

**CITY OF GRAHAM  
CITY COUNCIL MEETING MINUTES  
TUESDAY, FEBRUARY 8, 2022**

The City Council of the City of Graham held a regularly scheduled meeting beginning at 6:00 p.m. on February 8, 2022, in the Council Chamber of the City Hall Municipal Building located at 201 South Main Street, Graham, NC.

**Council Members Present:**

Mayor Jennifer Talley  
Mayor Pro Tem Ricky Hall  
Council Member Bobby Chin  
Council Member Joey Parsons

**Staff Present:**

Megan Garner, City Manager  
Aaron Holland, Assistant City Manager  
Bryan Coleman, City Attorney  
Bob Ward, City Attorney  
Darby Terrell, City Clerk  
Justin Snyder, Planning Director

**CALL TO ORDER:**

Mayor Jennifer Talley called the meeting to order at 6:00 p.m. and presided. Mayor Talley asked Mayor Pro Tem Hall to recite the Pledge of Allegiance. Mayor Talley then recognized Reverend Ron Harris, Senior Pastor of Greater Love World Outreach, to give the invocation.

**SPECIAL PRESENTATIONS:**

**EMBERS MOTEL FIRE RESIDENT RECOGNITION:**

Embers Motel fire recognition of resident Crystal Porter. Due to unforeseen circumstances, Ms. Porter was unable to attend.

Fire Chief Tommy Cole made the below statement in place of Ms. Porter's recognition with the approval of Mayor Talley.

Fire Chief Cole said that a fire occurred on December 19, 2021, at 5:03 am. The fire was declared under control at 11:39 am, and all units cleared the scene at 5:22 pm, a little over 12 hours later. Chief Cole recognized the following Incident Command Team that managed the incident throughout the day; GFD Captain Jason Cook, Haw River Asst. Chief Marshall Lynch and GFD Captain Kevin Squires who could not attend due to a work commitment. Chief Cole said that these three fire officers did an outstanding job which allowed him to handle the behind the scene issues such as relocation of the residents and contacting supporting agencies to assist the residents. Chief Cole also recognized the Graham Recreation and Parks Director Brian Faucette for his assistance with opening and transporting the residents to the Recreation Center, which allowed agencies such as the Red Cross and the Alamance County Department of Social Services (DSS) to work with the displaced residents. Chief Cole also recognized additional members of the Graham Fire Department for their outstanding job performance during the Embers Fire. He said there were 15 fire apparatus and 49 personnel from eight different departments that helped battle the fire.

Fire Chief Cole thanked the following agencies for their assistance:

Graham Police Department

E.M Holt Fire Department

Swepsonville Fire Department	Burlington Fire Department
Haw River Fire Department	Mebane Fire Department
Faucette Fire Department	Alamance County Fire Marshal's Office
Eli Whitney Fire Department	Alamance County EMS
Graham Rec & Parks	Alamance County Rescue
American Red Cross	Alamance County DSS & Health Departments
NC State Bureau of Investigation	Alamance County Arson Task Force
NC Office of State Fire Marshal	
Alcohol, Tobacco, and Firearms (ATF)	

Fire Chief Cole stated that he had a very dedicated department, and he was proud to be their Chief.

### **RECOGNITION OF LOCAL EAGLE SCOUTS:**

Mayor Talley recognized the following scouts who obtained the rank of Eagle Scout:

**Nathan Philip Kreider:** for his project, Nathan built lightboxes to benefit the visually impaired for the Alamance-Burlington School System.

**Nicolas Burke Wolfe:** for his service project, Nicolas re-landscaped the grounds at the Grove Park Church.

**Zachary Michael Wolfe:** for his service project, Zachary built a retirement box for flags.

### **CITY OF GRAHAM RETIREES:**

Mayor Talley recognized, on behalf of the City Council and the City of Graham, Richard Allgood and Mark Manning. They retired from the City of Graham last month.

