



**Wake Forest Board of Commissioners
Meeting Agenda
October 20, 2026 – at 6:00 PM
All items listed are for discussion and possible action.**

Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Wake Forest will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. For individuals with impaired hearing, special equipment is available for use during meetings in the Town Hall board chambers. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Town of Wake Forest should contact the office of ADA Coordinator [Mickey Rochelle](#) at 919-435-9455 or Town Clerk [Evelyn Wright](#) at 919-435-9432 as soon as possible, but no later than 48 hours before the scheduled event.

Cable & Online Broadcast of Board of Commissioners Meetings

All Board of Commissioners meetings are broadcast live on [WFTV 10](#) beginning at 6 p.m. Meetings are also aired online on the [Public Meetings Portal](#) on the [Town of Wake Forest website](#). Archived meeting videos are also provided and available for one year after the original air date.

Meeting Agendas

The [Board of Commissioners](#) meeting agenda is available to be viewed and downloaded by noon on the Friday prior to the third Tuesday of each month. Citizens may request copies of the agenda or submit questions concerning agenda items by calling the Deputy Town Clerk's office at 919-435-9432. Citizens may also receive a copy of each month's agenda via email by enrolling in the free [E-Notifier](#) subscription service.

Public Hearings

When an agenda item is denoted as a [Public Hearing](#), persons attending shall be permitted to address the Board of Commissioners regarding the item under consideration with those speaking in favor first and those against speaking second. Proponents and opponents shall each be given three minutes of time to speak and may choose to allow one speaker to utilize the time. In the event either proponent(s) or opponent(s) have not designated a speaker to represent the view, each speaker will be allowed three minutes each to express his/her comments, ideas, concerns, expressions, and desires. Only comments on a Public Hearing will be allowed during this time.

Public Comment

During the Public Comment period, anyone wishing to address the Board of Commissioners concerning an issue or topic that is not a public hearing item or an agenda item should complete and submit the Board of Commissioner Public Comment Form on the [Town website](#). Then, during the Public Comment portion of the meeting, The Mayor will recognize you and invite you to the podium at which time you will have three minutes to speak. Thank you for your cooperation.

Call to Order

Pledge of Allegiance

1. Approval of Agenda

2. Approval of Minutes

- 2.A September 1, 2026 BOC Work Session Minutes and September 15, 2026 BOC Regular Meeting Minutes
[DRAFT BOCWSMinutes_September202601 Final.pdf](#)
[Draft BOCMinutes_September202615 Final.pdf](#)

3. Presentations

- 3.A Proclamation Recognizing November as National Family Caregivers Month
[PROCLAMATION Recognizing November as National Family Caregiver Month.pdf](#)
- 3.B Proclamation Recognizing Native American History Month
[PROCLAMATION Recognizing National Native American Heritage Month 2026.pdf](#)

4. Public hearings / Public Comment

- 4.A Public Hearing on a contiguous annexation submitted by the property owner, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739517399 being approximately 16.38 acres.
[BOC Agenda Summary.pdf](#)
[Attachment A - Legal Description.pdf](#)
[Attachment B - Annexation Map.pdf](#)
[Attachment C - Contiguous Annexation Petition.pdf](#)
[DRAFT ORDINANCE](#)
- 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.

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 Sole-Source Exception for the purchase of Wire Puller for Wake Forest Power (Electric)

[Equipment replacement_wirepuller \(8535\) resolution_summary.pdf](#)
[Wire Puller Quote WAKE FOREST 14844 DDHX-75 8 4 26.pdf](#)
[Resolution 2026-XX_Sole Source Purchase_Wire Puller.docx](#)

- 5.B Approval of Center for Active Aging General Purpose Grant

[Agenda Item Summary.docx](#)
[Wake Forest General Purpose Application.docx](#)
[Resolution_GP 26-27 Proposal Packet_10.9.2026.rtf](#)

- 5.C Approval of Special Event Policy Exception Request

[Agenda Summary_Event Exception Request.docx](#)
[Resolution 2026-XX_Special Event Waiver.doc](#)

6. Legislative Items

7. Planning Items

- 7.A Consideration of a contiguous annexation submitted by the property owner, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739-51-7399 being approximately 16.38 acres.

8. Administration and Financial Items

- 8.A Consideration of a resolution authorizing submission of an application for Local Land and Water Conservation Fund (LWCF) grant for Smith Creek Greenway Phases 2 and 3

[Agenda Item_LWCF Grant application.pdf](#)
[LWCF Grant Resolution 2026.docx](#)
[LWCF Basic Facts & Assurances_Wake Forest.pdf](#)

9. Public Services Items

10.Parks and Recreation Items

- 10.A Consideration to Name 0 Old Crawford Rd (PIN 1749287146 & PIN 1749277047) 80 Acres Property, Heritage Nature Preserve.

[Summary Sheet - Name 0 Old Crawford Rd \(80 Acres Property\) Heritage Nature Preserve.pdf](#)
[Resolution - Name 0 Old Crawford Rd \(80-Acres Property\) Heritage Nature Perserve.pdf](#)

11.Public Safety Items

12.Other Business

- 12.A September Tax Report

[WF-TXREP-SEPT-2026-BOC-MTG.pdf](#)

12.B Monthly Report

[September 2026 Monthly Report.pdf](#)

12.C Advisory Boards and Commissions Annual Reports

[2026 Advisory Boards Annual Report 10-20-26.pdf](#)

12.D Commissioners Report

12.E Closed Session: N.C.G.S 143-318.11(5)

13. Adjournment



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1019
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: October 20, 2026

Subject

September 1, 2026 BOC Work Session Minutes and September 15, 2026 BOC Regular Meeting Minutes

Recommendation:

item Summary:

ATTACHMENTS:

- [DRAFT BOCWSMinutes_September202601 Final.pdf](#)
- [Draft BOCMinutes_September202615 Final.pdf](#)



**DRAFT Wake Forest Board of Commissioners
Work Session Meeting Minutes**

The Wake Forest Board of Commissioners met on **Tuesday, September 1, 2026**, at **6:00 p.m.** in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Clapsaddle called the meeting to order at 6:00 p.m.

Commissioners Present: Mayor Ben C. Clapsaddle, Commissioner Keith Shackelford, Commissioner Sliwinski, Commissioner Faith Cross, Commissioner Danny Hupp, 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 McKinney
Town Clerk Evelyn Wright
Police Chief Julius Jefferson
Fire Chief Ron Early
Communications Director Bill Crabtree

Organizational Performance Director
Lisa Hayes
Downtown Development Director
Jennifer Herbert
Long Range Planning Manager Brad West
Planner II Emma Linn
Fire Captain Daniel Gregory
Deputy Police Chief Brandon High
Police Captain Chris Minor

Presentations

- 1.1 Presentation of Go Wake Forest Fare Collection Update and Consideration of a Service Expansion Proposal

Long Range Planning Manager Brad West presented updates on the Go Wake Forest microtransit fare-collection program and its potential expansion. Mr. West explained that GO Wake Forest launched in October 2024 with three vans and one spare but quickly exceeded capacity. After multiple service expansions, the system reached eight operating vans and two spares yet continued to experience demand and capacity

challenges. Fare collection was introduced in February 2026 as a demand-management strategy intended to:

- Reduce excessive/unmet demand.
- Stabilize ridership at a sustainable level.
- Generate revenue that could be reinvested into the service.

The Town invited Via representatives to present performance data, fare revenue, reduced-fare participation, and potential service-expansion options. Via confirmed that routine vehicle cleaning is included in the overall service cost rather than being billed separately to the Town and it was reported that, after cleanliness concerns were raised, Via had recently increased the frequency of routine vehicle cleaning. Via agreed to follow up on current cleanliness performance and rider feedback. Mr. West confirmed that staff had already begun working with Via on transportation options for voters.

Via's representatives Mike Longue and Heather Ameen presented the overall performance of the GO Wake Forest microtransit system following implementation of fares. Mr. Longue characterized the fare program as a successful model that Via could potentially apply with other municipal and agency partners. Mr. Longue reported that the system was approaching 200,000 total rides since its October 2024 launch and emphasized that rides represent transportation for essential activities such as shopping, medical appointments, and employment. Mr. Longue compared GO Wake Forest with the former fixed-route Wake Forest Loop and found the following:

- Approximately 6× more boardings per service hour.
- Approximately 74% more cost-effective per trip.
- Coverage of approximately 4.5× the population served by the former loop.
- Approximately 3× as many jobs within the service area.
- Greater coverage of seniors, residents with disabilities, SNAP recipients, and public-housing residents.

Mr. Longue highlighted the June 2026 rider-survey findings of 50% of riders reported household incomes below \$40,000, 32% use the service to travel to work, and 28% are age 65 or older.

Mr. Longue advised that positive rider comments illustrated the service's importance to housing stability, family transportation, and daily life. Also, he explained that fares were introduced because demand had exceeded available capacity. The following are the reported significant improvements after fares were implemented:

- Met demand increased from approximately 73% to 94%.
- Average estimated wait/ETA decreased from approximately 24 minutes to 16 minutes.
- Fare revenue increased from essentially zero to approximately \$20,000 per month.
- Recommended monitoring the 90% met-demand level as the key service-quality threshold. A sustained decline below 90% would warrant additional Board review.
- Reported that the Town's reduced-fare program had enrolled approximately 250 eligible riders, allowing qualifying residents to receive 50% discounts.
- Estimated approximately \$240,000 annually in fare revenue could potentially be reinvested into GO Wake Forest.
- Proposed using the fare revenue to establish Sunday service without additional Town funding.
- Recommended starting with a budget-neutral Sunday service model and reassessing demand after approximately 3–12 months.
- Presented a longer-term option involving approximately \$140,000 in additional investment for increased Sunday driver hours and service capacity if demand warrants it.
- Recommended using the 90% met-demand target as the primary performance measure going forward.
- Explained that Via can implement a temporary geofence around a voting location to allow fare-free rides for voting-related trips.

Commissioner Cross inquired about how vehicles/rides are evaluated, are managers/supervisors accessible during rides, and specific safety features that drivers must adhere to. Via's representatives Heather Ameen advised that the rating system can be changed/increased, and Mr. West explained the maintenance of the vehicles. Commissioner Sliwinski inquired about the timing of evaluations/surveys. Commissioner Hupp emphasized the usefulness of surveys in order to have accurate data to evaluate.

- The Board expressed consensus to advance the proposed service expansion options to September 15, 2026, voting meeting for consideration.
- Staff and the transit partner will follow up on vehicle cleanliness, maintenance practices, rider and driver feedback, and potential fare-free transportation to voting locations.
- Sunday service funded through existing fare revenue was identified as the initial budget-neutral expansion option for further consideration.

1.2 Presentation of Wake Forest Comprehensive Transportation Plan 2026 Amendments

Long Range Planning Manager Brad West presented the proposed amendments to the Comprehensive Transportation Plan (CTP), explaining that the updates reflect completed projects, recent studies, revised transportation priorities, and current transit services. Mr. West highlighted greenway connectivity, multi-use paths, transit route changes, roadway classifications, the Ligon Mill Road extension, S-Line improvements, and adjustments to project prioritization. He clarified that the amendments are interim updates ahead of a more comprehensive CTP revision anticipated in the next two to three years.

Commissioner Cross asked whether the proposed greenway improvements would connect the reservoir trails to the regional greenway system. Mr. West explained that the connection aligns with the town's goal of establishing a continuous north-south greenway network.

Commissioner Cross raised concerns about how the proposed four-lane parkway concept along the NC 98 corridor would affect access to the fire station and whether the roadway could accommodate the planned improvements without additional traffic signals. Mr. West clarified that the concept remains preliminary and that access details would be evaluated during future design.

Commissioner Cross asked whether crash data and traffic conditions were considered when prioritizing transportation projects. Mr. West explained that the existing priorities were based on crash data, roadway capacity, traffic counts, and projected growth, but noted that a comprehensive update would incorporate newer data.

Commissioner Sliwinski asked whether intersection improvements associated with one approved development remain accounted for when another development proceeds,

particularly if the original development never materializes. Mr. West explained that developer obligations are generally limited to improvements reasonably related to the development's impact under state law and agreed to provide further clarification if needed.

Commissioner Hupp asked why the comprehensive plan had not been fully updated since 2021. Mr. West indicated he was not involved in the previous update process and did not have a definitive explanation.

Mr. West confirmed that the proposed amendments had been presented to the Planning Board, the Parks, Recreation and Cultural Resources Advisory Board, and that a public hearing was scheduled for the September 15 board meeting.

1.3 Event Recommendations for 2027 and Beyond

Downtown Development Jennifer Herbert presented three recommendations for future town events:

- **Holiday events:** Combine the Wake Forest Cares Holiday Kickoff and Lighting of Wake Forest into one annual event on the Saturday before Thanksgiving. The proposed event would retain community performances, interactive activities, holiday entertainment, and the traditional tree lighting while improving scheduling consistency, reducing weather risks, supporting local businesses, and streamlining event operations.
- **July 3 Fireworks:** Delay the event start time from 5:30 p.m. to 7:00 p.m., with entertainment beginning at 7:30 p.m., to reduce heat-related concerns. When July 4th falls on a Sunday, staff recommends holding the children's walking parade on the Saturday morning of the fireworks event.
- **Friday Night on White:** Reduce the event schedule from six to three events annually, held April through June. Jennifer cited significant staffing demands, employee fatigue and heat exposure, public safety requirements, street closures, and disruptions to downtown businesses as reasons for the recommendation.

Ms. Herbert also explained that the town already supplements its staffing for Friday Night on White with outside personnel, but additional staffing presents training, logistical, and liability challenges.

Commissioner Wright opposed reducing Friday Night on White, emphasizing its success, community value, and importance in maintaining Wake Forest's small-town

atmosphere. He acknowledged staff capacity concerns but advocated evaluating other events and operational alternatives before reducing an award-winning program. Commissioner Wright recommended comparing staffing hours and attendance across events, consolidating some programming where appropriate, exploring additional outside assistance and community volunteers, and reviewing sponsorship revenue or increases to help offset costs.

Commissioner Sliwinski expressed support for the first two recommendations and requested clarification on how staff burden would be measured. Commissioner Sliwinski emphasized comparing staffing hours relative to attendance rather than simply counting employees and supported reviewing additional information before deciding on Friday Night on White.

Commissioner Cross cautioned against evaluating events solely by attendance, noting that Friday Night on White, family dances, and Planning 101 serve different audiences and community needs. Commissioner Wright supported considering each event's purpose when evaluating programming.

Commissioner Cross emphasized that staff safety, heat exposure, and operational capacity should carry significant weight in evaluating events. Commissioner Sliwinski supported listening to staff concerns and considering a temporary reduction in events, followed by reassessment based on experience and results.

Commissioner Shackleford supported considering the impact of repeated street closures on downtown businesses and recognizing the substantial behind-the-scenes work performed by town employees. Commissioner Shackleford encouraged the Board to consider staff recommendations and focus on policy-level decisions rather than micromanaging event operations.

Commissioner Wright suggested exploring outside event personnel, volunteers, and greater assistance from community partners to reduce the burden on town staff. Commissioner Wright also proposed evaluating whether sponsorship revenue could offset additional staffing costs before reducing the event schedule.

Ms. Herbert clarified that the town already uses approximately 50 outside staffing personnel for Friday Night on White, in addition to town employees. She explained that outside personnel have limited responsibilities and still require coordination and training. Ms. Herbert also noted challenges with employee availability, specialized

equipment, safety, and liability. She reiterated that reducing event frequency would help address recurring staff demands.

The Board reached consensus to proceed with planning for the combined holiday event and the revised July 3rd fireworks schedule. The Board did not reach a final decision on reducing Friday Night on White.

The Board discussed gathering additional information, including staffing-hour comparisons, attendance, sponsorship revenue, downtown business feedback, and potential alternatives. The Board agreed to revisit the Friday Night on White recommendation at the upcoming work session and meeting, allowing time for further review and public comment. Ms. Herbert noted that timely direction was important because sponsorship planning and event scheduling for 2027 were approaching.

2. Discussion of Monthly Financial Report

2.1 Discussion of June and July Financial Summaries

Summaries received.

3. Review of Draft Agenda for Upcoming Regular Meeting

3.1 Draft Agenda for BOC Regular Meeting September 15, 2026

Town Manager Kip Padgett advised that Consideration for Go Wake Forest Fare Collection Update and Consideration of a Service Expansion Proposal needs to be added to the agenda. Also, Update Discussion on Holding Subdivision should be added to the agenda.

4. Other Business

5. Commissioner Reports

Commissioner Cross thanked the Board for establishing the Age-Friendly Committee. Commissioner Cross advised she held Coffee with a Commissioner along with Commissioner Hupp, attended the Food Security Summit, attended the Sustainability

Open House, the Public Art Advisory Board meeting, attended Touch-a-Truck event, and attended the kickoff of Senior Month.

Commissioner Sliwinski announced Good Neighbor Day on September 19th at Joyner Park from 1 p.m. to 4 p.m. and the Mental Wellness Fair 1 p.m. to 4 p.m. on September 26th at the Renaissance Centre. Commissioner Sliwinski noted that the fair would feature scheduled periods for resource vendors and separate sessions for presentations and panel discussions.

Commissioner Hupp advised he attended Coffee with a Commissioner with Commissioner Cross, the Food Security Summit, and the mobile market. Commissioner Hupp encouraged residents to attend the Parks and Recreation Unplugged event on September 6th and the Concerts in the Park at Joyner Park on September 13th.

Commissioner Wright advised he attended the Technology Advisory Board's discussion of potential municipal AI applications, including chatbots for frequently asked questions and improved tracking and coordination of service requests. Commissioner Wright anticipates further updates as projects develop. To present to the Board.

Commissioner Shackleford had no report.

Mayor Clapsaddle praised Lisa Hayes and her team for the collaborative spirit of the Food Security Summit, thanking participating commissioners, Town staff, elected officials, and community partners. Mayor Clapsaddle announced special programming for the September 11th Friday Night on White event, including a September 11th remembrance, a Fire Department Honor Guard presentation, patriotic musical performances by local artists, and the national anthem performed by local recording artist Maya Warren. Mayor Clapsaddle thanked Town staff and Board members for their service and reminded residents that Town offices would be closed on Labor Day, September 7th, except for essential public safety services.

Town Clerk Evelyn Wright had no updates.

Town Manager Kip Padgett had no update.

6. Adjournment

The Board of Commissioners adjourned the meeting at 7:58 p.m.

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

(ATTEST)

Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk



Draft Wake Forest Board of Commissioners

Meeting Minutes

The Wake Forest Board of Commissioners met on **Tuesday, September 15, 2026**, at 6:00 p.m. in the Board Room at Wake Forest Town Hall, 301 S Brooks Street.

Mayor Clapsaddle called the meeting to order at 6:00 p.m.

Boys Scout Troop 511 led everyone in the Pledge of Allegiance.

Commissioner Members Present: Mayor Ben C. Clapsaddle, Commissioner Nick Sliwinski, Commissioner Adam Wright, Commissioner Keith Shackelford, Commissioner Faith Cross, and Commissioner Daniel Hupp.

Commissioner Members Absent: None

Staff Members Present

Town Manager Kip Padgett
Assistant Town Manager Candace Davis
Assistant Town Manager Allison Snyder
Assistant Town Manager Aileen Staples
Town Attorney Nathan McKinney
Town Clerk Evelyn Wright
Police Chief Julius Jefferson
Police Captain David Zick
Fire Chief Ron Early
Planning Director Jennifer Currin
Director of Organizational
Performance Lisa Hayes
Downtown Development
Director Jennifer Herbert
Director of Communications Bill
Crabtree
Corporal Megan Jones

Sergeant Bryan Newsom
Budget and Performance Director
Michelle Daniels
Renaissance Centre Director Amy
Pridgen
WFCAA Director Brian Harrell
Senior Civil Engineer Emily
Hennessy
Renaissance Centre Programs
Manager Debra Horton
Long Range Planning Manager Brad
West
Community Center Supervisor Krista
Muse
Art Education Assistant Luanne
Hammond
Arts Coordinator April Cannon

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. Draft BOC Minutes

- August 4, 2026, BOC Work Session and August 18, 2026, BOC 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. P.A.N.D.A.S./P.A.N.S. Awareness Proclamation

PROCLAMATION RECOGNIZING OCTOBER 2026 AS "P.A.N.D.A.S. AWARENESS MONTH" IN THE TOWN OF WAKE FOREST, NORTH CAROLINA

WHEREAS, Pediatric Autoimmune Neuropsychiatric Disorders Associated with Streptococcal Infections, better known as PANDAS, is often assumed to be rare when, in truth, it is simply rarely diagnosed; and

WHEREAS, PANDAS describes a subset of children who experience Obsessive-Compulsive Disorder and/or tic disorders, such as Tourette Syndrome, with symptoms that worsen following a streptococcal infection such as strep throat or scarlet fever; and

WHEREAS, awareness of PANDAS within the medical community remains limited, affected children are often misdiagnosed and treatment is delayed, and the treatments that are available are frequently costly and not covered by insurance; and

WHEREAS, Jay Jay Wilson lives with this debilitating condition, and his courage in facing its daily challenges continues to inspire the Wake Forest community; and

WHEREAS, Jay Jay's parents work tirelessly to give him the care, support, and opportunities he needs to live a full and joyful life; and

WHEREAS, the Town of Wake Forest is committed to raising awareness of PANDAS so that children affected by this condition are diagnosed earlier, treated more effectively, and supported by their community;

NOW THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, and the Board of Commissioners, do hereby proclaim October 2026 as

“P.A.N.D.A.S. MONTH IN THE TOWN OF WAKE FOREST”

and urge all citizens to become aware of this debilitating condition for children and work to make it more readily recognized by the medical profession and insurance providers.

This the 15th day of September 2026

ATTEST:

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor

3.B. Proclamation Recognizing Constitution Week

PROCLAMATION CONSTITUTION WEEK

WHEREAS, September 17, 2026, marks the two hundred and thirty-ninth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, the Constitution of the United States established the framework of our government and guarantees the rights and liberties of all Americans, and it is fitting and proper to officially recognize this document, its anniversary, and the patriotic celebrations that commemorate the occasion; and

WHEREAS, Public Law 84-915, as amended, designates September 17 through 23 as Constitution Week and calls upon the President to issue a proclamation each year to that effect;

NOW, THEREFORE, I, Ben C. Clapsaddle, by virtue of the authority vested in me as Mayor of the Town of Wake Forest, North Carolina, do hereby proclaim the week of

“SEPTEMBER 17 THROUGH SEPTEMBER 23, CONSTITUTION WEEK”

in the Town of Wake Forest and call upon our citizens to reaffirm the ideals the Framers of the Constitution set forth in 1787, and to observe this week with appropriate programs, ceremonies, and activities.

This the 15th day of September 2026.

ATTEST:

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor

3.C. Proclamation Recognizing National Hispanic Heritage Month

PROCLAMATION RECOGNIZING SEPTEMBER AS HISPANIC HERITAGE MONTH

WHEREAS, National Hispanic Heritage Month is observed annually from September 15 through October 15 to recognize and celebrate the history, culture, achievements, and lasting contributions of Hispanic and Latino Americans whose heritage traces to Spain, Mexico, the Caribbean, and Central and South America; and

WHEREAS, Hispanic and Latino residents, business owners, educators, first responders, healthcare professionals, veterans, entrepreneurs, artists, and community leaders enrich the Town of Wake Forest through their service, innovation, cultural traditions, entrepreneurial spirit, and civic engagement; and

WHEREAS, the Town of Wake Forest is strengthened by its diverse community, where people from many backgrounds come together to build a welcoming, inclusive, and vibrant place to live, work, and raise a family; and

WHEREAS, National Hispanic Heritage Month provides an opportunity for all residents to celebrate the traditions, languages, music, cuisine, and values that continue to enrich our community while fostering greater understanding, appreciation, and unity among all who call Wake Forest home; and

WHEREAS, the Town of Wake Forest proudly recognizes the many contributions of Hispanic and Latino Americans and reaffirms its commitment to fostering a community where diversity is celebrated, every resident is valued, and all have the opportunity to thrive.

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest on behalf of the Board of Commissioners, hereby proclaim September 15, 2026 through October 15, 2026 as NATIONAL HISPANIC HERITAGE MONTH in the Town of Wake Forest and encourage all residents to join in recognizing and celebrating the many contributions and enduring legacy of Hispanic and Latino Americans.

In official recognition whereof, I hereby affix my signature this 15th day of September 2026.

ATTEST:

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor

3.D. National Senior Center Month

**PROCLAMATION RECOGNIZING
SEPTEMBER AS NATIONAL SENIOR CENTER MONTH**

WHEREAS, Senior Centers serve as vibrant community hubs that empower older adults to remain healthy, active, independent, and socially connected while enhancing their quality of life through lifelong learning, wellness opportunities, volunteerism, recreation, and meaningful engagement; and

WHEREAS, this year's National Senior Center month recognizes the invaluable role Senior Centers play in fostering purpose, dignity, inclusion, and community for older adults of all backgrounds, while supporting healthy aging and reducing isolation; and

WHEREAS, Senior Centers provide essential services including health and wellness programs, fitness and nutrition education, arts and cultural experiences, educational workshops, technology assistance, transportation resources, volunteer opportunities, and social connections that strengthen both individuals and the community as a whole; and

WHEREAS, older adults continue to enrich our community through wisdom, leadership, volunteer service, civic engagement, and lifelong contributions to families, neighborhoods, businesses, and organizations; and

WHEREAS, the Town of Wake Forest recognizes that investing in programs and services for older adults create stronger, healthier, and more connected communities for residents of all ages, while honoring the lifelong contributions of older adults and promoting opportunities for continued growth and engagement; and

WHEREAS, during National Senior Center Month, residents are encouraged to visit the Wake Forest Center for Active Aging, participate in activities and events, volunteer their time, and celebrate the positive impact the Center for Active Aging has on the lives of older adults and the community.

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest on behalf of the Wake Forest Center for Active Aging Department, hereby proclaim September 2026 as NATIONAL SENIOR CENTER MONTH in the Town of Wake Forest.

In official recognition whereof, I hereby affix my signature this 15th day of September 2026.

ATTEST:

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor

3.E. Resolution to Support Arts Are Education

**PROCLAMATION ARTS ARE EDUCATION MONTH
SEPTEMBER 2026**

WHEREAS, all students have the right to an arts education that includes dance, media arts, music, theatre, and visual arts taught by certified arts educators, in partnership with community providers; and

WHEREAS, arts education has the power to change students' lives; and

WHEREAS, arts education is a key to re-igniting students' learning in a post-COVID-19 world; and

WHEREAS, arts education helps nurture healthy, inclusive communities where all points of view are respected; and

WHEREAS, arts education experiences help students understand their own cultural roots and appreciate others' cultural roots and traditions; and

WHEREAS, on February 25, 2026, a proclamation was signed by Governor Josh Stein for Arts in Our Schools; and

WHEREAS, arts education supports the social and emotional well-being of students and fosters a more positive, safer school environment; and

WHEREAS, arts education is part of the well-rounded education for every student as outlined in the Every Student Succeeds Act and in state law; and

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, North Carolina, and the Board of Commissioners, do hereby proclaim September 2026, as Arts Are Education Month in Wake Forst and pledges to maintain and grow our arts education programs in the 2026-27 school year and beyond.

This the 15th day of September 2026.

ATTEST:

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor

3.F. Resolution recognizing Rosemary Pimentel on their retirement from the Town of Wake Forest.

RESOLUTION 2026-51

RESOLUTION OF APPRECIATION FOR THE SERVICES OF ROSEMARY PIMENTEL

WHEREAS, Rosemary Pimentel was initially hired as a Part-time Office Assistant with the Town of Wake Forest – Building Inspections Department on December 19, 2006, was recommended for promotion to Full-time Office Assistant in Parks & Recreation as of January 30, 2007, it was in January 2020 when the title changed to Customer Service Specialist; and

WHEREAS, The title would once again change to Administrative Assistant as of July 1, 2023.

WHEREAS, Rosemary was so much more; with over twenty years' experience, Rosemary has served unselfishly in her capacity for the good of the Town of Wake Forest.

WHEREAS, Rosemary has served with professionalism, fostering a culture of service and collaboration aligned with Town's strategic priorities and core values; and

WHEREAS, Rosemary has served with distinction and grace for Wake Forest, significantly enhancing the Department's level and expectation of service by always putting the customer first; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest, North Carolina, that Rosemary Pimentel is hereby officially commended by this Board on behalf of the citizens of Wake Forest for valuable and outstanding service rendered to the Town of Wake Forest in this official capacity as Administrative Assistant to the Parks, Recreation & Cultural Resources Department.

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 of this resolution be presented to Rosemary Pimentel.

This the 15th day of September 2026.

ATTEST:

Evelyn Wright
Town Clerk

Ben C. Clapsaddle, Mayor

3.G. Proclamation recognizing October 2026 as "Community Planning Month"
NATIONAL COMMUNITY PLANNING MONTH
PROCLAMATION

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

WHEREAS, community planning and planners can help manage this change in a way that provides better choices for how people work and live; and

***WHEREAS**, community planning provides an opportunity for all residents to be meaningfully involved in discussions regarding the future of their community; and*

***WHEREAS**, the full benefits of planning require public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and*

***WHEREAS**, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and*

***WHEREAS**, the American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our neighborhoods and environment; and*

***WHEREAS**, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning boards and other citizen planners who have contributed their time and expertise to the improvement of the Town of Wake Forest; and*

***WHEREAS**, we recognize the many valuable contributions made by the professional community of the Town of Wake Forest and extend our heartfelt thanks for the continued commitment to public service by these professionals;*

***BE IT RESOLVED THAT**, the month of October 2026 is hereby designated as “**Community Planning Month**” in the Town of Wake Forest in conjunction with the celebration of National Community Planning Month.*

Adopted this 15th day of September 2026.

ATTEST:



Evelyn Wright, Town Clerk

Ben C. Clapsaddle, Mayor

4. Public hearings / Public Comment

4.A. Public Hearing to receive public input on capital needs for inclusion in the five-year Capital Improvement Plan (CIP) update for FY 2027-2032.

Mayor Clapsaddle opened the floor for public hearing.

Public Hearing Comments:

Melissa Alonso – 715 Durham Road – Wake Forest, NC 27587

Kimberly Scott – 735 Durham Road – Wake Forest, NC 27587
Margaret Watkins – 407 Belmellen Court – Wake Forest, NC 27587

Mayor Clapsaddle declared the public hearing closed.

- 4.B. Public Hearing on a contiguous annexation submitted by the property owner, Town of Wake Forest, located at 0 Devon Square Boulevard being Wake County PIN 1841281942 being approximately 8.25 acres.

Mayor Clapsaddle opened the floor for public hearing. No comments were heard.

Mayor Clapsaddle declared the public hearing closed.

- 4.C. Public Hearing on the Wake Forest Comprehensive Transportation Plan 2026 Amendments

Mayor Clapsaddle opened the floor for public hearing. No comments were heard.

Mayor Clapsaddle declared the public hearing closed.

- 4.D. 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 Clapsaddle opened the floor for general comments.

Public Comment:

Johanna Trotter – 210 South White Street – Wake Forest, NC 27587
Abby Black – 520 South Main Street – Wake Forest, NC 27587
Tripp Black – 520 South Main Street – Wake Forest, NC 27587
Joni Falvey – 1153 Woodland Grove Way – Wake Forest, NC 27587
Bryan Falvey – 1153 Woodland Grove Way – Wake Forest, NC 27587
Will Hammond – 717 Naxos Drive – Wake Forest, NC 27587

Bailey DeBarmore – 501 Friendship Chapel Road – Wake Forest, NC 27587
Margaret Watkins – 407 Belmellen Court – Wake Forest, NC 27587

Mayor Clapsaddle 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 a resolution to schedule the public hearing and certify the sufficiency for a petition requesting contiguous annexation submitted by property owners, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739-51-7399 being approximately 16.38 acres.
- 5.B Approval of a Resolution to accept Streets into the Town of Wake Forest Street System for Maintenance.
- 5.C Approval of a Resolution for CEI Services for the Wake Forest Reservoir Construction.
- 5D. Approval of a Resolution Authorizing the Town Manager to implement Go Wake Forest Sunday Service and Establish a Performance Benchmark.
- 5E. Approval of a Resolution authorizing a Municipal Agreement with North Carolina Department of Transportation (NCDOT) for Smith Creek Greenway Phases 2 and 3 (TIP# BL-0188) construction funding through the Locally Administered Projects Program (LAPP).

ACTION:

Mover: Commissioner Sliwinski moved to approve the Consent Agenda.

Seconded: Commissioner Wright

Vote: Motion carried 5-0

6. Legislative Items

No Legislative Item presented.

7. Planning Items

7.A Consideration of a contiguous annexation submitted by the property owner, Town of Wake Forest, located at 0 Devon Square Boulevard being Wake County PIN 1841-28-1942 being approximately 8.25 acres.

ACTION:

Mover: Commissioner Wright moved to approve a contiguous annexation submitted by the property owner, Town of Wake Forest, located at 0 Devon Square Boulevard being Wake County PIN 1841-28-1942 being approximately 8.25 acres.

Second: Commissioner Sliwinski

Vote: Motion carried 5-0

7.B Consideration of Wake Forest Comprehensive Transportation Plan 2026 Amendments

ACTION:

Mover: Commissioner Wright moved to approve a Wake Forest Comprehensive Transportation Plan 2026 Amendments.

Second: Commissioner Hupp

Vote: Motion carried 5-0

8. Administration and Financial Items

8.A Update on S. Franklin Street through Holding Village.

Emily Hennessy, Senior Civil Engineer, presented background on South Franklin Street, including its long-standing master-plan alignment, road classifications, speed limits, pedestrian facilities, and recent Town acceptance of the northern section. Ms. Hennessy advised of staff's review of safety concerns, particularly speeding, and proposed additional signage and reducing the 35-mph speed limit between Artisan Park Drive and Heritage Greens Drive to 25 mph to provide a more gradual transition into the denser residential section. Commissioner Cross voiced support for reducing the speed limit in response to resident concerns and asked about the placement of the flashing crosswalk signals, pedestrian access between crossings, advance warning signs, and the possibility of installing an additional flashing signal near Artisan Park Drive. Also, Commissioner Cross requested clarification regarding nearby greenway connections. Ms. Hennessy explained the rationale for existing crosswalk locations,

pedestrian paths, advanced speed-limit signage, and curve-warning signs. Commissioner Hupp expressed support for reducing the speed limit and asked about the timeline for implementation. Ms. Hennessy advised that a speed-limit reduction would require board approval as an ordinance change and could potentially be implemented within approximately 30–60 days following approval. Ms. Hennessy explained that staff plans to improve consistency of signage throughout the northern split section and add curve-warning signs to encourage safer speeds. Commissioner Shackelford inquired if additional traffic calming measures were needed and Ms. Hennessy explained that the roadway's design, including narrowing and curves, was intended to influence driver behavior and that additional warning signs should reinforce the intended slower speeds. The Board of Commissioners directed staff to proceed with the recommended work.

ACTION:

Mover: Commissioner Sliwinski moved to approve update on S. Franklin Street through Holding Village.

Second: Commissioner Wright

Vote: Motion carried 4-0 (**Commissioner Shackelford abstained**)

8.B Consideration of Resolution Approving Age-Friendly Community Strategic Action Plan

Commissioner Hupp expressed support of the plan overall but emphasized the importance of ensuring that implementation includes meaningful participation from younger generations and residents of all ages, rather than focusing primarily on older adults.

Commissioner Cross agreed that the plan serves residents across all stages of life and highlighted opportunities for task force members and community groups to participate in initiatives aligned with their interests and needs.

ACTION:

Mover: Commissioner Sliwinski moved to approve Age-Friendly Community Strategic Action Plan

Second: Commissioner Wright

Vote: Motion carried 5-0

8.C Event Recommendations for 2027 and Beyond

Downtown Development Director, Jennifer Herbert, presented results of a merchant

poll regarding reducing Friday Night on White events from six to three annually. Of 24 responses, 15 businesses (62%) supported the reduction, three opposed it (17%), and five expressed no opinion. Ms. Herbert presented an alternative Option B, reducing events from six to four in April, May, September, and October, citing staff capacity, extreme heat, weather-related safety concerns, and long-term event sustainability as key considerations. Ms. Herbert noted that October scheduling would require coordination with existing events. Commissioner Hupp thanked staff for developing a compromise proposal and acknowledged the event's importance to residents, downtown businesses, and visitors. Commissioner Hupp asked about the rationale for the proposed months. Supported continued engagement with downtown business owners before making long-term decisions and recommended allowing time for further discussion of event impacts and potential improvements.

Commissioner Shackleford expressed support for Option B as a reasonable compromise while emphasizing the need for continued discussions about future event scheduling and staff workload. Commissioner Shackleford suggested exploring volunteer assistance for event setup and cleanup and beginning planning for 2028 well in advance.

Commissioner Wright expressed support for Option B, noting that it would address many heat-related concerns while preserving four events in 2027 and recommended discussing the 2028 schedule at a future board retreat or other planning session.

Mayor Clapsaddle suggested directing the Town Manager to coordinate a broader review involving downtown businesses, staff, and other stakeholders to develop recommendations for 2028 and beyond. Also, Mayor Clapsaddle proposed maintaining July as a non-event month for Friday Night on White, given the existing July 4th celebrations and staff demands. Mayor Clapsaddle inquired about the application deadline for events. Organizational Performance Director, Lisa Hayes, advised that special-event applications are accepted year-round, with September 30th serving as the target submission date for the following year's events. Any existing events may have priority for their established dates, so changes to October scheduling would require coordination with organizers.

Town Attorney Nathan McKinney clarified that the special-events policy generally limits downtown street closures to two events but allows the Board to grant exceptions. Commissioner Sliwinski emphasized balancing event support with staff capacity and minimizing inconvenience to residents and regular street and sidewalk users.

Commissioner Hupp inquired about the deadline for event logistical decisions. Ms. Herbert explained that sponsorship and food-vendor planning typically begins in the fall and early winter. She noted that the current year revealed challenges related to staffing, heat, and event sustainability, reinforcing the need for advance planning and a longer-term strategy.

ACTION:

Mover: Commissioner Sliwinski moved to approve Option B, reducing events from six to four in April, May, September, and October for 2027.

Seconded: Commissioner Wright

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. August Tax Report
Received.

12.B. Department Monthly Reports
Received.

12.D Commissioners Report

Commissioner Wright praised the September Friday Night on White event and the September 11th tribute honoring first responders. He expressed interest in making the tribute an annual event.

Commissioner Sliwinski announced upcoming Good Neighbor Day on September 19th 1 p.m. to 4 p.m. at Joyner Park, the 4th Annual Mental Wellness Fair on September 26th 1 p.m. to 4 p.m. at the Renaissance Centre, and the Diwali Festival on October 3rd from 12 p.m. to 3 p.m. at Joyner Park. Commissioner Sliwinski encouraged residents to

participate.

Commissioner Cross expressed support for progress on the reservoir dam project and thanked engineering staff for their work on South Franklin Street safety improvements in Holding Village. Commissioner Cross advised she attended Community Art Day and will be attending the Age Friendly Committee meeting on Wednesday and hosting Coffee with a Commissioner on Thursday.

Commissioner Hupp advised he attended Unplugged on September 6th and it was well attended. Also, he attended the Memorial Flag Raising ceremony honoring Grady Bacon. Commissioner Hupp advised of the upcoming Urban Forestry virtual community workshop on September 22nd and the American Legion monthly, on the second Sunday, pancake breakfast. He shared reflections on volunteering with the Wake Forest Community Table, highlighted local food insecurity, recognized community and Active Aging Center staff, and acknowledged Hispanic Heritage Month.

Commissioner Shackleford revisited the speeding from the earlier presentation by Ms. Hennessy. He emphasized that drivers must exercise caution and observe appropriate speeds on South Franklin Street, noting that roadway design and signage alone cannot ensure safety. Also, Commissioner Shackleford advocated improving meeting accessibility for residents who speak languages other than English and residents with hearing impairments. Mr. Padgett advised the Town is doing testing for various accommodations. Commissioner Hupp shared feedback. Commissioner Hupp advised he is testing an assistive listening application during the meeting. Although it provided some benefit, audio echo and connectivity issues affected usability. He expressed support for continued improvements to accessibility technology.

Town Clerk Evelyn Wright had no updates.

Town Manager Kip Padgett advised that the Planning Department requested moving the South Franklin Street Townhomes public hearing to the October work session due to scheduling deadlines. The Board expressed consent to adjust the schedule.

Mr. Padgett introduced the Renaissance Centre Director, Amy Pridgen, to discuss the gallery exhibits and Town process. Ms. Pridgen explained the gallery's history, exhibition categories, artist submission process, and selection criteria, noting that the October exhibition, in partnership with Wake Forest Pride, follows the same procedures and standards as other special-interest exhibitions. Ms. Pridgen explained that exhibitions are selected based on artistic merit, relevance to the theme, and established content guidelines. She confirmed that participating artists are not paid and that the gallery does not receive payment for displaying artwork, noting that staff is working to

formalize exhibition procedures. Commissioner Cross asked about exhibition themes, artist eligibility verification, artwork review procedures, contracts, and the responsibilities associated with gallery receptions. She expressed concern about the lack of formal written agreements governing exhibitions. Commissioner Shackelford clarified that established policies and the submission process already create expectations for participating artists, even without a signed contract. He expressed support for further clarification of the procedures. Mr. McKinney offered to develop a memorandum of understanding (MOU) establishing consistent terms for future exhibitions. Mr. McKinney explained that staff could continue reviewing artwork under established policies, with the Town Attorney's Office assisting with appropriate documentation and disputed or denied submissions. Commissioner Sliwinski asked whether previous special-interest exhibitions had generated similar concerns. Ms. Pridgen indicated that this was the first known instance of such questions. Commissioner Shackelford expressed appreciation for the Renaissance Centre's work supporting local artists and providing diverse cultural programming. The Board requested that staff prepare a proposed MOU for review at the next work session.

ACTION:

Mover: Commissioner Shackelford moved to have the Renaissance Centre to move forward with the special interest exhibitions.

Seconder: Commissioner Wright

Vote: Motion carried 4-1 (**Commissioner Cross opposed**)

Mayor Clapsaddle thanked residents for their public comments and assured them that their concerns would be considered. He praised staff, Troop 511, performers for the September 11th first-responder tribute and thanked Board members and Town staff for their continued service to the community.

13. Adjournment

Mayor Clapsaddle adjourned the meeting at 8:45 pm.

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

(ATTEST)

Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1003
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: October 20, 2026

Subject

Proclamation Recognizing November as National Family Caregivers Month

Recommendation:

item Summary:

ATTACHMENTS:

- [PROCLAMATION Recognizing November as National Family Caregiver Month.pdf](#)



WAKE
FOREST

Where Innovation Meets Opportunity

Town of Wake Forest
301 S. Brooks St.
Wake Forest, NC 27587
919.435.9400

wakeforestnc.gov

PROCLAMATION

Recognizing November 2026 as “National Family Caregivers Month”

WHEREAS, approximately 2.1 million North Carolinians provide care to adult family members, friends, neighbors, or loved ones, contributing an estimated 1.7 billion hours of care each year; and

WHEREAS, family caregivers provide essential daily support to loved ones, including transportation, medication assistance, household tasks, personal care, companionship, advocacy, and coordination of health and human services; and

WHEREAS, caregivers help older adults, individuals with disabilities, and people with chronic or serious health conditions remain safely and independently in their homes and connected to their communities; and

WHEREAS, caregiving responsibilities can affect caregivers’ health, emotional well-being, finances, employment, and quality of life; and

WHEREAS, access to information, respite, counseling, support groups, and other resources is essential to the well-being of caregivers and those receiving care; and

WHEREAS, November is recognized as **National Family Caregivers Month**, providing an opportunity to honor caregivers and raise awareness of available support; and

WHEREAS, the Town of Wake Forest recognizes that caregivers are an essential part of a strong and connected community and that supporting caregivers helps strengthen the ability of individuals to age with dignity, independence, purpose and connection; and

WHEREAS, the Town of Wake Forest, through the Wake Forest Center for Active Aging and its community partners, helps connect older adults, family caregivers, and their families with information, resources, programs, and supportive services that promote independence, well-being, and connections; and

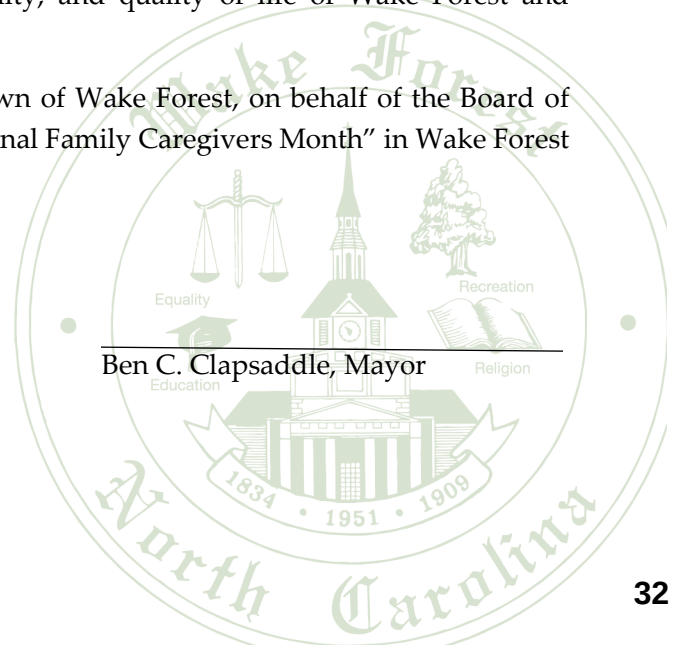
WHEREAS, recognizing and supporting caregivers strengthens families, promotes independence, builds community connections, and contributes to the health, vitality, and quality of life of Wake Forest and communities throughout North Carolina; and

NOW, THEREFORE, I, Ben C. Clapsaddle, Mayor of the Town of Wake Forest, on behalf of the Board of Commissioners, do hereby proclaim November 2026 as “National Family Caregivers Month” in Wake Forest and commend its observation to all our residents.

This the 20th day of October 2026.

Attest:

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1008
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: October 20, 2026

Subject

Proclamation Recognizing Native American History Month

Recommendation:

item Summary:

ATTACHMENTS:

- [PROCLAMATION Recognizing National Native American Heritage Month 2026.pdf](#)



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Wake Forest, NC 27587
919.435.9400

wakeforestnc.gov

**PROCLAMATION
RECOGNIZING NOVEMBER 2026 AS “NATIVE AMERICAN HERITAGE
MONTH”**

WHEREAS, long before Wake Forest was a town, the lands along the Neuse River and across North Carolina were home to American Indian peoples, whose care for this land, rich cultures, and enduring traditions helped shape the place we are proud to call home; and

WHEREAS, North Carolina is home to the largest American Indian population east of the Mississippi River and recognizes eight tribes: the Eastern Band of Cherokee Indians, the Coharie, the Haliwa-Saponi, the Lumbee, the Meherrin, the Occaneechi Band of the Saponi Nation, the Sappony, and the Waccamaw Siouan, each with its own history, language, and heritage; and

WHEREAS, the history and culture of our great nation have been significantly influenced by American Indians and Indigenous peoples, whose contributions in agriculture, art, medicine, government, and so many other areas have enhanced the freedom, prosperity, and greatness of America today; and

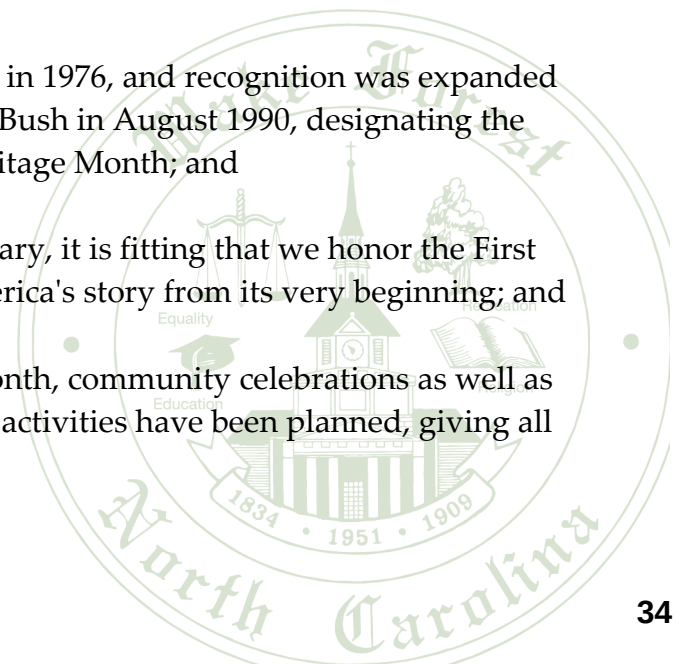
WHEREAS, American Indians have served in the Armed Forces of the United States at some of the highest rates of any group, and generations of Native Warriors, including the Code Talkers of both World Wars, have defended our nation with courage and honor; and

WHEREAS, their customs and traditions are respected and celebrated as part of a rich and living legacy throughout the United States, carried forward today by Elders, Families, and young people in communities like ours; and

WHEREAS, Native American Awareness Week began in 1976, and recognition was expanded by Congress and approved by President George H.W. Bush in August 1990, designating the month of November as National American Indian Heritage Month; and

WHEREAS, as our nation celebrates its 250th anniversary, it is fitting that we honor the First Peoples of this land, whose story has been part of America's story from its very beginning; and

WHEREAS, in honor of Native American Heritage Month, community celebrations as well as numerous cultural, artistic, educational, and historical activities have been planned, giving all of us the chance to learn, listen, and grow together.





WAKE FOREST

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Town of Wake Forest
301 S. Brooks St.
Wake Forest, NC 27587
919.435.9400

wakeforestnc.gov

NOW, THEREFORE, I, Ben C. Clapsaddle, by virtue of the authority vested in me as Mayor of the Town of Wake Forest, North Carolina, do hereby proclaim November 2026 as "NATIVE AMERICAN HERITAGE MONTH" in the Town of Wake Forest and urge all our citizens to observe this month with appropriate programs, ceremonies, and activities, and to join me in honoring the past, celebrating the present, and building a future of respect and understanding for all.

This the 20th day of October 2026.

ATTEST:

Evelyn Wright, Town Clerk



Ben C. Clapsaddle, Mayor





BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-936-

Submitted by: Katie Livingston, Planning

Submitting Department: Planning

Meeting Date: October 20, 2026

Subject

Public Hearing on a contiguous annexation submitted by the property owner, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739517399 being approximately 16.38 acres.

Recommendation:

item Summary:

ATTACHMENTS:

- [BOC Agenda Summary.pdf](#)
- [Attachment A - Legal Description.pdf](#)
- [Attachment B - Annexation Map.pdf](#)
- [Attachment C - Contiguous Annexation Petition.pdf](#)
- [DRAFT ORDINANCE](#)

Agenda Item: Public Hearing on a contiguous annexation petition submitted by property owners, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739-51-7399 being approximately 16.38 acres.

Summary: The property proposed for annexation is contiguous to the corporate limits of the Town of Wake Forest and is located within the Town of Wake Forest Extra-Territorial Jurisdiction (ETJ). The proposed annexation is associated with rezoning RZ-20-05-01, that was approved on October 17, 2023.

On September 15, 2026, the Board accepted the petition, certified the sufficiency of the annexation petition, and adopted the resolution to investigate the annexation petition thus, setting the public hearing date for the annexation petition.

Attachments:

Attachment A - Legal Description

Attachment B - Annexation Map

Attachment C - Contiguous Annexation Petition

CAWTHORNE, MOSS & PANCIERA, PC
MICHAEL A. MOSS, PLS
333 S. WHITE STREET
WAKE FOREST, NC 27587
(919) 556-3148
MIKE@CMPPLS.COM

**Annexation
Legal Description for
4925 Unicon Drive**

BEGINNING at an existing iron pipe in the eastern r/w of (U.S. Highway 1) Capital Boulevard, said existing iron pipe being located N 29°13'01" E a distance of 202.78' from NCGS "SEABOARD" with NAD 83 (2011) coordinates N(y): 791,977.48' E(x): 2,135,335.98'; Thence N 37°49'12"E a distance of 123.33'; Thence S 58°09'39"E a distance of 77.85'; Thence S 34°38'37"E a distance of 133.81'; Thence S 24°38'48"E a distance of 39.77'; Thence S 04°31'03"W a distance of 34.25'; Thence S 06°27'07"E a distance of 143.05'; Thence S 77°33'51"E a distance of 55.99'; Thence S 48°42'16"E a distance of 230.42'; Thence S 47°38'31"E a distance of 86.45'; Thence S 46°49'14"E a distance of 198.26'; Thence S 48°26'30"E a distance of 314.28'; Thence N 89°03'13"E a distance of 177.20'; Thence S 51°42'09"E a distance of 76.60'; Thence S 21°47'20"W a distance of 47.47'; Thence with a curve turning to the left with an arc length of 52.62', with a radius of 400.00', with a chord bearing of S 18°01'11" W , with a chord length of 52.58', Thence S 77°25'14"W a distance of 765.33'; Thence S 49°18'46"W a distance of 257.34'; Thence N 85°34'27"W a distance of 350.00'; Thence N 04°25'33"E a distance of 110.89'; Thence N 02°52'04"E a distance of 175.38'; Thence N 02°45'21"E a distance of 82.68'; Thence N 18°08'46"E a distance of 8.89'; Thence S 88°25'36"E a distance of 278.07'; Thence N 50°38'58"E a distance of 82.59'; Thence N 04°14'44"E a distance of 278.83'; Thence N 33°44'59"W a distance of 178.49'; Thence N 82°23'53"W a distance of 155.52'; Thence N 07°36'07"E a distance of 38.62'; Thence N 07°36'07"E a distance of 207.92'; Thence N 00°53'23"E a distance of 165.87'; which is the point of beginning, containing an area of 713,318 square feet, 16.376 acres

I, L. JORDAN PARKER, JR. CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY PERFORMED UNDER MY SUPERVISION FROM REFERENCES AS NOTED HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION SHOWN IN THE REFERENCES; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY AS CALCULATED IS GREATER THAN 1:10000; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL

THIS DAY OF A.D. 2026.

PRELIMINARY

FOR REVIEW PURPOSES ONLY

THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXEMPTION OR EXCEPTION TO THE DEFINITION OF SUBDIVISION.

PRELIMINARY

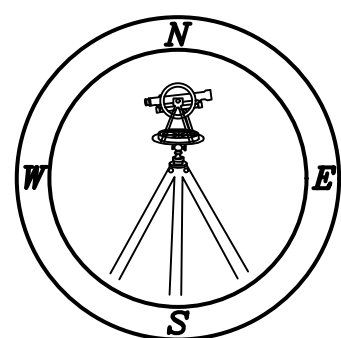
FOR REVIEW PURPOSES ONLY

ANNEXATION MAP: AN- 26 - 03 , SOUTH FOREST, LLC
16.376± ACRES
TOWN OF WAKE FOREST
FULFILLS REQUIREMENTS OF N.C.G.S. 160A-29
ORDINANCE #
ADOPTED: N.C. NAD 83 (2011)
EFFECTIVE DATE OF ANNEXATION: _____

I, EVELYN WRIGHT, TOWN CLERK, TOWN OF WAKE FOREST, NORTH CAROLINA CERTIFY THAT THIS IS A TRUE AND ACCURATE MAP OF ANNEXATION ADOPTED THE DAY OF 20 BY THE WAKE FOREST BOARD OF COMMISSIONERS. I SET MY HAND AND SEAL OF THE TOWN OF WAKE FOREST,

20

EVELYN WRIGHT



CMP

PROFESSIONAL LAND SURVEYORS, C-1525, 333 S. WHITE STREET, P.O. BOX 1253, WAKE FOREST N.C., 27588, (919) 556-3148

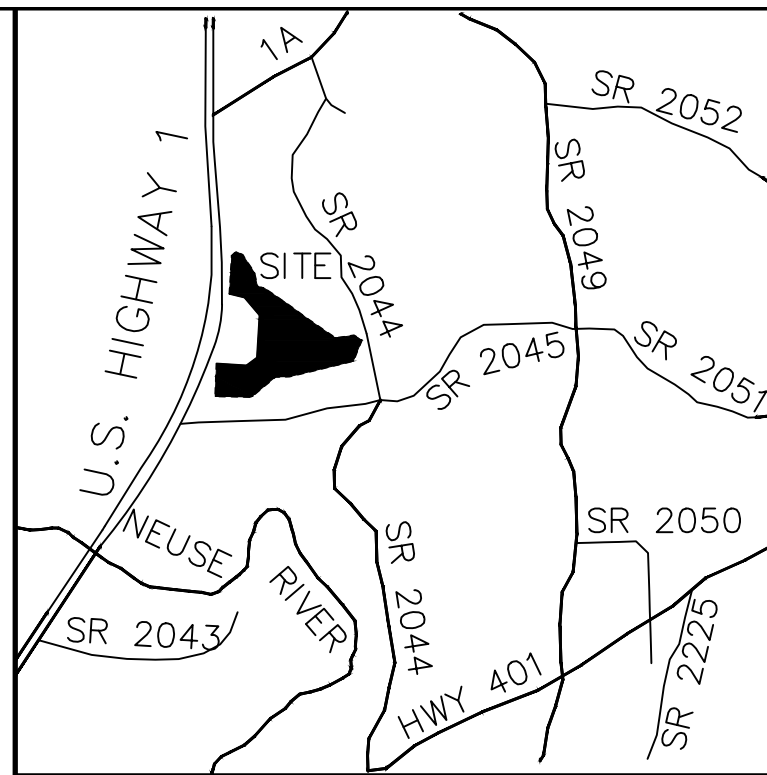
CURVE TABLE				
CURVE	ARC LENGTH	RADIUS	CHORD LENGTH	CHORD BEARING
C-1	52.62'	400.00'	52.58'	S 18°01'11" W

LINE TABLE		
LINE	BEARING	DISTANCE
L-1	S 21°47'20" W	47.47'

LEGEND:

EIP - EXISTING IRON PIPE
EIB - EXISTING IRON BAR
BEIP - BENT IRON PIPE
BEIB - BENT IRON BAR
CM - CONCRETE MONUMENT
EPK - EXISTING PK NAIL
SPK - SET PK NAIL
NIP - NEW IRON PIPE SET
R/W - RIGHT OF WAY
CATV - CABLE TV BOX
EB - ELECTRIC BOX
TEL - TELEPHONE PEDESTAL
PP - POWER POLE
OHL - OVERHEAD LINE
LP - LIGHT POLE
WM - WATER METER
WV - WATER VALVE
CO - SEWER CLEAN-OUT
ECM - EXISTING CONCRETE MONUMENT
- ADDRESS

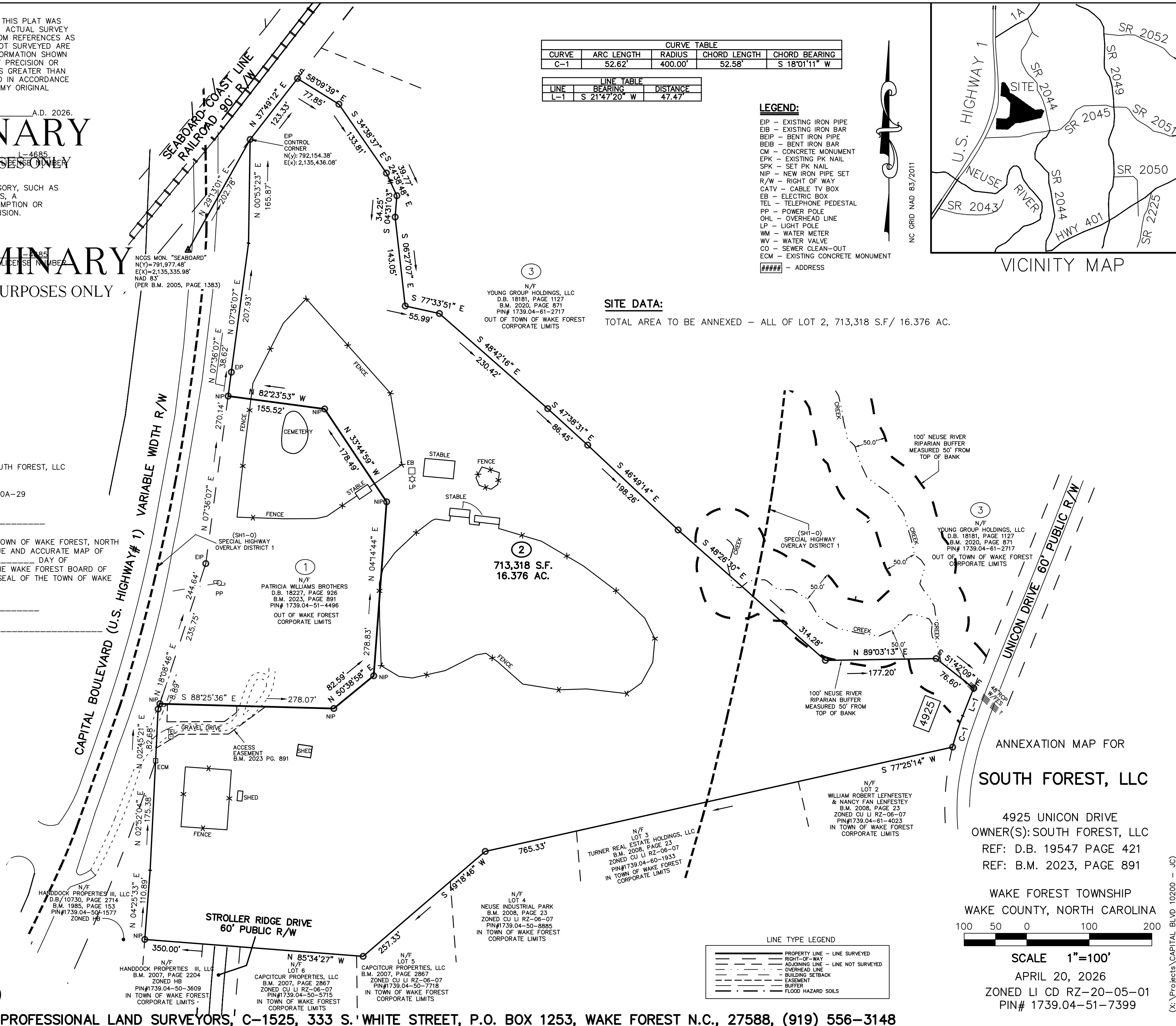
NC GRID NAD 83/2011



VICINITY MAP

SITE DATA:

TOTAL AREA TO BE ANNEXED - ALL OF LOT 2, 713,318 S.F/ 16.376 AC.



ANNEXATION MAP FOR
SOUTH FOREST, LLC

4925 UNICON DRIVE
OWNER(S): SOUTH FOREST, LLC
REF: D.B. 19547 PAGE 421
REF: B.M. 2023, PAGE 891

WAKE FOREST TOWNSHIP
WAKE COUNTY, NORTH CAROLINA
100 50 0 100 200

SCALE 1"=100'

APRIL 20, 2026

ZONED LI CD RZ-20-05-01
PIN# 1739.04-51-7399

(X:\Projects\CAPITAL BLVD 10200 - JC)



TOWN of WAKE FOREST

Planning Department
Wake Forest Town Hall – 3rd Floor
301 S. Brooks Street
Wake Forest, NC 27587
t 919.435.9510
f 919.435.9539
www.wakeforestnc.gov

CONTIGUOUS ANNEXATION PETITION APPLICATION

(Last updated: July 2013)

Submittal Date: 4-29-26

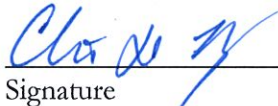
To the Board of Commissioners of the Town of Wake Forest:

I/we the undersigned owner(s) of real property respectfully request that the area described in the paragraph below and as shown in the attached survey map of the property be annexed into the Town of Wake Forest.

The area to be annexed is contiguous to the Town of Wake Forest corporate limits and the boundaries of such territory are as follows (*attach or insert below a metes & bounds description with a matching survey map*):

See Attached Legal Description

Note: If ownership is a corporation or partnership, please provide such name and the name and signature of the person authorized to sign on behalf of the corporation or partnership. If in joint ownership, please provide names and signatures of ALL owners.

South Forest LLC	3611 Cessna Drive,		<u>4/23/2024</u>
Belfort LLC, its Manager	Garner, NC 27529-8588		
Chadwick D. Brinley, Co-Manager			
Name	Address	Signature	Date

_____	_____	_____	_____
Name	Address	Signature	Date

_____	_____	_____	_____
Name	Address	Signature	Date

_____	_____	_____	_____
Name	Address	Signature	Date

For additional information or assistance, please call the Planning Department at (919) 435-9510.

ORDINANCE 2026-XXX

ORDINANCE OF THE BOARD OF COMMISSIONERS OF THE TOWN OF WAKE FOREST, NORTH CAROLINA

(contiguous annexation submitted by the property owner, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739-51-7399 being approximately 16.38 acres).

WHEREAS, the Board of Commissioners has adopted a resolution under N.C.G.S. 160A-31, as amended, stating its intent to annex the area described below; and

WHEREAS, the Board of Commissioners has by said resolution directed the Town Clerk to investigate the sufficiency of said petition; and

WHEREAS, the Town Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at the Town of Wake Forest Town Hall at 6:00 p.m. on October 20th, 2026, after due notice by publication on October 1, 2026; and

WHEREAS, the Board of Commissioners does hereby find as a fact that said petition meets the requirements of N.C.G.S. 160A-31, as amended; and

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Wake Forest, North Carolina:

Section 1. By virtue of the authority granted by N.C.G.S. 160A-31, as amended, the following described territory is hereby annexed and made part of the Town of Wake Forest as of the 20th day of October 2026.

(See Attachment A – Legal Description and Attachment B - Annexation Map)

Section 2. Upon and after the 20th day of October 2026, the territory and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the Town of Wake Forest and shall be entitled to the same privileges and benefits as other parts of the Town of Wake Forest. Said territory shall be subject to municipal taxes according to N.C.G.S. 160A-58.10.

Section 3. The Mayor and the Town of Wake Forest shall cause to be recorded in the office of the Register of Deeds of Wake County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this ordinance.

Adopted and effective this 20th day of October 2026.

Ben C. Clapsaddle
Mayor

ATTEST:

APPROVED AS TO FORM:

Evelyn Wright
Town Clerk

Nathan McKinney
Town Attorney



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-870-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: October 20, 2026

Subject

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.

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1001

Submitted by: Aileen J. Staples, Finance

Submitting Department: Finance

Meeting Date: October 20, 2026

Subject

Approval of Sole-Source Exception for the purchase of Wire Puller for Wake Forest Power (Electric)

Recommendation:

Approval as submitted

item Summary:

ATTACHMENTS:

- [Equipment replacement_wirepuller \(8535\) resolution_summary.pdf](#)
- [Wire Puller Quote WAKE FOREST 14844 DDHX-75 8 4 26.pdf](#)
- [Resolution 2026-XX_Sole Source Purchase_Wire Puller.docx](#)

Approval of resolution authorizing sole source exception for purchase of Wire Puller for Wake Forest Power (Electric)

Funds are included in the current year's budget to purchase a replacement wire puller (8535) for the Electric Department. Pursuant to NC General Statute 143-129 e. (6) – Sole Source purchases, staff requests that the Board of Commissioners grant an exception for the purchase of a wire puller in the amount of \$ 191,877 (taxes excluded) (Budgeted \$210,000). This statutory exception applies when there is only one source for the item. In this case, the “needed product is available from only one source of supply; or standardization or compatibility is the overing consideration.”

Staff recommends approval of purchase of wire puller according to the attached quote from Sherman Reilly, who is the only vendor that manufactures this specific piece of equipment.

Attachments: Quote; Resolution



Quote: 14844

Page: 1/3

None
TOWN OF WAKE FOREST
WAKE FOREST POWER
ACCOUNTS PAYABLE
401 ELM AVENUE
WAKE FOREST NC 27587-2932

FormAddress-EmailURI: sales@sherman-reilly.com
Date: Aug 4, 2026
Your Reference: DDHX-75
Valid To: Sep 19, 2026
Request Date: Sep 19, 2026
Customer Number: 277780

Contact: 6408 UTILITY SERVICE AGENCY
E-Mail: sales@sherman-reilly.com

Ship-to Address:
TOWN OF WAKE FOREST
WAKE FOREST POWER
5031 UNICON DR
WAKE FOREST NC 27587

Dear Sir or Madam,
Thank you for your interest. We offer the following items:

Line	Product	Description	Quantity	Net Price	Net Value
20	620828	DDHX-75;CNDX ADPTR 2-6;UG-71 +FALCONBIRDS	1 Each	191,877.00 USD / 1 Each	191,877.00 USD
List Price 191,877.00 USD / 1 Each 191,877.00 USD State (%) 4.75 % 9,114.16 USD County (%) 2.00 % 3,837.54 USD Special Purposes District (%) 0.50 % 959.39 USD DDHX-75 - 7,500 lb. Trailer Mounted Underground Puller with Electric Brakes, Diesel Engine, (3) Hydraulic Jacks, 3/8" x 2,000' Steel Pulling Cable. RF remote controlled Hydraulic Boom, Tensiometer, Digital Electronic Load Recorder, and Digital display for all machine operations, diagnostics and pull status. Included Accessories: 1. Air Adapter Kit To Fit 2", 2-1/2", 3", 4", 5" and 6" Conduit 2. Set, UG-71 Underground Blocks to fit sizes 2", 2-1/2", 3", 4", 5" & 6"					

Total Item Net Value	191,877.00 USD
State (%)	4.75 % 9,114.16 USD
County (%)	2.00 % 3,837.54 USD
Special Purposes District (%)	0.50 % 959.39 USD
Total	205,788.09 USD

Payment Terms: 30 days net

Sherman & Reilly, Inc.
400 West 33rd Street
Chattanooga, TN 37410 USA
www.sherman-reilly.com



Quote: 14844

Page: 2 / 3

Quote Number: 14844

Incoterms: FOB Origin, -

QUOTE DOES NOT INCLUDE SHIPPING AND HANDLING.

ESTIMATED LEAD TIME IS 90-120 DAYS AFTER RECEIPT OF ORDER.

DELIVERY LEADTIME IS CONTINGENT ON FIRST RECEIPT OF PURCHASE ORDERS RELATED TO ACTIVE QUOTES IN-PROCESS. S+R WILL EITHER CONFIRM OR PROVIDE AN UPDATED DELIVERY LEADTIME AT THE TIME OF PURCHASE ORDER RECEIPT.

Sherman + Reilly Terms and Conditions

Prices - Prices are subject to change without notice. The prices quoted are those in effect on the date of the quotation and will remain in effect for forty-five (45) days from the date of the quote. Prices are Ex-works Sherman + Reilly, Inc. (S+R) dock unless otherwise specified. Prices do not include, and Buyer shall pay, all costs and expenses incident to shipment and handling of products from point of delivery of the products by S+R to final destination.

Payment - Where S+R extends credit to the Buyer, terms of payment shall be net thirty (30) days from the invoice date in US currency unless specified otherwise on the quote. Unless otherwise specifically agreed to in writing, payment from Buyer shall not be contingent on payment or financing from a third party. Buyer is also responsible for any sales, use or excise or similar taxes, duties, or levies now or hereafter enacted or imposed by governmental authority on the sale, delivery and or use of the products sold by S+R. Buyer is responsible to provide a valid tax exemption certificate with their purchase order to avoid such tax being charged. If, in S+R's judgment, Buyer's financial condition does not justify the terms of payment specified, S+R may cancel delivery of the products unless the Buyer immediately pays for all products that have been delivered and pays in advance for other products that are due to be delivered. S+R retains the right to impose late fee of the lesser of 0.277% or the maximum allowed by law per day for all payments that are late.

Title and Delivery - All shipments of goods shall be delivered F.O.B. origin, and title and liability for loss or damage thereto shall pass to the Buyer upon delivery to the Buyer's carrier. Buyer shall be liable for costs of insurance and transportation, taxes and any other expenses incurred, or licenses required at destination. Shipping dates are approximate only. S+R shall not be liable for any loss or expense for failing to meet a specific shipping date. Buyer hereby grants a lien and security interest in products delivered until payment is received in full. If Buyer requests S+R hold products until Buyer arranges transportation, Buyer agrees to assume ownership of products on the date the products were ready for shipment.

Contingencies and Force Majeure - S+R shall not be liable for any delay in delivery caused by any contingency beyond the control of either S+R or S+R's suppliers, including, but not limited to, war, sabotage, insurrection, act of any government or any agency, judicial action, labor dispute, accident, insurance loss or other act of GOD.

Cancellation - Orders for any products submitted by Buyer and acknowledged by S+R cannot be canceled for any reason.

Inspection - Buyer, at its option and expense, may inspect products for compliance to its purchase order prior to shipment.

Limitation of Liability - Buyer shall defend, indemnify and hold harmless S+R, its employees and agents from and against all liabilities, claims, damages, losses and expenses for injury to any person or damage to real or tangible personal property which directly or indirectly arises out of the acts or omissions of Buyer, the breach of any agreement between the parties or the misuse, unsafe, negligent, or inappropriate use of any products sold by S+R to Buyer.

Non-Waiver of Default and Collection Rights - In the event of any default by the Buyer, S+R may invoke any remedy provided by law or by terms of this quote and may decline further shipments.

Applicable Law and Forum - All matters arising out of or relating to this quote shall be governed by and in accordance with the laws of the State of Tennessee, without giving effect to principles of conflict of laws. Any legal suit, action or proceeding arising out of this quote shall be instituted exclusively in the state or federal courts located in Hamilton County, Tennessee.

LIMITED WARRANTY - Please refer to www.sherman-reilly.com for all warranty terms.

Complete Agreement - Any purchase from S+R shall be solely governed by the terms and conditions of this Quote. Any terms or conditions introduced by Buyer either directly, indirectly by way of reference or otherwise, and whether as part of a purchase order, acknowledgment, email, or other means are hereby explicitly rejected and shall not apply.

RESOLUTION 2026-XX

**RESOLUTION AUTHORIZING SOLE SOURCE EXCEPTION PURCHASE OF WIRE
PULLER FOR WAKE FOREST POWER**

WHEREAS, the Town of Wake Forest included \$210,000 in the FY 2027 annual operating budget to replace a wire puller (8535) for the Electric Department; and

WHEREAS, the purchase of a replacement wire puller is necessary to ensure the safe, efficient, and reliable completion of required work;

WHEREAS, pursuant to NCGS 143-129 e (6), a sole source exception may be authorized when price competition is not available, when a needed product is available only from one source of supply, or when standardization or compatibility is the overriding consideration; and

WHEREAS, the Purchasing Division has determined that the purchase of a wire puller from Sherman Reilly is appropriate and meets the justification for the sole source purchase based on the Electric Department's specifications and requirements;

BE IT RESOLVED THAT the Purchasing Supervisor on behalf of the Town of Wake Forest is hereby authorized to purchase the wire puller from Sherman Reilly under the sole source exception in the amount of \$191,877 (exclusive of taxes).

Duly adopted this 20th day of October 2026.

Ben C. Clapsaddle
Mayor

(ATTEST)

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1015

Submitted by: Brian Harrell, Administration

Submitting Department: Administration

Meeting Date: October 20, 2026

Subject

Approval of Center for Active Aging General Purpose Grant

Recommendation:

item Summary:

ATTACHMENTS:

- [Agenda Item Summary.docx](#)
- [Wake Forest General Purpose Application.docx](#)
- [Resolution_GP 26-27 Proposal Packet_10.9.2026.rtf](#)

Agenda Item: Approval of resolution for FY2026-2027 Senior Center General Purpose Funding Application and Project Submission

Summary: The purpose of this item is to request approval for the Town of Wake Forest to submit the FY2026-2027 Senior Center General Purpose Funding application to the Central Pines Area Agency on Aging on behalf of the Wake Forest Center for Active Aging (WFCAA). This funding is due to WFCAA maintaining its status as a Center of Merit during the last SCOPE accreditation review.

The funding provides state support for certified senior centers to enhance operations, programming, and facility maintenance. The Town of Wake Forest is eligible for \$7,438.00 in General Purpose Funds, requiring a 25% local match of \$2,479.00 for a total project budget of \$9,917.00.

These funds will be used to address an aging, but popular piece of equipment, the kiln. The WFCAA has a growing membership base, and the arts studio is seeing a large part of that growth. As a result, the wait time for art pieces to be “fired” is becoming longer. The kiln will be replaced with a larger kiln that can accommodate more member art pieces. This will result in better customer experience at the WFCAA.

Staff are requesting approval for the Town to formally accept and execute the FY2026-2027 Senior Center General Purpose Funding award and to authorize the Town Manager to execute related documents with the Central Pines Area Agency on Aging.

Attachments: FY2026-2027 Senior Center General Purpose Funding Application Packet

STATE APPROPRIATION FOR SENIOR CENTERS THROUGH
THE 2026 SESSION OF THE
NC GENERAL ASSEMBLY

SENIOR CENTER GENERAL PURPOSE FUNDING
FY 2026-2027 APPLICATION PACKET

Central Pines Area Agency on Aging
4307 Emperor Blvd., Suite 110
Durham, NC 27703

Wake Forest Center for Active Aging
235 E. Holding Avenue, Wake Forest, North Carolina 27587

The Central Pines Area Agency reserves the right to request additional information, references, to accept or reject any or all proposals to waive technicalities, to accept proposals in whole or in part, and to award a contract(s) which, in the opinion of the grantee, best serves the older adults.

SENIOR CENTER GENERAL PURPOSE FUNDING

Introduction

The Division of Aging allocates Senior Center General Purpose funding to Area Agencies on Aging to distribute to senior centers in their region that are listed in the Division's Senior Center Directory (attached). This year the state total for the Senior Center General Purpose funding is \$1,265,316 with a local match of \$421,772 for a grand total of \$1,687,087. The local match is 25% and may be in the form of cash and/or in-kind and must directly support the purpose for which the funds are being used. The match for this funding must not be used to match any other state or federal funding that the agency may receive.

The annual appropriation is divided into *shares* based on a center's certification status through July 1, 2026, and the total number of senior centers as determined by Area Agencies on Aging. As of July 1, 2026, the total number of senior centers is 172. Noncertified, identified centers will receive one *share* equal to \$3,750. Centers of Merit will receive two *shares* equal to \$7,438 and Centers of Excellence will receive three *shares* equal to \$11,000.

Instructions

The Central Pines Area Agency is pleased to announce the availability of funds for use by senior centers to support and develop programming and general operations or to construct, renovate, or maintain senior center facilities.

For FY 2026-2027, total funding available to the counties in Region J will amount to \$157,936. Effective period: July 1, 2026-June 30, 2027.

Your center is eligible to receive:

FY 26-27	Senior Center General Purpose Funding	<u>\$7,438</u>
	Local Match (25%)	<u>\$2,479</u>
	TOTAL	<u>\$9,917</u>

It is the responsibility of the applicant to certify the availability of the local match. The funds require a 25% local match.

Application submissions should include:

- (1) A completed description of proposed activities (add additional pages as needed).
- (2) Certification of the availability of local match.
- (3) A budget for senior center general purpose activities.

The Senior Center General Purpose funds are State appropriated by the North Carolina General Assembly. Because of this, reimbursement requests submitted after June 30, 2027, cannot be processed. All funds projected for June 2027 must be drawn down during the scheduled May 2027 drawdown, and no later than June 11, 2027, unless the Area Agency on Aging follows its own approved estimate and expenditure policy that establishes an earlier internal cutoff date prior to June 11, 2027.

The Division of Aging strongly encourages full and timely utilization of all Senior Center General Purpose funds to maximize support for local programs and services. To support this effort, the Division's goal is 100% utilization of allocated funds.

Reminder: Reimbursement requests submitted after June 30, 2027, cannot be processed. Please ensure that all planned expenditures and reimbursement requests are submitted well in advance of the deadline to prevent any loss of funds.

Provision for payment of the monies to fall due under this Agreement within the current fiscal year have been made by appropriation duly authorized as required by the Local Government Budget and Fiscal Control Act.

BY: _____
Hope Tally, Central Pines Chief Financial Officer

APPLICATION FOR SENIOR CENTER GENERAL PURPOSE FUNDING

Applicant Information

Date: 10/9/2026

Project Name: Wake Forest Center for Active Aging Kiln and Installation

Name of Project Director: Brian Harrell, Center for Active Aging Director

Telephone Number: 919-554-0724 FAX: _____

E-Mail: bharrell@wakeforestnc.gov

Name and Address of Applicant: 235 E. Holding Avenue; Wake Forest, NC 27587

Type of Agency Applying: Private-Non-Profit _____
Public X _____

Location of Project: Wake County

(county)

ASSURANCES

Kip Padgett (hereinafter referred to as "Subgrantee")
HEREBY AGREES THAT it will comply with all Federal statutes relating to
nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights
Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or
national origin; (b) Title IX of the Education Amendments of 1972, as amended (20
U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
and (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794),
which prohibits discrimination on the basis of handicaps.

Signature and Title of Authorized Official
[e.g., Director, Board Chairman]

Date

**CERTIFICATION OF THE AVAILABILITY OF REQUIRED NON-FEDERAL MATCH
FOR SENIOR CENTER GENERAL PURPOSE FUNDING**

It is understood that the following required 25 percent non-federal match will be used to
match Senior Center General Purpose funds in FY 26-27 and will not be used to match
any other federal or state funds during the contract period.

The provider shall expend the award in keeping with the attached project description indicating how funding will be utilized. Funding will not be disbursed until this application is received and approved by the Area Agency on Aging. The contractor shall make a final report indicating how funding was utilized in a format provided by the Area Agency on Aging.

FY 26-27

Budget Request \$ 7,438.00 _____
(Example: non-certified center=\$4,069)

Required 25% Match \$ 2,479.00 _____
[Example: \$4,069/.75=\$5,425
(total projected budget)]

Total FY 26-27

Projected Budget \$ 9,917.00 _____
[Example: \$5,425-\$4,069=\$1,356 (25% local Match)]

Authorized Signature: _____

Title: _____

Date: _____

SENIOR CENTER GENERAL PURPOSE PROJECT DESCRIPTION

1. Senior Center to receive funding: Wake Forest Center for Active Aging
 2. Amount of funding: 9,917.00
 3. Area served by Senior Center: Wake Forest, Wake County
-

4. Describe how the funding will be spent:

The Wake Forest Center for Active Aging respectfully requests reimbursement from General Purpose Grant for the purchase of a kiln and installation to support ceramics programming for older adults. The kiln provides essential equipment for hands-on creative activities that promote engagement, lifelong learning, skill development, and active aging. This purchase strengthens the Center's ability to provide meaningful, accessible, and sustainable programming for the older adult community.

STATE APPROPRIATIONS FOR SENIOR CENTER BUDGET INFORMATION
STATE FISCAL YEAR 2026-2027

Organization Name: Town of Wake Forest

Senior Center Name: Wake Forest Center for Active Aging

Address: 235 E. Holding Ave., Wake Forest, NC 27587

Period Covered: July 1, 2026 – June 30, 2027 Date Prepared: 10/9/2026

<u>OBJECTS OF EXPENDITURE</u>	<u>AMOUNT</u>
Salary and Fringe Benefits	\$ _____
Supplies/Other Operating Costs	\$ _____
Equipment	\$ 9,751.00 _____
Capital Outlay (Real Estate, Construction, Renovation)	\$ _____
Other _____	\$ _____
TOTAL BUDGET (Including local match) (Up to grant amount, only)	\$ _____

Each organization that receives, uses, or expends any state funds shall use or expend the funds only for the purposes for which they were appropriated by the General Assembly or collected by the State. State funds include federal funds that flow through the state. If the contractor is a governmental entity, such entity is subject to the provisions of the requirements of OMB Uniform Guidance 2 CFR Part 200 and the NC Single Audit Implementations Act. If the Contractor is a non-governmental entity, such entity is subject to the provisions of G.S. 143C-6-23. Additionally, any non-governmental entity except a for-profit corporation is subject to the provisions of OMB Uniform Guidance 2 CFR Part 200.

AUTHORIZED SIGNATURE: _____

TITLE: _____ DATE: _____

RESOLUTION 2026-XX

RESOLUTION APPROVING THE FY2026-2027 SENIOR CENTER GENERAL PURPOSE FUNDING APPLICATION AND PROJECT SUBMISSION

WHEREAS, the Town of Wake Forest owns and maintains the facility located at 235 E. Holding Avenue, which operates as the Wake Forest Center for Active Aging (WFCAA); and

WHEREAS, the WFCAA is a qualifying agency for the Senior Center General Purpose (SCGP) funds administered by the Central Pines Area Agency on Aging; and

WHEREAS, the WFCAA delivery of exceptional programs and services for older adults, provide long-term stability for the facility, and align its operations with the Town's broader commitment to enhancing the quality of life for its residents; and

WHEREAS, the State of North Carolina, through the Division of Aging and Adult Services, provides Senior Center General Purpose funding to certified senior centers to support programming, operations, and facility maintenance or renovation that improve the well-being of older adults; and

WHEREAS, the Town of Wake Forest is eligible to receive \$7,438.00 in FY2026-2027 SCGP funds, requiring a 25% local match of \$2,479, for a total project budget of \$9,917; and

WHEREAS, these funds will be used to enhance the Arts Studio experience by purchasing a new Kiln for the arts studio. The new kiln would replace the smaller aging kiln currently located at the WFCAA. The new kiln would allow additional member production pieces to be completed; and

WHEREAS, the Town of Wake Forest remains committed to maintaining a safe, functional, and welcoming environment for older adults and staff, ensuring that the WFCAA continues to serve as a vital community hub for engagement, wellness, and lifelong learning;

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Town of Wake Forest hereby:

1. Approves the submission of the FY2026-2027 Senior Center General Purpose Funding application and project proposal to the Central Pines Area Agency on Aging; and
2. Authorizes the Town Manager, or their designee, to execute all documents and take all necessary actions required for submission, acceptance, and administration of the funding award.

Adopted and effective this the 20th day of October 2026.

Ben C. Clapsaddle, Mayor

(ATTEST)

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1017

Submitted by: Lisa Hayes, Administration

Submitting Department: Administration

Meeting Date: October 20, 2026

Subject

Approval of Special Event Policy Exception Request

Recommendation:

Consensus on request determination

item Summary:

ATTACHMENTS:

- [Agenda Summary_Event Exception Request.docx](#)
- [Resolution 2026-XX_Special Event Waiver.doc](#)

Agenda Item: Special Event Exception Request

Summary: Consideration of an exception to the Town of Wake Forest's Special Event Policy in approving a third street closure to accommodate events in October 2027.

Attachments:

Attachment A Resolution 2026-XX_Special Event Waiver

RESOLUTION 2026-XX

**RESOLUTION TO WAIVE THE STREET CLOSURE LIMITS OF THE SPECIAL
EVENTS POLICY**

WHEREAS, the special events policy was approved on May 31, 2026; and,

WHEREAS, the policy restricts the number of times streets can be closed each month for an event to two times; and,

WHEREAS, October 2027 is proposed to have two town sponsored events and one non-town event.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Wake Forest hereby waives the provision of the special events policy for October 2027 to allow for the closure of streets in Downtown for three events.

Duly adopted this 20th Day of October 2026.

(ATTEST)

Ben C. Clapsaddle, Mayor

Evelyn Wright, Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-936-

Submitted by: Katie Livingston, Planning

Submitting Department: Planning

Meeting Date: October 20, 2026

Subject

Consideration of a contiguous annexation submitted by the property owner, South Forest LLC, located at 4925 Unicon Drive being Wake County PIN 1739-51-7399 being approximately 16.38 acres.

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1023

Submitted by: Jack Cassidy, Administration

Submitting Department: Administration

Meeting Date: October 20, 2026

Subject

Consideration of a resolution authorizing submission of an application for Local Land and Water Conservation Fund (LWCF) grant for Smith Creek Greenway Phases 2 and 3

Recommendation:

item Summary:

ATTACHMENTS:

- [Agenda Item_LWCF Grant application.pdf](#)
- [LWCF Grant Resolution 2026.docx](#)
- [LWCF Basic Facts & Assurances_Wake Forest.pdf](#)

Agenda Item: Consideration of a resolution authorizing submission of an application for the Local Land Water Conservation Fund (LWCF) grant program.

Summary: Consideration of a \$750,000 grant application to assist with Smith Creek Greenway Phases 2 and 3. Grant requires a dollar-for-dollar match. If grant is approved, approval will be placed on a future consent agenda.

Attachments: Application Information/Basic Facts and Assurances; Resolution

RESOLUTION 2026-XX

RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION FOR THE LOCAL LAND AND WATER CONSERVATION FUND GRANT PROGRAM

WHEREAS, the Town of Wake Forest has a need to provide greenway infrastructure to promote wellness, improve access to nature, and develop public outdoor recreation sites and facilities; and

WHEREAS, the Smith Creek Greenway expansion is a key component of the Town of Wake Forest's Parks, Recreation and Cultural Resources Comprehensive Master Plan; and

WHEREAS, the Town of Wake Forest desires to seek state and/or federal grant assistance to fund the development of said planning project;

BE IT RESOLVED that the Grants Program Manager is hereby authorized to file an application on behalf of the Town of Wake Forest with the designated granting agency for a Local Land and Water Conservation Fund grant in an amount not to exceed \$750,000; that the Town of Wake Forest hereby commits to providing its local matching share of the project cost in the amount of \$750,000, should the grant be successfully awarded; and that the Grants Program Manager is hereby authorized to execute and file all necessary assurances, certifications, and documentation required to complete the grant application process.

Duly adopted this 20th day of October 2026.

Ben C. Clapsaddle
Mayor

(ATTEST)

Evelyn Wright
Town Clerk

LWCF Basic Facts and Assurances

Local Government Name: Town of Wake Forest

Federal Employer I.D. Number: 56- 6001360

County: Wake

Local Government Contact Person for the Grant:

Name: Jack Cassidy

Title: Grants Program Manager

Organization: Town of Wake Forest

Mailing Address: 301 S. Brooks Street

City/State/Zip: Wake Forest, NC 27587

Telephone: 919-435-9551

E-mail: jcassidy@wakeforestnc.gov

(must be an employee of the sponsoring local government)

Local Government Manager:

Name: Kip Padgett

Title: Town Manager

Mailing Address: 301 S. Brooks Street

City/State/Zip: Wake Forest, NC 27587

Telephone: 919-435-9410

E-mail: kpadgett@wakeforestnc.gov

Chief Elected Official:

Name: Ben Clapsaddle

Title: Mayor

Mailing Address: 301 S. Brooks Street

City/State/Zip: Wake Forest, NC 27587

Type of Project:

☐ Land Acquisition Only

☒ Development Only (construction or renovation)

☐ Land Acquisition and Development

Site Control (check all that apply):

☒ Owned by local government

☐ To be obtained with this land acquisition project

☐ Has been obtained for this land acquisition project using an approved waiver that expires on this date: _____.

☐ Leased by applicant for 25 years or more

☒ Easement

Costs rounded to nearest dollar:

LWCF funds requested: \$ 750,000 .00

Local government's matching funds: \$ 750,000 .00

Total cost of project \$ 1,500,000 .00

Project Name: Smith Creek Greenway Phases 2 and 3

Certification and Approval by Local Governing Board

I hereby certify the information contained in the attached application is true and correct and the required dollar-for-dollar matching funds will be available during the project period. This application has been approved by the local governing board.

Chief Elected Official

(Print or Type Name and Title)

Ben C. Clapsaddle, Mayor

(Signature/Date)

If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding "primary sponsor" in the "Local Government Name" section.

This form must be complete in its entirety for your application to be considered



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1016

Submitted by: Ruben Wall, Parks & Recreation

Submitting Department: Parks & Recreation

Meeting Date: October 20, 2026

Subject

Consideration to Name 0 Old Crawford Rd (PIN 1749287146 & PIN 1749277047) 80 “ Acres Property, Heritage Nature Preserve.

Recommendation:

Discussion and Approval

item Summary:

ATTACHMENTS:

- [Summary Sheet - Name 0 Old Crawford Rd \(80 Acres Property\) Heritage Nature Preserve.pdf](#)
- [Resolution - Name 0 Old Crawford Rd \(80-Acres Property\) Heritage Nature Perserve.pdf](#)

Agenda Item: Consideration to Name 0 Old Crawford Rd (PIN 1749287146 & PIN 1749277047) 80 – Acres Property, Heritage Nature Preserve.

Summary: In 2005, the Town of Wake Forest, in partnership with Wake County Government, purchased 80 acres of property located at 0 Old Crawford Rd (PIN 1749287146 & PIN 1749277047). The purpose of this purchase was to preserve natural open space for passive recreational use. Due to unauthorized, flagrant destruction to the property “No Trespassing” signs were installed in June 2026.

Over the past four months, staff have conducted several site assessments and worked with an internal consultant to conduct an independent assessment. Staff have also spoken with the North Carolina Department of Environmental Quality (NCDEQ) and the NC Land and Water Fund (NCLWF) management office. As we move forward, the goal is to open the property in the future for the intended purpose of passive recreational use with established, set guidelines and parameters to ensure safe and healthy use of the property. The first step in this process is to establish an official name for the property.

Staff recommends to name the property located at 0 Old Crawford Rd (PIN 1749287146 & PIN 1749277047) “Heritage Nature Preserve.”

Attachment:

- Resolution

RESOLUTION 2026-XX

A RESOLUTION TO NAME 0 OLD CRAWFORD RD (PIN 1749287146 & PIN 1749277047) 80-Acre Property, Heritage Nature Preserve

WHEREAS, the parcel currently located at 0 OLD CRAWFORD RD (PIN 1749287146 & PIN 1749277047) is referred to as the “80-Acre Property” and is a valued natural space within the community; and

WHEREAS, the Board of Commissioners and the Community recognize the importance of park names in reflecting the community’s values, history, and identity; and

WHEREAS, it has been proposed that the parcel located at 0 OLD CRAWFORD RD (PIN 1749287146 & PIN 1749277047) “80-Acre Property,” name be adopted and recognized as “Heritage Nature Preserve;” and

WHEREAS, the Parks, Recreation & Cultural Resources Department and the Town Leadership Team have reviewed the recommendation and do approve of the name change;

BE IT RESOLVED the Board of Commissioners of the Town of Wake Forest, North Carolina approves of the following:

1. That the parcel located at 0 Old Crawford Rd. (PIN 1749287146 & PIN 1749277047) and currently referred to as the “80-Acres Property” shall be officially named “Heritage Nature Preserve.”
2. That all official records, maps, signage, and references shall be updated to reflect the new name.
3. That the appropriate departments are authorized and directed to implement this change in accordance with Town policies.
4. That this resolution shall take effect immediately upon adoption.

Duly adopted this 20th day of October 2026.

Ben Clapsaddle
Mayor

ATTEST:

Evelyn Wright
Town Clerk



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-985
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: October 20, 2026

Subject

September Tax Report

Recommendation:

item Summary:

ATTACHMENTS:

- [WF-TXREP-SEPT-2026-BOC-MTG.pdf](#)



Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

DON MIAL, CHAIR
SAFIYAH JACKSON, VICE-CHAIR
VICKIE ADAMSON
SUSAN P. EVANS
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

September 9, 2026

Mr. Kip Padgett
Town Manager
Town of Wake Forest
301 S. Brooks Street
Wake Forest, North Carolina 27587

Dear Mr. Padgett:

The Wake County Board of Commissioners, in regular session on September 8, 2026, approved and accepted the enclosed tax report for the Town of Wake Forest.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

A handwritten signature in dark ink, appearing to read "Yvonne Gilyard".

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

TO: Wake County Board of Commissioners and Town Board of Wake Forest

FOR: Consideration of Requests for Value/Special Situations

Item #	Taxpayer(s)	Description Jurisdiction	Account#/Year For Payment Status	Appealed	Type	Recommendation Pers. Appearance
18633	STANLEY MARTIN HOMES LLC 11710 PLAZA AMERICA DR STE 1100 RESTON VA 20190-4771	11050 LIGON MILL RD WAKE FOREST	0000484532 Paid in Full	2024	\$44,290.00 Refund Request	Granted
18635	STANLEY MARTIN HOMES LLC 11710 PLAZA AMERICA DR STE 1100 RESTON VA 20190-4771	11050 LIGON MILL RD WAKE FOREST	0000484532 Paid in Full	2025	\$147,545.00 Refund Request	Granted

This List Requires Board Action

Tax Committee Member:

Signed by:

Marcus Kinrade

Marcus Kinrade, Tax Administrator

DocuSigned by:

Kim Loracher

Approved by:

WAKE COUNTY TAX ADMINISTRATION

07/01/2026 - 07/31/2026

Rebate Detail Report

WAKE FOREST

DATE 08/20/2026
TIME 4:26:13 PM

REBATE NUM	PROPERTY	SPEC DIST	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	BILLING YEAR	FOR TYPE	OWNER
	15.32	4.74	0.00	0.00	0.00	20.06	7/7/2026	0006134877	2026	2026	008200	MARLIN LEASING CORPORATION
BUSINESS ACCOUNTS												
971269	15.32	4.74	0.00	0.00	0.00	20.06	20.06		1	Properties Rebated		
SUBTOTALS FOR BUSINESS ACCOUNTS												
	15.32	4.74	0.00	0.00	0.00	20.06	20.06		1	Properties Rebated for the District City		
TOTAL FOR WAKE FOREST SPEC DIST												

BUSINESS ACCOUNTS									
971439	88.07	0	0.00	0.00	0.00	88.07	7/8/2026	0006488148	2026 2026 000000 CAVENESS PARTNERS, LLC
SUBTOTALS FOR BUSINESS ACCOUNTS									
	88.07	0.00	0.00	0.00	0.00	88.07	88.07	1	Properties Rebated
BUSINESS REAL ESTATE ACCOUNTS									
974524	462.00	0	0.00	0.00	0.00	462.00	7/31/2026	0000064458	2026 2026 000000 SOUTHEASTERN BAPTIST THEOLOGICAL SEMINAR
SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS									
	462.00	0.00	0.00	0.00	0.00	462.00	462.00	1	Properties Rebated
INDIVIDUAL PROPERTY ACCOUNTS									
973940	194.11	0	30.00	0.00	0.00	224.11	7/28/2026	0007086893	2026 2025 000000 OSZ, KIRSTEN AILENE
973959	241.70	0	30.00	0.00	0.00	271.70	7/29/2026	0007083818	2026 2025 000000 GORDON, EVELYN
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS									
	435.81	0.00	60.00	0.00	0.00	495.81	495.81	2	Properties Rebated
INDIVIDUAL REAL ESTATE ACCOUNTS									
970572	708.90	0	0.00	0.00	0.00	708.90	7/1/2026	0000431987	2026 2026 000000 HOH, ANDREW
970552	364.42	0	0.00	0.00	0.00	364.42	7/1/2026	0000035181	2026 2026 000000 WALKER, BIRDENA THOMAS
970492	363.16	0	0.00	0.00	0.00	363.16	7/1/2026	0000201877	2026 2026 000000 RAY, SARAH
970486	52.72	0	0.00	0.00	0.00	52.72	7/1/2026	0000208217	2026 2026 000000 SNAVELY, JAKLIEN KHALIL
970452	994.40	0	0.00	0.00	0.00	994.40	7/1/2026	0000280495	2026 2026 000000 HOPE, ANNIE ARLENE
970421	1,020.29	0	0.00	0.00	0.00	1,020.29	7/1/2026	0000345511	2026 2026 000000 HYMAN, RONNIE
970420	1,652.93	0	0.00	0.00	0.00	1,652.93	7/1/2026	0000347544	2026 2026 000000 STEVENS, JAMES A
970415	876.53	0	0.00	0.00	0.00	876.53	7/1/2026	0000402922	2026 2026 000000 DALE, WANDA G
970418	1,478.26	0	0.00	0.00	0.00	1,478.26	7/1/2026	0000358155	2026 2026 000000 KEATING, JOHN H
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS									
	7,511.61	0.00	0.00	0.00	0.00	7,511.61	7,511.61	9	Properties Rebated
TOTAL FOR WAKE FOREST									
	8,497.49	0.00	60.00	0.00	0.00	8,557.49	8,557.49	13	Properties Rebated for the District City
GRAND TOTAL									
	8,512.81	4.74	60.00	0.00	0.00	8,577.55	8,577.55	14	Properties Rebated for all Cities
	487,638.13	174.20	420.00	30,465.75	0.00	518,698.08	518,698.08	200	Properties Rebated for all Cities



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-990

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: October 20, 2026

Subject

Monthly Report

Recommendation:

item Summary:

ATTACHMENTS:

- [September 2026 Monthly Report.pdf](#)

SEPTEMBER 2026| Department Monthly Report



Center for Active Aging

ACTIVITY		REVENUE COLLECTED	
ACTIVITIES		COLLECTIONS AMOUNT	
Total Active Members	2,609	Classes	\$12,015
Number of Events Hosted	5	Donations	\$148
Number of Programs Hosted	79	Miscellaneous	\$1,000
Total Events Attendance	349		
Total Programs Attendance	4,506		

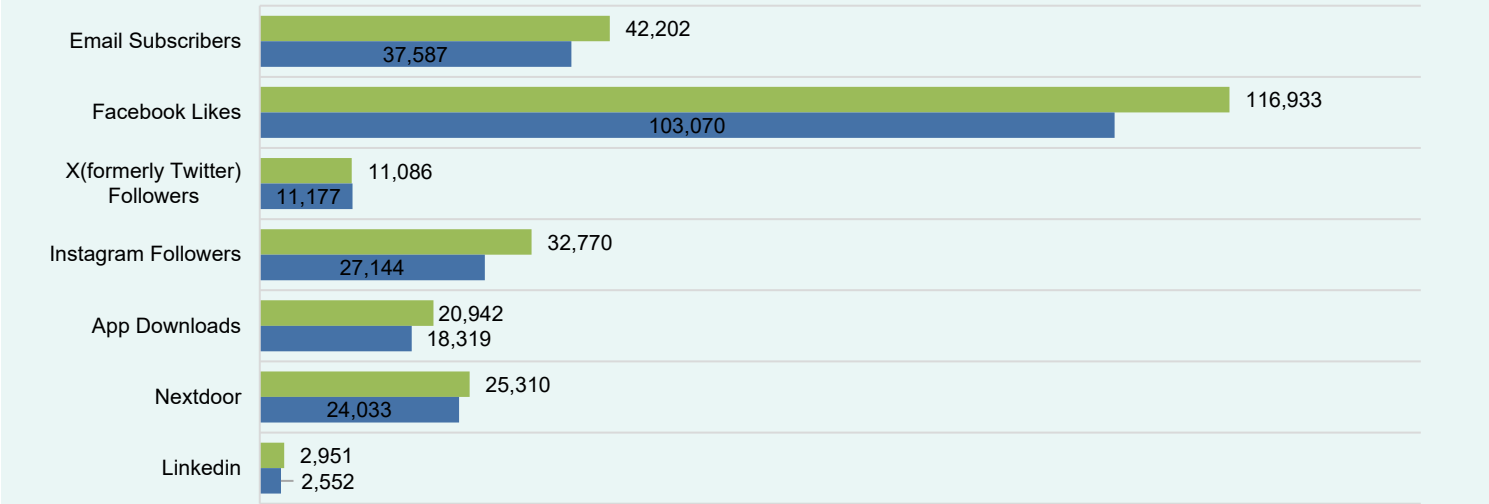
The Center for Active Aging is currently in the process of adding two new part-time staff members. These employees will assist with guest relations and program implementation.

Communications

ANNOUNCEMENTS		TOP 5 VIEWED PAGES ON WEBSITE		
Media Releases	47	RANK	PAGE	VIEWS
Email Announcements	25	1	Forms & Applications	31,973
Town-to-Resident Phone Calls/Texts	28	2	Home	7,944
		3	Jobs	2,627
		4	Friday Night on White	1,929
		5	Stanley Cup Visit	1,637

SUBSCRIBERS

■ SEPTEMBER-26 ■ SEPTEMBER-25



Downtown Development

OCCUPANCY

	JUL -SEPT 2026	JUL - SEPT 2025
Occupancy Rate in Percentage	92%	91%

EVENTS

THIRD QUARTER EVENTS (JUL - AUG)	ATTENDANCE IN 2026	ATTENDANCE IN 2025
Friday Night on White	7,500	10,000

NEW BUSINESSES

	SEPTEMBER 2026	FISCAL YEAR-TO-DATE
Number of New Businesses	0	0
Number of Businesses Closed	0	1

The Downtown Impact Report was released for the 2025-2026 fiscal year and shared with downtown stakeholders. It is available to be viewed at www.wakeforestdowntown.com.

A Facade Improvement Grant was issued to Bob & Elizabeth Johnson for facade improvements at 147 and 149 S. White St. for facade cleaning, paint trim, and a new awning.

Wake Forest Downtown, Inc. awarded a Downtown Collaborative Programs and Event Grant to Unwined on White for the Downtown Goes to the Dogs event held on September 12, 2026.

NC Main Street Program Specialist Amy Suggs visited downtown on September 22nd and met with the Wake Forest Downtown, Inc. Executive Committee, Downtown Development Staff, and Town Administration. During the visit, we discussed the successes of the past year as well as current challenges facing Wake Forest Downtown. This visit is part of the annual assessment process required for Main Street America accreditation.

Economic Development

WFBIP MONTHLY NEWSLETTER [VIEW](#)

The Wake Forest Business & Industry Partnership Quarterly Report is updated at the end of each quarter.

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

BUSINESS RETENTION & EXPANSION

NAMES OF BUSINESSES VISITED THIS MONTH

Firebirds

Carolina Gunrunners

Alex Perez - Preztin Games

Aging Care Matters

REQUESTS FOR INFORMATION (RFIs)

	SEPTEMBER 2026	SEPTEMBER 2025
Number of Responses to RFIs	1	1

Engineering

PROJECT UPDATES

Street Resurfacing	Resurfacing for this year's contract is substantially complete. Pavement markings and punch list items remain.
S. Franklin Street	The road is fully open to traffic. Temporary lane closures may occur as the contractor works through the project punch list items. Remaining project plantings are scheduled for Fall installation.
Traffic Signal- Forestville Rd at Coach Lantern	Anticipated project completion in the Fall/Winter 2026.
Wake Forest Reservoir	Project bid opening was June 2, 2026. Awarded to the low bidder, Zachry Construction. Contract documents are signed and notice to proceed is anticipated to be issued in October.

Finance

FINANCIAL TASKS COMPLETED

External Report Submissions	Submission Date
BLS Department of Labor Report	9-22-2026
ORBIT/LGERS Report – NC State Treasurer	9-03-2026
NC Sales and Use Tax Form E500	9-10-2026
Utility Sales Tax Return – E500 E	9-16-2026
Gross Receipts Tax Report	9-10-2026
Food & Beverage Tax Report	9-10-2026

GENERAL UPDATES

Staff will continue to work on the FY-26 audit.

NOTE: Several data points were removed from the Monthly report and will instead appear as Performance Measures and Workload Indicators in the annual budget document and on the [Open Data Portal](#).

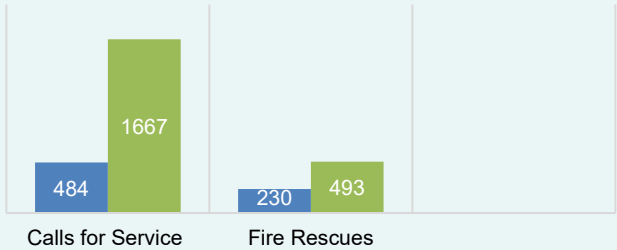
Fire

KEY STATS

	SEPTEMBER 2026	SEPTEMBER 2025
Calls for Service	484	1,667
Average Response Time	3:79	2:98

FIRE-KEY STATS

■ SEPTEMBER-26 ■ SEPTEMBER-25

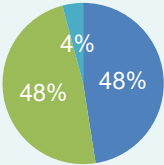


TYPES OF CALLS

	SEPTEMBER 2026	SEPTEMBER 2025
Fire	230	493
Medical	234	1,046
Motor Vehicle Accidents (MV24A)	20	121

TYPES OF CALLS

■ Fire ■ Medical ■ MVAs



Human Resources

EMPLOYMENT		
	SEPTEMBER 2026	SEPTEMBER 2025
Positions filled	480	446
Vacancies	17	2
Total Authorized Positions FY 2025–2026	497	471

PROMOTIONS/TRANSFERS			
NAME	DEPARTMENT	POSITION	DATE
Grayson Pridgen	PRCR	Recreation Programs Manager	9-14-2026

Information Technology

SERVICE STATS		
	SEPTEMBER 2026	SEPTEMBER 2025
Service Requests Completed	628	1,347
Network Uptime Percentage	100%	99%

Inspections & Public Facilities

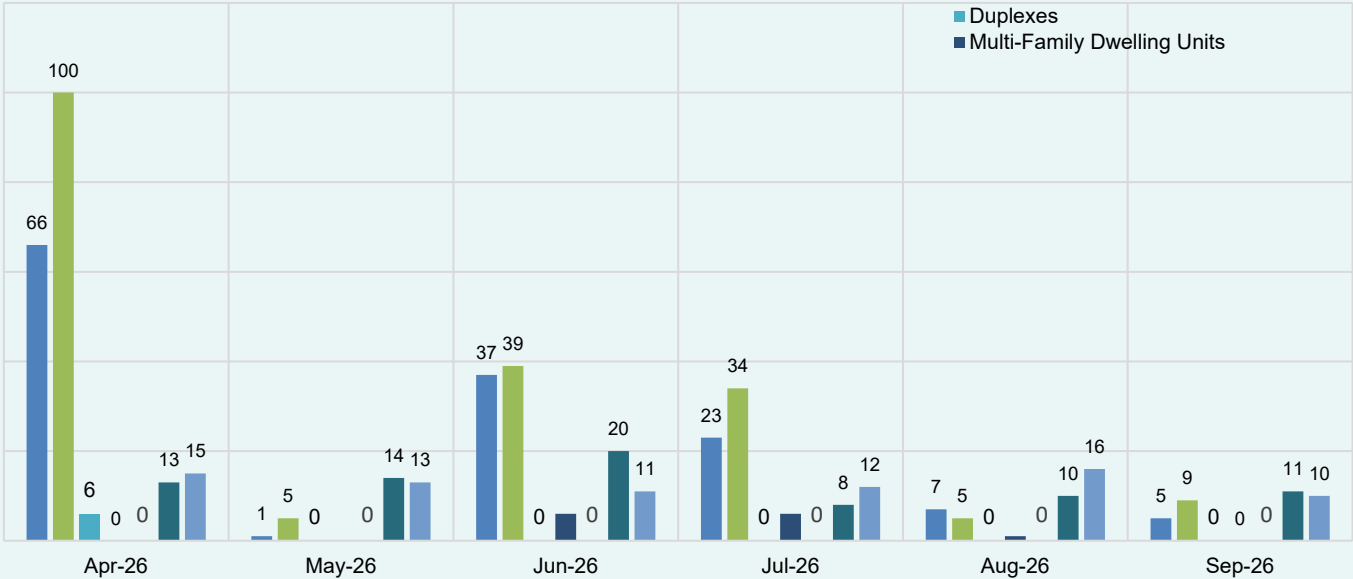
RESIDENTIAL PERMITS		
	SEPTEMBER 2026	SEPTEMBER 2025
Single-Family Dwelling	5	71
Townhomes	9	19
Duplexes	0	2
Multi-Family Dwelling Units	0	0
Other	121	116
Total	156	208

NON-RESIDENTIAL PERMITS		
	SEPTEMBER 2026	SEPTEMBER 2025
New Commercial	0	1
Fit-Ups	2	3
Other	37	17
Total	39	21

Inspections & Public Facilities

RESIDENTIAL BUILDING PERMITS (last 6 months)

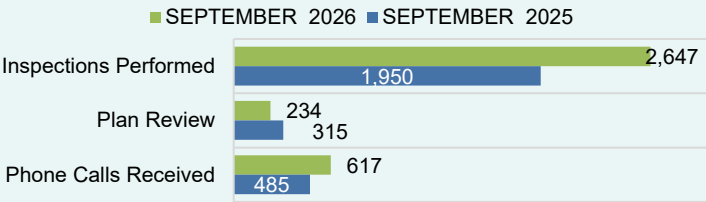
- Single-Family Dwelling
- Townhomes
- Duplexes
- Multi-Family Dwelling Units



PUBLIC FACILITIES

	SEPTEMBER 2026	SEPTEMBER 2025
Preventative Maintenance Completed	27	659
Reactive Work Orders	3	112

DEPARTMENTAL PRODUCTIVITY



BUSINESSES

NEW COMMERCIAL BUSINESSES

FIT-UPS

BISCUIT BELLY RESTAURANT	3601 ROGERS BRANCH RD 101
HAMPTON WAY GROCERY STORE	12223 HAMPTON WAY DR 400

PRE-OCCUPANCIES

VALOR PERFORMANCE LLC	5103 UNICON DR J
OWNER – (PERSONAL STORAGE)	5107 UNICON DR H
RON SCHWARTZ COMMERCIAL LLC	1756 HERITAGE CENTER DR 204
AUTOMATIC LEASING SERVICE INC	5115 UNICON DR A
PRIZM PEST CONTROL OF NC	740 MERRITT CAPITAL DR 119
NEXT CONSIGNMENT BOUTIQUE	150 S WHITE ST
OP BURGERS NC LLC (OWNER CHANGE)	11420 CAPITAL BLVD
PARKER LEGAL PLLC	1756 HERITAGE CENTER DR 204
RESTORE SPINE AND PAIN LLC	1904 S MAIN ST 114

Organizational Performance

NORTHERN COMMUNITY FOOD SECURITY TEAM (NCFST)

Staff Hours	28 hrs./week
Updates	TAM p/u -x2 Mobile Market - x3 Mini-Pantry - x12 WFCT p/u - x4 Youth Food Security Summit Car Show Food Drive Food Summit Mtgs - x2
Event	Lunch & Learn (Organizational Performance Department)

GUEST SERVICES VOLUNTEER (GSV) PROGRAM

Active	21
Inactive	N/A
Onboarding	N/A
Hours (September)	159

Parks, Recreation & Cultural Resources

ATHLETICS

	SEPTEMBER 2026	SEPTEMBER 2025
Registrations Received – Youth	683	679
Registrations Received – Adult	0	2
Games Held	238	113
Revenue	\$48,680	\$46,495

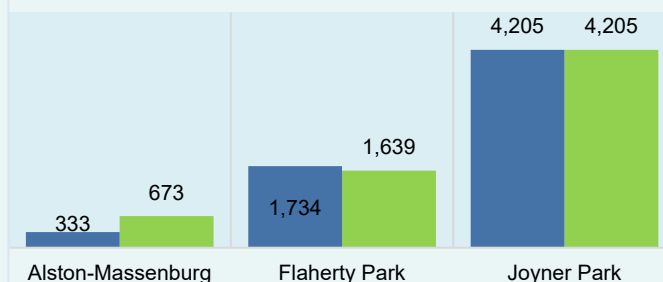
[VIEW](#)

RECONNECT PROGRAM GUIDE

The program guide is updated twice per year in January and July.

VISITORS TO COMMUNITY CENTERS

■ SEPTEMBER-26 ■ SEPTEMBER-25



FACILITY RENTALS

	SEPTEMBER 2026	SEPTEMBER 2025
Athletic Fields	6	3
Joyner Park Outdoor / Open Space	7	6
General Outdoor / Open Space	0	0
Picnic Shelters	8	1
Wake Forest Community House	5	8
Joyner Park Community Center	0	1
Flaherty Park Community Center	0	0
Alston-Massenburg Center	4	2

PROGRAMS

	SEPTEMBER 2026	SEPTEMBER 2025
Registrations Received – Youth	160	151
Registrations Received – Adult	107	216
Classes/Programs Held	35	43
Revenue	\$7,260	\$6,981

PARK MAINTENANCE

TYPE OF MAINTENANCE	QUANTITY
Vandalism	1
Reactive Maintenance	3
PM Inspections & Services	17
Evening & Weekend Park Services	4

VISITORS TO AQUATIC CENTER & SPRAYGROUND

	SEPTEMBER 2026	SEPTEMBER 2025
Aquatic Center	1,413	256
Joey McCrea Wiggins Park Sprayground	1,320	221

Planning

DEVELOPMENT SERVICES MONTHLY REPORT

[VIEW](#)

ZONING VIOLATIONS DASHBOARD

[VIEW](#)

Use Chrome, Firefox, Safari, or Edge to view the newsletter and/or the report.

CERTIFICATES OF APPROPRIATENESS

	SEPTEMBER 2026	SEPTEMBER 2025
COAs Received	0	0
COAs Approved	0	0

Police

KEY STATS

	SEPTEMBER 2026	SEPTEMBER 2025
Calls for Service	5,040	4,261
Vehicle Crashes	189	181

Public Works

Streets: Streets had a busy month completing the Traffic Calming Pilot Project installation and continued routine maintenance, including 363 feet of hazardous sidewalk replacement, 15 asphalt repairs totaling 80 tons, and 1,096 feet of ditch maintenance. Swept 137 miles and removed 27 loads of debris, assisted with the FNOW event, marked 2 graves, and trimmed 3,253 feet of sidewalk tree canopy.

Fleet: Fleet completed 241 work orders during the month, maintaining efficient operations and supporting the continued maintenance and availability of Town vehicles and equipment. The Fleet team achieved a combined shop productivity rate of 75% of billable hours, reflecting strong utilization of staff time and resources throughout the month.

Solid Waste: During the month, Solid Waste saw an increase in yard waste tonnage as the department transitioned into the fall season. Staff prepared the leaf trucks in anticipation of the start of leaf season on October 5. A fall Solid Waste Gathering was also held, providing employees with an opportunity to take a short break, connect with coworkers, and enjoy a meal together. Despite the seasonal increase in yard waste, all trash, recycling, and yard waste routes were completed in a timely manner.

Urban Forestry: Urban Forestry had a productive month, completing 185 tree removals, 6 stump grindings, and 50 tree pruning requests. The team continues to make progress in maintaining the Town's trees and responding to service needs. Luke is also making good progress obtaining APWA certification for Public Works.

Admin: As part of the APWA requirement we sent introductory letters to 10 neighboring properties on Friendship Chapel Rd to introduce the Public Works team. Hunter successfully completed and passed the Notary Public class and exam. New hires within Public Works met with Alison Snyder to coordinate annual training alongside new team members across Economic Development, Engineering, Inspections, Planning, Facilities to express consistent information and a shared understanding of departmental processes, expectations, and responsibilities.

RECYCLING

	SEPTEMBER 2026	SEPTEMBER 2025
Volunteer Collected Litter	50	0
Volunteer Collected Recycling	0	0
Volunteer Hours	8	0
Volunteer Miles of Streets	0	0
Sections of Roads Cleaned (not miles)	1	0
Number of Creeks Cleaned	0	0
Number of Litter Kits Issued / Returned	4	0

SOLID WASTE

	SEPTEMBER 2026	SEPTEMBER 2025
New Construction Homes Added	36	17
New Cart Sets	36	17

CEMETERY

	SEPTEMBER 2026	SEPTEMBER 2025
Number of Plots Sold	0	0
Number of Niches Sold	0	2
Total Plots Available	0	0

Renaissance Centre for the Arts

RENAISSANCE CENTRE BROCHURE

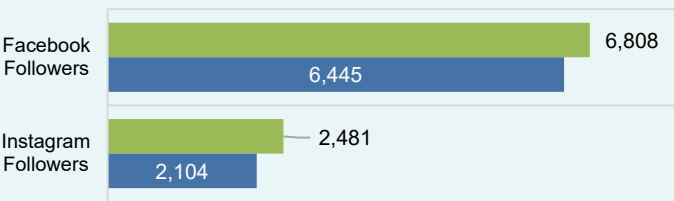
VIEW

EVENT & PROGRAM ATTENDANCE

	SEPTEMBER 2026	SEPTEMBER 2025
Monthly In-Person Attendance	2,484	1,049
Virtual Views	13,954	4,982
Ticketed Events Held	0	23
Free Events Held	2	3

SOCIAL ENGAGEMENT

■ SEPTEMBER-26 ■ SEPTEMBER-25



Highlights for September 2026 for the Renaissance Centre

Throughout September 2026, the Wake Forest Renaissance Centre celebrated a vibrant month of arts engagement and community participation. The Centre invited educators past and present to submit original 2D and 3D artwork for display, with selected pieces showcased beginning September 9 and continuing through October 2. On September 12, the Public Art Commission hosted the annual Community Celebration of the Arts, a free, family-friendly event featuring hands-on art-making activities, a Guild of Artists mini-market in the Grand Hall, and a special performance by Grey Seal Puppets that delighted audiences of all ages. Rounding out the month, preparations continued for the upcoming October 2–4 stage adaptation of Stephen King's Misery, presented by Firebox Theatre Company. Additionally, September was formally proclaimed by the Town as "Arts Are Education" Month, acknowledging the essential role of the arts in learning and community enrichment.

Wake Forest Power

CUSTOMER SUMMARY

	SEPTEMBER 2026	SEPTEMBER 2025
Electric Meters/Customers	8,666	8,126
N.C. GreenPower Participants	16	16
H.O.P.E. Participants	40	42

NUMBER OF TRANSACTIONS

	SEPTEMBER 2026	SEPTEMBER 2025
Tyler Payments (Traditional)	6,467	0

POWER OUTAGES

	SEPTEMBER 2026	SEPTEMBER 2025
Total Number of Customers Affected by Outages this Month	217	113
Average Number of Customers Affected per Outage	43	38

PAYMENTS RECEIVED

	SEPTEMBER 2026	SEPTEMBER 2025
Tyler Payments (Traditional)	\$1,619,716	\$0

Advisory Boards

Historic Preservation Commission

MEETINGS

Most recent meeting held 09/29/2026

Number of members in attendance: 7 out of 9

The HPC participated in quasi-judicial training provided by Planner I for Historic Preservation.

Human Relations Council

MEETINGS

Most recent meeting held 09/24/2026

Number of members in attendance: 6 out of 12

The HRC hosted Good Neighbor Day on Saturday, September 19, 2026. The Council will be prepared to vote for new members in October, and begin planning for the Expo - scheduled for February 20, 2027

Public Art Commission

MEETINGS

Most recent meeting held 09/24/2026

Number of members in attendance: 3 out of 11

Reviewing public art for the proposed skatepark

Parks, Recreation & Cultural Resources Advisory Board

MEETINGS

Most recent meeting held 09/28/2026

Number of members in attendance: 9 out of 11

Unplugged: Members provided feedback about the event held on Sept. 6

The board's annual report was submitted to the Clerk's Office

Board members were encouraged to sign up to volunteer for Boo Bash on Oct. 17

The board voted to support the Outdoor Recreation Legacy Partnership Program grant for Ailey Young Park Improvements. The chair will provide a letter of support.

Technology Advisory

MEETINGS

Most recent meeting held 09/28/2026

Number of members in attendance: 11 out of 13

The town board discussed new copiers, STEM event planning, and a strategic IT/AI roadmap. The board agreed to review and refine the roadmap at the next meeting. College outreach and event improvements are underway.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1004

Submitted by: Ella Dowtin, Administration

Submitting Department: Administration

Meeting Date: October 20, 2026

Subject

Advisory Boards and Commissions Annual Reports

Recommendation:

item Summary:

ATTACHMENTS:

- [2026 Advisory Boards Annual Report 10-20-26.pdf](#)



**WAKE
FOREST**

Where Innovation Meets Opportunity

Town of Wake Forest
301 S. Brooks St.
Wake Forest, NC 27587
919.435.9400

wakeforestnc.gov

Advisory Boards and Commissions

Annual Reports October 2026

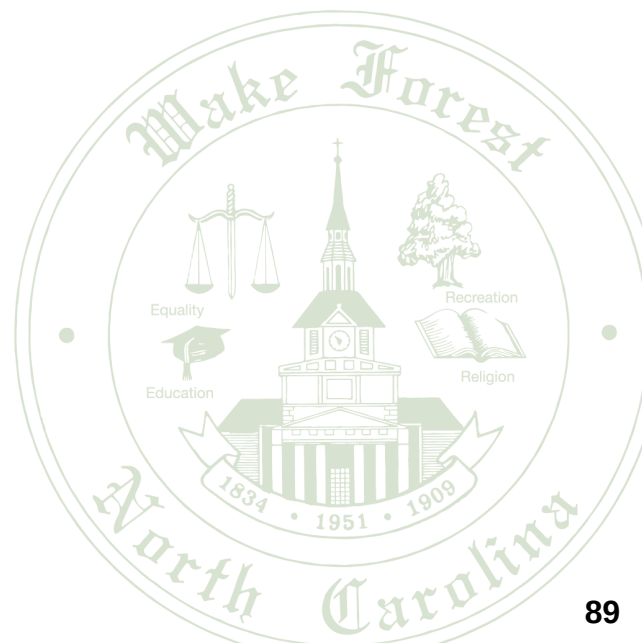
Historic Preservation Commission

Human Relations Council

Public Art Commission

Parks, Recreation & Cultural Resources Advisory Board

Technology Advisory Board



TOWN OF WAKE FOREST HISTORIC PRESERVATION COMMISSION

BOARD MEMBERS

BOARD MEMBER	TERM EXPIRATION
Elizabeth Miller, Chair	12/31/28
Joni Falvey, Vice-Chair	12/31/26
B. Allen Jenkins	12/31/26
David Bennett	12/31/26
Pamala Jeffries	12/31/27
Sarah Soleim	12/31/27
Kiki Farish	12/31/27
Jason Mobraten	12/31/28
Cooper Bolton	12/31/28

Staff Liaison: Michelle Michael, Senior Planner – Historic Preservation
Paige Regna, Planner I – Historic Preservation

REGULAR ACTIVITIES

Certificates of Appropriateness (COA):

Activity	2023	2024	2025	2026
Major Work COA	0	0	2	1
Minor Works COA	5	4	4	2
Demolition COA (HPC review)	0	0	0	0
Staff Demo Review (No COA Required)	1	0	0	0

COMMISSION TRAINING

Historic Preservation Commission Training: Michelle Michael, Senior Planner – Historic Preservation, provided training on the National Alliance of Preservation Commissions' Historic Preservation Messaging Guide in October 2025. Historic Preservation staff provided individual training to new members Kiki Farish and Cooper Bolton about the Historic Preservation Commission and quasi-judicial procedures.

Certified Local Government Training: Historic Preservation Commission members and staff must attend approved annual training to maintain Certified Local Government (CLG) standing and compete for CLG grant funds. In October 2025, Elizabeth Miller, Joni Falvey, Pamala Jeffries, Michelle Michael, and Paige Regna attended the Preservation North Carolina conference in Asheville.

AWARDS

CLG Grant FY 24-25: The Town of Wake Forest received a \$36,000 CLG grant to complete ground-penetrating radar (GPR) at the Olive Branch Baptist Church cemetery and the Friendship Chapel Baptist Church cemetery and host two public workshops at each cemetery. Stantec was selected as the project consultant. The public workshops were held in November 2025, and the project was completed in February 2026.

Anthemion Award – Capital Area Preservation: The Town of Wake Forest received an Anthemion Award from Capital Area Preservation for the Sites of Memory Story Map. The award was presented in September 2025.



Friendship Chapel Baptist Church cemetery workshop held in November 2025.

MAJOR PROJECTS

Northeast Gateway Park at the Ailey Young House: The Town of Wake Forest BOC adopted the vision plan for a 3-acre park surrounding the Ailey Young House, a c. 1875 African American resource, in March 2026. The next phase for the park project is to complete construction drawings.



Final vision plan for the park was adopted in March 2026.

Summer Internship: The Town of Wake Forest and the HPC co-fund an annual summer internship for the Historic Preservation program. For Summer 2026, Historic Preservation staff decided not to host a summer intern. The internship program will resume in Summer 2027.

Historic Preservation Month Activities: Due to construction along N. Main Street, the HPC did not have any walking tours during May 2026 for Historic Preservation Month. Instead, the HPC had a weekly gift card giveaway for entries/stories added to the Wake Forest History Exchange for each week in May.

Juneteenth: The Northeast Community Coalition held its annual Juneteenth event on June 20–21, 2026. HPC members Elizabeth Miller, Pamala Jeffries, David Bennett, Jason Mabraten, and Kiki Farish volunteered to host a table at the DuBois campus. The event unveiled a historic marker for DuBois High School. The Ailey Young House was open to the public in the afternoon. Michelle Michael, Paige Regna, and Morgan Moorman gave visitors tours of the house.

Black History Month: In February 2026, the Town of Wake Forest led three walking tours of the Northeast Community. Each tour had approximately 15 people. The Town installed historic markers for the Northeast Community along E. Juniper Avenue and N. White Street, and held an unveiling ceremony on February 27, 2026, for the marker on N. White Street.

Historic Marker Program: The HPC did not approve any new historic markers in 2025. The HPC installed 7 historic markers and held 5 unveiling ceremonies for the following buildings/sites in FY25-26: Olive Branch Baptist Church, Friendship Chapel Baptist Church, Northeast Community (2), Oscar Alston's Barber Shop (sidewalk marker), DuBois High School (2).

Local Historic Landmark Program: The HPC received one application to designate a residence as a Local Historic Landmark. The HPC recommended approval for the Local Historic Landmark designation of the William Royall Powell House at 546 N. Main Street to the Board of Commissioners (BOC). The BOC unanimously approved the designation in December 2025.

Sponsorships: The HPC provided donations to Capital Area Preservation, Wake Forest Birthplace Society, the Northeast Community Coalition, and the Wake County Historical Association.



The William Royall Powell House was designated as a Local Historic Landmark in 2025.

TOWN OF WAKE FOREST HUMAN RELATIONS COUNCIL

BOARD MEMBERS

BOARD MEMBER	TERM EXPIRATION
Steven Schlossberg, Chair	12/31/27
Megan Kelly Deyncourt, Vice-Chair	12/31/28
Karlie Crenshaw	12/31/26
Grady N. Arnao	12/31/27
Vacant, Youth Representative	12/31/27
Angela Milton	12/31/28
Naomi Berhanu, Youth Representative	12/31/28
Matteo Botti, Youth Representative	12/31/28
Amanda Cottrill	12/31/28
Alysha Cieniewicz	12/31/28

Staff Liaison: Angela McCray, Human Resources Director

Ex-Officio: Commissioner Nick Sliwinski

REGULAR ACTIVITIES

Membership Update: The Human Relations Council (HRC) is comprised of nine members, each serving a three-year term in a staggered sequence. The HRC also has three Youth Representatives. Currently, there are three vacancies and one youth representative vacancy. The Human Relations Council will need to fill the vacancies by November/December 2026, with a term beginning on January 1, 2027. Council membership lost three members and one youth representative during the current operating year.

Martin Luther King Jr. Wake Forest Community Celebration: Friendship Chapel Baptist Church and the Wake Forest MLK Celebration Committee hosted this event. The HRC supported the scholarship program with a \$500 donation.

2026 Minority & Women Owned Business Expo: The HRC's third annual Minority and Women Owned Business Expo was held on February 28, 2026, from 1–4 p.m. at the Renaissance Centre. Over 35 Minority and Women-Owned Businesses were invited to participate. Participants had the opportunity to highlight their businesses and services. Participants donated raffle prizes, which were awarded during multiple ticket drawings throughout the Expo. More than 300 people attended.

2026 Wake Forest Juneteenth Celebration: The HRC participated in the Juneteenth celebration on Saturday, June 20, 2026. Members distributed Juneteenth-embossed wristbands, fans, and water and shared information about the upcoming Good Neighbor Day at Joyner Park in September.

17th Annual Good Neighbor Day: This event was held on Saturday, September 19, 2026, from 1–4 p.m. at Joyner Park. Activities and participating organizations included an interactive DJ, face painter, balloon art, Home Depot kids crafts, Wake Forest Woman's Club activities and book giveaways, Wake Forest Lion's Club kids eye exams and reading glasses giveaway, Bright Funeral Home's tent for the food-serving area, the Martin Luther King Celebration Committee, Friendship Chapel Baptist Church, Wake Forest Community Youth Orchestra, Hot Bunz, Inc., Nothing Bundt Cakes, Wake Forest Community Table, Tri-Area Ministry Food Bank, Just Serve, and Town public safety displays. This year, the event served beef, vegan, and turkey hot dogs. Many vendors indicated interest in participating the following year.

Good Neighbor Day Highlights: There were 15 nominations this year. Mayor Clapsaddle presented the Good Neighbor of the Year award to Gwen Jefferies.

TOWN OF WAKE FOREST PUBLIC ART COMMISSION

BOARD MEMBERS

BOARD MEMBER	TERM EXPIRATION
TBD - Chair	12/31/26
Amber Burger, Vice-Chair	12/31/27
Deanna Evans	12/31/26
Nicki Black	12/31/26
Laura Wolfe	12/31/27
Jessica Morozowich	12/31/27
Barbett Ramsey	12/31/28
Mary Petretich	12/31/28

Staff Liaison: Debra Horton, Programs Manager
April Cannon, Arts Coordinator

Ex-Officio: Commissioner Faith Cross

OVERVIEW

Establishment: The Public Art Commission is established by the passage of the Wake Forest, NC Code of Ordinances, Version June 9, 2025, Chapter 12 – Civic and Cultural Affairs, Sec. 12-19 – Purpose and intent.

Purpose: The Town recognizes the importance of facilitating the creation and installation of art for public spaces that evokes social and aesthetic interaction. Public art is intended to enliven public space, promote community identity and sense of place, and contribute to a vibrant and engaging town.

Funding: Funding comes from an established Municipal Art Fund.

Membership: The Public Art Commission currently has 8 members.

REGULAR ACTIVITIES

Action Plan Goal 1 – Lead and Guide the Town’s Public Art Program: Attend BOC meetings; collect a community survey during the Celebration of Arts annual event; plan the proposed skate park at Joyner Park with the Parks and Recreation Department.

Action Plan Goal 2 – Increase Quality Public Art in Wake Forest: Maintain an artist registry; sculpture titled Saturn’s Toybox placed at the Center for Active Aging; Artistic Splash Pad installed as part of the plan for the Joey McCrea Wiggins Park Sprayground; additional student artwork affixed to the picnic shelter wall at Joey McCrea Wiggins Park; mural installed inside Wake Forest High School titled The Pride of Wake Forest; community art projects of Wheel Stop at, Joyner Park, Flaherty Park, Town Hall, and the Center for Active Aging; totem poles completed by citizens on display at Joey McCrea Wiggins Park; and review of artwork included in Planning Department submissions for building applications.

Action Plan Goal 3 – Engage, Educate, and Advocate for the Value of Public Art: Audio description are available through the QR code on the stands at the sculpture sites and through our virtual public art tour; Celebration of the Arts annual free community event on September 12, 2026; six school presentations on the importance of art for the community and as a career; participation with Commissioner Cross on monthly open forums; student artwork from the Boys and Girls Club chosen to hang in the Mayor’s Office; art-making tables at

Forest Fest, the Farmers Market, and the Mobile Market site; and work with the Communications Department to promote public art.

DRAFT

TOWN OF WAKE FOREST PARKS, RECREATION AND CULTURAL RESOURCES ADVISORY BOARD

BOARD MEMBERS

BOARD MEMBER	TERM EXPIRATION
Felicia Roberts – Chair	12/31/28
Luke Kemp – Vice -Chair	12/31/26
James Lalik	12/31/26
Monica Molina	12/31/26
Vacant	12/26/27
Christi Spencer	12/31/27
Jack Everitt, Youth Representative	12/31/27
Sandy Thomason	12/31/27
Morgan Dixon, Youth Representative	12/31/28
Melissa Gray	12/31/28
Janet Lowe	12/31/28
Dennis Beemer	12/31/28

Staff Liaison: Ruben Wall, Park, Recreation & Cultural Resources Director

Ex-Officio: Commissioner Daniel Hupp

REGULAR ACTIVITIES

2026 Goals & Accomplishments: The Parks, Recreation, and Cultural Resources Advisory Board welcomed and supported new board members and held an Advisory Board Planning Session on February 7, 2026. Members attended Commissioners' meetings as requested and provided input into the PRCR Department Capital Improvements Plan and budget development process. The Board also advised staff on parks and greenways issues in coordination with Town staff. Throughout the year, members sponsored and promoted community events, including the National Trails Day 5K/3K Races on June 6, 2026; the opening celebration for Joey McCrea Wiggins Park on June 12, 2026; the annual Wake Forest Unplugged at E. Carroll Joyner Park on September 6, 2026; and the Decade Dance. The Board plans to participate in the Halloween Boo Bash on October 17, 2026; host the Thanksgiving Holiday Luncheon with staff on November 23, 2026; attend the Snowball Dance in December 2026; and participate in the Calls from Santa event on December 10, 2026. The Board also interviews candidates to fill vacant and expired terms and continues to promote parks and recreation opportunities throughout the community through social media and other community outlets. Members continue to serve as ambassadors for the Town, focusing on responsiveness to the public and support for parks, greenways, and cultural arts services.

GOALS FOR UPCOMING YEAR

The Parks, Recreation, and Cultural Resources Advisory Board will continue to welcome and support new board members and participate in an Advisory Board Planning Session on February 20, 2027. Members will attend Commissioners' meetings as requested, assist with community outreach and input sessions for new park facilities, and provide input into the PRCR Department Capital Improvements Plan and budget development process. The Board will continue to advise staff on issues related to parks and greenways in coordination with Town staff and conduct an Advisory Board Cleanup Day. Members will sponsor and promote the National Trails Day 5K/3K Races on June 5, 2027; attend the Juneteenth Celebration at Taylor Street Park in June 2027; volunteer for the Decade Dance in June 2027; and sponsor and promote the annual Wake Forest Unplugged at E. Carroll Joyner Park on September 5, 2027. The Board will also participate in the Halloween Boo Bash on

October 16, 2027; interview candidates to fill vacant and expired terms; host the Thanksgiving Holiday Luncheon with staff on November 19, 2027; participate in the Calls from Santa event on December 9, 2027; and participate in the 2027 Snowball Dance. Throughout the year, the Board will continue to promote parks and recreation opportunities throughout the community through social media and other community outlets while serving as ambassadors for the Town, with a continued focus on being responsive to the public and supporting parks, greenways, and cultural arts services.

DRAFT

TOWN OF WAKE FOREST TECHNOLOGY ADVISORY BOARD

BOARD MEMBERS

BOARD MEMBER	TERM EXPIRATION
Colman C. Keane, Chair	12/31/26
Alexander Scholz, Vice-Chair	12/31/28
Zee Khan	12/31/26
Mike S. Infinger	12/31/26
Adam Compton	12/31/27
Philip Carter	12/31/27
Ryan Holbrook	12/31/27
Adrian Martin	12/31/28
Nicholas Gray	12/31/28
Caroline Lynch, Youth Representative	12/31/28
Colton Alexander, Youth Representative	12/31/28

Staff Liaison: Adam Oates, Chief Information Officer

Ex-Officio: Commissioner Adam Wright

OVERVIEW

Board Activity: Throughout 2026, the Technology Advisory Board continued its work supporting the Town's strategic objectives, with particular emphasis on responsible technology adoption, digital modernization efforts, and community-oriented programming. TAB met regularly on the fourth Monday of each month. Meetings followed established municipal procedures and were conducted in a structured manner to ensure transparency and compliance with advisory board expectations.

REGULAR ACTIVITIES

Smart / Connected City Initiatives: TAB provided ongoing support for the Town's Smart & Connected Town initiatives, designed to enhance public service delivery, operational efficiency, and resident engagement through the thoughtful deployment of contemporary technologies.

Assessment of Mobility and Parking Technology: TAB reviewed ongoing evaluations of smart parking solutions aimed at improving real-time parking availability, reducing congestion, and enhancing mobility in the downtown district.

Expansion of Public-Space Connectivity and Monitoring: TAB supported Town staff in efforts to expand wireless connectivity within parks and deploy monitoring tools such as webcams and environmental sensors to improve public space management.

Data Governance and Infrastructure Review: TAB advised on the importance of maintaining robust data governance frameworks to support future technology deployments, consistent with the Town's broader operational standards.

Artificial Intelligence and Emerging Technology Considerations: During the reporting period, Artificial Intelligence (AI) emerged as a topic of significant municipal interest. TAB examined both opportunities and risks associated with potential applications of AI in service delivery and Town operations. Key considerations included enhancing productivity, service efficiency, and analytical capabilities; mitigating risks related to privacy, algorithmic bias, and system transparency; aligning with ethical expectations and regulatory standards similar to

those guiding other Town policies; and recommending a phased, deliberate implementation approach. TAB advises continued evaluation and governance development to ensure any future deployment of AI technologies supports the public interest and maintains public trust.

STEM and Community Engagement Initiatives: The Technology Advisory Board continued to support the Town's commitment to education and community development through its STEM engagement efforts. The 2026 Wake Forest STEM Saturday was held on April 10, 2026, and was a successful, high-attendance, hands-on STEM education event featuring robotics demonstrations, Town department exhibits, interactive vendor activities, and strong community and school engagement, supported by extensive sponsorship and coordinated logistics.

SUMMARY AND OUTLOOK

2026 Contributions: From January through October 2026, the Technology Advisory Board provided guidance and support on key initiatives that advance the Town's strategic vision for technology integration, public engagement, and operational resilience. This year, TAB's contributions focused on supporting Smart & Connected City efforts, evaluating AI and emerging technologies, enhancing community STEM programming, and strengthening data governance and technology infrastructure.

STEM Subcommittee and Technology Planning: STEM Saturday aims to expose students to a variety of STEM career options while featuring STEM-related exhibits, demonstrations, and hands-on learning activities. Community engagement remains a cornerstone of the TAB's mission. The report notes record attendance at the 2026 event, with nearly 1,000 participants and over 500 bags distributed to children. The next STEM Saturday is scheduled for April 11, 2027, at the Joyner Park Community Center, and the board welcomes anyone interested in volunteering or setting up a booth.

Meeting Information: Residents are encouraged to attend TAB meetings, held at 6:30 p.m. on the fourth Monday of each month.



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-859-
Submitted by: Evelyn Wright
Submitting Department:
Meeting Date: October 20, 2026

Subject

Commissioners Report

Recommendation:

item Summary:

ATTACHMENTS:



BOARD OF COMMISSIONERS AGENDA ITEM REPORT

Agenda Item No.: 2026-1018

Submitted by: Kip Padgett, Administration

Submitting Department: Administration

Meeting Date: October 20, 2026

Subject

Closed Session: N.C.G.S 143-318.11(5)

Recommendation:

item Summary:

ATTACHMENTS: