

**City of Graham**  
**City Council Meeting Agenda**  
**March 10, 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**

Invocation - Pastor Josh Gresham, Trailhead Church

**PRESENTATIONS:**

- Invictus Task Force – Deputy Justin Trogdon, Randolph County Sheriff’s Department
- Alamance County Transportation Authority (ACTA) Update – Executive Director Peter Murphy
- Former Mayor Jennifer Talley by the City Council

**CONSENT AGENDA:**

- A.** To approve the following minutes:
- February 9, 2026 – Special City Council Meeting
  - February 10, 2026 – City County Meeting and Closed Session Minutes
  - February 17, 2026 – Special City Council Meeting
  - February 23, 2026 – Special City Council Meeting.
- B.** To approve a street closure of the 100 block of W. Elm Street for the 6<sup>th</sup> Annual Esperanza Hispanic Heritage Festival on Saturday, September 26, 2026, from 8:00 a.m. to 11 p.m.
- C.** To approve a street closure of E. Market Street between North Main Street and North Marshall Street for the FUMC of Graham Touch-a-Truck Easter Celebration on Saturday, March 21, 2026, from 9:00 a.m. to 3:00 p.m.
- D.** To approve a Resolution declaring the intention of the City of Graham to consider the permanent closing of Wilton Drive and setting a public hearing for April 14, 2026.
- E.** To approve a resolution granting an easement area across North Jim Minor Road to Duke Energy Carolinas, LLC, for the purpose of transmitting and distributing electrical energy and for communication purposes.
- F.** To approve an amendment to the audit contract with Stout, Stuart, McGowen & King to allow for a time extension to March 24, 2026.
- G.** To approve a budget amendment to recognize \$2,348 in insurance proceeds revenue and increase the Police Department Repair and Maintenance of Vehicles budget by \$2,348.

- H. To accept a donation of one Antigravity Drone for the Graham Fire Department from the Children of Fallen Heroes organization.
- I. To approve a budget amendment to recognize \$86,813 received from FEMA and \$413,323 in insurance proceeds, as indicated in the attached budget ordinance, due to damage to utility equipment and lift stations from Tropical Storm Chantal.
- J. To approve a budget amendment in the amount of \$11,350 and to amend the contract with WithersRavenel to complete a cost estimate for the Northeast section of Graham Regional Park.
- K. To approve a budget amendment in the amount of \$19,700 for website redesign with ReVize.
- L. To approve a budget amendment for the Governing Body in the amounts of \$84,000 for Professional Services and \$1,500 for a donation.
- M. To approve a budget amendment in the amount of \$60,000 for the Utilities Fund Non-Departmental to cover expenditures in insurance and bonds, including those for property/liability and workers' compensation increases.
- N. To approve tax refunds in the amount of \$3.67 and tax releases in the amount of \$43.06.

**OLD BUSINESS:**

**1. ADOPT RULES OF PROCEDURE FOR CITY COUNCIL – REPEAL “ITEMS NOT ON TONIGHT’S AGENDA” POLICY**

City Council will consider reviewing and adopting the Rules of Procedure for City Council and repealing the “Items Not on Tonight’s Agenda Policy.

**2. DESIGNATE ARTS AROUND THE SQUARE – DOG-FRIENDLY EVENT**

City Council will consider designating Arts Around the Square as a dog-friendly event

**3. ART IN AMERICA FILM PROJECT**

City Council will discuss and direct staff on participation with the Art in America Film Project.

**PUBLIC HEARINGS:**

**4. HISTORIC LANDMARK DESIGNATION – CHILDREN’S CHAPEL UNITED CHURCH OF CHRIST**

City Council will consider approving the Historic Landmark Designation application for Children’s Chapel United Church of Christ, located at 334 East Harden Street.

**5. REZONING – 808 E. PARKER STREET - 0.79-ACRE LOT – B-2 GENERAL COMMERCIAL TO L-1 LIGHT INDUSTRIAL**

City Council has set a public hearing to consider rezoning a 0.79-acre lot at 808 E. Parker Street from B-2 (General Commercial) to L-1 (Light Industrial) for the purpose of utilizing the existing warehouse space for a landscaping company to store and run operations.

**6. REZONING – 602 WASHINGTON STREET -0.22-ACRES – B-3, (NEIGHBORHOOD BUSINESS) TO C-B, (CONDITIONAL BUSINESS)**

City Council has set a public hearing to consider rezoning 0.22 acres of land at 602 Washington Street from B-3 (Neighborhood Business) to C-B (Conditional Business) to allow a life counseling use within the existing building on site.

**NEW BUSINESS:**

**7. BOARDS AND COMMISSIONS APPOINTMENTS**

City Council will consider making appointments to the Historic Resources Commission.

**Applicants for Historic Resources Commission – Two Vacancies**

Jim Albright  
Kay Alspach  
Samuel Cohoon  
Corbin Craig (2<sup>nd</sup> choice)  
Sandra Hall

David Heath  
Ricky Hurtado (2<sup>nd</sup> choice)  
Timothy Moore  
Jensen Roll  
Richard Shevlin

**8. NEW PARK CONCEPT**

City Council will discuss and direct staff on a new park concept for the proposed downtown park off W. Elm Street.

**PUBLIC COMMENT PERIOD**

**CITY STAFF COMMENTS**

**CITY COUNCIL COMMENTS**

**CLOSED SESSION**

City Council will consider going into closed session to consult with the attorney in accordance with N.C.G.S. Section 143-318.11(a)(3), City of Mebane versus City of Graham, Case #25CV007126-000.

**ADJOURNMENT**

**City of Graham**  
**City Council Special Meeting Minutes**  
**February 9, 2025**  
**1:00 PM**



The City of Graham City Council held a special meeting at 1:00 p.m. on February 9, 2026, in the Council Chamber, City Hall, located at 201 South Main Street, Graham, NC.

**Council Members 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  
Bryan Coleman, City Attorney - *Absent*  
Bob Ward, City Attorney - *Absent*  
Renee Ward, City Clerk

**CALL TO ORDER:** Mayor Chelsea Dickey

**FINANCIAL ADVISORS – DAVENPORT ASSOCIATES:**

City Council reviewed potential funding for General Fund and Water/Sewer Fund capital improvement projects.

City Manager Megan Garner explained that the City hired Davenport & Associates to assist with long-term financial planning focused on capital needs rather than day-to-day operations. Ted Cole from Davenport led the discussion, which was based on the current Capital Improvement Plan (CIP) and priorities set by Council in December.

The Utility Fund discussion focused on capital projects and future rate structures in coordination with Hazen & Sawyer. The City had never undertaken long-term financial planning of this scope before. Current utility debt is approximately \$85 million, mostly in low-interest revolving loans. A significant increase in annual debt service is expected in FY2027, rising from about \$600,000 to \$3.4 million. Capital needs total about \$61 million through FY2031 and approximately \$69 million through FY2035. The proposed funding mix includes about \$48 million in debt and \$13 million in cash. To meet these needs, revenue growth will be required at levels of 10–12% for several years, with one year near 19%, and then 5–6% thereafter. The goal is to maintain a minimum debt coverage ratio of 1.4 times and cash reserves between 50% and 100% of the operating budget. Detailed rate-structure recommendations will be provided later by Hazen & Sawyer.

The General Fund discussion highlighted that the City’s fund balance was strong at about 55%, well above the policy minimum of 30%. It may be possible to allocate approximately \$3.3 million to capital projects while maintaining at least 40% in reserves. Current general fund debt was very low at \$1.9 million and would be fully retired by 2030, leaving ample capacity for new borrowing. Projects discussed included a fire station estimated at \$6-\$8 million, a fire apparatus at \$1 million, a Graham Regional Park design at approximately \$4.1 million (with potential for phasing), and additional street resurfacing funding of \$550,000 per year for five years. One penny on the tax rate generates about \$270,000 in revenue. Depending on the scenario, additional revenue needs range from about \$0.079 for the fire station and apparatus to \$0.028 when including

park design and \$0.024 when adding street resurfacing. Fire station financing would likely be through a bank installment loan, which does not require a referendum. Design costs must be paid upfront.

Council discussed interest rates, which are currently around 4.5% for bank loans and less than 2% for state revolving loans. Council expressed interest in designing the fire station for future expansion, such as starting with two bays and planning for additional bays later. There was discussion about phasing park design to reduce upfront costs, though concerns were raised about redesign expenses later. Street resurfacing needs were confirmed at an additional \$550,000 per year to catch up and keep pace. Council agreed that the fire station was a priority and acknowledged the need to balance tax impacts and timing.

The next steps include holding a special meeting on Monday, February 23, 2026, at 3:00 PM. Staff will refine scenarios, including financing the fire station through a bank loan and funding the apparatus from reserves. Staff will also gather fire comparative design costs for fire stations, explore phased park design options, confirm street resurfacing plans, and verify eligibility for special obligation bonds for parks. City Manager Garner shared that Department budget requests are due February 27, 2026.

Mr. Cole shared that the City was in a strong financial position but faced significant capital needs. He said planning now would help avoid surprises and support Local Government Commission approval.

City Manager Garner shared this type of multi-year capital review would become an annual process, which would keep the City Council informed and moving forward with updated modeling.



## Summary of Scenarios Analyzed

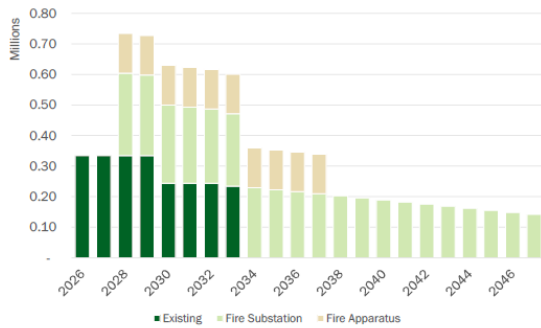
A	B	Scenario 1: \$6 Million Fire Substation Project Cost			Scenario 2: \$8 Million Fire Substation Project Cost		
		C	D	E	F	G	H
Case:		Scenario 1A	Scenario 1B	Scenario 1C	Scenario 2A	Scenario 2B	Scenario 2C
		Fire Substation & Fire Apparatus	All Major Capital	Fire Substation, Fire Apparatus & Add'l Street Resurf.	Fire Substation & Fire Apparatus	All Major Capital	Fire Substation, Fire Apparatus & Add'l Street Resurf.
1	Case Descriptions						
2	Capital Improvement Plan (Funding Year)						
3	Fire Substation (FY 27)	6,000,000	6,000,000	6,000,000	8,000,000	8,000,000	8,000,000
4	Fire Apparatus (FY 27)	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
5	GRP Design (FY 27 & 28)	-	4,100,000	-	-	4,100,000	-
6	Annual Capital Allocation (\$1,427,400 Annually FY 26-30)	7,137,000	7,137,000	7,137,000	7,137,000	7,137,000	7,137,000
7	Street Resurfacing (\$750,000 Annually FY 26-30)	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000	3,750,000
8	Additional Street Resurfacing (\$550,000 Annually FY 27-30)	-	-	2,200,000	-	-	2,200,000
9	<b>Total CIP Projects (FY 26 - 30)</b>	<b>\$ 17,887,000</b>	<b>\$ 21,987,000</b>	<b>\$ 20,087,000</b>	<b>\$ 19,887,000</b>	<b>\$ 23,987,000</b>	<b>\$ 22,087,000</b>
10	Debt Financing	3,700,000	7,000,000	7,000,000	5,700,000	9,000,000	9,000,000
11	Pay-Go / Reserve (FY 26 - 30)	14,187,000	14,987,000	13,087,000	14,187,000	14,987,000	13,087,000
12	<b>FY 2027 Upfront Tax Impact</b>	<b>0.99¢</b>	<b>2.79¢</b>	<b>2.43¢</b>	<b>1.55¢</b>	<b>3.19¢</b>	<b>2.99¢</b>
13	Additional Capital Funding Available (FY 26-40)						
14	FY 2026	-	-	-	-	-	-
15	FY 2027	-	-	-	-	-	-
16	FY 2028	-	-	-	-	-	-
17	FY 2029	-	61,738	-	-	-	-
18	FY 2030	-	175,397	-	-	98,713	-
19	FY 2031	-	198,237	-	-	127,687	-
20	FY 2032	1,846	221,155	-	-	156,749	-
21	FY 2033	20,034	252,756	-	8,636	194,506	-
22	FY 2034	264,508	510,695	-	259,746	458,612	-
23	FY 2035	274,149	533,853	-	276,040	487,950	-
24	FY 2036	283,819	557,093	-	292,379	517,381	-
25	FY 2037	293,519	580,415	-	308,764	546,906	-
26	FY 2038	432,753	733,326	73,239	454,701	706,031	94,445
27	FY 2039	442,512	756,815	95,628	471,179	735,748	123,546
28	FY 2040	452,301	780,390	118,090	487,705	765,562	152,737
29	Additional Street Resurfacing (\$550,000 Annually)	-	-	7,700,000	-	-	7,700,000
30	<b>Total Additional Funding Available</b>	<b>\$ 2,465,440</b>	<b>\$ 5,361,870</b>	<b>\$ 7,986,956</b>	<b>\$ 2,559,150</b>	<b>\$ 4,795,845</b>	<b>\$ 8,070,728</b>
31	Key Debt Ratios	Policy Range	Worst Shown	Worst Shown	Worst Shown	Worst Shown	Worst Shown
32	Projected 10-year Payout	Min 50% - 60%	70.25%	60.68%	60.68%	63.43%	57.75%
33	Projected Debt to AV	Max 2% - 3%	0.21%	0.34%	0.34%	0.29%	0.41%
34	Projected Debt DS vs. Exp.	Max 15% - 20%	3.67%	5.24%	5.24%	4.63%	6.17%

# Existing and Proposed Debt Service

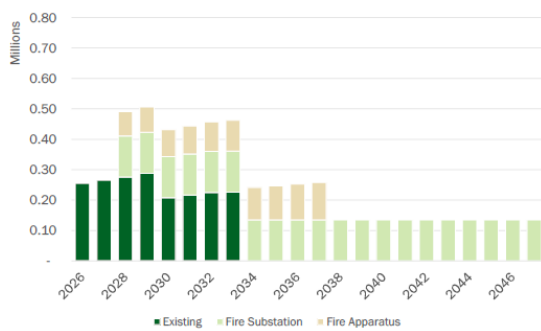
## Scenario 1A



### Proposed Tax Supported Debt Service



### Proposed Principal



### Summary

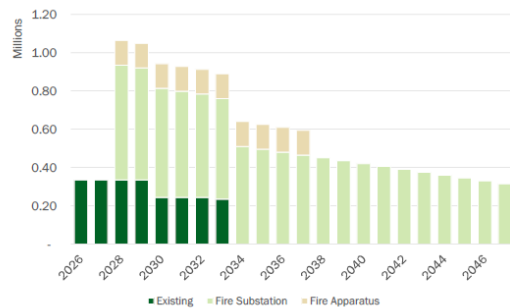
- **Fire Substation Financing Assumptions:**
  - Term: 20-Years
  - Interest Rate: 5.00%
  - Amortization: Level Principal
  - First Interest: FY Following Issuance
  - First Principal: FY Following Issuance
  
- **Fire Apparatus Financing Assumptions:**
  - Term: 10-Years
  - Interest Rate: 5.00%
  - Amortization: Level Debt Service
  - First Interest: FY Following Issuance
  - First Principal: FY Following Issuance
  
- **Par Amount:**
  - FY 2026: \$0
  - FY 2027: \$3,700,000
  - Total: \$3,700,000
  
- **Total Debt Service: \$5,412,546**

# Existing and Proposed Debt Service

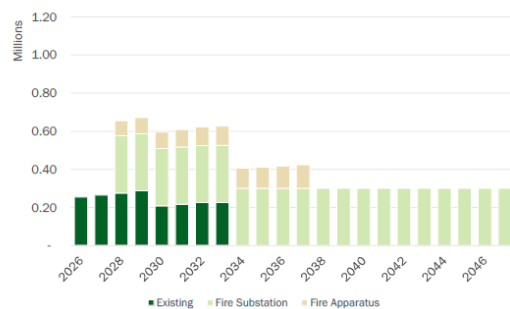
## Scenario 1B



### Proposed Tax Supported Debt Service



### Proposed Principal



### Summary

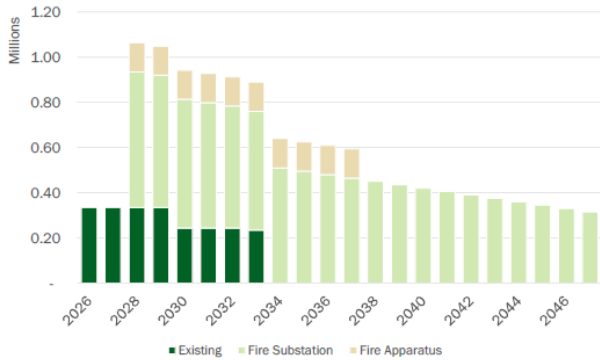
- **Fire Substation Financing Assumptions:**
  - Term: 20-Years
  - Interest Rate: 5.00%
  - Amortization: Level Principal
  - First Interest: FY Following Issuance
  - First Principal: FY Following Issuance
  
- **Fire Apparatus Financing Assumptions:**
  - Term: 10-Years
  - Interest Rate: 5.00%
  - Amortization: Level Debt Service
  - First Interest: FY Following Issuance
  - First Principal: FY Following Issuance
  
- **Par Amount:**
  - FY 2026: \$0
  - FY 2027: \$7,000,000
  - Total: \$7,000,000
  
- **Total Debt Service: \$10,445,046**

# Existing and Proposed Debt Service

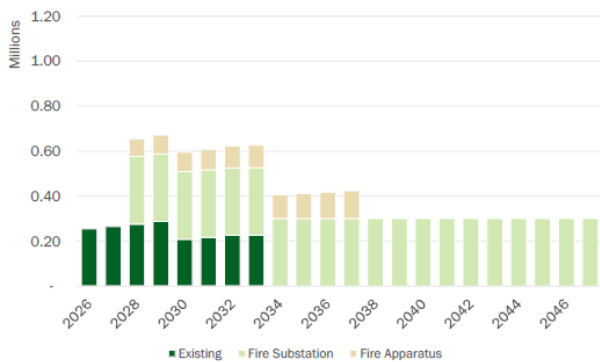
## Scenario 1C



### Proposed Tax Supported Debt Service



### Proposed Principal



### Summary

- **Fire Substation Financing Assumptions:**
  - Term: 20-Years
  - Interest Rate: 5.00%
  - Amortization: Level Principal
  - First Interest: FY Following Issuance
  - First Principal: FY Following Issuance
  
- **Fire Apparatus Financing Assumptions:**
  - Term: 10-Years
  - Interest Rate: 5.00%
  - Amortization: Level Debt Service
  - First Interest: FY Following Issuance
  - First Principal: FY Following Issuance
  
- **Par Amount:**
  - FY 2026: \$0
  - FY 2027: \$7,000,000
  - **Total** \$7,000,000
  
- **Total Debt Service:** \$10,445,046

## ADJOURN

Mayor Pro Tem Hall motioned to adjourn, seconded by Council Member Whitaker. The motion passed unanimously. Chin/Hall

The meeting was adjourned at 2:43 p.m.

Renee M. Ward, CMC  
City Clerk

# City of Graham City Council Meeting Minutes February 10, 2026



The City Council of the City of Graham held a regularly scheduled meeting on February 10, 2026, at 6:00 p.m. in the Council Chamber, City Hall Municipal Building, 201 South Main Street, Graham, NC.

### Council Members 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  
Bob Ward, City Attorney  
Bryan Coleman, City Attorney  
Renee Ward, City Clerk

CALL TO ORDER: Mayor Chelsea Dickey

### INVOCATION & PLEDGE OF ALLEGIANCE

Dr. Derrick Thorpe, Senior Pastor, First Baptist Missionary Church, gave the invocation, and all stood for the Pledge of Allegiance.

### PRESENTATIONS AND RECOGNITION:

- Grace VandeVisser, Alamance County Convention and Visitors Bureau - Season Six - The Story of Art in America.

Ms. VandeVisser invited Graham to be part of the Story of Art in America. Season Six will feature art in Burlington and Graham. To participate in the series, the cost would be \$7,200. She also noted that Graham's participation in the production was not a guarantee. Council consensus was to make a decision at the March Council meeting.

- **9/11 5K Fundraiser – Children of Fallen Heroes**  
Recreation and Parks and the Graham Fire Department raised \$5,170.66 for the Children of Fallen Heroes through the 9/11 5K run and presented a check to Mr. Jeb Wasley, Children of Fallen Heroes. Mr. Wasley then gifted the Fire Department with a drone.



- Graham Fire Department – Received the United Way of Alamance County Outstanding Volunteer Award for their continued efforts to help unload food items at the Salvation Army.



Mayor Dickey requested moving the public comment section to the beginning of the meeting.

Motion by Council Member Young to move Public Comments to the beginning of the agenda, seconded by Mayor Dickey. The motion passed 3-2. Mayor Dickey, Council Member Young, and Mayor Pro Tem Hall voted yes, and Council Members Whitaker and Chin voted no.

### PUBLIC COMMENT PERIOD

Paul Keller, 410 Stonehedge Drive, Graham, spoke in opposition to moving the park because it would eliminate needed parking spaces.

Crystal Lawson, Cooper Road, Graham, spoke in opposition to moving the park.

Kay McMullan, 818 Rivers Edge Drive, Graham, lives outside the City and spoke in opposition to moving the park because it would eliminate needed parking spaces.

Randy Phillips, 130 Burton Street, Graham, expressed his disappointment in the City Council and spoke in opposition to moving the park.

Cheryl Schmidt, 1981 Riverwalk Drive, Graham, spoke in opposition to moving the park and expressed concerns about the new location.

Patsy Bailey-Allard, 6146 Snow Camp Road, Graham, spoke in opposition to moving the park and the funds needed to move it. She asked to keep the park in its current location.

Nadia Euliss-Pickens, 113 West Gilbreath Street, Graham, spoke in opposition to moving the park. Her son,

Ryker Pickens, also spoke against moving the park.

Jane Albright, 231 S. Marshall Street, Graham, spoke in opposition to moving the park. She asked the Council to keep the park in its current location.

Eve Carmen Isley, 10613 Flennigan Way, Charlotte, spoke in opposition to moving the park. She shared that her father worked for Alley, Williams, Carmen, and King, who donated the park plans.

Jim Albright, 232 South Marshall Street, Graham, shared his survey results; 433 people responded. He spoke against moving the park.

Daniel Alvis, 1022 Noah Road, Graham, spoke in opposition to moving the park.

Susan Gross, 2342 Atwood Drive, Burlington, spoke in opposition to moving the park.

Sam Powell, 1067 East Lake Drive, Burlington, spoke in opposition to moving the park.

William Snyder, 658 James Griffin Drive, Graham, operates a business in downtown Graham, spoke in opposition to moving the park and eliminating needed parking spaces.

Carol Reddy, a Maryland resident who lived in Graham, spoke in opposition to moving the park.

Keith Westbrook, 604 Trok Wilder Court, Graham, spoke in opposition to moving the park and eliminating needed parking spaces.

Sam Cahoon, 219 South Melville Street, Graham, spoke in opposition to relocating the park and emphasized the need to preserve its memory and integrity. He also asked that any action taken be in compliance with North Carolina law.

Julie Manning, 234 Webster Road, Graham, spoke in opposition to moving the park.

Jill Bullis, 500 Wildwood Lane, Graham, spoke in opposition to moving the park. She asked the Council to be attentive to the citizens of Graham.

Eric Crissman, 208 Albright Avenue, Graham, spoke in opposition to moving the park.

Beth Belcher, 2152 Lake Point Drive, Graham, expressed disappointment in the Council and spoke in opposition to moving the park.

Ronnie Isley, 510 Mendell Terrace, Graham, spoke in opposition to moving the park and asked the Council to reconsider.

Todd Pickard, 200 Wilson Street, Graham, spoke about the park's history and asked Council to keep it in its current location. He asked to bring the kids back to Arts Around the Square.

Renee Russell, 218 Ward Street, Graham, owns 64 Harvard in downtown Graham, spoke in opposition to moving the park. She stated that she believed the community would raise funds to repair the park.

Joseph Bullis, 2068 Cooper Road, Graham, spoke in opposition to moving the park. He expressed

disappointment in the Council, calling it a slap in the face to the citizens who want to keep the park.

Jennifer Brito, 605 N. Main Street, Graham, spoke in opposition to moving the park. She asked the Council to reopen consideration and place it on a future agenda.

Leah Cutlip wrote in to express opposition to moving the park and eliminating needed parking.

Rachel Foster of Maple Street, Graham, wrote to express support for relocating the park to create a larger footprint.

Council took a five-minute recess.

**PROCLAMATION:** Mayor Dickey presents the Haw River Trail 20<sup>th</sup> Anniversary Proclamation to Recreation and Parks Director Brian Faucette.



**CONSENT AGENDA:**

- A.** To approve the January 13, 2026, City Council and Closed Session meeting minutes and January 20, 2026, Special Budget Planning Session meeting minutes.
- B.** To approve a street closure of the 100 block of W. Elm Street for the 6<sup>th</sup> Annual Esperanza Hispanic Heritage Festival on September 26, 2026, from 8:00 a.m. to 11 p.m.
- C.** To approve a budget amendment in the amount of \$260,500, comprised of the following departments: Governing Body (\$1,500), Information Technology (\$19,000), Finance (\$65,000), Police (\$85,000), and General Fund Non-Departmental (\$60,000), and Utilities Fund Non-Departmental (\$60,000).
- D.** To approve the Mid-Year Report and tax releases in the amount of \$282.79.

Mayor Dickey asked to pull Item B.

Council Member Chin asked to pull Item C.

Motion by Mayor Hall to approve A and D, seconded by Council Member Young. The motion passed unanimously.

Mayor Dickey stated she wanted to pull Item B due to the Esperanza Festival occupying space in the parking lot off Elm Street, and this parking lot may or may not be a new park.

City Manager Garner stated contact would be made with the applicant, and Council may want to consider moving this item to March.

Council Member Chin asked for the \$1,500 request for the governing body be removed from the budget amendment. He asked City Manager Garner to provide background on each budget amendment item.

City Manager Garner stated the Mayor requested to attend the NC Main Street Conference in New Bern, with an estimated expense of \$1,500, including registration, hotel, mileage, and potential per diem. Information Technology (\$19,000), removed the 50/50 split between Fund 31 and placed it in Fund 10. Finance (\$65,000) was for extensive internal audit work for Fiscal Year 2024 by two different auditing firms. Police (\$85,000) due to four unplanned retirements. General Fund Non-Departmental (\$60,000) and Utilities Fund Non-Departmental (\$60,000) due to bond and insurance ratings and premiums being higher than in the prior year, including insurance, workers' compensation, property, and liability. She shared the claim data drives the cost and premiums for each year. She noted the budget amendment did not increase the fund balance appropriation and that sales tax revenue would cover it.

Motion by Council Member Chin to approve budget amendment for Information Technology (\$19,000), Finance (\$65,000), Police (\$85,000), General Fund Non-Departmental (\$60,000), and Utilities Fund Non-Departmental (\$60,000).

Mayor Dickey stated, for clarification, that \$1,500 was being omitted to allow her to attend a conference to further downtown development.

Council Member Chin stated yes.

Motion was seconded by Mayor Pro Tem Hall. The motion passed 3-2. Mayor Dickey and Council Member Whitaker voted no.

## **NEW BUSINESS**

### **ITEM 1: ACCEPTANCE OF PUBLIC STREETS AND RIGHTS-OF-WAY – VALOR RIDGE SECTION 1**

City Council considered approving a Resolution authorizing the adoption and maintenance of the portions of Wildwood Lane, Langlais Drive, and Jared Court located within Section 1 of the Valor Ridge Subdivision.

Assistant City Manager Holland stated the Resolution before Council tonight was to authorize the adoption and maintenance of the portions of Wildwood Lane, Langlais Drive, and Jared Court, located within Section 1 of the Valor Ridge subdivision. He stated that development in Section 1 of the Valor Ridge Subdivision has been completed, and the streets have been offered to the City of Graham for adoption. These streets have been inspected by Public Works, the City's Engineer, and the Planning Department for compliance with the proposed development pattern permitted under their approved construction drawings. All public infrastructure in these phases has been deemed complete and meets the standards for acceptance. He noted staff recommended approval.

Motion by Mayor Pro Tem Hall to approve the Resolution authorizing the adoption and maintenance of

the portions of Wildwood Lane, Langlais Drive, and Jared Court located within Section 1 of the Valor Ridge Subdivision, seconded by Council Member Whitaker. The motion passed unanimously.

## **ITEM 2: DISCUSS OPTIONS – ALCOHOL SALES – ARTS AROUND THE SQUARE**

City Council considered options for alcohol sales during the Arts Around the Square event.

Recreation and Parks Director Brian Faucette stated the proposal was very similar to last year's event and a request had been received from local businesses to have alcohol vendors on the event site for Arts Around the Square.

Mayor Dickey asked whether local businesses could sell at the event, or only vendors.

Mr. Faucette stated just the vendors. He noted the business would need to submit a vendor fee, which would then be reviewed by the Police Department; if approved, space would be allocated within the venue.

Mayor Dickey stated there are eight to nine alcohol-selling businesses downtown and that she would like them to benefit. She noted that if an outside vendor is brought in, we should also allocate that revenue to the downtown businesses. She asked whether there was a way to set up a temporary social district for this event.

Council Member Young stated the businesses were opposed to that because they would not have control over someone entering the premises, purchasing beer, and leaving, which would create liability concerns.

Mayor Dickey asked Crystal Lawson to come forward and speak.

Crystal Lawson stated that she owns Powercade in downtown Graham. She said that if an outside vendor were brought in, it would take away from the brick-and-mortar locations. She stated a designated beer garden would be something to discuss.

Mr. Faucette stated that last year, approval from the Council was for vendors, and two were downtown businesses.

Mayor Dickey stated that if Forgotten Road Ales was able to benefit from the event, she would like all the local businesses to have that equal opportunity, and they could benefit by having a temporary social district for this event.

Council Member Chin stated that Forgotten Road Ales completed the paperwork and gotten a special license. He stated for local businesses who wanted to participate needed to go through the process in place. He stated by having people walk into an established business and walk out with alcohol, liability could be transferred to the City.

Mayor Dickey stated she was trying to mitigate confusion and that Graham was one of the few towns in Alamance County that did not have a social district. If someone accidentally walked out with alcohol, it could be bad for them, businesses, and Graham.

Council Member Whitaker stated there were no issues last year, and she was not in favor of people walking out of establishments with alcohol in hand.

Mayor Pro Tem Hall stated he agreed and that it would require additional officers and incur additional costs.

Council Member Young noted that if a social district were established, it would require State approval.

Mayor Dickey stated that a public hearing would need to be held, the ordinance amended, and the amended ordinance filed with the State and the ABC Commission.

Motion by Council Member Chin to approve the sale of alcohol during the Arts Around the Square Event and suspend Chapter 12; Article I; Division 1; Section 12-11 – *Wine or Beer Container – Public Display* within the approved event areas for the duration of Arts Around the Square on May 16, 2026, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

### **ITEM 3: ARTS AROUND THE SQUARE – DOG-FRIENDLY EVENT**

City Council considered allowing dogs at the Arts Around the Square Event.

Recreation and Parks Director Brian Faucette stated this request was also for Arts Around the Square. He shared that staff had been approached by a handful of dog organizations in our County who wanted to participate in Arts Around the Square. He stated that an ordinance currently prohibits dogs at City events. He asked to suspend the ordinance for all future events, not just Arts Around the Square.

Michelle Shaffer, Recreation and Parks, noted that the proposal recommends using 6-foot or shorter leashes, no retractable leashes, ensuring dogs are fully vaccinated, requiring cleanup of pet waste, removing any dogs showing aggressive behaviors from the event, and keeping dogs under handler control at all times.

Council Member Whitaker asked about the purpose of having animals at the event.

Ms. Shaffer stated that two animal organizations have applied to attend the event, including Burlington Animal Services, and that lifting the ordinance would allow them to attend.

Mayor Pro Tem Hall recommended checking with the City's insurance before proceeding.

Motion by Mayor Pro Tem Hall to table this item to the March 10, 2026 Council meeting, seconded by Council Member Chin. The motion passed unanimously.

### **ITEM 4: RULES OF PROCEDURE FOR CITY COUNCIL**

City Council considered providing feedback to staff on revisions and responses to the draft Rules of Procedure for City Council.

Council Member Whitaker asked to move this to a special meeting to have adequate time to review and discuss all 42 rules.

Motion by Council Member Whitaker to table this item, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

Motion by Council Member Young to move this item to the Special Meeting on February 23, 2026, at 3:00 pm, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

### **ITEM 5: NEW PARK PROJECT**

City Council considered an RFQ for the new park project design and construction.

Mayor Dickey asked the attorneys if they had a chance to read North Carolina General Statute 100-2.1.

City Attorney Coleman stated he had read it, but before making any comment, would like more time to review it, noting that it mostly discussed State property rather than local government property.