**Richard Allgood:** Waste Water Treatment Plant Operator, Public Utilities – 23 years

**Mark Manning:** Landscape Specialist, Public Works Department – 21 years

### **GRAHAM RECREATION AND PARKS - 2021 9/11 COMMEMORATIVE 5K AND FIRST RESPONDERS TEAM:**

The Graham Recreation and Parks Department thanked and recognized the 2021 9/11 Commemorative 5k First Responders Team winners for their accomplishments. Ms. Emma Griffin, the Program Supervisor, Graham Recreation and Parks, presented the trophy and check. Below is a summary of her speech.

The City of Graham NC Fire Department, Graham Police Department, and Graham Recreation & Parks Departments presented the first annual 9/11 Commemorative 5K Run/Walk Event on Saturday, September 11, 2021. The event was created to honor and remember those affected by the tragedies of 9/11/2001. The event's goal was to bring the community together and ultimately give back to the community. Special thanks to our sponsors, participants, and attendees for their support and donations. A check was presented for \$4,690 to the nonprofit organization, Children of Fallen Heroes, whose mission is to provide support and immediate needs for children of First Responders and Military fallen heroes through partnerships and

donations. Because of the community's help, money raised will make a positive difference in their lives and the surviving spouses.

**CONSENT AGENDA:**

- a. To approve the minutes of January 11, 2022, Regular Meeting.
- b. To approve a non-competitive or "sole source" procurement of equipment for the City of Graham's Waste Water Treatment Plant Expansion project.
- c. To approve the donation of ten (10) surplus Self-Contained Breathing Apparatus (SCBA) Air Packs, thirteen (13) SCBA Masks, and twenty-two (22) SCBA Bottles to the Graham High School Fire Program per their request pursuant to G.S. 160-A-274.

**RESOLUTION AUTHORIZING CONVEYANCE OF 10 SELF CONTAINED BREATHING APPARATUS (SCBA) AIR PACKS, 13 SCBA MASK, AND 22 SELF CONTAINED BREATHING APPARATUS (SCBA) BOTTLES TO GRAHAM HIGH SCHOOL FIRE PROGRAM PURSUANT TO G.S. 160A-274**

**WHEREAS**, the City of Graham owns 10 Self Contained Breathing Apparatus Air Packs, 13 SCBA Masks, and 22 Self Contained Breathing Apparatus Bottles

**WHEREAS**, North Carolina General Statute § 160A-274 authorizes a governmental unit in this state to exchange with, lease to, lease from, sell to, or purchase from any other governmental unit any interest in real or personal property upon such terms and conditions as the governmental unit deems wise, with or without consideration; and


**WHEREAS**, the City of Graham has determined that it is in the best interest of the City to convey 10 Self Contained Breathing Apparatus Air Packs, 13 SCBA Masks and 22 Self Contained Breathing Apparatus Bottles to the Graham High School Fire Program, and deems it wise to do so for no consideration.

**THEREFORE, THE GRAHAM CITY COUNCIL RESOLVES THAT:**

1. The City of Graham hereby conveys to the Graham High School Fire Program the following property: 10 Self Contained Breathing Apparatus Air packs, 13 SCBA Masks, and 22 Self Contained Breathing Apparatus Bottles.
2. The property herein described shall be conveyed for no consideration.
3. The City Manager, Finance Officer and City Clerk are authorized to execute all documents necessary to convey the property in the manner authorized by this Resolution.

Adopted this 8th day of February 2022.

- d. To approve the Tax Collector's Mid-Year Tax Report.

<b>City of Graham</b>			
P. O. Drawer 357 201 South Main Street Graham, North Carolina 27253 (336) 570-6700 / Fax: (336) 570-6703			
<b>MID YEAR REPORT</b>			
February 2, 2022			
	TOTAL PROPERTY VALUATION	RATE	AMOUNT OF LEVY
TAX LEVY - CITY WIDE	1,185,231,620	0.455%	5,392,805.37
<u>DISCOVERIES:</u>			
CURRENT YEAR & PRIOR YEARS WITH VARIOUS TAX RATES	2,820,386		12,832.77
<u>ANNEXATIONS:</u>	609,960		2,775.33
<u>ABATEMENTS:</u>	(1,583,022)		(7,199.03)
CURRENT LEVY	1,187,078,944		5,401,214.44
OUTSTANDING REAL PROPERTY TAXES:			224,199.24
OUTSTANDING PERSONAL PROPERTY TAXES:			57,885.24
TOTAL OUTSTANDING TAXES			282,084.48
CURRENT YEAR TAXES COLLECTED:			5,119,129.96
TO DATE, THE PERCENT OF CURRENT YEAR COLLECTED:			94.78%
I REQUEST THAT THE DATE BE SET FOR LIEN ADVERTISEMENT ON MARCH 17, 2022 IN THE ALAMANCE NEWS. COST FOR ADVERTISING WILL BE \$4.00 PER PARCEL ADVERTISED AND WILL BE CHARGED ONE TIME TO THE TAXPAYER.			
Submitted by Sandy P. Callahan, Tax Collector 			

Mayor Pro Tem Hall moved to approve the consent agenda as presented, seconded by Council Member Parsons. The motion passed unanimously.

## NEW BUSINESS:

### ITEM 1: CITY COUNCIL VACANCY:

- |                         |                             |                           |
|-------------------------|-----------------------------|---------------------------|
| <b>a.</b> Daniel Alvis  | <b>e.</b> Alton E. Myrick   | <b>i.</b> Melody Wiggins  |
| <b>b.</b> Kyle Eckmann  | <b>f.</b> Richard Rohrer Sr | <b>j.</b> Bonnie Whitaker |
| <b>c.</b> Adam Miller   | <b>g.</b> Chip Turner       | <b>k.</b> Jim Young*      |
| <b>d.</b> Edith Montoya | <b>h.</b> Dean Ward         | <b>l.</b> George Graus*   |

Mayor Talley stated applicant, Jim Young, had asked to be removed from consideration. She stated Mr. George Graus sent in his application a day after the approved deadline. Mayor Talley asked the Council to discuss the applicants and if the Council would like to consider Mr. Graus' application in discussions. The Council agreed to consider Mr. Graus' application.

Mayor Talley stated that Council Members should nominate a candidate and then Council would vote on that person. Once a candidate receives a majority vote, that person would be selected to fill the Council seat vacancy.

Mayor Pro Tem Hall moved to nominate and appoint Bonnie Whitaker to fill the vacant Council seat, seconded by Council Member Chin. The motion was passed unanimously.

Mayor Talley informed Ms. Whitaker that she would be sworn in as a member of the Council at the next meeting on March 8, 2022, at 6:00 pm.

## **ITEM 2: CITIZEN APPEAL OF CIVIL PENALTIES NOTIFICATION:**

City Council considered an appeal for a Civil Penalties notification for property located at 319 Holt Avenue. The property was cited to be in violation of Article III Section 12-70 - Conditions Declared a Nuisance, and Article VII - Abandoned/Junk motor vehicles have been declared to be a public nuisance. **(County Tax Parcel ID #145412)**

**Wayne Brewer (319 Holt Avenue):** spoke in reference to the notice he received regarding junk vehicles on his property. He stated he only had trailers on the property with up-to-date tags. Two years ago, the tags in question became invalid due to hospitalization that lasted quite a while. Mr. Brewer stated the enforcement officer explained that the registration cards he produced was insufficient documentation to prove the violation issue had been resolved.

Mayor Talley asked staff what documentation was needed for the violation to be considered resolved. Mayor Talley also asked if sending pictures of the tags and plates would be sufficient documentation since it seemed that Mr. Brewer was not inclined to allow staff on his property.

Jennifer Bost, Code Enforcement Officer, stated that standard procedure requires her to physically see the valid plates on the trailer or camper.

Aaron Holland, Assistant City Manager, asked the City Attorneys' whether or not pictures can substitute from the staff member physically seeing the tags are on the vehicles.

Mr. Ward, City Attorney, stated the best action for Council would be to allow the attorneys and staff time to review the case. He stated this would allow them to review all vehicles and junk involved and recommended that the Council continue this item to the next meeting.

Ms. Bost stated she would also need to receive pictures of the front yard, side yards, and the back yard, which shows that the junk was being removed, cited in the letter under nuisance. She stated Mr. Brewer could email her those pictures or bring the documents in person while the attorney's review the required criteria for the violation to be resolved.

Mr. Ward asked Council to postpone this item for 60 days to give the City Attorneys and staff time to review.

