

**City of Graham City Council  
Regular Meeting Agenda  
February 14, 2023  
6:00 p.m.**



**CALL TO ORDER:** Mayor Jennifer Talley

**INVOCATION & PLEDGE OF ALLEGIANCE**

**RECOGNITION** – Retired Employee Ty Coble

**PROCLAMATION** – Year of the Trail

**CONSENT AGENDA:**

- a. To approve January 10, 2023, regular meeting minutes and February 3, 2023, special meeting minutes.
- b. To adopt a resolution in support of the construction of a Regional Indoor Firing Range for the Alamance Community College Public Safety Training Center located in Green Level, North Carolina.
- c. To approve the tax collector's Mid-Year report and to set March 16, 2023, as the date to advertise outstanding real and personal property taxes in the Alamance News.
- d. To approve the following tax releases in the amount of \$ 555.98.

CITY OF GRAHAM RELEASE ACCOUNTS				
FEBRUARY				
ACCT #	YEAR	NAME	REASON FOR RELEASE	AMOUNT RELEASED
536097	2018	TRA PHUONG DBA NAIL CARE	VALUE CALCULATED INCORRECT ON BPP	\$12.15
536097	2019	TRA PHUONG DBA NAIL CARE	VALUE CALCULATED INCORRECT ON BPP	\$50.05
536097	2019	TRA PHUONG DBA NAIL CARE	VALUE CALCULATED INCORRECT ON BPP	\$17.52
536097	2022	TRA PHUONG DBA NAIL CARE	VALUE CALCULATED INCORRECT ON BPP	\$233.69
574329	2022	POLLOCK, KAREN	QUALIFIED FOR HOMESTEAD EXEMPTION	\$200.56
353742	2021	HARPER, SAMUEL MARTIN	DOES NOT LIVE IN CITY OF GRAHAM	\$20.00
353742	2022	HARPER, SAMUEL MARTIN	DOES NOT LIVE IN CITY OF GRAHAM	\$22.01

**OLD BUSINESS:**

**1. UPDATE TRAFFIC SCHEDULE – RESTRICT PARKING – PEPPERSTONE DRIVE-  
PINECREST COURT AND GREENVIEW DRIVE CUL-DE-SACS**

*(Continued from January 10, 2023, City Council meeting)*

City Council will consider updating the Traffic Schedule to restrict on-street parking along the cul-de-sacs on Pepperstone Drive, Pinecrest Court and Greenview Drive between the hours of 7:00 am to 5:00 pm excluding weekends and holidays.

## NEW BUSINESS:

### 2. ROAD CLOSURES FOR GRAHAM RECREATION DEPARTMENT PROGRAMS IN DOWNTOWN GRAHAM:

City Council will consider approving the following street closures for downtown programs in 2023:

**Slice of Summer:** closure of the 100 blocks of East and West Elm Streets and North and South Main Streets on Saturday, June 10, 2023, from 1:00pm-9:00pm. We also request approval of the same road closures from 1:00pm-9:00pm on Saturday, June 17, 2023, as an alternative date.

**Pumpkin Bash:** closure of the 100 blocks of East and West Elm Streets on Friday, October 27, 2023, from 2:00 pm-10:30pm and North and South Main Streets from 4:00pm-10:30pm.

**Thursdays at Seven Concert Series:** closure of the 100 block of W. Elm St. in downtown Graham on May 25<sup>th</sup>, June 22<sup>nd</sup>, July 27<sup>th</sup>, August 24<sup>th</sup>, September 14<sup>th</sup>, & September 28<sup>th</sup> for the 2023 Thursdays at Seven Concert Series. All closures will begin at 5:00pm and re-open by 11:30pm. In the event a concert must be postponed, we also request the same closure as above on the following dates: June 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> & 29<sup>th</sup>; July 6<sup>th</sup>, 13<sup>th</sup> & 20<sup>th</sup>; August 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> & 31<sup>st</sup>; September 7<sup>th</sup> & 21<sup>st</sup>; October 5<sup>th</sup>, 12<sup>th</sup> & 19<sup>th</sup>.

**9/11 Commemorative 5K Event:** Closure of the northbound lane of Maple Street from Pine Street to McAden Street, McAden Street from South Main to Maple Street, the southbound lane of South Main Street from Pine Street to McAden Street, Pine Street from South Main to Maple Street from 6:00 a.m. – 11:00 a.m. on Saturday, September 9, 2023.

### 3. RECREATION COMMISSION APPOINTMENTS:

City Council will consider making two appointments to the Recreation Commission board. The following candidates wish to be considered:

- Jordan Dawson
- Marketa Evans
- Casey Johnson
- Carmen Larimore

### 4. MOA – NC WILDLIFE RESOURCES COMMISSION – BOAT RAMPS AND DOCKS – GRAHAM/MEBANE LAKE

City Council will consider approving a Memorandum of Agreement with the NC Wildlife Resources Commission in the amount of \$194,000, for the renovation of the boat ramps and docks at the Graham-Mebane Lake.

## PUBLIC COMMENT PERIOD

## CITY STAFF COMMENTS

## CITY COUNCIL COMMENTS

## ADJOURN





# Proclamation

## RECOGNIZING 2023, AS **YEAR OF THE TRAIL** IN THE CITY OF GRAHAM, NC

**WHEREAS**, the City of Graham's natural beauty is critical to its residents' quality of life, health, and economic well-being; and

**WHEREAS**, the trails that span across our community are an integral part of the recreational and transportation possibilities of our area and promote an enjoyment of scenic beauty by our residents and our visitors; and

**WHEREAS**, the parks, trails, and natural areas in our community are welcoming to all and provide a common ground for people of all ages, abilities, and backgrounds to access our rich and diverse natural, cultural, and historic resources; and

**WHEREAS**, the City of Graham's natural assets and resources are integral to disaster recovery and resiliency to climate change for future generations; and

**WHEREAS**, the City of Graham's nature trails vary from less than a mile in length to the Haw River Trail, a planned corridor extending approximately 80 miles along the Haw River, also a part of the statewide Mountains-to-Sea Trail (MST). Graham features a variety of trail options, including paved accessible mixed-use trails, walking tracks, and nature trails, welcoming the community to walk, run, or bike and experience the outdoors. Along with land trail options, our community is able to enjoy kayak and canoe adventures on the Haw River Trail's paddle trail at the Graham Paddle Access to explore the natural views of our county while on the water; and

**WHEREAS**, trails offer quality-of-life benefits to all as expressions of local community character and pride, as outdoor workshops for science education, as tools for economic revitalization, as free resources for healthy recreation, as accessible alternative transportation, as sites for social and cultural events; and

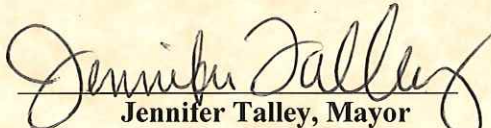
**WHEREAS**, Graham Recreation & Parks encourages the community to explore trails and stay active with the Graham Walks program. Graham Recreation & Parks, Burlington Recreation & Parks, and Burlington Animal Services also partners with the Hikes with Hounds program, where volunteers take shelter dogs for hikes along Alamance County's beautiful trails; and

**WHEREAS**, the North Carolina General Assembly designated 2023 as the Year of the Trail in North Carolina to promote and celebrate the state's extensive network of trails that showcase our state's beauty, vibrancy and culture; and

**WHEREAS**, North Carolina is known as the "Great Trails State."

**NOW, THEREFORE**, I, Jennifer Talley, Mayor, do hereby proclaim 2023 as "THE YEAR OF THE TRAIL" in the City of Graham and commend its observance to all people.

This the 14<sup>th</sup> day of February 2023.

  
Jennifer Talley, Mayor  
City of Graham, NC





# Commendation and Appreciation

## honoring

# Ty Coble

### for his service to the City of Graham

**WHEREAS**, Ty Coble diligently served the City of Graham from June 24, 1993, until January 31, 2023; and

**WHEREAS**, Ty retired as the Sanitation Equipment Operator on January 31, 2023, with nearly 30 years of service; and

**WHEREAS**, his dedication and determination resulted in transfer and advancement from Sanitation Collector to the Garage as Fleet Service Technician to Streets as Equipment Operator to Sanitation Equipment Operator in the Public Works Department; and

**WHEREAS**, Ty has proven to be a source of institutional knowledge, wisdom, and care while gaining the utmost respect from his colleagues and the citizens of Graham; and

**WHEREAS**, it is the desire of the City Council to extend their deepest appreciation to Ty for the excellent time and service he has afforded the citizens of Graham and his fellow employees.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT:** Ty be commended for his outstanding public service to the City of Graham.

**BE IT FURTHER RESOLVED THAT:** an expression of appreciation be extended to **Ty W. Coble** in the form of this Commendation and Appreciation, and that this Commendation become a part of the official records of the City of Graham, and the original thereof be presented to him in person.

**Presented this the 14<sup>th</sup> day of February 2023.**

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**Jennifer Talley, Mayor**  
**City of Graham**



# City of Graham

## City Council Meeting Minutes

### January 10, 2023



The City Council of the City of Graham held a regularly scheduled meeting at 6:00 p.m. on January 10, 2023, in the Council Chamber, 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  
Council Member Bonnie Whitaker

#### Staff Present:

Megan Garner, City Manager  
Aaron Holland, Assistant City Manager  
Bryan Coleman, City Attorney  
Bob Ward, City Attorney  
Renee Ward, City Clerk  
Josh Johnson, City Engineer

#### CALL TO ORDER:

Mayor Jennifer Talley called the meeting to order at 6:00 p.m. and presided.

#### INVOCATION & PLEDGE OF ALLEGIANCE

Council Member Bobby Chin gave the invocation and all stood for the Pledge of Allegiance.

#### 2022 AUDIT PRESENTATION – STOUT, STUART, MCGOWEN & KING, LLP

Patricia Rhodes, Stout Stuart McGowen & King, LLP, stated to Council that her firm works for the City Council but works with the City staff on the audit. She stated that this was the eighth year of the arrangement with Becky Loy of Cobb Ezekiel and Loy, who has worked with City Finance staff to streamline the year-end process and financial statement preparation.

Ms. Rhodes shared an audit had been completed for June 30, 2022. The Audit Opinion Letter stated the preparation of the financial statement was the responsibility of management, the expression of an opinion on the financial statement based on the audit is the responsibility of the auditor, the financial statement was prepared in accordance with GAAP, the audit was performed in accordance with GAAS, Unmodified Opinion, the best and cleanest opinion that can be received.