Council Member Young stated that he was here to stand for what was right for the community, even if there were disagreements, and he hoped everyone could see he was trying to be fair and thoughtful. He stated he respected everyone's voice tonight and in previous meetings. He stated that he thought everyone present wanted what was best for Graham, and his motion was to reaffirm the Council's May 13, 2025, decision, which passed 4-1, to dismantle the pergola, remove and store all memorial bricks, and make the area safe. He proposed that staff now act on that approved motion to secure the site. Additionally, he asked to allow time for the public to fundraise, as the park was originally built, so the community can contribute through donations or memorial brick sales. He stated he was told he was flip-flopping and noted that, as a leader, you need to be open-minded and listen to everything. He stated he did not understand why it never happened after that motion was passed. He stated he watched that meeting, and it really made him mad. He thought he was misled, and that Mayor Pro Tem Hall was misled as well, until the Alamance News checked the facts regarding the grant money. He stated that we should follow through with that motion and give the public time to raise funds. He asked the Mayor about grant funding from Duke Energy and Impact Alamance, and people have been saying that, but people needed to start raising money and selling bricks. He stated that this was the right thing to do and that it was to honor the motion made on May 13, 2025, by the last Council.

Mayor Dickey asked that he reread the motion.

Council Member Whitaker stated it was basically to dismantle the park because it was sinking and unsafe, and to store it at the City until the Council could decide how to proceed, but it never happened.

Council Member Young read a portion of the May 13, 2025, Council meeting minutes. "Mayor Talley stated the vote was 4-1 to move forward with removing it and making it safe, and then hear from the public how to repurpose that space without the cost of repair, which would be close to half a million dollars. The City did not have the money to do that at this time, but something needed to be done now to make it safe. She stated all the memorial bricks would be saved and repurposed, as well as the clock, pergola, and benches."

Council Member Young shared he watched several Council meetings, and each time the Council said we have to do something, and staff were all but begging for direction. He stated that another meeting was held in September, that people attended and spoke, and that no one brought up the motion from the May 13, 2025, meeting to dismantle it and make it safe. He stated his motion was made, and this was the right thing to do.

Mayor Dickey asked whether he was proposing any reallocation of funds for this project or any steps forward after tearing down the park.

Council Member Young stated that it was a decision for the Council, but we needed to give people the opportunity to raise funds and restore the park to the way they wanted it.

Mayor Dickey asked, even though we have grant funds, did he still want to put it back on the people to fundraise?

Council Members Chin and Whitaker stated yes, because it was not funded with Graham's dollars.

Council Member Young shared that he would be speaking at the next Alamance County Commissioners meeting to request funds, as it was the 150<sup>th</sup> anniversary of Alamance County.

Mayor Dickey shared that the grant funds received are due to be spent down by June 30, 2026, and was working on a tight timeline.

Council Member Young reiterated his motion and asked for a vote. He stated either way, the park had to come down.

Council Member Chin seconded the motion.

Council Member Whitaker stated she agreed with the vote and was concerned about safety. She stated that no matter what, it needed to come down, and then decide whether to repair it, put it back, or move it.

City Manager Garner asked Council to clarify the definition of “safe” for staff. She asked whether safe meant the fencing could come down and that it would be safe for people to walk on. She also noted the grant money, as previously passed, provided a directed grant to the City of Graham for downtown revitalization. She stated there was little specificity about how the funds could be spent, and there was a June 30, 2026, deadline. She shared there were other items in the B1 district that could be considered for funding, and the amount allocated to the crosswalk enhancements was shifted to the park project, which was \$485,320. Further, if fundraising efforts are considered part of the motion, it would be wise for the City Council to adopt a donation policy specific to this project, so that donations to the City are earmarked for this specific purpose. She stated it would not have to be done tonight, but that it should be done before any fundraising efforts begin. She asked what to do with the bricks, as some said they did not want their bricks relocated. She stated at this point and time, a relocation was not definitive, and if anyone wanted them back, we would provide a form that would state who picked up bricks.

Council Member Chin asked whether disassembly and storage were included in the cost.

City Manager Garner stated the disassembly and relocation would be handled by internal staff, specifically the Public Works Department. She shared there would be equipment rental in order to move the park, and it would not be fast or easy. She stated the cost would need to come from somewhere.

Council Member Chin asked if the grant money could be used.

City Manager Garner stated, in her opinion, probably not, because the grant was for downtown

revitalization.

Mayor Pro Tem Hall asked if the grant money could be used for the crosswalks.

City Manager Garner stated that it would be a City Council action and that, at this point, she did not know whether that project could be completed by June 30, 2026. She stated that an extension had been requested for those funds, and there was no guarantee it would be granted.

Council Member Chin asked what else the money could be used for.

City Manager Garner noted in a previous staff report that the initial funding decision, which included:

- Resurfacing municipal lots on West Elm and Maple.
- Different breakdowns for paving: Harden and Maple, Main and Marshall, Elm and Marshall.
- Downtown street light upgrade, which was approved and funded, accomplished.
- Repaint the metal poles downtown. Duke Energy responded that they have no plans to paint them. She noted a quote we received years ago, and if we wanted another quote, we would have to pay an engineering firm to get it.
- Resurfacing East Elm from East Harden to Home Street.
- Pedestrian crosswalk improvements downtown was one that was initially funded, and then that funding was shifted last month to the park.
- Tree replacement downtown was approved. Public Works has that set for spring.
- Hanging baskets. We were presented with the quotes to maintain those. There is the issue of getting an agreement with Duke Energy to hang something else on their poles. May or may not be approved and would take some time.
- Pave Way Systems - Pattern Pavement, brick pavers, UMM appearance for approximately 1/3 the cost of conventional pavers. It would require NCDOT plan approval. Brick paver sidewalks were the last ones. The cost for those at the time of the staff report was \$39 to \$47 per square foot. She stated these were items prepared by public works at the time the City Council considered them. Paving was a quick option that could most likely be accomplished between now and June 30, 2026.

City Manager Garner noted that the Council had a tight timeline and that some of these items would require outside agreements, which would add to the overall timeline.

Mayor Dickey stated that since there would be no design to repair the park, she requested that we move forward, hope we get the extension, but make the motion something bigger than just taking it down. She requested that we make the motion to put it back up as well.

Council Member Young stated he thought it was best to get something done tonight, to reaffirm his motion, and to hash out the other stuff. He stated the motion was made and seconded, and asked for a vote.

Mayor Dickey stated she had one last comment: if we do not hash out the next step, half of the community members might come and want their bricks back, leaving the other half in limbo. If we are putting it back the way it is, we would want to have all the bricks, and we want to be able to represent all these community members. She stated that she was putting together a whole package to help people understand our vision for where we were going with this, so they can either claim their bricks or leave them to be memorialized in the same location.

Council Member Young stated he made a motion to reaffirm the motion made by Council last year, and it was seconded.

Mayor Dickey asked, all in favor.

Council Member Whitaker asked how it would be funded and whether the City would fund it.

Council Member Chin stated yes, that was always the intent, and that Public Works would do it. He stated the challenge was to raise \$500,000. He stated if they take the challenge to raise at least half of it, and then, through grants, put the park back in its current location.

Mayor Dickey asked City Attorney Ward whether the state statute required the City to repair the park.

City Attorney Ward stated Council could remove it, make it safe, and take some other action to dispose of it or restore it.

City Attorney Coleman stated that if it were a temporary removal, you would have 90 days to put it back or relocate it to another equal or similar prominence.

Council Member Whitaker stated she was not comfortable making a decision because the attorneys needed more time to do research.

**Motion:**

Mayor Dickey stated that a motion was made by Council Member Young, seconded by Council Member Chin, and she asked who was in favor. Mayor Pro Tem Hall and Council Members Young and Chin voted to disassemble and store the park and make it safe. Mayor Dickey and Council Member Whitaker voted no.

Mayor Dickey stated the motion again for clarity. She noted the motion was to dismantle the park and make it safe, and that would be the first step and stop there. She noted it was passed by a vote of 3-2.

Mayor Dickey asked Council to define safe so City Staff knows what to do.

Council Member Young asked Mr. Robertson to explain how to make the area safe.

Mr. Robertson stated you would need enough dirt to fill in the voids where it would properly drain, seed, and straw it for the short term.

Council Member Whitaker stated we would haul dirt into a place that is already sinking, and then have to dig the dirt out again, which made no sense.

City Manager Garner stated, as staff, we would also warrant considering passing it to potential fundraising efforts, what City role would help promote, and what role would help facilitate.

Mayor Dickey stated she was interested in hearing what the City Attorney has to say about the state statute. She stated that interpretation would push Council in the right direction, and if we are legally bound to repair the park, then we have to repair the park.

City Manager Garner stated staff would wait until the March agenda, when the City Council hears from the attorneys.

Council Member Chin stated a commitment was needed from the residents of Graham who have a hand in this.

Mayor Dickey asked Jane Albright to come forward as the acting spokesperson. She stated there were many moving pieces. She asked whether Ms. Jane Albright would be the spokesperson and point of contact for everyone to come together.

Ms. Albright asked if Council could meet them halfway. She stated that if the Council would use the grant money to start the project, she would Chair the Committee to raise the rest of the funds needed to put the park back.

Mayor Dickey noted to the City Manager that she relayed to the Council that they could not allocate those funds because she was against it and it was a bad look.

City Manager Garner stated that was not correct, and if that perception was given, she apologized. She stated that if the project to repair the park cost \$500,000, the Council had \$485,320 that could be allocated by City Council action to begin repair work on the park. She stated that as soon as the City lawfully expends at least \$485,320 by June 30, 2026, we would be in compliance with the grant without an extension, again, which may or may not happen. She shared the difference, which would have to be City dollars that would have to be allocated in the project ordinance that was originally adopted, amended last month, and can be amended as many times as the City Council wanted. She stated that Staff could not lawfully pre-audit a contract again in our scenario here for \$500,000 until the total amount of the contract is available for funding. In the project ordinance, whether it should be amended again will be the \$485,320. She stated the difference would be allocated from City dollars regardless of whether those City dollars flowed through fundraising efforts, or something else, but that does, at least initially, put the City on the hook to pay the difference. However, if we were able to expend \$485,320 by June 30, 2026, then we would be in compliance with our grant requirements, regardless of whether it is \$500,000 or \$600,000, whatever the difference is, as long as we had work, tangible items to show that things happened at that park. She noted if we were lawfully billed within what we lawfully spent, then we would be good. She said then the project could, in theory, go beyond June 30, 2026 as long as it was funded solely with City dollars, whether it was City money, donations, or whatever that looked like.

Mayor Dickey stated she did not want to wait a month and risk getting even closer to the June 30, 2026, deadline if some of this grant money was going toward repairing the park. It sounds like the community will raise the remaining funds.

City Manager Garner stated that the School of Government said informal construction and repair contracts that do not involve buildings, such as a pergola, would not qualify as a building; that may or may not be the case, but according to them, no ads are required until you hit the formal threshold of \$500,000. If you hit the \$500,000 threshold, it says you can run newspaper or electronic ads for the full seven days before bid opening. Advertising via electronic means requires only board approval. She stated that Council was most likely referring to a formal bid scenario, which would require a 7-day published notice for construction and repair contracts that do not involve buildings.

Mayor Dickey stated that, in theory, we could start tomorrow if we direct it.

City Manager Garner stated that it was correct and Council would need to approve the advertisement by electronic means if we don't make the deadline for Thursday's paper. She stated that technically, it could start before Thursday. She noted that when the Staff drafted an ad, they would send it to the publication, and the seven-day clock would start on Thursday.

Mayor Dickey stated we could call a special meeting, select a bid, and begin moving forward.

City Manager Garner stated you would select the lowest responsive responsible bidder.

City Attorney Ward stated he and Attorney Coleman had a brief conversation, and that if the Council could give them until next Monday, they could produce something to give you this piece of the puzzle.

Mayor Dickey made a motion to reallocate the funds to move forward with a seven-day bid process and build back Sesquicentennial Park in the same build, and then hold a special meeting within the next 10 days to get this rolling.

Council Member Young asked before we hear back from the City Attorney.

Mayor Dickey stated, "Yes, before we hear from the Attorneys, because the community wanted it, whether she was legally bound to do it or not."

Mayor Pro Tem Hall asked whether the Mayor was saying we were going to take a 2,700-square-foot piece of property and still have only 1,100 square feet of usable space.

Mayor Dickey stated yes.

Mayor Pro Tem Hall stated that it was a waste.

Mayor Dickey stated that it was my motion and asked if there was a second.

City Manager Garner asked the Mayor to repeat her motion.

**Motion:**

Mayor Dickey stated that the motion was to reallocate \$485,320 to rebuilding Sesquicentennial Park in the same design, get the bids out this week, and then hold a special meeting in 10 days to pick the lowest bid.

Council Member Whitaker inquired about the lowest bid.

City Manager Garner stated if Council awarded a contract, it had to go to the lowest responsive, responsible bidder. City Council can reject all bids, but if you award a bid based on a process, whether it is formal or informal, through a bid process, not a qualifications-based process, that has to go to the lowest responsive, responsible bidder.

Mayor Dickey asked for a second.

Seconded by Council Member Young, the motion failed 3-2. Mayor Pro Tem Hall and Council Members Chin and Whitaker voted no. Mayor Dickey and Council Member Young voted yes.

Council Member Whitaker asked to hear back from Legal.

City Attorney Ward stated it was a long, detailed statute, and it would be good to approach it thoroughly because we do not want to do anything to jeopardize the contracting or the funds.

Mayor Dickey asked whether Council would like to table the discussion of the grant funds as well, since it could be tied to what the Attorneys bring back.

The Council's consensus was to resume the discussion of the grant funds after the Attorneys report back.

### CITY STAFF COMMENTS

City Manager Garner shared that Council Member Young requested a presentation from the Invictus Task Force. He wanted to confirm that Council was good to add to the City Council agenda.

Council consensus was to add this topic to a future Council meeting.

### CITY COUNCIL COMMENTS

Mayor Pro Tem Hall expressed dissatisfaction with Mr. Boney, Alamance News. He stated he had spoken with Mr. Brian Baker, Assistant County Manager, at the Community Leader's Retreat regarding parking spaces for the new park project. He shared that Mr. Holland had also contacted Mr. Baker.

- Council confirmed interest in scheduling a presentation from the Invictus Task Force (Child Predator Task Force).
- Updates provided on commission activities, including Historic Resources Board, Appearance Commission, Historical Museum, and MPO.
- Parks & Recreation will hold its Hall of Fame Dinner on April 11.

Council expressed appreciation to Public Works, the Fire Department, and the Police Department for their recent efforts during winter storms.

Mayor Dickey expressed concerns that the logo, typeface, and color palette very closely resembled those of the neighboring municipality of Burlington. She stated Graham was a community with its own rich history, creativity, and vibrancy. She believed the brand should clearly and confidently reflect individuality rather than mirroring another city. She stated she was a team player and would support the brand moving forward, but believed this moment presents an opportunity to set a higher bar, a higher standard for future projects, rooted in transparency, community involvement, and a thoughtful process that honored what makes Graham unique.

Mayor Pro Tem Hall stated that the logo was not within the Council's jurisdiction; it was within the City Manager's and staff's jurisdiction. He stated the Council had its responsibilities, and the Manager and staff had theirs.

City Manager Garner asked Council if she could reply. She stated that the staff worked under the direction provided by the City Council. She shared that it was made very clear not to engage in a wide-scale effort that would have cost the City as much as neighboring cities spent on branding. The prior Council made it very clear in the directives given to staff, and staff carried out exactly what was assigned to them by the

City Council at that time.

Mayor Dickey noted that the Affordable Housing Commission included realtors, developers, and municipal representatives. If anyone was interested in being part of that group, let her know.

### CLOSED SESSION

City Council will consider going into closed session to consult with the attorney in accordance with N.C.G.S. Section 143-318.11(a)(3), City of Mebane versus City of Graham, Case #25CV007126-000.

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

The closed session was held.

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

No action was taken.

### ADJOURN

Motion by Mayor Pro Tem Hall to adjourn, seconded by Council Member Chin. The motion passed unanimously. (8:07 p.m.)

Renee M. Ward, CMC  
City Clerk

**City of Graham**  
**City Council Special Meeting Minutes**  
**February 17, 2025**  
**8:30 AM**



The City of Graham City Council held a special meeting at 8:30 am on February 17, 2026, in the Council Chamber, City Hall, located at 201 South Main Street, Graham, NC.

**Council Members 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  
Bryan Coleman, City Attorney  
Bob Ward, City Attorney - *Absent*  
Renee Ward, City Clerk

**CALL TO ORDER:** Mayor Chelsea Dickey

**RFQ – SESQUICENTENNIAL PARK:**

City Council reviewed submissions for the requests for qualifications for the movement of Sesquicentennial Park and considered awarding a contract.

Mayor Dickey shared that this meeting was called by Mayor Pro Tem Hall and Council Member Whitaker to review submissions for the request for qualifications for the movement of Sesquicentennial Park and the Council may consider awarding a contract.

Mayor Dickey shared the public's concerns and questions, such as how to pay for the park if it is moved and what the projected maintenance costs would be for a new, larger park. She also asked what studies have been done to show the possible contamination mentioned at the current location.

Public Works Director Burke Robertson stated that chromium, a heavy metal, was detected. He stated that the amounts indicate that, while it would not have to go to a special landfill, it would have to go to a lined landfill, such as the Alamance County Landfill.

Mayor Dickey asked whether bids were accepted to repair the memorial or only to move it. She stated that bids were received to repair as is, but those bids are now outdated. She noted there were no cost estimates for moving the park, and that was one of the community members' questions.

Mayor Dickey asked City Attorney Brian Coleman to summarize the findings of North Carolina General Statute 100-2.1.

City Attorney Coleman stated that at the last Council meeting, they were asked to provide our interpretation of North Carolina General Statute § 100-2.1. **Protection of monuments, memorials, and works of art.** The question before the Council was whether it was an object of remembrance and whether it was on public property. He stated the park was an object of remembrance, and it was on public property. He shared that several factors triggered the Statute. When appropriate measures were required by the state or political

subdivision to preserve the object, or when necessary for construction, renovation, or reconfiguration, etc., those two things trigger the Statute.

City Attorney Coleman stated Council could relocate the object temporarily, and if you do that, then you are required to bring that object back to the same place within 90 days after the renovations or construction have been completed, and those renovations or constructions that were caused by the relocation in the first place, or you could relocate it permanently. He stated that if Council relocated the park permanently, it would have to place it in a location of similar prominence, visibility, walkability, and accessibility. Those were the two options.

City Attorney Coleman further stated that another option was that a building inspector, engineer, or someone of the like could determine that the property posed a public safety hazard, in which case it could be removed.

Council Member Young received an email from a citizen and read it. "Could you please ask the Mayor and Council where the grant money was that Ms. Dickey said she could get, and why she discouraged someone from forming a fundraising committee?"

Mayor Dickey stated it was the grant that would expire on June 30, 2026, which was approximately \$483,000 projected for renovation costs for Sesquicentennial Park at its current location. The projected renovation cost for Sesquicentennial Park at its current location was around \$400,000.

Council Member Young asked about the grants that the Mayor had been talking about since being elected, such as Duke Energy and Impact Alamance.

Mayor Dickey stated there would be opportunities to apply for grants through Duke Energy and Impact Alamance. She noted that there was also over \$400,000 in grant funds that could be used and would be lost if not used.

Council Member Young stated at the last Council meeting he had asked staff to check with the contractors who had submitted bids to repair the park to see whether they would honor those bids, and was told they would not. He said the staff would have to send out bid requests again.

Assistant City Manager Holland stated it would be around 20 days for the type of bid for this project.

Council Member Chin shared that since we have heard back from the Attorneys that the first condition was about location and that the visibility conditions would be met with the new location. He shared that instead of placing the park behind the museum, it should be considered placing it on West Elm Street beside the Coffee Depot, with an entrance off West Elm Street. He noted that if you were at Court Square, you would be able to see the park. He asked City Attorney Coleman if that would meet the conditions.

City Attorney Coleman stated it was of similar prominence, it was walkable, accessible and it was visible.

Council Member Whitaker stated in last month's Council meeting it was voted to move the park and voted to go out for RFQs, which was what we are here to talk about today.

Assistant City Manager Holland stated that two different RFQs had been received. One was from Stewart Inc., and the other was from Concord Engineering and Surveying, Inc., CSI. He shared that the Staff, the Public Works Director, and the City engineer had reviewed both firms, and based on their credentials,

timelines, and past experience, Stewart was the firm the Staff felt could provide the product they were looking to have done. He asked whether this was the Council's will to move forward with relocating the park and to use Stewart, Inc.

Mayor Dickey stated that the community had spoken that the funds needed to be used to keep the park as is. She also expressed concern about a schedule that was too tight. She said Mr. Holland sent a proposed timeline and said we needed 20 days to bid it out, and this was only allowing 10 days. She shared the project manager was out of Charlotte, it would need new utilities, construction would start week three, and there was so much going on here, and she did not want to push through a project that did not have community engagement and did not have buy-in from the community, and how would it be funded.

Council Member Chin shared that the grant funds could not be used for the Graham Regional Park, but only for downtown.

Council asked to see the drawing of the proposed new park off Elm Street.

### SESQUICENTENNIAL PARK ON W. ELM ST.

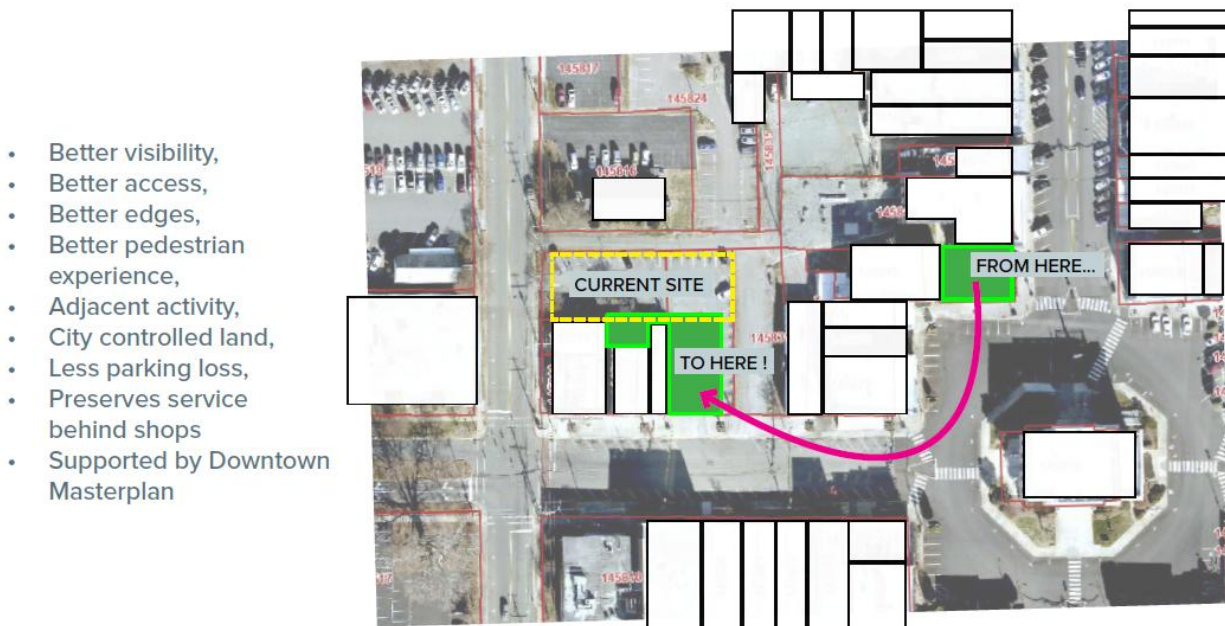


### ALTERNATIVE SITE PROPOSAL

- 5,697 SF site,
- +-30 public parking spaces,
- Preserves service access to retail/restaurant,
- Highly visible on W Elm St,
- Connected to primary public realm,
- 12 parking spaces lost,
- Utilize parking for special events,
- Location supported by Downtown Master plan



## URBAN CONSIDERATIONS



Assistant City Manager Holland stated bids would have to be put out regardless of the location.

Mayor Dickey expressed concern about parking spaces that would be taken away, and she understood that County parking had not been locked in.

Assistant City Manager Holland shared that, after speaking with the County, the assigned parking at the Register of Deeds would be difficult to allow the public to use, as it is reserved for their employees. But the larger lot in front of the entrance to the Register of Deeds was already public parking. The County said that if the City needed to use it to promote parking, the City could use it.

Council Member Whitaker suggested discussing the RFQs and moving forward with moving the park. She shared that she liked Stewart, Inc., and the plan to use a portion of the parking lot beside the coffee shop.

After further discussion, Assistant City Manager Holland shared that the first step would be to engage a firm to prepare the conceptual engineering plan, from which the bid can be derived.

Council Member Chin asked for clarity on whether the Council needed to select a firm and provide the conditions for designing the space on W. Elm Street.

Assistant City Manager Holland stated that staff would need a green light from Council to meet with the firm, and based on the guidelines, that could be done in the space and bring back to Council. He stated it would likely need to be done in a special meeting to stay within the timeline.

Mayor Dickey inquired if Council moved forward with moving the park, if a committee could be put together, and still sell bricks and have something put back on the current site.

Council Member Chin stated if the park were moved, they would not want to fix the current location.

Mayor Dickey stated that many people said they wanted to keep it at its current location.

Council Member Young noted that the public should be allowed to raise funds to restore the park to the way it was before. He thinks the Council was going too fast and needed to give the public time to raise funds. He shared the possibility that the grant funds could expire if the park returns to its original location.

Mayor Dickey agreed that slowing the process, talking to business owners, conducting a parking assessment, and letting the community get involved would be beneficial.

Council Member Young stated he spoke to the County Commissioners at its meeting, and the Chairperson asked the City Manager to get in touch to discuss. He stated he hoped they would put some funds toward their own sesquicentennial celebration.

Motion by Council Member Chin to award a contract to Stewart, Inc. and proceed to relocate the park to the property off W. Elm Street, seconded by Council Member Whitaker.

Mayor Dickey asked to confirm right after he had challenged the community to raise funds.

Council Member Chin stated it was separate, but if they wanted to raise funds, they could do so for the new park.

Mayor Dickey asked if the community was allowed to rebuild at the current location.

Council Member Whitaker stated they were not going to fix it.

Council Member Chin stated if the park were moved, then they would not improve the park in the original location.

Mayor Dickey asked, even with charity funds.

Council Member Chin stated you would have to raise the funds to fix the site.

Council Member Whitaker stated the City was not going to fix the site because it was too much of a liability for the City to start digging next to a historical building, and the cost could be tremendous.

Mayor Dickey asked Council Member Chin to restate his motion if the community was allowed to raise funds and then remake the motion.

**Motion:**

Council Member Chin stated his motion was to hire Stewart, Inc., to review and provide engineering drawings for relocating the park from its current location to W. Elm Street, seconded by Council Member Whitaker. The motion passed 3-2. Mayor Dickey and Council Member Young voted no.

Mayor Dickey again asked if the community was allowed to raise funds.

Council Members Chin and Whitaker stated that it was their choice and that it would be moved.

Mayor Dickey asked whether they would permit the community to rebuild it because it was City land, and we had to tell them whether they could rebuild it.

Council Member Whitaker stated no, and that it was intended to be sold.

City Manager Garner inquired about the motion that reaffirmed last week at the Council meeting, essentially to make the existing park safe, and with the action taken today, it would be helpful to have clarification for staff if it was still our path to make the park safe while Stewart, Inc., was working on the drawings or not at all. She stated she did not want to expend staff resources unless necessary.

Mayor Pro Tem Hall stated we should not use City staff to disassemble the park at this point, because if it is included in the bid to pick it up and move it, we should let Stewart handle it.

City Manager Garner asked whether this was the Council's consensus.

The Council's consensus was to let it stay for now.

City Manager Garner asked for clarification: if the contract was being awarded to Stewart, Inc., would the proposed funding mechanism be downtown revitalization grant funding, and if so, the City would have to go through the process with OSBM to change the scope of work.

Council answered yes.

## ADJOURN

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

The meeting adjourned at 9:20 a.m.

*Renee M. Ward, CMC*  
City Clerk

**City of Graham**  
**City Council Special Meeting Minutes**  
**February 23, 2026**  
**3:00 PM**



The City of Graham City Council held a special meeting at 3:00 pm on February 23, 2026, in the Council Chamber, City Hall, located at 201 South Main Street, Graham, NC.

**Council Members 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  
Bryan Coleman, City Attorney  
Bob Ward, City Attorney  
Renee Ward, City Clerk

**CALL TO ORDER:** Mayor Chelsea Dickey

City Manager Megan Garner stated Mr. Cole with Davenport Associates would be a few minutes late.

Council consensus was to start with the City Council Rules of Procedure.

**ITEM 1: COUNCIL – RULES OF PROCEDURE**

City Council reviewed and provided feedback to the draft Rules of Procedure for City Council.

City Manager Megan Garner stated the draft Council received was prepared largely based on the UNC-Chapel Hill School of Government's Suggested Rules of Procedure. She stated that throughout the version, there were items in red that needed the Council's attention. She noted the attorneys were present to answer questions. She shared it would be helpful to get closer to a final version that could be adopted by the Council in March. She stated that she and the Mayor attended the Essentials of Municipal Government course in Greensboro last week, and that establishing rules or procedures for City Councils was very important.

The following is the Council's draft of Rules of Procedure for adoption at the March 10, 2026, City Council meeting.

**Rules of Procedure**

**Part I. Applicability**

**Rule 1. Applicability of Rules**

These rules apply to all meetings of the Graham City Council. For purposes of these rules, a meeting of the Council occurs whenever a majority of the Council's Members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the Council's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

## **Part II. Quorum**

### **Rule 2. Quorum**

A majority of the actual membership of the council, including the mayor, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by the majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

## **Part III. Open Meetings**

### **Rule 3. Remote Participation in Council Meetings**

No Member who is not physically present for a Council meeting may participate in the meeting by electronic means except as may be provided by law.

### **Rule 4. Meetings to Be Open to the Public**

Except as permitted by Rule 5, all meetings of the Council shall be open to the public, and any person may attend its meetings.

### **Rule 5. Closed Sessions**

**(a) Motion to Enter Closed Session.** The City Council may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session listed in paragraph (b) of this rule. A motion to enter closed session under subparagraph (b)(1) or (b)(3) must contain the additional information specified in those provisions.

**(b) Bases for Closed Session.** A closed session is permissible under the following circumstances and no others:

(1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.

(2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.

(3) To consult with the City attorney or another attorney employed or retained by the City in order to preserve the attorney-client privilege. If the Council expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.

(4) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the City or (b) the closure or realignment of a military installation. The Council may reach an agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.

(5) To establish or instruct staff or agents concerning the City's position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease.

(6) To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.

(7) To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective public officer or employee, except when the individual in question is a Member of the City Council or other public body or is being considered to fill a vacancy on the City Council or other public body. Final action to appoint or employ a public officer or employee must take place in open session.

(8) To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.

(9) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(10) To view a law enforcement recording released pursuant to G.S. 132-1.4A.

(11) On any other basis permitted by law.

**(c) Closed Session Participants.** Unless the Council directs otherwise, the City Manager, Assistant City Manager, City Attorney, and City Clerk may attend closed sessions of the Council. No other person may attend a closed session unless authorized by a majority of the Council.

**(d) Motion to Return to Open Session.** Upon completing its closed session business, the Council shall end the closed session by adopting a duly made motion to return to open session.

## **Rule 6. Meeting Minutes**

**(a) Minutes Required for All Meetings.** The Council must keep full and accurate minutes of all of its meetings, including closed sessions. To be "full and accurate," minutes must record all actions taken by the Council. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the Council, though the Council, in its discretion, may decide to incorporate such details into the minutes.

**(b) Record of "Ayes" and "Noes."** The minutes shall list each Member by name and record each Member's vote on a particular matter.

**(c) General Accounts of Closed Sessions.** In addition to minutes, the Council must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The Council may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.

**(d) Sealing Closed Session Records.** Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the Council, or if the Council delegates the authority to unseal to one or more staff Members, in accordance with guidelines adopted by the Council. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

## **Rule 7. Broadcasting and Recording Meetings**

**(a) Right to Broadcast and Record.** Any person may photograph, film, tape-record, or otherwise reproduce any part of a Council meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a Council meeting.

**(b) Advance Notice.** Any radio or television station that plans to broadcast any portion of a Council meeting shall so notify the City Clerk no later than twenty-four hours before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a Council meeting.

**(c) Equipment Placement.** The City Clerk may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a Council meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the City Clerk determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative meeting room is not readily available, the City Clerk may require the pooling of the equipment and the personnel operating it.

**(d) Alternative Meeting Site.** If the news media request an alternative meeting site to accommodate news coverage, and the Council grants the request, the news media making the request shall pay the costs incurred by the City in securing an alternative meeting site.

#### **Part IV. Organization of the Council**

##### **Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore**

**(a) Scheduling Organizational Meeting.** The Council must hold an organizational meeting following each general election in which Council Members are elected. The organizational meeting must be held either (1) on the date and at the time of the Council's first regular meeting in December following the election or (2) at an earlier date, if any, set by the incumbent Council. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.

**(b) Oath of Office.** As the first order of new business at the organizational meeting, all newly elected Members of the Council must take and subscribe to the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each Member's oath must be filed with the City Clerk. Although a Member who is not present for the organizational meeting may take the oath of office at another time, every Member must take, subscribe to, and file the oath before he or she begins performing any of the duties of the Member's office.

**(c) Selection of Mayor Pro Tempore.** As the second order of business at the organizational meeting, the Council shall elect from among its Members a Mayor Pro Tempore using the procedures specified in Rule 38. The Mayor Pro Tempore shall serve for a term of two-years.

#### **Part V. Types of Meetings**

##### **Rule 9. Regular Meetings**

**(a) Regular Meeting Schedule.** The Council shall hold a regular meeting on the second Tuesday of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at the Council Chamber located at City Hall and begin at 6 pm. The Council shall adopt a meeting schedule each year consistent with this rule. A copy of the Council's current meeting schedule shall be filed with the City Clerk and posted on the City's website.

**(b) Change to Meeting Schedule.** Notwithstanding paragraph (a) of this rule, the Council may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the City Clerk at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the City's website.

## **Rule 10. Special Meetings**

**(a) Calling Special Meetings.** A special meeting of the Council may be called by the Mayor, the Mayor Pro Tempore, or any two Council Members. A special meeting may also be called by a vote of the Council in open session during a regular meeting or another duly called special meeting.

**(b) Notice to the Public.** At least forty-eight hours before a special meeting of the Council, notice of the date, time, place, and purpose of the meeting shall be (1) posted on the Council's principal bulletin board or, if the Council has no such board, at the door of the Council's usual meeting room and (2) delivered, e-mailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the City Clerk. Furthermore, if the Council has a website maintained by at least one City employee, notice of the special meeting's date, time, place, and purpose shall be posted on the website in advance of the meeting.

### **(c) Notice to Members.**

*(1) Meeting called by the Mayor, the Mayor Pro Tempore, or any two Council Members.* At least forty-eight hours before a special meeting called by the Mayor, the Mayor Pro Tempore, or any two Council Members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the Mayor and each Council Member or left at his or her usual dwelling place.

*(2) Meeting called by vote of the Council in open session.* When a special meeting is called by vote of the Council in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and purpose. Written notice of the special meeting's date, time, place, and purpose shall be mailed or delivered at least forty-eight hours before the meeting to each Council Member not present for the meeting at which the special meeting was called, and to the Mayor if he or she was not present at that meeting.

**(d) Transacting Other Business.** Unless all Members are present or any absent Member has signed a written waiver of notice, only those items of business specified in the notice to Council Members may be taken up at a special meeting. Even when all Members are present or any absent Member has signed a waiver, the Council may take up an item of business not covered by the notice only if the Council first determines in good faith that the item must be discussed or acted upon immediately.

## **Rule 11. Emergency Meetings**

**(a) Grounds for Emergency Meeting.** Emergency meetings of the City Council may be called only to address generally unexpected circumstances demanding the Council's immediate attention.

**(b) Calling Emergency Meetings.** There are two methods by which an emergency meeting of the Council may be called.

(1) The Mayor, the Mayor Pro Tempore, or any two Members of the Council may at any time call an emergency Council meeting by signing a written notice stating the date, time, and place of the meeting and the subjects

to be considered. The notice shall be delivered to the Mayor and each Council Member or left at his or her usual dwelling place at least six hours before the meeting.

(2) An emergency meeting may be held when the Mayor and all Members of the Council are present and consent thereto, or when any absent Member has signed a written waiver of notice.

**(c) Notice to Media of Emergency Meetings.** Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the City Clerk for notice of emergency meetings. To be valid, the request must include the newspaper's, wire services, or station's telephone number. Notice may be given by telephone, e-mail, or the same method used to notify Council Members. Notice must be provided immediately after Council Members have been notified and at the expense of the party notified.

## **Rule 12. Recessed Meetings**

**(a) Calling Recessed Meetings.** When conducting a properly called regular, special, or emergency meeting, the Council may recess the meeting to another date, time, or place by a procedural motion made and adopted, as provided in Rule 31, Motion 3, in open session. The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.

**(b) Notice of Recessed Meetings.** If the Council has a website maintained by one or more City employees, notice of the recessed meeting's date, time, and place must appear on the webpage prior to the meeting. No further notice of a properly called recessed meeting is required.

## **Part VI. Agenda**

### **Rule 13. Agenda**

#### **(a) Draft Agenda.**

*(1) Preparation.* The City Clerk shall prepare a draft agenda in advance of each meeting of the City Council.

*(2) Requesting placement of items on the draft agenda.* For a regular meeting, a request to have an item of business placed on the draft agenda must receive a consensus and/or affirmative vote of the City Council at an open meeting at least seven working days before the date of the meeting.

*(3) Supplemental information/materials.* If the Council is expected to consider a proposed ordinance or ordinance amendment, a copy of the proposed ordinance or amendment shall be attached to the draft agenda. An agenda package shall be prepared that includes, for each item of business listed on the draft agenda, as much background information on the topic as is available and feasible to provide.

*(4) Delivery to Council Members.* Each Council Member shall receive a hard or electronic copy of the draft agenda and the agenda package. Except in the case of an emergency meeting, the agenda and agenda package shall be furnished to each Member at least six calendar days before the meeting.

*(5) Public inspection.* The draft agenda and agenda package shall be available to the public when the document(s) are ready to be or have been circulated.

#### **(b) Adoption of the Agenda.**

(1) *Adoption.* As its first order of business at each meeting, the Council shall review the draft agenda, make whatever revisions it deems appropriate, and adopt a formal agenda for the meeting.

(2) *Amending the agenda.* Both before and after it adopts the agenda, the Council may add or subtract agenda items by majority vote of the Members present and voting, except that:

- the Council may not add to the items stated in the notice of a special meeting unless the requirements in Rule 10(d) are satisfied; and
- only business connected with the emergency may be considered at an emergency meeting.

**(c) Consent Agenda.** The Council may designate part of an agenda for a regular meeting as the consent agenda. Items may be placed on the consent agenda by the person(s) charged with preparing the draft agenda if the items are judged to be noncontroversial and routine. Prior to the Council's adoption of the meeting agenda under subparagraph (b)(1) of this rule, the request of any Member to have an item moved from the consent agenda to other business must be honored by the Council. All items on the consent agenda must be voted on and adopted by a single motion.

**(d) Informal Discussion of Agenda Items.** The Council may informally discuss an agenda item even when no motion regarding that item is pending.

#### **Rule 14. Acting by Reference to Agenda or Other Document**

The Council shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document with the intention of preventing persons in attendance from understanding what action is being considered or undertaken. The Council may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, provided copies of the agenda are available for public inspection at the meeting and are sufficiently worded to enable the public to understand what is being deliberated or acted upon.

#### **Rule 15. Agenda Items from Members of the Public**

If a member of the public wishes to request that the Council include an item on its regular meeting agenda, he or she must submit the request to the City Clerk by the deadline specified in Rule 13(a)(2). The Council, in its discretion, may place an item on the agenda via consensus or majority vote. The City Council is not obligated to place an item on the agenda merely because such a request has been received.

#### **Rule 16. Order of Business**

Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

- Pledge and Invocation
- Adoption of the Agenda
- Approval of the Consent Agenda
- Approval of the Previous Meeting Minutes
- Public Comments
- Public Hearings
- Administrative Reports

- Committee Reports
- Old Business
- New Business

Without objection, the Mayor may call agenda items in any order most convenient for the dispatch of business.

## **Part VII. Role of the Presiding Officer**

### **Rule 17. The Mayor**

**(a) Presiding Officer.** When present, the Mayor shall preside at meetings of the Council.

**(b) Right to Vote.** The Mayor votes on the same basis as other Council Members, though in no event may the Mayor break a tie on a motion on which he or she has already voted.

**(c) Recognition of Members.** A Member must be recognized by the Mayor (or other presiding officer) in order to address the Council, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1.

**(d) Powers as Presiding Officer.** As presiding officer, the Mayor is to enforce these rules and maintain order and decorum during Council meetings. To that end, the Mayor may:

- (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a Member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other Members on this ground;
- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time; and
- (5) adjourn in an emergency.

**(e) Appeals of Procedural Rulings.** A Member may appeal a decision made or answer given by the Mayor under subparagraph (d)(1), (2), or (3) in accordance with Rule 31, Motion 1.

### **Rule 18. The Mayor Pro Tempore**

**(a) Presiding in Mayor's Absence.** When present, the Mayor Pro Tempore shall preside over Council meetings in the Mayor's absence with all the powers specified in Rule 17(d).

**(b) Delegation of Mayor's Powers/Duties.** In the Mayor's absence, the Council may confer on the Mayor Pro Tempore any of the Mayor's powers and duties. Likewise, if the Mayor becomes physically or mentally unable to perform the duties of his or her office, the Council may, by unanimous vote, declare the Mayor incapacitated and confer any of the Mayor's powers and duties on the Mayor Pro Tempore. When the Mayor announces that he or she is no longer incapacitated, and a majority of the Council concurs, the Mayor shall resume the exercise of his or her powers and duties.

**(c) Duty to Vote.** Even when presiding over a Council meeting, the Mayor Pro Tempore has the same duty as other Members to vote on all questions unless he or she has been excused from voting on a matter in accordance with Rule 28.

### **Rule 19. Other Presiding Officer**

If both the Mayor and Mayor Pro Tempore are absent, the Council may elect, from among its Members, a temporary presiding officer to chair the meeting. While serving as a temporary presiding officer, a Member has the powers listed in Rule 17(d). Service as a temporary presiding officer does not relieve a Member of the duty to vote on all questions unless excused from voting pursuant to Rule 28.

### **Rule 20. When the Presiding Officer Is Active in Debate**

If the Mayor becomes active in debate on a particular proposal, he or she may have the Mayor Pro Tempore preside during the Council's consideration of the matter. If the Mayor Pro Tempore is absent or is also actively debating the matter, the Mayor may designate another Member to preside until the matter is concluded. Similarly, if the Mayor Pro Tempore or a temporary presiding officer is presiding and takes an active part in debating a topic, he or she may designate another Council Member to preside temporarily.

## **Part VIII. Motions and Voting**

### **Rule 21. Action by the Council**

Except as otherwise provided in these rules, the Council shall act by motion. Any Member may make a motion, including the Mayor.

### **Rule 22. Second Not Required**

A second is required for all motions.

### **Rule 23. One Motion at a Time**

A Member may make only one motion at a time.

### **Rule 24. Withdrawal of Motion**

The Member who introduces a motion may withdraw the motion unless the motion has been amended or the presiding officer has put the motion to a vote.

### **Rule 25. Debate**

The presiding officer shall state the motion, then open the floor to debate, presiding over the debate in accordance with the principles listed below.

- The maker of the motion is entitled to speak first.
- A Member who has not spoken on the issue shall be recognized before a Member who has already spoken.

- To the extent practicable, the debate shall alternate between proponents and opponents of the measure.
- No Member may speak more than twice on the same substantive motion. A Member's first speech on a substantive motion shall be limited to [10] minutes, and any second speech on the same motion shall be limited to [five] minutes. The same rules apply to debate on a procedural motion, except that a Member's first speech shall not exceed [five] minutes, and any second speech shall be limited to [two] minutes.

### **Rule 26. Adoption by Majority Vote**

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

### **Rule 27. Changing a Vote**

A Member may change his or her vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a Member may not change his or her vote without the unanimous consent of the remaining Members present. A Member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

### **Rule 28. Duty to Vote**

**(a) Duty to Vote.** Every Council Member must vote except when excused from voting as provided by this rule.

**(b) Grounds for Excusal.** A Member may be excused from voting on a matter involving the Member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to Council Members. Members may also be excused from voting when prohibited from voting under G.S. 14-234 (contract providing direct benefit to Member), G.S. 160A-381(d) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on Member), G.S. 160A-388(e)(2), G.S. 160D-109, or G.S. 160A-109(d).

**(c) Procedure for Excusal.**

*(1) At Member's request.* Upon being recognized at a duly called meeting of the Council, a Member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining Members present. If a majority of the remaining Members present vote to excuse the Member, the Member is excused from voting on the matter.

*(2) On Council's initiative.* Even when a Member has not asked to be excused from voting on a matter, a majority of the remaining Council Members present may, by motion and vote, excuse the Member from voting if grounds for doing so exist, as under paragraph (b).

**(d) Consequence of Non-Excused Failure to Vote.** Except as specified in paragraph (e), if a Member who has not been excused from voting fails to vote on a matter, the Member's failure to vote shall be recorded as an affirmative vote, provided:

(1) the Member is physically present in the Council Chamber, or

(2) the Member has physically withdrawn from the meeting without being excused by a majority vote of the remaining Members present.

**(e) Mayor's Duty to Vote.** The provisions of this rule apply to the Mayor.

### **Rule 29. Voting by Written Ballot**

**(a) Secret Ballots Prohibited.** The Council may not vote by secret ballot.

**(b) Rules for Written Ballots.** The Council may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each Member must sign his or her ballot, and the minutes must record how each Member voted by name. The ballots must be made available for public inspection in the City Clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

### **Rule 30. Substantive Motions**

A substantive motion is not in order if made while another motion is pending. Once the Council disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 31, Motion 14.

### **Rule 31. Procedural Motions**

**(a) Certain Motions Allowed.** The Council may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast with a quorum present for adoption.

**(b) Priority of Motions.** The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that:

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and
- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

When several procedural motions are pending, voting must begin with the highest-priority motion, provided that a motion to amend or end debate on the highest-priority motion must be voted on first.

**Motion 1. To Appeal a Ruling of the Presiding Officer.** Any Member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any Member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time.

The Member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

**Motion 2. To Adjourn.** This motion may be used to close a meeting. It is not in order if the Council is in closed session. Unlike the motion to adjourn described in Robert's, this motion is debatable and amendable.

**Motion 3. To Recess to a Time and Place Certain.** This motion may be used to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the Council is in closed session.

**Motion 4. To Take a Brief Recess.**

**Motion 5. To Follow the Agenda.** This motion must be made at the time an item of business that deviates from the agenda is proposed; otherwise, the motion is out of order as to that item.

**Motion 6. To Suspend the Rules.** To be adopted, a motion to suspend the rules must receive affirmative votes equal to at least two-thirds of the Council's actual Membership, excluding vacant seats but including the Mayor. The Council may not suspend provisions in these rules that are required under state law.

**Motion 7. To Divide a Complex Motion.** This motion is in order whenever a Member wishes to consider and vote on parts of a complex motion separately. The Member who makes this motion must specify how the complex motion will be divided.

**Motion 8. To Defer Consideration.** The Council may defer its consideration of a substantive motion and any proposed amendments thereto to an unspecified time. A motion that has been deferred expires unless the Council votes to revive it pursuant to Motion 13 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

**Motion 9. To End Debate (Call the Previous Question).** If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every Member has had an opportunity to speak once on the pending motion.

**Motion 10. To Postpone to a Certain Time.** This motion may be employed to delay the Council's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the Council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

**Motion 11. To Refer a Motion to a Committee.** The Council may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the Council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 30 days of the referral date, the Council must take up the motion if asked to do so by the Member who introduced it.

**Motion 12. To Amend.**

**(a) Germaneness.** A motion to amend must concern the same subject matter as the motion it seeks to alter.

**(b) Limit on Number of Motions to Amend.** When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

**(c) Amendments to Ordinances.** Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

**Motion 13. To Revive Consideration.** The Council may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 8, provided it does so within 100 days of its vote to defer consideration.

**Motion 14. To Reconsider.** The Council may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting during which the action to be reconsidered was taken and (b) by a Member who voted with the prevailing side. For purposes of this motion, "the same meeting" includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the Council's deliberation on a pending matter.

**Motion 15. To Rescind.** The Council may vote to rescind an action taken at a prior meeting, provided rescission is not forbidden by law.

**Motion 16. To Prevent Reintroduction for Six Months.** This motion may be used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion's defeat. To be adopted, this motion must receive votes equal to at least two-thirds of the Council's actual Membership, excluding vacant seats but including the Mayor. If this motion is adopted, the ban on reintroduction remains in effect for six months or until the Council's next organizational meeting, whichever occurs first.

## **Part IX. Ordinances and Contracts**

### **Rule 32. Introduction of Ordinances**

For purposes of these rules, the "date of introduction" for a proposed ordinance is the date on which the Council first votes on the proposed ordinance's subject matter. The Council votes on the subject matter of a proposed ordinance when it votes on whether to adopt or make changes to the proposed ordinance.

### **Rule 33. Adoption, Amendment, and Repeal of Ordinances**

#### **(a) Adoption of Ordinances.**

*(1) Proposed ordinances to be in writing.* No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to Members before a vote on adoption is taken.

*(2) Adoption on date of introduction.* To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least two-thirds of the Council's actual Membership, excluding vacant seats.

*(3) Adoption after date of introduction.* To be approved after the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all Council Members not excused from voting on the matter. In calculating the number of affirmative votes necessary for approval, the Council shall count the Mayor.

**(b) Amendment and Repeal of Ordinances.** The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

### **Rule 34. Adoption of the Budget Ordinance**

**(a) Special Rules for the Adoption or Amendment of the Budget Ordinance.** Notwithstanding any provision in the City charter, general law, or local act,

(1) the Council may adopt or amend the budget ordinance at a regular or special meeting of the Council by a simple majority of those Members present and voting, a quorum being present;

(2) no action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the Council; and

(3) the adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any City charter or local act concerning initiative or referendum.

**(b) Notice Requirements for Budget Meetings.** During the period beginning with the submission of the budget to the Council and ending with the adoption of the budget ordinance, the Council may hold any special meetings necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period, so long as;

- each Member of the board has actual notice of each special meeting called for the purpose of considering the budget; and
- no business other than the consideration of the budget is taken up.

**(c) No Authority for Closed Sessions.** This rule shall not be construed to authorize the Council to hold closed sessions on any basis other than the grounds set out in Rule 5.

### **Rule 35. Approval of Contracts and Authorization of Expenditures**

**(a) Contracts to be in Writing.** No contract shall be approved or ratified by the City Council unless it has been reduced to writing at the time of the Council's vote.

**(b) Approval of Contracts.** To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all Council Members not excused from voting on the contract, including the Mayor's vote in the event of a tie.

**(c) Authorization of Expenditure of Public Funds.** The same vote necessary to approve or ratify a contract is required for the Council to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 34.

## **Part X. Public Hearings and Comment Periods**

### **Rule 36. Public Hearings**

**(a) Calling Public Hearings.** In addition to holding public hearings required by law, the Council may hold any public hearings it deems advisable. The Council may schedule hearings or delegate that responsibility to City staff Members, as appropriate, except when state law directs the Council itself to call the hearing. The City Council delegates scheduling authority of zoning and quasi-judicial matters to staff members.

**(b) Public Hearing Locations.** Public hearings may be held anywhere within the City or within the county where the City is located.

**(c) Rules for Public Hearings.** The Council may adopt reasonable rules for public hearings that, among other things:

- Fix the maximum time allotted to each speaker at 3 minutes;
- Provide for the designation of spokespersons for groups of persons supporting or opposing the same positions;
- Provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as

arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the hall to listen to the hearing);

- Provide for the maintenance of order and decorum in the conduct of the hearing.

**(d) Notice of Public Hearings.** Any public hearing at which a majority of the Council is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.

**(e) Continuing Public Hearings.** The Council may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to paragraph (g), if a quorum of the Council is not present for a properly scheduled public hearing, the hearing must be continued until the Council's next regular meeting without further advertisement.

**(f) Conduct of Public Hearings.** At the time appointed for the hearing, the Mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the Council for the hearing. Unless the Council extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the Mayor shall entertain a motion to close the hearing, and the Council shall resume the regular order of business.

### **Rule 37. Public Comment Periods**

**(a) Frequency of Public Comment Periods.** The Council must provide at least one opportunity for public comment each month at a regular meeting, except that the Council need not offer a public comment period during any month in which it does not hold a regular meeting.

**(b) Rules for Public Comment Periods.** The Council may adopt reasonable rules for public comment periods that, among other things:

- Fix the maximum time allotted to each speaker at 2 minutes and the total comment period at 30 minutes;
- Speakers may not give their allotted time to another speaker to increase that person's allotted time;
- Provide for a sign-up sheet including the requester's name, address, and a short description of the topic on which he/she would like to speak. Said sheet will be available until the public comment period concludes;
- Speakers should not address an item already on the agenda;
- Speakers must be civil in their language and presentation
- It is recommended if there are several people who wish to speak on the same subject, they select one speaker to speak for all;
- Any Council Member may ask the speaker questions for clarification; however, the time used by a Council Member to ask a question or respond to his/her question shall not be counted against the speaker's two-minute time allotment again.
- Each speaker shall be recognized by the Mayor as having the exclusive right to be heard;
- Speakers shall not discuss the candidacy of any person seeking public office, including the person addressing the City Council;
- Any action on items brought up during the public comment period will be at the discretion of the City Council.
- Provide for the maintenance of order and decorum in the conduct of the hearing.

**(c) Content-Based Restrictions Generally Prohibited.** The Council may not restrict speakers based on residency or subject matter, as long as their comments pertain to subjects within the Council's real or apparent jurisdiction.

## **Part XI. Appointments and Appointed Bodies**

### **Rule 38. Appointments**

**(a) Appointments in Open Session.** The Council must consider and make any appointment to another body or, in the event of a vacancy on the Council, to its own Membership in open session.

**(b) Nomination and Voting Procedure.** All appointments shall be made as provided by law and City ordinances.

**(c) Mayor.** The Mayor may make nominations and vote on appointments under this rule.

**(d) Multiple Appointments.** If the Council is filling more than one vacancy, each Member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of Members voting shall be required for each appointment. No Member may cast more than one vote for the same candidate for the same vacancy during a single balloting.

**(e) Duty to Vote.** It is the duty of each Member to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a Member's ballot.

**(f) Vote by Written Ballot.** The Council may vote on proposed appointments by written ballot in accordance with Rule 29.

### **Rule 39. Committees and Boards**

**(a) Establishment and Appointment.** The Council may establish temporary and standing committees, boards, and other bodies to help carry on the work of City government. Unless otherwise provided by law or the Council, the power of appointment to such bodies lies with the Council.

**(b) Open Meetings Law.** The requirements of the open meetings law apply whenever a majority of an appointed body's Members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the City's professional staff.

**(c) Procedural Rules.** The Council may prescribe the procedures by which the City's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules adopted by the Council, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

## **Part XII. Miscellaneous**

### **Rule 40. Amendment of the Rules**

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the City charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the Council's Members, excluding vacant seats but including the Mayor.

#### **Rule 41. Reference to Robert's Rules of Order Newly Revised**

The Council shall refer to Robert's Rules of Order Newly Revised for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted Robert's, the Mayor shall make a ruling on the issue, subject to appeal to the Council under Rule 31, Motion 1.

Council consensus was to repeal the “Issues Not Included on Tonight’s Agenda Policy” and incorporate it into the above Rules and Procedures for City Council.

#### **ITEM 1: FINANCIAL ADVISORS – DAVENPORT ASSOCIATES:**

City Council reviewed potential funding for General Fund and Water/Sewer Fund capital improvement projects.

City Manager Megan Garner stated the City onboarded Davenport Associates for capital-related items, and Mr. Ted Cole was present for questions. She noted at the last special meeting, he shared several financial documents with Council, walking through several various options for the Utility side of funding and General Fund funding. She stated on the General Fund side, Recreation had reached out to WithersRavenel and received a quote to amend the contract to get more definitive pricing on the specifics of phasing the design, and it would probably be several weeks before they received something back. She stated the design number would be less than \$4.1 million for the park study, given it would be designed in phases. She stated she wanted City Council to get to a point where they were comfortable in their understanding and could give staff direction on which items to fund for the upcoming fiscal year.

Mayor Dickey stated the Council would discuss and refer questions to Mr. Cole. She shared that, coming out of the priority-setting meetings, Council identified the fire station, fire apparatus, the park master plan, street repaving, and water lines.

Council Member Whitaker stated she just did not want to raise taxes.

The Mayor Pro Tem recommended scenario 1B, column D, which required a 2.79-cent tax increase.

Mr. Cole shared that it would fund everything in Column D. He noted it was a \$6 million fire substation, \$1 million apparatus, \$4.1 million for the Graham Regional Park design, continuing to fund \$1.427 million per year for capital, and continuing to fund \$750,000 for street repaving. He stated it would be roughly \$21.9 million in funding, with \$7 million in financing for the fire station and the apparatus. He shared that the Graham Park Design would be cash-funded over a two-year period, roughly \$2,000,000 a year.

City Manager Garner stated that unless the full park plan was designed, Council would not need the entire \$4.1.

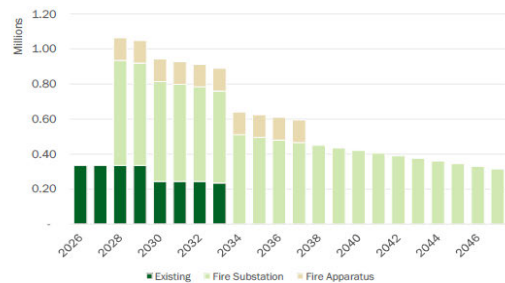
Scenario 1: \$6 Million Fire Substation Project Cost		
C	D	E
Scenario 1A	Scenario 1B	Scenario 1C
Fire Substation & Fire Apparatus	All Major Capital	Fire Substation, Fire Apparatus & Add'l Street Resurf.
6,000,000	6,000,000	6,000,000
1,000,000	1,000,000	1,000,000
-	4,100,000	-
7,137,000	7,137,000	7,137,000
3,750,000	3,750,000	3,750,000
-	-	2,200,000
<b>\$ 17,887,000</b>	<b>\$ 21,987,000</b>	<b>\$ 20,087,000</b>
3,700,000	7,000,000	7,000,000
14,187,000	14,987,000	13,087,000
<b>0.99¢</b>	<b>2.79¢</b>	<b>2.43¢</b>
-	-	-
-	-	-
-	-	-
-	61,738	-
-	175,397	-
-	198,237	-
1,846	221,155	-
20,034	252,756	-
264,508	510,695	-
274,149	533,853	-
283,819	557,093	-
293,519	580,415	-
432,753	733,326	73,239
442,512	756,815	95,628
452,301	780,390	118,090
-	-	7,700,000
<b>\$ 2,465,440</b>	<b>\$ 5,361,870</b>	<b>\$ 7,986,956</b>
Worst Shown	Worst Shown	Worst Shown
70.25%	60.68%	60.68%
0.21%	0.34%	0.34%
3.67%	5.24%	5.24%

## Existing and Proposed Debt Service



### Scenario 1B

#### Proposed Tax Supported Debt Service



#### Summary

- **Fire Substation Financing Assumptions:**
  - Term: 20-Years
  - Interest Rate: 5.00%
  - Amortization: Level Principal
  - First Interest: FY Following Issuance
  - First Principal: FY Following Issuance
- **Fire Apparatus Financing Assumptions:**
  - Term: 10-Years
  - Interest Rate: 5.00%
  - Amortization: Level Debt Service
  - First Interest: FY Following Issuance
  - First Principal: FY Following Issuance
- **Par Amount:**
  - FY 2026: \$0
  - FY 2027: \$7,000,000
  - Total: \$7,000,000
- **Total Debt Service: \$10,445,046**

#### Proposed Principal



Council Member Young stated he liked Mayor Pro Tem Hall's recommendation.

Mayor Dickey inquired about following Scenario 1B, and then down the road, we have an \$8 million price tag for the fire station. She asked what that would do to us.

City Manager Garner stated if Council agreed to 1B, understanding that the \$4.1 million for design of the park would be unlikely to occur, then you would see less than a 2.79-cent tax increase for that one project, or part of that could be reallocated to the fire station.

Mayor Dickey asked if there would be some flexibility if the price tag came back that we really needed three bays and the cost was \$8 million. She further asked if the City could take part of the \$4.1 million and move it to another project.

City Manager Garner stated all of these items would be set up by a capital project ordinance that would come to the City Council for approval and to be amended. She stated that the money would remain in that project ordinance until it is either fully spent or the City Council reallocates it elsewhere.

Council Member Chin noted that the Council was funding what they said they needed.

Council Member Whitaker stated that it was a significant tax increase and inquired about option 1C, noting that it did not fund any of the park study.

Mr. Cole stated it was correct. The \$4.1 million would come out, adding an additional \$550,000 for street resurfacing.

Mayor Dickey stated that if Council were to increase taxes, we would increase services to take care of the community, and wanted to make sure the Southern part of the City would get the same response times from the Fire Department.

Mayor Pro Tem Hall suggested making it an even 3-cent tax increase to help pay for capital improvements.

City Manager Garner asked Mr. Cole to speak to the tax increases for these in fiscal year 2027 and what they would look like in fiscal years beyond.

Mr. Cole stated Council would be going from .31 cents to maybe .34 cents per \$100,000 valuation. He shared that it would be net new 3 pennies on the tax rate, and the expectation is that it would be needed for at least the next four years. He shared that the Council would reach a point where they could consider reducing the tax rate as the debt rate declines. He stated the potential three pennies would be just for the debt and had nothing to do with what might be going on in the operating budget. He stated it would continue to be in place an additional three pennies of revenue every year for at least the next four or five years, and it could not be eliminated all at once, but gradually, and you would probably have other capital needs to deal with in those years.

Council Member Whitaker asked when this decision needed to be made.

City Manager Garner stated that when the Council was comfortable and in advance of the budget.

Mr. Cole shared that, at a \$200,000 home value, levied on a per 100 valuation times 3 pennies, the

additional cost would be \$60.00 per year, and for a \$300,000 home, \$90.00 per year.

Council Members all stated they hated raising taxes, but it was necessary to fund these capital items.

City Manager Garner provided a chart of the current tax rates for all Alamance County cities and towns.

<u>MUNICIPALITIES</u>	
ALAMANCE (VILLAGE)	.1450
BURLINGTON	.48360
BURLINGTON (SPECIAL DOWNTOWN)	.1700
ELON	.3500
GIBSONVILLE	.5300
GRAHAM	.3099
HAW RIVER	.4400
MEBANE	.3700
TOWN OF GREEN LEVEL	.2600
TOWN OF OSSIPEE	.2000
Distributed to the Town of Ossipee	.0800
Distributed to the AO Fire District	.1200
BURLINGTON (VEHICLE TAX)	\$10.00 flat fee
ELON (VEHICLE TAX)	\$5.00 flat fee

Mayor Dickey noted that Graham would still be the lowest for its size and the services Graham offers. She shared that she liked Mayor Pro Tem Hall’s suggestion and that the Council had worked hard to identify community priorities. She thought Council had taken everything into consideration and knew it would come with price tags, but the 1B recommendation would get us to a good place. She shared that this was why she ran for office; to provide public safety and take care of our people.

Consensus from Council was to go with 1B and a 3-cent tax increase; all agreed.

**ADJOURN**

Mayor Pro Tem Hall motioned to adjourn, seconded by Council Member Chin. The motion passed unanimously. Chin/Hall

The meeting was adjourned at 4:34 p.m.

Renee M. Ward, CMC  
City Clerk

# STAFF REPORT

SUBJECT:	STREET CLOSURE FOR ESPERANZA 2026 HISPANIC HERITAGE FESTIVAL
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

## REQUESTED ACTION:

Approve the street closure of the 100 block of W. Elm Street for the 6<sup>th</sup> Annual Esperanza Hispanic Heritage Festival on September 26, 2026.

## BACKGROUND/SUMMARY:

Yholima Vargas and Kim Willard request the approval of closing the 100 block of W. Elm Street for the 6th Annual Esperanza Hispanic Heritage Festival, as described in the attached application. The requested closure would be from 8 a.m. to 11 p.m. (including set up/clean up).



## FISCAL IMPACT:

N/A

## STAFF RECOMMENDATION:

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

## SUGGESTED MOTION(S):

I move that we approve the request from Yholima Vargas and Kim Willard for the 6th Annual Esperanza Hispanic Heritage Festival on September 26, 2026, and the closure of the 100 block of W. Elm Street from 8 a.m. to 11 p.m.



- 1. Your email: [REDACTED]
- 2. Event name (if applicable): Esperanza Festival
- 3. Reason for the event (be specific): Hispanic Heritage Month Celebration
- 4. Event date(s): 09/26/2026
- 5. Provide your event's setup, start, end, and cleanup times. (Ex: Name of Event 6:30 a.m. - 8 a.m. setup | 8 a.m. event start | 2 p.m. event ends | 2 p.m. - 4 p.m. cleanup):  
Setup - 8:00 AM Event start - 12:00pm Event end - 8:00 pm  
Cleanup - 8:00 - 11:00 pm
- 6. Event category

Please check all that apply appropriate category for your event.

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

7. Where are you requesting for your event to occur?  
 Be specific identifying street names or City facilities being requested for use?

100 Block of West Elm Street

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

Yes  No

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

100 Block of West Elm Street (Graham)

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

8:00 AM to 11:00 pm



11. What is your anticipated event attendance total? 2000

12. Does your event include musical entertainment?

Yes  No

13. Where will your musical entertainment be located?

On the stage to be at the courthouse side of West Elm St.

14. Will sound amplification be used?  Yes  No

If yes, provide the start time and end time.

12:00 pm - 8:00 pm (Event time)

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

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

We are planning to have (2) inflatables in the (kids zone)

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

Yes  No

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

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

Yes  No

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

Alcohol will be available free of charge

Alcohol will be by purchase only

Alcohol being served and or sold at my event includes

Beer only

Wine only

Beer & Wine



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

N/A

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

Yes  No

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

Gas

Electric

Charcoal

Other: 5-8 Food trucks (vendors)

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

Yes  No

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

21. Portable toilet company name: \_\_\_\_\_

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

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

We use festival volunteers and planning committee members

Does your event require additional trash receptacles?

Yes  No

If yes, what is the requested number of additional trash receptacles? 12

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

Yes  No



24. Applicant name and affiliated agency if applicable

Kim Willard - Alamance Arts

25. Applicant's Address

213 S. Main st. Graham NC

26. Applicant's phone number

336-226-4495

27. Applicant's email address

[REDACTED]

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

Yholima Vargas - 919-417-4411

[REDACTED]

29. How many years has this event taken place?

5 2021-2025

# STAFF REPORT

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

## REQUESTED ACTION:

Approve the street closure of E. Market Street between the N. Main Street and N. Marshall Street on March 21, 2026.

## BACKGROUND/SUMMARY:

Wendy Smith with First United Methodist Church (FUMC) of Graham requests a street closure for a Touch-a-Truck/ Easter Celebration on March 21<sup>st</sup> located on E. Market Street between N. Main Street and N. Marshall Street, as described in the attached application. The requested closure would be from 9:00 a.m. to 3:00 p.m. (including set up/clean up).

## FISCAL IMPACT:

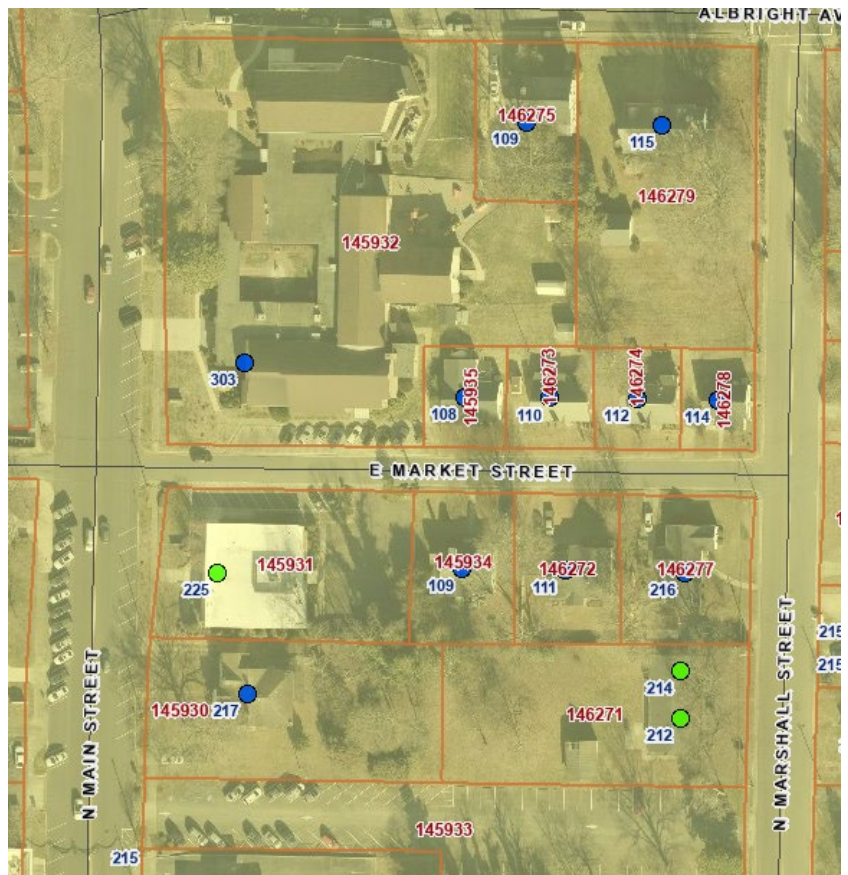
N/A

## STAFF RECOMMENDATION:

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

## SUGGESTED MOTION(S):

I move that we approve the request from Wendy Smith with FUMC of Graham for the Touch-a-Truck/ Easter Celebration on March 21, 2026, located on E. Market Street between N. Main Street and N. Marshall Street from 9:00 a.m. to 3:00 p.m.





- 1. Your email: [REDACTED]
- 2. Event name (if applicable): Touch a Truck, and Easter Egg Hunt
- 3. Reason for the event (be specific): Celebrate Easter
- 4. Event date(s): March 21
- 5. Provide your event's setup, start, end, and cleanup times. (Ex: Name of Event 6:30 a.m. - 8 a.m. setup | 8 a.m. event start | 2 p.m. event ends | 2 p.m. - 4 p.m. cleanup):  
Set up 9:00-11:00, start 11:00 am
- 6. Event category Event ends 1:00 pm, Clean up 1:00-3:00

Please check all that apply appropriate category for your event.

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

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

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

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

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

Yes  No

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

E. Market St. between N. Main St. + N. Marshall St.

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

9:00 am - 3:00 pm



11. What is your anticipated event attendance total? ~200

12. Does your event include musical entertainment?

Yes  No

13. Where will your musical entertainment be located?

---

14. Will sound amplification be used?  Yes  No

If yes, provide the start time and end time.

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

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

---

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

Yes  No

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

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

Yes  No

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

Alcohol will be available free of charge

Alcohol will be by purchase only

Alcohol being served and or sold at my event includes

Beer only

Wine only

Beer & Wine



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

\_\_\_\_\_  
\_\_\_\_\_

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

Yes  No  cooking inside at church kitchen

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

Gas

Electric

Charcoal

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

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

Yes  No  Bathrooms inside church

If yes, list the total number of portable toilets: \_\_\_\_\_

21. Portable toilet company name: \_\_\_\_\_

If no, please explain Bathrooms inside

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

All trash will be placed in church trash bins

Does your event require additional trash receptacles?

Yes  No

If yes, what is the requested number of additional trash receptacles? \_\_\_\_\_

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

Yes  No



24. Applicant name and affiliated agency if applicable

Wendy Smith, First United Methodist Church,  
Graham, NC

25. Applicant's Address

303 N. Main St.

26. Applicant's phone number

443-815-9387 - Wendy    336-226-4343 - Church

27. Applicant's email address

[REDACTED]

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

\_\_\_\_\_  
\_\_\_\_\_

29. How many years has this event taken place? 1 year

## STAFF REPORT

<b>SUBJECT:</b>	<b>CLOSURE OF UNCONSTRUCTED WILTON DRIVE</b>
<b>PREPARED BY:</b>	<b>CAMERON WEST, SENIOR PLANNER</b>

### REQUESTED ACTION:

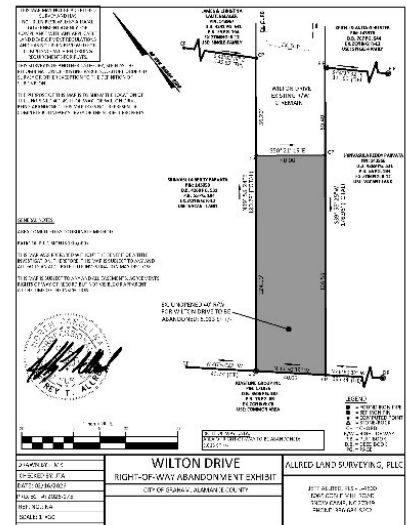
Approve Resolution Declaring the Intention of the City Council of the City of Graham to Consider the Permanent Closing of Wilton Drive and setting a Public Hearing.

### BACKGROUND/SUMMARY:

KC Rentals, LLC, is requesting the removal of a proposed roadway that abuts their land on the east and west right-of-way (ROW) of Wilton Drive, as shown and described in the attached plat. This ROW exists only on a plat and has not been constructed.

In order to properly close the ROW, City Council will need to approve a resolution with corresponding steps. This resolution will start the following actions:

- (1) A meeting will be held at 6:00 p.m. on the 14<sup>th</sup> day of April, 2026, in the Council Chambers of the Graham City Hall to consider the permanent closing of Leonard Drive.
- (2) The City Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in The Alamance News, or other newspaper of general circulation in the area.
- (3) The City Clerk is hereby directed to transmit by registered or certified mail to each property abutting upon said road a copy of this Resolution of Intent.
- (4) The City Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled public hearing to be posted as required by G.S. 160A-299.



### FISCAL IMPACT:

This section of roadway is not currently counted for the purposes of the Powell Bill, and therefore, the City receives no state funds for it.

### STAFF RECOMMENDATION:

Approval.

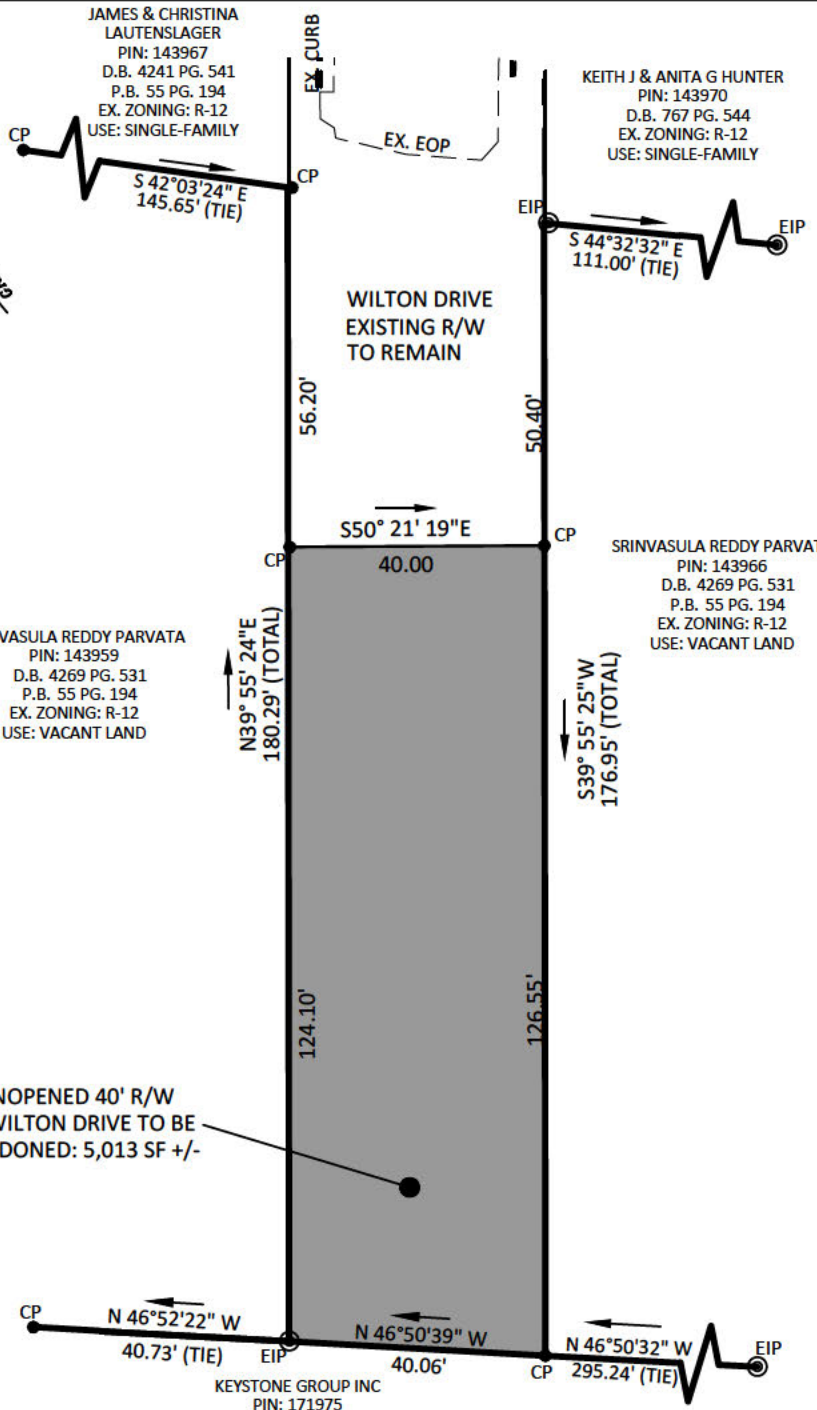
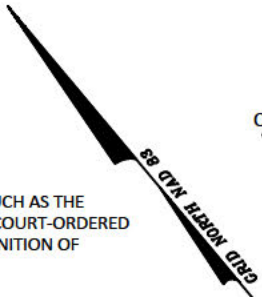
### SUGGESTED MOTION(S):

I move we approve the Resolution Declaring the Intention of the City Council of the City of Graham to Consider the Permanent Closing of Wilton Drive and Setting a Public Hearing

THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.

THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION.

THE PURPOSE OF THIS MAP IS TO SHOW THE LOCATION OF THE UNOPENED 40' RIGHT-OF-WAY FOR WILTON DRIVE BEING ABANDONED. THIS MAP DOES NOT REPRESENT A COMPLETE BOUNDARY SURVEY OF THE SUBJECT PROPERTY.



**GENERAL NOTES:**

AREA COMPUTED BY COORDINATE METHOD.

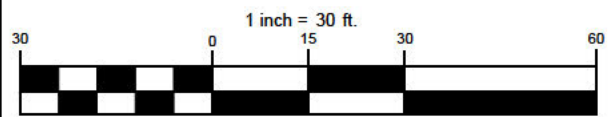
RATIO OF PRECISION IS 1:10,000+.

THIS MAP WAS PREPARED WITHOUT THE BENEFIT OF A TITLE INVESTIGATION, THEREFORE, THIS MAP IS SUBJECT TO ANY AND ALL FACTS AN ACCURATE TITLE INVESTIGATION MAY DISCLOSE.

THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS, AGREEMENTS RIGHTS OF WAY OF RECORD BUT NOT VISIBLE OR APPARENT AT THE TIME OF THE INSPECTION.



EX. UNOPENED 40' R/W FOR WILTON DRIVE TO BE ABANDONED: 5,013 SF +/-



**RIGHT-OF-WAY DATA:**  
 AREA OF RIGHT-OF-WAY TO BE ABANDONED:  
 5,013 SF +/-

**LEGEND**

- = FOUND IRON PIPE
- = SET IRON PIN
- = COMPUTED POINT
- ▲ = STONE/ROCK
- CH = CHORD
- R/W = RIGHT OF WAY
- P.B. = PLAT BOOK
- D.B. = DEED BOOK
- PG. = PAGE

DRAWN BY: TMK
CHECKED BY: JTA
DATE: 02/16/2026
PROJECT #: 2025-175
REF. NO.: NA
SCALE: 1"=30'

# WILTON DRIVE

## RIGHT-OF-WAY ABANDONMENT EXHIBIT

CITY OF GRAHAM, ALAMANCE COUNTY

ALLRED LAND SURVEYING, PLLC

JEFF ALLRED, PLS - L-4500  
 8065 COBLE MILL ROAD  
 SNOW CAMP, NC 27349  
 PHONE: 336-684-8202

40' R/W for Wilton Drive to be abandoned:

beginning at a computed point on the Eastern R/W of Wilton Drive, point being S 39°55'25" W a distance of 50.40' from an EIP at the NW corner of PIN: 143966 and SW corner of PIN: 143970; thence S 39°55'25" W a distance of 126.55' to a computed point, the SE corner of PIN: 143966 and in the line of PIN: 171975; thence N 46°50'39" W a distance of 40.06' to an EIP, along the line of PIN: 171975 and SE corner of PIN: 143959; thence N 39°55'24" E a distance of 124.10' to a computed point, in the line of PIN: 143959 and on the Western R/W of Wilton Drive; thence S 50°21'19" E a distance of 40.00' to a computed point, on the Eastern R/W of Wilton Drive; which is the point of beginning, having an area of 5,013 SF, 0.115 AC.

**RESOLUTION DECLARING THE INTENTION OF THE CITY COUNCIL OF THE CITY OF GRAHAM TO CONSIDER THE PERMANENT CLOSING OF WILTON DRIVE AND SETTING A PUBLIC HEARING**

**WHEREAS**, the City of Graham has received a petition from adjoining property owners seeking the permanent closure of unconstructed Wilton Drive, a public street beginning at a computed point on the Eastern R/W of Wilton Drive, point being S 39°55'25" W a distance of 50.40' from an EIP at the NW corner of PIN: 143966 and SW corner of PIN: 143970; thence S 39°55'25" W a distance of 126.55' to a computed point, the SE corner of PIN: 143966 and in the line of PIN: 171975; thence N 46°50'39" W a distance of 40.06' to an EIP, along the line of PIN: 171975 and SE corner of PIN: 143959; thence N 39°55'24" E a distance of 124.10' to a computed point, in the line of PIN: 143959 and on the Western R/W of Wilton Drive; thence S 50°21'19" E a distance of 40.00' to a computed point, on the Eastern R/W of Wilton Drive; which is the point of beginning, having an area of 5,013 SF, 0.115 AC.; and

**WHEREAS**, G.S. 160A-299 authorizes the City Council to close public streets and alleys; and

**WHEREAS**, the City Council considers it advisable to conduct a public hearing for the purpose of giving consideration to the closing of Wilton Drive.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Graham that:

- (1) A meeting will be held at 6:00 p.m. on the 14<sup>th</sup> day of April, 2026, in the Council Chambers of the Graham City Hall to consider the permanent closing of Leonard Drive.
- (2) The City Clerk is hereby directed to publish this Resolution of Intent once a week for four successive weeks in The Alamance News, or another newspaper of general circulation in the area.
- (3) The City Clerk is hereby directed to transmit by registered or certified mail to each property abutting upon said street a copy of this Resolution of Intent.
- (4) The City Clerk is further directed to cause adequate notices of this Resolution of Intent and the scheduled public hearing to be posted as required by G.S. 160A-299.

This the 10<sup>th</sup> day of March 2026.

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

ATTEST:

\_\_\_\_\_  
Renee Ward, City Clerk

# STAFF REPORT

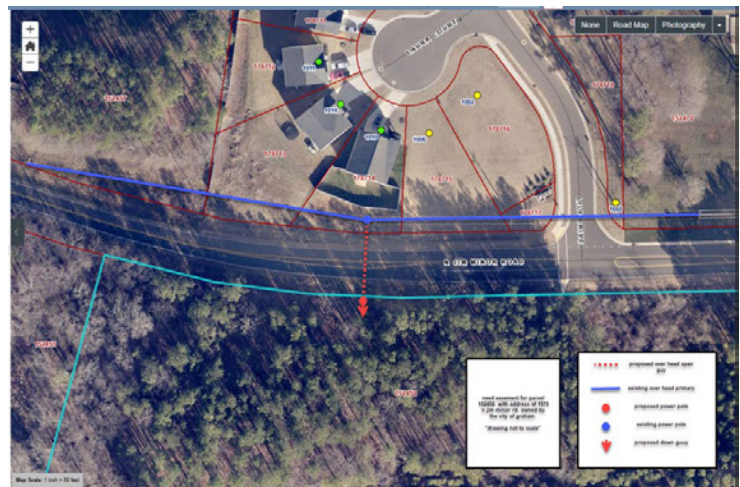
SUBJECT:	DUKE ENERGY EASEMENT AGREEMENT AT GRAHAM REGIONAL PARK
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

## REQUESTED ACTION:

Approve Resolution to Grant Easement to Duke Energy Carolinas, LLC to install and maintain facilities at Graham Regional Park property.

## BACKGROUND/SUMMARY:

Duke Energy is requesting an easement area across N. Jim Minor Rd from its current location for the purposes of transmitting and distributing electrical energy and for communication purposes. In its current location, the anchor was recently hit by a car, causing the pole to break. Duke would like to relocate it to the proposed location to avoid any future issues.



## FISCAL IMPACT:

None

## STAFF RECOMMENDATION:

Approval. Attorneys have reviewed for consistency.

## SUGGESTED MOTION(S):

I move we approve the Resolution to Grant Easement to Duke Energy Carolinas, LLC for the purposes of transmitting and distributing electrical energy and for communication purposes.

**RESOLUTION TO GRANT EASEMENT TO DUKE ENERGY CAROLINAS, LLC AT  
GRAHAM REGIONAL PARK**

**WHEREAS**, the City of Graham “City” owns the parcels identified by Alamance County GIS parcel id(s) 152452, also known as 1575 N. Jim Minor Road;

**WHEREAS**, Duke Energy Carolina’s LLC requests a strip of land thirty feet (30') in uniform width for the overhead portion of said Facilities and a strip of land twenty feet (20') in uniform width for the underground portion of said Facilities, lying equidistant on both sides of a centerline, which centerline shall be established by the center of the Facilities as installed, along with an area ten feet (10') wide on all sides of the foundation of any Grantee enclosure/transformer, vault and/or manhole, (hereinafter referred to as the "Easement Area") twenty (20) foot wide easement for the purposes of transmitting and distributing electrical energy and for communication purposes;

**WHEREAS**, G.S. 160A-273 permits a city to grant easements over, through, under, or across any city property.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Graham that:

The City of Graham (“City”) hereby grants an easement to Duke Energy Carolinas, LLC for the purposes of transmitting and distributing electrical energy and for communication purposes.

**BE IT FURTHER RESOLVED** that the City Manager and City Clerk are hereby authorized to execute the necessary documents on behalf of the City.

Adopted this 10<sup>th</sup> day of March 2026.

ATTEST:

\_\_\_\_\_  
Renee Ward, City Clerk

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

Prepared by: Duke Energy Carolinas, LLC  
Return to: Duke Energy Carolinas, LLC  
Attn: Tiffany Couch  
PO Box 10359  
Wilmington, NC 28404

Parcel # 8893743839

EASEMENT

State of North Carolina  
County of Alamance

THIS EASEMENT (“**Easement**”) is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, from **CITY OF GRAHAM, a North Carolina Municipal Corporation** (“**Grantor**”, whether one or more), to **DUKE ENERGY CAROLINAS, LLC**, a North Carolina limited liability company (“**Grantee**”).

Grantor, for and in consideration of the sum of One and 00/100 Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, does hereby grant unto Grantee a perpetual and non-exclusive easement, to construct, reconstruct, operate, patrol, maintain, repair, replace, relocate, add to, modify, and remove electric and communication lines including, but not limited to, all necessary supporting structures, and all other appurtenant apparatus and equipment for the transmission and distribution of electrical energy, and for technological purposes related to the operation of the electric facilities and for the communication purposes of Incumbent Local Exchange Carriers (collectively, “**Facilities**”).

Grantor is the owner of that certain property described in that instrument recorded in **Deed Book 2957, Page 92, and Deed Book 2958, Page 84**, Alamance County Register of Deeds (“**Property**”).

The Facilities may be both overhead and underground and located in, upon, over, along, under, through, and across a portion of the Property within an easement area described as follows:

A strip of land thirty feet (30') in uniform width for the overhead portion of said Facilities and a strip of land twenty feet (20') in uniform width for the underground portion of said Facilities, lying equidistant on both sides of a centerline, which centerline shall be established by the center of the Facilities as installed, along with an area ten feet (10') wide on all sides of the foundation of any Grantee enclosure/transformer, vault and/or manhole, (hereinafter referred to as the "Easement Area").

The rights granted herein include, but are not limited to, the following:

1. Grantee shall have the right of ingress and egress over the Easement Area, Property, and any adjoining lands now owned or hereinafter acquired by Grantor (using lanes, driveways, and adjoining public roads where practical as determined by Grantee).
2. Grantee shall have the right to trim, cut down, and remove from the Easement Area, at any time or times and using safe and generally accepted arboricultural practices, trees, limbs, undergrowth, other vegetation, and obstructions.
3. Grantee shall have the right to trim, cut down, and remove from the Property, at any time or times and using safe and generally accepted arboricultural practices, dead, diseased, weak, dying, or leaning trees or limbs, which, in the opinion of Grantee, might fall upon the Easement Area or interfere with the safe and reliable operation of the Facilities.
4. Grantee shall have the right to install necessary guy wires and anchors extending beyond the boundaries of the Easement Area.
5. Grantee shall have the right to relocate the Facilities and Easement Area on the Property to conform to any future highway or street relocation, widening, or alterations.
6. Grantor shall not place, or permit the placement of, any structures, improvements, facilities, or obstructions, within or adjacent to the Easement Area, which may interfere with the exercise of the rights granted herein to Grantee. Grantee shall have the right to remove any such structure, improvement, facility, or obstruction at the expense of Grantor.
7. Excluding the removal of vegetation, structures, improvements, facilities, and obstructions as provided herein, Grantee shall promptly repair or cause to be repaired any physical damage to the surface area of the Easement Area and Property resulting from the exercise of the rights granted herein to Grantee. Such repair shall be to a condition which is reasonably close to the condition prior to the damage, and shall only be to the extent such damage was caused by Grantee or its contractors or employees.
8. The rights granted in this Easement include the right to install Facilities wherever needed on the Property to serve future development on the Property and adjoining lands. Portions of the Facilities may be installed immediately and other portions may be installed in the future as the need develops. Facilities installed in the future shall be installed at locations mutually agreeable to the parties hereto if they are to be located outside of the Easement Area. Upon any future installations of Facilities at mutually agreed locations, the Easement Area shall be deemed to include such future locations.
9. All other rights and privileges reasonably necessary, in Grantee's sole discretion, for the safe, reliable, and efficient installation, operation, and maintenance of the Facilities.

The terms Grantor and Grantee shall include the respective heirs, successors, and assigns of Grantor and Grantee. The failure of Grantee to exercise or continue to exercise or enforce any of the rights herein granted shall not be construed as a waiver or abandonment of the right thereafter at any time, or from time to time, to exercise any and all such rights.

TO HAVE AND TO HOLD said rights, privilege, and easement unto Grantee, its successors, licensees, and assigns, forever. Grantor warrants and covenants that Grantor has the full right and authority to convey to Grantee this perpetual Easement, and that Grantee shall have quiet and peaceful possession, use and enjoyment of the same.

IN WITNESS WHEREOF, Grantor has signed this Easement under seal effective this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**CITY OF GRAHAM**

a North Carolina a body politic and corporate of the state of x

\_\_\_\_\_ (SEAL)

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of \_\_\_\_\_ County, State of \_\_\_\_\_, certify that \_\_\_\_\_, as \_\_\_\_\_ of **CITY OF GRAHAM**, a North Carolina a body politic and corporate of the state of x, personally appeared before me this day and acknowledged the due execution of the foregoing EASEMENT.

Witness my hand and notarial seal, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.



Notary Public: \_\_\_\_\_

Commission expires: \_\_\_\_\_

# STAFF REPORT

SUBJECT:	Audit Contract – 2 <sup>nd</sup> Amendment
PREPARED BY:	Megan Garner, City Manager

## REQUESTED ACTION:

Approve an amendment to the audit contract with Stout, Stuart, McGowen & King to allow for a time extension to March 24, 2026.

## BACKGROUND/SUMMARY:

The City Council approved an audit contract with Stout, Stuart, McGowen & King on July 8, 2025 and a first amendment on January 13, 2026. Both auditing firms, Stout, Stuart, McGowen & King and Cobb, Ezekiel & Loy, have been working diligently to complete the audit and anticipate an additional few weeks beyond the last extension of February 28 to fully complete their work. The audit presentation is scheduled for the April 14, 2026 City Council meeting.

## FISCAL IMPACT:

No additional financial impact.

## STAFF RECOMMENDATION:

Approval.

## SUGGESTED MOTION(S):

Make a motion to approve an amendment to the audit contract with Stout, Stuart, McGowen & King to allow for a time extension to March 24, 2026.

Whereas	Primary Government Unit City of Graham
and	Discretely Presented Component Unit (DPCU) (if applicable)
and	Auditor STOUT STUART MCGOWEN & KING, LLP

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
	06/30/25		12/31/25

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

<input checked="" type="checkbox"/> Modification to date submitted to LGC	Original date	Modified date
	12/31/25	03/24/26
<input type="checkbox"/> Modification to fee	Original fee	Modified fee

Primary (choose 1) Other (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.

The City hired replacement staff but it was after year-end when the staff started. The City has contracted with a third party to help with bank reconciliations and audit information preparation to help prepare this information on a more timely basis.

**Additional Information**

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

The City has been without a Finance Officer during the audit period and bank reconciliations were not completed on a timely basis.

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

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU	
Date DPCU Governing Board Approved <b>Amended Audit Contract</b> (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

## STAFF REPORT

SUBJECT:	Budget Amendment – Insurance Proceeds
PREPARED BY:	Captain Duane Flood

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### REQUESTED ACTION:

Approve the budget amendment to recognize \$2348 in insurance proceeds revenue and increase the Police Department Repair and Maintenance of Vehicles budget by \$2348.

### BACKGROUND/SUMMARY:

Police Department Patrol vehicle 706, a 2023 Ford Explorer, was involved in a minor traffic crash on 11/12/2025. The vehicle has already been repaired and funds from the department's current Vehicle Maintenance budget have been utilized to pay for the repairs. Since the repairs have been completed the City has received payment from the insurance company for the repairs.

### FISCAL IMPACT:

The additional 2348.40 will increase expenditures 10-5100-1700/Repair and Maintenance of Vehicles and revenues as this amount is coming from insurance proceeds.

### STAFF RECOMMENDATION:

Approval

### SUGGESTED MOTION(S):

I move we approve the budget amendment to recognize \$2,348 in insurance proceeds revenue and increase the Police Department Repair and Maintenance of Vehicles budget by \$2,348.

**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	80,000.00	<b>82,349.00</b>	<b>2,349.00</b>		<b>2,349.00</b>
		-	-		-
	<b>80,000.00</b>	<b>82,349.00</b>	<b>2,349.00</b>	-	<b>2,349.00</b>

**Section 2.**

**REVENUES**

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Insurance Proceeds	\$2,600.00	\$4,949.00	\$2,349.00		\$2,349.00
	<b>2,600.00</b>	<b>4,949.00</b>	<b>2,349.00</b>	-	<b>2,349.00</b>

Adopted this 10th day of March 2026.

Attest:

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

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

# STAFF REPORT

SUBJECT:	Request to accept donation of a Drone for the Graham Fire Department
PREPARED BY:	Fire Chief Tommy Cole

## REQUESTED ACTION:

To accept a donation of one (1) Antigravity Drone for the Graham Fire Department. The donation is being received from the Children of Fallen Heroes organization.

## BACKGROUND/SUMMARY:

For the past five years, the Graham Fire Department has proudly partnered with the Children of Fallen Heroes organization to host the annual 9/11 5K event. This event serves as a time of remembrance for the tragic events of September 11, 2001, while also honoring the sacrifices made by first responders and their families. Through this partnership, strong relationships have been built between our organizations with a shared mission of supporting first responders and strengthening the communities we serve.

In recognition of this partnership and the ongoing commitment of the Graham Fire Department to public safety and community service, the Children of Fallen Heroes organization has generously offered to donate a (Unmanned Aerial System) Drone to the Graham Fire Department.

## FISCAL IMPACT:

The donation is valued at \$2,138.93. There is no direct cost to the city for the purchase of the drone. Any minor costs associated with training, maintenance, or software will be absorbed within the Fire Department's existing operating budget.

## STAFF RECOMMENDATION:

Staff recommends that City Council accept the donation of a Drone (valued at \$2,138.93) from the Children of Fallen Heroes to the Graham Fire Department.

## SUGGESTED MOTION(S):

Dear Members of the City of Graham Board,

On behalf of Children of Fallen Heroes, I respectfully submit this letter to formally document and request retroactive approval for the donation of one (1) AntiGravity Drone A1 to the City of Graham Fire Department.

The drone, valued at \$2,138.93, has already been delivered to and placed in service with the Fire Department to support emergency response, search and rescue, situational awareness, and public safety operations. This donation was provided at no cost to the City and was intended to immediately enhance operational readiness and community safety.

All warranty and registration information for this unit is maintained under my contact number, (910) 217-4755, to ensure continued support, service coordination, and accountability.

This donation reflects Children of Fallen Heroes' ongoing commitment to supporting first responders and strengthening the communities they serve. We are honored to partner with the City of Graham in providing practical resources that improve emergency response capabilities.

We respectfully request the City Board's formal approval and acceptance of this previously delivered equipment. Should any additional documentation, records, or supporting materials be required, I will gladly provide them.

Thank you for your continued leadership and dedication to public safety. It is a privilege to support the City of Graham Fire Department and the professionals who serve with distinction.

With sincere appreciation,

**Ken Wasley**

Ken Wasley  
President and Founder  
Children of Fallen Heroes  
Phone: (910) 217-4755  
Website: [www.childrenoffallenheroes.org](http://www.childrenoffallenheroes.org)



# STAFF REPORT

SUBJECT:	BUDGET AMENDMENT – UTILITIES FEMA & INSURANCE PROCEEDS
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

## REQUESTED ACTION:

Approve the budget amendment to recognize \$86,813.00 received from FEMA and \$413,323.00 in insurance proceeds as indicated in the attached budget ordinance.

## BACKGROUND/SUMMARY:

Due to the impact of Tropical Storm Chantal, damage to utility equipment and lift stations occurred, and the City pursued disaster relief from FEMA through disaster grants and filed a claim to the insurance company. The City has received FEMA grant funding and insurance proceeds, for which the Council will need to approve the attached budget amendment to recognize these funds.

## FISCAL IMPACT:

The additional \$86,813.00 from FEMA and \$413,323.00 in insurance proceeds will increase the Water and Wastewater-Capital Outlay Equipment budget lines as indicated in the attached budget ordinance.

## STAFF RECOMMENDATION:

Approval

## SUGGESTED MOTION(S)

I move we approve the budget amendment to recognize \$86,813.00 received from FEMA and \$413,323.00 in insurance proceeds as indicated in the attached budget ordinance.

**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)
Capital Outlay Equipment	150,000.00	<b>236,813.00</b>	<b>86,813.00</b>		<b>86,813.00</b>
Capital Outlay Equipment	950,000.00	<b>1,363,323.00</b>	<b>413,323.00</b>		<b>413,323.00</b>
	<b>1,100,000.00</b>	<b>1,600,136.00</b>	<b>500,136.00</b>	-	<b>500,136.00</b>

**Section 2.**

**REVENUES**

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
FEMA Revenue	\$0.00	<b>\$86,813.00</b>	<b>86,813.00</b>		<b>\$86,813.00</b>
Insurance Proceeds	\$750,000.00	<b>\$1,163,323.00</b>	<b>413,323.00</b>		<b>\$413,323.00</b>
	<b>750,000.00</b>	<b>1,250,136.00</b>	<b>500,136.00</b>	-	<b>500,136.00</b>

Adopted this 10th day of March 2026.

Attest:

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

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

# STAFF REPORT

SUBJECT:	Amend the contract with WithersRavenel to provide additional services for the planning of Graham Regional Park
PREPARED BY:	Brian Faucette, Director of Recreation and Parks

## REQUESTED ACTION:

The Recreation and Parks Department requests City Council approval of the amendment as outlined in the attached contract.3

## BACKGROUND/SUMMARY:

The City of Graham entered into an agreement with WithersRavenel in January 2025 to complete a Master Plan for Graham Regional Park. The Master Plan was delivered in December 2025.

Since adoption of the Master Plan, City Council has expressed a desire to explore development of the park. To secure a more accurate construction cost estimate that will then be used to develop costs for creating design plans for the Northeast section of Graham Regional Park, WithersRavenel will contract with Palacio to prepare a third-party cost estimate to include:

- Synthetic Fields
- Tennis/Pickleball Courts
- Playground
- Shelter Restroom Facility to accommodate the two fields
- Sidewalks
- At least two cost estimates for the entryways (round about entry and reconfiguring the existing entry)
- SCM (Stormwater Control Measure)
- An allowance for roadway improvements along Jim Minor Rd.

Additional details are included in the contract amendment.

**FISCAL IMPACT:**

The contract amendment is for an additional fee of \$11,350 to complete the cost estimate for the Northeast section of Graham Regional Park.

**STAFF RECOMMENDATION:**

Staff recommends approval of the contract amendment.

**SUGGESTED MOTION(S):**

**I MAKE A MOTION TO APPROVE THE CONTRACT AMENDMENT WITH WITHERSRAVENEL TO COMPLETE A COST ESTIMATION OF THE NORTHEAST SECTION OF GRAHAM REGIONAL PARK AND BUDGET AMENDMENT IN THE AMOUNT OF \$11,350.**

February 20, 2026

Brian Faucette, CPRP  
Director for Recreation & Parks  
City of Graham  
PO Drawer 357  
Graham, NC 27253

RE: **Amendment No. 01**  
**Graham Site Specific Master Plan for Graham Regional Park**  
**Graham, North Carolina**  
**WithersRavenel Project No. 24-0654**

Dear Mr. Faucette

WithersRavenel has entered into an "Agreement" with City of Graham for the project known as Graham Site Specific Master Plan for Graham Regional Park, dated 1/6/2025, for the furnishing of professional services in which City of Graham requests to amend. The attached Amendment Number 01 outlines the additional services included with this amendment.

We look forward to continuing our collaboration with you on this project. Please feel free to contact me with any questions and/or to discuss any aspect of the attached amendment.

Sincerely,

WithersRavenel



Michael Alderman, PLA  
Project Manager I, Design + Planning  
[REDACTED]  
Direct. 919.265.8949

# City of Graham Graham, North Carolina Amendment No. 01

## A. General

WithersRavenel has previously entered into an “Agreement” with City of Graham, dated 1/6/2025, for the furnishing of professional services; the parties now wish to amend said “Agreement”.

Therefore, it is mutually understood that the “Agreement” is amended to include the Additional Services to be performed by WithersRavenel and provisions for additional compensation from City of Graham to WithersRavenel, all as set forth within this Amendment. The parties ratify the terms and conditions of the Agreement which are incorporated by reference and any changes to those terms and conditions shall be noted in this amendment.

If there are any conflicts in rates and/or terms and conditions, those specified in this Amendment will take precedence.

## B. Timeline for Services

WithersRavenel will begin scope of work upon receipt of executed Amendment and written notice to proceed from City of Graham. Estimated timeframe(s) for the basis of the services described herein are shown below and, if applicable, will amend the overall schedule as noted.

- ▶ Design Team anticipates that the Cost Estimation work will take approximately 4 weeks, once this Amendment has been accepted
- ▶ Review and adjustments to the Cost Estimate will take approximately 2 additional weeks

If available, opportunities to adjust these estimated timeframes can be discussed. Implementation of agreed-upon adjustments may result in adjustments to WithersRavenel fees.

Certain tasks, such as reviews and approvals, are performed by third parties, including governmental agencies, over which neither Client nor WithersRavenel have control or responsibility. As such, neither party is responsible for delays or the resulting cost impacts caused by third parties.

## C. Scope of Services

WithersRavenel shall provide the services identified under each task below as its “Basic Services” under the Agreement:

### Task 6. Cost Estimation for PH1

Palacio to prepare a 3<sup>rd</sup> party cost estimate for the NE (Phase 1) section to include:

- Synthetic fields
- Tennis/pickle courts
- Playground
- Shelter/restroom facility to accommodate the two fields
- Sidewalks
- At least two cost estimates for the entryways (round about entry and reconfiguring the existing entry
- SCM
- An allowance for roadway improvements along Jim Minor Road

Assume the Fire Station construction will bring water/sewer to the park site, so park construction will just need to tap into that service.

Assume a prefabricated building for the maintenance area.

See Exhibit I: Palacio Proposal

WithersRavenel shall provide coordination and communication efforts for the cost estimate work:

- ▶ Attend one (1) kick off meeting with Cost Estimator (1 WR representatives; virtual);
- ▶ Attend one (1) cost estimate review meeting with Owner (1 WR representative; virtual);
- ▶ Conference calls and emails with Client, sub-consultants, as required;
- ▶ Client-specific administrative processes (i.e., software compliance, billing);
- ▶ Review, edit and rereview cost estimate.

## **D. Exclusions, Client Responsibilities, and Expenses**

Exclusions, Client Responsibilities, and Expenses outlined in the Agreement remain in effect unless specifically noted herein. See Exhibit I: Palacio Proposal

## E. Compensation for Additional Services

WithersRavenel proposes to provide the Basic Services outlined in Section C on a lump sum or hourly basis with budgets as shown below plus reimbursable expenses in accordance with the most current Fee & Expense Schedule. The amounts set forth have been determined based on the nature, scope and complexity of the Project as represented in the information provided to WithersRavenel by City of Graham prior to submittal of this Amendment; subsequent changes thereto may result in additional fees.

Original Agreement Fee:	<u>\$115,000</u>
Total net changes by previously authorized Amendments:	<u>N/A</u>
Total revised fee, prior to this Amendment:	<u>N/A</u>
This Amendment proposes an increase in fee in the amount of:	<u>\$11,350</u>
<b>Total revised fee, including this Amendment:</b>	<b>\$126,350</b>

<b>Fee by Task</b>					
Task No.	Task Name	Original Fee	Amended Fee	Proposed Increase	New Fee
1.0	Site Inventory and Analysis	\$22,000.00	N/A	\$0	
2.0	Recreational Needs Assessment	\$26,000.00	N/A	\$0	
3.0	Concept Plan Alternatives	\$28,000.00	N/A	\$0	
4.0	Draft Master Plan	\$23,000.00	N/A	\$0	
5.0	Final Master Plan	\$16,000.00	N/A	\$0	
6.0	Cost Estimation for PH1	\$0.00	\$11,350	\$11,350	
		<b>\$115,000</b>	<b>\$11,350</b>	<b>\$11,350</b>	<b>\$126,350</b>

(\*\*) Denotes hourly tasks. The fee budgets represented with hourly tasks are good faith estimates of what can be reasonably expected during the performance of this contract.

The Fee & Expense Schedule (Exhibit II) provided with the original Agreement may or may not apply to the scope of work provided herein. Fees for this Amendment are calculated based upon the most current Fee & Expense Schedule, as noted within the original Agreement, subsequent Amendments, or as attached.

Invoice and billing terms can be found in the Agreement and are considered part of this Amendment.

## F. Acceptance

This amendment is valid 60 days from the date it is transmitted to Client. Receipt of an executed copy of this amendment will serve as City of Graham's authorization to amend the Agreement to include the scope of services outlined herein.

OFFERED BY:

WithersRavenel



February 20, 2026

Signature Date

Michael Alderman, PLA

Name

Project Manager I

Title

ACCEPTED BY:

City of Graham

Signature Date

Brian Faucette, CPRP

Name

Director for Recreation & Parks

Title

February 20, 2026

Signature Date

John Courtney, PLA

Name

Director of Parks and Recreation

Title

Attachments:

Exhibit I: Palacio Proposal

Exhibit II: Phase One Boundary

2/12/2026

Michael Alderman, PLA  
Project Manager I  
Withers Ravenel  
137 S. Wilmington St., Ste. 200  
Raleigh, NC 27601

Re: Graham Regional Park Master Plan Study - Phase 1 – Haw River, NC

Dear Michael,

Thank you for the opportunity to provide Cost Management Services for the referenced project. We have provided a fee proposal below based on the project being a new park with synthetic turf fields, walkways, parking, and roadway improvements.

#### **Cost Modeling for Master Plan**

Includes cost model production, pre/post review, cost model revisions, alternates pricing, and budget/scope alignment

#### **Notes**

- Quantities from take-off will be included if sufficiently detailed drawings are provided. All other quantities will be based on a parametric target value design approach
- The fee above includes up to two (2) revisions per estimate phase submittal. Additional services may apply if more follow-up revisions are requested.
- Estimate delivery timeline will be confirmed prior to start of work. Generally, we anticipate between three (3) weeks and four (4) weeks to deliver a draft estimate for client review.
- Cost Model production schedule will not start until all necessary documents are received. Receiving updated documents during production process may result in at least a three (3) day addition to the delivery schedule
- Please discuss the schedule for cost model post-production modifications with the project's lead estimator as it may take up to a week given the complexity of the updating exercise and current workload

#### **Reimbursable Expenses**

No reimbursable expenses including travel, lodging, meals, parking, and auto mileage are anticipated or included in the fee. All meetings are presumed to be virtual.

#### **Supplemental Services**

- Please add a total of \$1,750 to the fee above to accommodate the cost model review & reconciliation process should a parallel estimate be provided by a CM-at-risk, CM-as-agent, or other estimating party.
- Additional fee to provide separate cost model breakouts for construction phases, departments, funding sources, by building, by floor, etc. will be negotiated once the impact on this effort is understood.

We look forward to working with you on this exciting project. Please call me if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael D. Palacio".

**Michael D. Palacio, CPE**

President | Chief Cost Manager

Client Signature \_\_\_\_\_

Date \_\_\_\_\_



DRAFT ESTIMATE DELIVERY SCHEDULE			
Phase	Project Size (Anticipated Construction Budget)	Quantity	Unit
	<b>Cost Model and/or SD Estimates</b>		
<b>Cost Model</b>	Less than \$3,000,000	5	Work Days
	\$3,000,000 to \$5,000,000	8	Work Days
	\$5,000,000 to \$15,000,000	10	Work Days
	\$15,000,000 to \$35,000,000	13	Work Days
	\$35,000,000 to \$70,000,000	15	Work Days
	\$70,000,000 to \$125,000,000	18	Work Days
	+ \$125,000,000	+20	Work Days
<b>50% SD</b>	Less than \$3,000,000	8	Work Days
	\$3,000,000 to \$5,000,000	10	Work Days
	\$5,000,000 to \$15,000,000	12	Work Days
	\$15,000,000 to \$35,000,000	14	Work Days
	\$35,000,000 to \$70,000,000	16	Work Days
	\$70,000,000 to \$125,000,000	18	Work Days
	+ \$125,000,000	+22	Work Days
<b>Notes:</b>	Work Days do NOT include weekends or typically observed holidays		
	Turnaround days account for our submission of the DRAFT estimate and do NOT include design team/owner estimate review or CM-at-risk estimate reconciliation		
	Turnaround days are approximate and should be confirmed with lead estimator		
	Our estimate delivery schedule does not start until ALL estimate-based documents are received. Staggered document delivery will likely add to the turnaround times listed above		
	Complicated programs (labs, vivariums, etc.), multiple estimate break-outs, extensive VE lists, etc. will likely add to the turnaround times listed above		
	For project scheduling purposes we typically work from the 50% to 75% submittal documents so our design team reviewed estimate coincides with the package's submission to the owner		
	Phase to phase estimates build on each other to some degree. Skipping will impact schedule:		
	- Skipping from Cost Model to DD will add +/-3 work days to the DD draft estimate delivery date		
	- Skipping from SD to CD will add +/-9 work days to the CD draft estimate delivery date		



**EXHIBIT II: Phase One Boundary**



CITY OF GRAHAM

BUDGET AMENDMENT ORDINANCE  
2025-2026

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT  
THE 2025 - 2026 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:

Section 1.

EXPENDITURES

DEPARTMENT/ACCOUNT	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE ( DECREASE)
Recreation - Professional Services	4,000.00	15,350.00	11,350.00		11,350.00
	<b>4,000.00</b>	<b>15,350.00</b>	<b>11,350.00</b>	-	<b>11,350.00</b>

Section 2.

REVENUES

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Current Year Tax	\$7,559,000.00	\$7,570,350.00	11,350.00		\$11,350.00
	<b>\$7,559,000.00</b>	<b>\$7,570,350.00</b>	<b>11,350.00</b>	-	<b>11,350.00</b>

Adopted this 10th day of March 2026.

Attest:

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

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

Expenditure 10-6200-0400  
Revenue: 10-3010-0000

# STAFF REPORT

SUBJECT:	BUDGET AMENDMENT – WEBSITE REDESIGN
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

## REQUESTED ACTION:

Approve the budget amendment in the amount of \$19,700 for website redesign.

## BACKGROUND/SUMMARY:

The City is seeking to redesign and modernize its official website to improve user experience, streamline access to information, and better engage with residents, businesses, and visitors. The current website has become outdated in terms of design, functionality, and navigation, and no longer reflects the City's evolving communications goals or operational needs. The new website should serve as a central hub for City news, services, meetings, public records, and departmental resources. It should be mobile-friendly, easy to navigate, visually compelling, and equipped with a modern content management system (CMS) that allows internal staff to update content efficiently.

In an effort to meet the needs for a new website, the City requested quotes from industry vendors based on criteria and the ability to meet the desired outcome. Following the review of quotes received (CivicPlus, ProudCity, and ReVize), City staff recommends moving forward with ReVize.

## FISCAL IMPACT:

Funding for a website redesign was not budgeted in this current year's budget, so an amendment would be needed to fund redesign.

## STAFF RECOMMENDATION:

Approval

## SUGGESTED MOTION(S)

I move we approve the budget amendment in the amount of \$19,700 for website redesign with ReVize.

**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)
IT - Contracted Services	30,000.00	49,700.00	19,700.00		19,700.00
	<b>30,000.00</b>	<b>49,700.00</b>	<b>19,700.00</b>	<b>-</b>	<b>19,700.00</b>

**Section 2.**

**REVENUES**

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Current Year Tax	\$7,559,000.00	\$7,578,700.00	19,700.00		\$19,700.00
	<b>7,559,000.00</b>	<b>7,578,700.00</b>	<b>19,700.00</b>	<b>-</b>	<b>19,700.00</b>

Adopted this 10th day of March 2026.

Attest:

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

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

# STAFF REPORT

SUBJECT:	BUDGET AMENDMENT – LEGAL FEES AND DONATION
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

## REQUESTED ACTION:

Approve the following budget amendments for the Governing Body in the amounts of \$84,000 for Professional Services and \$1,500 for a donation.

## BACKGROUND/SUMMARY:

In order to cover the anticipated legal fees for the remainder of the year, an amendment to the Professional Services account line for City Council will need to be increased by \$84,000.

Additionally, a request at the prior City Council meeting to amend the Travel account line by \$1,500 to cover Mayor Dickey’s request to attend the NC Main Street Conference was not approved. A donor has since submitted \$1,500 to the City, earmarked for the conference's costs. City Council will need to approve the donation so it can be properly recognized.

## FISCAL IMPACT:

The increase to the Professional Services line will be needed in order to cover estimated legal fees for the remainder of the budget year.

A budget amendment for the donation of funds is needed to properly reflect the acceptance of said funds. Based on the conference receipts, the difference will be refunded to the donor.

## STAFF RECOMMENDATION:

Approval

## SUGGESTED MOTION(S)

I move we approve the following budget amendments for the Governing Body in the amounts of \$84,000 for Professional Services and \$1,500 for a donation.

**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)
City Council - Contracted Services	-	84,000.00	84,000.00		84,000.00
	-	84,000.00	84,000.00	-	84,000.00

**Section 2.**

**REVENUES**

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Current Year Tax	\$7,559,000.00	\$7,643,000.00	84,000.00		\$84,000.00
	7,559,000.00	7,643,000.00	84,000.00	-	84,000.00

Adopted this 10th day of March 2026.

Attest:

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

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

## STAFF REPORT

SUBJECT:	Budget Amendment
PREPARED BY:	Megan Garner, City Manager, Theresa Turner, Finance Officer

### REQUESTED ACTION:

Approve a revised budget amendment in the amount of \$60,000 for the Utilities Fund Non-Departmental.

### BACKGROUND/SUMMARY:

At the February 10, 2026 meeting, the City Council approved a budget amendment in the amount of \$260,500. This budget amendment has been revised to reflect the appropriate fund 31 revenue, which was inadvertently left off the revenue of the original. The purpose of the amendment was to cover expenditures in insurance and bonds, including those for property/liability and workers' compensation, have increased significantly, thereby exceeding the amounts budgeted.

### FISCAL IMPACT:

\$60,000

### STAFF RECOMMENDATION:

Approval.

### SUGGESTED MOTION(S):

Make a motion to a budget amendment in the amount of \$60,000 for the Utilities Fund Non-Departmental.

CITY OF GRAHAM

REFUNDS

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MARCH

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR REFUND</u>	<u>REFUND AMOUNT</u>
17074	2024	E P GATES CONST & REALTY LLC	DOUBLE BILLED WITH #17073	\$3.67

**TOTAL REFUNDS** 3.67

**CITY OF GRAHAM  
RELEASE ACCOUNTS**

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**MARCH**

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR RELEASE</u>	<u>AMOUNT RELEASED</u>
20465	2025	E P GATES CONST & REALTY LLC	DOUBLE BILLED WITH ACCT #20464	\$3.54
20483	2025	KIMREY, DOUGLAS SEAN	WILDLIFE ASSOC BILLED BOAT IN ERROR	\$12.54
19290	2025	KAT LANCE LLC	BOAT NOT IN CITY LIMITS OF GRAHAM	\$6.56
19291	2025	KAT LANCE LLC	BOAT MOTOR NOT IN CITY LIMITS OF GRAHAM	\$8.80
12295	2025	DR HORTON	BILL NEW 2025 OWNER	\$11.62

**TOTAL RELEASES            \$43.06**

# STAFF REPORT

SUBJECT:	Draft Rules of Procedure
PREPARED BY:	Megan Garner, City Manager

## REQUESTED ACTION:

Review revisions to the Rules of Procedure for City Council and 1). Repeal the existing repeal the “Items Not on Tonight’s Agenda” Policy originally adopted on March 6, 2012 and 2). Consider adoption of the Rules of Procedure.

## BACKGROUND/SUMMARY:

At the December 9, 2025 meeting, City Council consensus was for staff to prepare draft rules of procedure for consideration. Staff provided each Council Member a paper copy of the suggested Rules of Procedure published by the UNC – School of Government. Staff used their template, North Carolina General Statutes, and common practices employed by City Council to prepare a draft for consideration. City Council thoroughly reviewed the draft during a special meeting on February 23, 2026 and incorporated feedback received during this meeting into the final version.

Additionally, City Council incorporated elements of the “Items Not on Tonight’s Agenda” Policy originally adopted on March 6, 2012 into the Rules of Procedure; thereby eliminating the need for a separate, stand-alone document.

## FISCAL IMPACT:

No fiscal impact to implement.

## STAFF RECOMMENDATION:

Adoption.

## SUGGESTED MOTION(S):

Make a motion to repeal the “Items Not on Tonight’s Agenda” Policy originally adopted on March 6, 2012.  
Make a motion to adopt the Rules of Procedure for City Council with an effective date of April 1, 2026.

## **Rules of Procedure**

### **Part I. Applicability**

#### **Rule 1. Applicability of Rules**

These rules apply to all meetings of the Graham City Council. For purposes of these rules, a meeting of the Council occurs whenever a majority of the Council's Members gather, whether in person or simultaneously by electronic means, to conduct hearings, deliberate, vote, or otherwise transact public business within the Council's real or apparent jurisdiction. The term "majority" as used here and elsewhere in these rules means, unless otherwise specified, a simple majority, that is, more than half.

### **Part II. Quorum**

#### **Rule 2. Quorum**

A majority of the actual membership of the council including the mayor, excluding vacant seats, shall constitute a quorum. A member who has withdrawn from a meeting without being excused by majority vote of the remaining members present shall be counted as present for purposes of determining whether or not a quorum is present.

### **Part III. Open Meetings**

#### **Rule 3. Remote Participation in Council Meetings**

No Member who is not physically present for a Council meeting may participate in the meeting by electronic means except as may be provided by law.

#### **Rule 4. Meetings to Be Open to the Public**

Except as permitted by Rule 5, all meetings of the Council shall be open to the public, and any person may attend its meetings.

#### **Rule 5. Closed Sessions**

**(a) Motion to Enter Closed Session.** The City Council may enter a closed session from which the public is excluded only upon a motion duly made and adopted in open session. The motion to enter closed session must cite one or more of the permissible bases for closed session listed in paragraph (b) of this rule. A motion to enter closed session under sub-paragraph (b)(1) or (b)(3) must contain the additional information specified in those provisions.

**(b) Bases for Closed Session.** A closed session is permissible under the following circumstances and no others:

(1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of North Carolina or of the United States or that does not constitute a public record within the meaning of Chapter 132 of the General Statutes. The motion to enter closed session must name or cite the law that renders the information confidential or privileged.

(2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.

(3) To consult with the City attorney or another attorney employed or retained by the City in order to preserve the attorney-client privilege. If the Council expects to discuss a pending lawsuit with its attorney, the motion to enter closed session must include the names of the parties to the lawsuit.

(4) To discuss matters relating to (a) the location or expansion of industries or other businesses in the area served by the City or (b) the closure or realignment of a military installation. The Council may reach agreement in closed session on a tentative list of economic development incentives to be offered in negotiations, but the approval of the signing of any economic development contract or commitment and the authorization of the payment of economic development expenditures must take place in open session.

(5) To establish or instruct staff or agents concerning the City's position in negotiating the price or other material terms of an agreement for the acquisition of real property by purchase, exchange, or lease.

(6) To establish or instruct staff or agents concerning the amount of compensation or other material terms of an employment contract.

(7) To consider the qualifications, competence, performance, character, fitness, or conditions of appointment or employment of a public officer or employee or prospective public officer or employee, except when the individual in question is a Member of the City Council or other public body or is being considered to fill a vacancy on the City Council or other public body. Final action to appoint or employ a public officer or employee must take place in open session.

(8) To hear or investigate a charge or complaint by or against a public officer or employee. Final action discharging an employee or removing an officer must occur in open session.

(9) To plan, conduct, or hear reports concerning investigations of alleged criminal misconduct.

(10) To view a law enforcement recording released pursuant to G.S. 132-1.4A.

(11) On any other basis permitted by law.

**(c) Closed Session Participants.** Unless the Council directs otherwise, the City Manager, Assistant City Manager, City Attorney, and City Clerk may attend closed sessions of the Council. No other person may attend a closed session unless authorized by a majority of the Council.

**(d) Motion to Return to Open Session.** Upon completing its closed session business, the Council shall end the closed session by adopting a duly made motion to return to open session.

## **Rule 6. Meeting Minutes**

**(a) Minutes Required for All Meetings.** The Council must keep full and accurate minutes of all of its meetings, including closed sessions. To be "full and accurate," minutes must record all actions taken by the Council. They should set out the precise wording of each motion and make it possible to determine the number of votes cast for and against each motion. The minutes need not record discussions of the Council, though the Council in its discretion may decide to incorporate such details into the minutes.

**(b) Record of "Ayes" and "Noes."** The minutes shall list each Member by name and record how each Member voted on a particular matter.

**(c) General Accounts of Closed Sessions.** In addition to minutes, the Council must keep a general account of each closed session. The general account must be sufficiently detailed to provide a person not in attendance with a reasonable understanding of what transpired. The Council may combine the minutes and general account of a closed session into one document, so long as the document contains both a complete record of actions taken and the level of detail required for a general account.

**(d) Sealing Closed Session Records.** Minutes and general accounts of closed sessions shall be sealed until unsealed by order of the Council, or if the Council delegates the authority to unseal to one or more staff Members, in accordance with guidelines adopted by the Council. The sealed minutes and general account of any closed session may be withheld from public inspection so long as public inspection would frustrate the purpose(s) of the closed session.

## **Rule 7. Broadcasting and Recording Meetings**

**(a) Right to Broadcast and Record.** Any person may photograph, film, tape-record, or otherwise reproduce any part of a Council meeting that must take place in open session. Except as provided in paragraph (c) of this rule, any radio or television station may broadcast any such part of a Council meeting.

**(b) Advance Notice.** Any radio or television station that plans to broadcast any portion of a Council meeting shall so notify the City Clerk no later than twenty-four hours before the meeting. The failure to provide notice is not, by itself, grounds for preventing the broadcast of a Council meeting.

**(c) Equipment Placement.** The City Clerk may regulate the placement and use of camera or recording equipment in order to prevent undue interference with a Council meeting, so long as he or she allows the equipment to be placed where it can carry out its intended function. If the City Clerk determines in good faith that the equipment and personnel necessary to broadcast, photograph, or record the meeting cannot be accommodated without undue interference to the meeting, and an adequate alternative

meeting room is not readily available, the City Clerk may require the pooling of the equipment and the personnel operating it.

**(d) Alternative Meeting Site.** If the news media request an alternative meeting site to accommodate news coverage, and the Council grants the request, the news media making the request shall pay the costs incurred by the City in securing an alternative meeting site.

#### **Part IV. Organization of the Council**

##### **Rule 8. Organizational Meeting; Selection of Mayor Pro Tempore**

**(a) Scheduling Organizational Meeting.** The Council must hold an organizational meeting following each general election in which Council Members are elected. The organizational meeting must be held either (1) on the date and at the time of the Council's first regular meeting in December following the election or (2) at an earlier date, if any, set by the incumbent Council. The organizational meeting may not be held before municipal election results are officially determined, certified, and published as required by law.

**(b) Oath of Office.** As the first order of new business at the organizational meeting, all newly elected Members of the Council must take and subscribe the oath of office set out in Article VI, Section 7, of the North Carolina Constitution. Each Member's oath must be filed with the City Clerk. Although a Member who is not present for the organizational meeting may take the oath of office at another time, every Member must take, subscribe, and file the oath before he or she begins performing any of the duties of the Member's office.

**(c) Selection of Mayor Pro Tempore.** As the second order of business at the organizational meeting, the Council shall elect from among its Members a Mayor Pro Tempore using the procedures specified in Rule 38. The Mayor Pro Tempore shall serve for a term of two-years.

#### **Part V. Types of Meetings**

##### **Rule 9. Regular Meetings**

**(a) Regular Meeting Schedule.** The Council shall hold a regular meeting on the second Tuesday of each month, except that if a regular meeting day is a legal holiday, the meeting shall be held on the next business day. The meeting shall be held at the Council Chamber located at City Hall and begin at 6pm. The Council shall adopt a meeting schedule each year consistent with this rule. A copy of the Council's current meeting schedule shall be filed with the City Clerk and posted on the City's website.

**(b) Change to Meeting Schedule.** Notwithstanding paragraph (a) of this rule, the Council may amend its regular meeting schedule to add or delete meetings or to change the date, time, or location of one or more meetings on the schedule. The amended schedule shall be filed with the City Clerk at least seven (7) calendar days before the day of the first meeting held pursuant to the revised schedule and posted on the City's website.

##### **Rule 10. Special Meetings**

**(a) Calling Special Meetings.** A special meeting of the Council may be called by the Mayor, the Mayor Pro Tempore, or any two Council Members. A special meeting may also be called by vote of the Council in open session during a regular meeting or another duly called special meeting.

**(b) Notice to the Public.** At least forty-eight hours before a special meeting of the Council, notice of the date, time, place, and purpose of the meeting shall be (1) posted on the Council's principal bulletin board or, if the Council has no such board, at the door of the Council's usual meeting room and (2) delivered, e-mailed, or mailed to each newspaper, wire service, radio station, television station, and person who has filed a written request for notice with the City Clerk. Furthermore, if the Council has a website maintained by at least one City employee, notice of the special meeting's date, time, place, and purpose shall be posted on the website in advance of the meeting.

**(c) Notice to Members.**

*(1) Meeting called by the Mayor, the Mayor Pro Tempore, or any two Council Members.* At least forty-eight hours before a special meeting called by the Mayor, the Mayor Pro Tempore, or any two Council Members, written notice of the meeting stating its date, time, and place, as well as the subjects to be considered, shall be delivered to the Mayor and each Council Member or left at his or her usual dwelling place.

*(2) Meeting called by vote of the Council in open session.* When a special meeting is called by vote of the Council in open session during a regular meeting or another duly called special meeting, the motion or resolution calling the special meeting shall state the meeting's date, time, place, and purpose. Written notice of the special meeting's date, time, place, and purpose shall be mailed or delivered at least forty-eight hours before the meeting to each Council Member not present for the meeting at which the special meeting was called, and to the Mayor if he or she was not present at that meeting.

**(d) Transacting Other Business.** Unless all Members are present or any absent Member has signed a written waiver of notice, only those items of business specified in the notice to Council Members may be taken up at a special meeting. Even when all Members are present or any absent Member has signed a waiver, the Council may take up an item of business not covered by the notice only if the Council first determines in good faith that the item must be discussed or acted upon immediately.

**Rule 11. Emergency Meetings**

**(a) Grounds for Emergency Meeting.** Emergency meetings of the City Council may be called only to address generally unexpected circumstances demanding the Council's immediate attention.

**(b) Calling Emergency Meetings.** There are two methods by which an emergency meeting of the Council may be called.

(1) The Mayor, the Mayor Pro Tempore, or any two Members of the Council may at any time call an emergency Council meeting by signing a written notice stating the date, time, and place of the meeting and the subjects to be considered. The notice shall be delivered to the Mayor and each Council Member or left at his or her usual dwelling place at least six hours before the meeting.

(2) An emergency meeting may be held when the Mayor and all Members of the Council are present and consent thereto, or when any absent Member has signed a written waiver of notice.

**(c) Notice to Media of Emergency Meetings.** Notice of an emergency meeting shall be given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request with the City Clerk for notice of emergency meetings. To be valid, the request must include the newspaper's, wire service's, or station's telephone number. Notice may be given by telephone, e-mail, or the same method used to notify Council Members. Notice must be provided immediately after Council Members have been notified and at the expense of the party notified.

## **Rule 12. Recessed Meetings**

**(a) Calling Recessed Meetings.** When conducting a properly called regular, special, or emergency meeting, the Council may recess the meeting to another date, time, or place by a procedural motion made and adopted, as provided in Rule 31, Motion 3, in open session. The motion must state the time (including the date, if the meeting will resume on a different day) and place at which the meeting will reconvene.

**(b) Notice of Recessed Meetings.** If the Council has a website maintained by one or more City employees, notice of the recessed meeting's date, time, and place must appear on the webpage prior to the meeting. No further notice of a properly called recessed meeting is required.

## **Part VI. Agenda**

### **Rule 13. Agenda**

#### **(a) Draft Agenda.**

*(1) Preparation.* The City Clerk shall prepare a draft agenda in advance of each meeting of the City Council.

*(2) Requesting placement of items on draft agenda.* For a regular meeting, a request to have an item of business placed on the draft agenda must receive a consensus and/or affirmative vote of the City Council at an open meeting at least seven working days before the date of the meeting.

*(3) Supplemental information/materials.* If the Council is expected to consider a proposed ordinance or ordinance amendment, a copy of the proposed ordinance or amendment shall be attached to the draft agenda. An agenda package shall be prepared that includes, for each item of business listed on the draft agenda, as much background information on the topic as is available and feasible to provide.

*(4) Delivery to Council Members.* Each Council Member shall receive a hard or electronic copy of the draft agenda and the agenda package. Except in the case of an emergency meeting, the agenda and agenda package shall be furnished to each Member at least six calendar days before the meeting.

*(5) Public inspection.* The draft agenda and agenda package shall be available to the public when the document(s) are ready to be or have been circulated.

#### **(b) Adoption of the Agenda.**

*(1) Adoption.* As its first order of business at each meeting, the Council shall review the draft agenda, make whatever revisions it deems appropriate, and adopt a formal agenda for the meeting.

*(2) Amending the agenda.* Both before and after it adopts the agenda, the Council may add or subtract agenda items by majority vote of the Members present and voting, except that:

- the Council may not add to the items stated in the notice of a special meeting unless the requirements in Rule 10(d) are satisfied; and
- only business connected with the emergency may be considered at an emergency meeting.

**(c) Consent Agenda.** The Council may designate part of an agenda for a regular meeting as the consent agenda. Items may be placed on the consent agenda by the person(s) charged with preparing the draft agenda if the items are judged to be noncontroversial and routine. Prior to the Council's adoption of the meeting agenda under subparagraph (b)(1) of this rule, the request of any Member to have an item moved from the consent agenda to other business must be honored by the Council. All items on the consent agenda must be voted on and adopted by a single motion.

**(d) Informal Discussion of Agenda Items.** The Council may informally discuss an agenda item even when no motion regarding that item is pending.

#### **Rule 14. Acting by Reference to Agenda or Other Document**

The Council shall not deliberate, vote, or otherwise take action on any matter by reference to the agenda or any other document with the intention of preventing persons in attendance from understanding what action is being considered or undertaken. The Council may deliberate and vote by reference to the agenda or any item on the agenda, including the consent agenda, provided copies of the agenda are available for public inspection at the meeting and are sufficiently worded to enable the public to understand what is being deliberated or acted upon.

#### **Rule 15. Agenda Items from Members of the Public**

If a member of the public wishes to request that the Council include an item on its regular meeting agenda, he or she must submit the request to the City Clerk by the deadline specified in Rule 13(a)(2). The Council in its discretion may place an item on the agenda via consensus or majority vote. The City Council is not obligated to place an item on the agenda merely because such a request has been received.

#### **Rule 16. Order of Business**

Items shall be placed on a regular meeting agenda according to the order of business. The usual order of business for each regular meeting shall be as follows:

- Pledge and Invocation
- Adoption of the Agenda
- Approval of the Consent Agenda

- Approval of the Previous Meeting Minutes
- Public Comments
- Public Hearings
- Administrative Reports
- Committee Reports
- Old Business
- New Business

Without objection, the Mayor may call agenda items in any order most convenient for the dispatch of business.

## **Part VII. Role of the Presiding Officer**

### **Rule 17. The Mayor**

**(a) Presiding Officer.** When present, the Mayor shall preside at meetings of the Council.

**(b) Right to Vote.** The Mayor votes on the same basis as other Council Members, though in no event may the Mayor break a tie on a motion on which he or she has already voted.

**(c) Recognition of Members.** A Member must be recognized by the Mayor (or other presiding officer) in order to address the Council, but recognition is not necessary for an appeal pursuant to Rule 31, Motion 1.

**(d) Powers as Presiding Officer.** As presiding officer, the Mayor is to enforce these rules and maintain order and decorum during Council meetings. To that end, the Mayor may:

- (1) rule on points of parliamentary procedure, to include ruling out of order any motion clearly offered for obstructive or dilatory purposes;
- (2) determine whether a Member or other speaker has gone beyond reasonable standards of courtesy in his or her remarks and entertain and rule on objections from other Members on this ground;
- (3) entertain and answer questions of parliamentary procedure;
- (4) call a brief recess at any time; and
- (5) adjourn in an emergency.

**(e) Appeals of Procedural Rulings.** A Member may appeal a decision made or answer given by the Mayor under subparagraph (d)(1), (2), or (3) in accordance with Rule 31, Motion 1.

### **Rule 18. The Mayor Pro Tempore**

**(a) Presiding in Mayor's Absence.** When present, the Mayor Pro Tempore shall preside over Council meetings in the Mayor's absence with all the powers specified in Rule 17(d).

**(b) Delegation of Mayor's Powers/Duties.** In the Mayor's absence, the Council may confer on the Mayor Pro Tempore any of the Mayor's powers and duties. Likewise, if the Mayor becomes physically or mentally unable to perform the duties of his or her office, the Council may by unanimous vote declare the Mayor incapacitated and confer any of the Mayor's powers and duties on the Mayor Pro Tempore. When the Mayor announces that he or she is no longer incapacitated, and a majority of the Council concurs, the Mayor shall resume the exercise of his or her powers and duties.

**(c) Duty to Vote.** Even when presiding over a Council meeting, the Mayor Pro Tempore has the same duty as other Members to vote on all questions unless he or she has been excused from voting on a matter in accordance with Rule 28.

#### **Rule 19. Other Presiding Officer**

If both the Mayor and Mayor Pro Tempore are absent, the Council may elect from among its Members a temporary presiding officer to chair the meeting. While serving as temporary presiding officer, a Member has the powers listed in Rule 17(d). Service as a temporary presiding officer does not relieve a Member of the duty to vote on all questions unless excused from voting pursuant to Rule 28.

#### **Rule 20. When the Presiding Officer Is Active in Debate**

If the Mayor becomes active in debate on a particular proposal, he or she may have the Mayor Pro Tempore preside during the Council's consideration of the matter. If the Mayor Pro Tempore is absent or is also actively debating the matter, the Mayor may designate another Member to preside until the matter is concluded. Similarly, if the Mayor Pro Tempore or a temporary presiding officer is presiding and takes an active part in debating a topic, he or she may designate another Council Member to preside temporarily.

### **Part VIII. Motions and Voting**

#### **Rule 21. Action by the Council**

Except as otherwise provided in these rules, the Council shall act by motion. Any Member may make a motion, including the Mayor.

#### **Rule 22. Second Not Required**

A second is required for all motions.

#### **Rule 23. One Motion at a Time**

A Member may make only one motion at a time.

#### **Rule 24. Withdrawal of Motion**

The Member who introduces a motion may withdraw the motion unless the motion has been amended or the presiding officer has put the motion to a vote.

#### **Rule 25. Debate**

The presiding officer shall state the motion and then open the floor to debate, presiding over the debate according to the principles listed below.

- The maker of the motion is entitled to speak first.
- A Member who has not spoken on the issue shall be recognized before a Member who has already spoken.
- To the extent practicable, the debate shall alternate between proponents and opponents of the measure.
- No Member may speak more than twice on the same substantive motion. A Member's first speech on a substantive motion shall be limited to [10] minutes, and any second speech on the same motion shall be limited to [five] minutes. The same rules apply to debate on a procedural motion, except that a Member's first speech shall not exceed [five] minutes, and any second speech shall be limited to [two] minutes.

#### **Rule 26. Adoption by Majority Vote**

A motion is adopted if supported by a simple majority of the votes cast, a quorum being present, except when a larger majority is required by these rules or state law.

#### **Rule 27. Changing a Vote**

A Member may change his or her vote on a motion at any time before the presiding officer announces whether the motion has passed or failed. Once the presiding officer announces the result, a Member may not change his or her vote without the unanimous consent of the remaining Members present. A Member's request for unanimous consent to change a vote is not in order unless made immediately following the presiding officer's announcement of the result.

#### **Rule 28. Duty to Vote**

**(a) Duty to Vote.** Every Council Member must vote except when excused from voting as provided by this rule.

**(b) Grounds for Excusal.** A Member may be excused from voting on a matter involving the Member's own financial interest or official conduct, though not if the proposal in question is one to alter the compensation or allowances paid to Council Members. Members may also be excused from voting

when prohibited from voting under G.S. 14-234 (contract providing direct benefit to Member), G.S. 160A-381(d) (legislative zoning decision likely to have a direct, substantial, and readily identifiable financial impact on Member), G.S. 160A-388(e)(2), G.S. 160D-109, or G.S. 160A-109(d).

**(c) Procedure for Excusal.**

*(1) At Member's request.* Upon being recognized at a duly called meeting of the Council, a Member who wishes to be excused from voting shall so inform the presiding officer, who must then submit the matter to a vote of the remaining Members present. If a majority of the remaining Members present vote to excuse the Member, the Member is excused from voting on the matter.

*(2) On Council's initiative.* Even when a Member has not asked to be excused from voting on a matter, a majority of the remaining Council Members present may by motion and vote excuse the Member from voting if grounds for doing so exist so under paragraph (b).

**(d) Consequence of Non-Excused Failure to Vote.** Except as specified in paragraph (e), if a Member who has not been excused from voting fails to vote on a matter, the Member's failure to vote shall be recorded as an affirmative vote, provided:

(1) the Member is physically present in the Council Chamber, or

(2) the Member has physically withdrawn from the meeting without being excused by majority vote of the remaining Members present.

**(e) Mayor's Duty to Vote.** The provisions of this rule apply to the Mayor.

**Rule 29. Voting by Written Ballot**

**(a) Secret Ballots Prohibited.** The Council may not vote by secret ballot.

**(b) Rules for Written Ballots.** The Council may decide by majority vote or unanimous consent to vote on a motion by written ballot. Each Member must sign his or her ballot, and the minutes must record how each Member voted by name. The ballots must be made available for public inspection in the City Clerk's office immediately following the meeting at which the vote took place and remain there until the minutes of that meeting are approved, at which time the ballots may be destroyed.

**Rule 30. Substantive Motions**

A substantive motion is not in order if made while another motion is pending. Once the Council disposes of a substantive motion, it may not take up a motion that presents essentially the same issue at the same meeting, unless it first adopts a motion to reconsider pursuant to Rule 31, Motion 14.

**Rule 31. Procedural Motions**

**(a) Certain Motions Allowed.** The Council may consider only those procedural motions listed in this rule. Unless otherwise noted, each procedural motion may be debated and amended and requires a majority of votes cast, a quorum being present, for adoption.

**(b) Priority of Motions.** The procedural motions set out in this paragraph are listed in order of priority. A procedural motion is not in order so long as another procedural motion of higher priority is pending, except that:

- any procedural motion other than an appeal under Motion 1 is subject to amendment as provided in Motion 12, and
- a motion to call the question (end debate) may be made with regard to any procedural motion in accordance with Motion 9.

When several procedural motions are pending, voting must begin with the procedural motion highest in priority, provided that a motion to amend or end debate on the highest priority motion must be voted on first.

**Motion 1. To Appeal a Ruling of the Presiding Officer.** Any Member may appeal the presiding officer's ruling on whether a motion is in order or on whether a speaker has violated reasonable standards of courtesy. The presiding officer's response to a question of parliamentary procedure may also be appealed by any Member. An appeal is in order immediately after the disputed ruling or parliamentary response and at no other time.

The Member who moves to appeal need not be recognized by the presiding officer, and if timely made, the motion may not be ruled out of order.

**Motion 2. To Adjourn.** This motion may be used to close a meeting. It is not in order if the Council is in closed session. Unlike the motion to adjourn described in Robert's, this motion is debatable and amendable.

**Motion 3. To Recess to a Time and Place Certain.** This motion may be used to call a recessed meeting as permitted under Rule 12. The motion must state the time (including the date, if the meeting will reconvene on a different day) and place at which the meeting will resume. The motion is not in order if the Council is in closed session.

**Motion 4. To Take a Brief Recess.**

**Motion 5. To Follow the Agenda.** This motion must be made at the time an item of business that deviates from the agenda is proposed; otherwise, the motion is out of order as to that item.

**Motion 6. To Suspend the Rules.** To be adopted, a motion to suspend the rules must receive affirmative votes equal to at least two-thirds of the Council's actual Membership, excluding vacant seats but including the Mayor. The Council may not suspend provisions in these rules that are required under state law.

**Motion 7. To Divide a Complex Motion.** This motion is in order whenever a Member wishes to consider and vote on parts of a complex motion separately. The Member who makes this motion must specify how the complex motion will be divided.

**Motion 8. To Defer Consideration.** The Council may defer its consideration of a substantive motion, and any proposed amendments thereto, to an unspecified time. A motion that has been deferred expires unless the Council votes to revive it pursuant to Motion 13 within 100 days of deferral. A new motion having the same effect as a deferred motion may not be introduced until the latter has expired.

**Motion 9. To End Debate (Call the Previous Question).** If adopted, this motion terminates debate on a pending motion, thereby bringing it to an immediate vote. This motion is not in order until every Member has had an opportunity to speak once on the pending motion.

**Motion 10. To Postpone to a Certain Time.** This motion may be employed to delay the Council's consideration of a substantive motion, and any proposed amendments thereto, until a designated day, meeting, or hour. During the period of postponement, the Council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6.

**Motion 11. To Refer a Motion to a Committee.** The Council may vote to refer a substantive motion to a committee for study and recommendations. While the substantive motion is pending before the committee, the Council may not take up a new motion raising essentially the same issue without first suspending its rules pursuant to Motion 6. If the committee fails to report on the motion within 30 days of the referral date, the Council must take up the motion if asked to do so by the Member who introduced it.

**Motion 12. To Amend.**

**(a) Germaneness.** A motion to amend must concern the same subject matter as the motion it seeks to alter.

**(b) Limit on Number of Motions to Amend.** When a motion to amend is under consideration, a motion to amend the amendment may be made; however, no more than one motion to amend and one motion to amend the amendment may be pending at the same time.

**(c) Amendments to Ordinances.** Any amendment to a proposed ordinance must be reduced to writing before the vote on the amendment.

**Motion 13. To Revive Consideration.** The Council may vote to revive consideration of any substantive motion that has been deferred pursuant to Motion 8, provided it does so within 100 days of its vote to defer consideration.

**Motion 14. To Reconsider.** The Council may vote to reconsider its action on a matter, provided the motion to reconsider is made (a) at the same meeting during which the action to be reconsidered was taken and (b) by a Member who voted with the prevailing side. For purposes of this motion, "the same meeting" includes any continuation of a meeting through a motion to recess to a certain time and place (Motion 3). The motion is not in order if it interrupts the Council's deliberation on a pending matter.

**Motion 15. To Rescind.** The Council may vote to rescind an action taken at a prior meeting provided rescission is not forbidden by law.

**Motion 16. To Prevent Reintroduction for Six Months.** This motion may be used to prevent the reintroduction of a failed substantive motion for a time, but it is in order only when made immediately following the substantive motion's defeat. To be adopted, this motion must receive votes equal to at least two-thirds of the Council's actual Membership, excluding vacant seats but including the Mayor. If this motion is adopted, the ban on reintroduction remains in effect for six months or until the Council's next organizational meeting, whichever occurs first.

## **Part IX. Ordinances and Contracts**

### **Rule 32. Introduction of Ordinances**

For purposes of these rules, the "date of introduction" for a proposed ordinance is the date on which the Council first votes on the proposed ordinance's subject matter. The Council votes on the subject matter of a proposed ordinance when it votes on whether to adopt or make changes to the proposed ordinance.

### **Rule 33. Adoption, Amendment, and Repeal of Ordinances**

#### **(a) Adoption of Ordinances.**

*(1) Proposed ordinances to be in writing.* No proposed ordinance shall be adopted unless it has been reduced to writing and distributed to Members before a vote on adoption is taken.

*(2) Adoption on date of introduction.* To be approved on the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least two-thirds of the Council's actual Membership, excluding vacant seats.

*(3) Adoption after date of introduction.* To be approved after the date of introduction, a proposed ordinance or any action having the effect of an ordinance must receive affirmative votes equal to at least a majority of all Council Members not excused from voting on the matter. In calculating the number of affirmative votes necessary for approval, the Council shall count the Mayor.

**(b) Amendment and Repeal of Ordinances.** The same voting requirements that govern the adoption of proposed ordinances also apply to the amendment or repeal of an ordinance.

### **Rule 34. Adoption of the Budget Ordinance**

**(a) Special Rules for the Adoption or Amendment of the Budget Ordinance.** Notwithstanding any provision in the City charter, general law, or local act,

(1) the Council may adopt or amend the budget ordinance at a regular or special meeting of the Council by a simple majority of those Members present and voting, a quorum being present;

(2) no action taken with respect to the adoption or amendment of the budget ordinance need be published or is subject to any other procedural requirement governing the adoption of ordinances or resolutions by the Council; and

(3) the adoption or amendment of the budget ordinance and the levy of taxes in the budget ordinance are not subject to the provisions of any City charter or local act concerning initiative or referendum.

**(b) Notice Requirements for Budget Meetings.** During the period beginning with the submission of the budget to the Council and ending with the adoption of the budget ordinance, the Council may hold any special meetings that may be necessary to complete its work on the budget ordinance. Except for the notice requirements of the open meetings law, which continue to apply, no provision of law concerning the call of special meetings applies during that period so long as

- each Member of the board has actual notice of each special meeting called for the purpose of considering the budget; and
- no business other than consideration of the budget is taken up.

**(c) No Authority for Closed Sessions.** This rule shall not be construed to authorize the Council to hold closed sessions on any basis other than the grounds set out in Rule 5.

### **Rule 35. Approval of Contracts and Authorization of Expenditures**

**(a) Contracts to be in Writing.** No contract shall be approved or ratified by the City Council unless it has been reduced to writing at the time of the Council's vote.

**(b) Approval of Contracts.** To be approved or ratified, a contract must receive affirmative votes equal to at least a majority of all Council Members not excused from voting on the contract, including the Mayor's vote in the event of a tie.

**(c) Authorization of Expenditure of Public Funds.** The same vote necessary to approve or ratify a contract is required for the Council to authorize the expenditure of public funds, except when the expenditure is authorized pursuant to Rule 34.

### **Part X. Public Hearings and Comment Periods**

#### **Rule 36. Public Hearings**

**(a) Calling Public Hearings.** In addition to holding public hearings required by law, the Council may hold any public hearings it deems advisable. The Council may schedule hearings or delegate that responsibility to City staff Members, as appropriate, except when state law directs the Council itself to call the hearing. The City Council delegates scheduling authority of zoning and quasi-judicial matters to staff members.

**(b) Public Hearing Locations.** Public hearings may be held anywhere within the City or within the county where the City is located.

**(c) Rules for Public Hearings.** The Council may adopt reasonable rules for public hearings that, among other things:

- Fix the maximum time allotted to each speaker at 3 minutes;
- Provide for the designation of spokespersons for groups of persons supporting or opposing the same positions;
- Provide for the selection of delegates from groups of persons supporting or opposing the same positions when the number of persons wishing to attend the hearing exceeds the capacity of the hall (so long as arrangements are made, in the case of a hearing subject to the open meetings law, for those excluded from the hall to listen to the hearing);
- Provide for the maintenance of order and decorum in the conduct of the hearing.

**(d) Notice of Public Hearings.** Any public hearing at which a majority of the Council is present shall be considered part of a regular or special meeting. Consequently, the relevant notice and related requirements of the open meetings law, as set out in Rules 9 through 12, apply to such hearings. Some statutes mandate additional notice for particular types of hearings, and such notice must be provided together with notice of the meeting during which the hearing will take place.

**(e) Continuing Public Hearings.** The Council may continue any public hearing without further advertisement to a time and place certain, provided the time (including the date, if the hearing will resume on a different day) and place of the continued hearing are announced in open session. Except for hearings conducted pursuant to paragraph (g), if a quorum of the Council is not present for a properly scheduled public hearing, the hearing must be continued until the Council's next regular meeting without further advertisement.

**(f) Conduct of Public Hearings.** At the time appointed for the hearing, the Mayor shall call the hearing to order and proceed to allow public input in accordance with any rules adopted by the Council for the hearing. Unless the Council extends the hearing, when the time allotted for the hearing expires, or when no one wishes to speak who has not done so, the Mayor shall entertain a motion to close the hearing, and the Council shall resume the regular order of business.

### **Rule 37. Public Comment Periods**

**(a) Frequency of Public Comment Periods.** The Council must provide at least one opportunity for public comment each month at a regular meeting, except that the Council need not offer a public comment period during any month in which it does not hold a regular meeting.

**(b) Rules for Public Comment Periods.** The Council may adopt reasonable rules for public comment periods that, among other things:

- Fix the maximum time allotted to each speaker at 2 minutes and the total comment period at 30 minutes;
- Speakers may not give their allotted time to another speaker to increase that person's allotted time;
- Provide for a sign-up sheet including the requestor's name, address, and a short description of the topic on which he/she would like to speak. Said sheet will be available until the public comment period concludes;
- Speakers should not address an item already on the agenda;
- Speakers must be civil in their language and presentation

- It is recommended if there are several people who wish to speak on the same subject, they select one speaker to speak for all;
- Any Council Member may ask the speaker questions for clarification; however, the time used by a Council Member to ask a question or response to his/her question shall not be counted against the speaker's two-minute time allotment.
- Each speaker shall be recognized by the Mayor as having the exclusive right to be heard;
- Speakers shall not discuss the candidacy of any person seeking public office, including the person addressing the City Council;
- Any action on items brought up during the public comment period will be at the discretion of the City Council;
- Provide for the maintenance of order and decorum in the conduct of the hearing.

**(c) Content-Based Restrictions Generally Prohibited.** The Council may not restrict speakers based on residency or subject matter, as long as their comments pertain to subjects within the Council's real or apparent jurisdiction.

## **Part XI. Appointments and Appointed Bodies**

### **Rule 38. Appointments**

**(a) Appointments in Open Session.** The Council must consider and make any appointment to another body or, in the event of a vacancy on the Council, to its own Membership in open session.

**(b) Nomination and Voting Procedure.** All appointments shall be made as provided by law and City ordinances.

**(c) Mayor.** The Mayor may make nominations and vote on appointments under this rule.

**(d) Multiple Appointments.** If the Council is filling more than one vacancy, each Member shall have as many votes in each balloting as there are slots to be filled, and the votes of a majority of the total number of Members voting shall be required for each appointment. No Member may cast more than one vote for the same candidate for the same vacancy during a single balloting.

**(e) Duty to Vote.** It is the duty of each Member to vote for as many appointees as there are appointments to be made, but failure to do so shall not invalidate a Member's ballot.

**(f) Vote by Written Ballot.** The Council may vote on proposed appointments by written ballot in accordance with Rule 29.

### **Rule 39. Committees and Boards**

**(a) Establishment and Appointment.** The Council may establish temporary and standing committees, boards, and other bodies to help carry on the work of City government. Unless otherwise provided by law or the Council, the power of appointment to such bodies lies with the Council.

**(b) Open Meetings Law.** The requirements of the open meetings law apply whenever a majority of an appointed body's Members gather in person or simultaneously by electronic means to discuss or conduct official business. They do not apply to meetings solely among the City's professional staff.

**(c) Procedural Rules.** The Council may prescribe the procedures by which the City's appointed bodies operate, subject to any statutory provisions applicable to particular bodies. In the absence of rules adopted by the Council, an appointed body may promulgate its own procedural rules, so long as they are in keeping with any relevant statutory provisions and generally accepted principles of parliamentary procedure.

**Part XII. Miscellaneous**

**Rule 40. Amendment of the Rules**

These rules may be amended at any regular meeting or at any properly called special meeting for which amendment of the rules is one of the meeting's stated purposes. Any amendment to these rules must be consistent with the City charter, any relevant statutes, and generally accepted principles of parliamentary procedure. To be adopted, a motion to amend these rules must be approved by a majority of the Council's Members, excluding vacant seats but including the Mayor.

**Rule 41. Reference to Robert's Rules of Order Newly Revised**

The Council shall refer to Robert's Rules of Order Newly Revised for guidance when confronted with a procedural issue not covered by these rules or state law. Having consulted Robert's, the Mayor shall make a ruling on the issue subject to appeal to the Council under Rule 31, Motion 1.

Adopted this the 10<sup>th</sup> day of March, 2026.

---

Chelsea Dickey, Mayor

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Renee Ward, City Clerk



## Issues Not Included on Tonight's Agenda Policy

In cases where the City Council's involvement is required, the City Council at their Regular Session Meeting on March 6, 2012 adopted a Policy that established and set aside a special time for the purpose of receiving such comments and suggestions in addition to public hearings.

The City of Graham City Council encourages citizens to contact the City Manager's office to redress issues which involve the City. The Graham City Council continues to believe that this procedure offers citizens the best avenue to resolve issues quickly and encourages this procedure to be followed where practical; and,

All comments and suggestions addressed to the City Council during the *Issues Not Included on Tonight's Agenda* portion of the Agenda shall be subject to the following Policy:

- a. Anyone desiring to address the City Council must sign up with the City Clerk before the "Issues Not Included on Tonight's Agenda" portion of the meeting begins. The request should be in writing and on a form provided by the City Clerk. The form shall, as a minimum, provide the requestors name, address, and a short description of the topic on which he/she would like to speak. The public can address the City Council on any issue other than public hearing items and those items that would be covered in closed session, which would include, but are not limited to attorney/client privilege, personnel, land acquisition and contract negotiations.
- b. The request should not address an item already on the agenda.
- c. The "Issues Not Included on Tonight's Agenda" portion of the agenda will be placed at the end of the agenda.
- d. Each speaker must be recognized by the Mayor as having the exclusive right to be heard.
- e. Comments are limited to four minutes per speaker. A speaker cannot give their allotted time/minutes to another speaker to increase that persons allotted time.
- f. Speakers must address the entire City Council, not an individual City Council Member. Discussions between speakers and the audience will not be allowed.
- g. Speakers will be civil in their language and presentation.
- h. It is recommended that if there are several people who wish to speak on the same subject that they choose one speaker to speak for all.
- i. For clarification, any Council Member may ask the speaker questions. The time used by a Council Member to ask a question, or the response to his/her question, will not be counted against the citizens four minute time allotment.
- j. Speakers shall not discuss the candidacy of any person seeking public office, including the person addressing the City Council.
- k. Any action on items brought up during the "Issues Not Included on Tonight's Agenda" will be at the discretion of the City Council.

# STAFF REPORT

SUBJECT:	Request to Designate Arts Around the Square as a Dog-Friendly Event
PREPARED BY:	Brian Faucette, Director of Recreation and Parks

## REQUESTED ACTION:

The Recreation and Parks Department requests direction from City Council regarding allowing dogs to attend Arts Around the Square as a dog-friendly event.

## BACKGROUND/SUMMARY:

In preparation for the 2026 Arts Around the Square event, Graham Recreation and Parks has been approached by three local animal welfare organizations, the Humane Society of Alamance County, Burlington Animal Services, and Little Blue Tattoo Rescue, expressing interest in attending and participating in the event. In response, staff has explored opportunities to incorporate dog-friendly elements, including art-themed activities involving canine participants, while maintaining a safe and welcoming environment for all attendees.

During the February 10, 2026 City Council meeting, City Council asked staff to check with the City's insurance carrier regarding any liability issues. The following information was received from the City's senior underwriter with the NC League of Municipalities.

**As a municipality, the City has an obligation to maintain safe premises. To establish a defensible position, the City must at minimum make the public aware of all applicable rules (e.g., leash requirements, mandatory waste clean-up, and immediate removal of aggressive dogs) and the rules should be clearly posted at the event and, most importantly, consistently enforced.**

GRPD posts event rules and information at each intersection "entrance" to Arts Around the Square and GPD officers are on site to enforce city ordinances. To address this request, the rules listed below will be included on the signage.

## FISCAL IMPACT:

No additional City expenses are anticipated as a result of allowing Arts Around the Square to be designated as a dog-friendly event. The staffing plan for City resources will remain the same regardless of whether dogs are permitted at the event.

## STAFF RECOMMENDATION:

Staff recommends allowing dogs to attend Arts Around the Square, subject to the following restrictions to ensure public safety, animal welfare, and a positive experience for all attendees:

- All dogs must be on a non-retractable leash no longer than six (6) feet at all times.
- Dogs must be fully vaccinated in accordance with state and local requirements.
- Pet owners are responsible for cleaning up pet waste immediately and properly disposing of it in designated receptacles.
- Dogs displaying aggressive behavior or creating a safety concern must be removed from the event area at the request of public safety officials.
- Dogs must remain under the control of their owner or handler at all times.

Approval of this recommendation would require City Council to temporarily suspend Ch. 4, Article II, Sec. 4-48 – *Parades, Concerts, and Special Events; Animals Prohibited* for the duration of the event.

## SUGGESTED MOTION(S):

**I MAKE A MOTION TO SUSPEND CH. 4, ARTICLE II, SEC. 4-48 – *PARADES, CONCERTS, AND SPECIAL EVENTS; ANIMALS PROHIBITED* FOR THE DURATION OF ARTS AROUND THE SQUARE ON MAY 16, 2026.**

# STAFF REPORT

SUBJECT:	ART IN AMERICA FILM PROJECT
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

## REQUESTED ACTION:

Discuss and direct staff on participation with Art in America Film Project.

## BACKGROUND/SUMMARY:

At the February 10<sup>th</sup> City Council meeting, Grace VandeVisser with Alamance County Visitors Bureau presented an opportunity for Graham to participate in the Art in America Film Project. As mentioned during the meeting, we have an opportunity presented to be included as an episode on public art for a series on Amazon Prime, and they would like to focus on Burlington and Graham. City Council requested to table a decision until the March Council meeting. Grace has provided the following options to consider if Council chooses to move forward:

### Option 1:

Graham can recommend a few of Graham public art artisans. This must be provided by March 13<sup>th</sup>. If the director selects one of the council's recommendations, then the sponsorship portion for Graham would be \$7,000.

### Option 2:

Graham has the option to sponsor the episode and receive credit if the artists that are selected from Burlington (as it is a Burlington episode) have any crossover in their work to Graham, and during production highlight Graham also, they can also sponsor at \$7,000.

## FISCAL IMPACT:

Funding is currently not in place. A budget amendment would need to approved.

## STAFF RECOMMENDATION:

N/A

## SUGGESTED MOTION(S)

I move we approve participation with Art in America Film Project.

# STAFF REPORT

SUBJECT:	CHILDRENS CHAPEL UNITED CHURCH OF CHRIST HISTORIC LANDMARK DESIGNATION
PREPARED BY:	CAMERON WEST, SENIOR PLANNER

## REQUESTED ACTION:

Review and decide on the request for Historic Landmark Designation for the Children’s Chapel United Church of Christ located at 334 East Harden Street.

## BACKGROUND/SUMMARY:

Children’s Chapel United Church of Christ have requested Designation of their Church as a Historic Landmark in the City of Graham. The report has been reviewed by the State Historic Preservation Office and they have provided comments to the applicant. The report was then reviewed by the Historic Resource Commission and received a favorable vote that the application and report were sufficient for City Council to review and decide on. It is now on you as the City Council to review the application materials and determine whether or not the Children’s Chapel United Church of Christ is eligible to receive designation as a Historic Landmark inside the City of Graham.

## FISCAL IMPACT:

N/A

## STAFF RECOMMENDATION:

Approval

## SUGGESTED MOTION(S):

I move we approve the Historic Landmark Designation application for the Children’s Chapel United Church of Christ located at 334 East Harden Street.



North Carolina Department of Natural and Cultural Resources  
State Historic Preservation Office

Ramona M. Bartos, Administrator

Governor Josh Stein  
Secretary Pamela Brewington Cashwell

Office of Archives and History  
Deputy Secretary Darin J. Waters, Ph.D.

December 12, 2025

Cameron West, Senior Planner  
Graham Historic Resources Commission  
City of Graham  
201 South Main St.  
Graham, NC 27253

Email: [REDACTED]

**RE: Proposed Designation for the Children's Chapel United Church of Christ, 334 East Harden St., Graham, Alamance County.**

Dear Mr. West:

Thank you for submitting the local landmark report for the Children's Chapel United Church of Christ, 334 East Harden St., Graham, Alamance County. We have reviewed the information in the report and offer the following comments in accordance with North Carolina General Statute 160D-946.

According to the report, the Gothic Revival style Children's Chapel United Church of Christ is of special local significance because of its historic architecture. In addition, the report states the church is also significant because it is an example of community collaboration. Many members of the congregation helped make the bricks used for building in 1911, and they worked together in the mid-century to install twenty stained-glass windows, despite limited financial resources.

The North Carolina Office of State Archaeology determined that archaeological remains may well be an important component of the significance of the church and cemetery landscape, and those potential remains should be considered in any future improvements to the property.

We have shared suggested edits with staff, including adding a more complete architectural description. With these additions, we feel the report will provide the preservation commission and local governing board with sufficient information to determine whether the Children's Chapel United Church of Christ possesses the requisite special local significance and integrity for local historic landmark designation.

Local landmark designation means the community recognizes the property is worthy of preservation because of its special significance to the local community. Any substantial changes in design, materials, and appearance of the property would be subject to the design review procedures of the preservation commission.

Thank you for the opportunity to comment on this report. Please note, our comments are advisory only and therefore, non-binding. Once the governing board has received a recommendation from the Graham Historic Resources Commission, it should proceed in the same manner as would otherwise be required for an amendment to the zoning ordinance. If a decision is made to designate the Children's Chapel United Church of Christ, please send a copy of the ordinance to our office.

This letter serves as our comments on the proposed designation of the Children's Chapel United Church of Christ, 334 East Harden St., Graham, Alamance County.

Please contact me at [REDACTED] (preferred) or 919-814-6576 should you have any questions about our comments.

Sincerely,

A handwritten signature in cursive script that reads "Kristi Brantley". The signature is written in black ink and is positioned to the left of the typed name and title.

Kristi Brantley  
Local Preservation Commissions/CLG Coordinator

CC: Commission Chair

Enclosure

## **Historical and Architectural Significance Report**

**of**

### **CHILDREN'S CHAPEL UNITED CHURCH OF CHRIST**

For over two and a half centuries Historic Providence Church (also known as Providence Memorial Christian Church or Providence Church) was a courthouse, a public meeting, a school and a house of worship. The church is currently located at 819 North Main Street in Graham, North Carolina. Their current sanctuary was built in 1872. Some of the ministers who preached at Providence included Rev. James O'Kelly, Rev. J.W. Wellons D. D., Dr. W.W. Staley, and Rev. Daniel Albright Long among others. The slave galleries, where darkies joined their masters in worship years before Alamance County became a county still stands. (Times New Article 5/19/1949 "Long History Associated with Providence Church."). Prior to the Civil War in the South black Christians, enslaved or free, usually belonged at the same local churches as their white masters.

Following the Civil War, the Klu Klux Klan decreed that the colored race be removed from white worshippers in the church. However, after the War, churches were gradually organized for the specific use of blacks, "according to the polity and usage of the Christian denomination." J. W. Wellons and other interested whites, were very interested in organizing Christian churches for Negroes. In 1867 Wellons and W. W. Staley, both of Alamance County, attended and led a conference in Cary, North Carolina for the purpose of organizing Negro churches.

As a result of this conference several white ministers focused on starting Negro churches in Alamance County. Union Chapel was a Negro church formed under white leadership. The white Christian church, Union Ridge, was organized in 1815 and the Negro church was organized in 1878 with Rev. Charlie Ray as the first pastor. Union Chapel is located about one-hundred yards from the white church. Union Chapel gave rise to two other Negro churches in Alamance County; Ebenezer Christian Church and Patillo Chapel. Ebenezer Christian Church (Burlington, NC) was organized in 1887 with Charlie Ray as the first pastor. Patillo Chapel (Alamance County) was organized in 1920 with O.A. Hazell as its first pastor. These churches are still in existence today.

Children's Chapel Christian Church in Graham, North Carolina is also an example of the Negro church established in 1875 by White ministers. For many years, slaves had worshipped at Providence United Church of Christ (formerly New Providence) on Main Street in Graham, as far back as 1763. One Sunday, after the slaves had finished their work, they gathered under some trees (about where Children's Chapel's current cemetery is located), to listen to Rev. Wellons preach. We are told that on rainy Sundays, services were held in a livery stable owned by a Mr. Hornaday (or Hornedy). When Rev. Daniel A. Long, assisting Rev. Wellons, noticed the large crowd of slave men, women, and children, he called them "Children". "Children" was a term used by the white slave masters to refer to the slaves, no matter how old or young they were. From this came the name of Children's

Chapel Christian Church. Some of the slave who had gathered were Mrs. Hannah Russell, Mr. Dave Hunter Sr., Mr. Joe Allen, Mrs. Hannah Everette and a host of others.

Mr. William "Bill" Trollinger, a slave master, donated the land on which to build the church. The first church was built in 1876 with Joe Allen serving as the first secretary. A wooden straight church with a raised altar for the preacher and seats for the deacons were on each side of it was built and located behind our present structure. The benches were made out of pinewood where the worshippers sat. **(as told by the late Lillie Holmes in 1975)**. The architectural style was typical of other late 19<sup>th</sup> century Black church with emphasis placed on simplicity and functionality. This church was located between the current church structure and the graveyard. A two - room house was also built for the church parsonage.

On June 15, 1883, an indenture (a formal, written contract between two or more parties, historically made in duplicate with matching notched edges for identification) was made between Samuel Crawford & Eliza Crawford, his wife, of the first part & Willie Hiker, Wm. McPherson, & Geo. Wilson, of the second part, all of said parties being of the County of Alamance and State of North Carolina. Witnessed that for and in consideration of the sum of Fifty-five (\$55) Dollars to them, the said Samuel Crawford & Eliza, his wife, by the said Willie Hiker, Wm. McPherson & Geo. Wilson, paid, the receipt of which is hereby acknowledged, they, the said Samuel Crawford & Eliza, his wife, hath bargained & sold &

doth freely bargained & sell unto the said Willie Hiker, Wm. McPherson & Geo. Wilson, Trustees of the (Colored) Christian Church at Children's Chapel in Graham, Alamance County, NC, and their successors in office, a certain piece of land situated, lying & being in the County of Alamance & State aforesaid (**see copy of indenture**). This included one and four-fifths acres of land, house, and appurtenances.

The current church which is located at 334 East Harden Street in Graham, North Carolina was built in 1911 in front of the original wooded church. Once the new sanctuary was completed, the wooden church was torn down. Rev. J. C. Core was the pastor. A cornerstone at the corner of the church states "Children Chapel Christian Church – Built 1911 – Rev. J. C. Core, Pastor." A cornerstone is literally the foundational stone for a building. James Hunter, Ed Tate, Charlie Trollinger and Sam Hunter were some of the members who helped to build the church. Charlie Trollinger was a brick mason. The bricks used to build the church were made where our cemetery is located. For many years, some brick pieces could be found in the cemetery. During this time, Pinkney Davis Everette was the church clerk and Color (Coley) Russell was the church treasurer. Mr. Russell was a plumber and expert tinsmith. In 1906, he started the Russell Plumbing Company on Pine Street (Graham). He was the first depositor in the Bank of Alamance on August 1899. On the 52nd anniversary of the bank's founding, Mr. Russell was once again the first depositor on that day. (Graham Historical Museum display).

The church which took many months to build, had a high ceiling. Coal and wood were used to heat the building. Although on some cold winter days the stove did not warm the building, there existed a warm spirit.

Architectural Description – Children's Chapel United Church of Christ is a largely intact Gothic Revival style red brick church constructed in 1911 and located on a deep, grassy lot in an early twentieth century downtown Graham neighborhood. The church is distinguished by numerous finely crafted stained - glass windows and a wealth of decorative corbeled brickwork.

The main elevation is composed of a center one-and-one half story gabled bay dominated by large pointed arch tracery -stained glass windows and flanking uneven towers (one is two stories and the other is two and a half stories, both containing a double – leaf entrance. Tracery is an architectural device by which windows are divided into sections of various proportions by stone bars or ribs of moulding. Most commonly, it refers to the stonework elements that support the glass in a window.

Small, unobtrusive one-story side and rear wings were added to the church around 1945. Cemetery - Behind the church is a cemetery containing approximately fifty grave sites dating from around 1885 to the present. Several grave sites have illegible markers or just pieces from the head stone. According to his head stone, Abram Russell died on

November 8, 1892. There were probably some graves dating back earlier, but all graves did not have a proper gravestone marker.

Behind the church is a cemetery containing approximately fifty grave sites dating from around 1885 to the present. A variety of granite markers and some crude stones mark the graves. Coley Russell funded a section of the cemetery surrounded by cinder blocks and covered in white rocks to be used for the burial of members of the Coley and Abraham Russell family.

Despite the age of the church property buildings and the cemetery, the church has not carried out any archaeological investigation of the types of headstones, any headstone inscriptions, nor names of individuals buried in the cemetery. Perhaps this may be considered in the future, but currently there are no plans for such a study.

The Bell Tower – There is also a church bell in the belfry that was rung before church services for many years. According to a 2025 conversation with Clinton Morrow, who turned 100 years old in 2025, he recalls that when he was growing up, the church bell rang each Sunday morning to signal the start of services. Usually, Mr. Ed Penn Newlin or Mr. Eddie Everette would ring the bell. Mr. Morrow always thought that there were 2 bells because when there was a funeral, the church bell sounded differently from the normal Sunday morning sound. The theory that there were 2 bells has not been confirmed. Currently, (September 2025), the bell tower needs inspections before being rung.

Approval by State Professional Review Committee (PRC) – In October 1990, the Alamance County Historic Properties Commission sponsored a survey update of historic sites, buildings, and districts in Elon College and Graham. One of the objectives of the survey was to identify those properties that appear to be eligible for the National Register of Historic Places, the nation's honor roll of historic properties. The Children's Chapel U.C.C. property was eligible for nomination to the National Register (see attached letter from the North Carolina Department of Cultural Resources).

Other Black Churches in Graham - For many years there were basically three Black churches in Graham. Graham First Baptist Church, located at the corner of Main and Guthrie Street was organized in 1864. However, their sanctuary was replaced in 1975. Wayman's Chapel AME Church was organized in 1883 after Children's Chapel. Wayman's was built in 1925, but remodeled in 1979. Thus, the oldest Black church building still standing in Graham is Children's Chapel.

Community Involvement – Children's Chapel has always been involved in religious, civic and mission activities in Alamance County.

- Our church has always worked (and continues to work) with two other black churches in Graham, Wayman's Chapel AME Church and Graham First Baptist Missionary Church in hosting joint services and activities. Some of these include Union Fifth Sunday services, Vacation Bible School, and New Year's Eve Watch

service. Currently, Queen's Chapel AME Church in Burlington is currently a member of this group.

- In the 70's our church and our pastor, Rev. Charles Thompson, was a member of the Alamance Ministerial Alliance and Graham Ministerial Alliance. These organizations focused on pulpit exchanges and building positive relations with other churches in the city and county.
- Our church served as host for the first June Marie Thompson Blood Drive sponsored by the Burlington Alamance Chapter of Delta Sigma Theta Sorority, Inc.
- From 2004 – 2015 the church hosted the Youth Enrichment Series, YES I Can. This was a program that focused on developing and executing faith – based life skills for student in grades 6 -12. This program, founded by Robyn Hadley, was held every 4<sup>th</sup> Saturday from June – August with special emphasis placed on African American youth from low - income families rural communities in the South.
- One auxiliary, Women in Touch, of the church participated in the Angel food Ministry from 2008 – 2011. Each month boxes of food were purchased by members and friends of the church and were distributed to individuals/families in need of food.
- Different auxiliaries of the church have hosted community workshops pertaining to planning wills and funerals, leadership preparation, and the Passover Seder.

- Two commercials for Alamance Regional Medical Center (ARMC) were made using the inside and outside of our church.
- Hosted speakers such as American civil rights activist, Franklin McCain, Gibsonville mayor, Lenny Williams, former Alamance County School superintendent, Randy Bridges, former state senator Tony Foriest were just a few to speak.
- Until Covid in 2020, members of the Missionary Circle volunteered once each month for over 10 years in serving lunch to the homeless at Allied Churches of Alamance County. They also hosted lunch for the homeless on some holidays.
- In 1991 our church was featured as part of the "Visiting Neighbors Tour" organized by the Graham Historical Society. Our church was also selected to be a part of the 2025 Alamance County Historical Tour.

Throughout the years, there have been many major renovations to Children's Chapel. The exact dates of these renovations are unknown.

- A basement was built under the sanctuary so that central heat and a baptismal pool could be added.
- The Missionary Circle raised \$300 to build a "hut." This was the first "hut" to be built by a Negro church in the area.
- The church office, rest rooms, and a Pastor's study were added to join the sanctuary to the "hut." The steps used to leave the sanctuary from the pulpit to the "hut" are still standing.
- Between the late 1950s and early 1960s 20 stained memorial windows replaced the old windows. It is unknown where the windows were purchased from. The window replacement drive was initiated by Miss Eva R. Everette. These colorful windows were donated by families and friends of the families in memory of their loved ones. Each window has a religious theme.

- The original ceiling lights were replaced with Chandelier lighting.
- Protective covering for the windows was added in 2000.
- The parsonage was renovated in 1997.
- Church sanctuary renovation projects included adding carpet, padded pews, ceiling fans and a speaker system.
- The parking lot was extended and paved.
- The Senior Usher Board donated funds to build a handicapped ramp entrance for the sanctuary and later the fellowship hall.
- More land adjoining the church's original property and cemetery was purchased and later landscaped.

For many years, Children's Chapel was affiliated with the Lincoln Conference. In 1966, Children's Chapel Congregational Christian Church joined the Southern Conference of the United Church of Christ. Our name then became Children's Chapel United Church of Christ.

Significance Statement -Children's Chapel's exterior building structure deserves the designation as a Graham Historical Site because

- Its red brick exterior, some of which were made by hand and by the church members
- One of the oldest Black Churches in Graham and currently the oldest structure.
- Its finely crafted 20 stained- glass windows installed in the late 1950's-60's. Members worked hard to purchase these windows. Some were donated by families and some by organizations at the church. Each window had a Bible Scripture or a picture depicting a story from the Bible.

- High steeple and Gothic style architecture including the bell tower.
- Our church welcomes people entering Graham via Highway 54 West and can also be seen while approaching Graham via Highway 49 South.
- When our current sanctuary was built, the congregation was not wealthy financially. When the stained-glass windows were added, the congregation was not wealthy financially. There were a few teachers in the congregation, no doctors or lawyers nor high earners but hourly wage earners. Despite this, the congregation had FAITH IN GOD. They had FAITH then, now and will continue to have it in the future.

## BIBLIOGRAPHY

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Centennial Edition of Burlington Times News, "Long History – Associated with Providence Church" September 9, 1949 news article.

Children's Chapel United Church of Christ Minutes from Church Meetings and the leaflet, "Church History," prepared by Children's Chapel U.C.C. in 1985.

Graham Historical Museum, 135 West Elm Street Graham, NC

Lake, William Matthew, Thesis: "A Study of the Christian Denominations" p. 22-24.

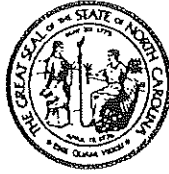
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Stokes, Durwood T. & William Tate Scott, "A History of the Christian Church in the South," Burlington N.C. The Southern Conference of the United Church of Christ, 1973)

## PERSONAL INTERVIEWS

Holmes, Lillie Trollinger (1893 – 1983) – interviewed by Mary C. Mebane in 1976. Mrs. Holmes who was 82 years old (at the time of the interview) and a lifelong member of Children's Chapel UCC provided some of the names of builders and officers.

Morrow, Clinton – (1925 - ) interviewed by Mary C. Mebane on September 3, 2025. Mr. Morrow is 100 years old and is a lifelong member of Children's Chapel UCC. He grew up across the street from the church and provided stories/names from his childhood.



## North Carolina Department of Cultural Resources

James G. Martin, Governor  
Patric Dorsey, Secretary

Division of Archives and History  
William S. Price, Jr., Director

October 30, 1990

Trustees of Children's Chapel U.C.C.

334 E. Harden Street  
Graham, North Carolina 27253

RE: Children's Chapel United Church of Christ  
Graham, Alamance County

Dear Sir or Madam :

In 1990, the Alamance County Historic Properties Commission sponsored a survey update of historic sites, buildings, and districts in Elon College and Graham, Alamance County. The field work for the survey was conducted by Ms. Patricia Dickinson, and was undertaken in cooperation with the State Historic Preservation Office of the North Carolina Division of Archives and History. One of the objectives of a historic sites survey is to identify those properties that appear to be eligible for the National Register of Historic Places, the nation's honor roll of historic properties.

At the request of the Alamance County Historical Properties Commission, on October 11, 1990, my staff presented the results of Ms. Dickinson's survey to the State Professional Review Committee (PRC) at its quarterly meeting in Raleigh. The PRC is a board of professionals and citizens with expertise in history, architectural history, and archaeology, and advises me on the eligibility of properties for the National Register.

This letter is to notify you that the above-referenced property was among the properties in the Alamance County survey area approved by the PRC on October 11 for addition to the Study List for the National Register of Historic Places. Placement on the Study List means that the Committee determined that the property appears to be eligible for nomination to the National Register.

Please note that placement on the Study List does not mean automatic nomination to the National Register of Historic Places. It means only that the property appears to be eligible for listing in the Register and warrants further study of its history and significance.

October 30, 1990

Page 2

Also, please note that a property may not be nominated to the National Register over the objection of its private owner. The two enclosures describe the National Register and the listing process.

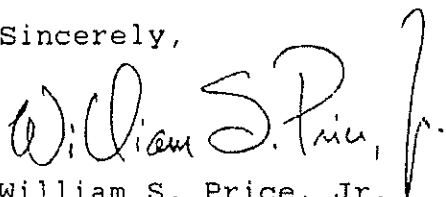
If you wish to have your property nominated to the National Register, we can provide a list of qualified private consultants with whom you may contract to prepare the nomination. Our staff will advise property owners who wish to prepare their own nominations, but because of the complexity of the technical requirements and standards of documentation, most nominations are prepared by historians or architectural historians experienced in the nomination process. In return for the cost of the nomination, you would gain the honor of listing, limited protection from adverse effects of state and federal projects, and, for qualifying income-producing properties, eligibility for an investment tax credit for a certified rehabilitation.

A second method of nomination is a joint nomination of a group of eligible properties in the locality. This is called a Multiple Property Nomination. This method is less expensive per building, but must be sponsored by the local government or by an organization because it requires extensive community-wide research. It is possible that in the future Alamance County will pursue a county-wide Multiple Property nomination, but there are no immediate plans for such a project.

If you have questions about the survey, or have additional background information on your property that you would like to share, please contact Ms. Patricia Dickinson, c/o Alamance County Historic Properties Commission, 124 W. Elm Street, Graham, NC 28253.

If you have questions about the National Register of Historic Places, contact Claudia Brown, National Register Coordinator for the State Historic Preservation Office, 109 E. Jones Street, Raleigh, N.C. 27601-2807, 919/733-6545.

Sincerely,

A handwritten signature in cursive script that reads "William S. Price, Jr." The signature is written in dark ink and is positioned above the typed name.

William S. Price, Jr.  
State Historic Preservation Officer

WSP, Jr./mlr  
Enclosures

Children's Chapel United Church of Christ

Items 5 & 6

① Children's Chapel United Church of Christ is a ~~handsome,~~ largely intact Gothic Revival style red brick church constructed in 1911 and located on a deep, grassy lot in an early twentieth century downtown Graham neighborhood. The church is distinguished by numerous finely crafted stained glass windows and a wealth of decorative corbeled brickwork. ② The main elevation is composed of a center one-and-one-half story gabled bay dominated by large pointed arch tracery stained glass windows and flanking uneven towers (two, and two-and-one-half stories), both containing a double-leaf entrance. [A continuous corbeled drip course accents the windows, forms a string course on the towers, and extends around the sides of the building. Other corbeled string courses mark the stages of the towers. The two-story tower has a flat roof with ornate corbeling at the eave; the two-and-one-half story tower is topped by a cross-gable roof covered with patterned tin shingles and crowned by a fanciful pyramidal spire and metal finial.] ③ Small, unobtrusive one-story side and rear wings were added to the church c. 1945. Behind the church is a shady cemetery containing approximately fifty grave sites dating from c. 1885 to the present. A variety of granite markers and some crude unmarked stones mark the graves.

*Interesting history*  
The Children's Chapel congregation was originally composed of former slaves who had worshipped with their former masters at New Providence <sup>Christian</sup> Church on N. Main St. In 1875 the Reverend J.W. Wellons, a white minister instrumental in organizing several black congregations and helping them erect their own churches, urged the black congregants of New Providence to build their own church. The name of the new church referred to some slave owners' practice of referring to the slaves, no matter how old or young, as "children." The first Children's Chapel Christian Church was a simple frame building constructed in 1876; ~~a~~

*not saved location*

~~two-room parsonage was also constructed.~~ In 1883 an additional two-acre tract was purchased, and in 1911 the present brick church was built. <sup>on that property,</sup> ~~According to church historians, the bricks were made where the cemetery is now located.~~ In 1966 the church joined the Southern Conference of the United Church of Christ and the name was changed to Children's Chapel United Church of Christ.

(See "Church History," a leaflet prepared by the Children's Chapel U.C.C. and Durward T. Stokes, Auction and Action: Historical Highlights of Graham, N.C., published by the City of Graham, 1985.)



4. GENERAL DATA

A. Date(s) of Building(s): 1911

B. Outbuildings: Yes \_\_\_\_\_ No x ; If yes, number \_\_\_\_\_

C. Have any buildings on the property been moved? yes no.  
If yes, please give date of move and the reason for and details of  
the move. Use an additional sheet if necessary.

\_\_\_\_\_

\_\_\_\_\_

D. Approximate Acreage: 2 acres

E. Architect or Carpenter/Mason (if known):

\_\_\_\_\_

F. Original Use: church

G. Present Use: church

5. GENERAL ARCHITECTURAL DESCRIPTION

On an attached 8 1/2" x 11" sheet, briefly describe architectural features, additions, remodelings, and any alterations not apparent in photographs. Also, describe the setting, e.g. rural, downtown neighborhood, etc.

6. HISTORY

On an attached 8 1/2" x 11" sheet, briefly note any significant events, personages and/or families associated with the property. (Detailed family genealogies are not necessary.) Please list any additional sources of information. Only material contained on the form will be used in the evaluation.

7. REASON FOR REQUEST: requested by Alamance Co. Historic Properties Commission

\_\_\_\_\_

\_\_\_\_\_

8. SLIDES/PHOTOGRAPHS

At least two current exterior color slides must be provided. SLIDES MUST BE LABELLED (name of structure, address, county). Current interior views and views of other buildings on the property would also be helpful. If the property is in a developed setting, such as a residential neighborhood or a business district, include slides of adjoining streetscapes and indicate how these views relate to subject property. Current exterior and interior photographs (preferably black and white) would also be helpful. Good photocopies of photographs are acceptable.

9. MAP

Please include a map showing the location of the property. A sketch map is acceptable, but please note street and route numbers. Any outbuildings on the property should also be noted. Please include a "North" arrow.

10. Is the property income producing? Yes \_\_\_\_\_ No x \_\_\_\_\_; if so, will the applicant seek the Rehabilitation Tax Credit? Yes \_\_\_\_\_ No \_\_\_\_\_

11. Has the property ever been surveyed by the State Historic Preservation Office or during a local historic building survey? If so, when and by whom?

1989-1990 Patricia S. Dickinson

12. APPLICANT OR CONTACT PERSON INFORMATION (If other than owner)  
Name Patricia S. Dickinson on behalf of the Alamance Co. Hist. Prop. Comm. Telephone (919) 732-5439  
(919) 228-1312

Address 124 W. Elm St.

City/State Graham, N.C. 27253 Zip Code \_\_\_\_\_

Patricia S. Dickinson  
Signature

6/15/92  
Date

Return to: Claudia R. Brown, National Register Coordinator  
Survey and Planning Branch  
State Historic Preservation Office  
N.C. Division of Archives and History

Mailing address: 109 E. Jones Street  
Raleigh, North Carolina 27601-2807

Office Location: Lewis-Smith House  
515 N. Blount Street  
Raleigh, NC 27604

Telephone: 919/733-6545



**AN ORDINANCE DESIGNATING THE CHILDREN’S CHAPEL UNITED CHURCH OF CHRIST IN THE PLANNING JURISDICTION OF THE CITY OF GRAHAM, NORTH CAROLINA, A HISTORIC LANDMARK**

**WHEREAS**, the property located at 334 East Harden Street, Graham, NC, is owned by Children’s Chapel Christian Church; and

**WHEREAS**, the General Assembly of the State of North Carolina authorized the creation of the Graham Historic Resource Commission for the City of Graham and otherwise provided for the preservation of certain historic sites and buildings by the passage of 160D-945 of the North Carolina General Statutes; and

**WHEREAS**, the Graham Historic Resources Commission has made an investigation and recommended that the following property be designated a historic landmark; and

**WHEREAS**, the State Historic Preservation Office has declared the Children’s Chapel United Church of Christ a pivotal structure in the City of Graham; and

**WHEREAS**, on the 10<sup>th</sup> day of March 2026, a public hearing was held in the Council Chamber of Graham City Hall, Graham, North Carolina, before the City Council of the City of Graham to determine whether the hereinafter described property should be designated a historic landmark; and

**WHEREAS**, all requirements of 160D-945, 946 (2), and 946 (3) of the North Carolina General Statutes, preceding the adoption of this ordinance, have been complied with.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM, NORTH CAROLINA THAT:**

**Section 1.** The property designated as the Children’s Chapel United Church of Christ, in the planning jurisdiction of the City of Graham, North Carolina, be and declared a Graham Historic Landmark. Said property being more particularly described as follows:

The property located at 334 East Harden Street, Graham, North Carolina, owned by Children’s Chapel Christian Church, that property described in deed book 8, page 653, recorded in Alamance County Registry, comprising approximately 1.55 acres.

**Section 2.** Those elements of the property that are integral to its historical, prehistorical, architectural, archeological, and/or cultural significance, or any combination thereof, are as follows:

The Children’s Chapel Church of Christ is a largely intact Gothic Revival-style red brick church constructed in 1911 and located on a deep, grassy lot in an early twentieth-century Graham Neighborhood. The Church is distinguished by numerous finely crafted stained-glass windows and a wealth of decorative corbelled brickwork. The main elevation is composed of a center one-and-one-half-story gabled bay, dominated by large pointed-arch stained-glass windows and flanking uneven towers, each containing a double-leaf entrance.

A continuous corbeled drip course accents the windows, forms a string course on the towers, and extends around the sides of the building. Other corbeled string courses mark the stages of the towers. The two-story

tower has a flat roof with ornate corbeling at the eaves; the two-and-a-half-story tower is topped by a cross-gable roof covered with patterned tin shingles and crowned by a fanciful pyramidal spire and metal finial.

Small, unobtrusive one-story side and rear wings were added to the church in 1945. Behind the church is a shady cemetery with approximately fifty gravesites dating from 1885 to the present. A variety of granite markers and some crude, unmarked stones mark the graves.

**Section 3.** No portion of the exterior features of any building, site, structure, or object (including windows, walls, fences, light fixtures, steps, pavement, paths, or any other appurtenant features), trees, nor above ground utility structure located on the hereinbefore described property that is designated in the ordinance may be altered, restored, moved, remodeled, or reconstructed so that a change in design, material or outer appearance occurs unless and until a certificate of appropriateness is obtained from the Graham Historic Resources Commission or its successors; provided however that the Graham Development Ordinance allows for staff approvals.

**Section 4.** No building, site, structure, or object (including walls, fences, light fixtures, steps, pavement, paths or any other appurtenant features), trees, nor above ground utility structure located on the hereinbefore described property that is designated in this ordinance may be demolished unless and until either approval of a demolition is obtained from the Graham Historic Resources Commission or a period of three hundred sixty-five (365) days has elapsed following final review by the Commission of a request for demolition (or any longer period of time required by N.C. G.S. 160A-400.14 as it may be amended hereafter); provided however, that demolition may be denied by the Graham Historic Resources Commission in the event that the State Historic Preservation Officer determines that the building, site, or structure has statewide significance as provided by N.C. G. S. 160A-400.14.

**Section 5.** The Graham Historic Resources Commission shall have no jurisdiction over the interior features of the property.

**Section 6.** All owners and occupants of the property hereinabove described, whose identity and addresses can be ascertained by the exercise of due diligence, shall be sent by certified mail a copy of this ordinance.

**Section 7.** This ordinance shall be indexed after the property owner's name in the grantor and grantee indexes in the Office of the Register of Deeds in Alamance County.

**Section 8.** In the event the Children's Chapel Church of Christ designated by this ordinance is demolished in accordance with the ordinances of the City of Graham, this ordinance shall be automatically null and void.

**Section 9.** Any violation of this ordinance shall be unlawful as provided by law.

**Adopted this 10<sup>th</sup> day of March 2026, by the City Council of the City of Graham, North Carolina.**

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Chelsea Dickey, Mayor

ATTEST:

---

Renee Ward, City Clerk



# STAFF REPORT

Prepared by Cameron West, Senior Planner

**808 E Parker I-1 (RZ2601)**

**Type of Request: Rezoning**

**Meeting Dates**

Planning Board: February 16<sup>th</sup>, 2026

City Council on March 10<sup>th</sup>, 2026

**Contact Information**

Chris Papadopoulos

500 Cardinal Drive Raleigh, NC 27604

919-280-83403

## Summary

This is a request to rezone a .79-acre lot at 808 E Parker Street from B-2 (General Commercial) to I-1 (Light Industrial) for the purpose of utilizing the existing warehouse space for a landscaping company to store run their operations out of. The B-2 zoning currently supports Contractors Offices, but does not permit the use of outside storage. Which is why the applicant is requesting the rezoning. The land currently falls in the Industrial/Warehousing Land Use category which supports the use of large one or two story buildings with easy access to major roads like state highways and Interstate 40/85. Uses surrounding the property are other warehousing uses, a church, and a mobile home park. Planning Board recommended approval of the rezoning at a vote of 7-0.

**Location**  
808 E Parker Street

**GPIN:**  
8884675857

**Current Zoning**  
B-2 General Commercial)  
**Proposed Zoning**  
I-1 Light Industrial

**Overlay District**  
N/A

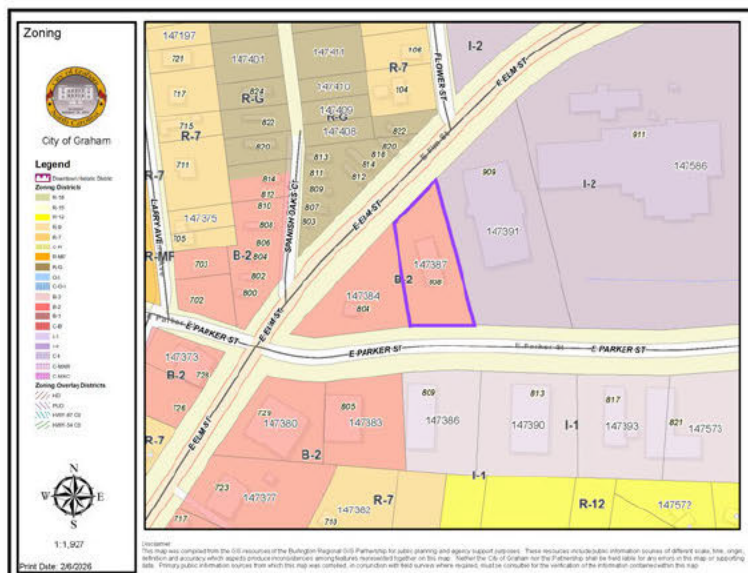
**Surrounding Zoning**  
B-2, I-1, I-2 and R-G

**Surrounding Land Uses**  
Industrial Warehouse, Mobile Home Park, and Church

**Size**  
.79 acres

**Public Water & Sewer**  
Yes

**Floodplain**  
No



# Zoning Map

## Zoning



City of Graham

### Legend

Downtown Historic District

#### Zoning Districts

- R-18
- R-15
- R-12
- R-9
- R-7
- C-R
- R-MF
- R-G
- O-I
- C-O-I
- B-3
- B-2
- B-1
- C-B
- I-1
- I-2
- C-1
- C-MXR
- C-MXC

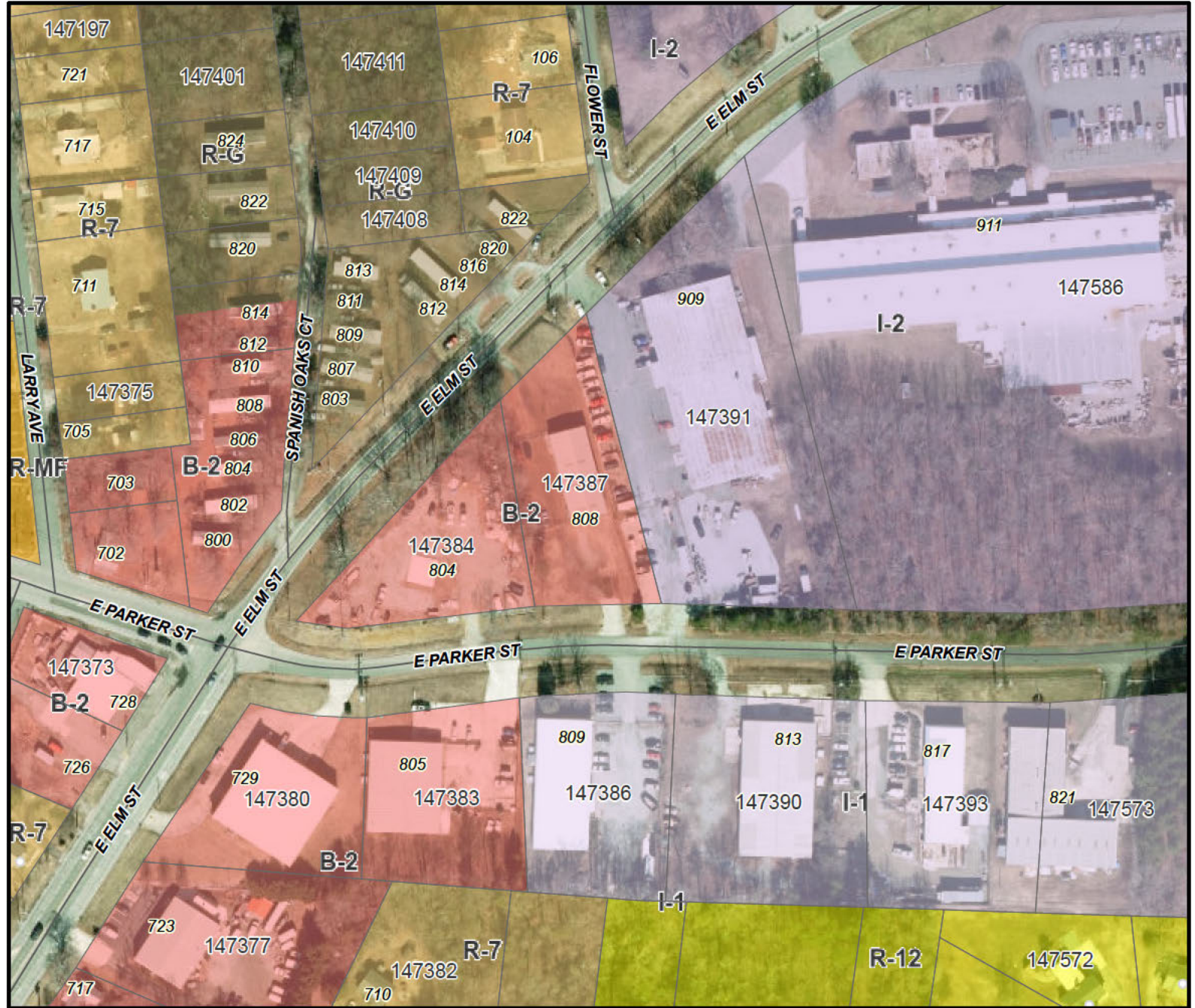
#### Zoning Overlay Districts

- HD
- PJD
- HWY-87 OD
- HWY-54 OD



1:1,927

Print Date: 2/6/2026



**Disclaimer:**

This map was compiled from the GIS resources of the Burlington Regional GIS Partnership for public planning and agency support purposes. These resources include public information sources of different scale, time, origin, definition and accuracy, which aspects produce inconsistencies among features represented together on this map. Neither the City of Graham nor the Partnership shall be held liable for any errors in this map or supporting data. Primary public information sources from which this map was compiled, in conjunction with field surveys where required, must be consulted for the verification of the information contained within this map.

Zoning



City of Graham

Legend

- Streets
- Parcels

Future Land Use

- Downtown District
- Mixed Use Commercial
- Education District
- Employment District
- Industrial / Warehousing
- Mixed Use Residential
- Downtown Residential
- Suburban Residential
- Commercial Corridor
- Rural Residential

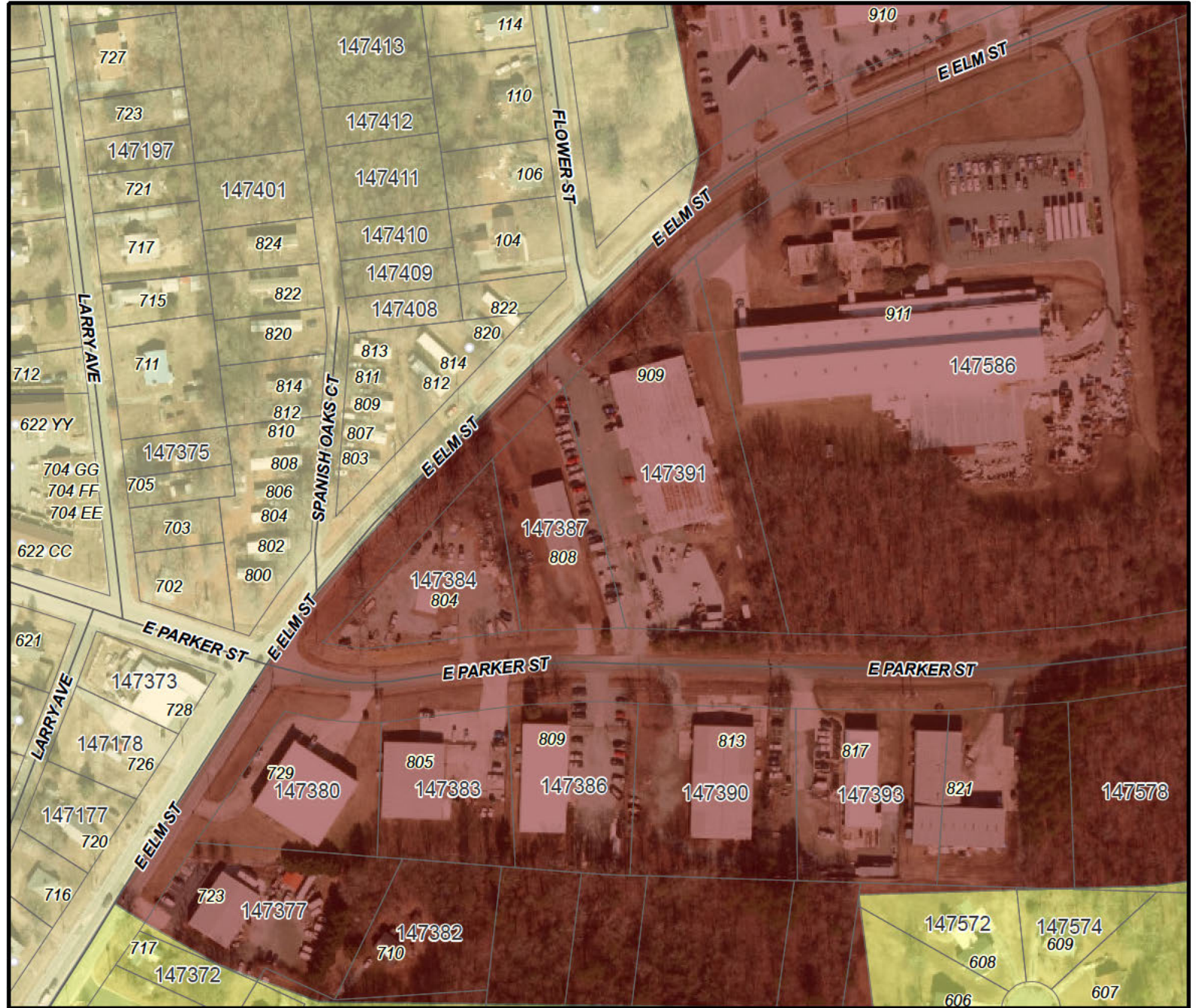
ALAM\_INTEREST\_POINT

- Airport
- Cemetery
- Education/School
- Fire Station
- Government Office
- Historic/Museum
- Jail
- Library



1:2,319

Print Date: 2/3/2026



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## Conformity to the *Graham 2035 Comprehensive Plan (GCP)* and Other Adopted Plans

### Applicable Policies and Strategies:

- The Future Land Use Map provides direction for land use changes in Graham over time. **Future land use designations provide information on where and how to grow in an efficient, sustainable, and orderly manner.** Physical form is a critical component of future growth and this section addresses development patterns in Graham. The Future Land Use Map follows several growth principles, and will guide the City's land use decisions.
- 2.1.1: **Diverse Job Market:** A diversified job market that provides employment opportunities for persons with varying education levels and skill sets is needed and encouraged.
- 2.3.2: **Innovative Spaces, Spaces of Innovation:** Graham promotes the development of flex space, live-work units, and adaptive structures for office, retail, and light industry.
- 2.4.2: **Promote Industrial Redevelopment.** Encourage reinvestment and intensification at existing industrial sites. Encourage redevelopment of existing buildings and infrastructure for industrial growth.

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### Staff Recommendation

Based on the Graham 2035 Comprehensive Plan and the City of Graham Development Ordinance, staff provides the following statement:

- The proposed use of a zoning is consistent with the current land zoning and land use plan for the overall goal of occupying the structure on the lot.
- Rezoning the property would be consistent with the Industrial/Warehousing type and furthers policy 2.1.1, 2.3.2, and 2.4.2, as put forth by the Graham 2035 Comprehensive Plan.



# STAFF REPORT

Prepared by Cameron West, Senior Planner

## 602 Washington C-B (CR2601)

**Type of Request:** Conditional Rezoning

### Meeting Dates

Planning Board: February 16<sup>th</sup>, 2026

City Council on March 10<sup>th</sup>, 2026

### Contact Information

Peachtree Learning Collaborative LLC  
409 S Second Street Mebane, NC 27302  
470-262-5112

### Summary

This is a request to rezone .22 acres of land at 602 Washington Street from B-3 (Neighborhood Business) to C-B (Conditional Business) for the purpose of allowing a life counseling use to be utilized inside of the existing building on site. Our Development Ordinance does not currently permit this use inside of the B-3 zoning district. The applicant is requesting a condition that all of the B-3 uses for the property remain, but allow for the life counseling use to be permitted at this location as well. The applicant has provided a detailed list of the activities of the proposed use and conditions they are offering for the inclusion of the life counseling use condition they are requesting. This property is listed on the Future Land Use Map as Suburban Residential. The Suburban Residential land use area describes principle uses in this zone are Predominantly detached singlefamily homes; new neighborhoods may include a range of duplexes, townhomes, and small scale multi-family dwellings of twelve units or less. It also states that supporting uses in this area are Places of worship, day cares, park facilities, schools, civic spaces, and consideration of accessory dwelling units, provided they are designed to maintain the single-family character of neighborhoods. Designated neighborhood centers may include neighborhood-oriented commercial, small professional offices, live-work units, and home occupations provided they do not generate excessive traffic and parking The applicant has requested a condition that the site plan requirement be waived due to the nature of this request. Planning Board recommended approval of the conditional rezoning at a vote of 7-0 with the conditions to allow the conditions listed on the applicant’s condition sheet, require a fence be installed on the lot where proposed on the condition sheet, allow for the applicant to have operating hours from 8 am to 8 pm, and to only allow the Applied Behavior Analysis Therapy type of life counseling use on the property, excluding any therapy related to substance abuse.

<b><u>Location</u></b>
602 Washington Street
<b><u>GPIN:</u></b>
8874974002
<b><u>Current Zoning</u></b>
B-3 (Neighborhood Business)
<b><u>Proposed Zoning</u></b>
C-B (Conditional Business)
<b><u>Overlay District</u></b>
N/A
<b><u>Surrounding Zoning</u></b>
R-7, R-MF, and I-1
<b><u>Surrounding Land Uses</u></b>
Single Family, Multifamily, and Manufacturing
<b><u>Size</u></b>
.22 acres
<b><u>Public Water &amp; Sewer</u></b>
Yes
<b><u>Floodplain</u></b>
No

Zoning



City of Graham

Legend

Downtown Historic District

Zoning Districts

- R-18
- R-15
- R-12
- R-9
- R-7
- C-R
- R-MF
- R-G
- O-I
- C-O-I
- B-3
- B-2
- B-1
- C-B
- I-1
- I-2
- C-1
- C-MXR
- C-MXC

Zoning Overlay Districts

- HD
- PJD
- HWY-87 OD
- HWY-54 OD



1:1,315

Print Date: 2/3/2026



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Zoning



City of Graham

Legend

- Streets
- Parcels

Future Land Use

- Downtown District
- Mixed Use Commercial
- Education District
- Employment District
- Industrial / Warehousing
- Mixed Use Residential
- Downtown Residential
- Suburban Residential
- Commercial Corridor
- Rural Residential

ALAM\_INTEREST\_POINT

- Airport
- Cemetery
- Education/School
- Fire Station
- Government Office
- Historic/Museum
- Jail
- Library



1:1,315

Print Date: 2/3/2026



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## Site Plan: Peachtree Learning Collaborative, LLC

### Conditional Rezoning Request – City of Graham, North Carolina

**Project Overview:** Peachtree Learning Collaborative, LLC (PLC) is requesting Conditional Rezoning to operate a small, community-based Applied Behavior Analysis (ABA) therapy center serving children with Autism and developmental disabilities. The proposed site will serve as a therapeutic, educational, and administrative space offering 1:1 therapy, small-group instruction, parent training, and staff collaboration. The business model emphasizes low traffic, low noise, and family-centered services, consistent with neighborhood-compatible professional uses.

#### Property Information

- **Location/Address:** 602 Washington St. Graham, North Carolina
- **Current Zoning:** B-3
- **Requested Zoning:** C-B
- **Parcel Information:**
  - GPIN: 8874974002
  - PIN: 135276
  - Squarefoot: 1,435



**Proposed Use:** Peachtree Learning Collaborative will operate as:

- A therapeutic and educational center for children ages 2–12 and young teens ages 13-18
- A professional office for Board Certified Behavior Analysts (BCBAs) and Registered Behavior Technicians (RBTs)
- A parent-training and family support hub
- A community resource center for inclusive care

There will be no medical procedures, no overnight stays, and no high-traffic services will occur on site.

**Hours of Operation:** These hours align with typical office and educational uses

- **Monday–Friday:** 8:00 AM – 6:00 PM
- **Saturday–Sunday:** Appointments only
- Occasional evening parent workshops (no more than 2 per month)

**Staffing:** Staffing levels remain low and staggered to reduce parking and traffic impact.

- **Total Staff On-Site:** 3- 7
- **Typical Daily Staff:** 4–6
- **Roles:** BCBAs, RBTs, administrative support

**Client Traffic & Scheduling:** PLC operates on a scheduled-appointment model, not walk-ins. There will be staggered arrivals and departures to avoid congestion and overcrowding. Traffic impact will be significantly lower than at most schools, daycares, or medical offices.

- **Daily Client Visits:** 4- 6
- Parents remain off-site during sessions unless participating in training

**Parking Plan:** Parking demand will be low due to staggered scheduling.

- Adequate on-site parking for staff and families
- ADA-compliant parking spaces provided
- No on-street parking required or requested
- Drop-off/pick-up area designated for safe child transitions

**Interior Plan/ Layout**

- Small group learning space

- Staff work area
- Sensory-friendly design elements

**Exterior Improvements:** There will be no structural expansions, except for the following

- Updated signage compliant with Graham’s sign ordinance
- Landscaping enhancements to maintain neighborhood character
- Outdoor play/therapy area, fully fenced area at the back of the building
  - The proposed fence will be approximately 30ft x 20ft x 30ft and 6ft in height with covering.

**Noise, Lighting & Neighborhood Compatibility:** The site will maintain a quiet, professional atmosphere.

- All activities occur indoors except supervised outdoor play within the proposed fenced area.
- Outdoor play limited to daytime hours
- Lighting will be downward-facing and ordinance-compliant
- No amplified sound, alarms, or commercial noise sources

**Safety & Accessibility**

- ADA-compliant entrances, restrooms, and parking
- Secure entry system for child safety
- Emergency exits and fire safety measures per NC Building Code
- Staff trained in crisis prevention and child safety protocols

**Environmental & Community Impact:** There will be no hazardous materials; medical waste, or industrial processes are used.

Peachtree Learning Collaborative strengthens the Graham community by:

- Reducing waitlists for Autism services
- Providing culturally responsive, family-centered care
- Creating local jobs
- Supporting children’s developmental progress
- Operating with minimal environmental impact

**Conditions Offered:** PLC voluntarily agrees to the following conditions:

- Outdoor play area screened from adjacent properties
- No overnight services
- Traffic limited to scheduled appointments
- Signage limited to monument or wall-mounted signs per ordinance

## Conformity to the *Graham 2035 Comprehensive Plan (GCP)* and Other Adopted Plans

Future Land Use Suburban Residential Principal Uses: Suburban residential neighborhoods are primarily settings for existing and future single family detached housing, but may also contain additional housing typologies and low-impact supporting uses in neighborhood activity centers. Affordable detached homes within attractive walkable neighborhoods will continue to make Graham an attractive place to live for people who work in Graham and surrounding communities.

### Applicable Policies:

- **Policy 2.1.1: Diverse Job Market.** A diversified job market that provides employment opportunities for persons with varying education levels and skill sets is needed and encouraged
- **Policy 2.1.6: Locally Owned Business.** Facilitate the creation and growth of small locally-owned businesses and support programs that provide technical and financial assistance to promote sustainable operating practices.
- **Policy 2.3.2: Innovative Spaces.** Graham promotes the development of flex space, live-work units, and adaptive structures for office, retail, and light industry.

### Planning Type Neighborhoods

### Development Type Suburban Residential

The term neighborhood refers to the idea of a compact, walkable, diverse, and connected community. As the building blocks of City urban fabric, neighborhoods should be organized around small scale activity centers that provide civic and commercial functions within a five to ten-minute walk for residents to meet their daily needs. Neighborhoods should be well connected internally and externally for bicyclists, pedestrians, and commuters. Small blocks and high connectivity ratios should be established and maintained both within and between neighborhoods

---

### Staff Recommendation

Based on the *Graham 2035 Comprehensive Plan* and the *City of Graham Development Ordinance*, staff provides the following statement:

- Rezoning the property would be consistent with the Suburban Residential land use areas and consistent with policies 2.1.1, 2.1.6, and 2.3.2, as put forth by the Graham 2035 Comprehensive Plan

### Planning Board Recommendation:

Planning Board recommended approval of the conditional rezoning with the conditions to allow the conditions listed on the applicant's condition sheet, require a fence be installed on the lot where proposed on the condition sheet, allow for the applicant to have operating hours from 8 am to 8 pm, and to only allow the Applied Behavior Analysis Therapy type of life counseling use on the property, excluding any therapy related to substance abuse. All voted aye. 7-0.

# STAFF REPORT

SUBJECT:	Appointments – Boards and Commissions
PREPARED BY:	Megan Garner, City Manager

**REQUESTED ACTION:**

Appoint two members to the Historic Resources Commission to serve unexpired terms.

**BACKGROUND/SUMMARY:**

At the January 13, 2026, meeting, City Council consensus was to advertise for an additional 30 days to receive more applications for the Historic Resources Commission vacancies.

As a result, City Clerk Ward received seven additional applications for consideration.

**FISCAL IMPACT:**

No fiscal impact to implement.

**STAFF RECOMMENDATION:**

Appointments

**SUGGESTED MOTION(S):**

Motion to appoint two members to the Historic Resources Commission, effective March 10, 2026.



**2025-2026 Boards and Commissions Appointments  
March 10, 2026 | City Council Agenda**

**Historic Resources Commission – Two Vacancies**

Jim Albright  
Kay Alspach  
Samuel Cohoon  
Corbin Craig (2<sup>nd</sup> choice)  
Sandra Hall  
David Heath  
Ricky Hurtado (2<sup>nd</sup> choice)  
Timothy Moore  
Jensen Roll  
Richard Shevlin

# 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: Jim Albright Email Address: [REDACTED]  
 Home Address: 232 S Marshall St Mailing Address: Same at Home  
 City, State, Zip: Graham, NC 27253 City, State, Zip: \_\_\_\_\_  
 Home Phone: [REDACTED] Alternate Phone: \_\_\_\_\_

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

None

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

- |  |   |
|--|---|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board           |
| <input type="checkbox"/> Appearance/Tree Commission          | <input 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 |

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

Job title and description of responsibilities:

Grant Coordinator for Alamance Citizens for a Drug Free Community. Write and coordinate local, state and federal grants related to enhancing protective factors and reducing risk factors for youth to prevent substance use/abuse.



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 checked="" type="checkbox"/> History        | <input type="checkbox"/> Legal                           | <input checked="" type="checkbox"/> Critical Thinking                   |
| <input type="checkbox"/> Architecture              | <input type="checkbox"/> Graphic Design                  | <input type="checkbox"/> Data Analysis                                  |
| <input type="checkbox"/> Research                  | <input checked="" type="checkbox"/> Creativity           | <input checked="" type="checkbox"/> Active-Listening                    |
| <input type="checkbox"/> Program Development       | <input type="checkbox"/> Marketing/Social Media          | <input checked="" type="checkbox"/> Effective Communication             |
| <input type="checkbox"/> Historical Preservation   | <input type="checkbox"/> Economic Development            | <input checked="" type="checkbox"/> Education & Outreach                |
| <input checked="" type="checkbox"/> Event Planning | <input checked="" type="checkbox"/> Community Organizing | <input type="checkbox"/> Conflict Resolution                            |
| <input type="checkbox"/> Landscape Design          | <input checked="" type="checkbox"/> Athletics/Sports     | <input checked="" type="checkbox"/> Time Management                     |
| <input type="checkbox"/> Gardener/Arborist         | <input checked="" type="checkbox"/> Problem Solving      | <input checked="" type="checkbox"/> Other: <u>Community connections</u> |
| <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 was born and raised in Graham and have lived here most of my 65 years. My mother and her family were from Graham and her father was a Justice of the Peace in the 1950's. My father was on the Graham City Council 1981-1989 and I served on this same council from 2003-2015. I have three older siblings and have strong connections with their contemporaries and two sons, who grew up in Graham (one is 38 and the other is 25). I loved Graham before it was a slogan! :)

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 have spoken with Council Members Whitaker and Hall and both encouraged me to apply.

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

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at [redacted] 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:** Kay Alspach **Email Address:** [REDACTED]

**Home Address:** 246 Dakota Dr **Mailing Address:** 246 Dakota Dr

**City, State, Zip:** Graham, NC 27253 **City, State, Zip:** Graham, NC 27253

**Home Phone:** [REDACTED] **Alternate Phone:** \_\_\_\_\_

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

none

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

- |  |   |
|--|---|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board           |
| <input type="checkbox"/> Appearance/Tree Commission          | <input 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:** Social Media Content Creator

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

**Job title and description of responsibilities:**

[Empty box for job title and description of responsibilities]

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 checked="" type="checkbox"/> History                 | <input type="checkbox"/> Legal                             | <input checked="" type="checkbox"/> Critical Thinking       |
| <input checked="" type="checkbox"/> Architecture            | <input checked="" type="checkbox"/> Graphic Design         | <input checked="" type="checkbox"/> Data Analysis           |
| <input checked="" type="checkbox"/> Research                | <input checked="" type="checkbox"/> Creativity             | <input checked="" type="checkbox"/> Active-Listening        |
| <input checked="" 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 checked="" type="checkbox"/> Community Organizing   | <input checked="" type="checkbox"/> Conflict Resolution     |
| <input type="checkbox"/> Landscape Design                   | <input type="checkbox"/> Athletics/Sports                  | <input type="checkbox"/> Time Management                    |
| <input type="checkbox"/> Gardener/Arborist                  | <input checked="" type="checkbox"/> Problem Solving        | <input type="checkbox"/> Other: _____                       |
| <input 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?

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

- Yes  No

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

- Yes  No

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

Additional relevant information:

For City Clerk Use Only  
Date Received:

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at [redacted] 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: Samuel Cohoon Email Address: [REDACTED]  
 Home Address: 219 S. Melville St. Mailing Address: \_\_\_\_\_  
 City, State, Zip: Graham, NC 27253 City, State, Zip: \_\_\_\_\_  
 Home Phone: [REDACTED] 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 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 |

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

Job title and description of responsibilities:



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

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

I believe I would be an asset to the Historical Commission because I approach preservation as both a responsibility and an opportunity. I care deeply about the integrity of Graham's historical assets, but I also understand the importance of presenting them in ways that engage the public and strengthen the community.

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

- Yes  No

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

- Yes  No

Additional relevant information:

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

# 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: [REDACTED]  
 Home Address: 404 Eden Court Mailing Address: 404 Eden Court  
 City, State, Zip: Graham, NC, 27253 City, State, Zip: Graham, NC, 27253  
 Home Phone: [REDACTED] 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  
**RECEIVED**  
 Date Received:  
 DEC 01 2025  
**CITY OF GRAHAM**

# 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: Sandra Hall Email Address: [REDACTED]  
 Home Address: 514 Wildwood Lane Mailing Address: Same as home  
 City, State, Zip: Graham NC 27253 City, State, Zip: \_\_\_\_\_  
 Home Phone: [REDACTED] Alternate Phone: \_\_\_\_\_

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

None

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

- |  |   |
|--|---|
| <input type="checkbox"/> Alcohol Beverage Control Board      | <input type="checkbox"/> Historical Museum Advisory Board           |
| <input type="checkbox"/> Appearance/Tree Commission          | <input 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 |

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: Toll Solutions  
 Employer address: 310 Spartangreen Blvd City, State, Zip: Duncan, SC 29334  
 Job title and description of responsibilities:

Account Manager for the Chemical Industry. Managing Accounts ensuring customer satisfaction and driving business growth through effective communications and strategic planning.

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

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

*I have lived in the City of Graham for 25 years and I would love to get more involved in the history and preservation of the City of 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:

For City Clerk Use Only  
Date Received:

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at [redacted] 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: David Heath Email Address: [REDACTED]  
 Home Address: 2444 Maple Ave. Apt. 239 Mailing Address: \_\_\_\_\_  
 City, State, Zip: Burlington, NC 27325 City, State, Zip: \_\_\_\_\_  
 Home Phone: [REDACTED] 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 checked="" 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: Retired  
 Employer address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Job title and description of responsibilities:

Disability

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

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

I'm into preserving the historical of the city and think I would be a great person for that committee

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

- Yes  No

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

- Yes  No

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

Additional relevant information:

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

Thank you for your interest in the City of Graham's boards and commissions. Submit this application by email to: Renee Ward at [redacted] 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: Ricky Hurtado Email Address: [REDACTED]  
 Home Address: 507 N. Main Street Mailing Address: \_\_\_\_\_  
 City, State, Zip: Graham City, State, Zip: \_\_\_\_\_  
 Home Phone: [REDACTED] 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:

**For City Clerk Use Only**  
Date Received:  
**RECEIVED**  
**DEC 02 2025**

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

CITY OF GRAHAM

# 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: Timothy W Moore Email Address: [REDACTED]  
Home Address: 1146 Cherry LN Mailing Address: Same  
City, State, Zip: Graham, NC 27253 City, State, Zip: Same  
Home Phone: [REDACTED] 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):

- Alcohol Beverage Control Board
- Appearance/Tree Commission
- Canine Review Board
- Graham Housing Authority
- Library Committee (Alamance County)
- Cemetery Advisory Board
- Historical Museum Advisory Board
- Historic Resources Commission
- Planning Board/Board of Adjustment
- Recreation Commission
- Economic Development & Marketing Committee

## RELEVANT EXPERIENCE

Current employer/retired: Disabled  
Employer address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Job title and description of responsibilities:

[Empty box for job title and description of responsibilities]

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 checked="" type="checkbox"/> Other: <u>Common Sense</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 am passionate about preserving the City of Graham and their historic sites.

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:**

# 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: [REDACTED]  
 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: [REDACTED] 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 Commission.

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 [redacted] 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 Shevlin Email Address: [REDACTED]  
Home Address: 510 Wildwood Lane Mailing Address: \_\_\_\_\_  
City, State, Zip: Graham NC, 27253 City, State, Zip: \_\_\_\_\_  
Home Phone: [REDACTED] 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 Outlet  
Employer address: 8500 Triad Dr City, 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: [redacted] 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

# STAFF REPORT

SUBJECT:	NEW PARK CONCEPTS
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

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## REQUESTED ACTION:

Discuss and direct staff on new park concepts for proposed park located downtown.

## BACKGROUND/SUMMARY:

At a Special meeting on February 17<sup>th</sup>, City Council voted and approved for staff to move forward with Stewart, Inc. to design the new park downtown off W. Elm Street. Stewart has provided the following concepts for Council to consider. Following discussion, staff is requesting direction from Council in order to move forward with the next phase of the project.

## FISCAL IMPACT:

Funding is provided through a grant for downtown improvements.

## STAFF RECOMMENDATION:

N/A

## SUGGESTED MOTION(S)

I move we approve staff to move forward with the concept provided by Stewart, Inc. for the new park downtown.



**ELM STREET PARK | GRAHAM, NORTH CAROLINA**

## **Elm Street Park – Graham’s New Civic Social Space**

*The creation of Elm Street Park represents a strategic investment in the health, happiness, and economic vitality of downtown Graham. By transforming this central site into a high-performance park, we are creating a space where nature meets culture and where the community finds a place to connect, celebrate, and thrive.*

*The vision will create an iconic public space that honors Graham’s unique character while serving as a functional engine for downtown growth.*

### **The Five Pillars of Elm Street Park:**

1. A Social “Living Room”: From the informal lawn to the outdoor living room with movable seating, the park invites “dwell time” that keeps downtown vibrant.
2. Connectivity & Safety: The park creates an active pedestrian route and “desire paths” that turn a simple walk into a safe, well-lit, and beautiful experience with clear sightlines and permeable edges.
3. An Engine for Vitality: With dedicated stage space, food truck hookups, and vendor utilities, the park is a turnkey venue for Graham’s beloved traditions—from Christmas Villages to summer concerts.
4. Sustainability & Comfort: Featuring native plantings, shade structures, and green infrastructure, the park provides a natural cooling effect and a quiet respite from the urban environment.
5. Identity & Experience: Through Instagram-friendly visual features and integrated cultural interpretation, the park creates a unique “sense of place” that strengthens Graham’s downtown branding.

*Elm Street Park: Honoring the past, activating the present, and securing the future.*

# PROJECT GOALS

## **COMMUNITY**

- Target July 4 substantial completion
- A destination for all
- Maximize site efficiency

## **SCHEDULE**

- Accelerated design process
- Simple design=fast construction
- Phase long-lead items

## **COST + VALUE**

- Monitor initial cost and life cycle cost
- Maximize value
- Appropriate materials and detailing

## **A Balanced Approach to Downtown Needs**

*Every square foot of our downtown must work hard for its citizens. Elm Street Park is designed to maximize community gathering benefits while minimizing parking loss through smart, efficient site planning. This approach ensures a vibrant new social destination while maintaining the essential accessibility that local businesses and patrons rely on.*

## Core Social & Gathering Elements

- Flexible plaza / hardscape gathering space
- Movable seating and tables
- Shaded seating areas (trees, umbrellas, pergolas)
- Informal lawn or green respite zone
- Outdoor “living room” space for daily use

## Activity & Programming Features

- Small performance / event space or stage
- Public art or landmark focal feature
- Seasonal programming infrastructure (markets, concerts, festivals)
- Space for temporary installations or pop-ups

## Food, Retail & Edge Activation

- Food truck hookups
- Spillover seating from adjacent businesses
- Retail-edge integration opportunities
- Vendor utility access (power/water)

## Comfort, Amenities & Support

- Pedestrian lighting and safety features
- Wayfinding and interpretive signage
- Trash, recycling, and maintenance access
- Bike racks

## Landscape & Environmental Features

- Shade trees and planting beds
- Stormwater or green infrastructure elements
- Native / pollinator plantings
- Climate comfort strategies (shade, airflow, cooling)

## Connectivity & Urban Integration

- Strong street visibility and active edges
- Pedestrian through-connections / desire paths
- ADA-accessible circulation
- Clear entry points and sightlines
- Integration with surrounding retail, civic uses, or transit

## Identity, Culture & Experience

- Instagram-friendly visual features
- Community storytelling components
- Local materials or contextual design cues

## Economic & Civic Value Components

- Spaces encouraging dwell time near businesses
- Flexible event infrastructure to drive foot traffic
- Branding opportunities for downtown identity
- Social media engagement features

# PUBLIC REALM

- People initially occupy the **edges of spaces**, moving to the center as occupancy grows.
- Points with **views or prospects** naturally attract people.
- **Varied edges** in circulation routes slow pedestrian movement; uniform edges speed it up.
- Pedestrians **cluster** rather than spreading evenly in spaces.
- Solitary pedestrians prefer visible areas with **protected edges**.
- Some enjoy “**seeing and being seen**,” like performers and audiences.
- Smaller, **protected spaces** near larger ones attract people.
- **Climate** affects behavior, e.g., seeking sun or wind protection.
- **Physical features** like benches, steps, and walls draw people.
- **Distinct** pathways encourage lingering.
- **Program elements**, both permanent and temporary, attract visitors.
- **Open edges** lead to higher usage; closed edges reduce it.
- People prefer to **sit facing others** and traffic.
- Edges with **diverse details**, like retail areas, are more appealing.
- Movable furniture and opportunities to recline or **elevate feet** are popular.

## LEGEND

- ① THE GREEN
- ② PAVILION
- ③ SEATING
- ④ PARKING-26 SP.
- ⑤ PARKING-4 SP.
- ⑥ GARDENS
- ⑦ PERFORMANCE VENUE
- ⑧ PROPERTY LINE



*“THE GREEN is designed as Graham’s premier formal destination—a grand ‘Outdoor Room’ defined by a powerful central axis and balanced geometry. This scheme centers on an expansive, versatile lawn that provides a soft green respite for daily play, picnics, and quiet reflection.*

*The space is anchored by a Pavilion, serving as a permanent civic stage and an iconic backdrop for weddings, ceremonies, and community milestones. Flanking the central green, two structured pathways offer a clear route through the park, defined by integrated seatwalls that provide informal seating. Enclosed by lush shrub and perennial gardens,*

*THE GREEN offers a sense of protected enclosure and order, creating a sophisticated, modern ‘Public Square’ that embodies the strength and spirit of downtown Graham.”*



# THE GREEN





# THE GREEN







# THE GREEN



## LEGEND

- ① THE GREEN
- ② PAVILION
- ③ SEATING
- ④ PARKING-31 SP.
- ⑤ PARKING-4 SP.
- ⑥ GARDENS
- ⑦ PERFORMANCE VENUE
- ⑧ PROPERTY LINE



*“THE NEXUS is an approach that celebrates the intersection of downtown life and civic open space. Positioned as a Destination and a Gateway, this scheme anchors the front corner of the site with a landmark pavilion that serves as a beacon for the streetscape, visible from the Square.*

*A formal green serves as a welcoming forecourt to the pavilion, both optimized for outdoor performances while a strong linear pathway provides a connection between the public parking lot and the street. The most active elements of the park are placed at the street corner and the quieter, pollinator-rich landscapes are beyond.*

*The Nexus creates a dynamic public space that invites passersby to step off the sidewalk and into layered park experiences.”*



# THE NEXUS















# THE GREEN



*“THE GREEN is designed as Graham’s premier formal destination—a grand ‘Outdoor Room’ defined by a powerful central axis and balanced geometry. This scheme centers on an expansive, versatile lawn that provides a soft green respite for daily play, picnics, and quiet reflection.*

*The space is anchored by a Pavilion, serving as a permanent civic stage and an iconic backdrop for weddings, ceremonies, and community milestones. Flanking the central green, two structured pathways offer a clear route through the park, defined by integrated seatwalls that provide informal seating. Enclosed by lush shrub and perennial gardens,*

*THE GREEN offers a sense of protected enclosure and order, creating a sophisticated, modern ‘Public Square’ that embodies the strength and spirit of downtown Graham.”*

# THE NEXUS



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*A formal green serves as a welcoming forecourt to the pavilion, both optimized for outdoor performances while a strong linear pathway provides a connection between the public parking lot and the street. The most active elements of the park are placed at the street corner and the quieter, pollinator-rich landscapes are beyond.*

*THE NEXUS creates a dynamic public space that invites passersby to step off the sidewalk and into layered park experiences.”*