

**City of Graham  
City Council Meeting Agenda  
December 9, 2025**

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



**CALL TO ORDER:** Mayor Jennifer Tally

**INVOCATION & PLEDGE OF ALLEGIANCE**

**OLD BUSINESS:**

**1. APPROVAL OF CITY COUNCIL MINUTES:**

City Council will consider approving the November 4, 2025, City Council meeting minutes and the Closed Session meeting minutes, as well as the November 7, 2025, and November 24, 2025, Special meeting minutes.

**2. APPROVAL OF THE GRAHAM REGIONAL PARK MASTER PLAN:**

City Council will consider approval of the Graham Regional Park Master Plan.

**PRESENTATION TO MAYOR JENNIFER TALLEY**

**CERTIFICATION OF ELECTION:** City Clerk Renee Ward

**ORGANIZATION OF CITY COUNCIL:** Oath of Office to Newly Elected Officials

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**CALL TO ORDER:** Mayor Chelsea Dickey

**NEW COUNCIL CONVENES:** Election of Mayor Pro Tem and Oath of Office

**PRESENTATION:** President, Tracey Grayzer, Impact Alamance

**CONSENT AGENDA:**

- A.** To approve an interlocal agreement with the City of Burlington to operate the Burlington Animal Services Pet Adoption and Resource Center.
- B.** To approve a resolution awarding a police badge and service sidearm to Retired Police Sergeant Neil Gardner Rains.

- C. To approve a budget amendment for \$26,000 in Federal Drug Funds for use by the Police Department.
- D. To approve a budget amendment for \$25,000 for vehicle maintenance of the Fire Departments' front-line apparatus.
- E. To approve the following 2026 City Council meeting dates and 6:00 pm meeting time:

January 13	February 10	March 10	April 14	May 12	June 9
July 14	August 11	September 8	October 13	November 10	December 8
- F. To approve tax releases in the amount of \$393.21.

## NEW BUSINESS

### 1. COUNCIL – BOARD ASSIGNMENTS

City Council will make assignments as board liaisons on the following boards:

Council Members currently assigned:

**Appearance Commission/Tree Board** – *Council Member Whitaker*

**Graham Historical Museum** – *Council Member Parsons*

**Historic Resources Commission** – *Council Member Parsons*

**Recreation Commission** – *Council Member Whitaker*

**Economic Development & Marketing Committee** – *Mayor Tally*

**Alamance County Community Services Agency** – *Mayor Pro Tem Hall*

**Alamance County Economic Development Committee** – *Mayor Tally/Alternate Council Member Chin*

**Audit Committee** – *Mayor Tally*

**Piedmont Triad Regional Council** – *Council Member Chin/Alternate Mayor Pro Tem Hall*

**Transportation Advisory Committee** – *Mayor Pro Tem Hall/Alternate Council Member Chin*

## PUBLIC COMMENT PERIOD

### CITY STAFF COMMENTS

### CITY COUNCIL COMMENTS

### CLOSED SESSION

City Council will consider going into closed session to discuss a potential litigation matter in accordance with N.C.G.S. Section 143-318.11(a)(3).

### ADJOURN

**City of Graham  
City Council Meeting Minutes  
November 4, 2025**



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The City Council of the City of Graham held a regularly scheduled meeting on November 4, 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 Bonnie Whitaker

**Staff Present:**

Megan Garner, City Manager  
Aaron Holland, Assistant City Manager  
Bob Ward, City Attorney  
Bryan Coleman, City Attorney  
Renee Ward, City Clerk  
Brian Fauchette, Director of Recreation & Parks

**CALL TO ORDER:** Mayor Pro Tem Hall called the meeting to order and presided.

**INVOCATION & PLEDGE OF ALLEGIANCE**

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

**CONSENT AGENDA:**

- A.** To approve the October 14, 2025, City Council meeting minutes and Closed Session meeting minutes.
- B.** To approve a budget amendment transferring \$21,000 in appropriated fund balance to the Police Department for use in repairing damage at the range sustained by Tropical Storm Chantal.
- C.** To approve a budget amendment for \$60,000 for a grant received from Impact Alamance to purchase and equip a van to be used as Park and Play.
- D.** To approve tax releases for \$476.60.

Motion by Council Member Whitaker to approve the consent agenda, seconded by Council Member Chin. The motion passed unanimously.

Mayor Pro Tem Hall requested that Public Comments be moved to the front of the agenda to allow Coach Eggleston to speak.

**PUBLIC COMMENT PERIOD**

Coach Casey Eggleston, 309 Ashbrook Lane, Graham, asked for support for the 8U Flag Football tournament being held in Charlotte.

## NEW BUSINESS

### ITEM 1: DONATION OF DOCUMENTS – HISTORICAL MUSEUM

The City Council considered donating deeds, land grants, and surveys to the Government Records Section of the North Carolina State Archives.

Recreation and Parks Director Brian Faucette stated that staff had uncovered documents dating back to the 1700s, which are very fragile. He noted that staff did not have the expertise or the environment in which to protect them into the future. He proposed to the Council that these documents be forwarded to the Government Records Section of the North Carolina State Archives for safekeeping. The documents have been digitized and are accredited to the Graham Historical Museum.

Council Member Chin asked if the City would still maintain ownership and loan them to the State for archival purposes or transfer ownership.

Mr. Faucette stated that transferring ownership would be clearer, and if, at some point, the State Archives no longer wished to hold the documents, they would return them to the Museum, which could be specified in the donation form.

Council Member Whitaker asked what Mr. Chin was asking. She asked if he wanted to reword it, then it would need to come back to the next Council next month, or to donate the documents.

City Manager Garner stated that the City was not equipped to store documents of that age and hoped to place these documents in the hands of those who had the expertise and could properly maintain them. She stated that General Statutes require that when items are donated, they must be presented to the governing body for approval.

Motion by Mayor Pro Tem Hall to approve donating items to the Government Records Section of the North Carolina State Archives, seconded by Council Member Whitaker. The motion passed unanimously.

## CITY STAFF COMMENTS

City Manager Garner introduced Graham's new Police Chief, Brian Neil. She shared that Brian had most recently come from the Elon Campus Police, but had over 25 years of experience with the State Bureau of Investigation. She noted that a very extensive and lengthy process took place with numerous checkpoints along the way, and said she truly believed Graham ended up with the best candidate, Chief Neil. She shared that she was excited to see what the future held for the Graham Police Department.

Chief Neil stated he looked forward to working with the Council and the community and was excited to be here. He noted that the Council's return on investment in public safety here in Graham would be that you never have to question that.



## CITY COUNCIL COMMENTS

No comments.

## CLOSED SESSION

City Council considered going into closed session pursuant to N.C.G.S. 143-318.11(a)(5) to consider the purchase of 1771 N. Jim Minor Road in Haw River, parcel ID number 152551, owned by Thomas and Linda Stewart, adjacent to Graham Regional Park, for the intended use of park and recreational facilities, and to discuss a potential litigation matter in accordance with N.C.G.S. Section 143-318.11(a)(3).

Motion by Mayor Pro Tem Hall to go into closed session pursuant to N.C.G.S. 143-318.11(a)(5) to consider the purchase of 1771 N. Jim Minor Road in Haw River, parcel ID number 152551, owned by Thomas and Linda Stewart, adjacent to Graham Regional Park, for the intended use of park and recreational facilities, and to discuss a potential litigation matter in accordance with N.C.G.S. Section 143-318.11(a)(3), seconded by Council Member Chin. The motion passed unanimously.

The closed session was held.

Motion by Mayor Pro Tem Hall to go out of closed session, seconded by Council Member Whitaker. The motion passed unanimously.

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

Motion by Council Member Whitaker to move forward with condemnation proceedings for the following properties of easement acquisitions for the 10-inch water line replacement project, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

- 1) Riley Rental, LLC            GPIN#8895624197
- 2) Gudino Norley            CPIN#8895415363

Motion by Mayor Pro Tem Hall to approve the purchase of 1771 N. Jim Minor Road in Haw River, parcel ID number 152551, owned by Thomas and Linda Stewart, adjacent to Graham Regional Park, for the intended use of park and recreational facilities, for a purchase price not to exceed \$335,000, and approve the budget amendment recognizing \$307,725 in grants and \$27,275 in appropriated fund balance, seconded by Council Member Whitaker. The motion passed unanimously.

## ADJOURN

Motion by Mayor Pro Tem Hall to adjourn, seconded by Council Member Chin. The motion passed unanimously. (6:30 p.m.)

*Renee M. Ward, CMC*  
City Clerk

November 4, 2025  
City Council Meeting

# **City of Graham City Council**

## **Special Meeting Minutes**

### **November 6, 2025**



The City Council of the City of Graham held a Special Meeting on November 6, 2025, at 10:00 a.m. in the Council Chamber, City Hall Municipal Building, 201 South Main Street, Graham, NC.

#### **Councilmembers Present:**

Mayor Jennifer Talley - *Absent*  
Mayor Pro Tem Ricky Hall  
Council Member Bobby Chin  
Council Member Bonnie Whitaker

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#### **Staff Present:**

Megan Garner, City Manager  
Aaron Holland, Assistant City Manager  
Renee M. Ward, City Clerk - *Absent*

#### **CALL TO ORDER:**

Mayor Pro Tem Hall called the meeting to order at 10:00 a.m. and presided. He shared that Mayor Talley was out of town on business.

#### **CONSENT AGENDA:**

- A. To approve the ALCOVETS' request to close the 100 Block of East Elm Street from 8:00 a.m. to 7:00 p.m. on Saturday, November 8, 2025, for the Veterans Day Festival.

Motion by Council Member Chin to approve the Consent Agenda, seconded by Council Member Whitaker. The motion passed unanimously.

#### **ADJOURN**

Motion by Mayor Pro Tem Hall to adjourn, seconded by Council Member Chin. The motion passed unanimously. The meeting was adjourned at 10:01 a.m.

*Renee M. Ward, CMC*  
City Clerk

November 6, 2025  
Special Meeting

# **City of Graham City Council**

## **Special Meeting Minutes**

### **November 24, 2025**



The City Council of the City of Graham held a Special Meeting on November 24, 2025, at 10:00 a.m. in the Council Chamber, City Hall Municipal Building, 201 South Main Street, Graham, NC.

#### **Councilmembers Present:**

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

#### **Staff Present:**

Megan Garner, City Manager  
Aaron Holland, Assistant City Manager  
Renee M. Ward, City Clerk - *Absent*

#### **CALL TO ORDER:**

Mayor Talley called the meeting to order at 10:00 a.m. and presided.

#### **CONSENT AGENDA:**

- A. To approve the 64th Annual Graham Christmas Parade request for street closures beginning at Parker Street from Sideview to Elm Street, proceeding down North Main Street to South Main Street, and ending on McAden Street at Graham Middle School's parking lot. The requested closure of these streets would be on December 6, 2025, from 8:00 am to 1:30 pm (set-up and clean-up included), pending NCDOT approval for any State roads.

Motion by Mayor Pro Tem Hall to approve the Consent Agenda, seconded by Council Member Chin. The motion passed unanimously.

#### **ADJOURN**

Motion by Mayor Pro Tem Hall to adjourn, seconded by Council Member Chin. The motion passed unanimously. The meeting was adjourned at 10:01 a.m.

*Renee M. Ward, CMC*  
City Clerk

November 24, 2025  
Special Meeting



# STAFF REPORT

SUBJECT:	GRAHAM REGIONAL PARK MASTER PLAN
PREPARED BY:	BRIAN FAUCETTE, DIRECTOR OF RECREATION AND PARKS

## REQUESTED ACTION:

Approval of the Graham Regional Park Master Plan.

## BACKGROUND/SUMMARY:

City Council directed the GRPD staff to explore options for a Master Plan for the future development of Graham Regional Park in the spring of 2024. Council approved the firm WithersRavenel in November 2024. WithersRavenel began work in early 2025 by collecting data and soliciting comments at multiple community input sessions. Three draft plans for Graham Regional Park were presented for public review and comment in late July. A single draft plan was developed and presented to Council in October for review. WithersRavenel have refined the Master Plan based on Council feedback and further comments received from the public.

## FISCAL IMPACT:

N/A

## STAFF RECOMMENDATION:

Approval

## SUGGESTED MOTION(S):

Approve the Graham Regional Park Master Plan.



# FINAL MASTER PLAN

After presenting the draft masterplan at city council, the design team formalized the draft masterplan in a final concept. There were no significant changes from the council's feedback.

The final masterplan includes a splashpad, playgrounds, adventure programs and a variety of trails. Playgrounds are distributed across the park next to other facilities, fields and courts and trails. Trails create numerous walking loops and experiences and connect park facilities that are high on the list of community needs. The design prioritizes park facilities that can generate revenue for the town. The primary facilities capable of generating revenue are the amphitheater and multi purpose fields and to a lesser degree the large covered shelter.

The plan also illustrates the realignment of the entry drive, the establishment of a second point of access and incorporation of an internal roundabout. Plans define parking areas and illustrate other supporting infrastructure.

Natural areas and stream corridors are conserved and surrounding land uses are adequately buffered from park development.

# FINAL MASTERPLAN

## PROPOSED PARK FEATURES INCLUDE:

- Splash pad
- Adventure play
- Sensory garden
- Public Art
- 6 Pickleball courts
- 3 Tennis courts
- 3 Playgrounds

- 7 Multi-purpose fields
- 2 Synthetic Turf
- 5 Natural Turf
- Large Covered Pavillion
- 4 Basketball Courts
- Restrooms
- Event Space

- Amphitheater
- Meadow
- Trails
- Mountain bike trails (2 mi)
- Pump track / skills area
- Restrooms
- Maintenance area



SPLASH PAD



ADVENTURE PLAY



SENSORY GARDEN



PUBLIC ART



TENNIS / PICKLEBALL COURTS



PLAYGROUNDS



MULTI-PURPOSE FIELDS



LARGE COVERED PAVILLION



AMPHITHEATER



MEADOW



NATURE TRAILS



PUMP TRACK



# CIRCULATION

Park development is organized around a circulation system for vehicles and pedestrians that minimizes conflict and accessibly connects all facilities within the park. The proposed second entry improves access for emergency service vehicles as well as traffic distribution. The full park buildout will likely require improvements to North Jim Minor Road.

## VEHICLE ACCESS

The main access drive alignment through the park puts most of park facilities on the South side of the drive, excepting the two synthetic turf fields and courts in the Northeast corner. This layout reduces the number of road crossings and is especially advantageous for children's play areas, walkways, and trails. Parking is distributed throughout the park with a total of 717 parking spaces.

## PEDESTRIAN ACCESS

The pedestrian system of walks connects all park facilities together. There are various loops for walking that can be defined for visitor use.



## LAND USE



Large footprint facilities, like athletic fields, are proposed in areas where the topography is gentle and there is little tree cover. Other park facilities are located so that natural drainage patterns remain uninterrupted and existing tree cover is preserved.

Children's facilities are connected to each other. The proposed splash pad, sensory garden and adventure play area are all in proximity and connected to the existing play areas. There are also three proposed playgrounds located near sports fields throughout the park.

Opportunities to generate revenue for the town influenced the number of athletic fields recommended and the inclusion of an amphitheater.

The center of the park has features and facilities that can be enjoyed by all park visitors. This area includes the amphitheater, meadow area, and the central loop walk. The large covered pavilion is a 15,000 square foot multi-purpose structure with 4 basketball courts and restrooms. This structure can also be used for events such as a farmer's market, craft / art fair, or other large events.

The wooded southern portion of the park includes just over two miles of mountain bike trails and a pump track / skills area. The open area is designated for three natural turf fields.

Other facilities include multiple restrooms and a maintenance area. Land is also reserved for a future fire station.

# STORMWATER MANAGEMENT

## EXISTING SITE CONDITIONS

Existing streams and wetlands are preserved and further development to Graham Regional Park is sensitive maintaining an adequate vegetated buffer for these streams and wetlands.

## PROPOSED STORMWATER MANAGEMENT

Stormwater is managed on site with a series of stormwater control measures that can be constructed wetlands, wet ponds, or detention basins. These stormwater control measures are located to the South and West of the site and follows the existing topography and drainage patterns of the site.



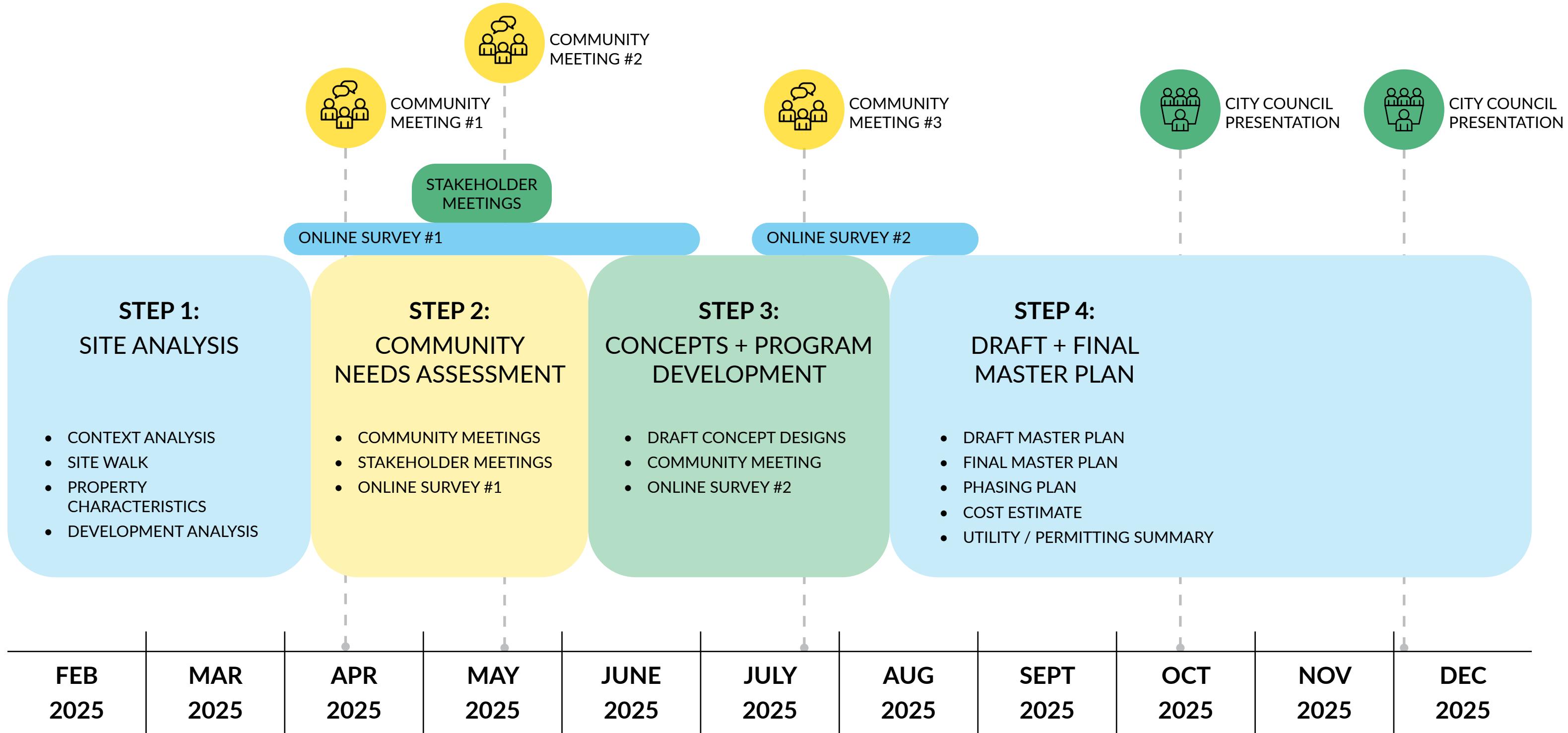
# Graham Regional Park Master Plan

## City of Graham

## City Council Meeting

December 9, 2025

# TIMELINE



# SITE ANALYSIS

## SITE CONTEXT

- 1 Adjacent land use is residential and former agricultural land
- 2 The park is accessed from N. Jim Minor Road
- 3 SE Alamance High School and Alexander Wilson Elementary School are in close proximity to the park

## PROPERTY CHARACTERISTICS

- 4 Existing park facilities include nature playground, inclusive playground, fitness stations, paved walkway, and shelter / restroom
- 5 Existing field to the Northeast of the park is suited for athletic fields due to gentle topography
- 6 Most of the park site is undeveloped with steeper topography and includes streams and wetlands

1



Adjacent single family home development, Google Maps

2



Access drive to Graham Regional Park, Google Maps

3



SE Alamance High School, Timmons Group

4



Existing nature playground

5

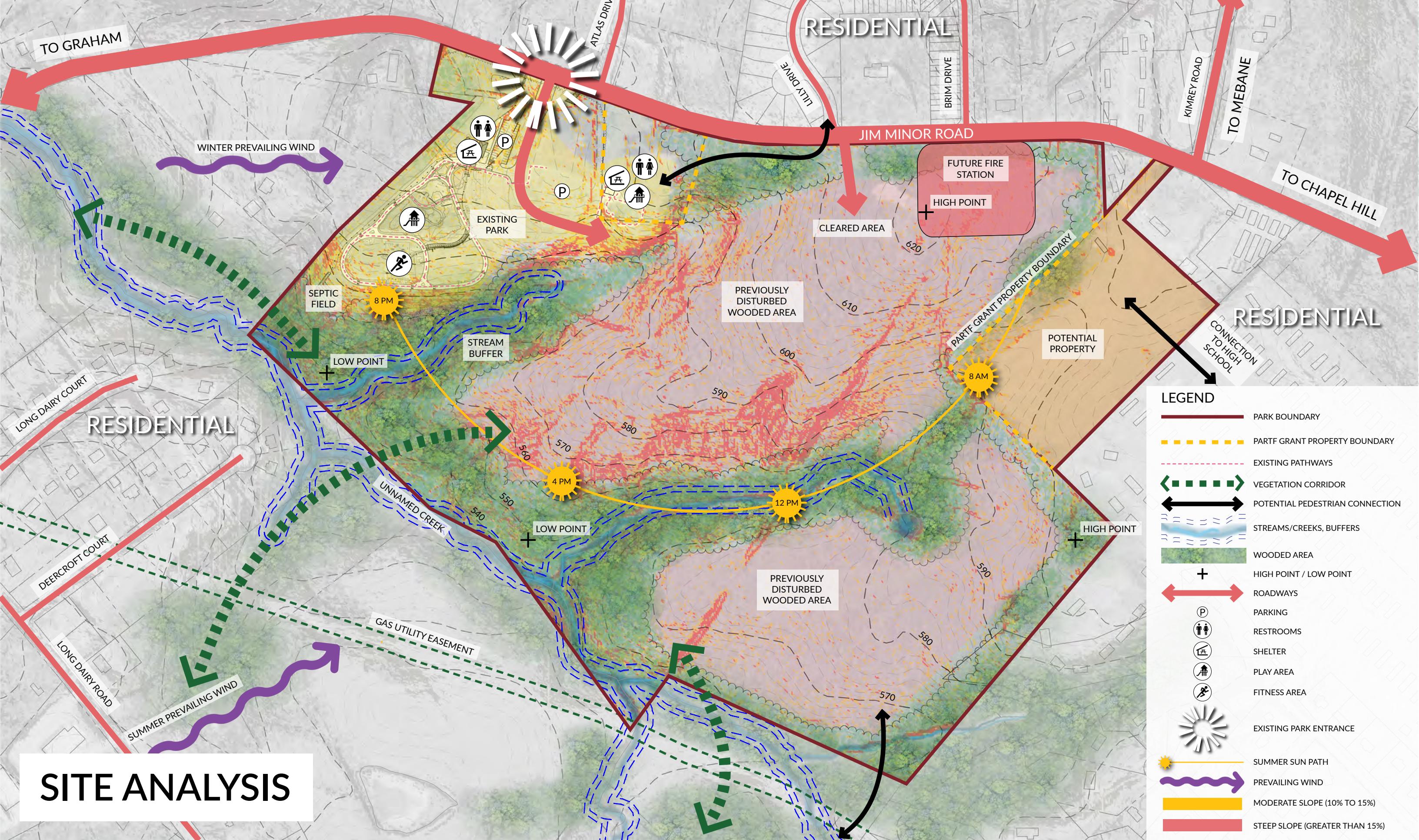


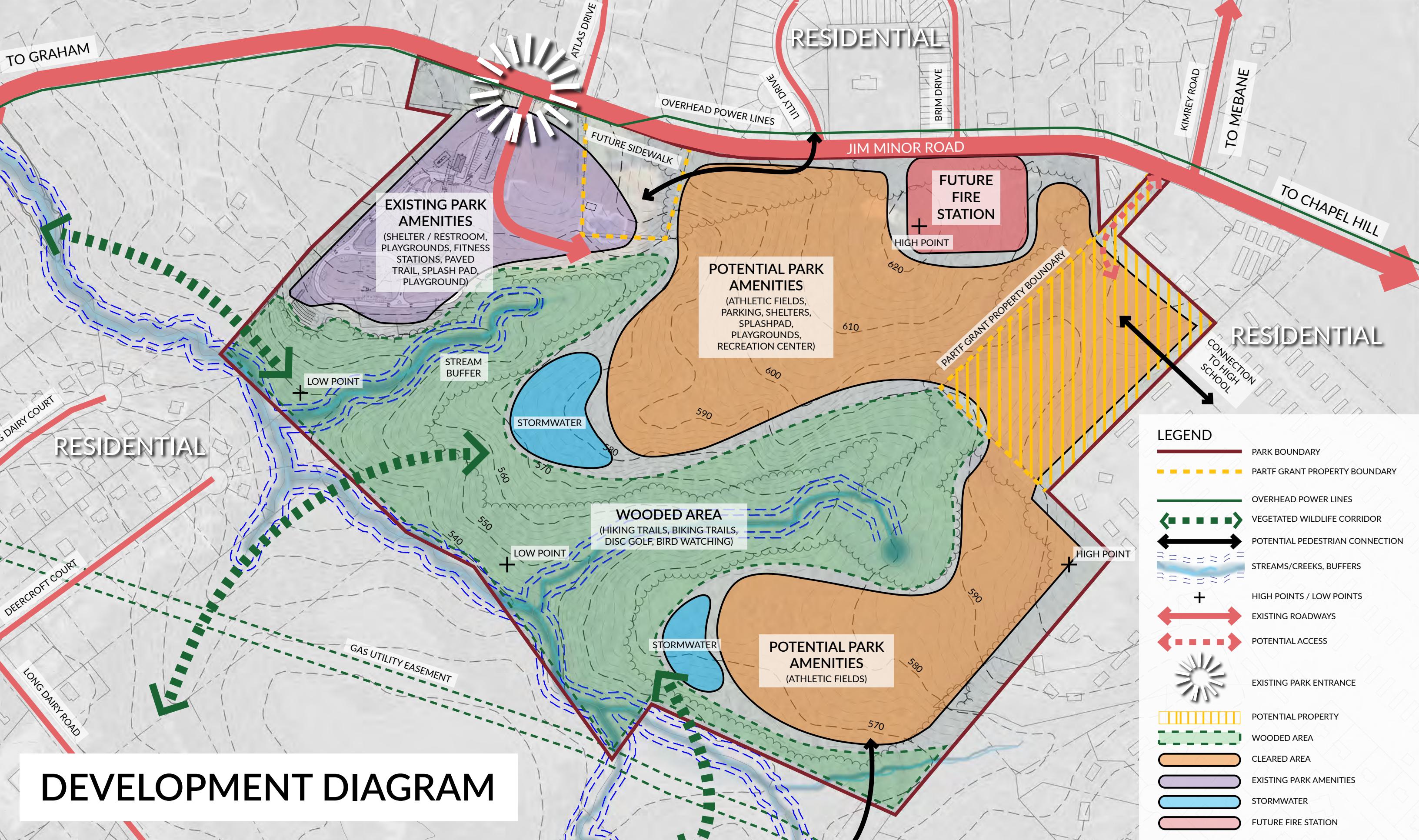
Existing field to the Northeast

6



Previously cleared area, currently undeveloped





# COMMUNITY ENGAGEMENT

## COMMUNITY MEETINGS

### Community Meetings #1 & #2:

- Program Needs input

### Community Meeting #3:

- Concept Preference
- Interest in revenue generation and overall accessibility

## STAKEHOLDER MEETINGS

Athletic Fields

Hiking and Biking

Inclusion and Accessibility

## ONLINE SURVEY RESULTS

### Online Survey #1: 371 RESPONSES

- Interest in splashpad, playgrounds, walking trails, adventure programs, sports fields, and amphitheater

### Online Survey #2: 441 RESPONSES

- Concept Preference



## STAKEHOLDER MEETINGS TAKEAWAYS



4-6 Multipurpose Fields desired

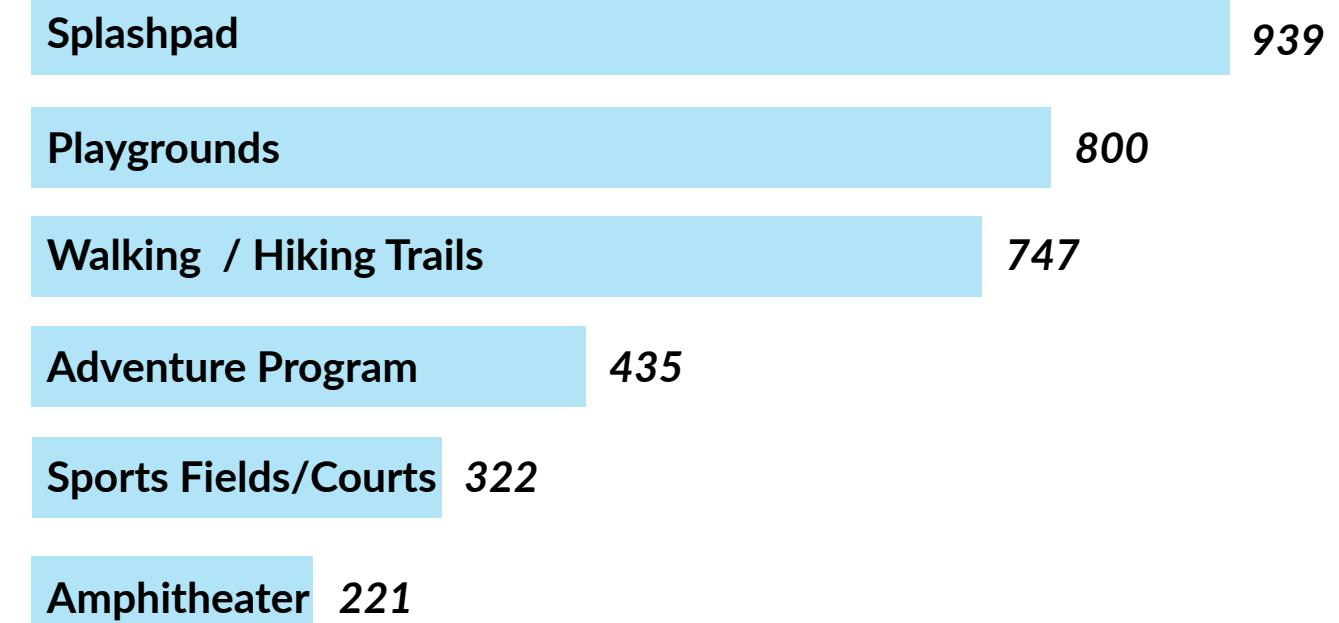


Loop Trail for mountain bikes



Add Inclusive Playgrounds with rubber surfacing

## ONLINE SURVEY RESULTS: TOP PROGRAM ELEMENTS

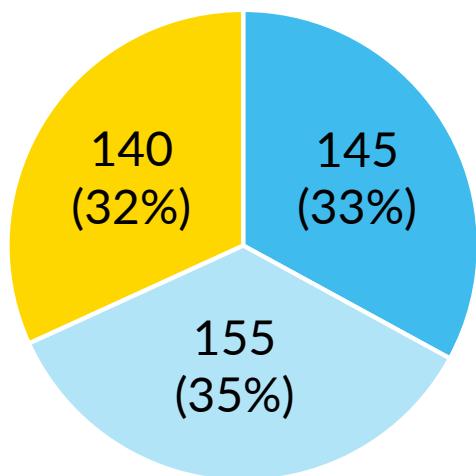


# CONCEPT PLANS

## FEEDBACK

No clear consensus but Concept B: "Balanced" received the greatest support

WHICH DESIGN CONCEPT  
DO YOU PREFER?

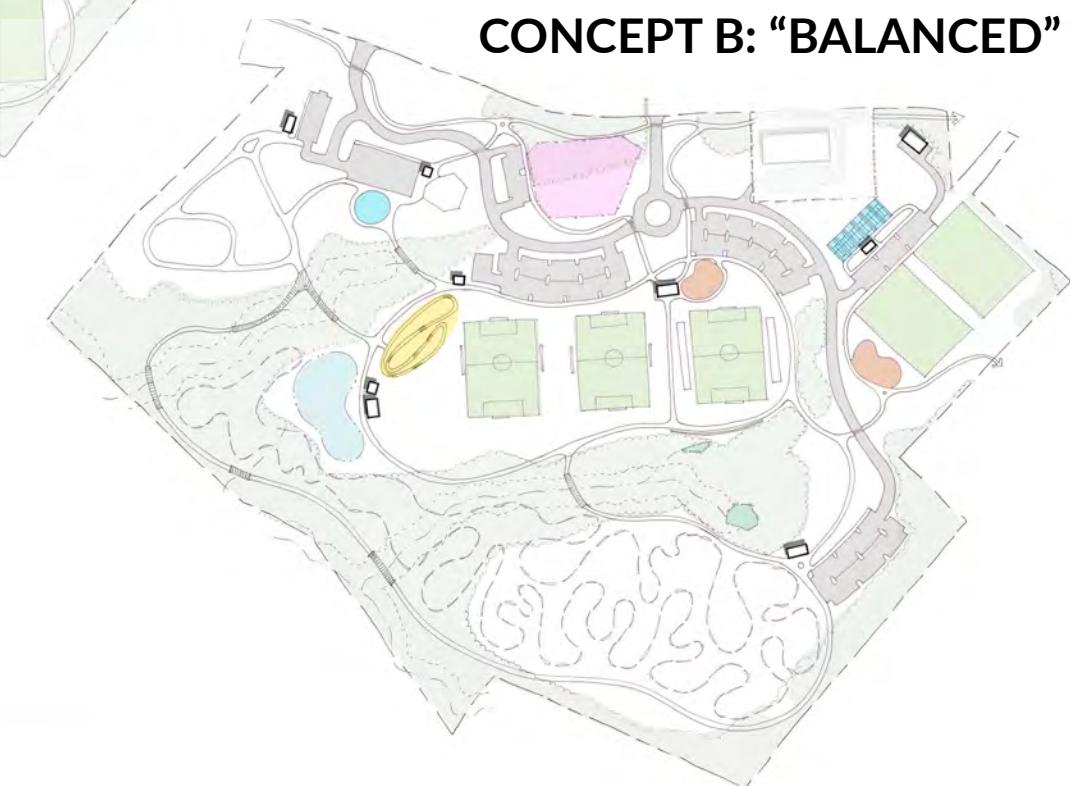


- Concept A: "Athletic Heavy"
- Concept B: "Balanced"
- Concept C: "Nature Park"

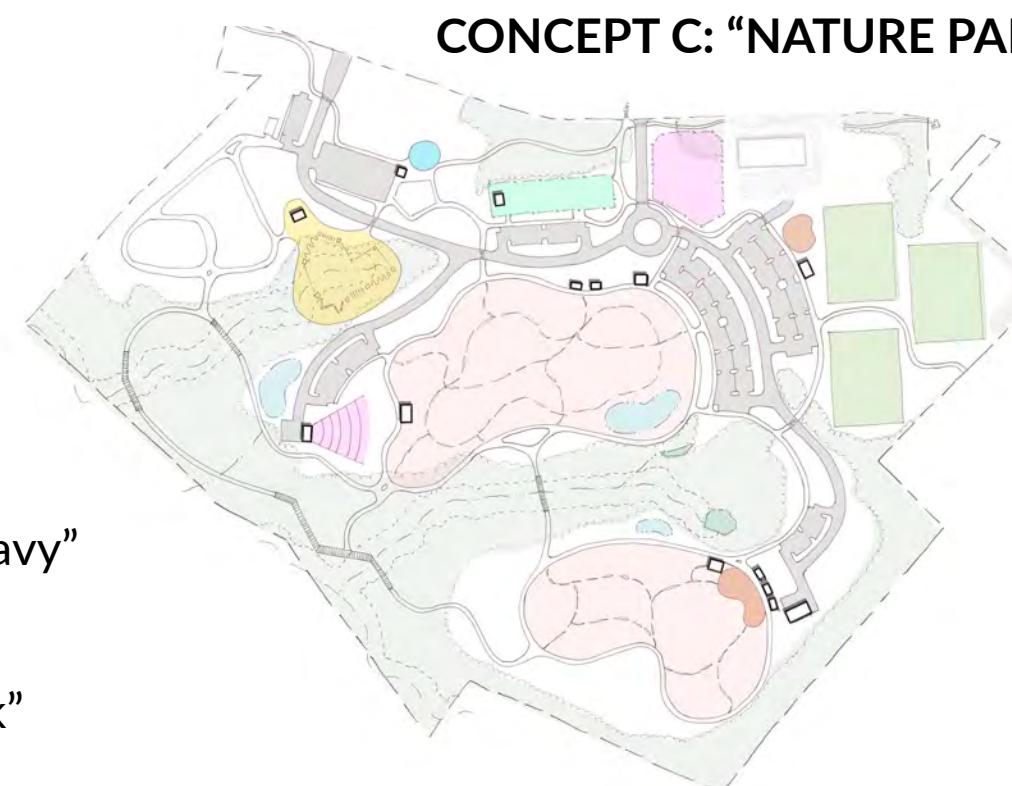
CONCEPT A: "ATHLETIC HEAVY"



CONCEPT B: "BALANCED"



CONCEPT C: "NATURE PARK"







# FINAL MASTERPLAN

## PROPOSED PARK FEATURES:

Splash pad  
Adventure play  
Sensory garden  
Public Art  
6 Pickleball courts  
3 Tennis courts  
3 Playgrounds

7 Multi-purpose fields  
2 Synthetic Turf  
5 Natural Turf  
Large Covered Pavillion  
4 Basketball Courts  
Restrooms  
Event Space

Amphitheater  
Meadow  
Trails  
Mountain bike trails (2 mi)  
Pump track / skills area  
Restrooms  
Maintenance area



SPLASH PAD



ADVENTURE PLAY



SENSORY GARDEN



PUBLIC ART



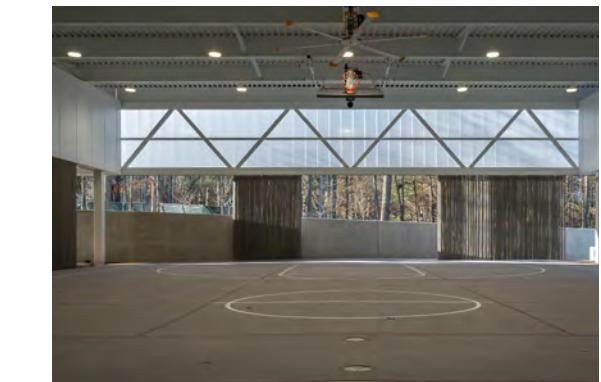
TENNIS / PICKLEBALL COURTS



PLAYGROUNDS



MULTI-PURPOSE FIELDS



LARGE COVERED PAVILLION



AMPHITHEATER



MEADOW



NATURE TRAILS



PUMP TRACK

# SCHEDULE

~~Site Analysis: Estimated 2 Months: Feb 18 – Apr 7~~

~~Site Walk / Monthly March 6~~

~~Recreation Commission (Wed) March 12 @ 6:30pm~~

~~Recreational Needs Assessment: Estimated 2 Months: April 7 – June 6~~

~~Monthly April 10~~

~~Community Open House Meeting #1 April 14 (Mon) @ Graham Regional Park, Mobile Recreation Pop Up 10:00 am – 1:00 pm~~

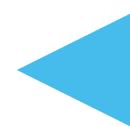
~~Monthly May 8~~

~~Community Meeting #2 – May 17 (Sat) @ Art around the Square, Downtown Graham, 10:00 am – 1:00 pm~~

~~Stakeholder meeting 1: Athletic Fields – May 6~~

~~Stakeholder meeting 2: Mountain Biking/Hiking – May 7~~

~~Stakeholder meeting 3: Inclusion – May 13~~



**Concept Plan Alternatives: Estimated 2 Months: June 9 – August 1**

~~Monthly June 12~~

~~Monthly July 16~~

~~Recreation Commission (Wed) July 16 @ 6:30pm~~

~~Community Open House Meeting #3 July 24 (Thurs) @ Recreation Center, 4:30 to 6:30~~



**Draft Master Plan: Estimated 2 Months: August 4 – October 15**

~~Monthly August 7~~

~~Recreation Commission (Wed) September 10~~

~~Monthly September 11~~

~~Monthly October 9~~

~~City Council Meeting (Tues) October 14~~



**Final Master Plan: Estimated 2 Months: October 15 – December 9**

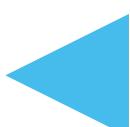
~~Monthly October 30~~

~~Recreation Commission (Wed) November 12~~

~~Monthly November 13~~

~~Monthly December 4~~

~~City Council Meeting (Tues) December 9~~



# QUESTIONS?

# FUNDING

## PROCESSES COMPLIANT WITH FUNDING

Current design process is consistent with grant funding requirements

- Public meetings
- Stakeholder input
- Cost estimation
- Phasing considerations

## FUNDING OPPORTUNITIES

WR has extensive experience navigating the grant funding process and can guide the client on potential funding sources



# PHASING

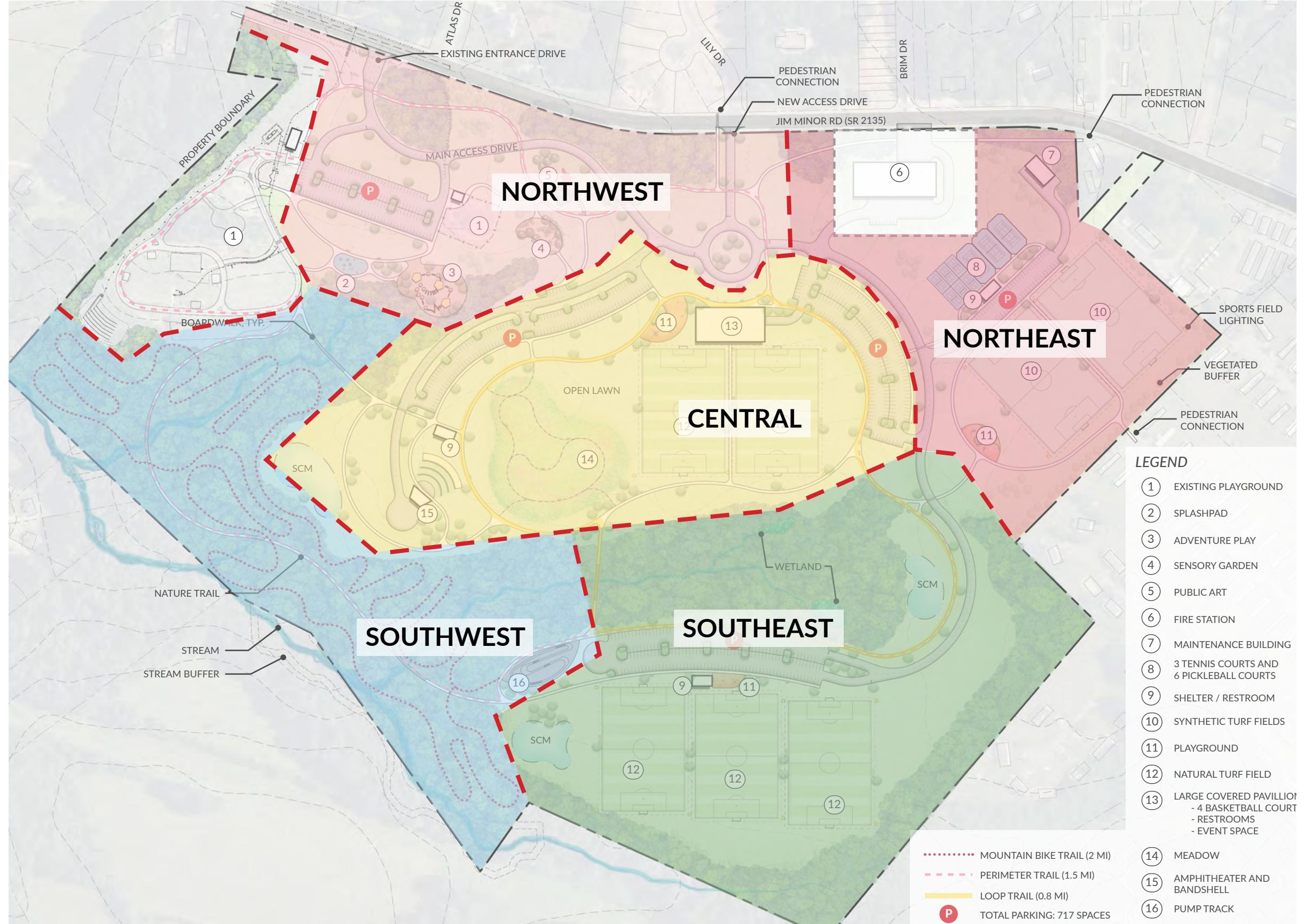
## CONSIDERATIONS

## Funding Availability

## Community Priorities

## Economic Development Impact

# Infrastructure Requirements





## STAFF REPORT

SUBJECT:	ANIMAL SERVICES AGREEMENT
PREPARED BY:	CITY MANAGER MEGAN GARNER

### REQUESTED ACTION:

Approve the interlocal agreement with the City of Burlington to operate Burlington Animal Services Pet Adoption and Resource Center.

### BACKGROUND/SUMMARY:

The cities of Graham and Burlington, along with others, are under an existing agreement to provide animal sheltering services for the City of Graham, who joined this partnership in April 2005. Changes to the current agreement are as follows:

- Managers from each partner jurisdiction will meet annually to review operations and cost estimates, rather than convening only when a 10% cost increase threshold is reached
- The agreement remains in force until terminated by either party, provided that notice is given no later than December 31, preceding the fiscal year in which the entity intends to cease participation.
- A clarifying update was made to confirm that Burlington Animal Services is licensed by the State of North Carolina as both an animal shelter and a veterinary clinic, operating under the names Burlington Animal Services and Burlington Animal Services Clinic, respectively.

### FISCAL IMPACT:

The financial impact to the City is consistent with current practice. More specifically, the cities are billed based on the local sales tax distribution formula both in the current agreement and the proposed.

### RECOMMENDATION:

Approval.

### SUGGESTED MOTION(S)

Make a motion to approve the interlocal agreement with the City of Burlington to operate Burlington Animal Services Pet Adoption and Resource Center.

NORTH CAROLINA

ALAMANCE COUNTY

AGREEMENT TO OPERATE BURLINGTON  
ANIMAL SERVICES PET ADOPTION &  
RESOURCE CENTER

THIS AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the City of Burlington, a political subdivision and body politic of the State of North Carolina (hereinafter "City") and the City of Graham, (hereinafter "Entity") a political subdivision and body politic of the State of North Carolina.

WITNESSETH:

BACKGROUND AND HISTORY

WHEREAS, N.C.G.S. I 60A-460 and 461 provide for the coordination and cooperation of units of local government to enter into contracts and agreements with one another in order to execute joint undertakings; and.

WHEREAS, pursuant to N.C.G.S. §130A-184 et seq., and Chapter 19A of the State statutes, the local County health director is responsible for administering here in Alamance County, through the Sheriff's Department, animal control enforcement services as they relate to public health issues which include the capture, quarantine and evaluation of rabid animals and the capture, control and euthanasia of dogs officially declared "dangerous" or "vicious." Other animal control services, including the construction, maintenance and operation of an animal shelter, are not statutorily required of the County government and are deemed elective services and are the responsibility and choice of each respective local governmental entity; and.

WHEREAS, pursuant to N.C.G.S. §160A-493 and N.C.G.S. §153A-442, cities and counties "may establish, equip, operate and maintain an animal shelter or may contribute to the support of an animal shelter, and for these purposes may appropriate funds not otherwise limited as to use by law. The animal shelters shall meet the same standards of animal shelters regulated by the Department of Agriculture pursuant to its authority under Chapter 19A of the General Statutes": and,

WHEREAS, pursuant to N.C.G.S. §19A-23 (5) and N.C.G.S. §90-181.1(6); the Burlington Animal Services Pet Adoption & Resource Center, referred to herein as "Animal Services Center", is a North Carolina licensed "animal shelter" dba "Burlington Animal Services", and a North Carolina licensed "veterinary clinic" dba "Burlington Animal Services Clinic".

WHEREAS, prior to the 1970's, several of the municipalities in Alamance County operated their own "dog pounds" for the citizens and residents of their jurisdictions and the County of Alamance operated an animal shelter facility for the citizens residing outside of said municipal jurisdictions; and,

WHEREAS, the City now operates the Animal Services Pet Adoption & Resource Center under the auspices of "Burlington Animal Services" and "Burlington Animal Services Clinic",

WHEREAS, in the 1970's, the County of Alamance ceased operating an animal shelter and contracted with the City of Burlington to provide such animal sheltering services for the citizens in Alamance County outside of the City of Burlington's corporate limits; and,

WHEREAS, the City of Burlington and the County of Alamance previously entered into an Agreement on August 7, 1990 to cooperate in the construction and operation of the Burlington Animal Services shelter and intake facility located at 221 Stone Quarry Road, Haw River, North Carolina; and,

WHEREAS, in 2004 the City of Burlington, the County of Alamance and the Pet Adoption and Welfare Society (hereinafter, PAWS) financed the construction of the Pet Adoption Center located at 221 Stone Quarry Rd. Haw River, North Carolina, on the campus of the Burlington Animal Services and adjacent to the current Burlington Animal Shelter; and,

WHEREAS, during the period of 2005-2006, the City of Burlington entered into separate agreements with each of the designated Local Government Entities (sometimes referred to as Entity) to share in the annual operating costs of the Animal Shelter and Pet Adoption Center:

Village of Alamance:	03/21/2005
City of Mebane:	2004
Town of Gibsonville:	02/17/2005
Town of Elon:	12/14/2004
Town of Swepsonville:	03/14/2005
Town of Ossipee:	2005
Town of Haw River:	06/07/2004
Town of Green Level:	12/7/2006
City of Graham:	04/05/2005

WHEREAS, on October 4, 2016 the City of Burlington, the County of Alamance and PAWS entered into an agreement captioned Memorandum of Understanding Agreement for the Purpose of Constructing and Financing the Construction of a Joint Animal Shelter Facility (hereinafter Animal Services Center) to provide for the sharing of the costs of the renovation of portions of the existing Pet Adoption Center and construction of a new animal shelter (facility) to be located at 221 Stone Quarry Road, Haw River, North Carolina, on the site of the current Burlington Animal Services Pet Adoption & Resource Center.

## STIPULATIONS

WHEREAS the parties to this agreement believe cost benefits will be realized by sharing the costs of the operation of the Animal Services Center, rather than each jurisdiction providing such services independently; and

WHEREAS, each party to this agreement is committed to appropriating and furnishing the funds necessary to fund the operation of the Animal Services Center; and,

WHEREAS, the parties to this agreement desire to enter into this agreement to provide professional, modern, humane animal support, sheltering, and placement services that are oriented towards providing positive outcomes for pets and residents of their jurisdictions; and,

WHEREAS, the purpose of this Agreement is to provide for the equitable sharing of costs for operation of the Burlington Animal Services Center located at 221 Stone Quarry Road, Burlington North Carolina. This Agreement serves to supersede the previous agreements entered into by the City and the entities set out above.

**NOW, THEREFORE**, in consideration of the mutual agreements and considerations set out above, it is agreed as follows:

1. The City of Burlington shall provide qualified personnel to operate the Animal Services Center and said personnel shall be employed or contracted by the City of Burlington.
2. The City shall operate the Animal Services Center under its policies and procedures in accordance with applicable state statutes governing animal shelters and veterinary clinics.
3. The City shall provide animal sheltering services for the domestic animals originating from the local governments party to this agreement (hereinafter "Entity" or "Entities") Entities shall follow current Burlington Animal Services standards, policies and procedures for the admission and care of animals. Standards, policies and procedures are updated periodically by the Animal Services Director to ensure consistency with the most current industry standards and that best practices are maintained.
4. Each of the Local Government Entities agrees to pay its share of the Animal Services Center operating costs based on the local sales tax distribution formula using the most recent municipal population estimates published by North Carolina Office of Budget Management. The calculation shall be performed as follows:
  - a. The sales tax distribution rate shall be determined by dividing the estimated net operating costs of the upcoming fiscal year by the sum of the County population plus the populations of each municipality.
  - b. If a municipality of Alamance County is not a party to this agreement, the non-participating municipal population will not be counted or included in determining the sales tax distribution formula. Example: (Estimated Net

Annual Operation Cost) *I* (County Population - non-participating entity's population + participating entities' population)

- c. The share of the operating expense responsible by the Local Government Entity shall be determined by multiplying the sales tax distribution rate by the total population of the Local Government Entity.
- 5. The City shall send estimated costs to each Entity on an annual basis, not later than April 1st. An invoice will be issued, and such fee shall be paid to the City of Burlington annually, not later than October 1<sup>st</sup>.
- 6. ~~Any annual increase of the estimated net operating cost of 10% or over the previous year will trigger a conference of the chief administrative officers (Managers) of the Local Government Entities and Animal Services Director shall occur annually prior to April 1<sup>st</sup> of each fiscal year.~~
- 7. Any revenues generated by the operation of the Animal Services Center and any unrestricted grants applied for and received shall be used to offset the cost of the operations of the Animal Services Center.
- 8. All billing and collection of fees shall be administered by the City of Burlington.
- 9. Any amendments to this Agreement shall be in writing and signed by the appropriate representatives of each Entity.
- 10. This agreement shall be effective from execution until terminated by either party as follows:
  - a. Termination of this agreement by participating entities may occur after the Entity gives notice to the City of Burlington no later than December 31 of the previous year of the Entity's intent not to participate in the subsequent fiscal year.
- 11. In the event payment of fees by a party to this Agreement has not been received by December 31 of each year, the City may cease or modify providing services for the Entity until payment is received.

IN WITNESSETH WHEREOF, the City of Burlington and the \_\_\_\_\_ have caused this agreement to be duly executed on its representative's behalf and attested.

ATTEST:

**CITY OF BURLINGTON**

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City Clerk

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City Manager

**ENTITY**

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City Clerk

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City Manager

**Finance Officer Pre-audit Certification:**  
This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

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Finance Officer for Entity

**Finance Officer Pre-audit Certification:** This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

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City Finance Officer



## **RESOLUTION AWARDING POLICE BADGE AND SERVICE SIDE ARM TO POLICE SERGEANT NEIL GARDNER RAINS**

**WHEREAS**, **Neil Gardner Rains** was an employee of the City of Graham as a member of the Graham Police Department for 6 years and 11 months;

**WHEREAS**, G.S. 20-187.2 permits the awarding of badges and service side arms of deceased or retiring members of State, City, and County Law Enforcement agencies.

**NOW, THEREFORE, BE IT BE RESOLVED BY THE GOVERNING BODY OF THE CITY OF GRAHAM, NORTH CAROLINA THAT:** The City of Graham does hereby award the service side arm and badge to Neil Gardner Rains for his many years of service to the City of Graham upon securing the necessary permit(s) according to G.S. 14-402 and receipt of one dollar (\$1.00).

**Adopted this the 9<sup>th</sup> day of December 2025.**

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**Chelsea Dickey**  
**Mayor**

**ATTEST:**

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**Renee M. Ward, CMC**  
**City Clerk**

**§ 20-187.2. Badges and service side arms of deceased or retiring members of State, city, and county law enforcement agencies; weapons of active members.**

(a) Surviving spouses, or in the event such members die unsurvived by a spouse, surviving children of members of North Carolina State, city, and county law enforcement agencies killed in the line of duty or who are members of such agencies at the time of their deaths, and retiring members of such agencies shall receive upon request and at no cost to them, the badge worn or carried by such deceased or retiring member. The governing body of a law enforcement agency may, in its discretion, also award to a retiring member or surviving relatives as provided herein, upon request, the service side arm of such deceased or retiring members, at a price determined by such governing body, upon determining that the person receiving the weapon is not ineligible to own, possess, or receive a firearm under the provisions of State or federal law, or if the weapon has been rendered incapable of being fired. Governing body shall mean for county and local alcohol beverage control officers, the county or local board of alcoholic control; for all other law enforcement officers with jurisdiction limited to a municipality or town, the city or town council; for all other law enforcement officers with countywide jurisdiction, the board of county commissioners; for all State law enforcement officers, the head of the department.

(b) Active members of North Carolina State, city, and county law enforcement agencies, upon change of type of weapons, may purchase the weapon worn or carried by such member at a price which shall be the average yield to the State, city, or county from the sale of similar weapons during the preceding year.

(c) For purposes of this section, certified probation and parole officers shall be considered members of a North Carolina State law enforcement agency. (1971, c. 669; 1973, c. 1424; 1975, c. 44; 1977, c. 548; 1979, c. 882; 1987, c. 122; 2013-369, s. 19; 2016-77, s. 9(b); 2021-116, s. 1.3.)



# STAFF REPORT

SUBJECT:	FEDERAL FORFEITURE FUND BUDGET AMENDMENT 2025-2026
PREPARED BY:	CAPTAIN DANIEL SISK

## REQUESTED ACTION:

Approve the budget amendment to reflect \$26,000 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. As a recipient agency, the Police Department receives these funds through participation in specific 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 to supplement.

The Police Department is requesting a budget amendment on behalf of Chief Brian Neil for the use of these funds. This request complies with the rules and regulations governing the use of 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 \$26,000. The \$26,000 in the budget will increase expenditures and revenues, as this amount is drawn from the available federal drug fund balance.

- Law Enforcement Equipment	\$26,000.00
Flock Camera Systems service and equipment	

## RECOMMENDATION:

Approval.

## SUGGESTED MOTION(S)

Make a motion to approve the budget amendment to increase the budgeted Federal drug funds by \$26,000.

**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)
Contracted Services	-	26,000.00	26,000.00	-	26,000.00
	-	26,000.00	26,000.00	-	26,000.00

**Section 2.**

**REVENUES**

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE ( DECREASE)
Federal Drug Funds	\$0.00	\$26,000.00	\$26,000.00	-	\$26,000.00
	-	26,000.00	26,000.00	-	26,000.00

Adopted this 9th day of December 2025.

Attest:

\_\_\_\_\_  
Mayor Chelsea Dickey

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

## **Flock Safety + NC - Graham PD**

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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**MAIN CONTACT:**  
Taylor Ellison  
[taylor.ellison@flocksafety.com](mailto:taylor.ellison@flocksafety.com)  
7049426362

Created Date: 11/12/2025  
Expiration Date: 12/12/2025  
Quote Number: Q-173775  
PO Number:



## Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 216 S Maple St Graham, North Carolina 27253

Ship To: 216 S Maple St Graham, North Carolina 27253

Billing Company Name: NC - Graham PD

Subscription Term: 36 Months

Billing Contact Name:

Payment Terms: Net 30

Billing Email Address:

Retention Period: 30 Days

Billing Phone:

Billing Frequency: Annual Plan - First Year Invoiced at Signing.

### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$21,500.00</b>
<b>Flock Safety Platform</b>			
Flock Safety Platform - Essentials	Included	1	Included
<b>Flock Safety LPR Products</b>			
Flock Safety LPR, fka Falcon	Included	6	Included
Flock Safety LPR Flex, fka Falcon Flex	Included	1	Included

### Professional Services and One Time Purchases

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - Standard Implementation Fee	\$650.00	6	\$3,900.00
			<b>Subtotal Year 1:</b> \$25,400.00
			<b>Annual Recurring Subtotal:</b> \$21,500.00
			<b>Estimated Tax:</b> \$4,617.00
			<b>Contract Total:</b> \$68,400.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Billing Schedule	Amount (USD)
<b>Year 1</b>	
At Contract Signing	\$25,400.00
<b>Annual Recurring after Year 1</b>	\$21,500.00
<b>Contract Total</b>	\$68,400.00

\*Tax not included

## Product and Services Description

FlockOS Features	Description
Flock Safety Platform - Essentials	An integrated public safety platform that detects, centralizes and decodes actionable evidence to increase safety, improve efficiency, and connect the community.
Flock Safety LPR, fka Falcon	Law enforcement grade infrastructure-free (solar power + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Flock Safety LPR Flex, fka Falcon Flex	Law enforcement grade tactical deployment (portable + LTE) license plate recognition camera with Vehicle Fingerprint™ technology (proprietary machine learning software) and real-time alerts for unlimited users.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.

## FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera



**GRAHAM**  
NORTH CAROLINA

# STAFF REPORT

SUBJECT:	BUDGET AMENDMENT FOR FD APPARATUS MAINTENANCE
PREPARED BY:	CHIEF TOMMY COLE

## REQUESTED ACTION:

The Fire Chief respectfully requests approval of a budget amendment in the amount of \$25,000 to address unforeseen maintenance expenses associated with the department's front-line apparatus. These unplanned repairs have exceeded the original allocation for vehicle maintenance and are necessary to ensure the safety, reliability, and operational readiness of our emergency response fleet. If approved, the additional funds will be applied to Budget Line 10-5300-1700 (Vehicle Maintenance) within the 2025–2026 Fire Department Operating Budget.

## BACKGROUND/SUMMARY:

The Graham Fire Department's front-line engines are aging, with the current fleet at 24, 18, and 11 years old. As these apparatus continue to age, we are experiencing an increasing number of mechanical issues directly related to wear and tear. Fire truck maintenance is not only costly in terms of repair expenses, but also impacts service delivery when units are taken out of service for extended periods of time.

In the current budget year alone, Engine 10, our primary engine, required a full rear-end replacement as well as a replacement of its A/C system, representing significant unplanned expenditures. These types of repairs place considerable strain on the vehicle maintenance budget and underscore the need for additional funding to maintain operational readiness and ensure reliable emergency response for our community.

## FISCAL IMPACT:

Recent major repairs have placed significant strain on the Fire Department's Vehicle Maintenance budget, resulting in expenditures that have already exceeded the current allocation for the fiscal year. To ensure we can continue with scheduled preventive maintenance and address any additional unforeseen repairs that may occur, the department is requesting a budget amendment in the amount of \$25,000.

This additional funding will allow the department to maintain fleet reliability and operational readiness through the remainder of the fiscal year, ending June 30, 2026.

## STAFF RECOMMENDATION:

Staff recommends that Council approve the requested budget amendment in the amount of \$25,000 to be applied to the fire department budget for apparatus maintenance.

**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)
Repair & Maintenance Vehicles	32,000.00	57,000.00	25,000.00	-	25,000.00
	<b>32,000.00</b>	<b>57,000.00</b>	<b>25,000.00</b>	-	<b>25,000.00</b>

**Section 2.**

**REVENUES**

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE ( DECREASE)
Fund Balance Appropriation	\$1,456,337.00	\$1,481,337.00	\$25,000.00	-	\$25,000.00
	<b>1,456,337.00</b>	<b>1,481,337.00</b>	<b>25,000.00</b>	-	<b>25,000.00</b>

Adopted this 9th day of December 2025.

Attest:

\_\_\_\_\_  
Mayor Chelsea Dickey

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

**CITY OF GRAHAM  
RELEASE ACCOUNTS**

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**DECEMBER**

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR RELEASE</u>	<u>AMOUNT RELEASED</u>
15084	2025	ROGER SPRINGS HOA INC	HOA EXEMPT	\$84.06
15080	2025	ROGER SPRINGS HOA INC	HOA EXEMPT	\$169.69
7601	2025	PENNINGTON, WADE V	DISABLED VETERAN EXEMPTION	\$139.46

***TOTAL RELEASES***      ***\$393.21***

**CITY OF GRAHAM**

**REFUNDS**

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**DECEMBER**

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR REFUND</u>	<u>REFUND AMOUNT</u>
4878	2025	SIMMONS, BRANDON E	DISABLED VETERA EXEMPTION *TAXES PAID IN FULL FOR 2025- REFUND TAXPAYER	\$139.46

***TOTAL REFUNDS***      ***139.46***