

# City of Graham

## City Council Meeting Agenda

### January 13, 2026



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

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**CALL TO ORDER:** Mayor Chelsea Dickey

**INVOCATION & PLEDGE OF ALLEGIANCE**

**RECOGNITION:** Mr. Andrew Heath and Mr. Omar Utley

**PRESENTATION:** Mr. Brad Fowler, Alamance County Tax Administrator – 2027 Property Revaluation

**CONSENT AGENDA:**

- A.** To approve the December 9, 2025, City Council minutes, December 15, 2025, Special meeting minutes, and the December 22, 2025, Special Closed Session meeting minutes.
- B.** To approve a budget amendment for \$1,500 for the purchase of a memorial bench to be placed at the Graham Regional Park.
- C.** To approve a contract extension for \$7,771,440 for the water replacement project, Phase I, and to include a portion of Phase II to maximize cost savings while contractors are mobilized. (The funding for this project has already been received.)
- D.** To approve an amendment to the audit contract with Stout, Stuart, McGowen & King to allow for a time extension to February 28, 2026.
- E.** To approve tax refunds in the amount of \$278.92 and tax releases in the amount of \$370.19.

**NEW BUSINESS**

**1. OPERATING HOURS – GRAHAM REGIONAL PARK – BILL COOKE PARK – SOUTH GRAHAM PARK**

City Council will consider setting the following operating hours for Graham Regional Park, Bill Cooke Park, and South Graham Park to allow for early morning/late evening walking and summer tennis/pickleball and basketball using the lighted courts.

6:00 am – 9:00 pm – March – October

6:00 am – 7:00 pm – November – February

## **2. SESQUICENTENNIAL PARK DISCUSSION**

City Council will discuss options for the Sesquicentennial Park Project.

## **3. BOARDS AND COMMISSIONS APPOINTMENTS**

City Council will consider making appointments to the Planning Board/Board of Adjustment and Historic Resources Commission.

### **Applicants for Planning/Board of Adjustment**

Daniel Alvis

Corbin Craig (1<sup>st</sup> choice)

Ricky Hurtado (1<sup>st</sup> choice)

Elizabeth Kirkpatrick

Jenson Roll

Richard Shevlin

### **Applicants for Historic Resources Commission**

Emma Stapleton

Corbin Craig (2<sup>nd</sup> choice)

Ricky Hurtado (2<sup>nd</sup> choice)

## **PUBLIC COMMENT PERIOD**

## **CITY STAFF COMMENTS**

## **CITY COUNCIL COMMENTS**

## **ADJOURN**



# GRAHAM NORTH CAROLINA

## STAFF REPORT

SUBJECT:	RECOGNIZING TWO CITIZENS FOR THEIR HEROIC EFFORTS IN EVACUATING A RESIDENT FROM HER BURNING HOME ON NOVEMBER 29, 2025.
PREPARED BY:	CHIEF TOMMY COLE

### REQUESTED ACTION:

Fire Chief Cole is requesting recognition for Andrew Heath and Omar Utlely for their heroic efforts to help a Graham resident escape her burning home on Saturday, November 29, 2025.

### BACKGROUND/SUMMARY:

On Saturday, November 29, 2026, at 6:25 am, the Graham Fire Department responded to a residential structure fire at 719 Williamsdale Road. Initial reports indicated flames visible from the roof of the residence and a vehicle parked in the driveway.

Engine 10 and Truck 10 arrived on scene to find a working residential structure fire with fire and smoke showing. Graham Fire Department personnel immediately initiated fire suppression operations and conducted a primary search of the residence, which confirmed no occupants remained inside.

During the investigation, it was determined that two citizens, Andrew Heath and Omar Utlely, were responsible for alerting the home's sole occupant, Ms. Savage, before the arrival of fire crews. While leaving for work, Mr. Heath and Mr. Utlely observed the fire, stopped at the residence, and repeatedly knocked on the door to awaken Ms. Savage. Once she was alerted to the danger, they assisted her in exiting the home.

The actions of Andrew Heath and Omar Utlely directly resulted in a life being saved on November 29, 2026. Had they not taken immediate action to alert the occupant, Ms. Savage would likely have succumbed to smoke inhalation before emergency responders arrived on scene. Their actions exemplify the importance of community awareness and the critical role citizens can play in emergencies.

The Graham Fire Department commends Mr. Heath and Mr. Utlely for their quick thinking, selfless actions, and commitment to the safety of others.

### FISCAL IMPACT:

N/A

### STAFF RECOMMENDATION:

Assist in formally recognizing Andrew Heath and Omar Utlely, who were instrumental in saving a life on November 29, 2025.



# STAFF REPORT

SUBJECT:	2027 COUNTYWIDE PROPERTY EVALUATION
PREPARED BY:	MEGAN GARNER

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## REQUESTED ACTION:

Receive a presentation from the County Tax Administrator, Brad Fowler, providing updates and answer general questions from City Council.

## BACKGROUND/SUMMARY:

The 2027 revaluation is currently underway, and over the coming months the County will continue data review, market analysis, and valuation modeling to ensure fair and equitable assessments countywide. As this process moved forward, we recognize the importance of clear, consistent communication with residents regarding the revaluation process, timeline, and what they can expect.

The County Tax Administrator has offered to attend council meetings, town halls, or other community forums throughout the year to provide updates and answer general questions for residents.

## FISCAL IMPACT:

No known financial impact at this time.

## STAFF RECOMMENDATION:

Receive presentation.

## SUGGESTED MOTION(S)

Receive a presentation from the County Tax Administrator, Brad Fowler, providing updates and answer general questions from City Council.



# City of Graham

## City Council Meeting Minutes

### December 9, 2025



The City Council of the City of Graham held a regularly scheduled meeting on December 9, 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 Bonnie Whitaker  
Incoming Mayor Chelsea Dickey  
Incoming Council Member Jim Young

#### **Staff Present:**

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

**CALL TO ORDER:** Mayor Jennifer Talley called the meeting to order and presided.

#### **INVOCATION & PLEDGE OF ALLEGIANCE**

Pastor Brian Biggers, Grace Chapel, gave the invocation, and all stood for the Pledge of Allegiance.

#### **OLD BUSINESS:**

#### **ITEM 1: APPROVAL OF CITY COUNCIL MINUTES:**

City Council considered 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.

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

#### **ITEM 2: APPROVAL OF THE GRAHAM REGIONAL PARK MASTER PLAN:**

City Council considered approval of the Graham Regional Park Master Plan.

Mr. Michael Alderman and Ms. Kristen Herndon from Withers Ravenel presented the final master plan for the Graham Regional Park. They discussed the four-step process, community feedback, and the chosen "balanced" concept, which includes athletic fields, a splash pad, an amphitheater, and various trails. They also touched upon considerations for future phasing and funding.

Motion by Council Member Whitaker to approve the Graham Regional Park Master Plan, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

**PRESENTATION TO MAYOR JENNIFER TALLEY**

A plaque was presented to Mayor Jennifer Tally in honor of her outstanding leadership, dedication, and service serving as Graham’s Mayor from December 2021 to December 2025. Mayor Tally expressed her gratitude and highlighted key achievements during her term.

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

City Clerk Renee Ward confirmed the certification of the election held on November 4, 2025, as certified by the Alamance County Board of Elections.

Votes for Mayor:

Chelsea Dickey	1,363
Jennifer Talley	1,025

It was confirmed that Chelsea Dickey is the duly elected Mayor for a two-year term expiring December 2027.

Votes for Council Members:

Bobby Chin	1,161
Jim Young	1,105
Randy Phillips	1,091
Daniel Alvis	924

It was confirmed that Bobby Chin and Jim Young are the duly elected Council Members for a four-year term expiring December 2029.

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

Mr. Hunt Johnson administered the oath of office to Chelsea Dickey as Graham’s incoming elected Mayor.

The Honorable Craig Turner, District Court Judge, administered the oath of office to Council Member Bobby Chin as Graham’s re-elected Council Member.

Mr. Stephen M. Ross, North Carolina House of Representatives, administered the oath of office to Jim Young as Graham’s incoming elected Council Member.

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**CALL TO ORDER:** Mayor Chelsea Dickey continued the meeting and presided.

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

Motion by Council Member Chin to nominate Ricky Hall as Mayor Pro Tem, seconded by Council Member Whitaker. The motion passed unanimously.

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

Tracy Grayzer, President of Impact Alamance, thanked the City Council for its partnership over the past 10 years. She highlighted Impact Alamance's approximately \$492,000 investment in 11 grants for the City of Graham, including contributions to Graham's Regional Park.

**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.

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.					

- D. To approve a budget amendment for \$25,000 for vehicle maintenance of the Fire Departments' front-line apparatus.

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
			-		-
	32,000.00	57,000.00	25,000.00	-	25,000.00
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
	1,456,337.00	1,481,337.00	25,000.00	-	25,000.00

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.

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

## **NEW BUSINESS**

### **ITEM 1: COUNCIL – BOARD ASSIGNMENTS**

City Council made assignments as board liaisons on the following boards:

Motion by Mayor Dickey for Council Members to serve as primary liaison or alternate on the following boards:

**Appearance Commission/Tree Board** – Mayor Dickey

**Graham Historical Museum** – Mayor Dickey

**Historic Resources Commission** – Mayor Dickey / Alternate Council Member Young

**Recreation Commission** – Council Member Chin

**Economic Development & Marketing Committee** – Council Member Whitaker / Alternate Mayor Dickey

**Alamance County Community Services Agency** – Council Member Young

**Audit Committee** – Mayor Dickey

**Alamance County Economic Development Committee:** Mayor Pro Tem Hall / Alternate Mayor Dickey

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

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

The motion died for a lack of a second.

After further discussion about who would serve on the Alamance County Economic Development Committee and the Economic Development & Marketing Committee, the Council made individual motions to appoint liaisons for each board.

Motion by Council Member Chin for Mayor Pro Tem Hall to serve as the primary liaison on the **Alamance County Economic Development Committee** and the alternate Council Member Whitaker, seconded by Council Member Young. The motion passed 4-1. Mayor Dickey voted no.

Motion by Council Member Chin for Mayor Dickey to serve as the primary liaison for the **Appearance Commission/Tree Board**, seconded by Mayor Dickey. The motion passed unanimously.

Motion by Council Member Chin for Mayor Pro Tem Hall to serve as the primary liaison on the **Economic Development Committee** and the alternate Council Member Whitaker, seconded by Council Member Young. The motion passed 4-1. Mayor Dickey voted no.

Motion by Mayor Dickey for Council Member Whitaker to serve as primary liaison on the **Graham Historical Museum**, seconded by Council Member Chin. The motion passed unanimously.

Motion by Mayor Dickey for Council Member Young to serve as primary liaison on the **Historic Resources Commission**, and Mayor Dickey as the alternate, seconded by Council Member Chin. The motion passed unanimously.

Motion by Mayor Dickey for Council Member Chin to serve as primary liaison on the **Recreation Commission**, seconded by Council Member Chin. The motion passed unanimously.

Motion by Mayor Dickey for Council Member Whitaker to serve as primary liaison on the **Economic Development & Marketing Committee**, and Mayor Dickey as an alternate, seconded by Council Member Young. The motion passed unanimously.

Motion by Mayor Dickey for Council Member Jim Young to serve as primary liaison on the **Alamance County Community Services Agency**, seconded by Council Member Chin. The motion passed unanimously.

Motion by Mayor Dickey, for herself to serve as primary liaison on the **Audit Committee**, seconded by Council Member Whitaker. The motion passed unanimously.

Motion by Mayor Dickey for Council Member Chin to serve as the primary liaison for the **Piedmont Triad Regional Council** and Mayor Pro Tem Hall as the alternate. The motion passed unanimously.

Motion by Council Member Chin for Mayor Pro Tem Hall to serve as the primary liaison for the **Transportation Advisory Committee** and Mayor Dickey as the alternate. The motion passed unanimously.

### **PUBLIC COMMENT PERIOD**

Ms. Renee Russell, 218 Ward Street, Graham, inquired about the City's Economic Development & Marketing Committee. She expressed interest in serving on this committee and asked where she could get more information. Mayor Dickey stated this would be explained under Council comments.

### **CITY STAFF COMMENTS**

There were no staff comments.

### **CITY COUNCIL COMMENTS**

Council Member Young read the following statement and asked that it be recorded in the minutes. He also stated that after the statement was read, he was done with this matter.

**Statement from Councilman Jim Young Regarding Recent Mayoral Election**

The recent mayoral race in Graham crossed boundaries that should never be breached in a local, non-partisan election. Our city was inundated with out-of-state money, outside political influence, and misleading campaign messaging designed to divide this community and sway voters. That is not who we are, and it is not how elections in Graham should be conducted.

I believe this behavior eroded public trust and compromised the integrity of our electoral process. Local elections should be decided by residents—not by activist networks, political operatives, or donors who have never been to this city.

I will request that this concern be recorded in the official public record, and I plan to support measures that safeguard future municipal elections from similar interference. No matter the outcome, the people of Graham deserve campaigns rooted in truth, transparency, and basic decency.

Moving forward, my commitment is clear: I will serve with integrity, answer to the citizens of Graham, and defend the independence of our local government from outside agendas.



**Jim Young**  
Councilman

Council Member Chin stated that regarding the Economic Development & Marketing Committee, Council had been trying to establish it, but had difficulty finding folks to serve. He added that the Council wanted to include businesspeople, developers, and an attorney with an interest in developing Graham's economy. The committee was meant to grow our community, so the City did not have to rely solely on property taxes to fund operations. He added the need for policies and direction to encourage businesses to come to Graham rather than disincentivize them.

Mayor Dickey asked when the board would be advertised again.

City Manager Garner stated that the boards and commissions are typically advertised at the beginning of the year, around March, and all vacancies will be advertised on the website and social media.

Council Member Whitaker thanked everyone for coming out tonight and supporting the Council and the Mayor. She also thanked the Recreation Department and Withers Ravenel for their outstanding work on the Graham Regional Master Plan. She wished everyone a Merry Christmas and a Happy New Year.

Mayor Pro Tem Hall thanked Recreation and Parks Director Brian Faucette and staff for the lighting of the tree and fireworks event, which was great. He wished everyone a safe and happy holiday.

Mayor Dickey thanked City staff and all departments for keeping us safe and keeping us moving. She thanked GABA for the wonderful Christmas parade and Parks and Recreation for the lighting of the tree.

Mayor Dickey asked that the Council bring forward the Sesquicentennial Park for discussion on the January agenda. She stated there could be potential funding for the park. The Council's consensus was to add this to the January agenda. Mayor Dickey also noted that the Council had not formally adopted a policy governing the process and procedures for Council meetings. She asked that this be added to the January agenda to adopt measures that make Council meetings more efficient and provide clearer guidelines to staff. The Council's consensus was to add this to the January agenda.

Mayor Dickey also wished everyone a Merry Christmas and invited everyone back in January.

### **CLOSED SESSION**

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

Motion by Council Member Whitaker to go into closed session 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.

Mr. Tom Boney, Alamance News, asked whether there was any pending litigation that was the subject of the closed session.

City Attorney Ward stated it was not.

The closed session was held.

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

Motion by Council Member Chin to return to open session, seconded by Council Member Young. The motion passed unanimously.

Motion by Council Member Chin to authorize condemnation proceedings for the following properties pertaining to the 10-inch water line replacement project, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

### **Tax Map #**

8895214347	8884677914
8895219154	8884688508
8894090924	8885804114
8894091597	8884776890
8894080228	8884781059
8894081393	8884788456
8884897006	8884794200
8884674800	8884870813
8884675857	8884880248
8884885212	

Motion by Mayor Dickey to authorize staff to take appropriate action to resolve the ongoing dispute with the City of Mebane regarding wastewater capacity and related requirements and agreements, and employ the services of Ward and Coleman and/or associates outside of council as necessary, seconded by Council Member Whitaker. The motion passed unanimously.

### ADJOURN

Motion by Council Member Chin to adjourn, seconded by Mayor Pro Tem Hall. The motion passed unanimously. (7:53 p.m.)

Renee M. Ward, CMC  
City Clerk



# City of Graham City Council

## Special Meeting Minutes

### December 15, 2025



The City Council of Graham held a special meeting for a Department Head Update Session at 8:00 a.m. on December 15, 2025, at the Graham Civic Center, 503 McGee Street, Graham, NC.

#### Councilmembers Present:

Mayor Chelsea Dickey  
Mayor Pro Tem Ricky Hall  
Council Member Bobby Chin  
Council Member Bonnie Whitaker  
Council Member Jim Young

#### Staff Present:

Megan Garner, City Manager  
Aaron Holland, Assistant City Manager  
Renee Ward, City Clerk

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#### CALL TO ORDER:

Mayor Dickey called the meeting to order at 8:00 a.m. and presided.

The following City Department Heads gave presentations that explained what they do, why they do it, and what they need to continue serving the City of Graham.

#### WATER/WASTEWATER DEPARTMENT – DIRECTOR TONYA MANN:

##### **WHO WE ARE:**

Water Treatment  
Waste Water Treatment  
Distribution and Collections  
Lift Stations and Maintenance  
Water Billing and Customer Service

#### WATER TREATMENT:

##### **WHO WE ARE:**

##### **Water Treatment**

The treatment plant was built in 1975 in partnership with Mebane as a 6 MGD Facility.

In 1987, work began to create a spillway and dam to create the Graham-Mebane Lake. This project was completed in 1993 and created a 718 acre lake with 2.8 billion gallons of storage.

In 2002, an upgrade and expansion of the facility to 12 MGD began.

In 2015, an upgrade of the facility was driven by the new disinfection by-products limits.

## WHAT WE DO AND HOW:

The water treatment plant is operated 24 hours a day, 7 days a week including holidays and weekends - 6 operators, 1 water quality tech, and 1 lab tech

All operators are certified through NCDEQ.

The water treatment plant has 3 employees currently eligible for retirement.

## WHAT WE DO AND HOW:

1.8 billion gallons of water treated - Avg. 4.9 MGD

Service to over 45,000 citizens per day to Graham, Mebane, Green Level, and Swepsonville

Performed approximately 9000 analytical lab Tests

State inspections of both lab and plant operations

## WHERE WE ARE WITH WHAT WE HAVE:

Chemical price fluctuation

Pumps, motors, and mixers price increases

Regulation changes

## WHAT WE NEED FOR THE FUTURE AND WHY:

Staff

Spillway Project

**PFAS Upgrade** PFAS (Per- and Polyfluoroalkyl Substances) are a large group of thousands of man-made chemicals known as "forever chemicals" because they don't break down easily, used to make products resist water, oil, grease, and heat, found in non-stick pans, food packaging, and firefighting foams, but linked to serious health issues due to their persistence in the environment and the human body.

New Treatment Train

Air Scour Backwash

Electrical and Pump Relocation

## WASTEWATER TREATMENT PLANT:

### WHO WE ARE:

#### **Wastewater Treatment Plant**

Constructed in 1960 – Upgraded in 1980 and 2000

Current Capacity of 3.5 MGD.

Upgrade & Expansion to 5 MGD completion Feb. 2026

Pretreatment Required for Industries.

### WHAT WE DO AND HOW:

759 million gallons treated- Avg. 2.1 MGD

Performed approximately 9200 analytical lab tests

State inspection for plant operations

### WHAT WE DO AND HOW:

The wastewater treatment plant is staffed 24 hours a day, 7 days a week including holidays and weekends 5-operators

The wastewater treatment plant currently has 2 employees eligible for retirement.

Our operators are certified through NCDEQ.

### WHERE WE ARE WITH WHAT WE HAVE:

Completion of Upgrade and Expansion.

*(Project to be completed in February 2026.)*

Reduced I&I from the Collection System.

Price fluctuation- chemical and equipment



## WHAT WE NEED FOR THE FUTURE AND WHY:

- Staff
- Potential Treatment for PFAS removal
- Alternative to Land Applications of Biosolids
- Future upgrade to 6.25 MGD.
  - Requires headworks rebuild

## FIELD OPERATIONS – DISTRIBUTION AND COLLECTION SYSTEMS

### WHO WE ARE:

#### Field Operations Distribution and Collection Systems

Field Operations- crew of 12 are on call 24 hours a day, 7 days a week including weekends and holidays.

Department is responsible for maintaining water and sewer services through-out the city including both commercial and residential.

### WHO WE ARE:

#### Distribution System

A water distribution system is not just pipes and valves, but rather like a living organism — a dynamic, sensitive, complex entity that must be operated properly to maintain safe and good quality water at the customer's tap. To be reliable, a water distribution system should be designed, maintained, and operated to meet both public safety and public health requirements.

Public safety requirements are those associated with sufficient quantity (peak demands) and adequate pressure for normal use.

Public health requirements are those associated with meeting all drinking water regulations and as well as customers' satisfaction regarding aesthetic quality.

In summary, the reliability of the distribution system may be gauged by its ability to deliver a sufficient quantity of safe and good quality water under adequate pressure to the customers at all times.

### WHAT WE DO AND HOW:

Operates over 125 miles of waterlines.

Aging system some 100 old plus piping.

Range from 2" galvanized to 16" ductile iron pipe.

Serves over 18,000 people through about 6,700 utility connections.

Maintains a 500,000 Gallon Water Tank behind Graham Middle School.

Maintains backflow cross-connection program

Avg. approximately 5,500 annual utility locates

System flushing program, maintain 1800 valves and 900 hydrants

## WHERE WE ARE WITH WHAT WE HAVE:

Distribution System operates in two different eras.

Many lines north of I-85/40 are at least 80 years old.

Many lines south of I-85/40 are less than 50 years old.

Major changes in pipe materials and waterline construction in the 1900's.

For the last 25 years, Ductile Iron Pipe is the only waterline material allowed.

30% of City has non-DIP waterlines.

This includes Cast Iron, Galvanized, Asbestos Cement, and PVC.

These older waterlines see majority of issues.

## WHERE WE ARE WITH WHAT WE HAVE:

### Current projects

10" Waterline from Plant to City Replacement.

Upgraded to a 16" to support system.

Banks, Homes, McBride, and Ward

Replacing aging pipes to 8"

Harden St. Between Flannigan St and Marshall St.

Tie-in with 12" at Elm and replacing 2" line

## WHAT WE NEED FOR THE FUTURE AND WHY:

Continue NWEF- Neighborhood Waterline Enhancement Program

Complete 16" waterline project

Compliance with new LCRR requirements

Staff

## COLLECTIONS

### WHAT WE DO AND HOW:

#### Collections

Maintain over 105 miles of sewer lines.

Range from pre 1908 through current in age

Collect and transport wastewater through several outfalls, either directly to the WWTP or pumped to it.

A portion of the collection system goes directly to the City of Burlington's South Plant for treatment.

A small portion of the collection system goes to Haw River's Lang Street Pump Station, where it is pumped to Burlington's East Plant for Treatment.

## WHAT WE DO AND HOW:

Operate and maintain 5 lift stations  
Regulated by NPDES Collection Permit  
Maintain over 100 utility easements  
70 high priority lines  
2,500 Sewer manholes  
Inspect and Hydraulically clean approx. 10 miles of sewer main per year

## WHERE WE ARE WITH WHAT WE HAVE:

System is primarily made up of vitrified clay pipe, ductile iron pipe, and PVC.  
VCP is problematic due to leakage and I&I.  
I&I is inflow and infiltration and consists of rain or ground water seeping into the collection system. I&I causes significant issues due to overwhelming pipe sizes, overwhelming pump stations, and increasing the flows for treatment at the WWTP.  
Needs Prioritized based upon regulatory requirements and projected growth

## WHAT WE NEED FOR THE FUTURE AND WHY:

Haw River Lift Station Replacement  
Replacement of aging sewer lines  
Continue to meet Permit requirements  
CIPP of sewer lines, Manhole Rehab., Root Control

## BILLING AND CUSTOMER SERVICE:

### WHO WE ARE:

#### Billing and Customer Service

Billing and collection of 6700 plus accounts through 2 Full-time and 3 part-time staff members  
Collection of all property tax  
Meter data collection  
First point of contact for calls or in-person



## WHAT WE DO AND HOW:

Process all water and tax payments

Direct or answer phone calls

Process mail

Problem solve customer issues

## WHERE WE ARE WITH WHAT WE HAVE:

Customer Notification

Friendly reminders

Structured cut-off process

## WHAT WE NEED FOR THE FUTURE AND WHY:

Meter replacement project completion

Software updates

## MAINTENANCE:

### WHO WE ARE:

Maintenance

Maintain maintenance at both water and wastewater plants.

3 full-time and 1 part-time employees

### WHAT WE DO AND HOW:

Maintain pumps, mixers, filters, and blowers – schedule preventive maintenance

Land application of biosolids to city farm

Maintain routine workorders

## WHAT WE NEED FOR THE FUTURE AND WHY:

Staff

Maintain the increase in equipment resulting from the upgrade.

Biosolid application- more residuals as a result of the new process

## INFORMATION TECHNOLOGY DEPARTMENT – DIRECTOR JEFF WILSON:

### WHO WE ARE:



**Jeff Wilson**

Director of Information Technology

- National Certified Government Chief Information Officer
- Bachelors in Business Administration- Computer Information Systems
- CompTIA Network+ Certified
- 18 Years in Local Government IT



**Preston Jenkins**

PC Network Technician

- Associates of Arts
- Google Certified IT Professional
- 13 Years in Local Government IT

### WHAT WE DO AND HOW:

**IT Infrastructure  
and System  
Management**

**Cyber Security  
and Data  
Protection**

**User Support  
and Customer  
Service**

**Technology  
Deployment  
and Lifecycle  
Management**

#### **IT Infrastructure and System Management**

- Maintain the network, servers, computers, desk phones, cell phones, tablets, firewalls, wireless access points, cameras, network switches, peripherals, and crucial software systems
- Maintain physical security across the city
  - Employee access, badges, gates, and security cameras
- Maintain Nutanix virtual server environment (30+ servers)
- Keep the city running behind the scenes 24/7
- Manage website, email, social media, and online payment systems



### Cyber Security and Data Protection

- Protect the city's data and systems from cyber threats
- Todyl Cyber Security software
  - SIEM: Security Information and Event Management
- Proofpoint Email Security
- Maintain security logs, firewall analysis, and antivirus software
- Create and administer trainings for all city employees on security awareness
- Create monthly, weekly, hourly, and 15 minute incremental backups of multiple data sets across the city
- Manage disaster recovery backups

### User Support and Customer Service

- Support more than 135 users across all city departments totaling over 1,800 devices
- Provide VPN and remote support for users during and after business hours
- Provide information for public records requests and support other internal investigations
- Within the past 12 months, we have responded to more than 800 helpdesk requests, which represents approximately half of the user calls received
- IT verifies all technology related bills including keying requisitions for each departments portion to be paid
  - AT&T, FirstNet, Verizon, T-Mobile, Sustel, Carolina Digital Phone, Lumos, and Spectrum

### Technology Deployment and Lifecycle Management

- Roll out and image new technology
  - tablets, desk phones, cell phones, desktops, laptops, servers, copiers, printers, jetpacks, in car printers, and other devices
- All user devices on a 4 year replacement cycle
- Servers are on a 5 year replacement cycle

### WHERE WE ARE WITH WHAT WE HAVE:

- 67% of helpdesk tickets are solved on first round of support due to knowledge and familiarity with devices and network
- Volume of requests greatly impacts time frame for response with only 2 people in the department
- Project planning is critical to ensure network is maintained while supporting current user issues
- Network is overall in a good place and secure due to continued budget allocation supporting ongoing updates

## WHERE WE ARE WITH WHAT WE HAVE:

- Due to ongoing operational needs helpdesk support, billing processes, and day-to-day requests; the department is currently unable to allocate sufficient time to key management responsibilities such as:
  - Disaster recovery planning and failover testing
  - Monitoring security and firewall logs
  - Creating and updating standard operating procedures
  - Other strategic initiatives & professional development

## WHAT WE NEED FOR THE FUTURE AND WHY:

### Additional PC Technician

#### Key Responsibilities:

- Address IT helpdesk tickets
- Replace outdated computers with new hardware
- Run, terminate, test, and label data cabling.
- Wipe old machines that have been removed from production, including all procedures, i.e., filling out paperwork, and moving the equipment to location for resale or disposal.
- Perform physical inventory and create appropriate documentation for each city location.
- Organize the lab area and e-Waste items that are not needed.
- Other work as deemed appropriate

## PLANNING/INSPECTIONS – DIRECTOR JIMMY LLOYD/ASSISTANT CITY MANAGER AARON NOBLE:

## PLANNING & INSPECTIONS



Jimmy Lloyd, Inspections Director

## WHO WE ARE:

- The Inspections Department is comprised of 4 full-time/1 part-time staff and is responsible for enforcing North Carolina State Building Codes and local ordinances related to construction and development.
- Inspections staff reviews and approves plans, issue permits for residential and commercial construction, and perform building, plumbing, mechanical, and electrical inspections.
- Inspections staff also investigates zoning compliance, minimum housing and public nuisances, such as abandoned motor vehicles, junk and overgrown lots.



## WHO WE ARE:

- The Planning Department is comprised of 2 full-time staff and is responsible for assisting the City Council and the community in managing growth, administering development regulations, planning for transportation improvements, managing stormwater runoff, and protecting special flood hazard areas.
- The department guides the City's Technical Review Committee (TRC) and also provides staff support to the City's Planning Board, Board of Adjustment, Appearance Commission, and Historic Resources Commission.
- Staff works hand in hand with various boards and volunteers to achieve the goals of the annual work plans, provide business retention services, and works with entrepreneurs and investors interested in locating in downtown Graham.

## WHAT WE DO AND HOW:

Activity within the Inspections and Planning department continues to increase with the Inspections Department issuing over 740 new home permits during the past 18 months.

### TOTAL SINGLE FAMILY

2021 - 124  
2022 - 227  
2023 - 478  
2024 - 517  
2025 - 240 (to date)



## WHAT WE DO AND HOW:

Similarly, the Planning Department processed requests for 4 new subdivisions with over 204 potential new single and multi-family dwellings.

In the past 5 years there have been 22 approved developments .

The total number of units in these developments are 1532 with 726 single family, 690 townhomes, and 116 multi- family.

## WHERE WE ARE WITH WHAT WE HAVE:

The Inspections Department manages permitting by handling the entire lifecycle:

- Receiving applications
- Reviewing plans for code compliance
- Collecting fees
- Tracking project progress and scheduling / conducting inspections
- Ensuring final approval
- All using digital systems to manage data, enforce rules, and ensure safety.

## WHERE WE ARE WITH WHAT WE HAVE:

- The Planning Department manages community growth, using data to create long-term visions (master plans), zoning rules, and development guidelines, ensuring new projects fit the community's goals for sustainability, infrastructure, and quality of life, while also reviewing permits and coordinating with other agencies.

- Downtown Master Plan
- Comprehensive Plan
- Pedestrian Plan
- Development Ordinance

## WHAT WE NEED FOR THE FUTURE AND WHY:

A successful department needs:

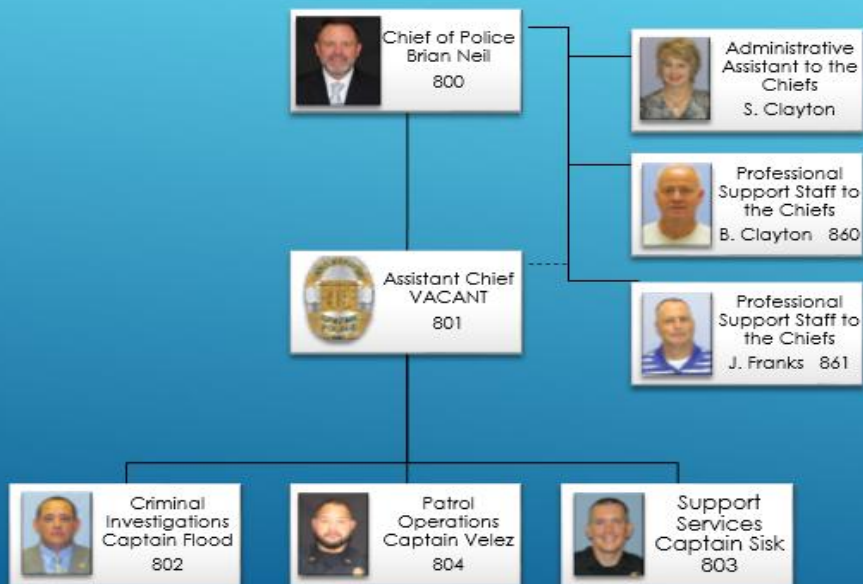
- Clear goals (sustainable growth, community alignment)
- Updated ordinances
- Skilled staff (knowledgeable, neutral problem-solvers)
- Transparent processes (public input, digital tools)

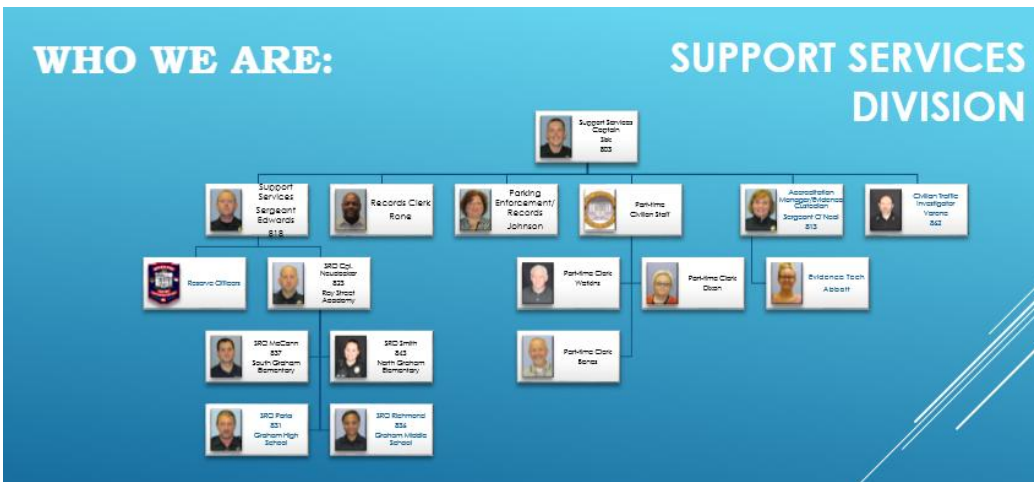
### POLICE DEPARTMENT – CHIEF BRIAN NEIL:

## POLICE DEPARTMENT

Brian Neil, Chief of Police

## WHO WE ARE: COMMAND STAFF







## WHO WE ARE: BUDGETED POSITIONS

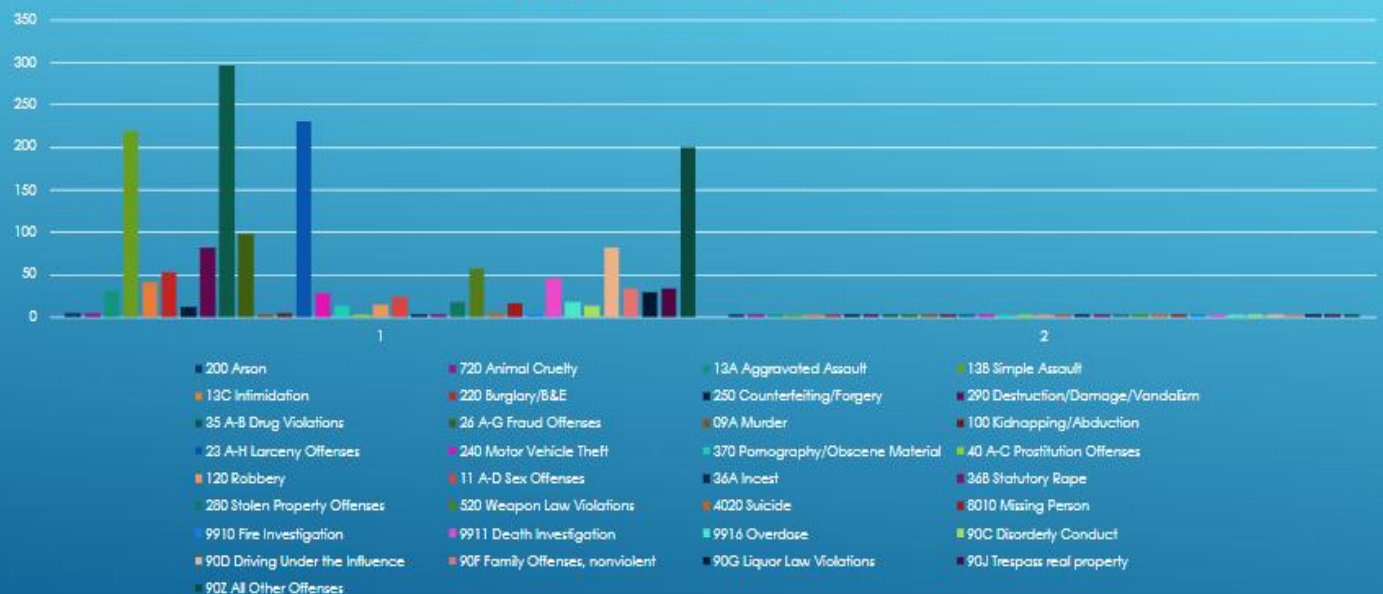


## WHAT WE DO AND HOW:

- Population: ≈20,330
- ± 252,000 Vehicles coming into the City
- Calls for Service (YTD): 17,296
- Traffic Crashes (YTD): 964

## WHAT WE DO AND HOW:

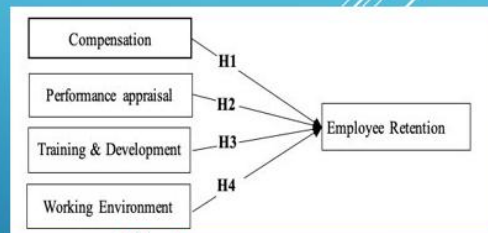
### Reported Crimes



### WHERE WE ARE WITH WHAT WE HAVE:

- 5 Current Vacancies
- 2 Retirements before July 2026
- No Viable Lateral Candidates
- Cadets - Viable ≈ October 2026

### WHAT WE NEED FOR THE FUTURE AND WHY:



This Photo by Unknown Author is licensed under CC BY

### WHAT WE NEED FOR THE FUTURE AND WHY: LATERALS AND EMPLOYEE RETENTION

#### COMPENSATION

- ▶ Compensation for Service Experience
- ▶ Compensation for related Military Experience
- ▶ Additional Compensation if Bilingual
- ▶ Compensation for Advanced Law Enforcement Certificate
- ▶ Compensation for Advanced Units, i.e.; SWAT, K-9, Drone Operator, Honor Guard, Instructor, etc.
- ▶ Field Training Officer Compensation

#### BENEFITS

- ▶ Paid Parental Leave for New Children
- ▶ Vacation Accrual Rate Modification
- ▶ 40 Hrs. Community Service Leave
- ▶ 40 Hrs. Additional Leave Earned at Employee Milestones
- ▶ Wellness Vacation Leave at set milestones
- ▶ Restore Retirement Health Insurance Benefit. Benefit could be prorated based on years of service.

### WHAT WE NEED FOR THE FUTURE AND WHY: RECRUITMENT

- ▶ Dedicated Budget Funding for Recruitment
- ▶ Rebrand Police Department Website to include a section for detailed recruitment and hiring processes
- ▶ Social Media Initiative to reach the targeted market
- ▶ Funding for Advertisement
- ▶ Updated recruitment videos for website and social media platforms



## WHERE WE ARE WITH WHAT WE HAVE:

- Diminished Training Opportunities
- Diminished Leadership Development
- Lack of Development for Succession
- Unable to Accomplish COP Goals

## WHAT WE NEED FOR THE FUTURE AND WHY: INCREASED TRAINING BUDGET

- ▶ Advanced Management/Leadership Training
- ▶ Specialized Training beyond minimum requirements
  - ▶ Subject Matter Specific Conferences
  - ▶ Professional Development
- ▶ Needed training for SUCCESSION with future retirements

## WHAT WE NEED FOR THE FUTURE AND WHY: REAL-TIME CRIME CENTER

- Partnership with the Burlington Police Department
- Monitor Flock Cameras throughout Burlington and Graham for "Real Time" crime information and investigative purposes
- Crime Analysis- Real Time Data to aid in directed Patrols and Crime Fighting Efforts
- Unlimited Cell Phone Unlocks/Downloads for Investigative Purposes
- Annual cost of \$41,799.28

## WHAT WE NEED FOR THE FUTURE AND WHY: DRONE AS FIRST RESPONDER

- Benefit to both Police and Fire Departments
- Provides for real-time visual assessments of calls that are being responded to, which can provide responding personnel with vital information to keep themselves and the public safe.
- Provides pertinent intel for responding police and fire personnel.
- With Burlington already having the program in place, it could be added to our agency at a reduced cost.
- Annual cost of \$35,000



## FIRE DEPARTMENT – CHIEF TOMMY COLE:

### **FIRE DEPARTMENT**

Tommy Cole, Fire Chief





## WHO WE ARE:

### The Graham Fire Department Mission Statement

When the alarm sounds, we will respond to protect life and property with unwavering commitment, professionalism, and compassion.

## WHO WE ARE:

### The Graham Fire Department Vision Statement

We are committed to being a trusted and progressive fire department that adapts to the evolving needs of our community. Through continuous growth, training, and dedication, we will set the standard for excellence in emergency services.

## WHO WE ARE:

### The Graham Fire Department Core Values

#### Courage

We act with unwavering resolve, stepping forward when others hesitate, always striving to do what is right despite fear or uncertainty.

#### Service

We selflessly serve our community with professionalism and compassion. Every moment is an opportunity to make a difference in the lives of those we protect.

#### Integrity

We value the public's trust. We will do the right thing, even when no one is watching.

#### Commitment

We are devoted to excellence, teamwork, and continuous improvement. We believe in a personal commitment to the organization and community.

## WHO WE ARE:

The Graham Fire Department organized in 1903 and was housed in the old City Hall until 1967 when the Fire Department was moved to the current City Hall complex.



## WHO WE ARE:

### Divisions of the Graham Fire Department

- Administration
- Operations
- Support Services
- Training
- Inspections & Investigations
- Community Risk Reduction

## WHO WE ARE:

### Graham Fire Department Personnel

#### Career Staff (14 FT Staff)

- Fire Chief
- Fire Inspector
- 3 Shift Captains (A, B, & C shifts)
- 6 Engineers (2 per shift A, B, & C)
- 3 Firefighter (1 per shift A, B, & C)

#### Part-Time Engineers & Firefighters

- 17 Part-Time Personnel

#### Volunteers

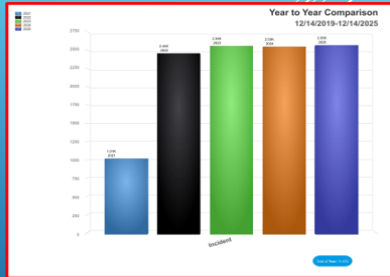
- 12 Firefighters
- 7 Support Members



## WHAT WE DO AND HOW:

### Operations

In 2024, we responded to 2,529 incidents. In 2025, we are on pace for 2,672 incidents which represents an increase of 5.66% from 2024.



## WHAT WE DO AND HOW:

### Support Services

- Career & Volunteer Onboarding Program
- Personal Protective Equipment (PPE) Program
- Apparatus Testing (pump testing, hose testing, etc.)
- Apparatus & Equipment Maintenance
- Annual Hydrant Testing Program
- Budgeting

Note: # of City Hydrants (800+)

## WHAT WE DO AND HOW:

### Training & Safety

- Annual Training Coordination for all GFD Personnel
- Annual Medical Physicals
- Annual SCBA Fit Testing
- Annual N95 Fit Testing
- Annual JPAT Testing (Job-related Physical Abilities Testing)
- Monthly Station Inspections (Coordination with City Safety Program)
- Budgeting

Note: 2025 Annual Training Hours (thru 11/2025) – 8,920 hours

## WHAT WE DO AND HOW:

### Fire Inspection & Investigations

- Annual Fire Inspection Program (*Initial Inspections, Re-Inspections, Complaint Inspections, Requested Inspections*)
- Plan Reviews & Technical Review Committee (TRC) for all new construction
- Smoke Alarm Program
- Fire Investigations
- Alamance Arson Task Force – Chairman

Note: # of businesses to be inspected on a 1, 2, or 3 year cycle – 600+

## WHAT WE DO AND HOW:

### Community Risk Reduction

- Community Outreach Programs (coordination with GPD & GRPD)
- Pre-Fire Planning
- Junior Firefighter Program Liaison
- Social Media Program
- Fire Prevention and Life Safety Programs
- Budgeting
- GFD Signature Events – First Responder Fridays, 9/11 5K, and City-Wide Santa Tour

Note: Community Engagement Events each year – 50+

## WHERE WE ARE WITH WHAT WE HAVE:

### Fire Station Location Analysis

In 2020 and 2024, the City of Graham retained NC Fire Chief Consultants to conduct comprehensive Fire Station Location Analyses.

These studies evaluated our current fire station location, community growth patterns, response coverage, and the potential need for additional fire stations to ensure adequate service delivery for a growing community.

## WHERE WE ARE WITH WHAT WE HAVE:

### Fire Station Location Analysis cont.

NFPA 1710 was used as the benchmark to evaluate the Graham Fire Department's current service delivery performance.

The following key components were evaluated:

- Call Processing Time
- Turnout Time
- Travel Time

## WHERE WE ARE WITH WHAT WE HAVE:

### Fire Station Location Analysis cont.

#### Total Response Time

(Call Processing, Turnout Time, and Travel Time)

National Standard – 6 minutes 20 seconds – 90% of the time

GFD – 7 minutes 49 seconds – 90% of the time

***Biggest Impact – Travel Times to the southeast  
and southwest parts of our city***

## WHERE WE ARE WITH WHAT WE HAVE:

### Fire Station Location Analysis cont.

#### Vulnerability Risk Index

Goal for most communities is a VRI of 90% or greater

**GFD is currently at 34%**

## WHERE WE ARE WITH WHAT WE HAVE:

### Fire Station Location Analysis cont.

#### Vulnerability Risk Index

Goal for most communities is a VRI of 90% or greater

Current VRI with 1  
fire station location  
downtown

**34%**

Adding 1 additional  
fire station location

Increases VRI to  
**54%**

Adding 2 additional  
fire station location

Increases VRI to  
**81%**

## WHERE WE ARE WITH WHAT WE HAVE:

### Staffing Levels

#### Daily Staffing Levels

4 full-time personnel working a  
48/96 rotation

#### Comparison with other local cities/towns in Alamance County

**Graham**  
(pop. 20,000)

4 personnel per shift  
1 Chief Officer  
1 Fire Inspector

**Mebane**  
(pop. 22,000)

10 personnel per shift  
2 Chief Officers  
2 Fire Inspectors

**Elon**  
(pop. 11,500)

7 personnel per shift  
3 Chief Officers  
1 Fire Inspector

## WHERE WE ARE WITH WHAT WE HAVE:

### NFPA 1710

Standard for personnel  
deployment based on  
occupancy type

Single Family  
Dwelling

16-17 personnel

Garden Style  
Apartments

27-28 personnel

Open-Air Strip  
Mall

27-28 personnel

GFD average personnel turnout for fire calls – 5.5 personnel

## WHERE WE ARE WITH WHAT WE HAVE:

### Volunteer Opportunities in the Graham Fire Department

- Firefighter and Non-Firefighter Options
- Traditional Volunteer Program
- Duty-Time Volunteer Program (*for volunteers that live outside the Graham City Limits*)
- Volunteer Shift Program

## WHERE WE ARE WITH WHAT WE HAVE & NEEDS FOR THE FUTURE:

### **Staffing Needs**

#### Graham Headquarters Station

Daily Staffing Levels

- Current level – 4 per shift
- Need – 6/7 per shift

*3 personnel staffing 1 engine each day*

*3 personnel staffing 1 ladder truck each day*

*1 Battalion Chief once a 2<sup>nd</sup> station is placed in service*

*Cost to add 6 firefighters (year 1) - \$419,475*



## WHAT WE NEED FOR THE FUTURE AND WHY:

### **Staffing Needs**

#### Graham Fire Station # 2

- Need – 3 per shift

*Total of 9 personnel*

*3 personnel staffing 1 engine each day*

*Cost of 9 firefighters (year 1) - \$629,212*

## WHAT WE NEED FOR THE FUTURE AND WHY:

### Staffing Needs

#### Graham Fire Administration

GFD currently operates with 1 administrator (Fire Chief)

*Departments the size of Graham are generally staffed with 2-3 administrative staff (example: Fire Chief & Division Chief)*

*(Mebane 2 & Elon 3)*

## WHAT WE NEED FOR THE FUTURE AND WHY:

### Apparatus Replacement

#### Current Fire Apparatus

- Engine 20 – 24 years old
- Engine 30 – 18 years old
- Engine 10 – 11 years old
- (Ladder) Truck 10 – 2 years old

## WHAT WE NEED FOR THE FUTURE AND WHY:

### Apparatus Replacement

#### NFPA Recommendations

Engines/Ladders – 15 years front line & 10 years in reserve

*Based on the number of annual responses, GFD Standard Operating Guidelines:*

- Engines – 10 years front line, 5 years in reserve
- Ladder – 15 years front line, 5 years in reserve



## WHAT WE NEED FOR THE FUTURE AND WHY:

### Apparatus Replacement

Engine 20 (24 years old) should be replaced in the next 12 months *(and coordinated with construction of the new fire station)*

Engine 30 (18 years old) should be replaced in the next 2 years

Estimated cost of a new Fire Engine - \$900,000

## WHAT WE NEED FOR THE FUTURE AND WHY:

### Progress and Fiscal Responsibility

While our needs remain significant, the Graham Fire Department has made meaningful progress despite being understaffed for many years and operating without a formal apparatus and equipment replacement plan.

We recognize that funding is not always immediately available to address every need facing the department or the City.

Moving forward, we will continue working closely with the City Manager's Office to ensure that our requests reflect operational needs rather than wants, while maintaining responsible and sustainable planning.



## WHAT WE NEED FOR THE FUTURE AND WHY:

As your Fire Chief, my focus is to strategically place fire stations, apparatus, and certified staffing in areas of our community that are currently underserved.

Through strategic planning and targeted initiatives, we can strengthen emergency response, improve service delivery, and continue accomplishing great things for the citizens of Graham.

Thank you for the opportunity to highlight the dedicated men and women of the Graham Fire Department and the work they do each day to protect and serve our community.

## PUBLIC WORKS DEPARTMENT – DIRECTOR BURKE ROBERTSON:

### WHO WE ARE:

.....

### Public Works

Street Department

Property Maintenance

Sanitation

Garage

### Growth

State 1990 6.6 million  
2024 11.04 million 67% increase

County 1990 108,000  
2023 179,165 65% increase

Graham 1990 10,462  
2024 20,330 94% increase

### Traffic Data

AADT 85/40 at Main St 2002 97,000  
2023 132,000

AADT at entry points excluding the Interstate to Graham  
is over 120,000

### WHO WE ARE:

....

### Street Department

Stormwater

Sidewalks

Signs

Roads

TRC

Inspections

Street lights

Grading Projects

Traffic Signals

Inclement Weather/Emergencies

Average Years of Service

6 Years 1 Months

## WHAT WE DO AND HOW:

.... Over 2000 work orders since July 1<sup>st</sup>...

**Pothole repairs - 225 in the past 12 months**

**Streetlights - \$220,000 per year and growing**

**Utility Patches - 69 in past 12 months**

**Road Repairs – 44 in past 12 months**

## WHERE WE ARE WITH WHAT WE HAVE:

### RESURFACING HISTORY

Between 1992 and 2012, only 24 miles of roads were resurfaced for an average of 1.2 miles per year, less than half of the City road network.

From 2013 to the current year, 25.9 miles of roads have been resurfaced for an average of 2.15 miles per year for the last 12 years. At current miles per year, we will resurface well less than half the network by 20 years.

When all the approved sub-divisions are complete, there will be 85 miles of City streets.

To maintain the current road condition, 5 miles should be resurfaced annually.

### COST SAVINGS MEASURES

Increased paving course from 8 inches of stone and 2 inches of asphalt in two lifts to 10 inches of stone and 3 inches of asphalt on two lifts for new subdivisions. This is to help increase road life and extend the paving cycle to 20 years.

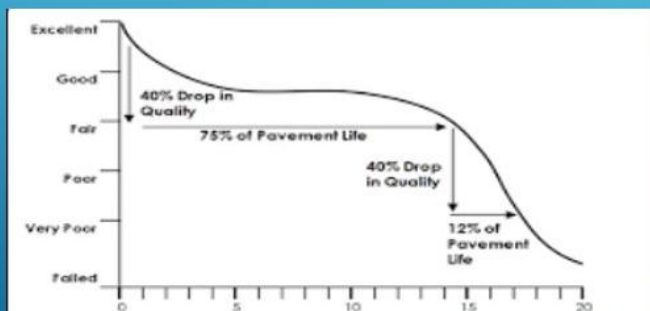
Reduced road width for residential streets from 31 feet BOC to 27 feet BOC.

Increased testing standards, requirements, testing and inspections for new roads to help increase life cycle.

Testing various seal coats and rejuvenators along with crack sealing to try and stretch paving dollars.

### PAVEMENT LIFE

The lifespan of a well-constructed asphalt road before it needs resurfacing is 15 to 20 years. Delaying maintenance allows water to damage the subgrade. Due to delayed maintenance, we are spending an additional \$50,000 to \$90,000 per mile on average repairing roads before resurfacing.



## POWELL BILL

Powell Bill allocations are based on 75% population and 25% road mileage.

2025 Projection \$650,000

Powell Bill funding per mile of road = \$2,005.14, per person = \$25.19.

## Resurfacing Cost

20' ribbon paved road = \$163,915.00 per mile.

25' BOC street, = \$220,586.00 per mile.

27' BOC street, = \$242,645.00 per mile.

31' BOC street, = \$286,762.00 per mile.

## City Streets

Miles of City Streets 2006 - 57.61 miles

2024 - 63.55 miles

Streets being built/approved - 21.91 miles

Future total miles of City streets - **85 miles**

21.91 miles = \$6,240,000 future resurfacing liability  
(at today's prices)

## Street Department Fleet

Average age of our snow removal Equipment 22 years old.

53% of vehicles and equipment are over 20 years old.

## WHO WE ARE:

### ..... Property Maintenance

Cemeteries

Loose Leaf Collection

Landscaping/Grounds/Tree  
Maintenance

Building Maintenance

Park Maintenance

Average Years of Service  
10 years 5 months



## WHAT WE DO AND HOW:

- .... Two Cemeteries total approximately 30 acres
- Maintained by 3 employees
- Currently 210 graves available for sale at Graham Memorial
- Linwood Cemetery is being mapped and having a GIS layer created.
- 50% of Property Maintenance vehicles are over 20 years old.

## WHAT WE DO AND HOW:

....



## WHAT WE DO AND HOW:

.... Boom mowing and ROW spraying and tree trimming.



## WHAT WE DO AND HOW:

.... Horticulture/Landscaping.

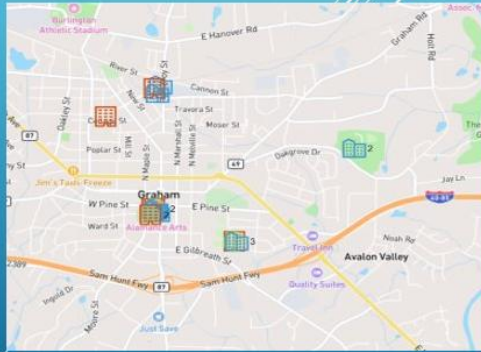
We raise all our flowers from seed and mostly from seeds harvested from last year's flowers, except for pansies that we raise from plugs.



## WHAT WE DO AND HOW:

### ....Building Maintenance.

Property Maintenance started taking care of building maintenance for General Fund buildings July 1<sup>st</sup>. To date, we have had 124 workorders for repair in addition to monthly inspections and maintenance.



## WHAT WE DO AND HOW:

### ....Park and Grounds Maintenance.

We maintain more than 86 acres of grounds between our Parks and Facilities



## WHAT WE DO AND HOW:

### ....Park Maintenance.

We do monthly inspections and repair of Playground equipment as well as ballfield, walking tracks, and shelters.





## WHAT WE DO AND HOW:

....Loose Leaf Collection/Compost Program.



## WHAT WE DO AND HOW:

....Tree City USA for 43 Years.



## WHO WE ARE:

.....

### Sanitation

Solid Waste Street Sweeping

Yard Waste

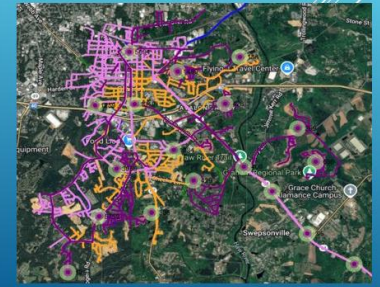
Bulk/Junk Pick Ups

Recycling Contract

Average years of Service  
13 years 2 months

## WHAT WE DO AND HOW:

Weekly sanitation services to over  
6,200 houses  
and  
growing...



## SOLID WASTE

Residential growth has an immediate effect Sanitation.

Weight, volume, and time are limiting factors on the size of trash routes.

\*Due to Federal bridge standards, legal weight is about 8.5 tons.

\*Body has 28 cubic yard capacity.

\*700 carts in 8 hours is approximately 40 seconds per cart  
with 1 hour to go to landfill and back.

## SOLID WASTE TONNAGE

2014-2015 budget year; 297.64 tons per month. Population 14,306

2023-2024 budget year; 391.36 tons per month. Population 18,253

2024-2025 budget YTD; 484.06 tons per month. Population 20,330

This represents a 63% increase in tonnage or 25 extra trips to the landfill per month  
since 2014-2015 budget year.

## FUELMASTER VEHICLE FUEL USAGE REPORT

Page 1 of 1

From Date: 1/1/2021

To Date: 12/30/2021

Print Date: 12/30/2021 Time: 8:49:52AM

Transactions for Vehicle:	00000226	Peterbilt	First Transaction Date:	1/5/2021	Last Transaction Date:	12/20/2021
Customer:	000010580	Grade: 2 Diesel	Daily Allot:	120	Trans Limit:	60 PTO: P
Chrono:	N/A	N/A	N/A	N/A	N/A	Odometer:
First:	0	0	0	0	0	29,003
Last:	0	0	0	0	0	39,235
Difference:	0	0	0	0	0	10,232
Fuel Pumped:	4,390.40					

VEHICLE	DESCRIPTION	EXCEPTIONS
00000226	Peterbilt	Chronometer #1 Unchanged Chronometer #2 Unchanged Chronometer #3 Unchan

Automated Trash Truck 2.33 mpg

## SANITATION OPERATIONAL COST

### 2024-2025 Budget Year:

\*Maintenance and repair of trucks, \$77,668.33. In the first 6 months of the current year, we have spent over \$11,000.00 on tire repair/replacement.

\*Recycling Contract - \$415,600.00. The upcoming budget year is the last year of rollover.

\*Current Refuse and Recycling fee \$14.50 per month

\*Includes a subsidy of \$13.70 per month per house

30% of Sanitation vehicles are over 20 years old

## SANITATION OPERATIONAL COST

Why is Recycling so expensive?



## WHO WE ARE:

### Garage

Maintenance and Repair

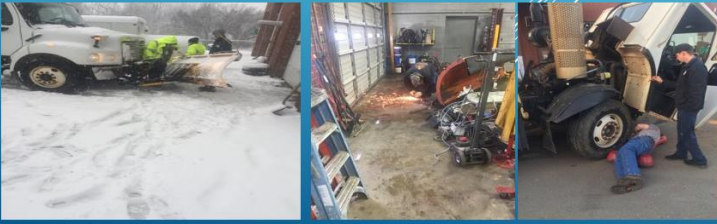
Welding and Fabrication

Bulk Fuel

Average Years of Service  
18 years 9 months

## WHAT WE DO AND HOW:

.... Maintains and repairs our fleet of over 550 vehicles, trailers, and equipment as well as maintaining our fuel system.



## Fuel

City used 99,753 gallons of gas and Diesel fuel from January 1 to December 31, 2024.

Average combined cost per gallon; \$2.70.

## WHAT WE NEED FOR THE FUTURE AND WHY:

Replacement equipment for current fleet.

New equipment to address growth.

New technology/equipment to increase efficiency and lower cost.

Start planning for Cemetery expansion.

Additional staff to address growth.

Increased funding for aging infrastructure.

Need to take care of what we got before we build more...

## RECREATION AND PARKS DEPARTMENT – DIRECTOR BRIAN FAUCETTE:

## RECREATION AND PARKS

Brian Faucette, Director

## WHO WE ARE:

### RECREATION DIVISION

#### STAFFING

##### Full Time

Director

Marketing Supervisor

Program Manager

Athletic Supervisor

Center Supervisor

Youth Programs Director

##### Part-time

Facility Supervisor (2) - Facility Attendant (6-8)

Asst. Camp Director (2) - Camp Counselor (9)

Center Maintenance (2) - Center Attendant (4)

Ice Rink staff (10)

#### OPERATIONS

Downtown Signature Events - Special Events

Fitness Programs - Youth & Adult Athletics

Cultural Programs - Day Camp & Afterschool

Facility Rentals

##### Indoor Recreation Facilities

Graham Recreation Center

Graham Historical Museum

Graham Civic Center

Maple Street Center



## WHAT WE DO:

### YOUTH ATHLETICS

- Soccer (spring/fall)
- Lacrosse
- Baseball/T-ball
- Softball
- Flag Football
- Basketball
- Summer Athletic Camps



### ADULT ATHLETICS

- Pickleball (spring/fall)
- 30+ Basketball (open play)
- Senior Games



## WHAT WE DO:

### YOUTH ATHLETICS

### ADULT ATHLETICS

- 30+ ADULT BASKETBALL OPEN GYM
- ALAMANCE-BURLINGTON SENIOR GAMES  
GRPD staff work with all recreation departments across Alamance Co. to provide a variety of games and activities for adults 50+ years of age.
- PICKLEBALL – (spring / fall)  
24 teams – 48 players – all practices & games held at the pickleball courts at Cooke and S. Graham Parks and the Graham Recreation Center

- SOCCER – (spring / fall)  
5U, 6U, 8U, 10U – 18 teams – 194 players – all practices & games held in the outfields of Cooke Park baseball fields  
14U – 4 teams – 61 players – all practices and games held at football field at Graham Middle School (ABSS joint use facility)
- BASEBALL  
8 teams – 109 players – all practices & games held on the three fields at Cooke Park
- T-BALL  
3 teams – 41 players – all practices and games held at Johnson Ave. Field or Cooke Park Field #1
- SOFTBALL  
2 teams – 22 players – all practices and games held at Cooke Park fields
- FLAG FOOTBALL  
8 teams – 82 players – all practices & games held in the outfields of Cooke Park Field #3
- BASKETBALL  
41 teams – 418 players – all practices & games held at the Graham Recreation Center or the Ray St. Academy Gym (ABSS joint use facility)
- SUMMER ATHLETIC CAMPS  
Lacrosse Camp – 13 athletes – held at football field at Graham Middle School  
Basketball Camp – 20 athletes – held at Graham Recreation Center  
Flag Football Camp – 19 athletes – held at Cooke Park Field #3

## WHAT WE DO:

### AFTERSCHOOL ave. 20 daily participants



- Provides pick-up service at North and South Graham Elementary, Rivermill Academy, Graham Middle, Haw River Elementary, Andrews Elementary, and Newlin Elementary
- Utilizes 44 passenger activity bus and 14 passenger mini-bus
- Homework "Power Hour" held in Room #1
- Physical activities held in Gym #1 and playground
- Provides care afterschool and during teacher workdays
- Program includes field trips during teacher workdays and seasonal activities such as the Thanksgiving meal

### DAY CAMP 172 participants

- 13 weeks
- Daily trips
- Free lunch/snack option





## WHAT WE DO:



- 50% increase in overall rental revenue since 2023
- Park Shelter rentals – 310 (2025)
- Recreation Center
  - Afterschool – 5 days per week
  - Senior Meal site – 5 days per week
  - Summer Day Camp – 5 days per week – 13 weeks
  - Basketball Games – 6 days per week in season
  - Average monthly rentals to the general public – 2.5
- Serves as Voting Site for early voting and Election Day, rain location for GRPD concerts, movies, athletic programs, City Health Fair, GPD & GFD events, and hosts numerous team parties throughout the year
- Maple St. Center
  - Average monthly program rentals – 24
  - Average monthly City/partner programs – 7
- Civic Center
  - Average monthly City training/programs – 11
  - Average monthly rentals to the general public – 5.5
- Serves as an Election Day voting site, hosts City Lunch & Learn programs, Employee Recognition luncheons, and training sessions for GPD and GFD.
- Graham Historical Museum
  - Open to the public approx. 100 days per year
  - Hosts several group tours per year
  - 550+ visitors (2025)



## Facility Usage



## WHAT WE DO:



## Signature Events

- Arts Around the Square
- Thursday at Seven Concert Series
- Slice of Summer
- 9/11 5K
- Pumpkin Bash
- Downtown Graham Ice Rink



## WHAT WE DO:



## Community Events

- Arbor Day Celebration
- Summer Chill & Thrill
- Movies in the Park
- Trick or Treat @ The Rec. Center
- Juneteenth Celebration
- Christmas Tree Lighting
- First Responder Fridays





## WHAT WE DO:

### Fitness Programs

- Graham Walks
- Hikes with Hounds
- Drums Alive
- ecoExplore @ S. Graham Park Nature Trail



## WHO WE ARE:

....

### GRAHAM/MEBANE LAKE DIVISION

50%/50% financial share between Graham and Mebane with Graham performing daily operations

#### STAFFING

Full Time  
Lake Warden

Part-time  
Asst. Lake Warden (2)  
Lake Attendants (6)  
Kayak Program staff (2)

#### FACILITIES

Marina Building  
Fishing Pier (2)  
Boat Dock (2) Boat Slips (12)  
Kayak Launch (1)

#### OPERATIONS

Preserve Lake Buffer  
Provide Recreational Opportunities

## WHAT WE DO:



### Lake Programs

- Tournaments
  - Big Bass Tournament (season)
  - Catfish Tournaments (4) (single night)
  - Single Day Bass Tournament
- Family Events
  - Kids' Fishing Day
  - Pontoon Boat Tours
  - Paddle Trips
- Habitat Restoration Project

## WHAT WE DO:



### Operations

• Total # of Visitors	16,908
• Annual Boat Launches	
• Motor	3,445
• Non-Motor	658
• Annual Visitors	
• Bank Fishing	5,398
• Passive Visitors	3,613
• Annual Rentals - Kayak/Canoe/Jon Boat	736

## HOW WE DO WHAT WE DO:



### Talented Staff

RECREATION DIVISION	LAKE DIVISION
• Six FT staff	• One FT staff
• 35+ PT staff	• 8+ PT staff

### Dedicated Volunteers

- All Youth Athletic Coaches (84 teams-2025)
- Historical Museum Board (staffs Museum 8 hrs./week)
- Recreation Commission
- Hikes with Hounds
- Bluebird Trail monitors

## HOW WE DO WHAT WE DO:

### Partnerships



- Youth Athletics (Gibsonville Rec. & Parks, Green Level Rec. & Parks)
- Active Alamance App (Impact Alamance)
- 9/11 SK (GFD, GPD)
- First Responder Fridays (GFD, GPD)
- Alamance Adventure Race (Alamance Parks, Burl. Rec. & Parks, Mebane Rec. & Parks, Gibsonville Rec. & Parks)
- Hikes with Hounds (Burlington Animal Service, Burl. Rec. & Parks)
- Coffee & Conversation (Burl. Rec. & Parks)
- Sunflower Field @ Graham Regional Park (Ag. Extension Agency, Public Works)
- Habitat Restoration @ Graham-Mebane Lake (NC Wildlife Resources Commission)
- Esperanza (Alamance Citizens for a Drug Free Community, Alamance Arts)
- Arbor Day Celebration (Graham Appearance & Tree Board, Public Works)
- Alamance-Burlington Senior Games (Burl. Rec. & Parks, Alamance Parks, Mebane Rec. & Parks)
- Bluebird Trail (Burlington Bird Club)
- [ecoExplore](#) (Stormwater Smart)
- [StoryWalk](#) @ Graham Middle School (Graham Public Library)



## WHERE WE ARE WITH WHAT WE HAVE:

### Athletic Programs are at or past capacity.

- Adult Pickleball is completely full.
- 2025 Waitlist for Youth Athletics:
  - spring soccer – 30
  - baseball – 20
  - flag football – 19
  - soccer – 26
  - basketball – 81

The GRPD currently has court capacity to grow the adult pickleball program and are exploring options to expand gymnasium capacity for the youth basketball program.

However, field capacity is maximized. 5U, 6U, 8U, & 10U youth soccer leagues currently use the outfields of the baseball fields at Bill Cooke Park. This limits the number of teams per league and limits the number of baseball/softball tournaments we are able to host which limits revenue development.

The 14U youth soccer league uses Apollo Field, a joint-use facility owned by ABSS but maintained by the City. The shared use of this facility limits capacity for GRPD programs.

## WHAT WE NEED FOR THE FUTURE AND

### WHY:

Development of  
Graham Regional  
Park

#### Need from Council:

Identify priorities for  
development

Set planning/design/  
construction timeline

#### GRPD Program priority

1. Multi-purpose Fields

#### Community identified priorities

1. Splash Pad
2. Trails

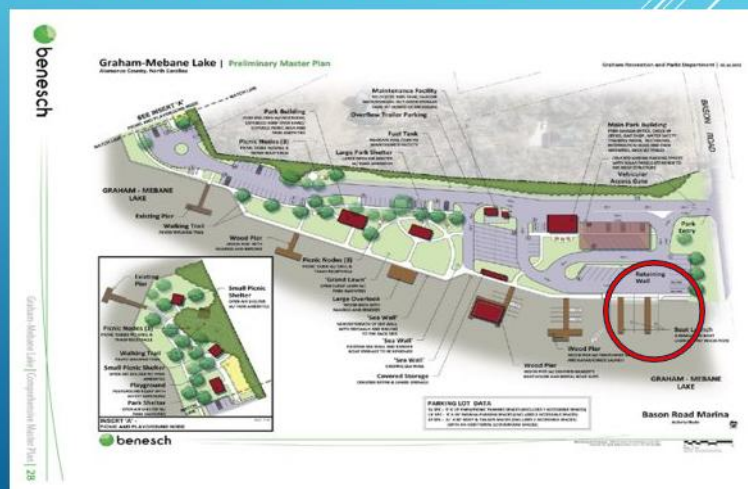


## WHERE WE ARE WITH WHAT WE HAVE:

### Lake Issues

Ramp replacement project  
(ARPA funded)

Trespassing issues with  
adjacent landowners



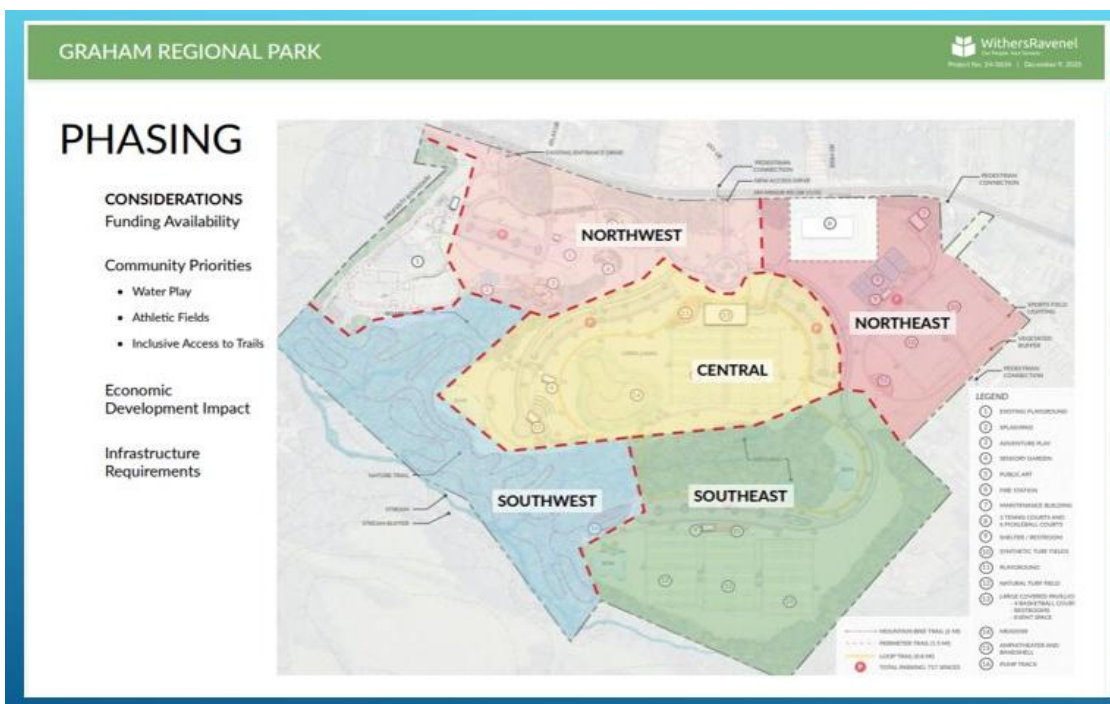
## WHAT WE NEED FOR THE FUTURE AND WHY:

Clear communication with Public Works staff as it relates to park maintenance

Increased budget for Special Events and Programs

Adequate financial support for staffing as facilities and programs expand

Adequate financial support for PT staff





## COST ESTIMATE

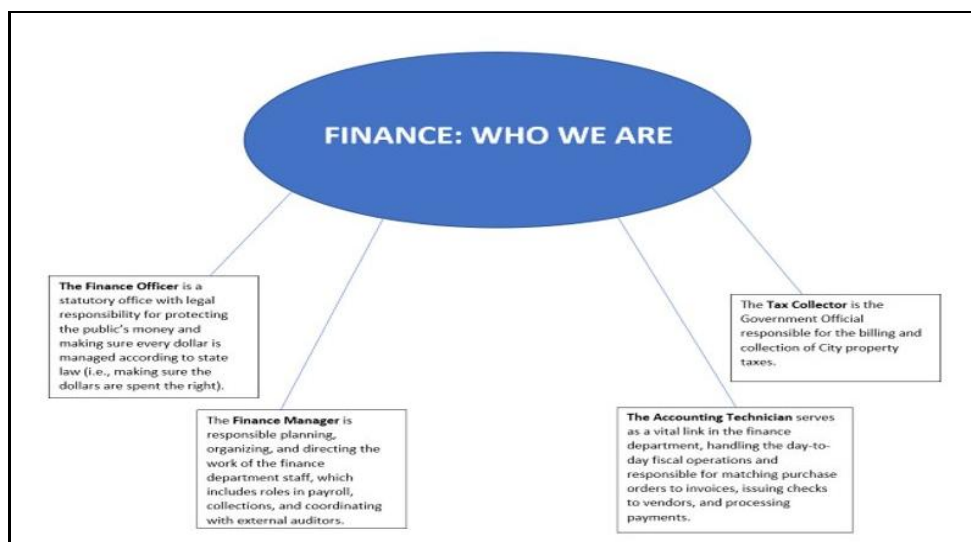
ITEM	ESTIMATED COST
Demolition and General Site Work	\$2.7 mil
General Improvements (Paving, Site Lighting, Walls, Roadway Improvements)	\$12 mil
Buildings (Shelter / Restrooms, Maintenance Building, Multipurpose Pavilion)	\$7.2 mil
Multipurpose Fields (5)	\$3.8 mil
Synthetic Turf Fields (2)	\$2.8 mil
Playgrounds (3)	\$0.9 mil
Tennis Courts (3) and Pickleball Courts (3)	\$0.7 mil
Amphitheater	\$1.1 mil
Pump Track	\$33 k
Adventure Play	\$0.6 mil
Sensory Garden	\$0.5 mil
Splashpad	\$0.5 mil
Utilities	\$1.9 mil
Stormwater Management	\$0.4 mil
Landscape	\$5.5 mil
Miscellaneous (Signage, Site Furnishings)	\$90 k
<b>Subtotal</b>	<b>\$40 mil</b>
Contingencies, Insurance, Escalation	\$23 mil
Design Fees, Construction Materials Testing	\$4.1 mil
Due Diligence (Survey, Wetland/Environmental Analysis, Geotech Borings)	\$0.2 mil
<b>Total Project Cost</b>	<b>\$68.3 mil</b>

ADMINISTRATION AND NON-DEPARTMENTAL (GENERAL FUND AND UTILITIES) – CITY MANAGER MEGAN GARNER AND ASSISTANT CITY MANAGER AARON HOLLAND:

## FINANCE

### WHO WE ARE:

- Aaron Holland, Assistant City Manager & Finance Officer
- Theresa Turner, Finance Manager
- Sandy Callahan, Tax Collector
- Laura Young, Accounting Technician



#### **WHAT WE DO AND HOW:**

- Manages the City's financial resources, including investment and debt portfolios
- Accounting, Cash Management, Inventory/Capital Asset Management, Government Reporting, and Purchasing

#### **WHAT WE DO AND HOW:**

- Responsible for administering the City's financial policies and procedures, maintaining complete records of all financial transactions, and ensuring the City's sound financial position
- Other duties include accounts payable, accounting, cash management, inventory/capital asset management, government reporting, and purchasing

#### **WHAT WE DO AND HOW:**

- Manages general fund budget of over \$22 million
- Manages utilities fund budget of over \$13 million
- Process payroll for over 200 employees

#### **WHERE WE ARE WITH WHAT WE HAVE:**

- Multiple software modules implemented:
  - Tax billing & Miscellaneous A/R
  - Finance
  - Utility billing
  - Payroll

#### **WHERE WE ARE WITH WHAT WE HAVE:**

- Contract with Cobb, Ezekial & Loy for internal audit work
- Contract with Stout, Stuart, McGowen & King for external audit work
- Maintains a 97+% tax collection rate

#### **WHAT WE NEED FOR THE FUTURE AND WHY:**

- Continue to streamline processes to increase efficiency
- Development of long-term financial plan for funding capital

## **ADMINISTRATION & TOURISM**

#### **WHO WE ARE:**

- City Manager – Megan Garner
- Assistant City Manager – Aaron Holland
- City Clerk – Renee Ward
- HR Director – Lorrie Andrews
- HR Assistant – Taylor Murray
- PR Specialist – Kalie Gorham



## **WHO WE ARE:**

### **City Manager**

- Serves as the chief executive officer for the City and is responsible to the City Council for administering all municipal activities placed in her charge.
- Responsible for carrying out decisions of City Council, providing leadership to staff, and overseeing the daily operations of City Government.
- Prepares and submits the annual budget to the Council.

## **WHAT WE DO AND HOW:**

### **Assistant City Manager**

- Hold the critical leadership position supporting the City Manager in running the City and is a link to City staff.
- Supports all aspects of developing programs and policies, directing operations, managing growth and development, and assisting in developing and managing the City's budget.
- Manages capital improvement projects, prepares capital improvement grants, and completes required reporting.

## **WHAT WE DO AND HOW:**

### **City Clerk**

- Custodian of all proceedings of the City Council and appointed boards and commissions.
- Processes ordinances and resolutions for filing, provides information to the public, manages all public records requests, directs the retention of all City records, and engages in research projects.
- Serves as liaison between the City and the public with respect to such matters as complaints, requests, and suggestions.

## **WHAT WE DO AND HOW:**

### **Human Resources**

- Provides a range of comprehensive services that include
  - employee selection and recruitment
  - salary and compensation
  - Benefits and professional development
  - employee relations
  - employee health and wellness
  - compliance with federal and state safety regulations

## **WHAT WE DO AND HOW:**

### **Tourism**

- Newly funded position for FY26
- Promote Graham, re-engage our social media presence, encourage tourism, and use of City facilities.

## **WHERE WE ARE WITH WHAT WE HAVE:**

### Administration

- Long-Term Financial Planning
  - Davenport & Associates
- Organizational Restructures
  - Finance Manager
  - Water Billing
  - Building Maintenance
  - Engineering

## **WHERE WE ARE WITH WHAT WE HAVE:**

### Human Resources

- New Personnel Policy effective 2025
- Active Wellness Committee & Initiatives
- Annual Employee Health Fair

## **WHERE WE ARE WITH WHAT WE HAVE:**

### Tourism - Projects underway include:

- Webpage audit in preparation for an upcoming redesign
- City logo redesign
- Banner refresh in conjunction with Appearance Commission
- Funds from last fiscal year were used to purchase the new digital City Hall campus sign
  - Serves as a versatile communication tool for informing, engaging, and assisting the public

## **WHAT WE NEED FOR THE FUTURE AND WHY:**

- City Council priorities for FY26-27
- Clear direction on tax rate and fee schedule
- Funding for employee recruitment and retention

Council Member Whitaker shared that NCDOT had approved the crosswalks and the next step would be to put the job out for bid to get a firm price. She said this would be taken from the \$600,000 received from the State.

Mayor Dickey asked how much would be left over.

Assistant City Manager Holland stated the crosswalks would cost approximately \$500,000, and \$13,000 was used for pedestrian improvements.

Mayor Pro Tem Hall inquired about the cost of rewriting the UDO.

Assistant City Manager Holland stated the cost would be between \$150,000 and \$200,000 over two years. He added that this would need to go through the bid process.

Council Member Chin inquired about expanding the reservoir and felt it should not wait.

City Manager Garner reminded Council that anything they wanted to fund after learning about the various departments and what is needed would need to come from additional revenue, and that one penny on the tax rate would equate to \$270,000.

City Manager Garner thanked Council for attending and learning more about how the City operates. She reminded Council of the Goal Setting Session set for January 20, 2026.

## ADJOURN

Motion by Mayor Pro Tem Hall to adjourn, seconded by Council Member Whitaker. The motion passed unanimously. The meeting was adjourned at 3:24 p.m.

*Renee M. Ward, CMC*  
City Clerk



# STAFF REPORT

SUBJECT:	BUDGET AMENDMENT – MEMORIAL BENCH
PREPARED BY:	BRIAN FAUCETTE, DIRECTOR OF RECREATION AND PARKS

## REQUESTED ACTION:

Approve a budget amendment in the amount of \$1,500 for the purchase of a memorial bench to be placed at Graham Regional Park.

## BACKGROUND/SUMMARY:

Members of the community donated \$1,500 for the purchase of a park bench to memorialize their friend, Danny Ayers, to be placed near the water feature at Graham Regional Park.

The bench to be purchased is similar to the current benches in the natural playground section of the park.

## FISCAL IMPACT:

The donation of \$1,500 will offset the cost of the bench. The remaining cost will be covered by the current budget allocation in 10-6200-7000 (Small Equipment Purchases). The Parks Maintenance Division will install the bench.

## STAFF RECOMMENDATION:

Approval

## SUGGESTED MOTION(S)

I move we approve the proposed budget amendment in the amount of \$1,500 to offset the cost to purchase a bench to be placed at Graham Regional Park to memorialize Danny Ayers.





**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)
Small Equipment	1,500.00	3,000.00	1,500.00		1,500.00
			-		-
	1,500.00	3,000.00	1,500.00	-	1,500.00

**Section 2.**

**REVENUES**

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Recreation Donations	\$2,000.00	\$3,500.00	\$1,500.00		\$1,500.00
	2,000.00	3,500.00	1,500.00	-	1,500.00

Adopted this 13th day of January 2026.

Attest:

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

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



# STAFF REPORT

SUBJECT:	CONTRACT EXTENSION FOR 10-INCH WATER LINE EXTENSION PROJECT
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

## REQUESTED ACTION:

Approve the contract extension in the amount of \$7,771,440.00 for the water line replacement project.

## BACKGROUND/SUMMARY:

Work is currently underway on Phase I of the 10-inch water line replacement project. As part of an effort to maximize cost savings and efficiency, it has been recommended by our engineers (AWCK) to include portions of work from Phase II via a change order in the amount of the original contract amount (\$7,771,440.00). By not exceeding this amount and approving a contract extension, this will allow the contractors that have already mobilized and are on site to continue work on schedule.

## FISCAL IMPACT:

The funding for this project has already been received.

## STAFF RECOMMENDATION:

Approval

## SUGGESTED MOTION(S)

I move we approve the contract extension in the amount of \$7,771,440.00 for the water line replacement project.



# 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 February 28, 2026.

## BACKGROUND/SUMMARY:

The City Council approved an audit contract with Stout, Stuart, McGowen & King on July 8, 2025. Due to the replacement of staff and the need to ensure 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 kept informed of the status and provided with all available documentation so they can 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 February 28, 2026.

Whereas	Primary Government Unit
and	Discretely Presented Component Unit (DPCU) (if applicable)
and	Auditor

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for Fiscal Year Ending  and originally to be submitted to the LGC on Date

hereby agree that it is now necessary that the contract be modified as follows.

Modification to date submitted to LGC	Original date	Modified date
Modification to fee	Original fee	Modified fee

Primary Other  
(choose 1)(choose 0-2)

#### Reason(s) for Contract Amendment

Change in scope  
Issue with unit staff/turnover/workload  
Issue with auditor staff/turnover/workload  
Third-party financial statements not prepared by agreed-upon date  
Unit did not have bank reconciliations complete for the audit period  
Unit did not have reconciliations between subsidiary ledgers and general ledger complete  
Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger  
Unit did not have information required for audit complete by the agreed-upon time  
Delay in component unit reports  
Software - implementation issue  
Software - system failure  
Software - ransomware/cyberattack  
Natural or other disaster  
Other (please explain)

#### Plan to Prevent Future Late Submissions

If the amendment is submitted to modify the date the audit will be submitted to the LGC, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Audits are due six months after fiscal year end (ten months after fiscal year end for housing authorities). Indicate NA if this is an amendment due to a change in cost only.

#### Additional Information

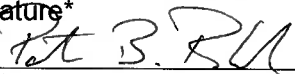
Please provide any additional explanation or details regarding the contract modification.

**By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.**



## SIGNATURE PAGE

## AUDIT FIRM

Audit Firm*	
STOUT STUART MCGOWEN & KING, LLP	
Authorized Firm Representative* (typed or printed) Patricia B. Rhodes	Signature* 
Date* 12/19/25	Email Address pbrhodes@ssmklp.com

## GOVERNMENTAL UNIT

Governmental Unit*	
City of Graham	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed) Chelsea Dickey	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

## GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

**\*ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT\***

*(Pre-audit certificate not required for hospitals)*

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Primary Governmental Unit Finance Officer* Aaron Holland	Signature*
Date of Pre-Audit Certificate*	Email Address* aholland@cityofgraham.com

**SIGNATURE PAGE – DPCU**  
**(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU	
Date DPCU Governing Board Approved <b>Amended</b> Audit Contract (If required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**  
**\*ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT\***  
*(Pre-audit certificate not required for hospitals)*

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

DPCU Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address

**CITY OF GRAHAM**  
**REFUNDS**

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**JANUARY**

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR REFUND</u>	<u>REFUND AMOUNT</u>
4003	2025	BOULDIN, JOHN	QUALIFIED FOR DISABLED VETERAN EXEMPTION	\$139.46
2617	2025	COOPER, NATESHA KYRA ETAL	QUALIFIED FOR DISABLED VETERAN EXEMPTION	\$139.46

***TOTAL REFUNDS***      ***278.92***

CITY OF GRAHAM  
RELEASE ACCOUNTS

---

**JANUARY**

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR RELEASE</u>	<u>AMOUNT RELEASED</u>
4713	2025	CHAMBERS, ALICE MAE	QUALIFIED FOR HOMESTEAD EXEMPTION	\$301.61
19611	2025	CREEK BEND MHP	MHP NO LOCATED IN CITY LIMITS OF GRAHAM	\$68.58

***TOTAL RELEASES***      ***\$370.19***



# STAFF REPORT

SUBJECT:	PARK HOURS
PREPARED BY:	BRIAN FAUCETTE, DIRECTOR OF RECREATION AND PARKS

## REQUESTED ACTION:

Set consistent operating hours for Graham Regional Park, Bill Cooke Park, and South Graham Park.

## BACKGROUND/SUMMARY:

GRPD staff arriving to work early in the mornings or working athletic events at night often experience citizens using the parks outside of the existing operating hours of sunrise to sunset. The most common activities include early morning/late evening walking during the summer and tennis/pickleball and basketball using the lighted courts.

A major focus of the GRPD is to provide facilities that allow citizens to enjoy the benefits of nature and to be physically active. To better meet this goal, GRPD staff proposes to post the following park hours to formally allow citizens access to our facilities:

6:00am – 9:00pm – March – October  
6:00am – 7:00pm – November – February

The present city ordinance states:

### Sec. 14-82. - Hours of operation.

Parks shall be open to the public as posted or scheduled on each day of the week. It shall be unlawful for any person to enter a park at any other time except when the facility is being operated under the supervision of the city recreation and parks department and/or a designated agent.

Based on the current ordinance, the only action needed to change park hours is posting updated signage.

## FISCAL IMPACT:

Immediate fiscal impact will be a minimal cost to update vinyl lettering on rule signs at Cooke Park and South Graham Park and updating lettering on a sign made by the Graham Street Dept. at Graham Regional Park.

Future budget considerations will be related to replacing/updating lighting at the Cooke Park tennis/pickleball courts and the S. Graham Park basketball and tennis/pickleball courts.

## STAFF RECOMMENDATION:

Staff recommends setting park hours for Graham Regional Park, Bill Cooke Park, and South Graham Park to:

6:00am – 9:00pm – March – October  
6:00am – 7:00pm – November - February



# STAFF REPORT

SUBJECT:	SESQUICENTENNIAL PARK DISCUSSION
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

## REQUESTED ACTION:

Discussion options for the Sesquicentennial Park project.

## BACKGROUND/SUMMARY:

City staff presented bids at the May 2025 City Council meeting from 2 contractors (Pinam Construction and H.F. Mitchell Construction) that submitted varying costs based on parameters set by the City's Public Works Director, Burke Robertson.



A Public Hearing was scheduled for the September 2025 City Council meeting and the public provided comment at that meeting. Upon consideration from the public and review of costs associated with the site, staff was directed by Council to preserve elements of the park (i.e., bricks, benches, pergola, etc.) and stabilize the grounds until further notice.

## FISCAL IMPACT:

The total costs for remediation are dependent on the option selected.

## STAFF RECOMMENDATION:

N/A

## SUGGESTED MOTION(S):

### **BASE BID**

The following work is to be included in the base bid lump sum bid:

1. Removal of all existing landscaping, structures, and brickwork saving all memorial bricks, benches, clock and Pergola. Items are to be transported to Public Works for storage.
2. Grading of the site to provide drainage.
3. Seeding and strawing to prevent erosion and provide a finished grassed surface.

### **ALTERNATE BID NO. 1**

The following work is to be included in Alternate Bid No. 1:

1. Excavate debris and unsuitable soil to as directed by soils engineer and properly disposed. Payment by measured cubic yard, include 200 cu. yd. in base bid.
2. Backfill with suitable soil and grade site to provide drainage. Payment by measured cubic yard, include 200 cu. yd. in base bid.
3. City to provide soil testing.

### **ALTERNATE BID NO. 2**

The following work is to be included in Alternate Bid No. 2:

1. Rebuild Park per original plans minus bell tower reusing all bricks, benches, clock and pergola to greatest extent possible. All replacement materials to be provided.
2. Memorial bricks to be placed in original position.
3. Use new brick pavers for area where bell tower was removed.
4. Electrical to be reinstalled and low voltage lighting to be replaced with LED.
5. Reinstall irrigation system.
6. Backfill planters to 1 foot below top of beds with fill dirt.
7. Surveying/staking to be provided by Contractor.
8. City to provide soil testing.

### **ALTERNATE BID NO. 3**

The following work is to be included in Alternate Bid No. 3:

1. Rebuild Park per original plans minus bell tower reusing only brick pavers, benches, clock and pergola. All other materials to new and provided.
2. Memorial bricks to be placed in original position.
3. Use new brick pavers for area where bell tower was removed.
4. Electrical to be reinstalled and low voltage lighting to be replaced with LED.
5. Reinstall irrigation system.
6. Backfill planters to 1 foot below top of beds with fill dirt.
7. Surveying/staking to be provided by Contractor.
8. City to provide soil testing.

### **ALTERNATE BID NO. 4**

The following work is to be included in Alternate Bid No. 4:

1. Refinish Pergola. Sandblast prime and paint to original color with Pro-Industrial Pro-CRYL Primer and Pro-Industrial Water-based Alkyd Urethane Paint or equivalent.

#### **ALTERNATE BID NO. 5**

The following work is to be included in Alternate Bid No. 5:

1. Rebuild Park per original plans minus bell tower reusing only brick pavers, benches, clock and pergola on a pre-graded site at another location.
2. Memorial bricks to be placed in original position.
3. Use new brick pavers for area where bell tower was removed.
4. Electrical to be reinstalled and low voltage lighting to be replaced with LED.
5. Reinstall irrigation system.
6. Backfill planters to 1 foot below top of beds with fill dirt.
7. Surveying/staking to be provided by Contractor.
8. City to provide soil testing.

**END OF SECTION**

## PROPOSAL FORM

Project: Sesquicentennial Park Demolition  
Owner: City of Graham  
Bid Date: Monday, April 28 @ 2:00 PM  
Bid Location: City of Graham City Hall  
Proposal To: City of Graham Public Works Department  
201 S Main Street  
Graham, NC 27253

FROM: Pinam Construction, Inc.  
Name of Bidder

The undersigned, as bidder, hereby declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and all Contract Documents relative thereto, and has read all special provisions furnished prior to the opening of the bids; that he has satisfied himself relative to the work to be performed.

The bidder proposes and agrees, if this Proposal is accepted, to contract with the Owner in the form of contract specified, to furnish all necessary equipment, materials, machinery, tools, apparatus, services, means of transportation and labor necessary to complete the work in full and complete accordance with the Drawings, Specifications, and Contract Documents, and to the full and entire satisfaction of the Owner, with a definite understanding that no money will be allowed for extra work except as set forth in the Contract Documents, for the sum of:

### BASE BID:

Eighty-one thousand, four hundred and thirty-two Dollars (\$ 81,432.<sup>00</sup>)

The Bidder acknowledges that all applicable costs and expenses, including the costs for all permits and fees, insurance, overhead and profit and any specified allowances, are included in the foregoing Base Bid.

### ALTERNATE BID NO. 1:

Thirty-two thousand Dollars (\$ 32,000.<sup>00</sup>)

The Bidder acknowledges that all applicable costs and expenses, including the costs for all permits and fees, insurance, overhead and profit and any specified allowances, are included in the foregoing Base Bid.

### ALTERNATE BID NO. 2:

Sixty-three thousand, five hundred Dollars (\$ 63,500.<sup>00</sup>)

The Bidder acknowledges that all applicable costs and expenses, including the costs for all permits and fees, insurance, overhead and profit and any specified allowances, are included in the foregoing Base Bid.



ALTERNATE BID NO. 3:

Sixty-three thousand, five hundred Dollars (\$ 63,500.<sup>00</sup>)

The Bidder acknowledges that all applicable costs and expenses, including the costs for all permits and fees, insurance, overhead and profit and any specified allowances, are included in the foregoing Base Bid.

ALTERNATE BID NO. 4:

Twenty-eight thousand Dollars (\$ 28,000.<sup>00</sup>)

The Bidder acknowledges that all applicable costs and expenses, including the costs for all permits and fees, insurance, overhead and profit and any specified allowances, are included in the foregoing Base Bid.

ALTERNATE BID NO. 5:

Eighty-six thousand, four hundred and thirty-two Dollars (\$ 86,432.<sup>00</sup>)

The Bidder acknowledges that all applicable costs and expenses, including the costs for all permits and fees, insurance, overhead and profit and any specified allowances, are included in the foregoing Base Bid.

The Bidder further proposes and hereby agrees to commence work under this Contract on a date specified in the Project Special Provisions and in accordance written order from Engineer and shall substantially complete all work within 90 calendar days subject to the liquidated damages provisions of the Project Special Provisions.

The following Addenda were received:

Addendum No. \_\_\_\_ Date \_\_\_\_ Addendum No. \_\_\_\_ Date \_\_\_\_

Addendum No. \_\_\_\_ Date \_\_\_\_ Addendum No. \_\_\_\_ Date \_\_\_\_

If notified of the acceptance of the Proposal, the undersigned agrees to execute a Contract for the work in the form of Construction Contract and a Certificate of Insurance including naming the City of Graham as Additional Insured and provide a waiver of subrogation in favor of the City of Graham within 5 business days..

Respectfully submitted this 25 day of April, 2025.

Pinam Construction, Inc.  
(Name of firm or corporation making bid)

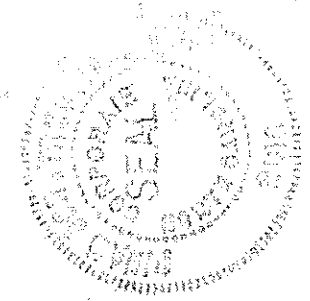
By Beth Marshall (Signature and Title)

Address 2121 Guess Road, Durham, NC Zip Code 27705  
(919) 908

License Number 78381 Tele. No. 8774 Fax No. N/A

Email address: brianna@pinamconstruction.com  
iservera@pinamconstruction.com  
2

CORPORATE SEAL



## PROPOSAL FORM

Project: Sesquicentennial Park Demolition  
Owner: City of Graham  
Bid Date: Monday, April 28 @ 2:00 PM  
Bid Location: City of Graham City Hall  
Proposal To: City of Graham Public Works Department  
201 S Main Street  
Graham, NC 27253

FROM:

H.F. MITCHELL CONST. Co.  
Name of Bidder

The undersigned, as bidder, hereby declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the place where the work is to be done; that he has examined the Drawings and Specifications for the work and all Contract Documents relative thereto, and has read all special provisions furnished prior to the opening of the bids; that he has satisfied himself relative to the work to be performed.

The bidder proposes and agrees, if this Proposal is accepted, to contract with the Owner in the form of contract specified, to furnish all necessary equipment, materials, machinery, tools, apparatus, services, means of transportation and labor necessary to complete the work in full and complete accordance with the Drawings, Specifications, and Contract Documents, and to the full and entire satisfaction of the Owner, with a definite understanding that no money will be allowed for extra work except as set forth in the Contract Documents, for the sum of:

### BASE BID:

SEVENTY SIX THOUSAND FIVE HUNDRED Dollars (\$ 76,500)

The Bidder acknowledges that all applicable costs and expenses, including the costs for all permits and fees, insurance, overhead and profit and any specified allowances, are included in the foregoing Base Bid.

### ALTERNATE BID NO. 1:

SEVENTEEN THOUSAND SIX HUNDRED FORTY Dollars (\$ 17,640)  
98.00 PER YD OVER 200

The Bidder acknowledges that all applicable costs and expenses, including the costs for all permits and fees, insurance, overhead and profit and any specified allowances, are included in the foregoing Base Bid.

### ALTERNATE BID NO. 2:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

The Bidder acknowledges that all applicable costs and expenses, including the costs for all permits and fees, insurance, overhead and profit and any specified allowances, are included in the foregoing Base Bid.

ALTERNATE BID NO. 3:

TWO HUNDRED THIRTY TWO THOUSAND THREE HUNDRED TWENTY Dollars (\$ 232,320<sup>00</sup>)  
PLUS BASE BID

The Bidder acknowledges that all applicable costs and expenses, including the costs for all permits and fees, insurance, overhead and profit and any specified allowances, are included in the foregoing Base Bid.

ALTERNATE BID NO. 4:

TWENTY ONE THOUSAND SEVEN HUNDRED FIFTY Dollars (\$ 21,750<sup>00</sup>)

The Bidder acknowledges that all applicable costs and expenses, including the costs for all permits and fees, insurance, overhead and profit and any specified allowances, are included in the foregoing Base Bid.

ALTERNATE BID NO. 5:

TWO HUNDRED THIRTY THREE THOUSAND THREE HUNDRED TEN Dollars (\$ 233,310<sup>00</sup>)  
PLUS BASE BID

The Bidder acknowledges that all applicable costs and expenses, including the costs for all permits and fees, insurance, overhead and profit and any specified allowances, are included in the foregoing Base Bid.

The Bidder further proposes and hereby agrees to commence work under this Contract on a date specified in the Project Special Provisions and in accordance written order from Engineer and shall substantially complete all work within 90 calendar days subject to the liquidated damages provisions of the Project Special Provisions.

The following Addenda were received:

Addendum No.     Date     Addendum No.     Date    

Addendum No.     Date     Addendum No.     Date    

If notified of the acceptance of the Proposal, the undersigned agrees to execute a Contract for the work in the form of Construction Contract and a Certificate of Insurance including naming the City of Graham as Additional Insured and provide a waiver of subrogation in favor of the City of Graham within 5 business days..

Respectfully submitted this 25 day of APRIL, 2025.

H. F. MITCHELL CONSTRUCTION INC  
(Name of firm or corporation making bid)

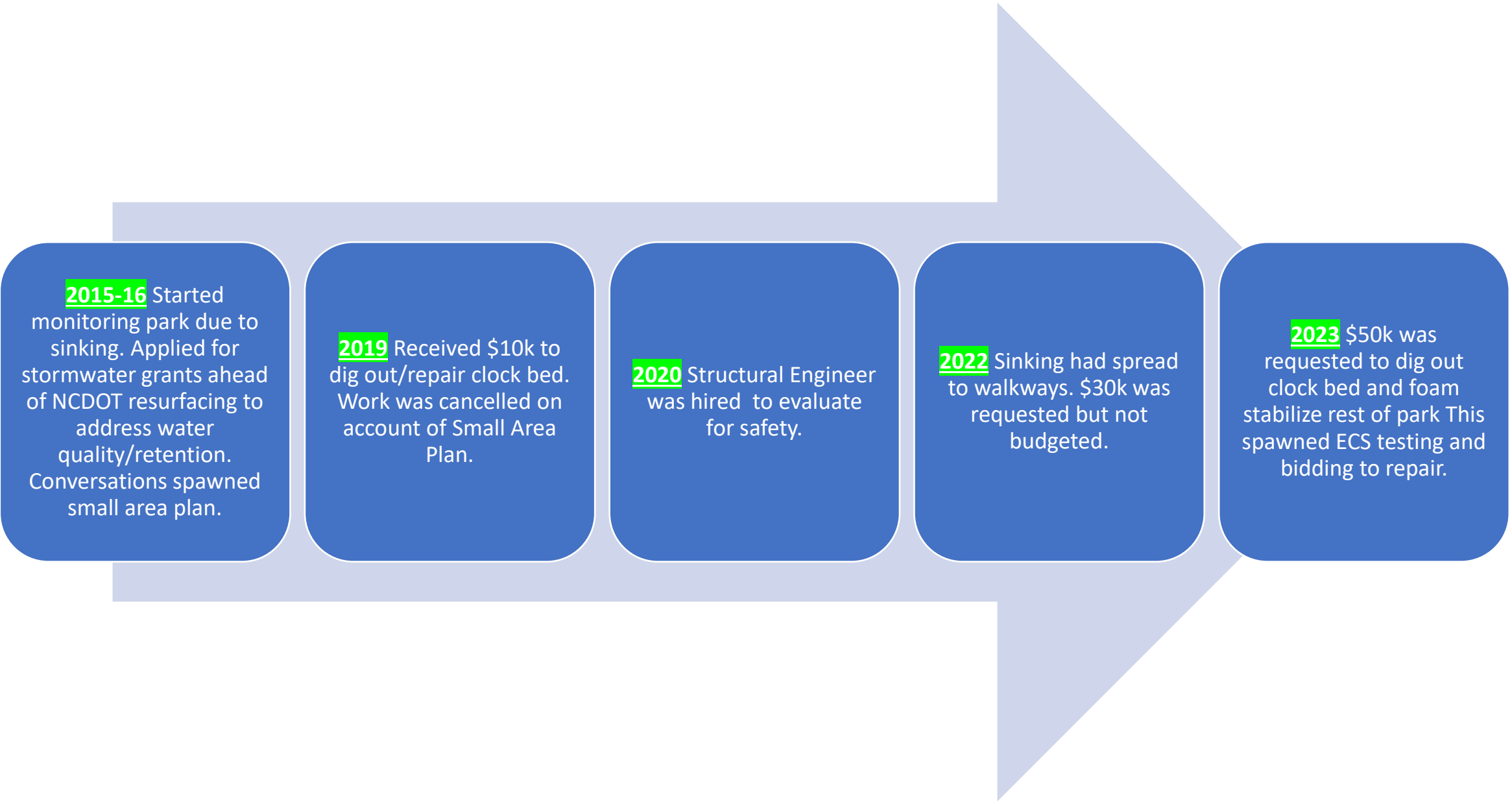
By [Signature] PRESIDENT (Signature and Title)

Address 1105 POMEROY ST. GRAHAM Zip Code 27253

License Number 1007 Tele. No. 336-266-0258 Fax No.    

Email address: MARSHALL@HFMITCHELLCONSTRUCTION.COM





**2015-16** Started monitoring park due to sinking. Applied for stormwater grants ahead of NCDOT resurfacing to address water quality/retention. Conversations spawned small area plan.

**2019** Received \$10k to dig out/repair clock bed. Work was cancelled on account of Small Area Plan.

**2020** Structural Engineer was hired to evaluate for safety.

**2022** Sinking had spread to walkways. \$30k was requested but not budgeted.

**2023** \$50k was requested to dig out clock bed and foam stabilize rest of park This spawned ECS testing and bidding to repair.



**2025-2026 Boards and Commissions Appointments**  
**January 13, 2026 | City Council Agenda**

**Planning Board/Board of Adjustment**

Daniel Alvis  
Corbin Craig (1<sup>st</sup> choice)  
Ricky Hurtado (1<sup>st</sup> choice)  
Elizabeth Kirkpatrick  
Jenson Roll  
Richard Shevlin

**Historic Resources Commission**

Emma Stapleton  
Corbin Craig (2<sup>nd</sup> choice)  
Ricky Hurtado (2<sup>nd</sup> choice)

# 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: Emma Stapleton Email Address: stapletoner2@gmail.com  
 Home Address: 306 Washington St Mailing Address: Same  
 City, State, Zip: Graham, NC 27253 City, State, Zip: Same  
 Home Phone: 9192599056 Alternate Phone: \_\_\_\_\_

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

N/A

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

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

## RELEVANT EXPERIENCE

Current employer/retired: SECU  
 Employer address: 1030 W Market St City, State, Zip: Greensboro, NC 27408  
 Job title and description of responsibilities:

Peak Time MSR Branch- assist members with transactions, new accounts, disputes.

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

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

I am curious, passionate, and enjoy learning

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:

I will be attending the HRC meeting tonight

For City Clerk Use Only  
Date Received:

RECEIVED

DEC 02 2025

CITY OF GRAHAM

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



# VOLUNTEER BOARD & COMMISSION APPLICATION



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

Name: Richard ShevlinEmail Address: Richard shevlin 66@gmail.com  
rshevlin66@gmail.comHome Address: 510 Wildwood Lane

Mailing Address: \_\_\_\_\_

City, State, Zip: Graham NC, 27253

City, State, Zip: \_\_\_\_\_

Home Phone: 336-516-2474

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"/> Historic Resources Commission                 |
| <input type="checkbox"/> Appearance Commission            | <input checked="" type="checkbox"/> Planning Board/Board of Adjustment |
| <input type="checkbox"/> Canine Review Board              | <input type="checkbox"/> Recreation Commission                         |
| <input type="checkbox"/> Graham Housing Authority         | <input type="checkbox"/> Tree Board                                    |
| <input type="checkbox"/> Historical Museum Advisory Board |  |

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. If not selected, applicants must reapply after the July City Council meeting to be considered for future appointments.

## RELEVANT EXPERIENCE

Current employer/retired: Phillips Corp. a Haas Factory OutletEmployer address: 8500 Triad DrCity, State, Zip: Colfax NC 27235

Job title and description of responsibilities:

Application Engineer - Train customers in processes in the latest CNC Machine in the world. Also create processes and procedures for a variety of industries to include Oil/Gas, Aerospace and Transportation.

Tooling Engineer - CNC Machines take specialized tooling cutting all types of material, my job is work with salesmen and customer to make sure they are getting the right tool for the type of machining they are doing.

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

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> History                 | <input type="checkbox"/> Legal                           | <input checked="" type="checkbox"/> Critical Thinking       |
| <input type="checkbox"/> Architecture            | <input type="checkbox"/> Graphic Design                  | <input checked="" type="checkbox"/> Data Analysis           |
| <input checked="" type="checkbox"/> Research     | <input checked="" type="checkbox"/> Creativity           | <input 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 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?

Planning Board/Board of Adjustment

I am fascinated with how our city has grown over the last 36 years I have lived here and want to part of how it continues to expand and looks for the Future.

Also, I am concerned with High Density Housing and how it could affect our communities.

I feel I have the time and the ability to learn and apply my skill set to be part of a better Graham.

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

☒ Yes ☐ No

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

☐ Yes ☒ No

Additional relevant information:

RECEIVED  
For Office Use Only  
Date Received:  
NOV 05 2025  
CITY OF GRAHAM

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: [dsperry@cityofgraham.com](mailto:dsperry@cityofgraham.com), in person to: City Clerk's Office at 201 South Main Street, or by 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: Jensen Roll Email Address: jensen@rollconstruction.co  
 Home Address: 406 N Marshall St Mailing Address: 406 N Marshall St  
 City, State, Zip: Graham, NC 27253 City, State, Zip: Graham, NC 27253  
 Home Phone: 3363658693 Alternate Phone: \_\_\_\_\_

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

NA

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

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board              |
| <input type="checkbox"/> Appearance/Tree Commission          | <input type="checkbox"/> Historic Resources Commission                 |
| <input type="checkbox"/> Canine Review Board                 | <input checked="" 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    |
| <input type="checkbox"/> Cemetery Advisory Board             |  |

## RELEVANT EXPERIENCE

Current employer/retired: Roll Construction  
 Employer address: 4108 S NC 62 City, State, Zip: Burlington, NC, 27215  
 Job title and description of responsibilities:

CEO of Roll Construction, a local residential and light commercial building company. Please see w



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

Please accept this letter as my formal expression of interest in joining the City of Graham Planning

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:

RECEIVED

DEC 02 2025

CITY OF GRAHAM

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



# VOLUNTEER BOARD & COMMISSION APPLICATION



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

Name: DANIEL ALVIS Email Address: danielalvis1022@gmail.com  
 Home Address: 1022 NOAH RD Mailing Address: \_\_\_\_\_  
 City, State, Zip: GRAHAM NC 27253 City, State, Zip: \_\_\_\_\_  
 Home Phone: 336 213 7689 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"/> Historic Resources Commission                   |
| <input type="checkbox"/> Appearance Commission            | <input checked="" type="checkbox"/> 1 Planning Board/Board of Adjustment |
| <input type="checkbox"/> Canine Review Board              | <input type="checkbox"/> Recreation Commission                           |
| <input type="checkbox"/> Graham Housing Authority         | <input type="checkbox"/> Tree Board                                      |
| <input type="checkbox"/> Historical Museum Advisory Board |  |

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. If not selected, applicants must reapply after the July City Council meeting to be considered for future appointments.

## RELEVANT EXPERIENCE

Current employer/retired: CITY OF BURLINGTON  
 Employer address: 1330 Overbrook dr City, State, Zip: Burlington nc 27216

Job title and description of responsibilities:

GOLF COURSE MAINTENANCE

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 checked="" type="checkbox"/> Research          | <input checked="" type="checkbox"/> Creativity           | <input 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 checked="" type="checkbox"/> Economic Development | <input type="checkbox"/> Education & Outreach               |
| <input checked="" type="checkbox"/> Event Planning    | <input checked="" type="checkbox"/> Community Organizing | <input checked="" type="checkbox"/> Conflict Resolution     |
| <input checked="" type="checkbox"/> Landscape Design  | <input checked="" type="checkbox"/> Athletics/Sports     | <input checked="" type="checkbox"/> Time Management         |
| <input checked="" 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?

YES I HAVE 30 PLUS YEARS OF CONSTRUCTION EXPERIENCE.

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

☒ Yes ☐ No

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

☐ Yes ☒ No

Additional relevant information:

For Office Use Only  
Date Received:

RECEIVED

DEC 02 2025

CITY OF GRAHAM

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



# VOLUNTEER BOARD & COMMISSION APPLICATION



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Name: Ricky Hurtado Email Address: ricky@rickyhurtado.org  
 Home Address: 507 N. Main Street Mailing Address: \_\_\_\_\_  
 City, State, Zip: Graham City, State, Zip: \_\_\_\_\_  
 Home Phone: 919-935-3483 Alternate Phone: \_\_\_\_\_

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

N/A

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

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board                |
| <input type="checkbox"/> Appearance/Tree Commission          | <input checked="" type="checkbox"/> 2 Historic Resources Commission      |
| <input type="checkbox"/> Canine Review Board                 | <input checked="" type="checkbox"/> 1 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: Z. Smith Reynolds Foundation

Employer address: 102 W. 3rd St City, State, Zip: Winston Salem, NC 27101

Job title and description of responsibilities:

I am a Program Officer that helps oversee our grantmaking to help improve the quality of life for all North Carolinians. In this capacity, I work on how we build community infrastructure to support affordable housing, public schools, and economic mobility. This role also allows me to use my deep experience in community engagement to engage local residents.

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

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

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

I am a former NC House Representative that represented Alamance County in the NCGA. I had to engage on the many challenges and opportunities the City of Graham and Alamance County faces when it comes to the growth and economic mobility of the community. I also served on the land use committee, which oversees how NC regulates land, growth, zoning, and development. I also live in a historic home in Graham; after participating in the local historic homes tour, I have come to appreciate the beauty and history of this community even more. I'd like to be part of preserving that here. I bring the experience needed to help aid the planning board and Historic Resources Commission advance its work.

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

☒ Yes ☐ No

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

☐ Yes ☒ No

Additional relevant information:

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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: Corbin C. Craig Email Address: corbincx3@gmail.com  
 Home Address: 404 Eden Court Mailing Address: 404 Eden Court  
 City, State, Zip: Graham, NC, 27253 City, State, Zip: Graham, NC, 27253  
 Home Phone: (919) 725 1808 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 checked="" type="checkbox"/> 2 Historic Resources Commission      |
| <input type="checkbox"/> Canine Review Board                 | <input checked="" type="checkbox"/> 1 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: Jimmy John's  
 Employer address: 701 9th Street City, State, Zip: Durham, NC, 27705  
 Job title and description of responsibilities:

General Manager: managing all day to day operations of the store including managing staff, training, hiring, community outreach, inventory, scheduling, and more!



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

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> History                   | <input type="checkbox"/> Legal                           | <input checked="" type="checkbox"/> Critical Thinking       |
| <input type="checkbox"/> Architecture              | <input type="checkbox"/> Graphic Design                  | <input checked="" type="checkbox"/> Data Analysis           |
| <input checked="" type="checkbox"/> Research       | <input type="checkbox"/> Creativity                      | <input checked="" type="checkbox"/> Active-Listening        |
| <input type="checkbox"/> Program Development       | <input type="checkbox"/> Marketing/Social Media          | <input checked="" type="checkbox"/> Effective Communication |
| <input type="checkbox"/> Historical Preservation   | <input type="checkbox"/> Economic Development            | <input checked="" type="checkbox"/> Education & Outreach    |
| <input checked="" type="checkbox"/> Event Planning | <input 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 type="checkbox"/> Other: _____                       |
| <input type="checkbox"/> Adaptability              | <input checked="" type="checkbox"/> Interpersonal Skills |   |

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

I have a passion for public policy and engaging in my local community. with my background in managing and overseeing projects both in my job and previously as a scout leader, I have good interpersonal experience working with others to accomplish joint goals!

I would love the opportunity be more engaged in Graham and help be a good steward for the municipality!

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

☐ Yes ☒ No

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

☐ Yes ☒ No

Additional relevant information:

I was just recommended this application recently which is why I have not done the above. If I had been aware of the opportunity sooner, I would have attended a meeting prior!

For City Clerk Use Only

Date Received:

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CITY OF GRAHAM

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at [ward@cityofgraham.com](mailto:ward@cityofgraham.com) or in person to: City Clerk's Office | 201 South Main Street | or mail to: City Clerk P.O. Drawer 357, Graham, NC, 27253 85



# 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: Elizabeth C. Kirkpatrick Email Address: ekukielka96@gmail.com  
 Home Address: 235 Olde Quarry Road Mailing Address: SAME  
 City, State, Zip: Graham, NC 27253 City, State, Zip: SAME  
 Home Phone: N/A Alternate Phone: (336) 269-5225

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

N/A

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

- |  |  |
|--|--|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board              |
| <input type="checkbox"/> Appearance/Tree Commission          | <input type="checkbox"/> Historic Resources Commission                 |
| <input type="checkbox"/> Canine Review Board                 | <input checked="" 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    |
| <input type="checkbox"/> Cemetery Advisory Board             |  |

## RELEVANT EXPERIENCE

Current employer/retired: Triangle Grading & Paving, Inc.  
 Employer address: 1521 S Huffman Mill Road City, State, Zip: Burlington, NC 27215  
 Job title and description of responsibilities:

Controller & CFO; Responsible for cash management, investments, insurance, budgeting, and financial reporting. Oversees day-to-day accounting, including recording and reporting. Performs risk management for company safety programs. Oversees HR operations and manages internal personnel. Maintains corporate records. Assists in the daily operations for sister companies, 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 checked="" type="checkbox"/> Data Analysis                    |
| <input checked="" type="checkbox"/> Research     | <input type="checkbox"/> Creativity                      | <input checked="" type="checkbox"/> Active-Listening                 |
| <input type="checkbox"/> Program Development     | <input type="checkbox"/> Marketing/Social Media          | <input checked="" type="checkbox"/> Effective Communication          |
| <input type="checkbox"/> Historical Preservation | <input checked="" type="checkbox"/> Economic Development | <input checked="" 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>Finance/Accounting</u> |
| <input checked="" type="checkbox"/> Adaptability | <input checked="" type="checkbox"/> Interpersonal Skills |  |

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

I believe I would be an asset to the Planning Board as I take great interest in our community's future and would bring a diverse background to the Board. Part of my role at Triangle is to assist in land acquisition for our sister companies. In my almost 6 years of doing so, I have gained a great knowledge and appreciation of land use ordinances, zoning, and planning. I think often individuals fail to see the larger picture of land use - that this is the development of a community's future in action, rather than just at a moment in time. I am research inclined; although I admit I am not all-knowledgeable on our local ordinances, I would take ample time to review and understand our regulations, and continue to review those that are applicable to concerns that appear on the slate. In my roles as both a Federal Auditor and CFO, I learned how to take a holistic approach to a concern to ensure that all interconnected pieces are

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:

Please note that although I have indicated I have not attended a meeting for the board, I do read the board agendas and packets. I have a 10 month old and have been unable to leave her for extended periods of time until recently.

For City Clerk Use Only

Date Received:

DEC 02 2025

CITY OF GRAHAM

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