

City of Graham City Council Meeting Agenda August 12, 2025



The City Council of the City of Graham held a regularly scheduled meeting on July 8, 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 - *Absent*
Mayor Pro Tem Ricky Hall
Council Member Bobby Chin
Council Member Joey Parsons
Council Member Bonnie Whitaker

Staff Present:

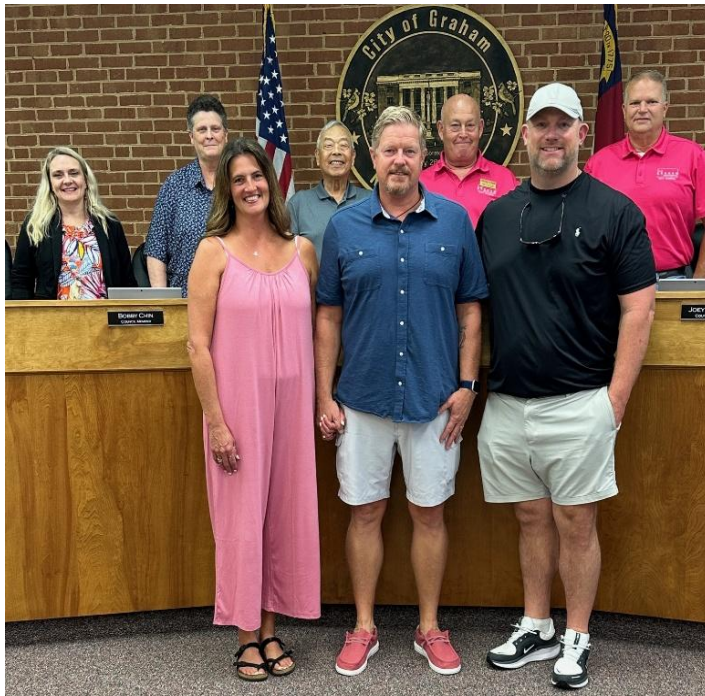
Megan Garner, City Manager
Aaron Holland, Assistant City Manager
Bryan Coleman, City Attorney
Bob Ward, City Attorney
Renee Ward, City Clerk

CALL TO ORDER: Mayor Pro Tem Ricky Hall

INVOCATION: Council Member Chin gave the invocation, and all stood for the Pledge of Allegiance.

RECOGNITION: Kevin Pugh – Inspector of the Year

City Council recognized Inspector Kevin Pugh for being selected as the Inspector of the Year in District 4. Assistant City Manager Aaron Holland shared the following:



“Kevin Pugh was selected as District 4 Inspector of the Year for his exemplary dedication, unwavering commitment to public safety, and exceptional inspection skills. Kevin handled all residential inspections for the City of Graham, inspecting all four trades, and successfully finalized 546 new single-family dwellings and one 44-unit apartment building, all in the last year. He demonstrated exceptional time management, keen analytical abilities, and thorough attention to detail, complemented by in-depth knowledge of building, plumbing, mechanical, and electrical codes. Kevin's proactive and fair approach with contractors has fostered a stronger relationship between contractors and the City of Graham's Inspections Department, resulting in a decrease in code violations. Kevin's tireless work ethic, integrity, and passion to work well with others

made him a deserving recipient of this prestigious honor.”

CONSENT AGENDA:

- A. To approve the July 8, 2025, City Council and Closed Session meeting minutes.
- B. To approve a resolution awarding a police badge and service sidearm to Retired Police Chief Mary Kristine Baker.
- C. To approve a resolution awarding a contract to Pipeline Utilities, Inc., in the amount of \$501,134.00, for the East Harden Street waterline replacement project.
- D. To approve a Budget Amendment recognizing anticipated after-school revenue and allocating those funds for a full-time Youth Programs Director and part-time after-school staff, and to approve an amendment to the Pay Plan to include the new positions and amend the Fee Schedule to set fees for a new after-school program.

CITY OF GRAHAM					
BUDGET AMENDMENT ORDINANCE					
2025-2026					
BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT					
THE 2025 - 2026 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:					
Section 1.					
EXPENDITURES					
DEPARTMENT/ACCOUNT	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Recreation - Salaries & Benefits	608,000.00	690,000.00	82,000.00		82,000.00
	608,000.00	690,000.00	82,000.00	-	82,000.00
Section 2.					
REVENUES					
	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Recreation Income	100,000.00	182,000.00	-		82,000.00
	100,000.00	182,000.00	-	-	82,000.00
Adopted this 12th day of August 2025.					

- E. To approve a settlement of uncollected Real and Personal Property taxes totaling \$104,449.27, for fiscal year 2024-2025, and tax releases for \$4,650.54.

Mayor Pro Tem Hall requested to remove Item D for discussion.

Motion by Mayor Pro Tem Hall to approve Consent Agenda Items A, B, C, and E, seconded by Council Member Chin. The motion passed unanimously.

Mayor Pro Tem Hall recognized City Manager Megan Garner to share information on Item D.

City Manager Garner stated during the COVID era, the Recreation Center offered after-school activities. She shared that there had been more interest from parents in need of after-school programs. She said the staff would pick up the kids and transport them to the Recreation Center, similar to the Summer Day Camp program. Based on a certain number of students, the program is expected to sustain itself through both an in-city and an out-of-city cost. She shared the revenue generated from the after-school program was anticipated to cover the cost of the budget amendment with no increase to taxpayers. She invited Brian Faucette, Recreation and Parks Director, to share more details of the proposed program.

Brian Faucette, Recreation and Parks Director, stated there had been increased interest over the past few years for an after-school program. He noted that, based on the Summer Day Camp Program, there was ample space at the Recreation Center to operate an after-school program. He shared that students from North Graham, South Graham, River Mill, and Graham Middle Schools needed additional after-school options. He noted that the City had the infrastructure using existing buses; therefore, there would be no upfitting for the program and would simply be providing a much-needed service to our community with fair pricing.

Tom Boney of Alamance News asked if the Youth Program Director was included in the budget.

City Manager Garner replied that there was a Summer Day Camp Program Coordinator position in the budget, but the full-time position was not. This change necessitated a pay plan revision for approval.

Tom Boney asked if this would be a year-round position or a seasonal one, and how much it would cost.

City Manager Garner stated that it would be a year-round position at a pay grade 18.

Mr. Boney asked how many part-time staff would be needed.

Mr. Faucette stated it would depend on registration. He mentioned that they prefer to maintain a staff-to-student ratio of one staff person to 15 kids. He said if there were 45 participants, that would be a director and two part-time staff.

Mr. Boney asked what the total amount of the budget amendment was.

Ms. Garner stated \$82,000.

Mayor Pro Tem Hall motioned to approve Item D budget amendment and amendments to the Pay Plan, and Fee Schedule, seconded by Council Member Parsons. The motion passed unanimously.

PUBLIC HEARING:

ITEM 1: JOINT ANNEXATION ORDINANCE– BURLINGTON-GRAHAM – RACE TRACK ROAD

A public hearing had been continued to consider approving an Ordinance and a Memorandum of Understanding for a joint annexation agreement between the Cities of Graham and Burlington for the area of Race Track Road. (Continued from the May 13, June 10, and July 8, 2025 Council meetings.)

Assistant City Manager Holland stated this item had been tabled a few times. He noted this was brought up by a private developer at Glenwood Homes looking to annex property off of Racetrack Road into the City of Graham. He shared the majority of the property was within the boundaries of Graham's ETJ, with a small area in the City of Burlington's ETJ. He stated this property had been in a stalemate position because Graham was unable to service the property with utilities, and Burlington could. He noted that Burlington had a policy: if they offered any utility, the property had to come into the city limits. He stated that the agreement was proposed to enable Burlington to bring this property into its city limits, thereby

connecting it to the area's utilities, which Graham does not provide. He stated it was up to the Council whether or not to move forward with this agreement.

The public hearing was opened, and no one spoke.

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

Motion by Council Member Whitaker to approve the ordinance for the Burlington Graham joint annexation agreement and the MOU as presented, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

NEW BUSINESS:

ITEM 2: SPECIAL EVENT – FALL FEST – DOWNTOWN GRAHAM

City Council will consider approving a Special Events application to use the sidewalks around downtown for vendor tents and available parking spaces for food trucks on September 27, 2025, from 8:00 am to 6:00 pm for the Fall Fest event.

