

City of Graham
City Council Meeting Agenda
July 14, 2026



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

CALL TO ORDER: Mayor Chelsea Dickey

INVOCATION & PLEDGE OF ALLEGIANCE

Invocation – Pastor Scott Lawson – Graham Presbyterian Church

ADOPTION OF AGENDA:

CONSENT AGENDA:

A. To approve the following minutes:

May 20, 2026 Special Meeting

June 1, 2026 Special Meeting

June 9, 2026 City Council Meeting and Closed Session minutes

B. To approve a resolution donating 10 sections of 5-inch large diameter supply hose and 25 sections of 1.75" fire hose to Alamance Community College Fire Academy.

C. To approve the amended request for the 6th Annual Esperanza Hispanic Heritage Festival on Saturday, September 26, 2026, to include the City parking lot beside Roasted Coffee Depot.

D. To approve a resolution directing the City Clerk to investigate a petition received under G.S. 160A-31 for potential contiguous annexation of GPIN 8893170556 & 8893171427 and to approve a resolution fixing the date of August 11, 2026, for a public hearing on the question of annexation pursuant to G.S. 160A-31 for .73 (+/-) acres.

E. To approve a Project Ordinance for \$3,115,265 for capital projects. \$1,000,000 would be designated for a new fire apparatus, and \$2,115,265 for the fire station design and construction. Approved by City Council during the Fiscal Year 2026-2027 budget process.

F. To approve and accept a donation from Shamrock Nutrition for an Insignia F50 85" TV for the Graham Recreation and Parks Department after-school program.

G. To approve the Recreation and Parks Department's Street closures for downtown programs in 2027:

- **Arts Around the Square:** closure of the 100 blocks of East and West Elm Streets, 100 blocks of North and South Main Streets, the public parking lot at the intersection of East Elm Street and

Marshall Street and the public parking lot on the 100 block of West Elm Street on Saturday, May 15, 2027, from 5:00 am to 6:00 pm. No rain dates.

- **Thursdays at Seven Concert Series:** closure of the 100 block of West Elm Street on May 27, June 24, July 22, August 26, September 9, & September 23 for the 2027 Thursdays at Seven Concert Series. All closures will begin at 5:00 pm and reopen by 11:30 pm. In the event a concert must be postponed, we also request the same closure as above on the following dates: June 3, 10, 17; July 1, 8, 15, 29; August 5, 12, 19; September 2, 16, 30; October 7, 14.
- **9/11 Commemorative 5K Event:** closure of the northbound lane of Maple Street from Pine Street to McAden Street, McAden Street from South Main Street to Maple Street, the southbound lane of South Main Street from Pine Street to McAden Street, Pine Street from South Main Street to Maple Street from 6:00 am to 11:00 am on Saturday, September 11, 2027. No rain dates.
- **Pumpkin Bash:** closure of the 100 blocks of East and West Elm Streets on Friday, October 29, 2027, from 3:00 pm to 10:30 pm and North and South Main Streets from 4:00 pm to 10:30 pm. No rain dates.

- H. To approve a Budget Amendment to recognize \$26,788 in insurance reimbursement payments and increase the Police Department Capital Outlay Equipment account by \$24,503 and the Repair and Maintenance account by \$2,285.
- I. To approve a Budget Amendment in the amount of \$335,522 for the purchase of 1771 N. Jim Minor Road in Haw River, parcel ID number 152551, owned by Thomas and Linda Stewart, adjacent to Graham Regional Park, for the intended use of park and recreational facilities.
- J. To approve a Budget Amendment in the amount of \$262,214 to be paid to UPS as outlined in the approved incentive agreement.
- K. To approve a Budget Amendment in the amount of \$30,000 to transfer Federal Drug Forfeiture revenue to the Police Department account 20-5100 for use.
- L. To approve tax releases in the amount of \$62.89.

OLD BUSINESS:

1. ORDINANCE AMENDMENT – CANVASSERS’ AND SOLICITORS’ PERMIT PENALTY SECTION – SECOND READING

City Council will consider approving an Ordinance amendment to Chapter 8 - Businesses, Article IV- Canvassers’ and Solicitors’ Permit, Section 8-114 of the Code of Ordinances.

2. ORDINANCE AMENDMENT – ANIMALS AND FOWL SECTION 4-39 & 4-41 – CRIMINAL PENALTIES – SECOND READING

City Council will consider proposed revisions to City Ordinance 4-39 & 4-41, which propose a criminal penalty in addition to, or in lieu of, such civil penalties or other remedies.

PUBLIC HEARING:

3. DOWNTOWN SOCIAL DISTRICT DISCUSSION

A public hearing has been scheduled to receive public input and provide direction to staff for a downtown social district designation.

NEW BUSINESS:

4. STREET CLOSURE – NC BBQ HALL OF FAME – ALCOVETS – COOK-OFF EVENT

City Council will consider approving a request from the NC BBQ Hall of Fame and ALCOVETS to close the 100 block of E. Elm Street from the intersection of the circle to Marshall Street on Saturday, October 10th, from 7 am to 7 pm (includes setup and cleanup) for the Whole Hog Cook-off Special Event.

5. SURPLUS PROPERTY PROCESS – DOWNTOWN PARK

City Council will review and discuss the process for declaring the downtown park as surplus property.

6. MAIN STREET CONFERENCE REIMBURSEMENT

City Council will give direction as to whether Mayor Dickey should reimburse the City in the amount of \$260 for the Main Street Conference registration.

PUBLIC COMMENTS

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
May 20, 2026
1:00 PM



The City of Graham City Council held a special meeting at 1:00 pm on May 20, 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 called the meeting to order and presided.

PRESENTATIONS:

- **Alamance Arts** – Kim Williard, Interim Executive Director

Ms. Willard shared the Alamance Arts had been serving all of Alamance County since 1956 and would be 70 years old this year, which made it the third-oldest Arts Council in North Carolina. They moved the Captain White House in Graham in 1988. Impacts on the community: 30% of funding comes from grants, county and municipal support, and 70% from donors. She shared they have supported the community at Musical Chairs, Slice of Summer, Pumpkin Bash, and Graham tree lighting. The mascot, Artie the Mouse, includes a scavenger hunt that brings people throughout downtown Graham, is hosted nationally by other arts councils. She asked the Council to continue supporting the arts so they could continue the work they do in Alamance County.

- **VITA Tax Program** – United Way – President Shereá Burnett

Ms. Burnett shared that the United Way of Alamance County's Volunteer Income Tax Assistance (VITA) program provides essential, no-cost tax preparation for low-to-moderate-income residents. By offering high-quality alternatives to predatory tax services, they empower vulnerable community members to maximize their refunds and invest in their long-term financial stability.

Despite a delayed start in early February due to inclement weather, the program has demonstrated significant efficiency and high demand within its first six weeks:

- Over 400 appointments scheduled and processed.
- More than 330 returns completed.
- Secured over \$320,500 in total federal and state refunds for local residents.

As the demand for VITA services continues to climb, the operational costs have exceeded their current independent capacity. To ensure the program remains a fixture for financial literacy and poverty

alleviation in Alamance County, they are seeking municipal support of \$10,000 to \$15,000 from municipal partners – the Cities of Burlington, Graham, and Mebane - to sustain and expand operations for the upcoming fiscal year.

Investing in VITA is an investment in the local economy. Every dollar returned to a resident is a dollar that often goes immediately back into the community for essential needs, debt reduction, and local commerce.

Ms. Burnette asked if Graham would consider funding \$12,000 to hire staff who would be IRS-compliant to open a tax assistance place in Graham.

Mayor Dickey asked if the Council would want to fund the whole \$12,000.

Council Member Chin asked to wait until the middle of the year to review revenues and come discuss an amendment after the 1st quarter.

Consensus was to review the request from United Way and Alamance Arts after the first quarter.

- LINK Transit – John Andoh, Link Transit Manager

Mr. Andoh shared the following LINK Transit stats:

Link Transit Status

LINK•TRANSIT

- 10 years in service - over 1 million passenger trips carried since 2016.
- 5 stops in Graham - Courthouse, ACC, Jimmie Kerr/I-40 and PART Park & Ride, presently.
 - 2026 Passenger trips in Graham (3 months): 1,887
 - 2025 Passenger trips in Graham (12 months): 7,724
 - 2024 Passenger trips in Graham (12 months): 8,980
 - 2023 Passenger trips in Graham (12 months): 7,548
- Service has been extended to Elon, Mebane, Haw River and Green Level with local match contributions provided by those jurisdictions since 2023. Gibsonville, Alamance County and ACC has contributed since 2016.
- Elon University and ACC students, employees and faculty can ride Link Transit for free - their are paid for by Elon University and Alamance Community College.
- New bus fleet of entire low-floor vehicles with four vehicles powered by electric.
- Link Paratransit scheduling app implemented and available on App Store and Google Play.
- Seniors 60 years old and older can now ride Link Paratransit.
- Same-day reservations allowed on Link Paratransit.

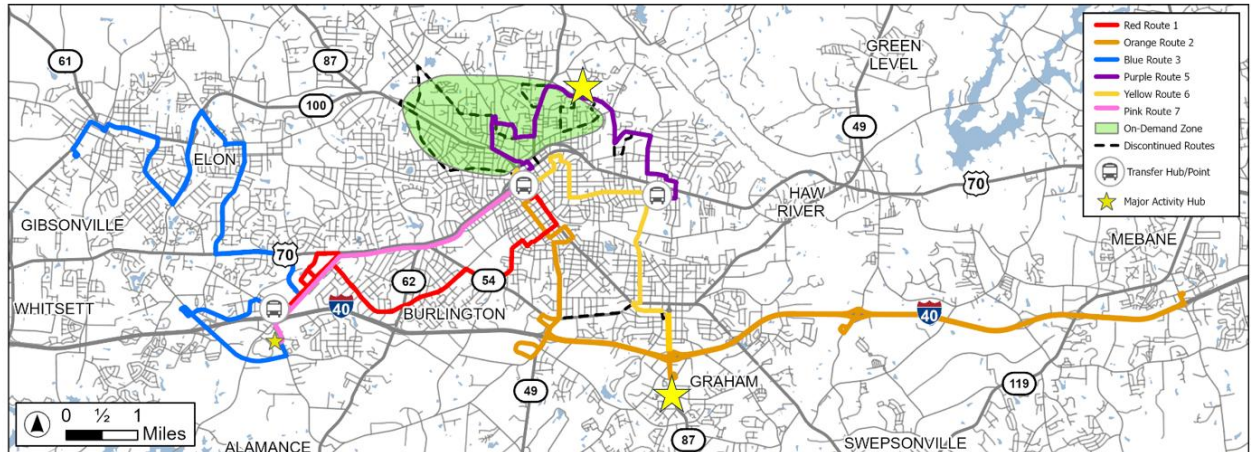
Graham Transit Service Summary

- Request is \$20,000 to \$22,000 to provide local match to Federal funding.
- **Service Hours:** 5:30 a.m. to 9:30 p.m., Monday-Friday, 9:30 a.m. to 6:30 p.m., Saturday, excluding holidays. Presently, every 90 minutes.
- **Fares:** \$1.00 for general, 50 cents for discount, \$1.00 for paratransit. 10-Ride, 1-Day & 31-Day passes available.
- Fixed routes - with bus stops on a reliable schedule - every 60 minutes in late 2026:
 - Additional stops to be added along Elm Street, Washington Street, Main Street and Graham-Hopedale Road in coordination with City/NCDOT for placement
 - Connections to Mebane, Amazon, ACC, Burlington, Walmart, Food Lion, Alamance Elections.
- Door to door paratransit for seniors and persons with disabilities within ¼ mile radius of Link Transit routes. Reservations can be made same day to 14 days in advance via phone or app.
- Appointment to Link Transit Public Transit Advisory Commission to provide advisory recommendations on Link Transit service to Burlington City Council.
- Establishment of performance measures with reporting on statistics, monthly, by stop and service.

Transit Development Plan

- 5-Year Transit Development Plan adoption to begin incremental changes to Link service in late 2026.
- All routes would operate at 60-minute frequency.
- New on demand service providing expanded mobility with temporary pilot service (Link+) in the Green Route area in Burlington City Limits.
- Expand rider options for travel (direct connections & reduced travel time)
- Improvements within current service hours and operating funding.

Proposed Future Link System Map



The City of Burlington is requesting a local match contribution of \$22,000 for a one-year pilot transit service. Performance measures can be established to determine whether the service is successful for continued involvement. As part of the City of Graham's participation in Link Transit, the City of Graham can make an appointment to the Link Transit Public Advisory Commission, which guides the oversight of the public transit system.

Mayor Pro Tem Hall shared that he is a member of the ACTA Board and that Haw River and Green Level had pulled out of LINK Transit. He stated by funding ACTA, we were giving our citizens door-to-door service.

Council Member Whitaker suggested continuing ACTA funding.

Mayor Dickey stated she needed more information on LINK transit and its impact before discussing further.

STREET CLOSURE – WEST ELM STREET - ALAMANCE COUNTY VETERANS

City Council will consider closing West Elm Street on May 25, 2026, from 10:00 am to 1:00 pm for the Alamance County War Memorial event.

Motion by Mayor Pro Tem Hall to approve the street closure, seconded by Council Member Young. The motion passed unanimously.

REVIEW – FY 2026-2027 PROPOSED BUDGET:

City Council reviewed and discussed the proposed Fiscal Year 2026-2027 budget.

City Council:

Mayor Dickey inquired about the Council's travel budget.

Council Member Whitaker shared that she was not seeking any pay increase for the Council.

Mayor Dickey asked if Council would put something in place to hold Council accountable to choose their top two events, such as NCLM CityVision, Chamber Leaders Retreat, Town and State Dinner, and asked to keep the amount the same as last year at \$9,000.

Council discussed reducing the Council's travel to \$7,000.

Council consensus was to reduce the Council's travel to \$7,000.

Council discussed the Mayor having a city-issued phone and whether she should keep it. It was decided that she would keep it.

Mayor Dickey asked for updated telephone and postage numbers.

Mayor Dickey asked to add FY 2024/2025 budget and 2025/2026 budget numbers for comparison.

Mayor Dickey asked if some sort of funding source or stipend for employees needing to add their family to health insurance, at a cost of less than \$1,500 a month, which some were paying.

Mayor Dickey asked for Federal and State drug fund monies received for the past year.

Information Technology:

The City Manager has proposed an extra tech person.

Finance:

Not many changes. An increase in contracted services for audit services.

Mayor Dickey asked for a list of all contracted services.

Public Building and Grounds:

Building Maintenance used to be under this department, but is now under Property Maintenance.

Mayor Dickey asked what was spent for utilities year to date.

City Manager Garner stated it was \$50,000.

Police:

The largest budgeted department and the largest number of employees.

Mayor Dickey noted the NC Local Government Retirement System had a contribution amount of 17.1% for law enforcement and asked what it would cost to bring everyone up to 17.1%.

City Manager Garner said she would have to calculate that cost.

Mayor Dickey asked about the cost to add families to the City's insurance plan and was interested to see if a stipend could be offered or any type of assistance.

City Manager Garner stated staff worked on it, and as of right now, there was no funding source, and agreed the cost to add a family was costly, but the kids were more reasonable. The older you are the more expensive it costs.

Fire:

City Manager Garner shared the largest increase would be the addition of new employees. She shared there would be an increase in the communication fees contracted with the City of Burlington.

City Manager Garner noted the \$6 million for Capital Outlay and Buildings was requested but not recommended, and the \$1 million for Capital Outlay Equipment was not requested but not recommended. She shared if Council approved the proposed tax increase and the budget line transfer capital \$3.1 was the beginning of the pay as you go fund.

Inspections/Planning:

Vehicle replacement was the largest increase.

Mayor Dickey asked for the age of the car and the number of miles.

Mayor Dickey asked about contracted services.

Streets and Highways:

Proposed decrease and no capital.

Council Member Young inquired about the rapid flashing beacon lights, and City Manager Garner said it was in a grant project fund and has been earmarked as such.

Mayor Dickey asked what the current year's sidewalk repair fund was allocated.

City Manager Garner stated it was budgeted at \$25,000 at the beginning of this fiscal year.

Street Lights:

Stayed the same for the upcoming fiscal year.

City Garage:

One capital item – heavy-duty truck/equipment scanning tool. The largest expenditures are inventory parts and fuel purchases.

Sanitation:

Mayor Dickey inquired about passing on the fees for additional pick-up for downtown businesses to the businesses.

City Manager Garner shared this was discussed with the City Council last year, and potentially restructuring and have a separate fee schedule for the downtown area. The Downtown gets two pick-ups per week compared to residents and other businesses that receive one pick-up per week. The downtown cans generally weigh twice as much as a residential can, but the fee is the same.

Council discussed increasing sanitation fees for the City and the downtown area to meet the increasing tipping fees and cart rates.

Council asked Staff to review the downtown B1 district for sanitation costs and bring it back to Council.

City Manager Garner asked if Council consensus was looking at doubling the downtown fees or a percentage rate.

Council Member Young stated doubling would make sense for twice the service.

City Manager Garner noted that whatever rate increase the Council set, it would be per can.

Contract Services – Republic Recycling contract ends this calendar year, and proposals would go out at the end of this calendar year.

Recreation:

The majority of the increase was the addition of the after-school program approved in August 2025.

The playground on Marshall Street was discussed, and consensus was to survey the community on whether a park was the best option for the area.

Council Member Young questioned the cost of the Tree Lighting event.

City Manager Garner stated the fireworks and sound system were a good portion of the cost.

Graham/Mebane Lake:

Council discussed increasing jon boat rentals.

City Manager will research what other neighboring cities are charging and bring it back to the Council.

Property Maintenance:

The largest increase was the \$180,000 police department roof replacement.

Mayor Dickey asked to fund the library roof and if there were any grants for facilities.

Council Member Whitaker agreed it needed to be replaced and inquired if the County would pay a portion.

Council took a five-minute recess.

Non-Departmental – General Fund:

Significant increase of \$3.1 million, which is earmarked for the second fire station, fire apparatus, and design work at Graham Regional Park.

Mayor Dickey asked how much the new park design would cost for only one quadrant of the park.

City Manager Garner would get an estimated design quote and bring it back to Council.

Mayor Pro Tem Hall suggested putting the park design money towards the fire department.

Mayor Dickey asked to get the cost of the design before the park money is redirected.

Mayor Pro Tem Hall asked to better use the beautification grants. He shared that they have trouble finding businesses to apply.

City Manager Garner said she would suggest that the City Council consider giving staff time to vet guidelines and produce a more feasible process. She suggested zeroing out those funds for the upcoming fiscal year until new guidelines have been approved, then you could approve a budget amendment to allocate grant funding.

Consensus was to leave the money there and freeze it until new guidelines are in place for both businesses grants and façade grants.

Council Member Young suggested using façade grants in other areas for the interior of the buildings and letting the advisory board make a decision.

City Manager Garner noted a mistake in the reclassification on the pay plan for the Utilities Director and Police Chief, but were correct in the budget message. The pay plan showed going from a 34 to a 35, and it should have been 34 to a 36 pay grade.

Mayor Dickey asked what the financial impact was.

City Manager Garner stated it would be approximately a 5% increase.

Mayor Dickey asked for that number.

Fund 31 – Utilities

Water and Sewer Billing

\$5,000 proposed difference relating to personnel-related expenses.

Water Sewer Distribution

Maintenance Lift Station

\$56,000 increase for a mower and personnel-related expenses.

Water Treatment Plant

Chemicals were the highest increase.

Non-Departmental – Utilities Fund

The first debt payment for the wastewater treatment plant would be in the upcoming fiscal year.

Fees:

Council Member Whitaker asked why development fees did not increase.

