



**Wake Forest Board of Commissioners
Meeting Agenda
December 16, 2025 – 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, Mayor Jones 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 November 6, 2025 BOC Work Session Minutes and November 18, 2025 BOC Regular Meeting Minutes
[DRAFT BOCWSMinutes_November20256.pdf](#)
[DraftBOCMinutes_November202518.pdf](#)

3. Presentations

- 3.A PROCLAMATION World Meditation Day
[PROCLAMATION World Meditation Day.pdf](#)

4. Public hearings / Public Comment

- 4.A Public Hearing to receive public comment on the five (5) year Capital Improvements Plan (CIP) for FY 2026-2031
[Public Hearing on Proposed CIP Update_Summary.pdf](#)
- 4.B Public Hearing to receive public input for the FY 2026-2027 Annual Operating Budget
[FY 26-27 Budget Public Hearing 1 Summary.pdf](#)
[FY 26-27 Budget Public Hearing 1 Tentative Schedule.pdf](#)
- 4.C 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 Appointment to Citizen Advisory Boards
[RESOLUTION2026-XXX_Adv_Board_Appts-BOA .pdf](#)
[RESOLUTION2026-XXX_Adv_Board_Appts-PB_MM Moore.pdf](#)

[RESOLUTION2026-XXX_Adv_Board_Appts-TAB .pdf](#)
[RESOLUTION2026-XXX_Adv_Board_Appts-PRCR.pdf](#)
[RESOLUTION2026-XXX_Adv_Board_Appts-HRC .pdf](#)
[RESOLUTION2026-XXX_Adv_Board_Appts-PAC.pdf](#)
[RESOLUTION2026-XXX_Adv_Board_Appts-HPC.pdf](#)
[HPC Waiver Statement_Elizabeth Miller_Dec2025.pdf](#)

- 5.B Approve Resolution to Accept Streets into the Town of Wake Forest Street System for Maintenance.

[Attachment_A_summary_12.2025_Accept_Streets.docx](#)
[Attachment_B_Resolution__Accept_Streets.docx](#)

- 5.C Approval of the 2026 Street Resurfacing Contract

[Summary_Street_Resurfacing_Contract.docx](#)
[Attachment_A_Resolution_Resurfacing_Contract.docx](#)
[Attachment_B_Street_Resurfacing_Bid_0001-2025.pdf](#)
[Attachment_C_Bid Tab.pdf](#)

- 5.D Approval of Budget Ordinance Amendment # 3 - FY 2025-2026

[Budget Ordinance Amendment_summary.pdf](#)
[Budget Ordinance Amendment # 3 FY 2025-2026.pdf](#)

- 5.E Consideration of an Interlocal Agreement with Wake County for an EMPA Program

[Executive MPA Program Summary.pdf](#)
[Updated Municipality ILA Draft - Dec 2025\[2\].pdf](#)
[Exhibit 1 - AG-Bondi-Memo-Guidance-for-Recipients-of-Federal-Funding-Regarding-Unlawful-Discrimination_0.pdf](#)
[Exhibit 2 - Semester Payment Schedule \(DRAFT\) - Nov 2025.pdf](#)

6. Legislative Items

7. Planning Items

8. Administration and Financial Items

9. Public Services Items

10.Parks and Recreation Items

11.Public Safety Items

12.Other Business

- 12.A Department Monthly Reports

[November 2025 Monthly Report.pdf](#)

- 12.B December Tax Report

[WAKE FOREST-TXREP-DEC-2025-BOC-MTG.pdf](#)

- 12.C Resolution of Appreciation for Outgoing Commissioner
[RESOLUTION2025-XX-Nicolas_Sliwinski-appreciation-Dec2025.pdf](#)
- 12.D Resolution of Appreciation for Outgoing Mayor
[RESOLUTION2025-XX-Mayor Jones-appreciation-Dec2025.pdf](#)
- 12.E Oath of Office for Commissioner-elect
[OathOfOffice-CommissionerShackleford_2025Dec.pdf](#)
[OathOfOffice-CommissionerFatmi_2025Dec.docx](#)
- 12.F Oath of Office for Mayor-elect
[OathOfOffice-MayorClapsaddle_2025Dec.pdf](#)
- 12.G Commissioner Reports

13. Adjournment