Assistant City Manager Holland stated the applicant, Cheryl Rich, was present to speak about the event. He noted Ms. Rich was looking to host a Fall Fest on Saturday, September 27, 2025. He shared that no streets are being proposed for closure, but they are requesting to utilize the sidewalks around the downtown area for vendor tents as well as parking spaces for food trucks. The event was expected to run from 8:00 a.m. to 6:00 p.m., which would include setup and cleanup time.

The Mayor Pro Tem asked how many food trucks would be there.

Ms. Rich stated there would be three food trucks. She said one food truck would be set up at the Amphitheater, and two others would be on the street in parking spaces.

Mayor Pro Tem Hall asked if businesses had been notified.

Ms. Rich stated all businesses had been notified and were in support.

Mayor Pro Tem Hall asked how much of the sidewalk would be used.

Ms. Rich stated that the standard 10 x 10-foot tents would be set up, providing enough room for the public to use the sidewalks.

Council Member Whitaker asked how many tents there would be.

Ms. Rich stated they had not completed planning everything until approval, and then we would continue with vendor registration.

Motion by Mayor Pro Tem Hall to approve the Fall Fest event as presented, seconded by Council Member Chin. The motion passed unanimously.

ITEM 3: BOARDS AND COMMISSION APPOINTMENTS

City Council considered the following appointments to Graham Boards and Commissions:

Planning Board/Board of Adjustment

ETJ Member Recommendation to Alamance County

Mike Benesch

Applicant: Mike Benesch

Recreation Commission

One Vacancy

Applicant: Hayley Olsavsky

Motion by Mayor Pro Tem Hall to appoint Hayley Olsavsky to the Recreation Commission and recommend Mike Benesch as the ETJ member of the Planning Board/Board of Adjustment to Alamance County for appointment, seconded by Council Member Whitaker. The motion passed unanimously.

PUBLIC COMMENT PERIOD

- Mr. Bill Mebane, Deacon of Children's Chapel United Church of Christ, 334 East Hardin Street. He shared several issues with the new roundabout, which was affecting the church when trying to exit after services.
- Ms. Barbara Lake-Harrison, 325 East Hardin Street, shared the following issues with the new roundabout exit onto Hardin Street when entering and exiting her driveway, construction materials left behind with 3-inch staples, excessive dust/dirt on her house and the neighbor's house, large hole on Elm Street, muddy puddle in the middle of the roundabout, her mailbox was supposed to be moved, Flanagan Street is in bad condition due to large trucks coming in and out.

Assistant City Manager Holland shared that staff would pass those concerns to NCDOT since it is their highway and project. He noted if there are any issues that result from the project, even when the crew is gone, DOT is still responsible for any of the maintenance that goes with that project.

CITY STAFF COMMENTS

Assistant City Manager Holland shared that staff had received some complaints from citizens who live around the Oneida Mills Apartments. He shared that in the past, there was a specific part of Oneida Street and Market Street that allowed for truck traffic to make deliveries and unload. He said the building was no longer a mill, but people had begun parking transfer trucks and trailers there and were using it as overnight parking. He shared he had spoken to the Public Works Director, and the way to address the issue was to amend the traffic schedule's weight restriction and no parking in specific areas if the Council agreed.

Council consensus was to allow staff to amend the traffic schedule to prohibit tractor-trailers from parking at Onida Mills Apartments.

CITY COUNCIL COMMENTS

Council Member Whitaker thanked Council Member Joey Parsons for his excellent work as a Councilman. She shared that he would be moving out of the City and would miss his experience, level-headedness, and leadership. She said he would be significantly missed and to stay in touch. She also shared several accomplishments by the Graham Library and thanked the staff for all they do.

Council Member Chin shared an event to recognize first responders, the Hometown Heroes Festival, Saturday, October 11, 2025, 11:00 a.m.

Council Member Parsons shared that a few months back, he put his house on the market, knowing he would be moving soon, and that time had come. He said this was his last council meeting and he would be available until the end of the month. He thanked all the citizens who supported him and elected him to this position. He stated, "I hope I served you well, and I just appreciate all these folks sitting here with me, and it's kind of a sad day, but thank you."

ADJOURN

Motion by Mayor Pro Tem Hall to adjourn, seconded by Council Member Chin. The motion passed unanimously. The meeting adjourned at 6:43 p.m.

Renee M. Ward, CMC
City Clerk