Mayor Talley moved to postpone the enforcement until the April 12, 2022, Council meeting, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

## **ITEM 3: BOARDS AND COMMITTEES - DISCUSSION:**

City Council discussed the City of Graham's current and potential boards and committees. The main topics included an Economic Development and Marketing Committee Formation and the Appearance Commission and Tree Board Recombination.

#### **a. ECONOMIC DEVELOPMENT AND MARKETING COMMITTEE FORMATION**

Mr. Holland, Assistant City Manager, stated at the request of the Council, staff created a framework document outlining the bylaws for a committee to be formed titled Economic Development and Marketing Committee. He stated that staff recommended creating a board of five (5) members in the framework. Mr. Holland stated that the City Attorney's had reviewed the framework, and that staff needed direction from Council.

Council discussed the Economic Development and Marketing Committee framework presented to them by staff. Council Member Chin stated he would like to increase the board members to seven members. Council members agreed to Council Member Chin's suggestion.

Mayor Talley moved to form the Economic Development and Marketing Committee as provided to Council with the amendment of increasing the number of members from five to seven, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

#### **b. APPEARANCE COMMISSION AND TREE BOARD RECOMBINATION**

Mr. Holland stated per the request of the Council, staff presented the structure to recombine the Appearance Commission and Tree Board. Per Council's direction and comments, the Tree Board would become a subcommittee. Mr. Holland stated he recommended the number of members on the new board stay at seven (7) members.

Mayor Pro Tem Hall moved to recombine the Tree Board into the Appearance Commission.

Mayor Pro Tem Hall moved to amend his original motion to recombine the Tree Board into the Appearance Commission and approve Megan Buckner-Hickman from the Tree Board to be appointed in the currently vacant seat on the Appearance Commission.

Council asked for the history of the two boards and staff recommendations on what actions they should take to recombine them. Mr. Holland suggested that Council wait to fill any vacancies to see who on the two boards currently would like to be a part of the new combined board. Ms. Garner, City Manager, suggested that the City Council give staff an effective date for the merger. Council decided to wait to fill any vacancies on the new recombined board and considered making the effective date in April.

Mayor Pro Tem Hall moved to recombine the Tree Board as written.

Mayor Pro Tem Hall moved to amend his motion to recombine the Tree Board as written and make this change effective on April 1, 2022, seconded by Council Member Chin. The motion was passed unanimously.

#### **ITEM 4: PLANNING AND BOARD OF ADJUSTMENT BOARD VACANCY:**

City Council considered filling the current vacancy on the Planning and Board of Adjustment with one of the following applicants:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>a. Melissa Clay Barnes</li> <li>b. Shanelle Harvey</li> <li>c. Keith Michaels</li> </ul> | <ul style="list-style-type: none"> <li>d. Emily O’Dell</li> <li>e. John Wooten</li> <li>f. Jim Young</li> </ul> |
|---|---|

Mayor Talley asked if any of the applicants present wished to speak. The following applicants spoke:

**Melissa “Clay” Barnes (602 Providence Road)**

**Keith Michaels (205 Ivey Road)**

**John Wooten (387 Carolina Circle)**

Council Member Chin moved to nominate and appoint John Wooten to the Planning and Board of Adjustment, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

#### **PUBLIC HEARINGS:**

#### **ITEM 5: REZONING - 302 NORTH MAPLE STREET & 203, 207, AND 213 WEST MARKET STREET (RZ2201):**

A public hearing had been scheduled to consider an application by Jason Cox on behalf of NJA Properties, LLC, and NRS Properties, LLC, to rezone approximately 1.15 acres of property located at 302 N. Maple Street and properties at 203, 207, and 213 W. Market Street. The applicant is requesting these properties be rezoned from High-Density Residential (R-7) to a Central Business (B-1) zone (GPIN: 8884151515, 8884150571, 8884059566, and 8884058556). The Planning Board had tabled this item to the February 15, 2022, regular meeting. (Planning Board had requested City Council table this item to the March 8, 2022, regular meeting.)

Mayor Talley moved to table the rezoning of 302 North Maple Street and 203, 207, and 213 West Market Street until the March 8, 2022, City Council Regular Meeting, seconded by Council Member Chin. The motion passed unanimously.

#### **ITEM 6: AMENDMENT - DEVELOPMENT ORDINANCE - VISION CLEARANCE, FENCES, AND WALLS (AM2201):**

A public hearing had been scheduled to consider a text amendment to the Development Ordinance to create standards for fences and walls. This amendment defines fences and walls and sets types, heights, locations, and more without requiring a citizen to have a zoning permit. Staff recommended these changes to help stop the installation of incompatible fencing while allowing flexibility and providing the City with enforcement tools. (The Planning Board denied this text amendment at its January 18, 2022, regular meeting.)



Mr. Snyder, Planning Director, stated that this amendment was created to help staff address enforcement complaints regarding fences or walls, location, materials used to make barriers, and height. He stated the current ordinance was extremely vague and didn't allow staff to address concerns from citizens about fences with materials that would typically not be considered appropriate. Mr. Snyder gave an example of wood pallets being used as fencing. He stated the new language would not require a citizen to pull a permit when putting up a fence. Mr. Snyder stated that the language was primarily for staff to give citizens more direction on what would be deemed appropriate materials, heights for front and backyards, and visibility for motorists throughout the City.

Council discussed with staff amending the text amendment language to address opaque and transparent fencing to allow property owners to place fencing at the property line for those who have property at intersections while allowing motorists proper visibility. Mr. Snyder suggested using language that states if the front yard fencing is fifty-percent transparent or opaque and is located in the yard of a corner lot near a traffic intersection, it would be permissible for the fencing to come to the property line. Council discussed this suggestion and had Mr. Snyder read the current ordinance language and suggested text amendment.

Council Member Chin moved to deny the text amendment as currently written, to have the text amendment amended by staff with the comments and recommendations made in the discussion, and have staff present these changes to the Planning Board for their review.

Mayor Talley opened the Public Hearing.

**Mr. Tom Boney, Alamance New:** spoke in reference to the text amendment and asked where the language originated from and if the City Attorneys had reviewed the language.

Mr. Snyder answered that the purpose of this amendment was to define what fences and walls are and what materials are acceptable. He explained that the current ordinance language would allow fences and walls at any height and any type materials.

Bob Ward, City Attorney, stated that the attorneys had not reviewed this text amendment.

Council Member Chin moved to close the public hearing, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

Mayor Pro Tem Hall moved to amend the text amendment with language allowing up to fifty percent of opaque or transparent fencing at the property line for those who have property at intersections and for the City Attorneys to review the text amendment changes to be presented to the Planning Board for consideration. Council Member Chin seconded this motion, and the motion was passed unanimously.

#### **ITEM 7: AMENDMENT - DEVELOPMENT ORDINANCE - RECREATION AND AMENITIES (AM2202):**

A public hearing had been scheduled to consider a text amendment to the Development Ordinance to create standards for recreation and amenities with subdivisions that have five or more units. The proposed text



amendment includes a point system tied with listed amenities based on their desirability. The points are also based on the size of the development and the number of dwelling units. If considered and approved by both the Planning Board and City Council, it would be placed in the reserved section, Section 10.251, within the Development Ordinance. The Planning Board tabled this item to the February 15, 2022, regular meeting. **(Planning Board requests City Council table this item to the March 8, 2022, City Council meeting.)**

Mr. Snyder, Planning Director, stated that the Planning Board had tabled Items 7, 8, and 9 and that staff recommends tabling these items to the March 8, 2022, Council meeting.

Mayor Talley moved to table Items 7, 8, and 9 to the March 8, 2022, City Council Meeting, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

#### **ITEM 8: AMENDMENT - DEVELOPMENT ORDINANCE - EXTERIOR LIGHTING (AM2203):**

A public hearing had been scheduled to consider a text amendment to the Development Ordinance to create standards for exterior lighting throughout the City. The purpose of the proposed text amendment is to provide lighting standards throughout the City and help prevent site over-illumination and excess lighting from becoming a nuisance for adjacent properties. If approved by the Planning Board and City Council, this would be placed in the reserved article and section, Article VI and Section 10.290. The Planning Board tabled this item to the February 15, 2022, regular meeting. **(Planning Board requests City Council table this item to the March 8, 2022, City Council meeting.)**

Mr. Snyder, Planning Director, stated that the Planning Board had tabled Items 7, 8, and 9 and that staff recommends tabling these items to the March 8, 2022, Council meeting.

Mayor Talley moved to table Items 7, 8, and 9 to the March 8, 2022, City Council Meeting, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

#### **ITEM 9: AMENDMENT - DEVELOPMENT ORDINANCE - ACCESSORY DWELLINGS UNITS (ADUs) (AM2204):**

A public hearing had been scheduled to consider a text amendment to the Development Ordinance to create standards and ways to allow accessory dwellings units in single-family residential zoning districts. The Planning Board tabled this item to the February 15, 2022, regular meeting. **(Planning Board requests City Council table this item to the March 8, 2022, City Council meeting.)**

Mr. Snyder, Planning Director, stated that the Planning Board had tabled Items 7, 8, and 9 and that staff recommends tabling these items to the March 8, 2022, Council meeting.

Mayor Talley moved to table Items 7, 8, and 9 to the March 8, 2022, City Council Meeting, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

#### **ITEM 10: AMENDMENT - DEVELOPMENT ORDINANCE - CRYPTOCURRENCY, VIRTUAL CURRENCY, AND BLOCKCHAIN MINING FACILITIES (AM2205):**

A public hearing had been scheduled to consider a text amendment to the Development Ordinance to create standards for crypto mining operations. Staff recommends these changes to be adopted for the City to be proactive in setting standards for a new industry with emerging technology that is still highly inefficient, which creates noise and electronic hazardous waste, and to continue to permit local power companies the ability to offer Graham residents affordable energy. **(The Planning Board denied this text amendment at its January 18, 2022, regular meeting.)**

Mr. Snyder stated that since the Planning Board meeting, he had been contacted by Gerald Wilkie, business owner of HM Tech, a Bitcoin Mining facility, to discuss his proposed text amendment. After much discussion and collaboration with Mr. Wilkie, Mr. Snyder stated the new language would help encourage like-minded community-focused business owners like Mr. Wilkie to invest in Graham.

Mayor Talley opened the public hearing.

**Tom Boney, Alamance News:** asked if the language being considered by Council was the one that was presented to the Planning Board and had the Planning Board been asked their view on the changes?

Mayor Talley answered that it was not, and it would be discussed how Council would like to receive input from the Planning Board with the new language.

**Mr. Gerald Wilkie (426 South Maple):** Mr. Wilkie presented Council with information on cryptocurrency before speaking. He spoke in favor of passing the new text amendment language and informed Council on cryptocurrency mining.

**Rudolph Anthony Cartassi Jr (207 East Dillard Street, Mebane):** Mr. Cassidy is Mr. Wilkie's business partner. He spoke against both the denied language and the new language amendment. He doesn't believe there should be regulations on this particular business because it was already regulated on its power usage.

**John Wooten (387 Carolina Circle):** spoke in reference to rewriting the text amendment to define data centers and the industry as a whole and input more specific regulations on the industry and not just one part.

**James Fletcher (6242 S NC 87 Hwy):** spoke against the text amendment, which seemed to single out a business.

**Chuck Talley (88 Sideways Street):** spoke against the text amendment as a whole.

**Tom Boney, Alamance News:** spoke against the text amendment.

Mayor Pro Tem Hall moved to close the public hearing, seconded by Mayor Talley. The motion passed unanimously.

Mayor Pro Tem Hall moved to refer the text amendment with the new language back to the Planning Board, seconded by Council Member Parsons. The motion passed unanimously.

## PUBLIC COMMENT PERIOD

**Keith Westbrook (604 Trock Wilder Court):** Mr. Westbrook spoke in reference to a crosswalk issue near the schools located within the City of Graham.

**Jan Searls (526 East Pine Street):** Ms. Searls spoke in reference to the Council's decision on combining the Appearance Commission and Tree Board without including input from either of these boards. She commended Megan Garner, City Manager, and Aaron Holland, Assistant City Manager, on communicating to her the recombination request by the Council. She asked Council to allow the two boards to decide how to combine. She also spoke in reference to considering individuals interested in getting involved with the City of Graham through volunteering.

## CITY STAFF COMMENTS

No comments.

## CITY COUNCIL COMMENTS

**Mayor Pro Tem Ricky Hall:** Welcomed Bonnie Whitaker to the City Council.

**Council Member Bobby Chin:** Council Member Chin recommended having the City Manager look into updating the City's Personnel Management Plan to incorporate disciplinary policies written by the state. He said the policy currently had gaps in disciplinary actions.

Council Member Chin moved to authorize the City Manager to pursue rewriting the personnel management policy, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

Council Member Parsons also requested a code of conduct and to add language to include social media. He also requested that the policy be extended to the appointed boards and commissions to follow the policy manual.

Ms. Garner, City Manager, stated that staff would look into compiling the requested personnel management update with the changes suggested by Council Member Parsons but would confer with the City Attorneys that the new language would not have any first amendment violations.

## **Mayor Jennifer Talley:**

Mayor Talley spoke on donating \$4,000 from the Graham Historical Society to be donated to the Graham Resource Commission for the plaques given to buildings that have been deemed historical. She believed the money should be used for the purpose it was raised, which was to provide plaques to historical buildings in Graham.

Ms. Garner, City Manager, stated staff had no problem with this direction.

Mr. Snyder, Planning Director, stated it would help the board or commission if they were given the ability to have a blanket COA for these plaques to be approved so the plaques could be provided to the property owner promptly.

Mr. Ward suggested that Council place this item on the agenda meeting to make a formal motion.

Mayor Talley asked staff to put this item on the agenda for the next meeting following the attorney's recommendations.

Mayor Talley asked staff to look into allowing Graham Fire Department Volunteers to have the ability to work part-time for the city. She stated she had heard of other local governments having this policy. She also heard that these local governments compensated the volunteers with a small stipend. She believes this might help recruit more people and help save the City money. Mayor Talley would like to encourage as many volunteers as possible since the recent Embers Motel fire incident had proven to her how important it is to have volunteers in the department.

Mayor Talley stated she was proud to donate old supplies to the fire academy. She stated that hopefully, we could eventually recruit members from this academy to work for the City of Graham with this partnership.

Mayor Talley stated she would like to have a recycling bid out by next month and asked staff if this was possible.

Ms. Garner, City Manager, stated that staff would need to get back with her on that time frame because staff was unsure if they would have everything ready by next month.

Mr. Holland, Assistant City Manager, stated that staff would confer with the Public Works Director to see if the time frame the Mayor had presented was possible.

Mayor Talley stated she would like to know about the time frame of looking into the health insurance provided to City employees. She stated Council intends to look at the City's options due to receiving complaints from employees about what was currently being provided.

Mayor Talley asked about the special events process being approved within Graham.

Council discussed with staff the process of how special events are approved. Mr. Holland, Assistant City Manager, read the special events ordinance. The ordinance states that streets with less than 10,000 vehicles per day will go to the special events committee for approval and issuing of a permit. If there are more than 10,000 vehicles per day, it must be approved by Council.

Tom Boney, Alamance News, asked who was on the Special Events Committee?

Council Member Chin stated it was the Police Chief, Capt. Velez of Police Department, a member of the Fire Department, the Public Works Director, the Recreation and Parks Director, and the Downtown Development Coordinator.

Council members discussed making amendments to have all requests for special events be approved by City Council.

Council Member Parson requested the need for Council to be given more time to review agenda packets for the upcoming meeting.

Council Member Chin recommended having Friday, two weeks before a scheduled Council meeting, become the new deadline for agenda items to be sent to the clerk by 5:00 p.m. He also suggested sending the agenda packet to Council the Tuesday before their next meeting. Council Member Chin also suggested that if agenda items are submitted after the deadline, they should be automatically added to the next Council meeting agenda. He stated this should be a procedure for all boards and committees to receive agenda items a week before scheduled meetings.

**ADJOURN:**

Upon motion, at 9:44 p.m., Mayor Pro Tem Hall, seconded by Council Member Chin, passed unanimously.

*Darby Terrell*

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Darby Terrell, City Clerk