City Manager Garner shared that staff and Council worked on this for the 2025/2026 fiscal year and would go in any direction as indicated by the City Council.

Council Member Whitaker stated the fees were still very low compared to other neighboring cities, and they should be increased.

Mayor Pro Tem Hall suggested a 20% increase across the board.

The consensus was to have staff come back with proposed increases.

Engineering Construction Plan Review/Inspection Fees

Mayor Dickey asked if these fees cover our cost.

Mayor Pro Tem Hall asked for a 20% increase.

The consensus was to have staff bring back fees that cover our costs.

Staff will look at neighboring sign permit fees.

Miscellaneous Fees:

Staff will look at the Return Check Penalty of \$25. Council proposed an increase that did not exceed the statutory limits.

Downtown Residential Parking Permit – leave at \$20, and when the software is up and running, then revisit a repeat offender fee.

Graham-Mebane Lake:

Jon Boat Rental – suggested increasing the cost.

User Fees:

City Manager Garner stated the increase for sanitation would get us closer to the actual cost, but there was still a taxpayer subsidy.

Mayor Dickey asked for the actual cost.

Council discussed the sanitation cost and asked that staff bring back the actual cost for consideration.

Mayor Dickey asked if the water and system development fees could be reduced.

Assistant City Manager Holland will get what other Municipalities are charging.

Revenue Fund 10

Mayor Pro Tem Hall proposed a 3-cent tax increase that was the consensus of the Council.

Mayor Dickey asked if staff would ask the Chamber for a hotel study for Graham.

Fund Balance:

City Manager Garner stated it was worth noting the City's fund balance appropriation was significantly higher than at the start of the current fiscal year at \$1.5 million, and what was proposed for next year was \$4.3 million and was consistent with what Davenport presented.

Mayor Dickey inquired about the proposed COLA rate and stated she found it to be closer to 2%.

City Manager Garner stated the index the City used historically was higher than 2%. She stated the NCLM also produces a COLA study. Mayor Dickey asked for a copy.

The Council consensus was to continue the special meeting to June 1, 2026, at 12:30 p.m.

ADJOURNMENT

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

The meeting was adjourned at 5:17 p.m.

Renee M. Ward, CMC
City Clerk

City of Graham
City Council Special Meeting Minutes
Budget Work Session
June 1, 2026
12:30 PM



The City of Graham City Council continued the special meeting at 12:30 pm on June 1, 2026, in the Council Chamber, City Hall, located at 201 South Main Street, Graham, NC, to review the 2026-2027 budget.

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 called the meeting to order and presided.

REVIEW – FY 2026-2027 PROPOSED BUDGET:

City Council continued reviewing and discussing the proposed Fiscal Year 2026-2027 budget.

City Manager Garner shared the follow-up summary from questions at the May 20, 2026, budget work session meeting.

**Budget Work Session Follow-Up
 Year-to-Year Comparisons**

General Fund			
Department	FY 2024-2025 (Adopted)	FY 2025-2026 (Adopted)	Manager's Recommendation
Tourism	\$ 79,000	\$ 79,000	\$ 100,159
City Council	\$ 56,350	\$ 69,500	\$ 119,496
Administration	\$ 798,270	\$ 863,740	\$ 938,321
Information Technology	\$ 560,178	\$ 672,600	\$ 675,116
Finance	\$ 450,642	\$ 500,800	\$ 531,750
Public Buildings	\$ 172,400	\$ 104,900	\$ 105,900
Police	\$ 6,596,342	\$ 6,786,500	\$ 7,566,251
Fire	\$ 2,074,465	\$ 2,639,610	\$ 3,100,895
Inspections	\$ 875,126	\$ 807,700	\$ 887,618
Traffic Engineering	\$ 28,800	\$ 28,800	\$ 28,800
Streets & Highways	\$ 1,859,226	\$ 2,392,600	\$ 2,094,579
Street Lights	\$ 206,000	\$ 216,000	\$ 216,000
City Garage*	\$ 1,320,506	\$ 1,362,650	\$ 1,374,367
Sanitation	\$ 1,653,912	\$ 2,048,917	\$ 1,955,309
Recreation	\$ 1,094,784	\$ 1,115,600	\$ 1,329,823
Lake	\$ 394,136	\$ 245,145	\$ 265,213
Athletic Facilities	\$ 404,271	\$ 388,300	\$ 425,657
Property Maintenance	\$ 935,367	\$ 1,210,900	\$ 1,394,296
Non-Departmental	\$ 1,091,575	\$ 1,217,300	\$ 4,607,765
	\$ 20,651,350	\$ 22,750,562	\$ 27,717,315

Utilities Fund			
Department	FY 2024-2025 (Adopted)	FY 2025-2026 (Adopted)	Manager's Recommendation
Water and Sewer Billing	\$ 675,700	\$ 415,080	\$ 420,945
Water and Sewer Distribution	\$ 2,819,837	\$ 3,035,480	\$ 4,340,971
Maintenance and Lift Stations	\$ 314,734	\$ 302,380	\$ 358,336
Water Treatment Plant	\$ 3,494,354	\$ 3,640,130	\$ 3,886,601
Wastewater Treatment Plant	\$ 2,265,103	\$ 2,103,307	\$ 2,568,495
Non-Departmental	\$ 2,680,172	\$ 3,597,223	\$ 4,774,741
	\$ 12,249,900	\$ 13,093,600	\$ 16,350,089

Drug Funds

Federal: Carryover \$103,918.43; Current Balance \$108,265.50

State: Carryover \$22,524.41; Current Balance \$15,524.41

Changes from budget work session:

Governing Body (10-4100)

- 1100 (telephone/postage), reduced by \$1,500
- 1400 (travel), reduced by \$2,000

Total \$3,500

Information Technology (10-4300)

- 4500 (contracted services), increased by \$27,000

Total \$27,000

Recreation (10-6200)

- 7400 (capital outlay equipment), decreased by \$60,000 pending community survey; to be considered for a mid-year budget amendment dependent upon survey results.

Total \$60,000

Follow-up responses:

- Sales tax collected year to date - \$6,882,935.02
- Development fees year to date - \$589,470.44
- Davenport year to date - \$77,299.84
- 10-6200 – Recreation - Haw River Coordinator portion is \$5,000 of the proposed \$20,000 allocation. Remaining funds (\$17,000) are for athletic officials.

- Retirement expense increase – it is unlawful to contribute more than the statutorily required amount.

Mayor Dickey shared that other towns were contributing more to employee retirement. She asked for the statement from Orbit.

- Updated suppressor quotes – this item was removed from the manager's FY27 recommended budget
- Tree lighting costs \$7,000 - \$4,500 for fireworks and \$2,500 for sound equipment.

- Jon boat rental fee -the majority of local jurisdictions have daily rentals, and the State does hourly rentals.

Council Member Whitaker asked if the rates needed to be adjusted.

Council Member Young suggested \$5 for each.

Mayor Pro Tem Hall said he was okay with increasing \$5 for each.

Council Consensus was to raise the rate from \$15 to \$20 for Jon boats, canoes, solo kayaks, and tandem kayaks.

- Design work for phase 1 of Graham Regional - \$2,312,294 – for the Northeast quadrant

Council Member Young noted that Mayor Pro Tem Hall had suggested putting that money towards the new fire station. He said the fire station was more important and a necessity.

Mayor Dickey suggested keeping it there since we had a funding mechanism, and it would not slow down the fire station.

Mayor Pro Tem Hall stated it would be less money the City would have to borrow.

Council consensus was to redirect the \$2.3 million towards the fire station. Mayor Dicky said no.

- Maximum returned check fee is \$35 ([NCGS 25-3-506](#)). The existing fee schedule states \$25. Council consensus was to change it to \$35.
- Fee schedule, page 15, strike out “weekly.”
- Chamber of Commerce stated a hotel study would cost approximately \$70,000 and would require the city to contract with an outside firm. This would take time and money, but would provide more substantial data. The other option that was suggested involved the city identifying areas where the city wants a hotel to be, and negotiating the purchase of that land for advertisement with national brands. This option comes with tremendous risks, as interests may not be available and property could sit for years.
- True cost of sanitation – Using the last completed fiscal year (2024-2025), the cost per house per month for solid waste, yard waste, bulk brush, bulk/junk pick-ups, and street sweeping was \$15.70 per can, excluding recycling costs. This amount has varied year-to-year between \$15 and \$22 due to fuel costs, tonnage, capital, repair costs, and storms that generate significant amounts of yard waste. Per NC DEQ 2023-2024 solid waste fee subset report for Graham, comparing 30 peer municipalities, solid waste fees averaged \$248.82 per year (\$20.74 per mo.). Only two municipalities in the report had lower fees than Graham (Mebane and Reidsville); however, their penny tax value and tax rate bring in more ad valorem revenues significantly higher than Graham.

Mayor Pro Tem Hall suggested moving closer to the actual cost of trash pickup. Suggested a \$10 to \$11 increase.

City Manager Garner noted any amount that gets us closer to the actual cost would be less subsidy from other revenue sources.

Mayor Dickey said she was comfortable with \$10.

Council consensus was to increase sanitation pick up from \$7.50 to \$11.00. Mayor Dickey said no, that she would rather increase it to \$10.

Downtown / Residential Sanitation:

The average pounds per cart per week for residents is around 40 pounds, for a little over 1 ton per year per house.

The average pounds per cart per week downtown is 112 pounds per cart (56 pounds per cart per service) for the last 6 months. This is around 2.92 tons per year per cart in the B-1 district.

Residential trash service is provided by an automated truck with one employee operating and servicing around 100 carts per hour. Downtown is serviced with a rear-loading truck with 2 employees at around 50 carts per hour. The collection cost per cart is close to triple that of residential carts.

Businesses outside of the B-1, providing they can be accommodated while we are running a residential route, may have one cart serviced once per week, and it has to be set out to ROW the day of service for collection by an automated truck.

Mayor Pro Tem Hall suggested \$14 per can.

Council consensus was to charge \$14 per can in the B1 district.

- **Development fee comparison**

Council discussed the following development fees. Changes agreed upon are reflected in red.

Development Fee Type	Graham	Burlington	Mebane	Gibsonville
Major Subdivision Preliminary Plat	\$10 \$20 Per lot (\$200 Min)	\$500 + \$40 per lot	\$25 per lot	\$10 per lot
Preliminary Commercial Review	\$0	\$0	\$10 per 100 square feet	\$0
Preliminary Industrial Review	\$0	\$0	\$10 per 1,000 square feet	\$0
PUD Request	\$5 per acre (\$200 min, \$500	\$1,000	\$0	\$0
Rezoning	\$200 \$300 flat fee	\$750	\$300 per property	\$200
Conditional Rezoning	\$300 flat fee	\$1,000	\$300 per property	\$0
Special Use Permit	\$300 \$400 flat fee	\$500	\$400 per property	\$200
Major Subdivision Final Plat Review	\$50 \$125 flat fee	\$200	\$300 + \$25/lot	\$150
Minor Subdivision Final Plat	\$25 \$75 flat fee	\$200	\$50 + \$25/lot	\$75
Exempt Subdivision Final Plat	\$25 \$50 flat fee	\$100	\$50	\$0
Variance Request	\$300 flat fee	\$500	\$300/\$400 (residential/nonresidential)	\$200
Non-Residential Site Plan TRC Review Fee (1st and 2nd review)	\$250 \$350	\$500	300 + Unit Fee	\$0

Non-Residential Site Plan TRC Review Fee (3rd and up review)	\$100 \$150	\$300	\$0	\$0
TRC Unit Fee (Mebane)	\$0	\$0	\$0 per dwelling on sites less than 2 acres \$25 per dwelling unit on 2-10 acres. \$50 per dwelling unit on greater than 10 acres	\$0
Annexation	\$250 per request	\$300	\$0	\$0
Administrative Amendment to Council-Approved Plans	\$100 flat fee		\$0	\$0
Wireless Telecommunications Facility	\$500 legal review fee in addition to other applicable fees (special use, etc.)	\$0	\$100 for 1-5 facilities; \$50 for 6-25 facilities; \$500 for engineer review	\$0
Fire Flow Test Fee	\$1,200	\$0	\$1,300	\$0
Zoning Re-Inspection	\$0	\$0	\$50 after first inspection	\$0
Site Development/Right of way Re-Inspection	\$350 for 1st, \$700 for 2nd, \$1050 for 3rd, etc. \$350	\$0	\$0	\$0
Development Ordinance Book (Printed or Flash Drive)	\$20 flat fee	\$150	\$0	\$0

Development Fee Type	Graham	Burlington	Mebane	Gibsonville
Future Land Use Plan Printed	\$0 \$25	\$40	\$0	\$0
Major COA Application	\$0 \$10	\$100	\$0	\$0
Notice of Appeal	\$0	\$300	\$300/\$400 (residential/nonresidential)	\$0
Temporary Use Permit	\$0 \$25	\$50-\$100	\$0	\$0
Local Historic Landmark Designation	\$0	\$350	\$0	\$0
Development Ordinance Text	\$0	\$350	\$0	\$0
Zoning Letters (Verification, Determination, Certification)	\$0	\$75	\$25	\$25
Fence Permit	\$0	\$75	\$0	\$25
Zoning Permit	\$60 new business inspection to the inspections department	\$50	\$50	\$25
Sign Permit	\$60 per sign to the inspections department	\$52 for first \$1000 valuation of construction. \$7 per \$1000 up to \$100,000. \$6 per \$1000 over \$100,000	\$60 minimum; \$80 if 100-300 sq ft. \$110 if >300 sq ft.	\$25
Future Land Use Plan Amendment	\$0	\$350	\$0	\$0
City ROW or Easement Encroachment Agreement	\$0	\$0	\$100	\$0
Construction Plan Review Residential	\$0	\$0	\$50 per lot	\$0
Construction Plan Review Non	\$0	\$0	\$300 per lot	\$0

Inspection Fees:

- Fee schedules for surrounding jurisdictions were evaluated and compared to our current rate. It was determined that an increase in our minimum permit fee from \$60 to \$75 would be the only adjustment needed. This would bring us in line with both Burlington and Alamance County while only slightly above Mebane (Mebane's current minimum rate is \$60). Council agreed to keep it at \$60.
- It has also been recommended by the Inspections Director to add the following clarifying language for renewal of expired permits:
 - The fee for the renewal of expired permits within 180 days of expiration shall be 50% of the original permit fee. Expired permits beyond the 180 days will be required to resubmit for a new permit at full cost. Council agreed.

COLA index

	Seasonally adjusted changes from preceding month							Un-adjusted 12-mos. ended Apr. 2026
	Oct. 2025	Nov. 2025	Dec. 2025	Jan. 2026	Feb. 2026	Mar. 2026	Apr. 2026	
All items	-	-	0.3	0.2	0.3	0.9	0.6	3.8

Mayor Dickey asked the City Manager to forward the full report from the COG. City Manager Garner noted the report had been sent to Council in advance of the meeting.

Future Action Items

- Consider mid-year budget amendment for Marshall Street playground equipment (dependent on survey results).
- Remove restrictions on façade and beautification grants once new guidelines are in place; the \$15,000 for each remains budgeted but unable to be spent.
- Reconsider parking ticket structure for multiple offender fee schedule revisions once new software has been implemented.

Council Discussions:

Mayor Dickey stated she had about 10 to 15 questions that had not been answered.

- Asked for the increase in salary from those going from pay grade 29 to 30 and asked why they were moving up a step, as it had not been explained. City Manager Garner noted the Mayor was incorrect that she had shared with the whole Council what staff had detected during the implementation of the certification plan and the education policy that it had created compression among employees and supervisors who were either leapfrogging the department head or getting so close that there was basically zero incentive to be a leader of a department. She noted she would send that dollar amount to the whole Council.
- Asked for the unassigned fund balance total. City Manager Garner stated it is in the last audit report presented to Council.
- Asked if there were any other non-profits the City was funding. City Manager Garner stated she was

not aware of the City funding any non-profits.

- Asked for the mileage from the Inspections Department vehicle proposed for replacement. (17 years old – mileage 84,000).
- Asked for the account the investment funds were sitting in. City Manager Garner stated a financial report would be uploaded to SharePoint in the next few days.
- Asked about replacing the library roof and placing it back into the budget. Council Member Whitaker noted Council had not officially assigned any budget amount and that it would be revisited at a later time as a possible budget amendment.
- Asked about the water fee development schedule that would be presented by Hazen and Sawyer and asked for the slides in advance.
- Asked if the City Manager followed up with the County Commissioners for SRO increases. City Manager Garner stated it was ABSS, not the County Commissioners, and the \$10,000 proposed was far from being definitive, and we would probably not know until after the Council had adopted the budget.
- The Mayor asked for what was spent in Legal and Engineering, to include any City Council consulting fees, such as Davenport.

Council Member Young asked if he was the only one who received an email from the City Manager asking them to email any questions before the budget work session, and she would have them answered before the budget work session. He noted he took advantage of that, and the City Manager had answered all his questions and asked why Mayor Dickey could not have emailed all these questions to the City Manager to answer.

Mayor Dickey stated that most of her questions were discussed at the last meeting, and she had talked to the Manager earlier, and that a report was not emailed, and she would go through the questions from last week.

Council Member Whitaker asked if these questions would impact her approval of the budget or just things she would like to know.

Mayor Dickey stated it was really good context to have, especially as a newly elected official, and it was also a big part of their job to pass the budget. She said understanding all the moving pieces was something she wanted to acknowledge and fully comprehend.

Council Member Whitaker stated again that we were told to email our questions, and everyone did, but you.

Council Member Chin stated that the past two years, the audit of the City's books was an indication of how well the City was operating, and that should have answered her questions. He stated in his mind the Mayor was asking questions as though to find a "gotcha."

Mayor Dickey stated she had a few more questions. She stated she talked last time about the Police Benevolent Association and their desire for family health benefits and affordability. She asked if staff could do a survey about how many individuals would take advantage of this and what it would look like to offer a flat dollar rate or offer an HSA to our employees. She stated that we want our employees to live and work in Graham and be able to thrive on what we are providing them. She stated she was interested in furthering this conversation, especially what it would look like to help alleviate some of the burden with the health benefits for employee families.

City Manager Garner stated that she mentioned this last time and would stress it again, that any employee who has a dependent, a spouse, or family would automatically assume 100%, and she would not want to survey employees and ask for interest when we have zero funding mechanisms for. She stated the cost for this would be significant, and we would be asking the taxpayers to cover it. She also said he would also hate for employees to think this was a possibility and for us to come up at the end and determine it is too costly and could not fund it. She further stated that we, as staff and department heads, would be left to try to manage the effect that it would have on internal staff and resources.

Mayor Dickey asked if this was a conversation we could start with the NCHIP representative to see if those rates could be brought down.

City Manager Garner stated we have had those conversations, and until we have a healthier workforce and get our claim data down, we do not have room, unless we want to weaken the plan. We could not offer an HSA until we had what they call a high-deductible plan, which we have already explored, and at the end of the day, it would end up hurting employees who make less because they would have a higher deductible and would see the incentive to join the HSA, but they would end up paying more out of pocket. She noted they have had conversations with employees who have brought this forward to help them understand what it would look like.

Mayor Dickey asked if we could provide a stipend as low as \$100 a month for something like that.

Council Member Chin inquired why we are throwing out any type of stipend, because that would be money taxpayers would have to pay, and instead of talking about adding stipends, let's address the budget. He stated she was tinkering with the health plan that we have only had for a few years.

City Manager Garner shared that staff looks at making improvements on a yearly basis, and we have to be locked in by February for the upcoming fiscal year. She shared this was the fourth year in NCHIP, North Carolina Health Insurance Pool, which had significantly reduced annual premiums from 20+% increases each year before going with NCHIP. She stated this had lessened the amount we would be paying every year for health insurance. Those savings were very quickly eaten up by the higher cost of doing business. She stated if the City had not switched to NCHIP, she was not sure what the tax rate would be, but highly unlikely to be what it is today.

