August 19, 2025

Mayor Pro Tem Shackelford asked if there were any questions or comments. No questions were heard.

4. Other Business

None

5. Commissioner Reports

Commissioner Sliwinski advised Debbie Dunn will be honored at a retirement reception on Friday, August 15th from 4 p.m. – 6 p.m. at the Renaissance Centre and encouraged everyone to stop by to wish her well. September 7th Wake Forest Unplugged will be held in conjunction with Concerts in the Park at Joyner Park. Commissioner Sliwinski attended the Purple Heart Foundation Banquet, which is a wonderful program. Commissioner Sliwinski encouraged everyone to look at Liberty Oaks, a non-profit started by the wife of a former Commissioner, as they provide community resources and partners with emergency responders on initiatives pertaining to mental health. Also, as it relates to traffic calming, Commissioner Sliwinski asked everyone to take responsibility and follow the speed limits posted to decrease incidents and tragedies.

Commissioner Clapsaddle thanked the Town's staff for all that they do and for a great job at the flag raising. Commissioner Clapsaddle commended the Purple Heart Foundation Banquet for doing a beautiful job and advised it was great seeing the Boy Scouts of America volunteers and the Wake Forest ROTC in attendance. Commissioner Clapsaddle advised the Human Relations Council is seeking applications, which is posted online until August 31st, for the sixteenth annual "Good Neighbor of the Year" on September 27th.

Commissioner Cross advised she attended the flag raising and will be hosting the FNOW on August 8th. The "Touch A Truck" event with the Wake Forest Police Department will be on Saturday, August 16th and Commissioner Cross encouraged everyone to attend. Also, Commissioner Cross advised of the Tamer Elnoury event at the Renaissance Centre on September 11th at 12 p.m., which is free for first responders.

Commissioner Wright advised there was a Technology Advisory Board meeting, however a quorum was not present, and no business was conducted. Commissioner

Wright requested a review of the fee schedule by the staff for development and permit fees to ensure the Town is comparable in costs with other cities. Also, Commissioner Wright mentioned a post made on the Wake Forest Police Department's social media page that referenced motorized scooters being prohibited on town streets, greenways, and sidewalks. Commissioner Wright requested that the policy be reviewed for updating.

Mayor Pro Tem Shackleford advised, while filling in for Mayor Jones, he attended the Purple Heart Foundation Banquet, and it was a phenomenal event. Mayor Pro Tem Shackleford advised the North Carolina Technology Apprenticeship Program (NCTAP) was great and encouraged parents with seniors that want an alternative to college to consider the program, which offers an apprenticeship. Finally, Mayor Pro Tem Shackleford attended the Buck Hicks Appreciation which was a wonderful event, and it showed how one individual can quietly touch so many people in the community.

Town Manager Kip Padgett advised invitations will go out for the Wireless Research Center's 15th Anniversary on August 19th at 1 p.m. Town Manager Padgett advised the Town was instrumental in the establishment of the Center.

6. Adjournment

ACTION:

Motion to Adjourn

1st- Commissioner- Commissioner Wright

2nd Commissioner- Commissioner Sliwinski

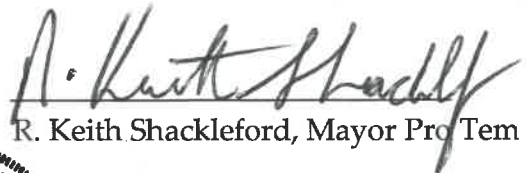
Vote: Motion carried 5-0

The Board of Commissioners adjourned the meeting at 7:29 p.m.

Duly approved in open session this 16th day of September 2025.

(ATTEST)


Evelyn Wright, Town Clerk


R. Keith Shackleford, Mayor Pro Tem