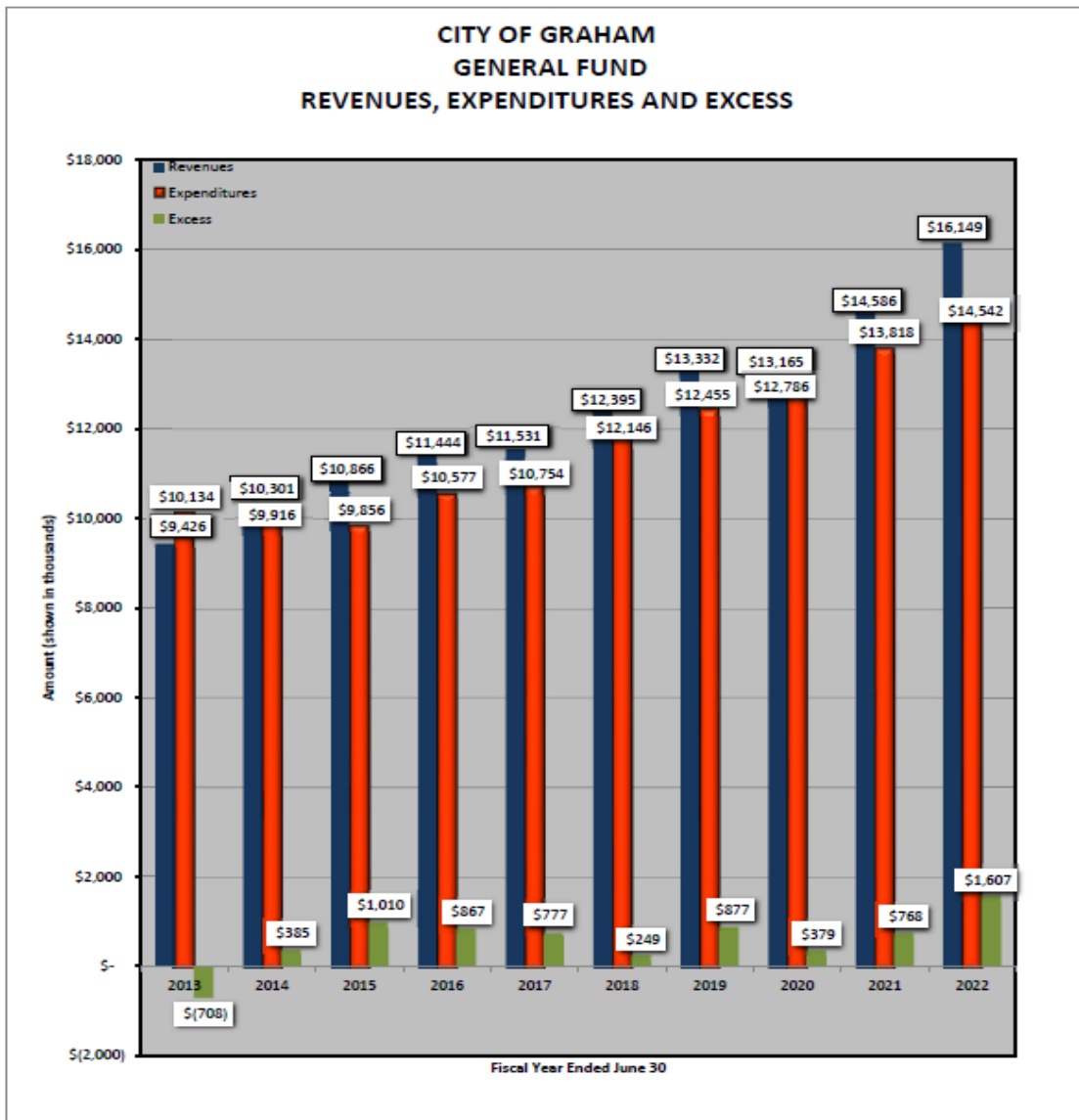
Ms. Rhodes stated that they consider internal control in the audit and were required to report to the Council any material weaknesses or significant deficiencies that come to their attention. She stated nothing came to their attention that they are required to report to Council.

#### Financial Highlights:

- The assets and deferred outflows of resources of the City of Graham exceeded its liabilities and deferred inflows of resources at the close of the fiscal year by \$76,310,277 (net position).
- The government's total net position increased by \$4,819,449, due to an increase in the business-type

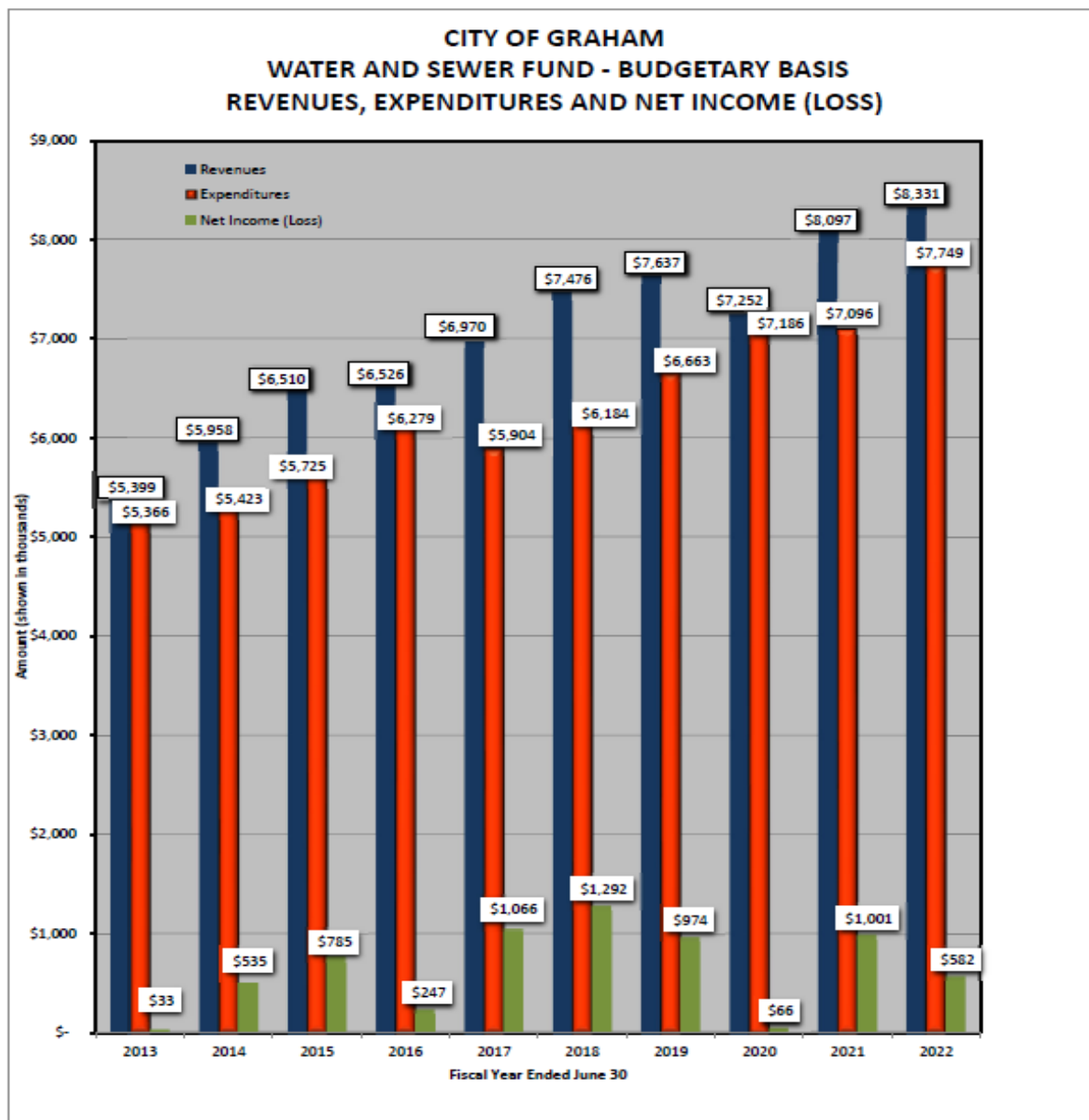
activities' net position of \$3,313,178 and an increase in the government-type activities' net position of \$1,506,271.

- As of the close of the prior year, the City of Graham's governmental funds reported combined ending fund balances of \$16,447,824, an increase of \$1,629,640. Approximately 31% of this total amount, or \$5,166,365, or 69% of total general fund expenditures for the fiscal year.
- At the end of the prior fiscal year, the available fund balance for the General Fund was \$10,083,559, or 69% of total general fund expenditures for the fiscal year. The state average is 50%, the minimum required is 8%, well above 30% the City has determined that the fund balance be maintained.
- The City of Graham's total debt decreased by \$432,297, or 8% during the current fiscal year.
- The water and sewer fund produced an excess of revenue over expenditures in the amount of \$131,621 under budgetary reporting.



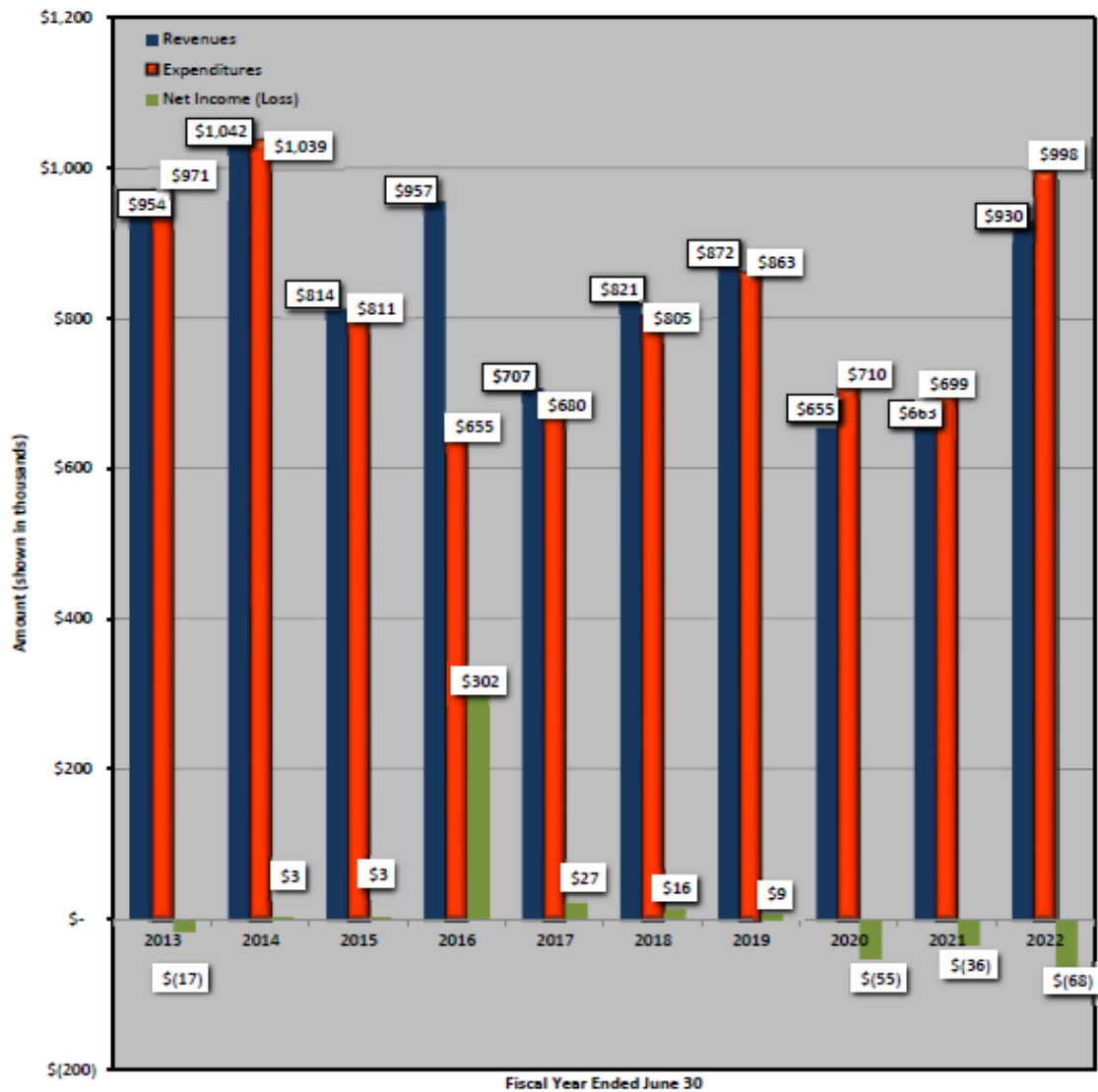
- Revenues exceeded expenditures by \$1,607,000
- Ad Valorem tax revenue up over \$136,000
- Tax Collection remains high at 98.48%
- Local option sales tax up over \$960,000 for the prior year

- Increase in revenue/expenditures of \$839,000
- Overall increase in total revenues of over \$1,500,000 from the prior year
- Overall increase in expenditures of over \$720,000 from the prior year
- City remained within budget for the year



- Revenues exceeded expenditures by almost \$582,000 before transfers
- Overall increase in total revenue of over \$230,000 from the prior year
- Increase in charges for services of over \$690,000 from the prior year
- Connection fees were down over \$380,000 from the prior year
- Increase in total expenditures of over \$650,000 from the prior year
- Decrease in net income of \$419,000

**CITY OF GRAHAM  
GARAGE FUND - BUDGETRAY BASIS  
REVENUES, EXPENDITURES AND NET INCOME (LOSS)**



- Expenditures exceeded revenues by almost \$680,000
- Increase in revenues of over \$260,000 from the prior year
- Also, an increase in expenditures of almost \$300,000 from the prior year
- Goal of the Internal Service Fund is breakeven
- Increase in loss of \$32,000



CITY OF GRAHAM JUNE 30, 2022					
	2022	2021	2020	Increase/ Decrease	Percentage (%)
<b>General Fund</b>					
Cash and Investments	12,233	10,874	10,833	1,359	12%
Accounts Receivable	2,575	2,607	2,098	(32)	-1%
Accounts Payable	743	757	929	(14)	-2%
Deferred Inflows (Revenues)	234	244	251	(10)	-4%
Unearned Revenue	203	260	298	(57)	-22%
Fund Balance	13,627	12,220	11,452	1,407	12%
Operating Expenses Per Day (Actual)	39,840	37,858	35,031	1,982	5%
Number of Days Available in Cash and Investments Less Current Liabilities	288	267	283	21	8%
<b>Water and Sewer</b>					
Cash and Investments	8,376	10,195	11,246	(1,819)	-18%
Restricted Assets	926	1,391	796	(465)	-33%
Accounts Receivable	1,754	1,119	1,002	635	57%
Fixed Assets	47,270	43,883	44,265	3,387	8%
Liabilities	9,750	11,099	8,287	(1,349)	-12%
Net Position	54,973	51,660	49,122	3,313	6%
Operating Expenses Per Day (Actual)	20,815	19,338	19,374	1,477	8%
Number of Days Available in Cash and Investments Less Current Liabilities	357	466	528	(109)	-23%
<b>Garage Fund</b>					
Cash and Investments	21	138	206	(117)	-85%
Fixed Assets	46	45	52	1	2%
Liabilities	269	328	260	(59)	-18%
Net Position	(96)	(25)	40	(71)	284%
Operating Expenses Per Day (Actual)	2,742	1,994	2,040	748	37%
Number of Days Available in Cash and Investments Current Liabilities	5	61	90	(56)	-92%
<b>Graham Memorial Park</b>					
Cash and Investments	2,617	2,592	2,568	25	1%
Accounts Receivable	4	7	2	(3)	-43%
Fund Balance	2,621	2,599	2,570	22	1%
<b>City-Wide Net Assets - Full Accrual Basis</b>					
Cash and Investments	23,231	23,525	24,145	(294)	-1%
Restricted Cash	3,635	1,665	1,130	1,970	118%
Other Assets and Deferred Outflows	16,851	14,957	9,680	1,894	13%
Capital Assets	66,710	62,994	59,395	3,716	6%
Less - Total Liabilities and Deferred Inflows	34,117	31,650	25,220	2,467	8%
Net Position	76,310	71,491	69,130	4,819	7%

The above shows three years' worth of data including assets, liabilities, fund balance, and useful ratios.

Ms. Rhodes thanked Council for allowing Stout Stuart McGowen & King, LLP to continue as the audit firm for the City of Graham and thanked City staff for their cooperation during the audit.

### CONSENT AGENDA:

City Manager Megan Garner requested that Item g be removed from the Consent Agenda due to DEQ needing to provide appropriate documentation needed for Council to consider this item.

Motion by Mayor Pro Tem Hall to move Item g to the February 14, 2023, City Council meeting agenda for consideration, seconded by Council Member Chin. The motion passed unanimously.

- a. To approve December 13, 2022, regular meeting minutes and December 19, 2022, special meeting minutes.
- b. To approve a street closing request from Together Community Events to close the 100 block of W. Elm Street from 1:00 p.m. to 9:00 p.m. on May 7, 2023, for the Graham Food Truck Rodeo.
- c. To adopt a Resolution of Acceptance of Funds and to approve the Capital Project Ordinance in the amount of \$17,250,000.00, for the 10" water main replacement project.
- d. To approve an amendment to the American Rescue Plan Act (ARPA) Fund Grant Ordinance in the amount of \$7,555.00 for the Graham Civic Center roof and floor repairs.
- e. To approve a Budget Amendment in the amount of \$10,000, for professional services by Cobb Ezekiel Loy & Company, P.A.
- f. To approve a resolution authorizing a funding match in the amount of \$10,000, for the Hawfields Area Corridor Study in conjunction with Burlington-Graham Metropolitan Planning Organization and the North Carolina Department of Transportation.
- g. **Removed from the agenda.** *(To approve an engineering contract with Alley, Williams, Carmen & King for the City's Asset Inventory and Assessments Grant from NCDEQ-Division of Water Infrastructure and to authorize the City Manager and City Attorney to effectuate the engineering contract.)*

Motion by Mayor Pro Tem Hall, seconded by Council Member Parsons to approve the consent agenda excluding item g. The motion passed unanimously.

## **PUBLIC HEARINGS:**

### **ITEM 1: ANNEXATION – 35.43 ACRES – EAST GILBREATH STREET**

City Council considered approving an Annexation Ordinance to extend the corporate limits of the City of Graham for a tract of land totaling 35.43 acres located on East Gilbreath Street.

Assistant City Manager Aaron Holland stated a petition had been received requesting the Council's approval for an extension of the corporate limits to include the subject properties. He stated the area being considered for annexation was located on East Gilbreath Street and contained approximately 35.43+- acres total. He stated water and sewer were located adjacent to the property within the East Gilbreath Street right of way, and the applicants wished to tie onto the City's infrastructure.

The public hearing was opened and there were no comments.

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

Motion by Council Member Whitaker, seconded by Mayor Pro Tem Hall to approve the annexation ordinance to extend the corporate limits of the City of Graham for a tract of land totaling 35.43 acres located on East Gilbreath Street. The motion passed unanimously.

**ANNEXATION ORDINANCE  
TO EXTEND THE CORPORATE  
LIMITS OF THE  
CITY OF GRAHAM, NORTH CAROLINA  
FOR a 35.43 -ACRE TRACT OF LAND ON E GILBREATH STREET (AN2206)**

**WHEREAS**, the Graham City Council has been petitioned under G.S. 160A-31 to annex the area described below; and

**WHEREAS**, the Graham City Council has by resolution directed the City Clerk to investigate the sufficiency of the petition; and

**WHEREAS**, the City Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at City Hall, 201 South Main Street, Graham at 6:00 P.M. on January 10, 2023, after due notice by publication on December 29, 2022; and

**WHEREAS**, the Graham City Council finds that the petition meets the requirements of G.S. 160A-31.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Graham, North Carolina that:

**Section 1.** By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made part of the City of Graham as of January 10, 2023:

**Legal Description GPIN#: 8883885270 & 8883872722**

Beginning at an existing iron pipe, the southeast corner of AG EHC II (LEN) MULTI-STATE 1, LLC property described in Deed Book 4383, Page 116 as Tract I, and having a North Carolina State Plane Coordinate (NAD 1983/2011) value of North 837569.38 feet, East 1888462.56 feet. Thence N88° 54' 44"W, 268.23' to a nail set in the centerline of East Gilbreath Street (S.R. 2100); thence with the centerline of the aforesaid street N30° 31' 17"W, 464.09' to a nail set; thence N30° 31' 17"W, 405.01' to a nail set; thence leaving East Gilbreath Street N38° 27' 46"E, 360.46' to an existing iron rod; thence N29° 30' 42"W, 98.91' to an existing iron pipe; thence S69° 41' 36"W, 139.66' to an existing iron pipe; thence N31° 14' 30"W, 163.24' to a 5/8" capped iron rod set; thence N54° 00' 20"E, 64.79' to an existing iron rod; thence S89° 44' 19"E, 590.86' to an existing iron pipe; thence S85° 43' 14"E, 570.21' to a 5/8" capped iron rod set; thence continuing S85° 43' 14"E, 75.00' to a point in the centerline of Murphy Branch; thence with the centerline of Murphy Branch the following bearings and distances: S39° 27' 38"E, 6.10'; S16° 47' 10"E, 26.11'; S1° 48' 12"E, 29.66'; S17° 55' 08"W, 32.97'; S9° 39' 11"E, 34.69'; S30° 48' 02"E, 30.89'; S41° 09' 21"E, 32.14'; S45° 15' 25"E, 35.22'; S56° 45' 51"E, 18.28'; N74° 42' 12"E, 18.54'; S36° 37' 10"E, 21.01'; S13° 46' 15"E, 15.38'; S8° 18' 16"W, 24.31'; S1° 23' 01"E, 36.06'; S10° 01' 16"E, 20.63'; S15° 54' 15"E, 19.23'; S38° 01' 16"W, 25.73'; S24° 50' 48"W, 38.07'; S23° 55' 27"W, 31.61'; S16° 36' 41"W, 31.62'; S5° 33' 58"W, 21.44'; S22° 23' 36"E, 13.84'; S56° 53' 58"E, 40.37'; S45° 46' 25"E, 33.15'; S38° 22' 29"E, 35.27'; S25° 03' 47"E, 89.85';

S27° 00' 56"E, 50.46'; S14° 49' 46"E, 46.65'; S20° 40' 37"E, 58.44'; S36° 48' 05"E, 43.36'; S23° 27' 57"E, 28.05'; S6° 02' 25"W, 37.76'; S3° 51' 15"E, 27.86'; S9° 38' 29"W, 34.31'; S1° 18' 05"E, 36.14'; S7° 04' 51"E, 27.64'; S21° 56' 54"E, 25.37'; S48° 25' 16"E, 24.80'; S43° 45' 32"E, 24.42'; S37° 00' 03"E, 19.19'; S0° 39' 05"E, 16.65'; S23° 20' 52"W, 30.16'; S30° 01' 34"W, 25.35'; S50° 41' 06"W, 23.04'; S83° 53' 18"W, 15.99'; N76° 13' 37"W, 30.99'; N84° 23' 10"W, 23.21'; S84° 03' 39"W, 27.65'; S68° 03' 40"W, 30.09'; S50° 48' 27"W, 25.30'; S29° 59' 51"W, 25.43'; S22° 30' 47"W, 24.44'; thence leaving Murphy Branch N87° 42' 17"W, 667.16' to the Beginning, containing 35.43 acres, or 0.0554 square miles more or, less.

## **ITEM 2: PERMANENT ROAD CLOSURE – LEONARD DRIVE**

City Council considered adopting a resolution authorizing the permanent road closure of Leonard Drive.

Assistant City Manager Aaron Holland stated Tony and Michelle Martin were requesting the removal of a proposed roadway that abuts their land on the southern right-of-way of Edgewood Drive. He stated this right-of-way existed only on a plat and had not been constructed.

The public hearing was opened and there were no comments.

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

Motion by Mayor Pro Tem Hall, seconded by Council Member Whitaker to approve a resolution authorizing the permanent road closure of Leonard Drive.

### **A RESOLUTION ORDERING THE CLOSING OF LEONARD DRIVE**

**WHEREAS**, on the 13<sup>th</sup> day of December 2022, the City Council of the City of Graham directed the City Clerk to publish the Resolution of Intent of the City Council to consider closing Leonard Drive, a public street right-of-way as described in Exhibit A, in the Alamance News once each week for four successive weeks, such resolution advising the public that a meeting would be conducted in the Council Chambers of the Graham City Hall on January 10, 2023; and

**WHEREAS**, the City Council on the 13th day of December 2022, ordered the City Clerk to notify all persons owning property abutting Leonard Drive by registered or certified mail, enclosing with such notification a copy of the Resolution of Intent; and

**WHEREAS**, the City Clerk has advised the Graham City Council that adequate notices were posted on the applicable street as required by G.S. 160A-299; and full and complete opportunity for all interested persons to appear and register any objections that they might have with respect to the closing of said street in the public hearing held on January 10, 2023; and

**WHEREAS**, it now appears to the satisfaction of the Graham City Council that the closing of said street is not contrary to the public interest and that no individual owning property, either abutting the street or in the vicinity of the street, will as a result of the closing be thereby deprived of a reasonable means of ingress and egress to his property;



**NOW, THEREFORE BE IT RESOLVED**, by the City Council of the City of Graham that Leonard Drive, as described in Exhibit A, is hereby ordered closed, subject to any reservation of right set forth below and in accordance with G.S. 160-299(c), all right, title, and interest that may be vested in the public to said street are hereby released and quitclaimed to the abutting property owners in accordance with the provisions of G.S. 160A-299.

In accordance with G.S. 160A-299(f), the City hereby reserves all of its right, title, and interest in any utility improvement within the closed street with such reservation extends to utility improvements or easements owned by private utilities which at the time of the street closing have a utility agreement or franchise with the City. The City further declares a utility easement being described as:

Situated in the City of Graham, Graham Township, Alamance County, North Carolina.

A public street beginning at a point on the southern right of way of Edgewood Drive, at a bearing and distance of S 42° 25' 30" W and 130.02' from the northernmost corner of Lot 21, thence along with Lot 21, S 47° 34' 03" 125.85' to a 3/4" pipe, then continuing with Lot 21, N 76°03'37" E 155.79' to a 3/4" pipe, thence leaving Lot 21, S 35°30'56" E 63.91' to a 3/4" pipe, corner of Lot 13, thence along lot 13, S 75°08'57" W 109.77' to a 3/4" pipe, thence along Lot 12, S 76°52'36" E 101.18' to a 1" pipe, shared corner between Lots 11 and 12, thence along lot 11, N47°44'43"W 157.99' to a 2" pipe, the northernmost corner of Lot 11, thence along the southern right of way of Edgewood Drive N 42°21'31" 59.92' to the point of beginning. In accordance with G.S. 160A-299(b) any person aggrieved by the closing of this street may appeal the Order to the General Court of Justice within thirty days of its adoption.

The Mayor and the City Clerk are hereby authorized to execute quitclaim deeds or other necessary documents in order to evidence vesting of all rights, title, and interest in those persons owning lots or parcels of land adjacent to the street or alley, such title, for the width of the abutting land owned by them, to extend to the centerline of the herein closed Drive in accordance with the provision of G.S. 160A-299(c).

The City Clerk is hereby ordered and directed to file in the Office of the Register of Deeds of Alamance County a certified copy of this Street Closing Order.

Upon motion duly made by Mayor Pro Tem Hall and duly seconded by Council Member Whitaker, the above resolution was duly adopted by the City Council at a meeting held on the 10<sup>th</sup> day of January 2023, at City Hall.

Upon the call for a vote, the following Council Members voted in the affirmative: Mayor Jennifer Talley, Mayor Pro Tem Ricky Hall, Council Member Joey Parsons, Council Member Bobby Chin and Council Member Bonnie Whitaker.

This the 10th day of January 2023, at 6:00 p.m.

## **NEW BUSINESS:**

### **ITEM 3: VOTING DELEGATE – NCLM BIENNIUM LEGISLATIVE GOALS**

City Council will consider assigning a City of Graham delegate to vote on the proposed North Carolina League of Municipalities 2023-24 Biennium Legislative Goals.

City Manager Megan Garner stated each member municipality was eligible to cast a single vote in the North Carolina League of Municipalities goal-setting process. Each member municipality shall designate one voting delegate who would be responsible for casting the municipality's vote.

She stated the voting delegate would receive voting credentials and instructions to vote on the proposed Legislative Goals package electronically. The Legislative Goals will be shared with the membership electronically following the voting period.

Motion by Council Member Chin, seconded by Council Member Parsons, to appoint Mayor Pro Tem Hall as the voting delegate. The motion passed unanimously.

**Council reviewed the 16 NCLM proposed goals and chose the following ten goals:**

- Expand federal and state resources for affordable housing.
  - Housing affordability is a growing problem across North Carolina, affecting cities and towns of all sizes and people across different income levels.
  - Increasingly, the lack of affordable housing acts as a major impediment to business and workforce recruitment.
  - Ongoing state and federal revenue streams to address housing affordability are extremely limited, with much of the burden for solutions left with cities and towns
- Create an adequate and permanent funding stream for local infrastructure.
  - Infrastructure – including roads, water, sewer, stormwater, parks and beaches – are critical to economic development and job creation.
  - Many cities in the state are growing, creating a constant need for investment to keep pace with population growth; many cities and towns also have aging infrastructure that must be replaced.
  - Creating more permanent funding streams for local infrastructure, such as a dedicated tax source, would allow for better planning to meet needs.
- Extend deadlines for completion of federal infrastructure projects.
  - Current deadlines for the allocation and expenditure of American Rescue Plan Act funding may make more complex infrastructure projects unrealistic.
  - High inflation and worker shortages are leading to higher project costs; extending ARPA and other funding deadlines will spread projects out and may help lower costs.
  - Cities and towns require flexible deadlines to get the best bang for their buck out of this funding.
- Expand state transportation funding streams for the construction and maintenance of municipal and state-owned secondary roads.
  - Current Powell Bill and other state funding are not adequate to address transportation needs, particularly as they affect municipal and state-owned secondary roads.
  - In many cities and towns, major commuting corridors are not receiving the level of investment needed to keep pace with traffic.
  - More investment is needed for these roads if existing residents are to embrace business and residential growth.

- Expand incentives and funding for local economic development.
  - Funding is simply inadequate in many cities and towns to encourage job growth.
  - State grants and incentives are often targeted in ways that fail to assist the areas in greatest need of job creation.
  - Maintaining or expanding funding for film tax credits, major industrial site development, downtown development and renewable energy tax credits helps cities and towns across the state.
- Expand incentives that encourage regionalization of water and sewer, as well as other municipal services, when appropriate.
  - A number of municipal water and sewer systems continue to financially struggle with deferred maintenance needs.
  - These challenges came about largely due to population and job losses in rural areas, leading to an erosion of taxpayer and ratepayer bases.
  - While legislators and municipalities have begun to address these issues with the creation of the Viable Utility Reserve and the use of ARPA funding, state estimates show needs still exceed expenditures by several billion dollars.
- Enhance state systems and resources for local law enforcement officer recruitment, training, and retention.
  - Municipalities across the state are facing law enforcement staffing shortages, in many cases severe shortages.
  - State training resources are limited, and the cost of local law enforcement agencies to send recruits and existing officers to NC Justice Academy locations can be prohibitive.
  - Grant writing assistance is one of several options that might provide better access to the large volume of federal law enforcement grant funding that is available.
- Revise state contracting laws to better protect public entities from the effects of inflation.
  - Labor and materials costs have been rising at a rapid rate, leaving municipalities with few options when project bids and costs exceed expectations.
  - Additional flexibility regarding the contracting process could assist municipalities in protecting taxpayers from inflation and escalating costs.
  - Without contracting law flexibility, projects can be delayed and costs can further increase.
- Update annexation petition thresholds to make voluntary annexations easier to initiate.
  - Voluntary annexation by petition currently requires 100 percent consent from all property owners, a threshold that can be impossible to meet even if a majority of property owners can benefit by utilizing their property for business or residential purposes.
  - Lowering the threshold from 100 percent represents a middle ground that would still reflect the will of property owners but not handicap communities' ability to economically thrive.
  - The ability of a city or town to grow and reflect its urban footprint is vital to its financial health; city services are relied on by residents whether they live in or near municipal boundaries.

- Provide authority to municipal water systems to recoup costs of clean-up from polluters.
  - Local municipal water systems are increasingly being looked to for the clean-up of PFAS and other “forever” chemicals found in surface waters.
  - State regulators plan to set surface water standards for these chemicals and propose Maximum Contaminant Levels for PFAS chemicals in drinking water.
  - To date, cities’ only recourse to try to recoup the cost for utility ratepayers is through the courts.

#### **ITEM 4: ALAMANCE CHAMBER ECONOMIC DEVELOPMENT COMMITTEE – ASSIGNMENT**

City Council will consider assigning an advisor from Council to serve on the Alamance Chamber Economic Development Committee.

City Manager Megan Garner stated the Alamance Chamber was re-introducing the Economic Development Committee, an opportunity to collaborate with economic development partners across the County. She stated this group would be advisory in nature and offer a space for economic development trends, ideas, and happenings across Alamance County to be shared and discussed freely. The committee would also feature a blend of public, private, and non-profit economic development stakeholders.

City Manager Garner shared the public partners would be granted two seats for representation, one administrative, which would be Assistant City Manager Aaron Holland, and one elected official. She stated the meetings are proposed to take place quarterly on the 2<sup>nd</sup> Tuesday at the start of every quarter.

Motion by Council Member Whitaker, seconded by Council Member Chin, to appoint Mayor Talley as the City of Graham’s advisor to serve on the Alamance Chamber Economic Development Committee.

#### **ITEM 5: TRAFFIC SCHEDULE AMENDMENT – RESTRICT PARKING – PEPPERSTONE DRIVE & PINECREST COURT CUL-DE-SACS**

City Council considered amending the traffic schedule to restrict on-street parking along Pepperstone Drive and Pinecrest Court cul-de-sacs between the hours of 7:00 a.m. to 5:00 p.m. excluding weekends and holidays.

Assistant City Manager Aaron Holland stated the Valleyfield Subdivision originally expressed concern to staff and City Council at the March 2022, City Council meeting regarding vehicular passage difficulties due to excess parking along the cul-de-sac on Pepperstone Drive. He stated, as a result, City Council directed staff to monitor and address, when necessary, any parking issues that arose.

Mr. Holland shared that since that time, the Public Works Department had monitored the cul-de-sac for activity, and as a result, staff recommended restricting parking in the Pepperstone Court cul-de-sac and Pinecrest Court cul-de-sac Monday through Friday between the hours of 7:00 a.m. to 5:00 p.m., excluding holidays and weekends to minimize the traverse difficulties of sanitation vehicles, school buses, and other vehicles that may have a wide turn radius.



Mayor Talley asked Mr. Robertson to step forward and report what his findings were regarding the cul-de-sacs.

Public Works Director Burke Robertson stated that Sanitation workers monitored and recorded each time someone was parked in the cul-de-sac in a way that the trash containers could not be picked up or it was difficult to turn around within the cul-de-sac due to parked cars. He stated that out of six cul-de-sacs, there were three where rarely anyone was parked within the cul-de-sac. He stated staff was not recommending parking restrictions with those three cul-de-sacs.

Mayor Talley asked if there were issues with all cul-de-sacs.

Mr. Robertson stated that all cul-de-sacs were a problem when cars were present during trash pickup.

Mayor Talley stated she had received a letter from a resident, Brandy Moya, who lives at 2722 Pepperstone Drive and could not be present at the meeting and asked that the letter be read to Council. Mayor Talley asked the City Clerk to read Ms. Moya's letter.

Ms. Moya's letter stated this complaint was a citizen request from a lady who lived a half mile away from the Pepperstone cul-de-sac and was a personal attack. She asked Council to deny the request to restrict parking.

Tom Boney, Alamance News, asked of all the City of Graham streets if these two cul-de-sacs were the worst places for parking or were other places also reported.

Mayor Talley stated that was her next question and there may not be a problem now in other cul-de-sacs, but in six months, there could be a problem and for policy purposes, restricting parking in all cul-de-sacs may be fair. She asked Mr. Robertson if this was an issue with Public Works in providing services when cars are parked within the cul-de-sacs.

Public Works Director Robertson stated that a compromise of restricted parking during the day when school buses are coming in and out as well as Public Works would be better than saying no parking at all. He stated there were cul-de-sacs with no problems and you would not want to punish them just because there were problems with others.

Mayor Talley stated that Council Member Whitaker and Mayor Pro Tem Hall lived within this subdivision and that needed to be disclosed. She stated per the statute, Council members were obligated to vote except for matters involving the member's own financial interest. She stated that a member was certainly allowed not to vote on something if they felt they could not be unbiased and fair.

Council Member Whitaker stated that she could be objective and fair. She stated she did not want to have a broad rule on parking in all cul-de-sacs and when there was an issue in a particular area, it should be dealt with for that area. She stated she did not live near this area and could be unbiased.

Mayor Pro Tem Hall stated he also lived in the Valleyfield subdivision and had no interest or financial gain. He stated he lived far away from the cul-de-sacs and had no opinion on this issue.

Council Member Chin asked if Council put a restriction on parking, how would it be enforced and if someone was in violation could they be charged with some type of fee.

City Manager Garner stated she was not aware of any fee in the fee schedule that could be used if someone was in violation of blocking a can from being serviced.

Mr. Robertson stated that the Sanitation employees knew the owner's cars and if a different car was blocking a can, they would get out and move it because they did not want to punish the homeowner for a guest who was not aware they were blocking the can from being collected.

Council Member Parsons stated it was not fair to single out one or two areas and would like to see a poll of the neighborhood to get everyone's thoughts.

Mayor Talley stated she did not have a problem with limiting parking to just the cul-de-sacs on Pepperstone and Pinecrest between 7:00 am and 5:00 pm in order to provide services. She stated this would be complaint-driven enforcement.

Mr. Boney raised the issue of Council Members Whitaker and Hall voting on this issue even though they had no financial interest and both should be cautious and prudent to step aside from this vote if the majority of the other three could take action. He stated it did not look right that the first and only place this is being discussed is in the subdivision where two of the five live. He stated that Council should always be transparent and fair.

Mayor Talley stated that it was a coincidence that this issue has been raised and thanked Mr. Boney for his comments. She stated that it took a supermajority to pass anything tonight and if one person did not agree with the motion, it would not pass.

Council Member Whitaker gave an example of a store that she frequents regularly where she knows the owner personally and if that owner was to come before the Council with a request, would she be required to recuse herself because she knows the business owner and frequents that business? She stated it was a dangerous precedent to set and if she could not be unbiased and consider everything levelheaded then she would recuse herself. She stated that how she voted on this item would be the same as any other item and she would not recuse herself.

Mayor Pro Tem Hall stated he felt the same way and he had spoken to legal counsel.

City Attorney Bob Ward stated the statute was clear and if there was a conflict, the member would be prohibited from voting. He stated by not having any financial interest his role was to provide the statute for the Council to decide if any conflicts of interest existed.

Mr. Boney has asked about the supermajority vote on this item.

City Manager Garner stated this was a change in the City's Code of Ordinances, and because it was the first reading, there needed to be a supermajority or 80%, and if not, the item would need to be carried forward to the February meeting where typically three could approve it. She stated you would need four of the five to vote, and if two recused themselves, Council could not meet the supermajority.

Mayor Talley stated that since the notice had not been sent to the third identified cul-de-sac recommended by staff, she asked that staff give notice to all three identified cul-de-sac residents explaining why restrictions are being considered in order for City services to be provided. She stated this would give residents a chance to come to the February meeting and Council would address it at that time.

Motion by Mayor Talley to table Item 5 to the February 14, 2023, Council meeting and send notices to all three identified cul-de-sacs explaining Council would be considering restricting parking from 7:00 am to 5:00 pm, Monday through Friday except holidays and weekends, seconded by Council Member Chin. The motion passed unanimously.

### PUBLIC COMMENT PERIOD

There were no public comments.

### CITY STAFF COMMENTS

Assistant City Manager Holland asked Council to appoint no more than two volunteers to serve on the steering committee for the Comprehensive Plan update. The consensus of the Council was to appoint Mayor Talley and Joey Parsons. Mayor Pro Tem Hall will fill in for Council Member Parsons if he was unable to attend a meeting.

### CITY COUNCIL COMMENTS

Council Member Parsons shared that he had meetings with Fire Chief Cole about a potential fire truck which would need to be discussed at some point. City Manager Garner shared the truck currently in production had already been purchased but there was a used fire truck located in Maine that was a possibility.

Council Member Parsons also mentioned the Cherry Lane Overlay and how Council wanted to pursue directing the Planning Board.

Mayor Talley:

- Asked where we were on the pay plan study. City Manager Garner stated the consultant was scheduled to begin in mid-February.
- Asked about the Comprehensive Plan update. Assistant City Manager Holland stated as soon as the Steering Committee had its members appointed, they were ready to begin.
- Inquired as to the status of the NCDOT grant to update the Pedestrian Plan. Assistant City Manager Holland stated that NCDOT was in the process of beginning the update.
- Asked about having a pre-budget meeting to discuss items and give direction to staff to make sure we are operating as efficiently as we can. City Manager Garner will look at the budget mid-year to see where we are and what our expenditures look like. She suggested holding a budget retreat so Council could share priorities with staff.
- Asked staff to be creative in finding ways to retain employees and encouraging them to remain in employment with the City for an extended period of time.

### ADJOURN

Mayor Pro Tem Hall motioned to adjourn, seconded by Council Member Chin. The motion passed unanimously. The meeting was adjourned at 8:16 pm.

Renee M. Ward, CMC  
City Clerk

January 10, 2023  
City Council Meeting

# City of Graham City Council

## Special Meeting Minutes

### February 3, 2023



The City Council of the City of Graham held a Special Meeting on February 3, 2023, at 12 noon in the Council Chamber, City Hall Municipal Building, located at 201 South Main Street, Graham, NC.

#### Councilmembers Present:

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

#### Staff Present:

Megan Garner, City Manager  
Aaron Holland, Assistant City Manager  
Renee M. Ward, City Clerk  
Bob Ward, City Attorney  
Bryan Coleman, City Attorney

#### CALL TO ORDER:

Mayor Jennifer Talley called the meeting to order and presided at 12:00 noon.

#### NEW BUSINESS:

City Council will consider adopting a resolution for the purchase of a 2023 Peirce Enforcer Mid-Mount Tower Truck for the Fire Department and award a financing contract.

City Manager Megan Garner stated there was a fire truck being considered today and the City did release a request for proposals (RFPs) to various banks for the financing of the fire truck. She stated the last time a fire truck was ordered was significantly cheaper than they are today, given the nature of the market and price increases since Covid. She asked Fire Chief Tommy Cole to come forward to talk about the truck and that she would discuss financing details at the end.

Mayor Talley stated that she had spoken to some of the leadership personnel at the Fire Department and asked if there were any price negotiating with Atlantic to get the very best price.

Fire Chief Cole stated the City was part of the Houston Galveston Area Council (HGAC-Buy), a purchasing alliance, that takes care of the competitive bidding. He stated the (HDAC) goes out on behalf of municipalities and non-profits to secure the best price for fire apparatus. He stated that this was the best opportunity for pricing and was a benefit for local government. He stated there was a pre-pay discount of \$20,000 and with the market we are in currently, trucks are being pushed out three years for custom fire apparatus builds. He stated that Cary had just placed an order with Pierce for a fire truck they will receive in 2026. He stated that because of the three-year wait period, demos and stock trucks have become viable options and those prices have increased as well.

Mayor Talley asked if personnel from the Fire Department looked at the different options on the truck to determine what was needed or if was that done by the Fire Chief.



Fire Chief Cole stated there were people in the fire department who operate ladder trucks in other municipalities and those are the ones who looked at the options and were present to answer questions. He also stated the options on the truck were already determined before the City considered purchasing the vehicle.

Mayor Talley inquired about warranties.

Fire Chief Cole stated all warranties were included in the price and it was basically a turn-key deal with all options included. He shared that placing our name on the truck, graphics, and striping was being done at no extra cost. He stated there should not be anything we need to purchase outside the truck except for some accessory equipment.

Mayor Talley asked Fire Chief Cole to explain the efforts of trying to find a used truck and the one found recently in Maine.

Fire Chief Cole stated that when staff first addressed the need for replacement, they contacted the largest broker in the United States, Brindlee Mountain located in Alabama. A 2012 used truck was found and staff kept a watch on it while trying to find one that was newer in age that would fit our needs. He stated there were limitations on the type of apparatus that will fit in the bay because of the bay height. He shared they traveled to Maine to check out the truck and found that it had been used a lot and was not in bad shape but was also not in the best of shape and had a significant number of miles on it. After Captain Squires inspected the truck, it operated okay but the truck had not been maintained well throughout its life and it was noticeable. Chief Cole stated that his command staff met and decided the truck was not a good fit or safe enough for our firefighters.

Fire Chief Cole stated this was an emergency purchase due to not having an aerial truck in service. He stated it was a gamble every day with the lives of the citizens of Graham if we were to have a fire where an aerial fire apparatus was needed.

Council Member Whitaker asked how soon could we get this truck.

Fire Chief Cole stated because it was already in production it was scheduled for May 2023.

Mayor Talley asked about the warranty and how long was it for.

City Manager Garner stated there was an entire warranty binder that Pierce provides and the following were the main categories; engine – 5 years, body – 50 years, bumper to bumper – 1 year, and paint – 10 years.

Mayor Talley stated the City Manager requested and received several bids. She stated that a revised bid was received from American National, which was the lowest bidder at 4%. She shared if the City was able to put money into a money market or CD that would earn 3.5%, the City would effectively pay 0.5%, which was the best you could hope for with rates like they are.

Council Member Chin asked if there was training in place before the ladder truck arrives.

Fire Chief Cole stated that personnel were already trained in aerial operations, which have been ongoing for many years. He stated for the new apparatus, Peirce would come in and go over the operations of the truck, which would be incorporated when the truck was delivered.

Mayor Talley asked to explain the things that are broken or wrong with the old truck.

Fire Chief Cole stated the company they use, which specializes in fire trucks, found a hydraulic leak in the swivel of the turn table, which would require the entire turn table to be taken apart for repair. He stated the electronic commutator rings that keeps power to the bucket had multiple cracks and were getting worse. He stated that this was a 1975 model ladder and parts were no longer available. The major concern was the bushing that came out of the base pivot point after the mill fire on Parker Street. He stated the truck was breaking down, unreliable, and unsafe.

Mayor Talley asked what was the cost estimate for repairs to the old truck.

Fire Chief Cole stated anywhere from \$25,000 to \$100,000 if they had to take the ladder assembly completely apart. He stated when the truck had a hydraulic issue in 2019, it had to be taken to Sutphen in Ohio, and cost \$80,000 to get the hydraulic repaired.

Mayor Talley asked if the old truck could be converted into something useful that was marketable.

Fire Chief Cole stated the cab and chassis were a 2005 model that staff had taken good care of and may be valuable to someone. He stated we would have to ask a broker to determine the value and if we could get anything out of selling the truck. He also stated that the truck could not be certified because of the ladder issues and it would still be an issue for anyone else wanting to buy it.

Council Member Parsons stated that the nice thing about the new truck was that the ladder could go below grade or reach down to a point if trying to reach something down a hill.

Mayor Talley asked Mr. Wyatt if he wanted to say a few words.

Mr. David Wyatt, Alamance National Bank, stated they had offices in Mebane, Graham, and Burlington, and appreciated the opportunity to work with Council. He stated his bank was offering something that would work for everyone and he was happy to be part of the project to protect our firemen and the citizens of Graham.

Tom Boney, Alamance News, asked how much the fire truck would cost.

Mayor Talley stated \$1,968,900.00, was the amount being financed for ten years at 0.5%.

Motion by Council Member Whitaker to approve the purchase of a 2023 Peirce Enforcer Mid-Mount Tower Truck and award the financing contract to American National Bank and allow the City Manager and

the City Attorney to effectuate all documents, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

## **RESOLUTION AUTHORIZING THE EXECUTION OF AN INSTALLMENT PURCHASE CONTRACT FOR THE ACQUISITION OF A FIRE TRUCK**

**WHEREAS**, North Carolina General Statute NCGS 143-129 (e)(2) grants the Graham City Council the exception from the public bidding process in cases of special emergency involving the health and safety of the people or their property; and

**WHEREAS**, the City Council has determined that the existing ladder truck has a faulty ladder apparatus that has rendered the same unreliable, and therefore, has determined it is immediately necessary and in the best interest of the citizens of the City of Graham to purchase one (1) 2023 Pierce Enforcer Mid-Mount Tower Truck for the City of Graham Fire Department; and

**WHEREAS**, the fire apparatus will be used to equip the City of Graham Fire Department with a fire apparatus that includes up-to-date and essential emergency equipment that functions properly to protect the safety of our firefighters and citizens; and

**WHEREAS**, the City Council has determined it is in the best interest of the City of Graham to permit the City Manager to move forward with arrangements to take advantage of the current pricing opportunity on the apparatus; and

**WHEREAS**, the City Council has been advised that acceptable, legal financing has been identified by the City Manager and has received a commitment for such financing; and

**WHEREAS**, the City of Graham may purchase the fire apparatus in accordance with NCGS 143-129(e)(3), which authorizes “purchases made through a competitive bidding group purchasing program, which is a formally organized program that offers competitively obtained purchasing services at discount prices to two or more public agencies.”

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the City of Graham City Council authorizes the City Manager to enter into a financing contract with American National on behalf of the City of Graham to purchase one (1) 2023 Pierce Enforcer Mid-Mount Tower Truck with the total amount financed not to exceed \$1,968,900.00.

### **ADJOURN**

A motion was made by Mayor Talley, seconded by Mayor Pro Tem Hall to adjourn. The motion passed unanimously. (12:49 pm)

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Renee M. Ward, CMC  
City Clerk

February 3, 2023  
City Council Special Meeting

**RESOLUTION IN SUPPORT OF  
CONSTRUCTION OF A REGIONAL INDOOR FIRING RANGE FOR THE  
ALAMANCE COMMUNITY COLLEGE PUBLIC SAFETY TRAINING CENTER  
LOCATED IN GREEN LEVEL, NORTH CAROLINA**

**WHEREAS**, Alamance Community College secured the support of Alamance County voters in approving a bond package in November 2018, part of which was allotted to fund the construction of a much-needed Public Safety Training Center in Alamance County; and

**WHEREAS**, the escalation of construction costs for the Public Safety Training Center leaves no funds for the construction of an indoor firing range; and

**WHEREAS**, a state-of-the-art indoor firing range improves the safety of officers and citizens through increased access to firearms training; provides safer, more environmentally friendly training using recycled lead and brass and filtered air; allows for simulation of day and evening training, thus making required training more accessible; enables local safety offices to save money expended in traveling to other firing ranges; is required for mandated firearm training by local, regional, and state officers; and is a critical part of the Alamance Community College Public Safety Training Center; and

**WHEREAS**, numerous local, regional, and state agencies have contributed letters of support for an indoor range, including the City of Burlington Police Department, Elon University Campus Safety & Police, Gibsonville Police Department, City of Graham Police Department, Haw River Police Department, North Carolina State Bureau of Investigation, North Carolina Department of Transportation, North Carolina Department of Public Safety Alcohol Law Enforcement Division, North Carolina Department of Public Safety State Highway Patrol, and North Carolina Wildlife Resources Commission; and

**WHEREAS**, those Alamance County agencies indicate first-year usage of the indoor firing range to include 637 officers and 24,528 training hours; and those State agencies indicate first-year usage to include 100 officers and 1,600 training hours; and

**WHEREAS**, a firing range at the Public Safety Training Center in Green Level, North Carolina, will boost usage of the Center and enhance the economy of Green Level through increased hotel and restaurant visits by local, regional, and state officers.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Graham City Council supports the construction of a state-of-the-art indoor firing range at the Alamance Community College Public Safety Training Center in Green Level, North Carolina.

Passed and adopted this 14<sup>th</sup> day of February 2023.

Name: \_\_\_\_\_  
Jennifer Talley, Mayor

seal

Designation: \_\_\_\_\_  
Renee M. Ward, City Clerk



# City of Graham

P. O. Drawer 357  
201 South Main Street  
Graham, North Carolina 27253  
(336) 570-6700 / Fax: (336) 570-6703

## MID YEAR REPORT

February 1, 2023

	TOTAL PROPERTY VALUATION	RATE	AMOUNT OF LEVY
TAX LEVY - CITY WIDE	1,237,549,147	0.455%	5,630,848.62
<u>DISCOVERIES:</u>			
CURRENT YEAR & PRIOR YEARS WITH VARIOUS TAX RATES	6,455,882		29,374.26
<u>ANNEXATIONS:</u>	991,430		4,511.07
<u>ABATEMENTS:</u>	(4,809,200)		(21,882.19)
CURRENT LEVY	1,240,187,259		5,642,851.75
OUTSTANDING REAL PROPERTY TAXES:			197,868.99
OUTSTANDING PERSONAL PROPERTY TAXES:			<u>58,863.96</u>
TOTAL OUTSTANDING TAXES			256,732.95
CURRENT YEAR TAXES COLLECTED:			5,386,118.80
TO DATE, THE PERCENT OF CURRENT YEAR COLLECTED:			95.45%

I REQUEST THAT THE DATE BE SET FOR LIEN ADVERTISEMENT ON MARCH 16, 2023 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



**CITY OF GRAHAM  
RELEASE ACCOUNTS**

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**FEBRUARY**

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR RELEASE</u>	<u>AMOUNT RELEASED</u>
536097	2018	TRA PHUONG DBA NAIL CARE	VALUE CALCULATED INCORRECT ON BPP	\$12.15
536097	2019	TRA PHUONG DBA NAIL CARE	VALUE CALCULATED INCORRECT ON BPP	\$50.05
536097	2019	TRA PHUONG DBA NAIL CARE	VALUE CALCULATED INCORRECT ON BPP	\$17.52
536097	2022	TRA PHUONG DBA NAIL CARE	VALUE CALCULATED INCORRECT ON BPP	\$233.69
574329	2022	POLLOCK, KAREN	QUALIFIED FOR HOMESTEAD EXEMPTION	\$200.56
353742	2021	HARPER, SAMUEL MARTIN	DOES NOT LIVE IN CITY OF GRAHAM	\$20.00
353742	2022	HARPER, SAMUEL MARTIN	DOES NOT LIVE IN CITY OF GRAHAM	\$22.01

***TOTAL RELEASES      \$555.98***



## STAFF REPORT

SUBJECT:	UPDATE TRAFFIC SCHEDULE TO RESTRICT PARKING ON PEPPERSTONE DRIVE, PINECREST COURT, & GREENVIEW DRIVE CUL-DE-SACS
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

### REQUESTED ACTION:

Update Traffic Schedule to restrict on-street parking along Pepperstone Drive, Pinecrest Court, and Greenview Drive cul-de-sacs between the hours of 7 a.m. to 5 p.m.

### BACKGROUND/SUMMARY:

The Valleyfield Subdivision originally expressed concern to staff and to City Council at the March 2022 City Council meeting related to vehicular passage difficulties as a result of excess parking along the cul-de-sac on Pepperstone Drive. As a result, City Council directed staff to monitor and address, when necessary, any parking issues that arose.

Recently, staff received additional complaints pertaining to parking concerns which led to discussion to restrict the hours of parking along the cul-de-sacs of Pepperstone Drive and Pinecrest Court to minimize the traverse difficulties of sanitation vehicles, school buses, and other vehicles that may have a wide turn radius. This discussion expanded the scope of concern to include restrictions along the SW cul-de-sac of Greenview Drive as well.

### FISCAL IMPACT:

Nominal.

### STAFF RECOMMENDATION:

After further discussion, staff recommends extending the evaluation of problematic cul-de-sacs citywide.

### SUGGESTED MOTION(S):

I move to direct staff to expand the evaluation of cul-de-sacs citywide and recommend an update to the Traffic Schedule.

I move to amend the Traffic Schedule on file in the City Clerk's office to restrict parking along the cul-de-sacs of Pepperstone Drive, Pinecrest Court, and Greenview Drive between the hours of 7 a.m. to 5 p.m. excluding the weekends and holidays.

## **Section 9. Parking Prohibited At Other Times.**

The streets referred to in Section 9 shall be as follows:

Parking is prohibited at other times on the following street:

Market Street from North Maple Street to North Main Street (Monday--Saturday, both sides).

**ADD: Cul-de-sacs of Pepperstone Drive, Pinecrest Court, and Greenview Drive between the hours of 7 a.m. and 5 p.m. (Monday- Friday).**



# STAFF REPORT

SUBJECT:	ROAD CLOSURES FOR GRPD PROGRAMS IN DOWNTOWN GRAHAM  PROGRAM & RAIN DATES FOR: SLICE OF SUMMER – PUMPKIN BASH – THURSDAYS AT SEVEN CONCERT SERIES – 9/11 COMMEMORATIVE 5K
PREPARED BY:	BRIAN FAUCETTE, DIRECTOR OF RECREATION AND PARKS

## REQUESTED ACTION:

The Recreation and Parks Department requests the following street closures for downtown programs in 2023:

**Slice of Summer:** closure of the 100 blocks of East and West Elm Streets and North and South Main Streets on Saturday, June 10, 2023, from 1pm-9pm. We also request approval of the same road closures from 1pm-9pm on Saturday, June 17, 2023, as an alternative date.

**Pumpkin Bash:** closure of the 100 blocks of East and West Elm Streets on Friday, October 27, 2023, from 2pm-10:30pm and North and South Main Streets from 4pm-10:30pm.

**Thursdays at Seven Concert Series:** closure of the 100 block of W. Elm St. in downtown Graham on May 25<sup>th</sup>, June 22<sup>nd</sup>, July 27<sup>th</sup>, August 24<sup>th</sup>, September 14<sup>th</sup>, & September 28<sup>th</sup> for the 2023 Thursdays at Seven Concert Series. All closures will begin at 5:00pm and re-open by 11:30pm. In the event a concert must be postponed, we also request the same closure as above on the following dates: June 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> & 29<sup>th</sup>; July 6<sup>th</sup>, 13<sup>th</sup> & 20<sup>th</sup>; August 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> & 31<sup>st</sup>; September 7<sup>th</sup> & 21<sup>st</sup>; October 5<sup>th</sup>, 12<sup>th</sup> & 19<sup>th</sup>.

**9/11 Commemorative 5K Event:** Closure of the northbound lane of Maple Street from Pine Street to McAden Street, McAden Street from South Main to Maple Street, the southbound lane of South Main Street from Pine Street to McAden Street, Pine Street from South Main to Maple Street from 6:00 a.m. – 11:00 a.m. on Saturday, September 9, 2023.

## BACKGROUND/SUMMARY:

**Pumpkin Bash street closures** - In 2022, City Council asked for GRPD staff to adjust the closure of East and West Elm Streets for the Pumpkin Bash. Instead of closing the streets at 2:00pm as was done in past years, East and West Elm Streets were closed at 3:00pm. The later closure of the streets resulted in the later removal of vehicles and ultimately delays in setting up the inflatable attractions throughout the festival site. The latter set-up, coupled with early arriving participants (see attached photo), caused potentially hazardous conditions for participants, vendors, and contracted staff. GRPD requests to return to the closure of East and West Elm Streets to 2:00pm to allow more time to remove vehicles and then safely set attractions and vendors prior to the early arrival of participants.

**All closures** - GRPD staff hand-delivered letters to all businesses in the downtown area outlining the street closure requests. This was completed before Jan. 27<sup>th</sup>. The City Clerk also sent an email informing downtown business owners of the upcoming street closure request. In addition, GRPD staff will send reminders before each closure to all appropriate email addresses received from the City Clerk.



City Council has approved similar requested closures in past years.

GRPD staff and Graham Police Officers will continue to execute the closures and provide appropriate monitoring and security.

As in past years, alternative dates will give staff and vendors/bands the option to reschedule on days with possible inclement weather or when other issues arise.

### **FISCAL IMPACT:**

No fiscal impact on the City of Graham aside from the regularly budgeted program expenses.

### **STAFF RECOMMENDATION:**

Staff recommends the following:

1. Approve the closure of the 100 blocks of East and West Elm Streets and the 100 blocks of North and South Main Streets on Saturday, June 10, 2023 (Alt. Date: Saturday, June 17, 2023) from 1pm-9pm for the Slice of Summer Festival;
2. Approve the closure of the 100 blocks of East and West Elm Streets from 2pm-10:30pm and North and South Main Streets from 4pm-10:30pm on Friday, October 27, 2023 for the Pumpkin Bash;
3. Approve the closure of the 100 block of W. Elm St. in downtown Graham on May 25<sup>th</sup>, June 22<sup>nd</sup>, July 27<sup>th</sup>, August 24<sup>th</sup>, September 14<sup>th</sup>, & September 28<sup>th</sup> for the 2023 Thursdays at Seven Concert Series. All closures will begin at 5:00pm and re-open by 11:30pm. Staff also recommends approval for a 5:00pm-11:30pm closure for alternative dates of June 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup> & 29<sup>th</sup>; July 6<sup>th</sup>, 13<sup>th</sup> & 20<sup>th</sup>; August 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> & 31<sup>st</sup>; September 7<sup>th</sup> & 21<sup>st</sup>; October 5<sup>th</sup>, 12<sup>th</sup> & 19<sup>th</sup>.
4. Approve the closure of the northbound lane of Maple Street from McAden Street to Pine Street, McAden Street from South Main Street to Maple Street, a southbound lane of South Main Street from Pine Street to McAden Street, Pine Street from South Main Street to Maple Street from 6:00 a.m. – 11:00 a.m. on Saturday, September 9, 2023.

### **SUGGESTED MOTION(S):**

**I MAKE A MOTION TO APPROVE THE STAFF-RECOMMENDED STREET CLOSURES FOR THE SLICE OF SUMMER, PUMPKIN BASH, THE THURSDAYS AT SEVEN CONCERT SERIES AND THE 9/11 COMMEMORATIVE 5K.**



PHOTO TAKEN AT 5:53 AT THE 2022 PUMPKIN BASH





## STAFF REPORT

SUBJECT:	RECREATION COMMISSION APPOINTMENTS
PREPARED BY:	RENEE WARD, CITY CLERK

### REQUESTED ACTION:

To consider two appointments to fill vacancies on the Recreation Commission.

### BACKGROUND/SUMMARY:

At the December 13, 2022, Council Meeting, Council requested the City Clerk to advertise an additional 30 days due to the recent resignations of two Recreation Commission members. The vacancies have been advertised and the deadline to submit applications was February 2, 2023.

### Applicants to be considered:

Jordan Dawson

Marketa Evans

Casey Johnson

Carmen Larimore

### STAFF RECOMMENDATION:

To appoint members to fill vacancies on the Recreation Commission.

### SUGGESTED MOTION(S):

# VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Jordan Dawson Email Address: jordan.eg.dawson@gmail.com  
 Home Address: 1804 Meadowview Drive Mailing Address: Same  
 City, State, Zip: Graham, NC 27253 City, State, Zip: \_\_\_\_\_  
 Home Phone: (919) 357-1180 Alternate Phone: \_\_\_\_\_

Please list the board(s) and/or commissions on which you are currently serving:

NONE

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |  |   |
|--|---|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board           |
| <input type="checkbox"/> Appearance/Tree Commission          | <input type="checkbox"/> Historic Resources Commission              |
| <input checked="" type="checkbox"/> 2 Canine Review Board    | <input type="checkbox"/> Planning Board/Board of Adjustment         |
| <input type="checkbox"/> Graham Housing Authority            | <input checked="" type="checkbox"/> Recreation Commission           |
| <input type="checkbox"/> Library Committee (Alamance County) | <input type="checkbox"/> Economic Development & Marketing Committee |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.

## RELEVANT EXPERIENCE

Current employer/retired: Self-employed  
 Employer address: 1804 Meadowview Dr. City, State, Zip: Graham, NC 27253

Job title and description of responsibilities:

Virtual Assistant: I help small business owners with back office work, social media accounts, data entry, shipping & receiving, etc.



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> History                   | <input type="checkbox"/> Legal                             | <input checked="" type="checkbox"/> Critical Thinking       |
| <input type="checkbox"/> Architecture              | <input type="checkbox"/> Graphic Design                    | <input checked="" type="checkbox"/> Data Analysis           |
| <input checked="" type="checkbox"/> Research       | <input checked="" type="checkbox"/> Creativity             | <input checked="" type="checkbox"/> Active-Listening        |
| <input type="checkbox"/> Program Development       | <input checked="" type="checkbox"/> Marketing/Social Media | <input checked="" type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation   | <input type="checkbox"/> Economic Development              | <input checked="" type="checkbox"/> Education & Outreach    |
| <input checked="" type="checkbox"/> Event Planning | <input checked="" type="checkbox"/> Community Organizing   | <input checked="" type="checkbox"/> Conflict Resolution     |
| <input type="checkbox"/> Landscape Design          | <input checked="" type="checkbox"/> Athletics/Sports       | <input checked="" type="checkbox"/> Time Management         |
| <input type="checkbox"/> Gardener/Arborist         | <input checked="" type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: _____                       |
| <input checked="" type="checkbox"/> Adaptability   | <input checked="" type="checkbox"/> Interpersonal Skills   |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

Boen and raised in Southern Alamance County I have always been an engaged member of my community. My family has often enjoyed all the many wonderful things Graham Rec has to offer and I would love to help "give back" to such a wonderful group. My skills and experience make me an asset for any entity that exists for the benefit of the public.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Additional relevant information:

Previously served a 2-year term on the Library Committee.

For City Clerk Use Only

Date Received:

RECEIVED

FEB 02 2023

CITY OF GRAHAM

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at [ward@cityofgraham.com](mailto:ward@cityofgraham.com) or in person to: City Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NC, 27233

# VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Marketa M. Evans Email Address: marketa\_evans@yahoo.com  
 Home Address: 633 Wendy Drive Mailing Address: same  
 City, State, Zip: Graham, NC 27253 City, State, Zip: \_\_\_\_\_  
 Home Phone: n/A Alternate Phone: cell -336-213-3867

Please list the board(s) and/or commissions on which you are currently serving:

none

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |  |   |
|--|---|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board           |
| <input type="checkbox"/> Appearance/Tree Commission          | <input type="checkbox"/> Historic Resources Commission              |
| <input type="checkbox"/> Canine Review Board                 | <input type="checkbox"/> Planning Board/Board of Adjustment         |
| <input type="checkbox"/> Graham Housing Authority            | <input checked="" type="checkbox"/> Recreation Commission           |
| <input type="checkbox"/> Library Committee (Alamance County) | <input type="checkbox"/> Economic Development & Marketing Committee |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.

## RELEVANT EXPERIENCE

Current employer/retired: Environmental Protection Agency

Employer address: 109 TW Alexander Drive City, State, Zip: Durham, NC 27711

Job title and description of responsibilities:

I work in various aspects of Human Resources. I have posted recruitments on USAJOBS, determined qualifications, and issued certificates of eligible candidates. I work directly with managers giving them guidance to help determine the hiring needs and the various avenues that we can use to recruit candidates. I prepare the materials, determine the pay grades, obtain the approvals, and submit the documents required for the recruitments. I live in Graham and have an interest in the success of our hometown projects. I want to see Graham be the best version of itself that it can be.

Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> History                   | <input type="checkbox"/> Legal                           | <input checked="" type="checkbox"/> Critical Thinking       |
| <input type="checkbox"/> Architecture              | <input type="checkbox"/> Graphic Design                  | <input checked="" type="checkbox"/> Data Analysis           |
| <input checked="" type="checkbox"/> Research       | <input type="checkbox"/> Creativity                      | <input checked="" type="checkbox"/> Active-Listening        |
| <input type="checkbox"/> Program Development       | <input type="checkbox"/> Marketing/Social Media          | <input checked="" type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation   | <input type="checkbox"/> Economic Development            | <input checked="" type="checkbox"/> Education & Outreach    |
| <input checked="" type="checkbox"/> Event Planning | <input checked="" type="checkbox"/> Community Organizing | <input checked="" type="checkbox"/> Conflict Resolution     |
| <input type="checkbox"/> Landscape Design          | <input checked="" type="checkbox"/> Athletics/Sports     | <input checked="" type="checkbox"/> Time Management         |
| <input type="checkbox"/> Gardener/Arborist         | <input checked="" type="checkbox"/> Problem Solving      | <input type="checkbox"/> Other: _____                       |
| <input type="checkbox"/> Adaptability              | <input checked="" type="checkbox"/> Interpersonal Skills |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

I have a personal interest in seeing Graham be the best place to live in Alamance County. I live here and benefit from Graham activities and projects. My children have been involved with Graham Athletics and Recreation activities for many years. Graham is a wonderful place to live and play and I believe that I can help Graham continue to be a great place to raise a family.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☒ Yes ☐ No

Additional relevant information:

For City Clerk Use Only

Date Received:

RECEIVED

JAN 24 2023

CITY OF GRAHAM

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at [rward@cityofgraham.com](mailto:rward@cityofgraham.com) or in person to: City Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NC, 27253



# VOLUNTEER BOARD & COMMISSION APPLICATION



The following application is used by the Graham City Council to identify individuals interested in serving on a City board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Casey T. Johnson Email Address: Casey2412@gmail.com  
 Home Address: 1514 Stargate Dr. Mailing Address: 1514 Stargate Dr.  
 City, State, Zip: Graham, NC, 27253 City, State, Zip: Graham, NC, 27253  
 Home Phone: 336-213-1358 Alternate Phone: 336-213-1358

Please list the board(s) and/or commissions on which you are currently serving:

N/A

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |   |   |
|---|---|
| <input type="checkbox"/> Alcohol Beverage Control Board                 | <input type="checkbox"/> Historical Museum Advisory Board           |
| <input type="checkbox"/> Appearance/Tree Commission                     | <input type="checkbox"/> Historic Resources Commission              |
| <input type="checkbox"/> Canine Review Board                            | <input type="checkbox"/> Planning Board/Board of Adjustment         |
| <input type="checkbox"/> Graham Housing Authority                       | <input checked="" type="checkbox"/> Recreation Commission           |
| <input checked="" type="checkbox"/> Library Committee (Alamance County) | <input type="checkbox"/> Economic Development & Marketing Committee |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.

## RELEVANT EXPERIENCE

Current employer/retired: Forbis and Dick Funeral Service  
 Employer address: 1118 N. Elm St City, State, Zip: Graham, NC, 27401

Job title and description of responsibilities:

Accounting Assistant - Day to Day entries and responsibilities.  
Accounts Payable specialist - Handle A/P and review GL



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> History                 | <input type="checkbox"/> Legal                             | <input checked="" type="checkbox"/> Critical Thinking       |
| <input type="checkbox"/> Architecture            | <input checked="" type="checkbox"/> Graphic Design         | <input checked="" type="checkbox"/> Data Analysis           |
| <input checked="" type="checkbox"/> Research     | <input checked="" type="checkbox"/> Creativity             | <input checked="" type="checkbox"/> Active-Listening        |
| <input type="checkbox"/> Program Development     | <input checked="" type="checkbox"/> Marketing/Social Media | <input checked="" type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation | <input checked="" type="checkbox"/> Economic Development   | <input type="checkbox"/> Education & Outreach               |
| <input type="checkbox"/> Event Planning          | <input type="checkbox"/> Community Organizing              | <input checked="" type="checkbox"/> Conflict Resolution     |
| <input type="checkbox"/> Landscape Design        | <input checked="" type="checkbox"/> Athletics/Sports       | <input checked="" type="checkbox"/> Time Management         |
| <input type="checkbox"/> Gardener/Arborist       | <input checked="" type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: _____                       |
| <input checked="" type="checkbox"/> Adaptability | <input checked="" type="checkbox"/> Interpersonal Skills   |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

I believe a younger person like myself (24 years old) would be a big benefit to any commission. I can bring insight and ideas from a younger generation that will be a big benefit.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Additional relevant information:

I am interested in getting into the political scene one day and I believe this would be a great opportunity for me if selected.

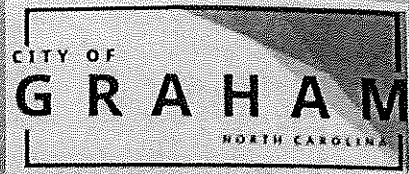
For City Clerk Use Only

Date Received:

**RECEIVED**

**AUG 29 2022**

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at [rward@cityofgraham.com](mailto:rward@cityofgraham.com) or in person to: City Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NC, 27253

VOLUNTEER BOARD  
& COMMISSION APPLICATION

The following application is used by the Graham City Council to identify individuals interested in serving on a City board or commission. To ensure that your application will receive full consideration, please answer all questions completely. For more information and details about each board, please visit [cityofgraham.com/boards-commissions](http://cityofgraham.com/boards-commissions)

Name: Carmen Larimore Email Address: cbz12013@gmail.com  
 Home Address: 500 Cornelia Dr. Mailing Address: \_\_\_\_\_  
 City, State, Zip: Graham, NC 27253 City, State, Zip: \_\_\_\_\_  
 Home Phone: 252-253-3386 Alternate Phone: \_\_\_\_\_

Please list the board(s) and/or commissions on which you are currently serving:

The Appearance / Tree Commission

Please select up to, two (2) boards and/or commissions from the list below for which you would like to be considered and indicate your preference for each selection (1 = first choice and 2 = second choice):

- |  |   |
|--|---|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board           |
| <input type="checkbox"/> Appearance/Tree Commission          | <input type="checkbox"/> Historic Resources Commission              |
| <input type="checkbox"/> Canine Review Board                 | <input type="checkbox"/> Planning Board/Board of Adjustment         |
| <input type="checkbox"/> Graham Housing Authority            | <input checked="" type="checkbox"/> 1 Recreation Commission         |
| <input type="checkbox"/> Library Committee (Alamance County) | <input type="checkbox"/> Economic Development & Marketing Committee |

Note: If you wish to change your selections for desired board(s) and/or commission(s) you will need to file a new application with the City Clerk. Only the most recent application on file will be presented to City Council.

## RELEVANT EXPERIENCE

Current employer/retired: Mom

Employer address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Job title and description of responsibilities:

I raise my 4 year old and 2 year old daughters.



Which of the following relevant knowledge, skills, abilities, interest, and/or experiences would you bring to the board(s) or commission(s) to which you are applying (select all that apply):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> History                   | <input type="checkbox"/> Legal                             | <input checked="" type="checkbox"/> Critical Thinking       |
| <input type="checkbox"/> Architecture              | <input checked="" type="checkbox"/> Graphic Design         | <input type="checkbox"/> Data Analysis                      |
| <input type="checkbox"/> Research                  | <input checked="" type="checkbox"/> Creativity             | <input checked="" type="checkbox"/> Active-Listening        |
| <input type="checkbox"/> Program Development       | <input checked="" type="checkbox"/> Marketing/Social Media | <input checked="" type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation   | <input type="checkbox"/> Economic Development              | <input checked="" type="checkbox"/> Education & Outreach    |
| <input checked="" type="checkbox"/> Event Planning | <input type="checkbox"/> Community Organizing              | <input type="checkbox"/> Conflict Resolution                |
| <input type="checkbox"/> Landscape Design          | <input type="checkbox"/> Athletics/Sports                  | <input checked="" type="checkbox"/> Time Management         |
| <input type="checkbox"/> Gardener/Arborist         | <input checked="" type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: _____                       |
| <input checked="" type="checkbox"/> Adaptability   | <input checked="" type="checkbox"/> Interpersonal Skills   |   |

Why do you believe you would be an asset to the board(s) and/or commission(s) to which you are applying?

While being chair of the Appearance/Tree commission, I have helped to plan Arbor Day activities and lead meetings to allow all inputs to be heard. As a child growing up in WA state, I enjoyed the affordable opportunities and experiences that Parks & Rec offered to me, such as basketball and dance classes and fun events.

As a mom, I am excited to offer my daughters athletic experiences and events that Graham hosts, such as Movies in the Park. We love playing at our local parks & playgrounds as well.

Have you attended a meeting of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Have you met with the chairperson or Staff Liaison of the board(s) and/or commission(s) for which you are applying?

☐ Yes ☒ No

Additional relevant information:

For City Clerk Use Only  
Date Received:

RECEIVED

JAN 25 2023

CITY OF GRAHAM

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at [rward@cityofgraham.com](mailto:rward@cityofgraham.com) or in person to: City Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NC, 27253



# STAFF REPORT

SUBJECT:	MOA WITH NC WILDLIFE RESOURCES COMMISSION FOR THE RENOVATION OF THE BOAT RAMPS AND DOCKS AT GRAHAM-MEBANE LAKE
PREPARED BY:	BRIAN FAUCETTE, DIRECTOR OF RECREATION AND PARKS

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## REQUESTED ACTION:

Adopt the MOA for the renovation of the boat ramps and docks at Graham-Mebane Lake as presented by the NC Wildlife Resources Commission

## BACKGROUND/SUMMARY:

When the water level drops, four ramps must be closed. Overall, the ends of the ramps are beginning to break apart (photo) shortening the usable length of the ramps. Temporary repairs we completed in 2019.

## FISCAL IMPACT:

Launching of boats will be restricted and possibly suspended when the water level drops a few inches. This would affect 35% of the Lake's annual revenue.

Council approved the use of ARPA funds for the renovation of the boat ramps and docks.

## STAFF RECOMMENDATION:

Adopt the MOA as presented by the NC Wildlife Resources Commission.

## SUGGESTED MOTION(S):











**MEMORANDUM OF COOPERATIVE AGREEMENT  
BETWEEN  
NORTH CAROLINA WILDLIFE RESOURCES COMMISSION  
AND  
CITY OF GRAHAM**

This Agreement, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, by and between the **North Carolina Wildlife Resources Commission**, hereinafter called the **Commission**, and **City of Graham**, hereinafter called the **City**;

**WITNESSETH:**

**Whereas**, the **Commission** is authorized to create and improve public boating access for the benefit of the boaters and anglers of North Carolina; and

**Whereas**, it is desirable for the **Commission** to improve public boating access at the Graham-Mebane Lake site owned and controlled by the **City**; and

**Whereas**, it is desirable for the **City** to maintain, improve, and increase recreational opportunities for the public by cooperating with the **Commission** to improve public boating access at the Graham-Mebane Lake location.

**Now, therefore**, in consideration of the mutual advantages likely to result from this Agreement and the respective obligations assumed herein,

**A. The COMMISSION agrees:**

1. To design and construct a universally designed boat ramp and courtesy docks, at a mutually agreed upon site at the Graham-Mebane Lake location;
2. To serve as the manager of the construction project, applying for, complying with, and receiving all permits necessary for the boat ramp and courtesy docks at the Graham-Mebane Lake location;
3. To provide construction drawings of the boat ramp and courtesy docks for review, revision and approval by the **City** prior to construction;
4. To provide construction materials (*e.g.*, stone, hardware, gravel, concrete, lumber, etc.) for the boat ramp and courtesy docks at the Graham-Mebane Lake location;
5. To provide personnel for the construction of the boat ramp and courtesy docks at the Graham-Mebane Lake location;
6. To assist with public awareness of the site. This includes inclusion on the NCWRC webpage and to provide and install a kiosk and signage identifying the Graham-Mebane Lake Boating Access Area; and
7. To include the Graham-Mebane Lake Boating Access Area on patrols of **Commission** Wildlife Enforcement Officers.

8. To comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and its performance in accordance with this Agreement including those of federal, federal uniform guidance, state, and local agencies having jurisdiction and/or authority.

**B. The CITY agrees:**

1. To permit **Commission** personnel engaged in planning, construction, or post-construction work access to the Graham-Mebane Lake site;
2. To provide the parcel of land necessary to complete the project. **City** shall retain title in fee to parcel;
3. To fund the construction of the boat ramp and courtesy docks at the Graham-Mebane Lake site not to exceed \$194,000;
4. To be the responsible party for any work-related items outside of the scope of work to be provided by the **Commission**, including, but not limited to major building demolition, utility relocations, asphalt addition, striping services, wheel stops and landscaping.
5. To provide any additional signs for posting on the kiosk at the Graham-Mebane Lake Site for review, revision, and approval of the **Commission** prior to installation;
6. To be responsible for any repairs that do not require design consultation, this includes but is not limited to sediment removal, restriping, single board replacement, or minor shoreline stabilization repairs not requiring a permit modification;
7. To maintain the grounds surrounding the site, keeping the grass mowed at regular intervals year-round and removing litter regularly;
8. To ensure that the **Commission** is recognized in all press releases, brochures, and advertisements developed by the **City** concerning visitation and use of the Graham-Mebane Lake Boating Access Area;
9. To permit launching and recovering of boats by the general public at the Graham-Mebane Lake Boating Access Area;
10. To take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability; and
11. To comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and its performance in accordance with this Agreement including those of federal, state, and local agencies having jurisdiction and/or authority.

**C. It is mutually agreed:**

1. That Graham-Mebane Lake Boating Access Area is the formal name of the access area;

2. That the purpose of the Graham-Mebane Lake Boating Access Area is to provide public access for boating and fishing. It is unlawful to use any public boating access area for purposes other than boating as stated in 15A NCAC 10E .0104(f);
3. That the boat ramp and courtesy docks at the Graham-Mebane Lake site become the property of the **City** after construction is completed;
4. That the boat ramp and courtesy docks at the Graham-Mebane Lake site will be open to the public with no closure of the site except for repair purposes, emergency situations, limited special uses which have received a Special Use Permit from the **Commission**, or best management practices as determined by the **Commission**;
5. That boating and fishing regulations and licenses, as required by state law, shall be jointly publicized and enforced by the **Commission**;
6. That nothing in this Agreement shall obligate either party to any conditions not specifically stated herein;
7. That this Agreement shall become effective as soon as it is signed and dated by both parties and shall continue in effect for 25 years from the date of signing;
8. That either party may terminate its involvement in this Agreement by written notice to the other at least 90 days in advance of the date on which termination is to become effective;
9. That during and after the term hereof, the State Auditor and anyone using the agency's internal auditors shall have access to persons and records related to this Agreement to verify accounts and data affecting fees or performance under the Agreement, as provided in G.S. 143-49(9).
10. This Agreement and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements;
11. This Agreement may be amended only by a written amendment duly executed by the **Commission** and the **City**;
12. The failure to enforce or the waiver by either party of any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach, or default on any subsequent occasion or instance;
13. Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts (unless such failure or refusal results from the failure of a party to discharge or fulfill a contractual obligation), civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God;
14. That notwithstanding any other term or provision of this Agreement, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity that otherwise would be available to either party under applicable law.

**In witness whereof**, the parties hereto have executed this Agreement the day and year of the last signatory.

Approved and agreed to:

**N.C. Wildlife Resources Commission**

\_\_\_\_\_  
Cameron Ingram, Executive Director      Date  
NCWRC

\_\_\_\_\_  
Gary Gardner, Chief      Date  
Engineering Services

**City of Graham**

\_\_\_\_\_  
Jennifer Talley, Mayor      Date  
City of Graham

ATTEST

\_\_\_\_\_  
Renee Ward, City Clerk      Date  
City of Graham