Mayor Dickey stated it was a bigger conversation, but wanted to get ahead of it for the coming years.

City Manager Garner suggested that a funding source be identified before tying up a lot of resources, and employees who are watching this today are tuning in to the fact, and it would now be difficult for us to manage. She noted these were great ideas, but there is no way to fund them.

Mayor Dickey said it would be helpful for her to know what that significant number would be and asked if this was a funding source she needed to go out and start researching.

City Manager Garner asked if this was a consensus of the Council to work on providing the impact that would be. Council consensus was no. 4-1.

Mayor Dickey asked for the Hazen and Sawyer presentation as soon as possible.

ADJOURNMENT

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

The meeting was adjourned at 2:11 p.m.

Renee M. Ward, CMC
City Clerk

City of Graham
City Council Meeting Minutes
June 9, 2026



The City Council of the City of Graham held a regularly scheduled meeting on June 9, 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 - *Absent*
Bryan Coleman, City Attorney
Renee Ward, City Clerk

CALL TO ORDER: Mayor Dickey called the meeting to order and presided.

INVOCATION & PLEDGE OF ALLEGIANCE

Invocation by Pastor Wade Cox, Mission Fellowship Church, and all stood for the Pledge of Allegiance.

ADOPTION OF AGENDA:

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

CONSENT AGENDA:

- A.** To approve the minutes of the May 12, 2026, City Council meeting and Closed Session minutes.
- B.** To approve a revised Project Ordinance in the amount of \$2,200,000 for the Home, Banks, Wards, Holt, and Gilbreath Waterline Replacement Project.

CAPITAL PROJECT ORDINANCE

HOME, BANKS, WARD, HOLT, AND GILBREATH STREETS

WATERLINE REPLACEMENT PROJECT

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

Section 1. The Project authorized is the Home, Banks, Ward, Holt, and Gilbreath Street Waterline Replacement Project.

Section 2. The officials of the City of Graham are hereby directed to proceed with this project within the terms of the project. Staff is authorized to execute change orders within the budget ordinance.

Section 3. The following revenues are anticipated to be available to the City to complete the project:

Transfer from 31-4600-7300 (\$900,000)	
31-6600-8500 (\$1,300,000)	
Water/Sewer	
TOTAL	\$3,200,000

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

Professional & Contracted Services	\$ 3,200,000
TOTAL	\$ 3,200,000

Section 5. The Finance Director shall report on the financial status of this project as directed by the City Council and will inform the Council of any unusual occurrences.

Section 6. Copies of this project ordinance shall be made available to the City Manager and the Finance Director for direction in carrying out this project.

Section 7. This ordinance shall take effect upon passage.

Adopted this the 9th day of June 2026.

C. To approve a budget amendment in the amount of \$72,753 for year-end salaries and wages.

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)
Police - Salaries & Wages	4,109,000.00	4,181,753.00	72,753.00		72,753.00
	4,109,000.00	4,181,753.00	72,753.00	-	72,753.00
Section 2.					
REVENUES					
	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Vehicle Taxes	\$600,000.00	\$611,000.00	11,000.00		11,000.00
Prior Year Vehicle Taxes	\$9,000.00	\$18,300.00	9,300.00		9,300.00
Occupancy Tax	\$79,000.00	\$86,663.00	7,663.00		7,663.00
Tax Cost & Interest	\$25,000.00	\$38,000.00	13,000.00		13,000.00
Miscellaneous Income	\$40,000.00	\$52,000.00	12,000.00		12,000.00
Cemetery Revenue	\$70,000.00	\$79,790.00	9,790.00		9,790.00
Courts & Fines	\$15,000.00	\$25,000.00	10,000.00		10,000.00
	\$600,000.00	\$611,000.00	72,753.00	-	72,753.00
Adopted this 9th day of June 2026.					

- D. To approve a Project Budget Ordinance in the amount of \$330,000 for the Haw River Outfall Project.

**CAPITAL PROJECT ORDINANCE
HAW RIVER OUTFALL PROJECT**

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

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

Transfer from 31-4600-4500 (\$130,000)
31-6600-8500 (\$200,000)

Water/Sewer	_____
TOTAL	\$330,000

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

Professional & Contracted Services	\$ 330,000
TOTAL	\$ 330,000

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

Adopted this the 9th day of June 2026.

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

PUBLIC HEARINGS:

ITEM 1: REZONING – 0 HANFORD ROAD

A public hearing had been set to consider a request to rezone 10.05 acres of property from R-19 (Low Density Residential) to C-R (Conditional Residential) for the purpose of constructing 16 Cottage Homes and 10 Custom Built Homes. (Planning Board recommended denial.)

The petitioner has requested the rezoning request be tabled until the August 11, 2026, Council meeting.

Motion by Mayor Pro Tem Hall to continue the rezoning to the August 11, 2026, Council meeting, seconded by Council Member Young. The motion passed unanimously.

ITEM 2: FISCAL YEAR 2026 – 2027 BUDGET ADOPTION:

A public hearing was scheduled to consider the adoption of the Fiscal Year 2026-2027 Budget Ordinance, the 2026-2027 Pay Plan, and the 2026-2027 Rates and Fee Schedule.

City Manager Garner said before getting into the specifics that had been revised throughout the two City Council work sessions, it would be beneficial to hear from Hazen & Sawyer regarding the System Development Fee Analysis. She introduced Colin Beck, one of the engineers who worked on the analysis.

Mr. Colin Beck shared the following information regarding system development fees.



Mr. Beck stated in order to add new customers to the water and sewer system, you need available capacity. The system’s capacity must already exist before it can be used, meaning it has been built and funded by current customers. System Development Fees are one-time charges paid by new customers to buy into that existing capacity.

System Development Fees (SDF) Legal Basis

- Legal basis established in Chapter 162A of NC G.S.
- American Water Works Association (AWWA) Manual M1 contains further technical guidance for calculation of System Development Fees (SDFs)
- SDFs are one-time charges to new consumers for system capacity
 - Motivating principle is equity between new and existing customers
- SDFs are calculated on a \$/Equivalent Residential Unit (ERU) basis
 - 1 ERU = 2-bedroom residential dwelling unit
 - Cost of capacity to serve an average residential connection

Public Comment

- Per Article 8 of Chapter 162A, the analysis must be made available for public comment for a minimum of 45-days
- Analysis was posted on the City website on April 23
- Updated unit gpd demand per ERU to align with current planning values for water and wastewater

System Development Fee Calculation

One-time charge for new customer demand

$$\frac{\text{System Value}}{\text{System Capacity}} \times \text{New Customer Capacity Demand} = \text{System Development Fee}$$

Buy-In Approach: utilities with available capacity for growth

Incremental Approach: utilities with no available capacity for growth

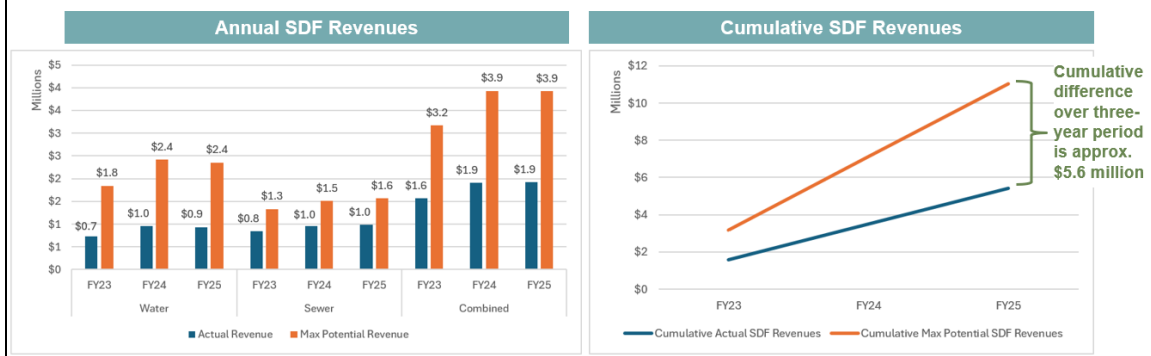
Hybrid Approach: utilities with available capacity and planned future capacity

Updated SDF Analysis Results

Service Type	2026 SDF Analysis Calculated Maximum Justifiable Charge (\$/ERU)	Current SDF (\$/ERU)	2022 SDF Analysis Calculated Maximum Justifiable Charge (\$/ERU)
Water	\$2,053	\$1,100	\$2,771
Sewer	\$1,073	\$1,100	\$1,748
Total	\$3,126	\$2,200	\$4,519

Previous SDF Revenue Analysis

- Analysis determines maximum justifiable charge for SDFs. Can justifiably set SDF rates up to that amount.
- Current charges represent 40% of calculated max for water and 63% of calculated max for sewer.



SDF Benchmarking

Utility	Water	Wastewater	Total Fee – Water and Wastewater
Pittsboro	\$8,000	\$7,500	\$15,500
Siler City	\$8,000	\$7,500	\$15,500
Liberty	\$3,948	\$3,240	\$7,188
Hillsborough	\$2,181	\$2,333	\$4,514
Mebane	\$1,029	\$3,077	\$4,106
OWASA	\$1,360	\$2,616	\$3,976
Graham (2026 Study)	\$2,053	\$1,073	\$3,126
Greensboro	\$1,524	\$1,297	\$2,821
Yanceyville	\$1,375	\$1,125	\$2,500
Graham (2022)	\$1,100	\$1,100	\$2,200
Burlington	\$684	\$1,406	\$2,090

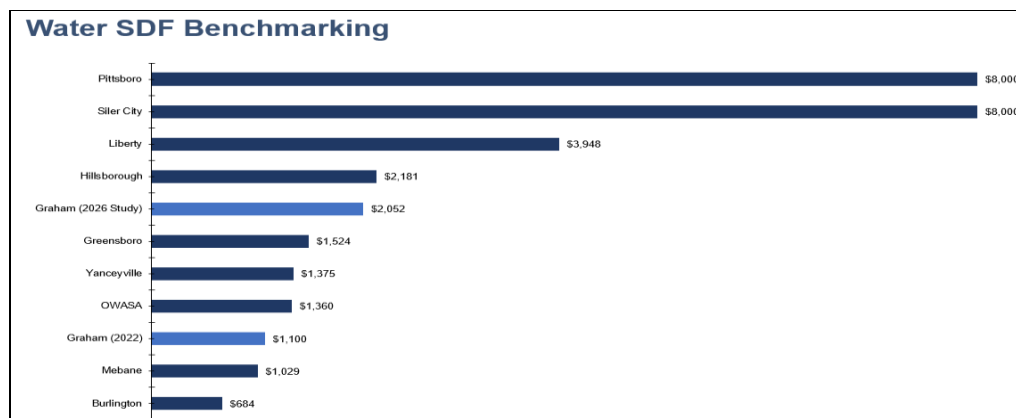
Source: Rate Schedules Accessed Through Utility or Municipal websites

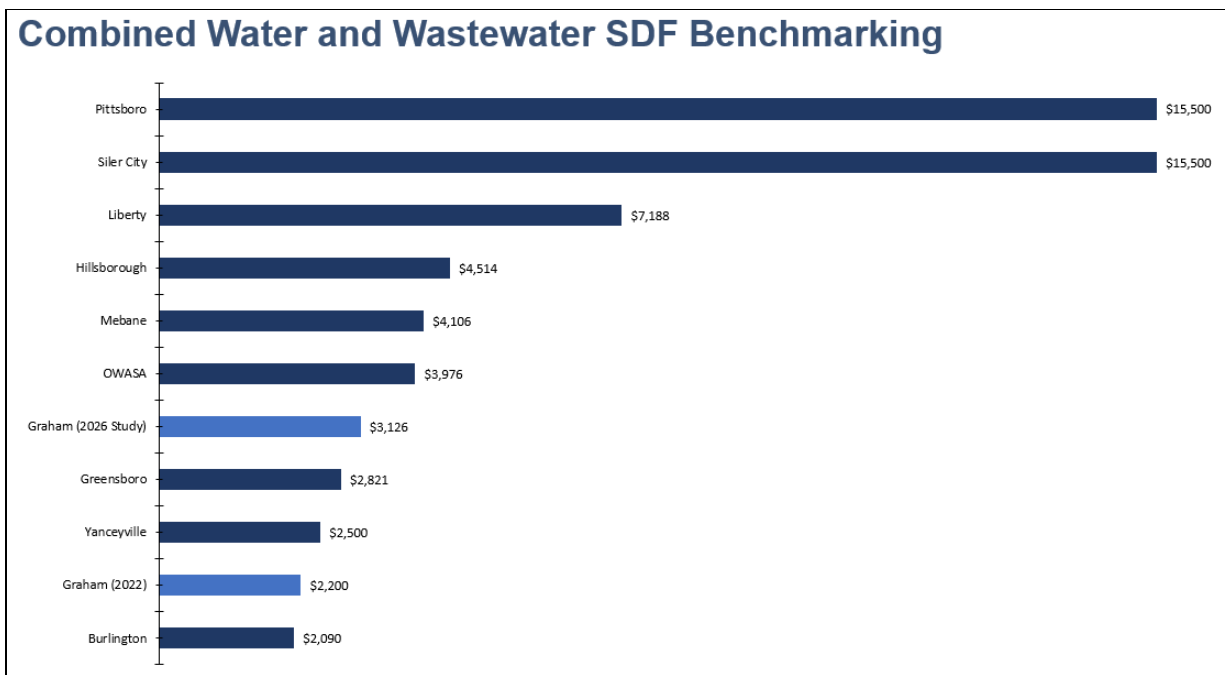
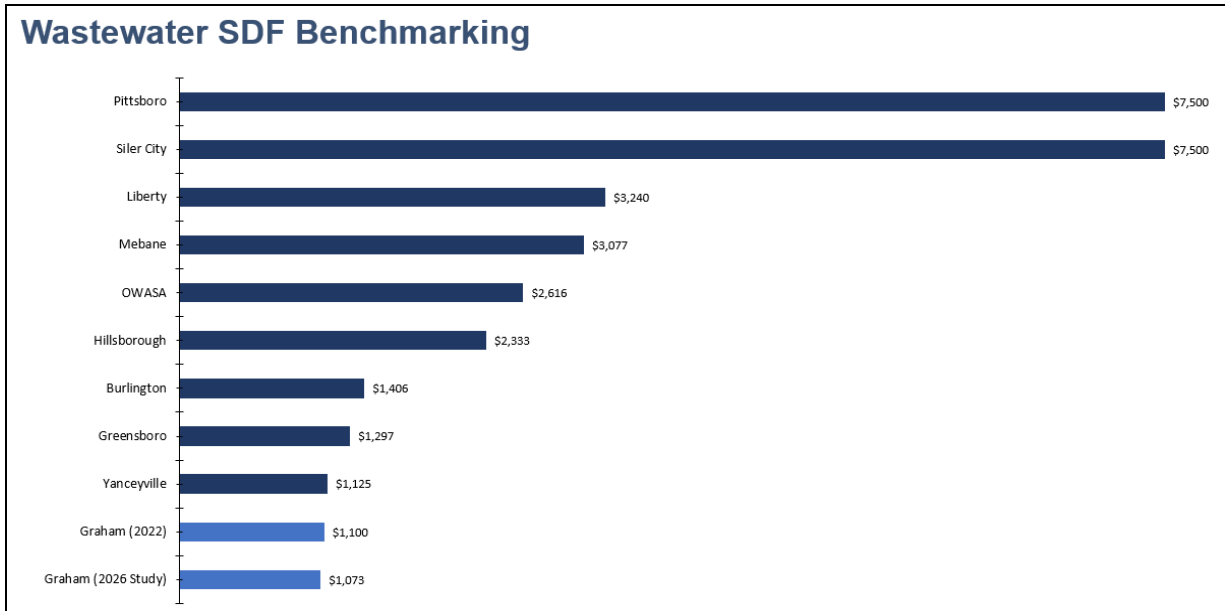
SDF Rates Using 2026 Analysis Maximum Justifiable Charge

Customer Type	Equivalent Residential Unit	Water Fee	Sewer Fee	Total Fee
Residential Dwelling Unit (3/4" Meter - 2 BR)	1.00	\$2,053	\$1,073	\$3,126
Residential Dwelling Unit (3/4" Meter - 3 BR)	1.50	\$3,079	\$1,610	\$4,688
Residential Dwelling Unit (3/4" Meter - 4 BR)	2.00	\$4,105	\$2,146	\$6,251
Residential Dwelling Unit (3/4" Meter - 5 BR)	2.50	\$5,131	\$2,683	\$7,814
All Other Zoning Categories/Uses - 3/4" Meter	1.00	\$2,053	\$1,073	\$3,126
All Other Zoning Categories/Uses - 1" Meter	1.67	\$3,428	\$1,792	\$5,220
All Zoning Categories/Uses - 1.5" Meter	3.33	\$6,835	\$3,574	\$10,408
All Zoning Categories/Uses - 2" Meter	5.33	\$10,940	\$5,720	\$16,659

New Connections greater than 2"		Water	Wastewater	Total SDF
	Charge per gpd of capacity (\$/GPD)	\$11.40	\$7.15	\$18.55

Mr. Colin noted that very few people required meters larger than 2 inches, and these customers would be charged based on the actual gallons used per day.





Mayor Dickey inquired about the previous year, when the max was higher and then lower. She asked if these fees toggle up and down pretty frequently.

Mr. Beck stated that, per the General Statute, an evaluation was required at least every five years, and the last one for Graham was in 2022.

The public hearing was opened, and the following spoke:

Ms. Mtende Roll of Roll Construction spoke in opposition to the water and sewer development fees. She

asked to phase the increase over several years instead of all at once.

Nathan Pittenger of Pittenger Construction spoke in opposition to the water and sewer development fees and agreed with Ms. Roll to phase the increase over five years.

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

Council Member Whitaker stated Graham had always been behind other municipalities on developer fees, and we had been incrementally increasing developer fees over the last couple of years. She said it was a big jump, but it still keeps us within the limitations of surrounding municipalities. She said the more revenue we can get from other places, the less we have to raise property taxes to pay for services in the City.

Mayor Dickey shared that we were ahead of Burlington in development fees. She suggested a 20% increase or a gradient scale over several years.

Mayor Pro Tem Hall reminded the Mayor that the City had a \$17 million water line to pay for.

Mayor Dickey asked for a consensus on development fees.

Mayor Pro Tem Hall suggested approving what was presented.

The consensus of the Council was to approve the development fees as presented at the highest rate.

Mayor Dickey stated for the record that this was not what she wanted to see in the upcoming budget.

Mayor Dickey referenced the report sent out by the City Manager. It noted the library roof needed a funding mechanism, and she thought that had been discussed at the June 1, 2026, meeting by swapping out the Inspections vehicle and the playground fund to put toward the library roof.

City Manager Garner stated it was discussed, but there was no consensus among the City Council to remove the Inspections vehicle, and it was noted regarding the Marshall Street playground to revisit mid-year with a possible budget amendment, depending on the survey results. She stated the funding for the Marshall Street playground was zeroed in the proposed budget, but the vehicle remained.

Mayor Dickey stated she went back and did a year-by-year comparison for the police department's salary, and the police line item was adding a part-time position, and asked why the salary line item was increasing by over \$500,000.

City Manager Garner stated the Police Department was the largest, and any increase related to personnel would hit the police department more than it would other departments.

Motion by Council Member Chin to adopt the Fiscal Year 2026-2027 Budget Ordinance, the 2026-2027 Pay Plan, and the 2026-2027 Rates and Fee Schedule, seconded by Council Member Whitaker. The motion passed 3-2. Mayor Dicky and Council Member Young voted no. Mayor Dickey did not approve of the development fees, and Council Member Young did not want to raise taxes.

Budget Ordinance

FY 2026-2027

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM, NORTH CAROLINA:

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of City Government, its activities, and capital improvements for the Fiscal Year beginning July 1, 2026, and ending June 30, 2027, in accordance with the Chart of Accounts heretofore established for the City:

Department	Budget
Tourism	\$ 100,159
City Council	\$ 119,496
Administration	\$ 938,321
Information Technology	\$ 675,116
Finance	\$ 531,750
Public Buildings	\$ 105,900
Police	\$ 7,566,251
Fire	\$ 3,100,895
Inspections	\$ 887,618
Traffic Engineering	\$ 28,800
Streets & Highways	\$ 2,094,579
Street Lights	\$ 216,000
City Garage	\$ 1,374,367
Sanitation	\$ 1,955,309
Recreation	\$ 1,269,823
Lake	\$ 265,213
Athletic Facilities	\$ 425,657
Property Maintenance	\$ 1,394,296
Non-Departmental	\$ 4,607,765
	\$ 27,657,315
Ad Valorem Taxes	\$ 9,406,502
Investment Earnings	\$ 200,000
Miscellaneous	\$ 627,700
Other Taxes/License	\$ 100
Occupancy Tax	\$ 79,000
Permits/Fees	\$ 471,500
Restricted Governmental	\$ 1,057,000
Sales/Services	\$ 2,122,000
Unrestricted Governmental	\$ 9,371,000
Fund Balance	\$ 4,322,513
Grand Total	\$ 27,657,315

Section 3. The following amounts are hereby appropriated in the Water and Sewer Fund for its operations, activities, and capital improvements for the Fiscal Year beginning July 1, 2026, and ending June 30, 2027, in accordance with the Chart of Accounts heretofore established for the City:

Department	Budget
Water and Sewer Billing	\$ 420,945
Water and Sewer Distribution	\$ 4,340,971
Maintenance and Lift Stations	\$ 358,336
Water Treatment Plant	\$ 3,886,601
Wastewater Treatment Plant	\$ 2,568,495
Non-Departmental	\$ 4,774,741
	\$ 16,350,089

Section 4. It is estimated that the following revenues will be available in the Water and Sewer Fund for the Fiscal Year beginning July 1, 2026 and ending June 30, 2027.

Services	\$ 13,635,301
Operating	\$ 1,262,300
Non-Operating	\$ 388,500
Other	\$ 1,063,988
Fund Total	\$ 16,350,089

Section 5. The following amounts are hereby anticipated and appropriated for the City's Special Funds:

	Revenues	Expenditures
Federal Drug Monies	100	100
State Drug Monies	100	100
ARPA Enabled Projects	4,986,340	4,986,340
10" Water Main Replacement	17,250,000	17,250,000
Boyd Creek Pump Station	3,962,000	3,962,000
Old Field Outfall	2,955,000	2,955,000
WWTP Upgrade	84,649,290	84,649,290
Water Line Inventory & Assessment	400,000	400,000
Boyd Creek Watershed Point Repair	500,000	500,000
Long and Albright Improvements Project	904,860	904,860
Banks and McBride Improvements	925,000	925,000
Downtown Enhancements	600,000	600,000
Accessible Parks Grant	145,687	145,687
Emerging Contaminants	500,000	500,000
Home, Banks & McBride Improvements	288,000	288,000
Harden Street Waterline	490,000	490,000
Home, Banks, Ward, Holt, and Gilbreath Waterline	2,200,000	2,200,000
TOTALS:	120,756,377	120,756,377

Section 6. There is hereby levied a tax at the rate of \$.3399 per one hundred dollars (\$100.00) of valuation of property as listed for taxes as of January 1, 2027, for the purpose of raising the Revenue listed as "Ad

Valorem Taxes” in Section 2. Such rates are based on an estimated total valuation of property for the purposes of taxation of \$2,609,437,756 (100% valuation) with an anticipated collection rate of 95%.

Section 7. The City of Graham Capital Improvement Plan 2027-2036 for the Water and Sewer Fund and 2027-2031 for all other funds is hereby approved and amended per the appropriations for improvements contained herein. For the purpose of tracking capital items, there shall be a threshold of \$5,000.

Section 8. Governing Body monthly compensation is hereby adopted as follows: Mayor - \$849.98, Board Members - \$521.80.

Copies of this Ordinance shall be furnished to the City Manager and the Finance Officer to be kept on file by them for their direction in the disbursement of City Funds.

Adopted this 9th day of June 2026.

NEW BUSINESS:

ITEM 3: ORDINANCE AMENDMENT – PENALTIES – SOLID WASTE

City Council considered approval of an Ordinance amendment to Chapter 16-Solid Waste and amended the language for removal of garbage containers from the road from “promptly” to “within 24 hours.”

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

ITEM 4: ORDINANCE AMENDMENT – CANVASSERS’ AND SOLICITORS’ - PENALTY

City Council considered approval of an Ordinance amendment to Chapter 8 – Businesses, Article IV – Canvassers’ and Solicitors’ Permit, Section 8-114 to strengthen the current penalty from a civil penalty to include a criminal penalty.

Assistant City Manager Holland stated this was a consensus of the Council to review our ordinances to bring back criminal penalties to the Canvassers’ and Solicitors’ Permits. He noted this would be step one, and because of criminal penalties, you are required to have two approvals, and this would be the first reading and approval.

Mayor Dickey questioned Section 8, which seemed to be outdated, and asked how many actually apply for these permits.

Assistant City Manager Holland stated these were handled by our tax collector.

Mayor Dickey referenced a section of the ordinance and suggested Council be careful with what we want to criminalize in Graham and what we want people to be followed by a criminal record.

Assistant City Manager Holland stated this would provide our Police Department the ability to enforce against anyone who retained a permit and would have to be asked to leave the premises.

Motion by Mayor Pro Tem Hall to the ordinance amendment, seconded by Council Member Young. The motion passed 4-1. Mayor Dickey voted no.

The consensus of the Council was for staff to review Section 8 in its entirety and bring it back to the Council at a later meeting.

ITEM 5: MOA – NC WILDLIFE RESOURCES COMMISSION AND CITY OF GRAHAM

City Council will consider a Memorandum of Cooperative Agreement between the North Carolina Wildlife Resources Commission and the City of Graham to create and improve public fishing access.

City Manager Garner stated Hurricane Chantal damaged one of the fishing docks at the Graham-Mebane Lake. She stated this had been in process for quite some time to get the memorandum of agreement from the State. She noted this had been shared with the City of Mebane because it was a 50/50 joint venture between Graham and Mebane, and they would have to approve it as well.

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

ITEM 4: CITY OF GRAHAM'S BOARDS AND COMMISSIONS APPOINTMENTS

City Council made appointments for the following boards and commissions:

ABC Board – 1 Appointment

*Applicants: Robert Sykes, **Larry Brooks**, Stacy Koon, Glenn Patterson*

Motion by Council Member Young to recommend Larry Brooks, seconded by Mayor Pro Tem Hall. The motion passed 4-1. Mayor Dickey voted no.

Alamance County Library Committee – 2 Recommendations

*Applicants: **Bonnie Whitaker**, **Lindsay McKinney**, Cheryl Schmidt, Sarah Durbin, Kimberly Baker, Jennifer Talley, Jessica Sappinen*

Council Member Whitaker asked to be recused since she served on this board. The consensus of the Council was to allow Council Member Whitaker to be recused.

Motion by Council Member Young to recommend Bonnie Whitaker and Lindsay McKinney to Alamance County for consideration, seconded by Mayor Pro Tem Hall. The motion passed 3-1. 3-1. Mayor Dickey voted no. Council Member Whitaker did not vote.

Appearance Commission/Tree Board – 3 Appointments

*Applicants: **Cheryl Ray**, **Jeannine Weeks**, **Molly Whitlatch***

Motion by Mayor Dickey to appoint Cheryl Ray, Jeannine Weeks, and Molly Whitlatch for the Appearance Commission, seconded by Council Member Young. The motion passed 4-1. Council Member Chin voted no.

Graham Historical Museum Board – 2 Appointments

*Applicants: **Chuck Talley**, Richard Shevlin, **William Mebane***

Motion by Mayor Pro Tem Hall to appoint Chuck Talley and William Mebane, seconded by Council Member Young. The motion passed unanimously.

Graham Housing Authority – 1 Appointment

*Applicants: **Larry Brooks**, Sonya Carter, William Mebane*

Mayor Dickey suggested Sonya Carter.

Mayor Pro Tem Hall suggested reappointing Larry Brooks.

Motion by Council Member Chin to reappoint Larry Brooks, seconded by Council Member Young. The motion passed 4-1. Mayor Dickey voted no.

Historic Resources Commission – 1 Appointment

*Applicants: Samuel Cohoon, Corbin Craig, **Ricky Hurtado***

Motion by Council Member Young to appoint Ricky Hurtado, seconded by Mayor Pro Tem Hall. The motion passed unanimously.

Planning Board/Board of Adjustment – 2 Appointments / 1 Recommendation (ETJ)

*Applicants: **John Wooten**, Maynard Jeannis, **Chad Huffine**, Daniel Alvis, Corbin Craig, Ricky Hurtado, Stacy Koon, Jeffrey Rieman, Jensen Roll, **Richard Shevlin**, Tina Love, William Mebane, Cheryl Schmidt, Jessica Sappinen*

Motion by Council Member Young to appoint John Wooten, Chad Huffine (ETJ), and Richard Shevlin, seconded by Council Member Whitaker. The motion passed 4-1. Mayor Dickey voted no.

Recreation Commission – 3 Appointments

*Applicants: **Casey Johnson**, Madison Johnson, **Kimberly Baker**, **Brian Cutlip***

Motion Mayor Pro Tem Hall to appoint Casey Johnson, Kimberly Baker, and Brian Cutlip, seconded by Council Member Young. The motion passed unanimously.

Economic Development & Marketing – 7 Appointments

Applicants: Jeffrey Rieman, Jennifer Talley, Maynard Jeannis, Sonya Carter, Jessica Sappinen

Motion by Council Member Young to disband the board due to being unable to fill the board, and it was not needed, seconded by Council Member Chin. The motion passed unanimously.

PUBLIC COMMENT PERIOD

Mr. Jeff Benes, East Gilbreath Street, Graham, spoke in opposition to high-density neighborhoods. He asked for responsible growth.

Mayor Dickey read an email from Jason Varner regarding the park and asked that it stay in the same location.

CITY STAFF COMMENTS

Assistant City Manager Holland asked for consensus to add the criminal penalty to the vicious dog ordinance and bring it back in July for the second reading. Council consensus was to bring this back for the second reading.

Assistant City Manager Holland stated the Public Works Department has been experiencing issues with cars not moving when paving. He asked to amend the ordinance to allow for towing and will bring that back to the council for approval. Council consensus was to amend the ordinance and bring it back to Council for consideration.

CITY COUNCIL COMMENTS

Council Member Whitaker agreed with Mr. Benes not allowing high density and that she had never voted for high density. She thanked the City Manager, Assistant City Manager, and staff for all the hard work on the final budget.

Council Member Chin commended the Public Works Department for dismantling the park and making it safe. He asked that City Staff look into the steps necessary to declare the property as surplus.

City Manager Garner stated that only the City Council could declare real property as surplus, and there were various methods identified by State Statute. She stated she would bring that information back to the City Council at the next meeting if that was the consensus of the Council.

Council Member Chin asked for Council Consensus to bring this item back at the July meeting.

Council Consensus was 3-2; Mayor Dickey and Council Member Young said no.

Mayor Pro Tem Hall asked staff to impose a moratorium on any additional used car lots in the City of Graham for one year. He asked if the staff could review the ordinances for a potential change.

City Manager Garner shared there could be legal implications and that a little more lead time was needed beyond the July meeting if there was a consensus.

Council Consensus was to bring it back at the August meeting for discussion.

Mayor Dickey suggested a counter to Council Member Chin's comment and asked for Council consensus to get bids to repair the park, and asked the attorneys to revisit the statute regarding any legal implications for the sale of the park for the July Council meeting.

Assistant City Manager Holland stated it would be extremely difficult to get bids since the contractors would not be anticipating that the work would actually be performed. He shared that with the last bids, there was a chance of the actual bid coming to fruition. He noted that if Council was only getting bids for information, he doubted there would be any bids submitted.

Mayor Dickey stated she heard people would be interested in knowing the cost for informational purposes.

After a brief discussion, the consensus was not to solicit bids. Council consensus was to review any legal implications per state statute.

Mayor Dickey stated that for the six months that she had been Mayor, it was her understanding that there was a process to get proclamations on the agenda, which was to email the City Clerk several weeks before the agenda came out. She noted there were several proclamations submitted that did not make it on the agenda, but she was going to personally proclaim this proclamation as Mayor.

Council Member Whitaker stated she could not do that, and she needed to abide by the rules and procedures adopted by Council at the adoption of the agenda to include any additional items.

Mayor Dickey stated this was being done under Mayor Comments. She stated that as the Mayor, she was the dignitary head and was able to read a proclamation, and the Council did not vote on proclamations.

Council Member Whitaker stated it was part of the agenda, and it should have been brought up at the end of May at the meeting to put on the next agenda.

Mayor Dickey stated this was part of her comments and part of her proclamation as Mayor. She said the Council needed a better process so this does not happen, per our non-profits.

Council Member Whitaker stated there was a process, and she had just read it.

Mayor Dickey stated in May there were two non-profit proclamations on the agenda, and she would be proclaiming tonight because this non-profit deserved the same respect as the other non-profits.

Council Member Whitaker stated no and asked who the proclamation was from.

Mayor Dickey stated it was Alamance Pride, and she would proclaim it. She stated it did not say City Council on the proclamation and was not speaking for Council Member Whitaker, but was speaking for herself.

Council Member Whitaker stated we were not doing that and that Mayor Dickey was breaking the rules and procedures.

Council Member Whitaker made a motion to stick with the Rules of Procedure and prohibit this proclamation from being entered on the agenda.

Mayor Dickey asked City Attorney Cole if this was her time for Mayor comments, and it was a Mayor's proclamation and would come from her, not the Council.

Council Member Chin stated the Mayor represented the whole City.

Motion by Council Member Whitaker to stick to the rules and procedures, and the Mayor not be allowed to add a proclamation at the end of the meeting, seconded by Council Member Chin. The motion passed 4-1. Mayor Dickey voted no.

Council Member Young asked if there was a consensus to figure out how proclamations would be handled.

City Manager Garner stated it would be helpful for the City Council to review the statute and determine what additional powers you would like to convey to the position of Mayor.

Mayor Dickey stated that, in addition to this, she would like to have a very clear understanding. She said the way Preservation of Alamance submitted its proclamation was the same way Alamance Pride submitted its proclamation, and it was not added to the agenda.

Council Member Young stated last month's meeting did not go as the policy was written- the policy that the Mayor wanted to have enacted- and clearly, Council needed to have some consistency, especially with having people speak and having last-minute additions to the agenda like last month. He stated that the Council needed to be consistent and follow the rules or not. He reiterated Council needed some type of interpretation.

City Manager Garner stated it would be helpful for staff if the Council were considering proclamations similar to other items. She stated Council Member Young had requested a presentation from the Invictus Task Force, and it was not an item you would be voting on; it was an informational presentation, and she instructed him to bring it up at the Council meeting and get a consensus. She said staff was treating everything basically as an agenda item, even if it did not require action to be taken, and it would be consistent to have proclamations treated similarly to agenda items. She said if Council was instructing a community member or getting information to bring it up and get a consensus, and add it even if it's a proclamation and there is no action being taken.

Mayor Dickey stated that not all proclamations come to Council and that there needed to be a process outside of bringing it up a month earlier at the meeting. She asked the City Manager to look at neighboring jurisdictions to see how they handle proclamations.

City Manager Garner asked if that was the Council's consensus.

Council Member Young stated, for once, could we not copy what everybody else does?

Mayor Dickey stated that if you have an idea, throw it out.

Council Member Young stated there was a policy and no need for anyone's help to hold our hands.

Section 2.3. - Mayor; term of office; duties.

The mayor shall be elected by the voters of the city in the manner provided by Article III of this Charter to serve for a term of two (2) years or until the successor is elected and qualified. The mayor shall be the official head of the city government and shall preside at all meetings of the council. He shall have the right to vote on all matters before the council, but he has no right to break a tie vote in which he participated. The mayor shall exercise such powers and perform such duties as presently are or hereafter may be conferred upon him by the General Statutes of North Carolina, by this Charter, and by the ordinances of the city.

(Res. of 7-13-2004, § 2)

State Law reference— Powers and duties of mayor, G.S. 160A-67.

§ 160A-67. General powers of mayor and council.

Except as otherwise provided by law, the government and general management of the city shall be vested in the council. The powers and duties of the mayor shall be such as are conferred upon him by law, together with such other powers and duties as may be conferred upon him by the council pursuant to law. The mayor shall be recognized as the official head of the city for the purpose of service of civil process and for all ceremonial purposes. (1971, c. 698, s. 1.)

CLOSED SESSION:

City Council will consider going into closed session to discuss a personnel issue in accordance with N.C.G.S. 143-318.11(a)(6).

Motion by Council Member Whitaker to go into closed session to discuss a personnel issue, seconded by Council Member Chin. The motion passed unanimously. (7:45 pm)

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

Motion by Council Member Whitaker to increase the City Manager's salary by 12%, seconded by Council Member Young. The motion passed 4-1. Mayor Dickey voted no.

ADJOURNMENT

Motion by Mayor Pro Tem Hall to adjourn, seconded by Council Member Young. The motion passed unanimously. (9:40 pm)

Renee M. Ward, CMC
City Clerk



STAFF REPORT

SUBJECT:	Donation of fire hose to the ACC Fire Academy
PREPARED BY:	Chief Tommy Cole

REQUESTED ACTION:

The Fire Chief is requesting City Council to approve the donation of 10 sections of 5-inch Large Diameter (LDH) Supply Hose and 25 Sections of 1.75" Fire Hose to the Alamance Community College Fire Academy. The ACC Fire Academy plays a vital role in training and certifying new firefighters, many of whom later serve in our fire station. This donation will enhance the academy's ability to provide realistic hands-on training scenarios, ensuring that graduates are well-prepared for emergency response duties.

BACKGROUND/SUMMARY:

NFPA 1962 states that fire hose should be replaced every 10 years. For the last 4 years, we have budgeted to replace fire hose that exceeds the 10-year standard. Currently, we have 35 sections of fire hose that can be donated and used for training at the ACC Fire Academy.

FISCAL IMPACT:

There is no fiscal impact as the hose has reached its intended lifespan.

STAFF RECOMMENDATION:

Staff recommends that Council formally approve the donation of 10 sections of 5-inch large-diameter fire hose and 25 sections of 1.75" fire hose to the Alamance Community College (ACC) Fire Academy.

SUGGESTED MOTION(S):

Approve donating 10 sections of 5-inch large-diameter supply hose and 25 sections of 1.75" fire hose to Alamance Community College Fire Academy.



**RESOLUTION AUTHORIZING THE CONVEYANCE OF SURPLUS FIRE HOSE TO
ALAMANCE COMMUNITY COLLEGE PURSUANT TO N.C.G.S. § 160A-274**

WHEREAS, the City of Graham Fire Department owns surplus fire hose consisting of:

- Ten (10) sections of 5-inch Large Diameter Supply Hose; and
- Twenty-five (25) sections of 1.75-inch Fire Hose;

WHEREAS, the above-referenced fire hose has reached its intended service life for emergency response operations in accordance with National Fire Protection Association (NFPA) 1962 and has been replaced through the City's scheduled hose replacement program; and

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

WHEREAS, the City of Graham has determined that it is in the best interest of the City to convey the above-described surplus fire hose to Alamance Community College for no consideration; and

WHEREAS, the Alamance Community College Fire Academy provides critical training and certification for future firefighters, many of whom ultimately serve the City of Graham Fire Department and other fire departments throughout the region; and

WHEREAS, the City of Graham has determined that donating the surplus fire hose to the Alamance Community College Fire Academy will continue to provide a significant public benefit by enhancing firefighter training while extending the useful life of equipment no longer suitable for front-line emergency service.

THEREFORE, THE GRAHAM CITY COUNCIL RESOLVES THAT:

1. The City of Graham hereby conveys to Alamance Community College the following surplus property:
 - Ten (10) sections of 5-inch Large Diameter Supply Hose; and
 - Twenty-five (25) sections of 1.75-inch Fire Hose.
2. The property herein described shall be conveyed for consideration of continued public benefit through firefighter education and training.

3. The City Manager, Finance Officer, and City Clerk are authorized to execute all documents necessary to complete the conveyance authorized by this Resolution.

Adopted this 14th day of July 2026.

Chelsea Dickey, Mayor

Attest:

Renee Ward, City Clerk

STAFF REPORT

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

REQUESTED ACTION:

Approve the amended street closure for the 6th Annual Esperanza Hispanic Heritage Festival on September 26, 2026, to include closure of the City parking lot beside Roasted Coffee Depot.

BACKGROUND/SUMMARY:

Yholima Vargas and Kim Willard requested and received approval to close the 100 block of W. Elm Street for the 6th Annual Esperanza Hispanic Heritage Festival at the March 2026 City Council meeting. The parking lot beside Roasted Coffee Depot was initially included but removed due to the potential new park at that location. With the expectation of the new park no longer being in conflict with the event, the applicant is requesting use of the space along with the already approved closure of W. Elm Street. 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 amended request from Yholima Vargas and Kim Willard for the 6th Annual Esperanza Hispanic Heritage Festival on September 26, 2026, to include the City parking lot beside Roasted Coffee Depot.



1. Your email: Esperanzafestival@gmail.com
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 - 12:00 pm 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 + City parking lot besides
Roasted Coffee Depot

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

Portable toilet company name: Lloyd's

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

programs@alamancearts.org

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
huepaculture@yahoo.com

29. How many years has this event taken place? 5 2021-2025

APPROVED BY:

Supervisor Signature

Date

Vice President Signature

Date

HR Director Signature

Date

President Signature

Date

Please submit this original, signed agreement to Human Resources. The supervisor should provide a copy of this signed agreement to the employee and retain a copy for their records.

January 5, 2023

CITY OF
Graham
NORTH CAROLINA
STAFF REPORT

SUBJECT:	ANNEXATION OF .73 +/- ACRES ON E HARDEN STREET
PREPARED BY:	CAMERON WEST, SENIOR PLANNER

REQUESTED ACTION:

Approve the resolution fixing a date of August 11, 2026, for a public hearing on the question of a contiguous annexation pursuant to G.S. 160A-31 for a tract of land totaling .73 +/- acres.

BACKGROUND/SUMMARY:

The .73-acre area being considered for annexation is contiguous. The property owner has connected to public water on the site for the use of a commercial property. Approval of this resolution does not finalize the annexation, as the council is required to advertise and conduct a public hearing, followed by a vote on an annexation ordinance.

FISCAL IMPACT:

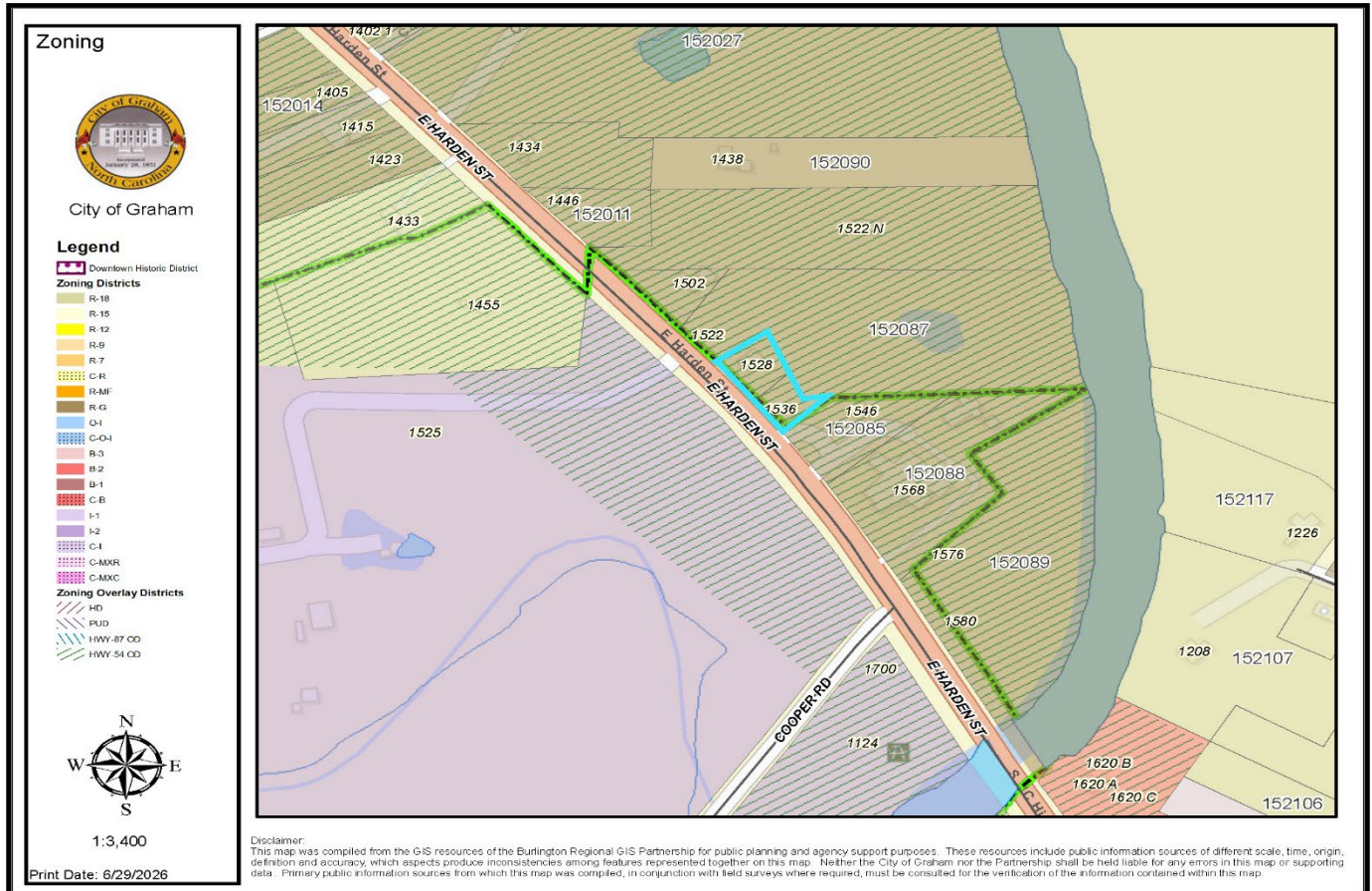
New commercial property generally creates a positive tax revenue for the City, and because the public services are already connected at this site, the cost is minimal.

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTION(S)

1. I move we approve the resolution directing the City Clerk to investigate a petition received under G.S. 160A-31 for potential contiguous annexation of GPIN 8893170556 & 8893171427.
2. I move we approve the resolution fixing the date of August 11, 2026, for a public hearing on the question of annexation pursuant to G.S. 160A-31 for .73 (+/-) acres.



**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED
UNDER G.S. 160A-31 LOCATED OFF E HARDEN STREET
GPIN: 8893170556 & 8893171427
(AN2601)**

WHEREAS, a petition requesting annexation of an area described in said petition was received on July 14, 2026, by the Graham City Council; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

WHEREAS, the City Council of the City of Graham deems it advisable to proceed in response to this request for annexation.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Graham:
That the City Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify as soon as possible to the City Council the result of her investigation.

Chelsea Dickey, Mayor

ATTEST:

Renee M. Ward, City Clerk

**RESOLUTION FIXING DATE OF AUGUST 11, 2026, FOR A PUBLIC HEARING ON THE
QUESTION OF A CONTIGUOUS ANNEXATION OF TWO LOTS PURSUANT TO
G.S. 160A-31 FOR 0.73+/- ACRES LOCATED OFF E HARDEN STREET
(AN2601)**

WHEREAS, a petition requesting annexation of the contiguous area described herein has been received;
and

WHEREAS, certification by the City Clerk as to the sufficiency of the petition has been made.

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

Section 1. A public hearing on the question of annexation of the area described herein will be held
at the City Hall, 201 S. Main Street, Graham, NC, at 6:00 pm on August 11, 2026.

Section 2. The area proposed for annexation is described as follows:

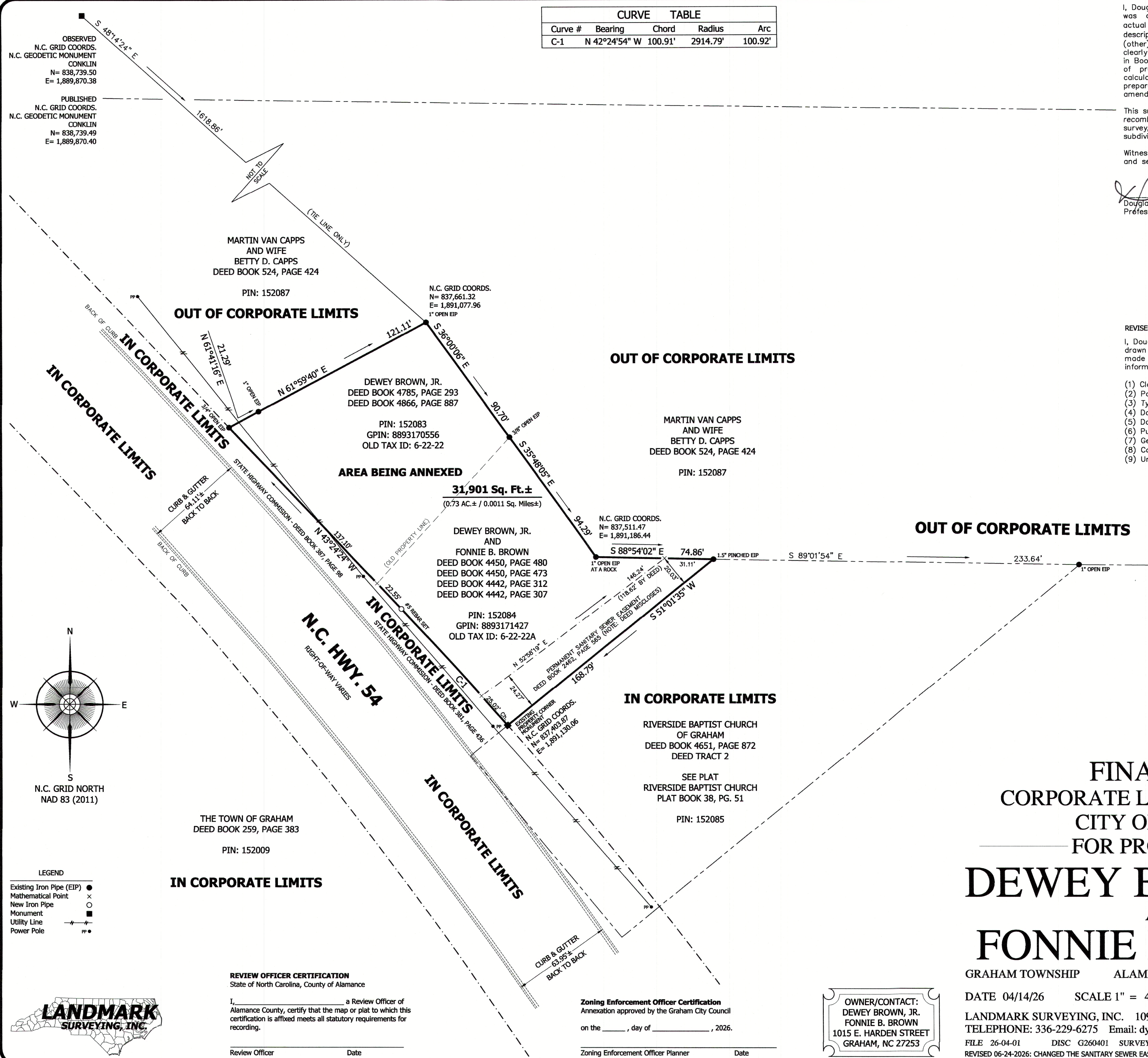
Legal Description GPIN#: 8893170556 & 8893171427

Beginning at a 1" open iron pipe, a corner with Martin Van Capps and having N.C. Grid Coordinates of North 837,661.32 & East 1,891,077.96, said beginning being S 48°14'24" E 1,618.86' from N.C Geodetic Monument "Conklin" having observed N.C. Grid Coordinates of North 838,739.50 & East 1,889,870.38, thence with the line of Martin Van Capps S 36°00'06" E 90.70' to an existing 3/8" open iron pipe and thence continuing S 35°48'05" E 94.29' to an existing 1" open iron pipe, said iron pipe having N.C. Grid Coordinates of North 837,511.47 & East 1,891,186.44 and being a corner with Martin Van Capps. Thence continuing with the line of Capps S 88°54'02" E 74.86' to a 1.5" existing pinched iron pipe in the line of Capps and a corner with Riverside Baptist Church. Thence with the line of Riverside Baptist Church S 51°01'35" W 168.79' to an existing concrete monument on the northern right-of-way of N.C. Highway 54. Said monument has N.C. Grid Coordinates of North 837,403.87 & East 1,891,130.06. From the said monument, the line continues with N.C Highway 54 along a curve having a radius of 2,914.79' and a bearing of N 42°24'54" W with a Chord distance of 100.91' and an Arc distance of 100.92' to a #5 rebar set by Landmark Surveying, Inc. Thence continuing along the Right-of-way of N.C. Highway 54 a bearing and distance of N 43°24'24" W 22.55' to a mathematical point and thence again N 43°24'24" W 137.10' to an existing 3/4" open iron pipe a corner with Martin Van Capps. Thence continuing with line of Capps N 61°41'16" E 21.29' to an existing 1" open iron pipe in the line of Capps and thence N 61°59'40" E 121.11' to the beginning and having an area of 31,901 Sq. Ft.± / 0.73 Acres± / 0.0011 Sq. Miles as shown on a plat titled Final Plat – Corporate Limits Extension - City Of Graham – For Property of Dewey Brown, Jr. and Fannie B. Brown.

Attest:

Chelsea Dickey, Mayor

Renee M. Ward, City Clerk



CURVE TABLE				
Curve #	Bearing	Chord	Radius	Arc
C-1	N 42°24'54" W	100.91'	2914.79'	100.92'

I, Douglas R. Yarbrough, certify that this plat was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book SEE, Page MAP, etc.) (other); that the boundaries not surveyed are clearly indicated as drawn from information found in Book _____, page _____; that the ratio of precision or positional accuracy as calculated is 1:10,000; that this plat was prepared in accordance with G.S. 47-30 as amended.

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.

Witness my original signature, license number and seal this 23 day of APRIL, A.D., 2026.

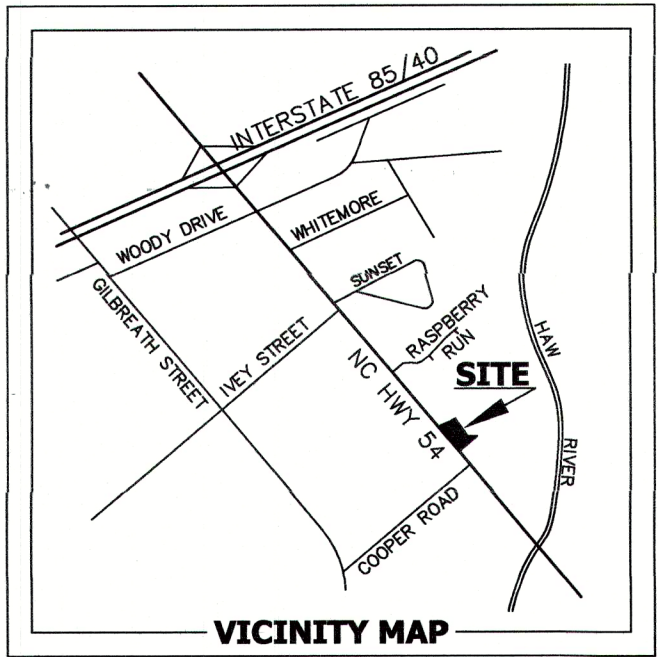
Douglas R. Yarbrough 06/24/2026
Douglas R. Yarbrough Date
Professional Land Surveyor, L-3395



REVISED 06-24-2026: CHANGED THE SANITARY SEWER EASEMENT.

I, Douglas R. Yarbrough, PLS, certify that this map was drawn under my supervision from an actual GPS survey made under my supervision and the following information was used to perform the survey:

- (1) Class of survey: CLASS A
- (2) Positional accuracy: 0.10'
- (3) Type of GPS field procedure: REAL TIME KENEMATIC
- (4) Dates of survey: APRIL 02, 2026
- (5) Datum/Epoch: NAD 83(2011)
- (6) Published/Fixed-control use: LOCAL CORS STATIONS (VRS)
- (7) Geoid model: CONTINENTAL NGS2018.gsb
- (8) Combined grid factor(s): 0.99995001 GROUND TO GRID
- (9) Units: US SURVEY FEET



FINAL PLAT
CORPORATE LIMITS EXTENSION
CITY OF GRAHAM
FOR PROPERTY OF
DEWEY BROWN, JR.
AND
FONNIE B. BROWN

GRAHAM TOWNSHIP ALAMANCE COUNTY NORTH CAROLINA

DATE 04/14/26 SCALE 1" = 40'

LANDMARK SURVEYING, INC. 109 E. HARDEN STREET GRAHAM, N.C. 27253
TELEPHONE: 336-229-6275 Email: dylandmark@triad.rr.com FIRM LICENSE: C-0862

FILE 26-04-01 DISC G260401 SURVEY BY DM,MM DWG BY GS APP'D BY DRY
REVISED 06-24-2026: CHANGED THE SANITARY SEWER EASEMENT.

OWNER/CONTACT:
DEWEY BROWN, JR.
FONNIE B. BROWN
1015 E. HARDEN STREET
GRAHAM, NC 27253

REVIEW OFFICER CERTIFICATION
State of North Carolina, County of Alamance

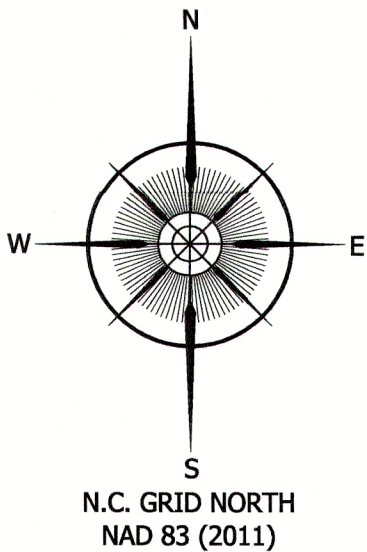
I, _____ a Review Officer of Alamance County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Review Officer Date

Zoning Enforcement Officer Certification
Annexation approved by the Graham City Council

on the _____, day of _____, 2026.

Zoning Enforcement Officer Planner Date



- LEGEND
- Existing Iron Pipe (EIP) ●
 - Mathematical Point ×
 - New Iron Pipe ○
 - Monument ■
 - Utility Line —
 - Power Pole PP ●



\$250



Petition for ANNEXATION

P.O. Drawer 357
201 South Main Street
Graham, NC 27253
(336) 570-6705
Fax (336) 570-6703
www.cityofgraham.com

To the City Council of the City of Graham, NC:

1. We, the undersigned owners of real property, respectfully request that the area described in paragraph 2 below be annexed into the City of Graham.

☒ If applicable as "income-based": We believe that this petition meets the requirements of G.S. 160A-31(b1).

☐ If applicable as "distressed": We believe that this petition meets the requirements of G.S. 160A-31(j).

2. The area to be annexed is ☒ contiguous, as defined by 160a-31 ☐ non-contiguous, as defined by 160a-58 to the City of Graham and the boundaries of such territory are as follows:

General description of area to be annexed

1528 E. HARDEN ST.
GRAHAM, NC 27253

Attach the following:

☒ Annexation Plat – 1 paper copy, 2 mylars and 1 pdf. In addition to standard plat information, also include tax map numbers of all parcels and total square miles and acreage of area to be annexed.

☒ Metes and Bounds Description – 1 paper and 1 digital copy

3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or G.S. 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate yes below and attach proof.)

Name	Address	Vested rights?	Signature
Dewey A. Brown JR	1015 E. Harden St. Graham, NC 27253		Dewey A. Brown Jr.
	P.O. Box 411		
	Graham, NC		
	27253		

attach additional sheets if necessary...

CITY OF
Graham
NORTH CAROLINA
STAFF REPORT

SUBJECT:	APPROVE PROJECT ORDINANCE FOR CAPITAL RESERVE PROJECTS
PREPARED BY:	MEGAN GARNER, CITY MANAGER

REQUESTED ACTION:

Approve project ordinance in the amount of \$3,115,265 for the capital projects approved by City Council during the Fiscal Year 2026-2027 budget process.

BACKGROUND/SUMMARY:

In accordance with the financial planning of capital items discussed by City Council, this allocation was originally funded in the General Fund's non-departmental account as approved in the Fiscal Year 2026-2027 budget adoption. If the project ordinance is approved, this would be the beginning of a pay as you go account for the capital project. Specifically, \$1,000,000 would be designated for a new fire apparatus, and \$2,115,265 would be designated for the fire station design and construction.

FISCAL IMPACT:

Project funds are currently funded and available in the General Fund's non-departmental account. This action is to move funds from the operating budget to a capital project.

STAFF RECOMMENDATION:

Approval.

SUGGESTED MOTION(S):

Make a motion to approve the project ordinance in the amount of \$3,115,265 for the capital projects approved by City Council during the Fiscal Year 2026-2027 budget process.

Capital Project Ordinance
Capital Improvements - Pay As You Go Fund
Fire Apparatus and Fire Station Design/Construction

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

- Section 1. The Project authorized is the Capital Improvements - Fire Apparatus and Fire Station Design/Construction Projects.
- Section 2. The officials of the City of Graham are hereby directed to proceed with this project within the terms of the project. Staff is authorized to execute change orders within the budget ordinance.

- Section 3. The following revenues are anticipated to be available to the City to complete the project:

Transfer from 10-6600-8500 (General Fund)	\$3,115,265
---	-------------

TOTAL **\$3,115,265**

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

Fire Apparatus	\$ 1,000,000
Fire Station Design/Construction	\$ <u>2,115,265</u>
TOTAL	\$ 3,115,265

- Section 5. The Finance Director shall report on the financial status of this project as directed by the City Council and will inform the Council of any unusual occurrences.

- Section 6. Copies of this project ordinance shall be made available to the City Manager and the Finance Director for direction in carrying out this project.

- Section 7. This ordinance shall take effect upon passage.

Adopted this the 14th day of July 2026.

Chelsea Dickey - Mayor

ATTEST:

Renee M. Ward – City Clerk



STAFF REPORT

SUBJECT:	REQUEST TO ACCEPT DONATION OF AN INSIGNIA F50 85" TV
PREPARED BY:	Brian Faucette, Director of Recreation and Parks

REQUESTED ACTION:

To accept a donation of an Insignia F50 85" TV to the Graham Recreation and Parks Department.

BACKGROUND/SUMMARY:

Recently, Shamrock Nutrition held a fundraising event to benefit the GRPD Afterschool Program. As part of that effort, they would like to donate an Insignia F50 85" TV to the GRPD.

FISCAL IMPACT:

The donation is valued at \$550.00. Minor expenses to mount the TV will be absorbed within the GRPD's general operating budget.

STAFF RECOMMENDATION:

Staff recommends that City Council accept the donation of an Insignia F50 85" TV (valued at \$550.00).

SUGGESTED MOTION(S):



STAFF REPORT

SUBJECT:	ROAD CLOSURES FOR GRPD PROGRAMS IN DOWNTOWN GRAHAM PROGRAM & RAIN DATES FOR: ARTS AROUND THE SQUARE – THURSDAYS AT SEVEN CONCERT SERIES – 9/11 COMMEMORATIVE 5K EVENT – PUMPKIN BASH
PREPARED BY:	Brian Faucette, Director of Recreation and Parks

REQUESTED ACTION:

The Recreation and Parks Department requests the following street closures for downtown programs in 2027:

- **Arts Around the Square:** closure of the 100 blocks of East and West Elm Streets, 100 blocks of North and South Main Streets, the public parking lot at the intersection of East Elm Street and Marshall Street, and the public parking lot on the 100 block of West Elm Street on Saturday, May 15, 2027 from 5:00 am to 6:00 pm. No rain dates.
- **Thursdays at Seven Concert Series:** closure of the 100 block of West Elm Street on May 27, June 24, July 22, August 26, September 9, & September 23 for the 2027 Thursdays at Seven Concert Series. All closures will begin at 5:00 pm and reopen by 11:30 pm. In the event a concert must be postponed, we also request the same closure as above on the following dates: June 3, 10, 17; July 1, 8, 15, 29; August 5, 12, 19; September 2, 16, 30; October 7, 14.
- **9/11 Commemorative 5K Event:** closure of the northbound lane of Maple Street from Pine Street to McAden Street, McAden Street from South Main Street to Maple Street, the southbound lane of South Main Street from Pine Street to McAden Street, Pine Street from South Main Street to Maple Street from 6:00 am to 11:00 am on Saturday, September 11, 2027. No rain dates.
- **Pumpkin Bash:** closure of the 100 blocks of East and West Elm Streets on Friday, October 29, 2027, from 3:00 pm to 10:30 pm and North and South Main Streets from 4:00 pm to 10:30 pm. No rain dates.

BACKGROUND/SUMMARY:

City Council has approved similar requested closures in past years.

GRPD staff and Graham Police Officers will continue to execute the closures and provide appropriate monitoring and security.



As in past years, alternative dates will give staff and vendors/bands the option to reschedule on days with possible inclement weather or when other issues arise.

FISCAL IMPACT:

No fiscal impact to the City of Graham aside from the regularly budgeted program expenses.

STAFF RECOMMENDATION:

Staff recommends the following:

1. Approve the closure of the 100 blocks of East and West Elm Streets, 100 blocks of North and South Main Streets, the public parking lot at the intersection of East Elm Street and Marshall Street, and the public parking lot on the 100 block of West Elm Street on Saturday, May 15, 2027 from 5:00 am to 6:00 pm for Arts Around Square;
2. Approve the closure of the 100 block of West Elm Street on May 27, June 24, July 22, August 26, September 9, & September 23 for the 2027 Thursdays at Seven Concert Series. All closures will begin at 5:00 pm and reopen by 11:30 pm. In the event a concert must be postponed, we also request the same closure as above on the following dates: June 3, 10, 17; July 1, 8, 15, 29; August 5, 12, 19; September 2, 16, 30; October 7, 14.
3. Approve the closure of the northbound lane of Maple Street from Pine Street to McAden Street, McAden Street from South Main Street to Maple Street, the southbound lane of South Main Street from Pine Street to McAden Street, and Pine Street from South Main Street to Maple Street from 6:00 am to 11:00 am on Saturday, September 11, 2027. No rain dates.
4. Approve the closure of the 100 blocks of East and West Elm Streets on Friday, October 29, 2027, from 3:00 pm to 10:30 pm and North and South Main Streets from 4:00 pm to 10:30 pm for Pumpkin Bash.

SUGGESTED MOTION(S):

I make a motion to approve the staff-recommended street closures for Arts Around the Square, Thursdays at Seven Concert Series, the 9/11 Commemorative 5k Event, and the Pumpkin Bash.



STAFF REPORT

SUBJECT:	BUDGET AMENDMENT – INSURANCE PROCEEDS
PREPARED BY:	ASSISTANT CHIEF DANIEL SISK

REQUESTED ACTION:

Approve the budget amendment to recognize \$24,503 in insurance reimbursement payments and increase the Police Department Capital Outlay Equipment account by \$24,503.

BACKGROUND/SUMMARY:

On April 18, 2026 a 2023 Dodge Durango Police Interceptor, owned by the City of Graham, was being operated by a sworn officer on their way to work when a 2010 Dodge Charger ran a stop side and collided with the city owned Dodge Durango.

The city owned vehicle was a total loss claim with an estimated value of \$24,503.

That amount was paid by the other vehicle's insurance carrier with the City of Graham as the payee.

This amount would be used towards the purchase of a replacement vehicle that was a total loss to the City of Graham.

FISCAL IMPACT: THIS WILL NOT IMPACT THE OPERATING BUDGET

There is no cost to the City of Graham, as the transferred funds come from an insurance disbursement of \$24,503.

STAFF RECOMMENDATION:

Approval



SUGGESTED MOTION(S):

Make a motion to approve a budget amendment adding \$24,503 from insurance proceeds to the Police Department's Capital Outlay Equipment account.

CITY OF GRAHAM
BUDGET AMENDMENT ORDINANCE
2026-2027

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT
THE 2026 - 2027 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:

Section 1.
EXPENDITURES

DEPARTMENT/ACCOUNT		APPROVED		AMENDED		INCREASE	(DECREASE)	INCREASE (DECREASE)
Police - Capital Outlay Equipment	\$	121,410.00	\$	145,913.00	\$	24,503.00		\$ 24,503.00
	\$	121,410.00	\$	145,913.00	\$	24,503.00	\$ -	\$ 24,503.00

Section 2.
REVENUES

		APPROVED		AMENDED		INCREASE	(DECREASE)	INCREASE (DECREASE)
Fund Balance	\$	4,614,287.00	\$	4,638,790.00	\$	24,503.00		\$ 24,503.00
	\$	4,614,287.00	\$	4,638,790.00	\$	24,503.00	\$ -	\$ 24,503.00

Adopted this 14th day of July 2026.

Attest:

Mayor Chelsea Dickey

Renee M. Ward, City Clerk



STAFF REPORT

SUBJECT:	BUDGET AMENDMENT – INSURANCE PROCEEDS
PREPARED BY:	ASSISTANT CHIEF DANIEL SISK

REQUESTED ACTION:

Approve the budget amendment to recognize \$2,285 in insurance reimbursement payments and increase the Police Department Repair & Maintenance (Vehicles) account by \$2,285

BACKGROUND/SUMMARY:

On June 21, 2026 a 2023 Ford Explorer Police Interceptor, owned by the City of Graham, was parked and unoccupied when it was struck by a 2010 Honda.

The estimated damage from that collision was \$2,285.

That amount was paid by the other vehicle's insurance carrier with the City of Graham as the payee.

This amount would be used to conduct the necessary repairs to the police vehicle.

FISCAL IMPACT: THIS WILL NOT IMPACT THE OPERATING BUDGET

There is no cost to the City of Graham as transferred funds come from an insurance disbursement in the amount of \$2,285

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTION(S):

Make a motion to approve a budget amendment adding \$2,285 from insurance proceeds to the Police Department's Repair and Maintenance (Vehicles) account.

CITY OF GRAHAM
BUDGET AMENDMENT ORDINANCE
2026-2027

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT
THE 2026 - 2027 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:

Section 1.
EXPENDITURES

DEPARTMENT/ACCOUNT		APPROVED		AMENDED		INCREASE	(DECREASE)	INCREASE (DECREASE)
Police - Repair & Maintenance Vehicles	\$	75,000.00	\$	77,285.00	\$	2,285.00		\$ 2,285.00
	\$	75,000.00	\$	77,285.00	\$	2,285.00	\$ -	\$ 2,285.00

Section 2.
REVENUES

		APPROVED		AMENDED		INCREASE	(DECREASE)	INCREASE (DECREASE)
Fund Balance	\$	4,612,002.00	\$	4,614,287.00	\$	2,285.00		\$ 2,285.00
	\$	4,612,002.00	\$	4,614,287.00	\$	2,285.00	\$ -	\$ 2,285.00

Adopted this 14th day of July 2026.

Attest:

Mayor Chelsea Dickey

Renee M. Ward, City Clerk



STAFF REPORT

SUBJECT:	STEWART PROPERTY PURCHASE
PREPARED BY:	MEGAN GARNER, CITY MANAGER

REQUESTED ACTION:

Approve a budget amendment in the amount of \$335,522 for the purchase of 1771 N. Jim Minor Road in Haw River, parcel ID number 152551, owned by Thomas and Linda Stewart, adjacent to Graham Regional Park, for the intended use of park and recreational facilities.

BACKGROUND/SUMMARY:

On November 4, 2025, City Council approved the following motion: Motion by Mayor Pro Tem Hall to approve the purchase of 1771 N. Jim Minor Road in Haw River, parcel ID number 152551, owned by Thomas and Linda Stewart, adjacent to Graham Regional Park, for the intended use of park and recreational facilities, for a purchase price not to exceed \$335,000, and approve the budget amendment recognizing \$307,725 in grants and \$27,275 in appropriated fund balance, seconded by Council Member Whitaker. The motion passed unanimously.

The grant funds included in the previously approved budget amendment were a reimbursement from the Teer property purchase, which the City did not receive in fiscal year 2026. Therefore, staff is requesting City Council approve the same budget amendment for the new fiscal year.

FISCAL IMPACT:

\$335,000

STAFF RECOMMENDATION:

Approval.

SUGGESTED MOTION(S):

Approve a budget amendment in the amount of \$335,522 for the purchase of 1771 N. Jim Minor Road in Haw River, parcel ID number 152551, owned by Thomas and Linda Stewart, adjacent to Graham Regional Park, for the intended use of park and recreational facilities.

CITY OF GRAHAM
BUDGET AMENDMENT ORDINANCE
2026-2027

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT
THE 2026 - 2027 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:

Section 1.
EXPENDITURES

DEPARTMENT/ACCOUNT		APPROVED		AMENDED		INCREASE		(DECREASE)		INCREASE (DECREASE)
Recreation - Capital Outlay Other Improvement	\$	18,000.00	\$	353,000.00	\$	335,000.00			\$	335,000.00
	\$	18,000.00	\$	353,000.00	\$	335,000.00	\$	-	\$	335,000.00

Section 2.
REVENUES

		APPROVED		AMENDED		INCREASE		(DECREASE)		INCREASE (DECREASE)
Miscellaneous Grants	\$	50,000.00	\$	357,725.00	\$	307,725.00			\$	307,725.00
Fund Balance	\$	4,584,727.00	\$	4,612,002.00	\$	27,275.00			\$	27,275.00
	\$	4,634,727.00	\$	4,969,727.00	\$	335,000.00	\$	-	\$	335,000.00

Adopted this 14th day of July 2026.

Attest:

Mayor Chelsea Dickey

Renee M. Ward, City Clerk

Expenditure 10-6200-7300
Revenue: 10-3280-0000
Revenue: 10-3900-0000

CITY OF
Graham
NORTH CAROLINA
STAFF REPORT

SUBJECT:	BUDGET AMENDMENT – ANNUAL INCENTIVE PAYMENT TO UPS
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

REQUESTED ACTION:

Approve the budget amendment in the amount of \$262,214 to be paid to UPS as outlined in the approved incentive agreement.

BACKGROUND/SUMMARY:

UPS has requested incentive payouts related to its 2020 agreement, signed jointly by Graham, Mebane, and Alamance County. The criteria for payment outlined in the attached agreement have been met, and each jurisdiction has been properly approached for payment.



FISCAL IMPACT:

An annual payment of \$262,214 from each unit is to be paid as outlined in the signed incentive agreement.

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTION(S)

I move we approve the budget amendment in the amount of \$262,214 to be paid to UPS as outlined in the approved incentive agreement.

CITY OF GRAHAM
BUDGET AMENDMENT ORDINANCE
2026-2027

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT
THE 2026 - 2027 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:

Section 1.
EXPENDITURES

DEPARTMENT/ACCOUNT	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Administration - Economic Development	20,000.00	282,214.00	262,214.00		262,214.00
			-		-
	20,000.00	282,214.00	262,214.00	-	262,214.00

Section 2.
REVENUES

	APPROVED	AMENDED	INCREASE	(DECREASE)	INCREASE (DECREASE)
Fund Balance Appropriation	\$4,322,513.00	\$4,584,727.00	\$262,214.00		\$262,214.00
	\$4,322,513.00	4,584,727.00	262,214.00	-	262,214.00

Adopted this 14th day of July 2026.

Attest:

Mayor Chelsea Dickey

Renee M. Ward, City Clerk

STATE OF NORTH CAROLINA

COUNTY OF ALAMANCE

AGREEMENT

This AGREEMENT, made and entered into this 19th day of August 2020, by and between UNITED PARCEL SERVICE, INC. (Ohio), an Ohio corporation authorized to do business in North Carolina, (hereinafter sometimes referred to as the "Company"), and the CITY OF MEBANE, a North Carolina municipal corporation (hereinafter sometimes referred to as

"Mebane"), the CITY OF GRAHAM, a North Carolina municipal corporation (hereinafter sometimes referred to as "Graham") and ALAMANCE COUNTY, a North Carolina County (hereinafter sometimes referred to as "County"). (Mebane, Graham and County are sometimes referred to collectively as the "Units").

RECITALS:

- A. The Company which is presently located worldwide, is considering locating a new distribution facility (hereinafter "Facility") in the North Carolina Commerce Park (hereinafter sometimes referred to as "NCCP"), which is an economic development zone under an extended agreement between Graham, Mebane and the County, and will construct a new building and install machinery and equipment with said Facility to be in service no later than **December 31, 2024** ("Completion Date"), and to be located within the corporate limits of Mebane, Alamance County, North Carolina.
- B. The Facility will involve new capital investment (including, building, machinery and equipment) of approximately Two Hundred Sixty-Two Million Two Hundred Fourteen Thousand Dollars (\$262,214,000).
- C. The Facility will create Four Hundred Fifty (451) full-time employment positions with average salaries of Sixty-Five Thousand One Hundred Forty-Seven Dollars (\$65,147).
- D. Some elements of said job creation and investment may be made by an affiliated entity or successors to the Company, but for the purposes of this Agreement, shall be deemed to have been made by the Company.
- E. It is contemplated that the Facility will be located upon property upon which or through which the Units may need to construct, install, maintain and operate water and sewer utilities and transportation routes to serve other properties.
- F. The County, Graham, and Mebane find that in order to aid and encourage the construction of the Facility and installation of the machinery and equipment in the NCCP, it is necessary and desirable to assist and reimburse the Company for a portion of its land purchase, construction costs and new equipment costs.
- G. Pursuant to G.S. Section 160A-20.1, 158-7.1, and 158-7.2, as construed by the North Carolina Supreme Court in its opinion in Maready v. The City of Winston-Salem, et al,

342 N.C. 708 (1996), the Units may enter into an agreement with the Company in connection therewith.

- H. The Units find that conveyance of real property and reimbursing the Company for a portion of its construction and equipment costs serves a public purpose and will increase the taxable property base for the County and Cities and help create not less than Four Hundred Fifty (451) new jobs in the County by the Completion Date, all of which will result in an added and valued benefit to the taxpayers of the County and Cities.

NOW, THEREFORE, in consideration of the mutual provisions and covenants herein, and other good and valuable consideration which the parties hereby acknowledge, The Company, The County, Mebane and Graham agree as follows:

1. To assist the Company in its site acquisition, Facility construction, and machinery and equipment installations, and subject to the requirements hereinafter set forth, each Unit agrees to award an Incentive Grant to the Company for a portion of said construction and installation costs in the amount of One Million Three Hundred Eleven Thousand Seventy Dollars (\$1,311,070), for a total of Three Million Nine Hundred Thirty-Three Thousand Two Hundred Ten Dollars (\$3,933,210) the ("Incentive Funds"). In performance of all activities involved in this site acquisition and Facility construction, as well as in the machinery installation, the Company shall have full discretion to make all decisions regarding such improvements and contracting and purchasing without the joinder or approval of the Units except for the requirements set forth in Paragraph 8 below. These payments of cash grants from Alamance, Graham and Mebane to the Company shall be made as follows:
 - a. A payment of Seven Hundred Eighty-Six Thousand Six Hundred Forty-Two Dollars (\$786,642) shall be paid by the Units in equal sums of Two Hundred Sixty-Two Thousand Two Hundred Fourteen Dollars (\$262,214) from each Unit, to the Company one year after the Facility has received its final certificate of occupancy, and the Company has certified to the Units that Four Hundred Fifty (451) full-time positions have been filled at the Facility, provided, however, that all property tax liabilities on the above referenced Facility and machinery and equipment (in the above agreed amount) shall have been paid by the Company for the fiscal year in which the certificate of occupancy has been issued. In the event that there are any outstanding property tax liabilities on the above referenced Facility and machinery and equipment at the time such payment contemplated herein is due, such payment shall be delayed until the date that is ten (10) days after such outstanding property tax liabilities have been paid.
 - b. Four (4) additional payments of Seven Hundred Eighty-Six Thousand Six Hundred Forty-Two Dollars (\$786,642) shall be paid by the Units in equal sums of Two Hundred Sixty-Two Thousand Two Hundred Fourteen Dollars (\$262,214) from each Unit, annually to the Company on the anniversary date of the first payment in (a) above provided that there are no outstanding property tax liabilities

on the above referenced Facility and machinery and equipment. In the event that there are any outstanding property tax liabilities on the above referenced Facility and machinery and equipment at the time such payment contemplated herein is due, such payment shall be delayed until the date that is thirty (30) days after such outstanding property tax liabilities have been paid.

- c. All payments provided for in subparagraphs (a) and (b) shall be made no later than Thirty (30) calendar days after satisfaction of the requirements described in the subparagraphs. Any payment due hereunder shall be adjusted so that the total payments to the Company shall not exceed one half of one percent (0.5%) times the annual taxable value of the property (excluding land, but expressly including all improvements located thereon) maintained by the Company for ad valorem tax purposes during the year period beginning at the issuance of Certificate of Occupancy. All payments are subject to the requirement that not less than Four Hundred Fifty-One (451) full-time jobs shall be maintained by the Company at the Facility.
- d. In the event of the Company's failure to create Four Hundred Fifty-One (451) jobs and/or invest \$262,214,000 by the Completion Date, the Units shall grant a reasonable extension of time to the Company to meet the job and investment criteria in this Agreement or otherwise agree to such other performance criteria that equate to a similar economic and fiscal return to the Units. In such case, the cash grant payments shall be pro-rated, using the actual number of jobs as the numerator and the Four Hundred Fifty-One (451) jobs as the denominator. Provided however, no incentive grant payments will be made if the jobs do not equal at least Three Hundred Forty (340), the "minimum number of jobs."
- e. In the event that the Company fails to make the full investment of \$262,214,000 by the Completion Date, as it may be extended, the cash grant payments will be pro-rated using the \$262,214,000 as the denominator and the taxable value as the numerator, which in turn shall be multiplied times that cash grant for the applicable fiscal year of the Units, however, the denominator may be modified pursuant to the terms of this Agreement.
- f. In the case of the facts in "d" or "e" above, necessitating a prorating, the jobs required and the capital investment shall each count for Fifty percent (50%) of the incentive grant amounts. By way of example, assume the following:

Actual Jobs	360
Projected Jobs	451
Percentage of Total	79%
Times Fifty Percent	39.5%

Actual Investment	\$220,000,000
Projected Investment	\$262,214,000
Percentage of Total	83%
Times Fifty Percent	41.5%

Addition of jobs percentage and investment percentage equals Eighty-One Percent (81%) times the Incentive Grants provided for herein.

- g. Mebane agrees to waive local impact and inspection fees, up to the amount of One Hundred Fifty Thousand Dollars (\$150,000).
 - h. At Company's purchase of the real property upon which the Facility will be built, Mebane and Graham agree to convey to Company marketable fee simple title to the real property detailed in the attached Exhibit A (the "Real Property") which is incorporated herein by reference, which property has a determined fair market value of Four Hundred Ninety Thousand Dollars (\$490,000).
- 2. Notwithstanding anything contained herein to the contrary, the parties hereto covenant and agree that the real estate conveyance and Incentive Funds (collectively, "Incentives") are a material consideration in the Company's decision to locate the Facility in Mebane, Alamance County, North Carolina, that the Company would not have located its Facility in Mebane, Alamance County, North Carolina without the Incentives and that the Company will be substantially harmed in the event that the Units obligations are not satisfied as provided herein.
- 3. During the performance of the Agreement, the Company agrees to allow representatives of the Units to enter upon its property during normal business hours upon forty-eight hours prior notice for the purpose of confirming the new construction and the purchase of new equipment has occurred. To the extent allowed by applicable law, the Units covenant and agree to protect, and not use or disclose, any of the Company's confidential or proprietary information.
- 4. If prior to the Units expending monies, for any reason whatsoever the Company chooses not to make the above referenced investments and to cancel this Agreement, it may do so by providing written notice. Upon such notification, this Agreement shall be cancelled and all of its terms and conditions shall become void. If, however, the Company chooses not to make the above referenced investment and any one of the Units has expended funds or if the Real Property has been conveyed, the Company shall be liable for a return or pay-back of the government funds expended and shall re-convey the Real Property to Mebane and Graham by general warranty deed free and clear of all liens and encumbrances as hereinafter stated.
- 5. The Company agrees, upon request of the Units, to make full and accurate accounting to the Units of all expenditures and construction and acquisition of equipment referenced above as required by this Agreement upon completion of total investment and the granting of the Final Certificate of Occupancy. The Company shall make such accounting as is necessary to verify construction and purchase of equipment and after such construction and purchase of equipment has been verified, the Company shall have no further obligations to account to the City for any other expenses incurred. The parties

understand that the Incentive Grant amounts are based upon the taxable value of the invested amounts as determined by law.

6. The Company shall observe all federal, state and local laws, rules and regulations governing labor and employment and shall not discriminate against any person on the grounds of race, color, national origin, sex, age, or disability in the administration of this Agreement nor shall any person be excluded from participation in, or be denied the benefits of, any project constructed under this Agreement on the grounds of race, color, national origin, sex, age, or disability.
7. The Units respectively bind themselves, their successors, assigns, and legal representatives to other parties hereto and those parties' successors, assigns, and legal representatives, in respect to covenants, agreements, and obligations contained herein. No party to this Agreement shall assign the Agreement or any of the obligations or rights described herein without written consent of the other. If either party attempts to make such an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Agreement. The Company may assign this Agreement to a subsidiary, parent or affiliated company, with the written consent of the Units which shall not be unreasonably conditioned, delayed or withheld.
8. This Agreement may be modified only by a written agreement executed which must be approved by the Units by all parties hereto. The contractual commitments provided for herein and made by the parties hereto shall be deemed to continue into the future, survive and remain binding upon future elected and appointed officials to the full extent permitted under applicable law. This Agreement may be executed in counterparts separately with the resultant executed counterparts forming a single Agreement.
9. In the event of such cancellation of the Agreement described above, the Units shall have no further obligations to make any further payments as called for in this Agreement.
10. The parties and each person executing this Agreement on behalf thereof represent and warrant that they have the full right and authority to enter into this Agreement, which is binding, and to sign on behalf of the party indicated, and are acting on behalf of themselves, the constituent members and the successors and assigns of each of them. The parties agree to reasonably assist one another and cooperate in the defense (should any defense ever be necessary) of this Agreement and/or the incentives granted hereunder, so as to support and in no way undercut the same. In the event that any of the incentives or other assignments of the Units are determined to be invalid, the Units agree that they will, to the fullest extent permitted by law, provide the Company with any permitted incentives of substantial equal value pursuant to one more or more replacement incentive grant programs.
11. No provision of this Agreement may be invalidated, except by the Superior Court of Alamance County which shall have sole jurisdiction over any disputes which arise under this Agreement or otherwise regarding the parties hereto, and further, venue shall be

proper and shall lie exclusively in the Superior Court of Alamance County, North Carolina.

If any such court holds any provision of this Agreement, invalid or unenforceable, then:

- a. Such holdings shall not invalidate or render unenforceable any other provision of this Agreement;
- b. Such provision shall be construed as closely as possible to the Party's Original intent in order to render such provision valid or enforceable, as applicable; and
- c. The remaining terms here, together with such reconstructive provision, shall constitute the parties' entire agreement hereof.

12. This Agreement sets forth the entire agreement between Units and the Company and supersedes any and all other agreements on this subject between parties.
13. In the event that, prior to completion of the Facility, the Units expend funds for any of the incentives provided for in this Agreement or convey real property to Company, whether for road infrastructure or cash grants, and the Company elects to cancel the Agreement or does not comply with its obligations to construct the Facility, the Company agrees to fully reimburse the Units for any amounts expended by them through the date of such cancellation and to re-convey any real property conveyed to Company pursuant to this Agreement. The Company shall reimburse the Units within thirty (30) days of written demand. In the event that Company fails to re-pay such amounts, the Units may recover the funds advanced under this Agreement plus all the costs of collection, including without limitation reasonable attorney fees.
14. Company acknowledges that the Units are governmental entities, and validity of this Agreement is based upon the availability of public funding under the authority of its statutory mandate. Subject to the provisions of Section 10, in the event that public funds are unavailable for the performance of a Unit's obligations under this Agreement, then this Agreement shall remain in full effect, provided, however, that the payment obligations of such Unit shall be temporarily suspended, without penalty to the Unit, immediately upon written notice to Company of the unavailability of public funds. At such time as such public funds are again available, the payment obligations of the Unit hereunder shall be deemed reinstated without necessity of further written agreement. It is expressly agreed that the Units shall not activate this "unavailability" provision for their convenience or to circumvent the requirements of this Agreement, but only as an emergency fiscal measure during a substantial financial crisis. In either event, the public parties agree that they will use best efforts to replace, through other sources available to them under law, funds due to the Company, as soon as practical. In the event of a change in a Unit's statutory authority, mandate and/or mandated functions by State and/or Federal legislative or regulatory action, which adversely affects such Unit's authority to continue its obligations under this Agreement, then this Agreement shall be suspended without penalty to such Unit upon written notice to Company of such limitations or change in the Unit's legal authority.

15. Company agrees that upon written request of the Units that company will grant to the requesting Unit(s), free of charge, easements that are, in the Company's sole discretion, reasonable and necessary for water and/or sewer utilities and for transportation services (including without limitation temporary construction and/or drainage easements) that serve the Facility and its property. The easements shall be in mutually agreeable form and substance consistent with the Units' standard form agreements. Any such easements shall be located in areas of Company's property which will not unreasonably interfere with Company's intended use of Company's Facility. The Company commits that it will favorably consider, on a case by case basis, any requests from such Units for similar easements to serve adjoining properties provided that such requested easements will not have a detrimental impact upon the Company's property or Facility operations.
16. At or prior to the execution of this agreement, Company shall provide to the Units a current certificate of incumbency, a resolution of the Company evidencing the Company's authority to execute this Agreement, the Certificates of Good Standing from the appropriate government offices and such other documents as Units may reasonably request.
17. As required by G.S. Section 158-7.1 (d2) (2), if the Company elects to assign its rights in whole or in part, to a third party purchaser of the real or personal property which is the basis of this Agreement, the third party shall be bound by this Agreement and shall execute an assignment confirming that it is a bound by the terms of this Agreement, including without limitation, the obligations if a default occurs. No such assignment shall relieve Company of any of its obligations hereunder.
18. Company agrees to maintain the Agreed Minimum Number of Employees at the Facility for the duration of this Agreement after the Completion Date, being the term of the Units' payments of Incentive Grant Funds. Failure of the Company to do so, is a default and breach of this Agreement, requiring the Company to return the Incentive Grant Funds paid and relieving the Units of making any additional Incentive Grant Fund payments.
19. Notwithstanding anything to the contrary stated herein, 1) the Units shall have no obligation to make any payments until the Property is annexed into the City of Mebane, for which Company agrees to submit a petition for annexation with the submission of an application for a building permit; and 2) the obligations of the Units shall cease and terminate at the seven year anniversary of this Agreement, __ __, 2027, regardless of the status of the Company's investment or employment.
20. Any notices required by this Agreement shall be mailed to the following persons:

If to the County:

Alamance County
Attn: Bryan Hagood, Manager
124 West Elm Street
Graham, NC 27253

With a copy to:

Clyde B. Albright
Alamance County Attorney
124 West Elm Street
Graham, NC 27253

If to Mebane:

City of Mebane
Attn: David Cheek, Manager
106 E. Washington Street
Mebane, 27302

With Copy to:

The Vernon Law Firm
Attn: E. Lawson Brown, Jr.
P.O. Drawer 2958
Burlington, NC 27216-2958

If to Graham:

City Manager
City of Graham
Attn: Frankie Maness
P.O. Drawer 357
Graham, NC 27253

With a copy to:

Robert Ward
City of Graham Attorney
344 Maple Avenue
Burlington, NC 27215

If to Company:

Aadarsha Basavarajurs
Us East Region Tax Director &
Global Tax Credits & Incentives Coordinator
UPS East Region
55 Glenlake Parkway NE
Atlanta, GA 30328

[Signatures Appear on Next Page]

IN WITNESS WHEREOF, the parties hereto have made and executed this agreement as of the day and year first above written.

"MEBANE"

CITY OF MEBANE

A municipal corporation of the State of North Carolina

By: Ed Hooks
Ed Hooks,
Mayor, City of Mebane



This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Jeanne Tate
Jeanne Tate, Mebane Finance Officer

10/23/2020
Date

Approved as to Legal Form and Sufficiency

E. Lawson Brown, Jr.
E. Lawson Brown, Jr., Mebane City Attorney

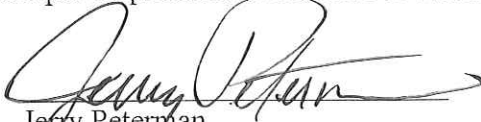
[Signatures Appear on Next Page]

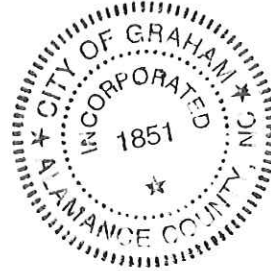
IN WITNESS WHEREOF, the parties hereto have made and executed this agreement as of the day and year first above written.

"GRAHAM"

CITY OF GRAHAM

A municipal corporation of the State of North Carolina

By: 
Jerry Peterman,
Mayor, City of Graham

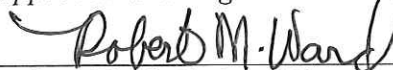


This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.


Julianne Cordon, Graham Finance Officer

10/14/2020
Date

Approved as to Legal Form and Sufficiency

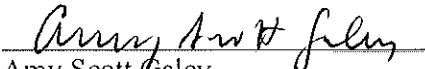

Robert Ward, Graham City Attorney

[Signatures Appear on Next Page]

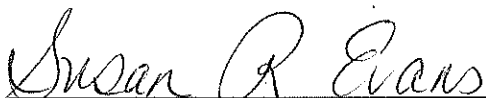
IN WITNESS WHEREOF, the parties hereto have made and executed this agreement as of the day and year first above written.

ALAMANCE COUNTY

A political subdivision of the State of North Carolina

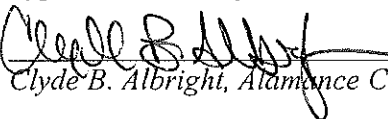
By: 
Amy Scott Galey,
Chairman, Alamance County Board of Commissioners

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.


Susan Evans, Alamance County Finance Officer

8/19/2020
Date

Approved as to Legal Form and Sufficiency

 8/19/2020
Clyde B. Albright, Alamance County Attorney

IN WITNESS WHEREOF, the parties hereto have made and executed this agreement as of the day and year first above written.

UNITED PARCEL SERVICE, INC.

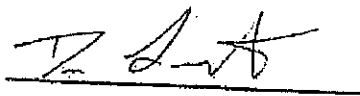
By:  (SEAL)
Name: Don Lancaster
Title: Vice President

UNITED PARCEL SERVICE, INC.
(an Ohio corporation)

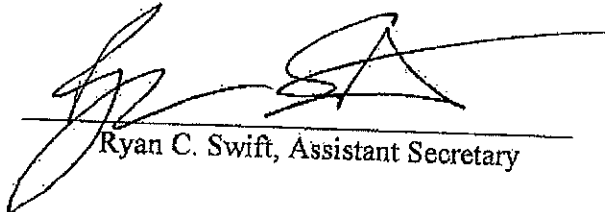
Incumbency Certificate

I, Ryan C. Swift, certify that I am an Assistant Secretary of United Parcel Service, Inc., an Ohio corporation (the "Corporation"), and that as such, I am authorized to execute and deliver this certificate on behalf of the Corporation.

I further certify that the signature set forth opposite her name below is her true and genuine signature:

<u>Name</u>	<u>Official Capacity</u>	<u>Signature</u>
Donald P. Lancaster	Assistant Secretary and Assistant Treasurer	

WITNESS my signature this 18th day of November, 2020.


Ryan C. Swift, Assistant Secretary



NORTH CAROLINA

Department of the Secretary of State

CERTIFICATE OF AUTHORIZATION

I, Elaine F. Marshall, Secretary of State of the State of North Carolina, do hereby certify that

UNITED PARCEL SERVICE, INC.

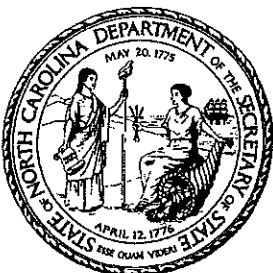
a corporation organized under the laws of Ohio was authorized to transact business in the State of North Carolina by issuance of a certificate of authority on the 7th day of April, 1967.

I FURTHER certify that the said corporation's certificate of authority is not suspended for failure to comply with the Revenue Act of the State of North Carolina; that the said corporation's certificate of authority is not revoked for failure to comply with the provisions of the North Carolina Business Corporation Act; that its most recent annual report required by G.S. 55-16-22 has been delivered to the Secretary of State; and that a certificate of withdrawal has not been issued in the name of the said corporation as of the date of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Raleigh, this 12th day of November, 2020.

Elaine F. Marshall

Secretary of State



Scan to verify online.



STAFF REPORT

SUBJECT:	FEDERAL FORFEITURE FUND BUDGET AMENDMENT 202-2027
PREPARED BY:	ASSISTANT CHIEF DANIEL SISK

REQUESTED ACTION:

The Graham Police Department requests the transfer of federal drug forfeiture revenue to the Police Department account number 20-5100 for use.

BACKGROUND/SUMMARY:

The Graham Police Department participates in The Department of Justice Asset Forfeiture Program. This program “is a nationwide law enforcement initiative that removes the tools of crime from criminal organizations, deprives wrongdoers of the proceeds of their crimes, recovers property that may be used to compensate victims, and deters crime” (DOJ, 2009). “One of the ancillary benefits of asset forfeiture is the potential to share federal forfeiture proceeds with cooperating state and local law enforcement agencies through equitable sharing” (DOJ, 2018). Being one of the recipient agencies, the police department receives these funds as we participate in certain investigations.

To use these funds, as directed by NCGS 159-8 contained in the Local Government Budget and Fiscal Control Act, the law enforcement agency’s governing body must authorize the transfer of these revenue funds to a required, separate, budgeted account for its use. The use of these funds rest with the law enforcement agency head. Equitably shared funds shall be used by law enforcement agencies for law enforcement purposes only to add to the department’s budget, not supplement.

The Police Department is requesting a budget amendment on behalf of Chief BC Neil for the use of these funds. This request is in compliance with the rules and regulations for the use of forfeiture funds under Federal guidelines.



FISCAL IMPACT: THIS WILL NOT IMPACT THE OPERATING BUDGET

There is no cost to the City of Graham as transferred funds come from the equitable sharing program. The funds to be transferred to the federal drug fund budget total \$30,000.

STAFF RECOMMENDATION:

Approval

SUGGESTED MOTION(S):

Make a motion to approve a budget amendment recognizing \$30,000.00 in federal drug forfeiture revenue.

CITY OF GRAHAM
BUDGET AMENDMENT ORDINANCE
2026-2027

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAHAM THAT
THE 2026 - 2027 BUDGET ORDINANCE SHALL BE AND IS HEREBY AMENDED AS FOLLOWS:

Section 1.
EXPENDITURES

DEPARTMENT/ACCOUNT	APPROVED		AMENDED	INCREASE		(DECREASE)	INCREASE (DECREASE)
Police - Professional Services	\$	-	\$ 30,000.00	\$	30,000.00		\$ 30,000.00
	\$	-	\$ 30,000.00	\$	30,000.00	\$ -	\$ 30,000.00

Section 2.
REVENUES

	APPROVED		AMENDED	INCREASE		(DECREASE)	INCREASE (DECREASE)
Federal Drug Funds	\$	-	\$ 30,000.00	\$	30,000.00		\$ 30,000.00
	\$	-	\$ 30,000.00	\$	30,000.00	\$ -	\$ 30,000.00

Adopted this 14th day of July 2026.

Attest:

Mayor Chelsea Dickey

Renee M. Ward, City Clerk

tufano media

STRATEGIC COMMUNICATIONS

FROM: TUFANO MEDIA GROUP
4012 FINE ROBE DR.
INDIAN TRAIL, NC 28079

INVOICE #002646
DATE: MAY 20, 2026

TO: GRAHAM POLICE DEPARTMENT
216 S MAPLE ST
GRAHAM, NC 27253

DESCRIPTION	HOURS	RATE	AMOUNT
<u>Annual Communications Support Retainer</u> Tufano Media Group will continue its partnership with the Graham Police Department, providing strategic support, training, and advisory services in public relations and overall communications. This ongoing collaboration will include the development and monitoring of social media content, implementation of a cohesive digital strategy, and real time engagement analytics. Our partnership will continue to advance a communications framework centered on proactive storytelling and positive messaging, reinforcing transparency, building public trust, and strengthening community relations.	July 2026	Annual	\$30,000.00
			TOTAL \$30,000

Checks Payable to: Tufano Media Group, 4012 Fine Robe Drive Indian Trail, NC 28079

CITY OF GRAHAM
RELEASE ACCOUNTS

JULY

<u>ACCT #</u>	<u>YEAR</u>	<u>NAME</u>	<u>REASON FOR RELEASE</u>	<u>AMOUNT RELEASED</u>
19151	2025	NEWLIN, PRESTON C	SOLD BOAT IN 2024	\$44.13
19152	2025	NEWLIN, PRESTON C	SOLD MOTOR IN 2024	\$18.76

TOTAL RELEASES \$62.89



STAFF REPORT

SUBJECT:	ORDINANCE TO AMEND CANVASSERS' AND SOLICITORS' PERMIT PENALTY SECTION
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

REQUESTED ACTION:

Amend the Penalty section in the Code of Ordinances for Canvassers' and Solicitors' Permits.

BACKGROUND/SUMMARY:

At the conclusion of the May 12th City Council meeting, staff was directed by Council to review our current ordinances pertaining to Chapter 8, Article IV, Canvassers' and Solicitors' Permit. It was suggested that staff amend the existing Penalty section to strengthen the current penalty from a civil penalty to include a criminal penalty. Second Reading and proposed adoption at the July 14, 2026 Council meeting.

FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

Approval. The following language addresses regulatory changes in accordance with legal review.

SUGGESTED MOTION(S):

I move to approve the Ordinance amendment to CHAPTER 8- BUSINESSES, ARTICLE IV- CANVASSERS' AND SOLICITORS' PERMIT, SECTION 8-114 of the Code of Ordinances.

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GRAHAM, AMENDING CHAPTER 8,
ARTICLE IV, SEC. 8-104 AND 113 TO THE CODE OF ORDINANCES OF THE CITY OF GRAHAM,
NORTH CAROLINA**

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

Sec. 1. That the Code of Ordinances, City of Graham, North Carolina, is hereby amended by amending sections 8-114, which said sections read as follows:

Chapter 8 – BUSINESSES

ARTICLE IV. – CANVASSERS’ AND SOLICITORS’ PERMIT

Sec. 8-114. - Penalty.

Any violation of this article shall subject violators to a civil penalty in the amount of \$50.00. Violators shall pay the penalty to the city tax collector's office within ten days of receipt. The failure of such violators to pay the civil penalty within the specified time shall subject such violators to a civil action to collect all penalties and costs for said violation, and any civil penalty that has not been paid, for which delinquent notice was sent, shall carry an additional late payment penalty of \$25.00. Continued violations shall subject violators to separate, distinct, and successive civil penalties.

ADD: Criminal penalty. In addition to, or in lieu of, such civil penalties or other remedies, a violation of this chapter shall constitute a Class 3 misdemeanor, pursuant to G.S. 160A-175 and G.S. 14-4, as amended.

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

This the 14th day of July 2026.

Chelsea Dickey, Mayor

ATTEST:

Renee M. Ward, City Clerk



STAFF REPORT

SUBJECT:	Revisions to City Ordinance Chapter 4 – Animals and Fowl Sec. 4-39 & 4-41
PREPARED BY:	Chief Brian C. Neil

REQUESTED ACTION:

Consider proposed revisions to City Ordinance Chapter 4 – Animals and Fowl Sec. 4-39 & 4-41, which proposes a criminal penalty in addition to, or in lieu of, such civil penalties or other remedies. (Second Reading)

BACKGROUND/SUMMARY:

Senate Bill 300, passed in September 2021, significantly altered how local governments enforce their rules by decriminalizing most local ordinance violations. Prior to SB 300, the default violation of any local ordinance in North Carolina was a Class 3 misdemeanor. SB 300 removed the default criminal penalties. Cities and counties can no longer rely on a general state law to make every ordinance violation a crime. Violations are now civil matters unless the local government specifically chooses to make a particular ordinance a misdemeanor. Cities can no longer enact an ordinance with criminal penalties at the same meeting where it was first introduced; a deliberate process must be followed.

The following revisions are proposed:

City Ordinance Chapter 4
Sec. 4-39 Running at large.

It shall be unlawful for any owner or keeper of a dog to permit any dog, at any time, to run at large on the streets or sidewalks of the city or off the premises of the owner or keeper. Outdoor enclosures cannot be smaller than ten feet by ten feet. Criminal penalty. In addition to, or in lieu of, such civil penalties or other remedies. A violation of this section shall constitute a Class 3 misdemeanor, pursuant to G.S. 160A-175 and G.S. 14-4, as amended.

Sec. 4-41. - Restraint of dangerous or potentially dangerous dogs.

- (a) It is unlawful for an owner or keeper to permit a dangerous or potentially dangerous dog to go beyond the owner's or keeper's property unless the dog is adequately restrained and muzzled or to leave a dangerous or potentially dangerous dog unattended on the owner's or keeper's property unless the dog is confined indoors or in a securely enclosed and locked pen as herein described or in another structure designed to adequately restrain the dog.



(b) Although each police officer shall enforce the provisions of this article, the determination of a dog being dangerous or potentially dangerous shall be made by the chief of police or the authorized officer as described herein.

(c) Notice of a violation of this article or a determination a dog is dangerous or potentially dangerous shall be made within 24 hours of a reported violation or determination if the owner or keeper of the dog is readily known. If the owner or keeper is not readily known after reasonable efforts are made to determine the owner or keeper, notice shall be given to a person who may own or reside on the premises where the dog is known to inhabit, be kept or found.

(d) The chief of police or the authorized officer shall give notice in writing to the owner or keeper, if the owner is not available or known, giving the reasons for the determination or possible determination, the right of hearing and appeal of such a determination, where the appeal shall be filed and the deadline to file an appeal.

(e) The owner may appeal the determination of the chief of police or the authorized officer to the review board by giving written notice of the appeal to the city clerk within five days of receipt of the determination. The dog will be subject to the provisions for restraint of dangerous or potentially dangerous dogs as provided under section 4-42 until a final determination. Appeal from a determination by the review board shall be by writ of certiorari to the court of proper jurisdiction.

(f) Criminal penalty. In addition to, or in lieu of, such civil penalties or other remedies, a violation of subsection A shall constitute a Class 3 misdemeanor, pursuant to G.S. 160A-175 and G.S. 14-4, as amended.

FISCAL IMPACT:

None.

STAFF RECOMMENDATION:

Consideration of proposed revisions at the May 12, 2026 meeting, second reading and adoption at the July 14, 2026 Council meeting.

SUGGESTED MOTION(S):

Consider proposed revisions to City Ordinance 4-39 & 4-41, which propose a criminal penalty in addition to, or in lieu of, such civil penalties or other remedies.

CITY OF
Graham
NORTH CAROLINA
STAFF REPORT

SUBJECT:	DOWNTOWN SOCIAL DISTRICT DISCUSSION
PREPARED BY:	AARON HOLLAND. ASSISTANT CITY MANAGER

REQUESTED ACTION:

Receive input from the public and provide direction to staff for a downtown social district designation.

BACKGROUND/SUMMARY:

Following City Council discussion at the May 12th Council meeting, it was the consensus of Council to add a public hearing item to an upcoming City Council meeting to receive input from the public pertaining to designating downtown as a social district. On September 8, 2021, Session Law 2021-150 was ratified, allowing local governments to establish "Social Districts" within their jurisdictions. These Social Districts allow for common areas where licensed establishments (e.g., bars, breweries, restaurants) may sell alcoholic beverages in designated containers to be taken into the common area for consumption. A guidance document provided by the NC League of Municipalities has been included for reference.

FISCAL IMPACT:

No fiscal impact at this time.

STAFF RECOMMENDATION:

N/A

SUGGESTED MOTION(S)

None. Possible motions will be dependent upon Council discussion.

North Carolina's Updated Laws on Social Districts

In September 2021, Governor Roy Cooper signed into law House Bill 890 (HB 890) – ABC Omnibus Legislation – which passed both the House and Senate with bi-partisan support. Included in HB 890 was a provision allowing local governments to create social districts in North Carolina. The North Carolina Retail Merchants Association (NCRMA) was the major interest group pushing for the passage of this important legislation to drive foot traffic to downtown businesses and level the playing field for brick-and-mortar businesses with ABC permits. In a little less than a year since the enactment of HB 890, nearly twenty municipalities have successfully created social districts in towns as small as Norwood to cities as big as Greensboro. Numerous other cities are investigating the creation of social districts based on how successful the social districts have become with customers and businesses alike.

The passage of legislation creating social districts also resulted in some legal questions posed to the North Carolina Alcoholic Control Commission, Alcohol Law Enforcement, and local city attorneys.

In June 2022, House Bill 211 (HB 211) – Social District/Common Area Clarifications - passed both the House and Senate with bi-partisan support and was subsequently signed into law by the Governor on July 7, 2022. This legislation provides some much-needed clarity to the original social district legislation and includes more detail on the inter-workings of social districts.

The sections of the North Carolina General Statutes regulating social districts contained in HB 890 were repealed and replaced with a brand-new section of Chapter 18B to regulate social districts. However, any social districts created in 2021 remain in place. The information detailed below provides context on North Carolina's initial law allowing for the creation of social districts and clarifications to this law established via the recent passage of HB 211.

What is a Social District?

A social district is a defined area in which a person may consume alcoholic beverages sold by an ABC permittee located within the social district. A social district may include both indoor and outdoor areas of businesses within or contiguous to the defined area during the days and hours set by the local government in creating the social district. A social district may include privately owned property, including permittees and non-permittee businesses, and multi-tenant establishments, as well as public streets, crosswalks, or parking areas whether the streets or parking areas are closed to vehicle traffic.

This revised definition clears up any confusion as to whether a social district can cross a public street or road and whether a social district may be created in a privately owned area of a local government jurisdiction, such as a shopping center. It also clarifies that a social district may include both indoor and outdoor areas of businesses within, or contiguous to, the defined area during the days and hours set by the local government. It should be noted that it is the sole decision of a business located within the geographic area of a social district whether to participate in the activities of the social district.

Who Can Designate a Social District?

Neither HB 890 nor HB 211 created a statewide social district, but instead allows cities and counties to “opt-in” to social districts via an ordinance.

- A city may adopt an ordinance designating an area within the municipal limits as a social district under G.S. 160A-205.4.
- A county may adopt an ordinance designating a social district from an area located outside a municipal boundary under G.S. 153A-145.9.
- Once created, a local government may also eliminate a social district by ordinance.
- HB 211 did clarify that a local government may create more than one social district within its jurisdiction.

What are the Requirements for a City or County to Create a Social District?

- Social districts must be clearly defined, and signage must be posted in conspicuous locations indicating:
 - The geographic area included in the social district.
 - The days and hours during which alcoholic beverages can be consumed in the social district.
 - The telephone number for the ALE Division and Local Law Enforcement with jurisdiction over the social district.
 - A clear statement that an alcoholic beverage purchased for consumption in a social district shall:
 - only be consumed within the social district and
 - be disposed of before the person possessing the alcoholic beverage exits the social district unless the person is reentering the licensed ABC premises where the alcoholic beverage was purchased.
- Social districts are only allowed to operate during hours defined under G.S. 18B-1004:
 - From 7:00 am until 2:00 am Monday – Saturday; and
 - From Noon until 2:00 am on Sunday
 - If the local government has allowed for earlier Sunday Sales, a social district may operate beginning at 10:00 am on Sunday
- A local government creating a social district is required to establish management and maintenance plans for the social district and post these plans, along with a drawing of the boundaries and the applicable days and hours of the social district, on the local government’s website. A social district must be maintained in a manner that protects the health and safety of the general public.
 - Under HB 211, a local government is now authorized to delegate the management and maintenance of the social district to a private entity, such as a downtown development organization, local chamber of commerce or owner of a shopping center.
 - A local government may also establish guidelines in their social district allowing for suspension of regular days and hours of alcohol consumption in all or part of a social district during events requiring special events ABC permits.
- Before a social district can become operational, a local government must submit to the North Carolina Alcoholic Beverage Control (ABC) Commission a detailed map of the social district with the boundaries clearly marked and the days and hours during which alcoholic beverages can be consumed (G.S. 18B-904.1(c)(3)).
 - The ABC Commission has created a specific form for a local government to submit this documentation and can be found here:
 - [NC ABC Commission Social District Registration Link](#)
 - A local government is only required to submit a revised map to the ABC Commission if the local government changes the geographic area of a social district. It should be noted that a local government is not required to identify the businesses or ABC permittees located within the social district or if there is a change in businesses located within the social districts that are participating in the social district.

- A local government is required to develop or approve uniform signs indicating that a non-permittee business is included in the social district and allows alcoholic beverages on its premises when the social district is active and distribute the signs to non-permittee businesses that are included in the social district.
 - The signs may be in the form of a sticker, placard, or other format as deemed appropriate by the local government.
 - A non-permittee participating in the social district and allowing alcohol on their premises is required to always display the uniform sign during the times when the social district is active.
 - A customer may not bring an alcoholic beverage into a non-permittee business that does not display the uniform sign.
 - A local government may now delegate the designing of signage, cups, and window clings to a private entity such as a downtown development authority, local chamber or property management group with the local government maintaining ultimate decision-making on these items.

Who Can Sell Alcohol in a Social District?

A business holding any of the following ABC permits may sell alcohol to be consumed in a social district:

- 1) An on-premises malt beverage permit issued pursuant to G.S. 18B-1001(1).
- 2) An on-premises unfortified wine permit issued pursuant to G.S. 18B-1001(3).
- 3) An on-premises fortified wine permit issued pursuant to G.S. 18B-1001(5).
- 4) A mixed beverages permit issued pursuant to G.S. 18B-1001(10).
- 5) A distillery permit issued pursuant to G.S. 18B-1001(5).
- 6) A wine shop permittee issued pursuant to G.S. 18B-1001(16).

Special one-time permits: The ABC Commission may issue special one-time permits pursuant to G.S. 18B-1002(a)(2) or (a)(5) for events occurring on premises located partially or entirely within the boundaries of a social district. This was an important clarification to the social district law contained in HB 211 because some local governments questioned whether they could create social district in an area where the local government conducted annual festivals where alcohol was sold.

What Additional Rules Do ABC Permittees Have to Follow to Sell Alcohol Within a Social District?

An ABC permittee must be located in or contiguous to the social district in which it is selling alcohol to be consumed.

The ABC permittee is only allowed to sell and serve alcoholic beverages on its licensed premises. In other words, the ABC permittee cannot sell alcoholic beverages in the street or down the street from its licensed premises just because the ABC permittee is located in, or contiguous to a social district.

Alcoholic beverages that are being sold to be consumed in a social district can only be sold in a container that meets all the following requirements:

- 1) The container clearly identifies the ABC permittee from which the alcoholic beverage was purchased.
- 2) The container clearly displays a logo or some other mark that is unique to the social district in which it will be consumed.
- 3) The container is not made of glass.
- 4) The container displays, in no less than 12-point font, the statement, “Drink Responsibly – Be 21.”
- 5) The container cannot hold more than sixteen fluid ounces.

A local government may now create its social district ordinance so an ABC permittee or non-permittee business may allow a customer to possess and consume on the business's premises alcoholic beverages purchased from any ABC permittee located in or contiguous to the social district.

- This is a major change from HB 890 enacted in 2021 which prohibited a customer who had purchased an alcoholic beverage from one ABC permittee to enter the premises of another ABC permittee located in the social district.

In summary, an ABC permittee in a social district is no longer prohibited from allowing a patron to enter their premises with an alcoholic beverage purchased at a different ABC permittee located within the social district if the local government chooses to write its social district ordinance to allow for this activity.

Another major policy change contained in HB 211 allows ABC permittee and non-permittee businesses in multi-tenant establishments to be included and participate in a social district. This allows for a social district to be created in an area that is privately-owned such as in a mixed-used shopping center which contains residential units as well as businesses that sell or do not sell alcohol.

If I am a Business in the Social District, but I Do Not Want Customers Coming into My Store with Alcoholic Beverages, Do I Have to Participate?

No, any business without an ABC permit located in, or contiguous to, the designated social district has the option to participate, or not, in allowing customers with beverages to enter their premises. For example, