

**City of Graham  
City Council Meeting Agenda  
March 11, 2025**



**6:00 p.m. | City Hall | 201 South Main Street | Graham, NC**

---

**CALL TO ORDER:** Mayor Jennifer Talley

**INVOCATION & PLEDGE OF ALLEGIANCE**

**PROCLAMATION:** Arbor Day – April 25, 2025

**CONSENT AGENDA:**

- A.** To approve the February 11, 2025, City Council Meeting and Closed Session Minutes.
- B.** To approve a request to close the 100 Block of E. Elm Street on Saturday, May 3, 2025, for the Big C Community Christian Concert from 7:00 am to 8:00 pm (includes setup and cleanup).
- C.** To approve Capital Fire Protection, LLC as the selected vendor for a three-year contract for fire extinguisher inspections, testing, and maintenance services.
- D.** To approve a budget amendment to recognize \$34,885 in insurance proceeds revenue for a damaged police vehicle and increase the Police Department Capital Outlay budget by \$34,885.
- E.** To approve a budget amendment in the amount of \$25,000 in Federal Drug Forfeiture Revenue to the Federal account balance to assist with the purchase of a police vehicle and required equipment.
- F.** To approve an amendment to the audit contract with Stout, Stuart, McGowen & King to allow a time extension to May 31, 2025.
- G.** To approve a Capital Project Ordinance in the amount of \$500,000 for the Emerging Contaminant Study.
- H.** To approve tax releases totaling \$618.42.

**NEW BUSINESS:**

**1. STREET CLOSURE – TOUCH A TRUCK EASTER CELEBRATION – APRIL 5, 2025**

City Council will consider a request to close East Market Street between North Main Street and North Marshall Street from 9:30 am to 3:30 pm for the First United Methodist Church Touch-A-Truck Easter Celebration on Saturday, April 5, 2025.

**2. ORDINANCE AMENDMENT – CHAPTER 12 – ARTICLE I - IMPEDING PUBLIC RIGHTS OF WAY**

The City Council will consider approving an Ordinance amendment adding Section 12-17: Blocking or impeding street or highway, public sidewalk, and public passageway access to Chapter 12-Offenses and Miscellaneous Provisions, Article I: In General, Division I: Generally.

**3. ORDINANCE AMENDMENT – CHAPTER 14 - ARTICLE III – PUBLIC USE OF GRAHAM-MEBANE LAKE**

City Council will consider an Ordinance amendment of Chapter 14, Article III, Section 14-127 and adding Section 14-130 regarding public use of the Graham-Mebane Lake.

**4. APPOINTMENTS – CANINE REVIEW BOARD**

City Council will consider two appointments and one recommendation to the Canine Review Board.

- 1) Daphne Younger – Request Reappointment
- 2) Dr. Shannon Donoho – New Applicant
- 3) Zachary Adner – New Applicant
- 4) Pamela Makhoul – Recommendation to the Humane Society

**PUBLIC COMMENT PERIOD**

**CITY STAFF COMMENTS**

**CITY COUNCIL COMMENTS**

**ADJOURN**



# PROCLAMATION

## Proclaiming April 25, 2025, as Arbor Day in the City of Graham

**WHEREAS**, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing oxygen, and providing habitat for wildlife; and

**WHEREAS**, trees are a renewable resource that gives us paper, wood for our homes, fuel for our fires, and countless other wood products; and

**WHEREAS**, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community.

**NOW, THEREFORE**, I, Jennifer Talley, Mayor of the City of Graham, proclaim **April 25, 2025**, as **ARBOR DAY** in the City of Graham and challenge all citizens to celebrate Arbor Day and support efforts to protect our trees and woodlands.

**This is the 11<sup>th</sup> day of March 2025.**

---

**Jennifer Talley, Mayor**

# City of Graham City Council Meeting Agenda February 11, 2025



The City Council of the City of Graham held a regularly scheduled meeting on February 11, 2025, at 6:00 p.m. in the Council Chamber, City Hall Municipal Building, 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

**CALL TO ORDER:** Mayor Jennifer Talley

**INVOCATION & PLEDGE OF ALLEGIANCE:** Pastor Steven Boone of Guiding Light Church gave the invocation, and all stood for the Pledge of Allegiance.



Chief Kristi Baker

**REPORT:** North Carolina League of Municipalities – Joseph Graziano – Graham Police Department Risk Assessment Results

Mr. Graziano presented the Graham Police Department with the Law Enforcement Risk Management Award. Only 90 of 250 applicants completed the requirements.

## **CONSENT AGENDA:**

- A.** To approve the January 14, 2025, City Council Meeting and Closed Session Minutes.
- B.** To approve a resolution authorizing the conveyance of a 2009 Honda Motorcycle, a 2010 Chevrolet Impala, a 2011 Ford Crown Victoria, and a 2011 Ford Crown Victoria to Alamance Community College Pursuant to G.S. 160A-274.

**RESOLUTION AUTHORIZING CONVEYANCE OF A 2009 HONDA MOTORCYCLE, 2010 CHEVROLET IMPALA, 2011 FORD CROWN VICTORIA, 2011 FORD CROWN VICTORIA TO ALAMANCE COMMUNITY COLLEGE PURSUAN TO G.S. 160A-274.**

**WHEREAS**, the City of Graham owns:

- 2009 Honda Motorcycle (Inventory #587, VIN# JH2SC51759K600322)
- 2010 Chevrolet Impala (Inventory #158, VIN# 2G1WDSEM4A1170920)
- 2011 Ford Crown Victoria (Inventory #160, VIN# 2FABP7BV5BX148855)
- 2011 Ford Crown Victoria (Inventory #162, VIN# 2FABP7BV9BX148857)

**WHEREAS**, the above-referenced vehicles have been declared surplus due to age and mechanical condition, and

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

**WHEREAS**, the City of Graham has determined that it is in the best interest of the City to convey a 2009 Honda Motorcycle, a 2010 Ford Chevrolet Impala, a 2011 Ford Crown Victoria, and a 2011 Ford Crown Victoria to Alamance Community College and deems it wise to do so for no consideration; and

**WHEREAS**, the City of Graham has determined that donating the vehicles to Alamance Community College will continue to provide a public benefit.

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

1. The City of Graham hereby conveys to Alamance Community College the following property:
  - 2009 Honda Motorcycle (Inventory #587, VIN# JH2SC51759K600322)
  - 2010 Chevrolet Impala (Inventory #158, VIN# 2G1WDSEM4A1170920)
  - 2011 Ford Crown Victoria (Inventory #160, VIN# 2FABP7BV5BX148855)
  - 2011 Ford Crown Victoria (Inventory #162, VIN# 2FABP7BV9BX148857)
2. The property herein described shall be conveyed for consideration of continued public benefit.
3. The City Manager, Finance Officer, and City Clerk are authorized to execute all documents necessary to convey the property as this Resolution authorized.

**Adopted this 11<sup>th</sup> day of February 2025.**

- C.** To approve a request for the 5th Annual Esperanza Hispanic Heritage Festival on Sunday, September 28, 2025, and the closure of the 100 block of W. Elm Street and the parking lot located next to Roasted Coffee Depot from 8 a.m. to 11 p.m.
- D.** To approve a resolution appointing Assistant City Manager Aaron Holland as the City of Graham's Finance Officer to comply with the Local Government Budget and Fiscal Control Act.

**RESOLUTION APPOINTING A FINANCE OFFICER  
CITY OF GRAHAM, NC**

**WHEREAS**, North Carolina General Statutes §159-24 specifies and directs that each local government shall appoint a Finance Officer to hold office and carry out the duties as prescribed by law; and

**WHEREAS**, North Carolina General Statutes §159-25 outlines the specific duties of the Finance Officer of a local government; and

**WHEREAS**, North Carolina General Statutes §159-28(a) requires the Finance Officer or Deputy Finance Officer to sign all purchase orders, contracts, or agreements, which includes a certificate stating that the instrument has been pre-audited to verify sufficient funds exist to meet the obligation.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Graham does hereby designate and appoint **Aaron T. Holland, Assistant City Manager**, as Finance Officer to comply with the Local Government Budget and Fiscal Control Act; and be that the Finance Officers are hereby designated as authorized signers on behalf of the City and have authority to sign and pre-audit financial documents such as purchase orders, contracts, or agreements which a certificate stating that the instrument has been pre-audited to verify sufficient funds exist to meet the obligation.

**Adopted, this the 11<sup>th</sup> day of February 2025.**

- E.** To accept the donation of a custom kitchen table for the Graham Fire Department at an estimated value of \$10,000.
- F.** To approve the Mid-Year Report and tax releases in the amount of \$35.15.

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

**PUBLIC HEARINGS:**

**ITEM 1: REZONING – 6.27 ACRES – Off IVEY ROAD AND EAST GILBREATH STREET**

A public hearing was continued to consider rezoning 6.27 acres of property from R-18, Low-Density Residential, to C-R, Conditional Residential, to construct 29 townhomes located off Ivey Road and East Gilbreath Street. (Planning Board Recommended Approval 5-0 with conditions) (Continued from the January 14, 2025, Council meeting) (Petitioner has requested to table the rezoning)

Assistant City Manager Aaron Holland stated the petitioner requested to table the rezoning at the April 8, 2025, City Council meeting.

Motion by Council Member Whitaker to table the rezoning of 6.27 acres of property from R-18, Low-Density Residential, to C-R, Conditional Residential, to construct 29 townhomes located off Ivey Road and East Gilbreath Street to the April 8, 2025, Council meeting, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

## ITEM 2: REZONING – .18 ACRE – CHASE STREET

A public hearing had been scheduled to consider rezoning a .18-acre lot on Chase Street from R-18, Low-Density Residential, to R-7, High-Density Residential, to construct a home.

(Planning Board Recommended Approval 4-2) (Petitioner has requested to withdraw the rezoning)

Motion by Council Member Chin to withdraw the rezoning request, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

## OLD BUSINESS:

## ITEM 3: ROAD CLOSURE FOR GRAHAM RECREATION AND PARKS PROGRAMS – DOWNTOWN GRAHAM – SLICE OF SUMMER

City Council considered approving road closures for the Graham Recreation Department Program Slice of Summer event in Downtown Graham.

City Council was asked to consider one of the following two options:

- 1) **Saturday, June 28, 2025, 4:00 pm – 8:00 pm** - Block designated parking spaces (those where hoses need to be run for the attractions from hydrants, roughly 30 spaces) beginning at 8:00 am and completely close the 100 Blocks of North and South Main Streets & East and West Elm Streets from 2:30 pm-9:00 pm—no rain date.
- 2) **Saturday, June 28; Event Time: 3:00 pm – 7:00 pm** - Block designated parking spaces (those where hoses need to be run for the attractions from hydrants, roughly 20 spaces) beginning at 8:00 am and completely close the 100 and 200 Blocks of West Elm Street, and 100 Blocks of North and South Maple Street from 1:30 pm – 8:00 pm—no rain date.

Ms. Emma Griffin, Program Supervisor, Recreation and Parks, stated option one closures would be the blocks around Court Square, which was the historical location until last year. She stated option two closures would be the 100 and 200 blocks of West Elm Street and the 100 blocks of North and South Maple Street, which are two different locations.

City Manager Megan Garner stated that this item was tabled last month, and Recreation was prepared to move in any direction the City Council desired. Staff was seeking direction on the location so plans could be made to notify businesses and retain vendors.

Mayor Talley asked for anyone who would like to speak on this matter.

Mr. Daniel Alvis, 101 North Maple Street, stated these events would kill his business, especially if Maple Street were closed in front of his business.

Ms. Brittany DiStefano, representing Sandy & Company, 142 North Main Street, and Amy Wilkinson, representing the Main Line, 134 S Main Street, stated last year that they expressed how many of the businesses on Main Street were hurt and proposed options to move the event to a different street or a park. She said they compromised with Recreation last year by moving it to Elm Street. She stated that their businesses were able to stay open the entire time. She suggested they would be willing to compromise on holding the event on a Sunday if held on Elm Street.

Ms. Amy Wilkinson, Main Line, said she agreed with Ms. DiStefano and that she and Cheryl Rich, also of Sandy & Company, had taken the time to create a survey and visited several businesses to listen to them and hear what they had to say. She shared that out of 24 businesses, one said they wanted it on Main Street, and one business was neutral. She said that communication was lacking when events were being planned and that no one was truly listening to the businesses. She also suggested it to be on a Sunday.

Mayor Talley read a note from Marissa, The Verdict, that they would like to keep the event on Maple Street and Elm Street.

Ms. Renee Russell, 64 Harvard, stated her business was on Harden Street and that she did not make money during this event. She suggested having the event at a park.

Council Member Chin asked if the event could be held in a park.

Ms. Griffin Emma stated it would be great to hold the event in a park. However, the parks are not set up for drainage due to the amount of water, the lack of fire hydrants, level ground, and parking. She stated they could make West Elm and Maple Street work, but it could change the scope of the event. She shared that Graham prides itself on unique events not offered in our county or the counties around us.

After a lengthy discussion, Mayor Talley suggested 100 blocks of Maple and 100 blocks of West Elm, leaving open Maple Street North in front of Maple Street Tavern and C and Z Grill on Saturday, June 28, 2025, 3-7:00 pm. She also asked Ms. Griffin to contact The Graham Mill to see if any weddings are planned.

Motion by Mayor Talley to approve a road closure for Saturday, June 28, 2025, from 3 to 7:00 pm, blocking designated parking spaces (those where hoses need to be run for the attractions from hydrants, roughly 20 spaces) beginning at 8:00 am and completely closing the 100 and 200 Blocks of West Elm Street, and 100 Blocks of North and South Maple Street from 1:30 pm – 8:00 pm—no rain date, seconded by Council Member Chin, opposed by Mayor Pro Tem Hall. Motion carried 4-1.

## **NEW BUSINESS:**

### **ITEM 4: ALAMANCE ARTS – COLLABORATIVE ARTS PARTNERSHIP**

City Council received a report from Executive Director Tammy Cobb of Alamance Arts.

Ms. Cobb shared that Alamance Arts was a non-profit organization and shared its recent event, The Life and Art of Charles Shultz; the event lasted ten weeks, 16 states were represented, over 70 North Carolina zip codes were covered, and foot traffic increased by 40%. She shared they would like to continue to provide meaningful experiences to residents and visitors with the financial support of the City of Graham. She introduced the Board Treasurer, John Robinson.

Ms. Cobb shared a three-part request:

- 1) To make Alamance Arts the designated Arts organization for the City of Graham.
- 2) Sustained financial/operational support from funds available through the City of Graham, specifically occupancy tax revenue.
- 3) Consider the potential for a three-day cross-county Alamance Arts and Cultural Festival to make Alamance County a tourist destination.

Mayor Talley asked the City Manager to determine if occupancy tax dollars could be specified for a non-profit organization.

After discussions, Mayor Pro Tem Hall stated the Council would take this under advisement.

Mayor Talley thanked Ms. Cobb for her presentation and said they would take it under advisement. No action was taken.

#### **ITEM 5: APPOINTMENTS – CANINE REVIEW BOARD**

City Council considered appointments to the Canine Board.

- 1) Stephanie Brinn – Reappointment
- 2) Daphne Younger – Reappointment
- 3) Pamela Makhoul – Recommendation to the Humane Society

City Manager Megan Garner asked to table the appointments for the March 11, 2025, Council meeting. One individual who previously served on the Canine Review Board has since moved out of Graham.

Motion by Mayor Pro Tem Hall to table the appointments to the March 11, 2025, Council meeting, seconded by Council Member Chin. The motion passed unanimously.

#### **PUBLIC COMMENT PERIOD**

Ms. Angela Dobbins, Brian Isley, and Steve Shoffner voiced concerns about an upcoming rezoning on Nicks Street. Planning Staff will contact them about the rezoning and the process to share their concerns.

#### **CITY STAFF COMMENTS**

Assistant City Manager Holland shared complaints that the staff received regarding the lake buffer zones and asked that the staff, along with the attorneys, review the ordinance, add stronger language and penalties, and bring it back to the Council for consideration.

The Council's consensus was to allow staff to bring back language amending the Code of Ordinances regarding the lake buffer zones as mandated by the State.

#### **CITY COUNCIL COMMENTS**

Council Member Whitaker asked staff to replace the stop sign in the public parking area.

#### **CLOSED SESSION:**

City Council went into closed session pursuant to the terms of N.C.G.S. 143-318.11(a)(3) to consult with an attorney employed or retained by the public body to preserve the attorney-client privilege between the attorney and the public body. The closed session is for two separate legal matters, one of which is Cone Commercial vs. City of Graham, 23 CVS 1909.

Mayor Talley asked to be recused from the first legal matter.

Motion by Mayor Pro Tem Hall to allow Mayor Talley to be recused from the first legal matter, seconded by Council Member Whitaker. The motion passed unanimously.

The closed session was held.

Mayor Pro Tem Hall motioned to return to open session, seconded by Council Member Chin. The motion passed unanimously.

Motion by Council Member Whitaker to release to the public a survey made for property located between 103 North Main Street and 109 North Main Street, seconded by Council Member Chin. The motion passed unanimously. (Mayor Talley did not vote.)

Mayor Pro Tem Hall motioned to allow Mayor Talley to return to open session, seconded by Council Member Whitaker. The motion passed unanimously.

Motion by Council Member Whitaker in the matter of the Consent Order in the Cone Commercial Real Estate Investments, LLC v. City of Graham, case#23CVS1909 Alamance County Clerk's Office, to release Cone Commercial Real Estate Investments, LLC from any restriction on the use of the property owned by Martin Properties ACNC, LLC as the result of the Consent Order entered by the Superior Court granting the Special Use Permit for said property. I further direct and authorize the City Attorneys to cause a joint motion along with Cone Commercial Real Estate Investments, LLC, to be filed with the said Court and take all necessary actions to set aside and otherwise vacate the Consent Order entered in this case, as the same is now moot and unnecessary, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

## ADJOURN

Motion by Council Member Chin to adjourn, seconded by Mayor Pro Tem Hall. The motion passed unanimously. The meeting adjourned at 8:19 p.m.

Renee M. Ward, CMC  
City Clerk



# STAFF REPORT

SUBJECT:	STREET CLOSURE REQUEST BY JACKIE FORTNER FOR THE BIG C COMMUNITY CHRISTIAN CONCERT
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

**REQUESTED ACTION:**

Consider a request to close the 100 block of E. Elm Street for The Big C Community Christian Concert.

**BACKGROUND/SUMMARY:**

Jackie Fortner of the Big C Community Christian Concert, Inc. has submitted an application requesting to close the 100 block of E. Elm Street for a Community Christian Concert. According to the application, the event is being requested for May 3, 2025, from 7 am to 8 pm (includes setup and cleanup).



**FISCAL IMPACT:**

N/A

**STAFF RECOMMENDATION:**

Approval. The various City departments that may be involved have reviewed the request and have provided the organizer with pertinent information that will need to be satisfied.

**SUGGESTED MOTION(S):**

I move we approve the request from Jackie Fortner to close the 100 block of E. Elm Street on May 3, 2025, from 7 am to 8 pm for The Big C Community Christian Concert.

## CITY OF GRAHAM SPECIAL EVENT APPLICATION

Thank you for considering Graham to host your Special Event, we're glad you see our City as a great place to hang out!

All requests for parade and street events under the City of Graham's ordinance Chapter 20, Article V, Section 171 - 174 and 183 - 185 will be reviewed by the Graham Special Events Committee (SEC). Any Street closures or use of public spaces will need City Council approval.

SEC\* - Public Works Director, Fire Chief, Police Captain, Recreation Director, and Assistant City Manager

Next Steps\*\* - Depending on the location of the event and the request(s), applicants may be required to provide event insurance which names the City as an additional insured, schedule public safety through Extra Duty Solutions, provide an event map, give detail for sanitation purposes, and other similar logistical information. **Please be sure to notify the affected businesses of the proposed event and provide the City with a copy of the notification.**

Applicants are encouraged to reach out to the Assistant City Manager prior to completing this form if they have any questions pertaining to the City's requirements, event locations, event logistics, etc.

City of Graham  
Aaron Holland, Assistant City Manager  
201 South Main Street  
Graham, NC 27253  
336.570.6700  
[aholland@cityofgraham.com](mailto:aholland@cityofgraham.com)

1. Your email: jackie.fortner@alamancecountync.gov
2. Event name (if applicable): The Big C Concert
3. Reason for the event (be specific): Free Christian Concert for First Responders and citizens of Alamance County.
4. Event date(s): May 3, 2025
5. Provide your event's setup, start, end, and cleanup times. (Ex: Name of Event 6:30 a.m. - 8 a.m. setup | 8 a.m. event start | 2 p.m. event ends | 2 p.m. - 4 p.m. cleanup):  
Name of Event-1000-1800 Set up time-0700 clean up and out by 2000

6. Event category

Please check all that apply appropriate category for your event.

- Concert/Performance
- Exhibit
- Farmer's Market
- Festival/Fair
- Parade/Procession
- Run/Walk
- Food Truck Rodeo
- Other: \_\_\_\_\_

7. Where are you requesting for your event to occur?

Be specific identifying street names or City facilities being requested for use?

104 E. Elm St. Graham, NC 27253 The Graham Amplitheater

8. Does your event include the request to close streets?

Yes  No

9. Identify the street(s) you are requesting to have closed for your event.

Court Circle and E. Elm St. to Marshall St. Graham NC

10. Identify your street closure time(s) and will you anticipate when they will return to normal traffic flow.

0700-2000

11. What is your anticipated event attendance total? 200-500 people

12. Does your event include musical entertainment?

Yes  No

13. Where will your musical entertainment be located?

E. Elm St.

---

14. Will sound amplification be used?  Yes  No

If yes, provide the start time and end time.

1000-1800

---

15. Will inflatables or similar devices be used at your event?  Yes  No

If yes, please describe. \*Please note, Insurance requirements must be met in order to offer this activity.

---

16. Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

Yes  No

If yes, please describe. \*\*\*Note: These requests will be subject to the approval of the City of Graham Police & Fire Departments in conjunction with State Laws governing this type of activity.

---

17. Will alcohol be served, sold or consumed at your event?

Yes  No

If you answered yes to the question above, please check all that apply to your event.

Alcohol will be available free of charge

Alcohol will be by purchase only

Alcohol being served and or sold at my event includes

Beer only

Wine only

Beer & Wine

18. Describe your security plan to ensure the safe sale and or distribution of alcohol at your event.

N/A

---

---

19. Does your event include food concession and/or food preparation areas?

Yes  No

If yes, please select the method of cooking that pertains to your event.

Gas

Electric

Charcoal

Other: food trucks

20. Do you plan to provide portable toilets at your event?

Yes  No

If yes, list the total number of portable toilets: 2

21. Portable toilet company name: Piedmont Portables

If no, please explain \_\_\_\_\_

22. Explain your plan for cleanup and removal of trash, waste, and garbage during & after your event.

---

Does your event require additional trash receptacles?

Yes  No

If yes, what is the requested number of additional trash receptacles? Request extra City trash cans

23. Will there be any tents, canopies or temporary structures at your event?

Yes  No

24. Applicant name and affiliated agency if applicable

Jackie Fortner The Big C Community Concert Inc.

---

25. Applicant's Address

7668 Oak Flat Lane Snow Camp, NC 27349

---

26. Applicant's phone number

336-269-7218

---

27. Applicant's email address

jackie.fortner@alamancecountync.gov

---

28. Provide the event's point of contact if different from the applicant. (First & Last name, Phone number, & Email Address)

---

---

29. How many years has this event taken place? 6 years



**GRAHAM**  
NORTH CAROLINA  
**STAFF REPORT**

SUBJECT:	SELECTION OF A VENDOR FOR FIRE EXTINGUISHER INSPECTIONS, TESTING, AND MAINTENANCE SERVICES FROM RFP
PREPARED BY:	CHIEF TOMMY COLE

**REQUESTED ACTION:**

The Fire Chief is requesting the City Council to approve a vendor to conduct annual fire extinguisher inspections, testing, and maintenance services for a 3-year period. Based on responses from the RFP process, the selected vendor is Capital Fire Protection, LLC

**BACKGROUND/SUMMARY:**

Jeffries Fire Extinguishers in Elon, NC, previously served as the City of Graham's vendor for fire extinguisher services. However, in late 2024, the city was notified that the company was no longer in business, necessitating the selection of a new vendor for these services.

**Procurement Process:** On December 18, 2024, a Request for Proposal (RFP) for fire extinguisher inspections, testing, and maintenance services was publicly posted on the City of Graham website. The deadline for vendor responses was January 15, 2025. Six vendors from North Carolina submitted responses.

Following the submission deadline, the Fire Chief conducted a follow-up request for clarification on details related to each category in the RFP. Four of the six vendors responded to this request, while two did not and were subsequently removed from consideration. Additionally, two of the four remaining vendors did not satisfactorily provide the requested details and were also subsequently removed from consideration.

**Vendor Selection:** The remaining two vendors were evaluated based on the following criteria:

- Pricing for annual inspections
- Refill costs – as needed
- Hydrostatic Testing – as needed

Based on these factors, **Capital Fire Protection, LLC** was selected as the new vendor for fire extinguisher services. The Fire Chief is confident that Capital Fire Protection, LLC will meet the needs of the city and provide exceptional service.

**FISCAL IMPACT:**

Each department is responsible for the annual cost of fire extinguisher inspections and maintenance of extinguishers located within their assigned departments.

**STAFF RECOMMENDATION: APPROVAL**

**SUGGESTED MOTION(S):**

I move to approve Capital Fire Protection, LLC as the selected vendor for fire extinguisher inspections, testing, and maintenance services for 2025, 2026, and 2027 for \$3,280.00, based on per-unit pricing.



# City of Graham Fire Department



201 South Main Street  
PO Box 357  
Graham, NC 27253

[www.cityofgraham.com/fire](http://www.cityofgraham.com/fire)

(336) 570-6707

(336) 570-6707 ext. 3300

Office of the Fire Chief  
Tommy Cole, *Fire Chief*

[tcole@cityofgraham.com](mailto:tcole@cityofgraham.com)

February 27, 2025

## Summary Report: Fire Extinguisher Service and Inspections RFP

### Overview:

An RFP was issued for fire extinguisher servicing and inspections for a three-year period. The following companies submitted proposals:

- Capital Fire Protection LLC
- Cintas Corporation
- Marmic Fire & Safety
- United Sprinkler Company
- Buck's Fire Extinguishers
- Pye Barker Fire & Safety

### Evaluation Process:

Following the proposal submission, additional information was requested from each company to clarify details related to their proposals. The responses were as follows:

- **Buck's Fire Extinguishers** and **Pye Barker Fire & Safety** did not respond to the request for additional information.
- **Marmic Fire & Safety** and **United Sprinkler Company** responded but provided incomplete information.
- **Capital Fire Protection LLC** and **Cintas Corporation** provided complete and satisfactory responses.

Based on the completeness of their submissions, Capital Fire Protection LLC and Cintas Corporation were selected for final consideration.

### Pricing and Cost Analysis:

The pricing submitted by the two finalists was as follows:

- **Annual Fire Inspections:**
  - Capital Fire Protection LLC: \$6.00 per extinguisher
  - Cintas Corporation: \$6.00 per extinguisher



# City of Graham Fire Department



201 South Main Street  
PO Box 357  
Graham, NC 27253

[www.cityofgraham.com/fire](http://www.cityofgraham.com/fire)

(336) 570-6707

(336) 570-6707 ext. 3300

Office of the Fire Chief  
Tommy Cole, *Fire Chief*

[tcole@cityofgraham.com](mailto:tcole@cityofgraham.com)

- **Recharge & Hydrostatic Testing Costs based on per unit pricing**
  - Capital Fire Protection LLC: \$1,720.00
  - Cintas Corporation: \$1,802.00
  
- **Total Proposal Cost based on per unit pricing:**
  - Capital Fire Protection LLC: \$3,280.00
  - Cintas Corporation: \$3,362.00

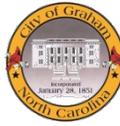
Additionally, the decision was made to omit the cost of the replacement fire extinguisher from the contract. The city will purchase replacement extinguishers as needed, allowing for price comparison at the time of purchase.

### **Recommendation:**

Based on the evaluation of completeness in response, pricing, and overall proposal considerations, it is recommended that the city contract with **Capital Fire Protection LLC** for fire extinguisher servicing and inspections. The contract term will be for three years, beginning **March 2025**.

Submitted by: Tommy Cole, Fire Chief

February 27, 2025



# STAFF REPORT

SUBJECT:	BUDGET AMENDMENT – INSURANCE PROCEEDS
PREPARED BY:	MEGAN GARNER

## REQUESTED ACTION:

Approve a budget amendment to recognize \$34,885 in insurance proceeds revenue and increase the Police Department Capital Outlay budget by \$34,885.

## BACKGROUND/SUMMARY:

The 2023 Ford Explorer vehicle #705 was damaged in an accident in the Ivey Road area on 02/04/2025 during the response to a call for service, causing significant damage and the vehicle to be a total loss. While even a used like-for-like replacement vehicle cannot be purchased with proceeds, other alternatives are suitable.

## FISCAL IMPACT:

The additional \$34,885 will increase expenditures 10-5100-7400/capital outlay and revenues as this amount is coming from insurance proceeds.

## STAFF RECOMMENDATION:

Approval.

## SUGGESTED MOTION(S)

I move we approve the budget amendment to recognize \$34,885 in insurance proceeds revenue and increase the Police Department Capital Outlay budget by \$34,885.

CITY OF GRAHAM

BUDGET AMENDMENT ORDINANCE  
2024-2025

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT  
THE 2024 - 2025 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:

Section 1.

EXPENDITURES

DEPARTMENT/ACCOUNT	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE ( DECREASE)
Police Department - Capital Outlay	156,050.00	190,935.00	34,885.00		34,885.00
	<b>156,050.00</b>	<b>190,935.00</b>	<b>34,885.00</b>	-	<b>34,885.00</b>

Section 2.

REVENUES

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
General Fund - Insurance Proceeds	13,249.00	48,134.00	34,885.00		34,885.00
	<b>13,249.00</b>	<b>48,134.00</b>	<b>34,885.00</b>	-	<b>34,885.00</b>

Adopted this 11th day of March 2025.

Attest:

\_\_\_\_\_  
Mayor Jennifer Talley

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



# STAFF REPORT

SUBJECT:	FEDERAL FORFEITURE FUND BUDGET AMENDMENT 2024-2025
PREPARED BY:	CHIEF M.K. BAKER/MEGAN GARNER, CITY MANAGER

## REQUESTED ACTION:

Approve the budget amendment to reflect \$25,000 in Federal drug funds for use by the Police Department.

## BACKGROUND/SUMMARY:

The Graham Police Department participates in the Department of Justice Asset Forfeiture Program. This is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations, deprives wrongdoers of the proceeds of their crimes, recovers property that may be used to compensate victims, and deters crime. One of the ancillary benefits of asset forfeiture is the potential to share federal forfeiture proceeds with cooperating state and local law enforcement agencies through equitable sharing. Being one of the recipient agencies, the Police Department receives these funds as we participate in certain investigations.

To use these funds, as directed by NCGS 159-8 contained in the Local Government Budget and Fiscal Control Act, the law enforcement agency’s governing body must authorize the transfer of these revenue funds to a required, separate, budgeted account for its use. The use of these funds rests with the law enforcement agency head. Equitably shared funds shall be used by law enforcement agencies for law enforcement purposes only to add to the department’s budget, not supplement it. The Police Department is requesting a budget amendment to use these funds. This request complies with the rules and regulations for using forfeiture funds under Federal guidelines.

## FISCAL IMPACT:

There is no cost to the City of Graham as transferred funds come from the equitable sharing program. The funds to be transferred to the federal drug fund budget total \$25,000.

- Law Enforcement Equipment \$25,00.00  
All costs associated with the purchase of patrol vehicle replacement and equipment for use by law enforcement personnel that supports patrol operations.

## RECOMMENDATION:

Approval.

## SUGGESTED MOTION(S)

To approve the budget amendment to increase budgeted Federal drug funds by \$25,000.

**CITY OF GRAHAM**

**BUDGET AMENDMENT ORDINANCE  
2024-2025**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT  
THE 2024 - 2025 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:**

**Section 7.**

**CAPITAL PROJECTS AND OTHER SPECIAL FUNDS  
REVENUES**

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE ( DECREASE)
Federal Drug Fund Balance	75,000.00	100,000.00	25,000.00		25,000.00
	<b>75,000.00</b>	<b>100,000.00</b>	<b>25,000.00</b>	-	<b>25,000.00</b>

**Section 7.**

**CAPITAL PROJECTS AND OTHER SPECIAL FUNDS  
EXPENDITURES**

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Federal Drug Funds - Capital Outlay Equipment	\$0.00	\$25,000.00	25,000.00		25,000.00
	-	<b>25,000.00</b>	<b>25,000.00</b>	-	<b>25,000.00</b>

Adopted this 11th day of March 2025.

Attest:

\_\_\_\_\_  
Mayor Jennifer Talley

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



# ILDERTON

701-712 South Main Street  
High Point, NC 27260  
(336) 841-6100



3/4/2025

<b>Buyer:</b>	CITY OF GRAHAM	<b>Cell:</b>	
	TIFANIE BARNES		
<b>Phone:</b>		<b>Phone:</b>	
<b>E-Mail</b>	tbarnes@cityofgraham.com	<b>Fax:</b>	

		TRADE	
<b>VEHICLE</b>	<b>DODGE DURANGO PURSUIT</b>	<b>Make:</b>	
<b>Year:</b>	<b>2025</b>	<b>Model:</b>	
<b>Color:</b>	<b>FROSTBITE BLUE</b>	<b>Year:</b>	
<b>Engine:</b>	<b>5.7L HEMI V-8 MDS VVT</b>	<b>Color:</b>	
<b>Drive</b>	<b>AWD   8-SPEED AUTO 8HP70</b>	<b>VIN:</b>	
<b>Mileage:</b>		<b>Stock #:</b>	
		<b>ACV:</b>	

<b>MSRP</b>
-------------

<b>Sale Price</b>	<b>NCSA CONTRACT 25-11-0912</b>	<b>\$40,150.00</b>
-------------------	---------------------------------	--------------------

#141

Options Included		
SPECIAL SERVICE PACKAGE		BLIND SPOT CROSS PATH DETECTION
PARKVIEW REAR CAMERA, U CONNECT		4 KEY FOBS
TRAILER TOW PACKAGE - CLASS IV RECEIVER HITCH	INC	NO CONSOLE
VINYL FLOOR	INC	SHIFTER IN THE COLUMN
FROSTBITE BLUE PAINT UPGRADE	\$395	
VINYL REAR SEAT	\$160	
18" WHEELS WITH WHEEL COVERS	\$430	
BLACK LEFT LED SPOTLIGHT	\$750	
V8 ENGINE UPGRADE	\$2,990	
<b>Options Total</b>		<b>\$ 4,725.00</b>

<b>Sub Total</b>	<b>\$44,875.00</b>
------------------	--------------------

<b>UNITS</b>	<b>1</b>
--------------	----------

<b>TAX, TITLE &amp; TAG FEES</b>	<b>\$1,460.25</b>
----------------------------------	-------------------

<b>BALANCE DUE</b>	<b>\$46,335.25</b>
--------------------	--------------------

Manager Kim Tuttle Customer \_\_\_\_\_  
DIRECTOR OF FLEET SALES AUTHORIZED PERSONEL



# ILDERTON

701-712 South Main Street  
High Point, NC 27260  
(336) 841-6100







--

--



--

\_\_\_\_\_

\_\_\_\_\_




**501 S. Hamilton Street  
High Point, North Carolina 27260  
Phone: 336-841-2020**

Quote #: Q-00503  
Date: 2/6/2025

**Ship To**  
KRISTY BAKER

**Bill To**  
CITY OF GRAHAM PD  
216 S Maple St  
GRAHAM, NC 27253

Comments:2025 Dodge Durango Patrol Build  
Install Agency Provided Radio & Antenna  
Install agency provided watchguard + bodycam dock  
Graphics Installed Per Agency Specifications  
Install Agency Provided Radar  
Integrity Light Bar B/W Front - B/A Rear with TA  
B/W LED (4) In grille (2) In air vent  
B/W LED (2) cargo  
B/A LED (2) tag lights (2) hatch  
B/A rear ILS(back glass)  
Install Cradlepoint  
Console on Chargeguard  
white light cut on park, reverse tie-in, door open cut, park pattern FS fade  
Jotto printer integrated console  
Tint; 20% front windows, 35% on top of factory rear + 20% visor strip

Item	Part No.	Description	QTY	Price
1	NMPINTG51J	INTEGRITY 51 INCH LIGHT BAR	1.00	\$1,908.08
2	NMPSIFMJR	REAR ILS	1.00	\$781.25
3	NMPPF200S17	17 BUTTON PATHFINDER	1.00	\$1,018.80
4	NMPOBDCABLE25-DGCAN	FEDSIG DODGE CAN CABLE 25FT	1.00	\$140.88
5	NMPXPMOD32	32-CHANNEL EXPANSION MODULE	1.00	\$243.00
6	NMPES100C	DYNAMAX SIREN SPEAKER ES100C	1.00	\$189.00
7	NMP750501-08	DURANGO ES100/AS124 BRACKET	1.00	\$34.30
8	NMPMPS62U-BA	MICROPULSE BLUE / AMBER	4.00	\$345.00
9	NMPMPSM12-DS	DUAL MICROPULSE TALL L BRKT	2.00	\$36.28
10	NMPMPS62U-BW	MICROPULSE ULTRA BLUE/WHITE	8.00	\$690.00

Item	Part No.	Description	QTY	Price
11	NMPMP6-LB	MICROPULSE L BRACKET	2.00	\$20.00
12	NMPMPSW9-BW	DUAL COLOR WIDEANGLE -BW	2.00	\$270.00
13	NMPMPSMW9-DUR15MIR	UNDER MIRROR BRACKET FOR DUR	1.00	\$20.56
14	NMPHG22PC62BW	62" RUNNERS BLUE/WHITE	1.00	\$768.60
15	NMP425-6677	TRIPP LITE 400W POWER INVERTER	1.00	\$80.39
16	NMP425-6260	JOTTO DURANGO PRINTER CONSOLE	1.00	\$554.40
17	NMP425-6260	JOTTO VERTICAL ARM REST	1.00	\$51.03
18	NMP425-3704	OLD-DUAL CUP HOLDER	1.00	\$36.46
19	NMP425-6164	12V & USB OUTLETS W/ PLATE	1.00	\$73.01
20	NMPMMBP	MAGNETIC MIC CLIP	1.00	\$51.00
21	NMP7160-0250	GJ UNIVERSAL COMPUTER DOCK	1.00	\$323.44
22	NMP425-5542/5182	SIDE MOUNT/ MOUNT PLATE GKH	1.00	\$247.03
23	NMP75899	STREAMLIGHT STINGER DUAL SWTCH	1.00	\$132.73
24	NMP338265	3/4 MINI UHF 25' ANTENNA CABLE	1.00	\$18.09
25	NMP47999	806-866 PHANTOM ANTENNA STUBBY	1.00	\$35.97
26	NMPBR-PJ822D1Y14W	BROTHER POCKETJET 822 KIT	1.00	\$495.79
27	NMPGK10342UHK	D T-RAIL MOUNT 2 UNIV HK	1.00	\$532.88
28	NMPK1138DUR11	SETINA #6XL POLY 11-24 DURANGO	1.00	\$804.13
29	NMPQK0566DUR11	DURANGO SEAT W/READY BUCKLE	1.00	\$1,399.13
30	NMPWK0595DUR11	POLY WINDOW BAR., 11-23 DUR	1.00	\$284.76
31	NMPDK0100CGR11	SETINA 11-23 CGR TPO DOOR SKIN	1.00	\$279.13
32	NMPSH-IN2440-B	Panorama Sharkfin Antenna Black	1.00	\$307.50
33	NMP219036-0002	UNITY 6" LED SPOTLIGHT BLK DUR	1.00	\$381.38
34	NMP253UNI	CHRGR SPOTLIGHT MOUNT KIT	1.00	\$45.83
35	NMP25EPC	25' ETHERNET PATCH CABLE	2.00	\$9.40
36	NMPMAX-BR1-PRO-5GN-T-PRM	PEPLINK MAX BR1 PRO 5G	1.00	\$1,138.80
37	NMPPRM-C-4Y	PEPLINK PRIMECARE	1.00	\$706.25
38		FULL SIZE/Durango, Journey, RAM etc.	1.00	\$343.75
39		WINDSHIELD STRIP	1.00	\$75.00
			<b>Subtotal:</b>	\$14,873.03

\*\*\*PRICING GOOD FOR 60 DAYS\*\*\*

Labor: \$5,187.50

Tax:	\$0.00
Shop	\$300.00
Supplies:	
Freight:	\$650.00
<b>Total:</b>	<b>\$21,010.53</b>

Subject to any add'l tax, freight, & fees

Ilderton Emergency Lighting guarantees our install for 3 years on workmanship. If there is an issue we will come to your agency or have the vehicle brought to our facility for repair. This warranty does not apply to concerns caused by additional installation and/or modification after delivery from Ilderton Emergency Lighting. Equipment warranty defaults to manufacturer warranty.

Signature: \_\_\_\_\_

Effective Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Please sign and email to Greg Graves at [ggraves@ilderton.com](mailto:ggraves@ilderton.com)

THANK YOU FOR YOUR BUSINESS!



# STAFF REPORT

SUBJECT:	AUDIT CONTRACT AMENDMENT
PREPARED BY:	MEGAN GARNER

## REQUESTED ACTION:

Approve an amendment to the audit contract with Stout, Stuart, McGowen & King to allow for a time extension to May 15, 2025.

## BACKGROUND/SUMMARY:

The City Council approved an audit contract with Stout, Stuart, McGowen & King on March 12, 2024. Due to the financial software conversion and the need to ensure for accurate bank reconciliations, the City has been delayed in completing the annual audit. Both auditing firms, Stout, Stuart, McGowen & King and Cobb, Ezekiel & Loy, have been informed of the status and provided with all documentation currently available to begin their audit work.

## FISCAL IMPACT:

No additional financial impact is included in this amendment, only a time extension.

## STAFF RECOMMENDATION:

Approval.

## SUGGESTED MOTION(S)

I move to approve an amendment to the audit contract with Stout, Stuart, McGowen & King to allow for a time extension to May 15, 2025.

# STAFF REPORT

SUBJECT:	APPROVE PROJECT BUDGET FOR EMERGING CONTAMINANTS STUDY
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

## REQUESTED ACTION:

Approve project budget for the Emerging Contaminants Study.

## BACKGROUND/SUMMARY:

The Graham City Council approved the required resolution and applicable Conditions and Assurances for the \$500,000 funding offer at their meeting on October 8<sup>th</sup>, 2024. A capital project budget will be needed to preserve the funding necessary for completion.

## FISCAL IMPACT:

An approved project ordinance will need to be approved to preserve the funding for the project.

## STAFF RECOMMENDATION:

Approval.

## SUGGESTED MOTION(S):

I move we approve the project budget for the Emerging Contaminants Study.

**CAPITAL PROJECT ORDINANCE  
EMERGING CONTAMINANTS STUDY PROJECT**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM, NORTH CAROLINA**, that pursuant to Section 13.2, Chapter 159 of the General Statutes of North Carolina, the following Capital Project Ordinance is hereby adopted:

- Section 1. The authorized project is the Emerging Contaminants Study Project.
- Section 2. The officials of the City of Graham are hereby directed to proceed with this project within the terms of the project. Staff is authorized to execute change orders within the budget ordinance.
- Section 3. The following revenues are anticipated to be available to the City to complete the project:

Revenue (DWSRF-EC Principal Forgiveness Loan)	\$500,000
<b>TOTAL</b>	<u>\$ 500,000</u>

Section 4. The following amounts are appropriated for this project:

Engineering Services	\$ 500,000
<b>TOTAL</b>	<u>\$ 500,000</u>

- Section 5. The Finance Director shall report on the financial status of this project as directed by the City Council and will inform the Council of any unusual occurrences.
- Section 6. Copies of this project ordinance shall be made available to the City Manager and the Finance Director for direction in carrying out this project.
- Section 7. This ordinance shall take effect upon passage.

This the 11<sup>th</sup> day of March 2025.

---

Jennifer Talley - Mayor

ATTEST:

---

Renee M. Ward – City Clerk

**CITY OF GRAHAM  
RELEASE ACCOUNTS**

---

---

**MARCH**

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR RELEASE</u>	<u>AMOUNT RELEASED</u>
1048	2024	COUSINS, BARBARA H HEIS	QUALIFIED FOR HOMESTEAD EXEMPTION	\$404.88
17019	2024	MARSH FURNITURE	BILLED TO WRONG DISTRICT - S/B BURLINGTON	\$2.77
17020	2024	MARSH FURNITURE	BILLED TO WRONG DISTRICT - S/B BURLINGTON	\$5.91
17021	2024	MARSH FURNITURE	BILLED TO WRONG DISTRICT - S/B BURLINGTON	\$136.84
17022	2024	MARSH FURNITURE	BILLED TO WRONG DISTRICT - S/B BURLINGTON	\$48.74
17023	2024	MARSH FURNITURE	BILLED TO WRONG DISTRICT - S/B BURLINGTON	\$19.28

***TOTAL RELEASES***      ***\$618.42***

# STAFF REPORT

SUBJECT:	STREET CLOSURE FOR TOUCH-A-TRUCK/ EASTER CELEBRATION
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

## REQUESTED ACTION:

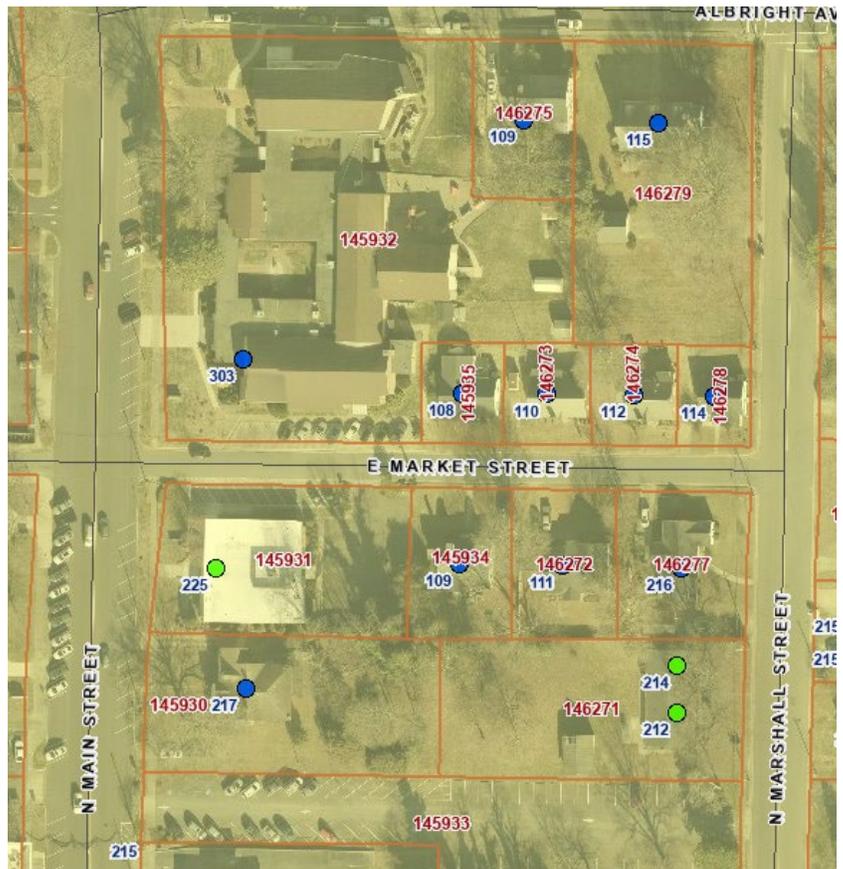
Approve the street closure of E. Market Street between the N. Main Street and N. Marshall Street on April 5, 2025.

## BACKGROUND/SUMMARY:

Jerrica VanAlstyne with First United Methodist Church (FUMC) of Graham requests a street closure for a Touch-a-Truck/ Easter Celebration on April 5<sup>th</sup> located on E. Market Street between N. Main Street and N. Marshall Street, as described in the attached application. The requested closure would be from 9:30 a.m. to 3:30 p.m. (including set up/clean up).

## FISCAL IMPACT:

N/A



## STAFF RECOMMENDATION:

Approval. The various City departments that may be involved have reviewed the request and provided the organizer with pertinent information that must be satisfied.

## SUGGESTED MOTION(S):

I move that we approve the request from Jerrica VanAlstyne with FUMC of Graham for the Touch-a-Truck/ Easter Celebration on April 5, 2025, located on E. Market Street between N. Main Street and N. Marshall Street from 9:30 a.m. to 3:30 p.m.

## CITY OF GRAHAM SPECIAL EVENT APPLICATION

Thank you for considering Graham to host your Special Event, we're glad you see our City as a great place to hang out!

All requests for parade and street events under the City of Graham's ordinance Chapter 20, Article V, Section 171 - 174 and 183 - 185 will be reviewed by the Graham Special Events Committee (SEC). Any Street closures or use of public spaces will need City Council approval.

SEC\* - Public Works Director, Fire Chief, Police Captain, Recreation Director, and Assistant City Manager

Next Steps\*\* - Depending on the location of the event and the request(s), applicants may be required to provide event insurance which names the City as an additional insured, schedule public safety through Extra Duty Solutions, provide an event map, give detail for sanitation purposes, and other similar logistical information. **Please be sure to notify the affected businesses of the proposed event and provide the City with a copy of the notification.**

Applicants are encouraged to reach out to the Assistant City Manager prior to completing this form if they have any questions pertaining to the City's requirements, event locations, event logistics, etc.

City of Graham  
Aaron Holland, Assistant City Manager  
201 South Main Street  
Graham, NC 27253  
336.570.6700  
[aholland@cityofgraham.com](mailto:aholland@cityofgraham.com)

1. Your email: jsnow07@yahoo.com
2. Event name (if applicable): FUMC Touch-A-Truck and Easter Celebration
3. Reason for the event (be specific): Easter/Community engagment
4. Event date(s): April 5
5. Provide your event's setup, start, end, and cleanup times. (Ex: Name of Event 6:30 a.m. - 8 a.m. setup | 8 a.m. event start | 2 p.m. event ends | 2 p.m. - 4 p.m. cleanup):  
10am setup | 11am start | 2pm ends | 2-3 cleanup

6. Event category

Please check all that apply appropriate category for your event.

- Concert/Performance
- Exhibit
- Farmer's Market
- Festival/Fair
- Parade/Procession
- Run/Walk
- Food Truck Rodeo
- Other: Church Event

7. Where are you requesting for your event to occur?

Be specific identifying street names or City facilities being requested for use?

E Market Street

8. Does your event include the request to close streets?

Yes  No

9. Identify the street(s) you are requesting to have closed for your event.

E Market street section between Main St and N Marshall St.

10. Identify your street closure time(s) and will you anticipate when they will return to normal traffic flow.

Close at 930am and reopen and 330pm

11. What is your anticipated event attendance total? 150

12. Does your event include musical entertainment?

Yes  No

13. Where will your musical entertainment be located?

N/A

14. Will sound amplification be used?  Yes  No

If yes, provide the start time and end time.

N/A

15. Will inflatables or similar devices be used at your event?  Yes  No

If yes, please describe. \*Please note, Insurance requirements must be met in order to offer this activity.

N/A

16. Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics?

Yes  No

If yes, please describe. \*\*\*Note: These requests will be subject to the approval of the City of Graham Police & Fire Departments in conjunction with State Laws governing this type of activity.

N/A

17. Will alcohol be served, sold or consumed at your event?

Yes  No

If you answered yes to the question above, please check all that apply to your event.

Alcohol will be available free of charge

Alcohol will be by purchase only

Alcohol being served and or sold at my event includes

Beer only

Wine only

Beer & Wine

18. Describe your security plan to ensure the safe sale and or distribution of alcohol at your event.

N/A

---

---

19. Does your event include food concession and/or food preparation areas?

Yes \_\_\_ No X

If yes, please select the method of cooking that pertains to your event.

\_\_\_ Gas

\_\_\_ Electric

\_\_\_ Charcoal

\_\_\_ Other: \_\_\_\_\_

20. Do you plan to provide portable toilets at your event?

Yes \_\_\_ No X

If yes, list the total number of portable toilets: N/A

21. Portable toilet company name: N/A

If no, please explain N/A

22. Explain your plan for cleanup and removal of trash, waste, and garbage during & after your event.

Private dumpster at the church

Does your event require additional trash receptacles?

Yes \_\_\_ No X

If yes, what is the requested number of additional trash receptacles? N/A

23. Will there be any tents, canopies or temporary structures at your event?

Yes \_\_\_ No X

24. Applicant name and affiliated agency if applicable

Jerrica VanAlstyne, First United Methodist Church of Graham

25. Applicant's Address

303 N. Main Street

26. Applicant's phone number

FUMC (336) 226-4343

27. Applicant's email address

jsnow07@yahoo.com

28. Provide the event's point of contact if different from the applicant. (First & Last name, Phone number, & Email Address)

Jerrica VanAlstyne (336) 549-9392

\_\_\_\_\_

29. How many years has this event taken place? 0

# STAFF REPORT

SUBJECT:	ORDINANCE AMENDMENT FOR IMPEDING PUBLIC RIGHTS OF WAY
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

**REQUESTED ACTION:**

Amend Code of Ordinances to add a section regarding Impeding Public Rights of Way.

**BACKGROUND/SUMMARY:**

After receiving several complaints from business owners and visitors, staff was directed to review and propose language to address individuals sleeping/camping on public rights of way. Staff was directed to review recent language that the City of Greensboro adopted to determine if it would be sufficient for Graham. The attorneys have completed their review and have provided language for Council consideration.

**FISCAL IMPACT:**

N/A

**STAFF RECOMMENDATION:**

Approval.

**SUGGESTED MOTION(S):**

I move to approve the Ordinance amendment to add Section 12-17: Blocking or impeding street or highway, public sidewalk, and public passageway access to CHAPTER 12- OFFENSES AND MISCELLANEOUS PROVISIONS, ARTICLE I- IN GENERAL, DIVISION I- GENERALLY.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAHAM, AMENDING CHAPTER 12,  
ARTICLE I, SEC. 12-17 TO THE CODE OF ORDINANCES OF THE CITY OF GRAHAM, NORTH  
CAROLINA**

The City Council of the City of Graham, North Carolina, does ORDAIN:

**Sec. 1.** That the Code of Ordinances, City of Graham, North Carolina, is hereby amended by adding section 12-17, which said section(s) read as follows:

---

**Chapter 12 – OFFENSES AND MISCELLANEOUS PROVISIONS**

**ARTICLE I- IN GENERAL, DIVISION I- GENERALLY**

**ADD:** Sec. 12-17 - Blocking or impeding street or highway, public sidewalk, and public passageway access.

- (a) Purpose and intent. The city has the general authority and control over all public streets, sidewalks, and other ways of public passage within its corporate limits, except those ways of public passage that are owned or maintained by the State of North Carolina. The city has the duty to keep such streets, sidewalks, and other ways of public passage open for travel and free from unnecessary obstructions. G.S. 160A-296. This ordinance prohibits actions that block or impede the safe passage of pedestrians and vehicles on public sidewalks and streets located in the City of Graham within that area described and bounded as follows: North by East Harden Street and West Harden Street; South by East McAden Street and West McAden Street; East by North Marshall Street and South Marshall Street; West by North Maple Street and South Maple Street.
- (b) Definitions. The following words, terms, and phrases, when used in this section, shall have the meanings set forth in this subsection unless the context of their usage clearly indicates another meaning:
- (1) *Block* means any person, object, or objects preventing at least thirty-six (36) linear and contiguous inches of clear access to freely pass through a public street or highway, public sidewalk, public passageway, or entrance or exit to a building.
  - (2) *Impede* means to render the use of a public street or highway, public sidewalk, public passageway, or entrance or exit to a building unreasonably difficult or dangerous, including the following actions:
    - i. Weaving or darting through, around, and in between multiple occupied vehicles, whether the vehicle is stopped or in travel, for a purpose other than passage to a sidewalk. This (i) subsection is meant to prohibit walking through a street parallel to the sidewalk but not meant to prohibit crossing lanes of a street to reach occupied vehicles when a stop light is red;
    - ii. Placing or throwing a tangible thing on or inside an occupied vehicle that is on the street, except if an occupant requests that the acting individual deliver the tangible thing to an occupant or consents to such exchange;
    - iii. Standing, sitting, or lying down on the portion of a traffic island that is less than six (6) feet wide, except where using the traffic island to cross the street or during an emergency; or
    - iv. Lying down or sleeping upon a public street or highway, public sidewalk, public passageway, or entrance or exit to a building, or sitting, lying down or sleeping upon a blanket, chair, stool or any other object placed upon a public street or highway, public sidewalk, public passageway, or entrance or exit to a building.

- (3) *Sidewalk* means the part of a public street improved for pedestrian traffic.
- (4) *Street* means the entire width between property lines of every way or place of whatever nature, when any part thereof is open to the use of the public as a matter of right for the purpose of vehicular traffic. The terms "street" and "highway" are synonymous.
- (5) *Traffic island*. A raised portion of the street in between lanes of traffic intended to separate lines of traffic or guide traffic, not to hold people or provide pedestrian refuge. A traffic island may be commonly called a median. For the purpose of this section, a traffic island is any raised part of the street meant to separate lanes of traffic that is less than six (6) feet in width. Width is measured as the length of the traffic in the direction of pedestrian travel if the pedestrian is traveling perpendicular to the street.
- (6) *Vehicle* means every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, excepting devices moved by human power or used exclusively upon fixed rails or tracks; provided, that for the purposes, of this chapter bicycles shall be deemed vehicles.
- (c) It shall be unlawful for an individual to block or impede the use of a public street or highway, public sidewalk, public passageway, or entrance or exit to a building.
- (d) If an object or objects shall block the sidewalk or public passageway, public works or its designee shall promptly dispose of the object(s) where practicable.
- (e) It shall be unlawful for an individual to block or impede the entrance or exit to a building served by a public sidewalk, street, or highway unless otherwise granted permission by the owner or tenant. Permission granted by the owner may be evidenced by verbal or written confirmation of permission from the owner or tenant.
- (f) It shall be unlawful to camp on any public street or highway, public sidewalk, public passageway, or entrance or exit to a building. For the purposes of this section, "to camp" is defined as "any place where bedding, sleeping bags, or other material used for bedding purposes, or any stove or fire is placed for the purpose of maintaining a temporary place to live."
- (g) Nothing in this subsection shall be interpreted to prohibit the exchanging of objects into and out of vehicles where the vehicle is stopped or parked according to traffic laws and no blocking or impeding of a street or sidewalk occurs. Where an individual is engaged in lawful activity on the sidewalk and such activity evokes a response by a third party that is in violation of this section or any other ordinance or state law, the individual engaged in lawful activity shall not be in violation of this section.
- (h) This section shall not apply to actions taken by first responders or actions taken in response to an emergency or to prevent an accident.
- (i) This section shall not apply to persons or entities granted a permit by the city for purposes, including, but not limited to, under [Chapter 18](#) of this Code.
- (j) This section shall not apply to acts to the extent they are allowed by, and done in conformity with, a permit issued by a governmental person.
- (k) This section shall not apply to impeding a public street or highway, public sidewalk, public passageway or the entrance or exit of an adjoining building due to a medical emergency.

- (l) No action punishable under G.S. § 20-174.1 shall be punishable under this section. This section shall only apply to public streets or highways, public sidewalks, public passageways, and the adjoining entrances or exits to a building within the city's corporate limits for which authority and control is not vested in the North Carolina Board of Transportation.
  - (m) Pursuant to G.S. § [14-4], any violation of this section shall be a class 3 misdemeanor punishable by a fine of up to fifty dollars (\$50.00).
- 

**Sec. 2.** That this Ordinance shall be in full force and effect from and after its passage, approval, and publication, as provided by law, and all ordinances in conflict herewith are hereby repealed.

This the 11<sup>th</sup> day of March 2025.

---

Jennifer Talley, Mayor

ATTEST:

---

Renee M. Ward, City Clerk



# STAFF REPORT

SUBJECT:	ORDINANCE AMENDMENT FOR PUBLIC USE OF GRAHAM-MEBANE LAKE
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

## REQUESTED ACTION:

Amend Code of Ordinances to add a section regarding the Public Use of Graham-Mebane Lake.

## BACKGROUND/SUMMARY:

After concerns for the shoreline of the Graham-Mebane Lake have been increasingly impacted, the staff and the attorneys requested at the conclusion of the February 11, 2025, meeting to bring an amendment to the existing Code of Ordinances to address language of use and penalties. The attorneys reviewed the existing language with staff and amended the language to better address the restrictions within the cities' property surrounding the lake and increased the penalty to \$500 for a violation. As this is the drinking water for surrounding municipalities, and measures to protect this drinking source are paramount.

## FISCAL IMPACT:

N/A

## STAFF RECOMMENDATION:

Approval.

## SUGGESTED MOTION(S):

I move to approve the Ordinance amendment to CHAPTER 14 - RECREATION AND PARKS, ARTICLE III-PUBLIC USE OF GRAHAM-MEBANE LAKE.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAHAM, AMENDING CHAPTER 14, ARTICLE III, SEC. 14-127 AND ADDING SEC. 14-130 TO THE CODE OF ORDINANCES OF THE CITY OF GRAHAM, NORTH CAROLINA**

The City Council of the City of Graham, North Carolina, does ORDAIN:

**Sec. 1.** That the Code of Ordinances, City of Graham, North Carolina, is hereby amended by amending section 14-127 and adding section 14-130, which said section(s) read as follows:

---

**Chapter 14 – RECREATION AND PARKS**

AMENDMENTS TO ARTICLE III: PUBLIC USE  
OF GRAHAM MEBANE LAKE

1. That section 14-127 (8) of the Code of Ordinances of Graham, North Carolina, be amended to now read as follows:

It is the policy of the cities to maintain the shoreline of their municipal lake in a natural state. Trees, shrubs, ground cover and natural vegetation may not be changed so that the water supply may be protected from harmful chemicals, fertilizers, erosion and the effects of development. Development of the cities' property is forbidden. This includes establishing yards or gardens, thinning trees or underbrush, or installation of tables, walkways and other structures.

(a). No adjacent property owners shall have the right to use any of the cities' property surrounding the lake.

(b). No unauthorized third parties shall have the right to use any of the cities' property surrounding the lake.

2. Add a new section 14-130 entitled Penalty to read:

Any person violating Section 14-127(8) of this chapter may be subject to a civil penalty of five hundred dollars (\$500.00). If a person fails to pay this penalty within ten (10) days after being cited for a violation, the city may seek to recover the penalty by filing a civil action in the nature of a debt.

---

**Sec. 2.** That this Ordinance shall be in full force and effect from and after its passage, approval and publication, as provided by law and all ordinances in conflict herewith are hereby repealed.

This the \_\_\_\_ day of \_\_\_\_\_ 2025.

\_\_\_\_\_  
Jennifer Talley, Mayor

ATTEST:

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



## STAFF REPORT

SUBJECT:	APPOINTMENTS – CANINE REVIEW BOARD
PREPARED BY:	MEGAN GARNER, CITY MANAGER

### REQUESTED ACTION:

Appointments to the Canine Review Board.

### BACKGROUND/SUMMARY:

The Canine Review Board reviews appeals of staff decisions in cases where a canine has been determined to be dangerous and a decision has been made to euthanize an animal humanely. We would like to get this board reorganized and trained to hear such cases. As stated in the Code of Ordinances, the Review Board shall consist of three members: two members appointed by the City Council and one member appointed from the Alamance County Humane Society or the Society for the Prevention of Cruelty to Animals.

A background check has been performed on each candidate.

### FISCAL IMPACT:

N/A

### STAFF RECOMMENDATION:

Approve appointments and recommendations.

### SUGGESTED MOTION(S):

Make two appointments to serve on Graham's Canine Review Board and a recommendation to the Alamance County Humane Society for an appointment on Graham's Canine Review Board.

# 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: Daphne Younger Email Address: daphne@dmy-services.com  
Home Address: 917 E Harden St Mailing Address: \_\_\_\_\_  
City, State, Zip: Graham, NC 27253 City, State, Zip: \_\_\_\_\_  
Home Phone: 336-380-3667 Alternate Phone: \_\_\_\_\_

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

Canine Review Board

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"/> Canine Review Board      | <input type="checkbox"/> Planning Board/Board of Adjustment         |
| <input type="checkbox"/> Graham Housing Authority            | <input 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: DMY Services LLC DBA Puppy Love N Style  
Employer address: 917 East Harden St City, State, Zip: Graham, NC 27253

Job title and description of responsibilities:

Owner, groomer, doggie daycare operations and dog store front.

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 type="checkbox"/> Data Analysis                            |
| <input 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 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 type="checkbox"/> Athletics/Sports           | <input checked="" type="checkbox"/> Time Management               |
| <input type="checkbox"/> Gardener/Arborist       | <input checked="" type="checkbox"/> Problem Solving | <input checked="" type="checkbox"/> Other: <u>Canine behavior</u> |
| <input type="checkbox"/> Adaptability            | <input 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 over 17 years experience working with dogs daily in a grooming and daycare setting.

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

**PLEASE NOTE: The City of Graham will conduct a background check on each candidate before consideration.**

Additional relevant information:

**For City Clerk Use Only**  
Date Received:

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: Shannon "Boo" Donoho Email Address: southernanimalhospital@gmail.com  
Home Address: 759 Jimmie Kerr Road Mailing Address: 3938 Forest Oaks Lane  
City, State, Zip: Haw River, NC 27258 City, State, Zip: Mebane, NC 27302  
Home Phone: was annexed into Graham fall 2024 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"/> Canine Review Board      | <input type="checkbox"/> Planning Board/Board of Adjustment         |
| <input type="checkbox"/> Graham Housing Authority            | <input 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: Southern Animal Hospital  
Employer address: 3938 Forest Oaks Lane City, State, Zip: Mebane, NC 27302

Job title and description of responsibilities:

Small Animal Veterinarian, owner of Southern Animal Hospital, provide veterinary care for cats and

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 type="checkbox"/> Data Analysis                   |
| <input type="checkbox"/> Research                | <input type="checkbox"/> Creativity                 | <input type="checkbox"/> Active-Listening                |
| <input type="checkbox"/> Program Development     | <input type="checkbox"/> Marketing/Social Media     | <input type="checkbox"/> Effective Communication         |
| <input type="checkbox"/> Historical Preservation | <input type="checkbox"/> Economic Development       | <input checked="" type="checkbox"/> Education & Outreach |
| <input 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 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?

15 years experience as a veterinarian, experience with multiple species including dogs, cats, ho

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

**PLEASE NOTE: The City of Graham will conduct a background check on each candidate before consideration.**

Additional relevant information:

**For City Clerk Use Only**  
Date Received:

# 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: PAMELA MAKHOLL Email Address: PAMELA.HSAC@GMAIL.COM  
 Home Address: 5758 WALTERS LN Mailing Address: \_\_\_\_\_  
 City, State, Zip: BURLINGTON, NC 27217 City, State, Zip: \_\_\_\_\_  
 Home Phone: 336.263-1026 Alternate Phone: 336-562-1193

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

ANIMAL REVIEW BOARD (ALAMANCE COUNTY)

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"/> Canine Review Board      | <input type="checkbox"/> Planning Board/Board of Adjustment         |
| <input type="checkbox"/> Graham Housing Authority            | <input 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: HUMANE SOCIETY OF ALAMANCE COUNTY (HSAC)  
 Employer address: 2213 EDGEWOOD AVE. City, State, Zip: BURLINGTON, NC 27215

Job title and description of responsibilities:

EXECUTIVE DIRECTOR (2016 - PRESENT). RESPONSIBLE FOR IMPLEMENTING ALL ANIMAL CARE AND COMMUNITY PROGRAMS, MANAGING FUNDS AND SUPERVISING VOLUNTEERS.

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 checked="" type="checkbox"/> Legal                | <input checked="" type="checkbox"/> Critical Thinking       |
| <input type="checkbox"/> Architecture                   | <input 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 checked="" 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 type="checkbox"/> Event Planning                 | <input checked="" type="checkbox"/> Community Organizing | <input checked="" type="checkbox"/> Conflict Resolution     |
| <input type="checkbox"/> Landscape Design               | <input type="checkbox"/> Athletics/Sports                | <input 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?

MY PASSION FOR ANIMAL WELFARE, MY KNOWLEDGE OF LOCAL ANIMAL WELFARE LAWS/ STATUTES AND MY ABILITY TO LISTEN AND COMMUNICATE RESPECTFULLY WITH OTHERS WOULD ALL SERVE AS AN ASSET TO THE CANINE REVIEW BOARD.

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

**PLEASE NOTE: The City of Graham will conduct a background check on each candidate before consideration.**

Additional relevant information:

**For City Clerk Use Only**  
Date Received:

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: Zachary Adner Email Address: Zachadner@gmail.com  
Home Address: 106 Eastway Lane Mailing Address: 106 Eastway Lane  
City, State, Zip: Graham, NC 27253 City, State, Zip: Graham NC 27253  
Home Phone: 919-621-7459 Alternate Phone: \_\_\_\_\_

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

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"/> Canine Review Board      | <input type="checkbox"/> Planning Board/Board of Adjustment         |
| <input type="checkbox"/> Graham Housing Authority            | <input 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: Orange County Animal Shelter  
Employer address: 1601 Eubanks Rd City, State, Zip: Chapel Hill, NC 27516

Job title and description of responsibilities:

Animal Care Tech  
Clean and feed animals daily  
Problem enrichment  
Customer Service

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 type="checkbox"/> Data Analysis                |
| <input type="checkbox"/> Research                | <input type="checkbox"/> Creativity             | <input type="checkbox"/> Active-Listening             |
| <input type="checkbox"/> Program Development     | <input type="checkbox"/> Marketing/Social Media | <input type="checkbox"/> Effective Communication      |
| <input type="checkbox"/> Historical Preservation | <input type="checkbox"/> Economic Development   | <input type="checkbox"/> Education & Outreach         |
| <input 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 type="checkbox"/> Time Management              |
| <input type="checkbox"/> Gardener/Arborist       | <input type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: _____                 |
| <input checked="" type="checkbox"/> Adaptability | <input 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?

worked in animal care for over ten years

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

**PLEASE NOTE: The City of Graham will conduct a background check on each candidate before consideration.**

**Additional relevant information:**

For City Clerk Use Only  
Date Received:

**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**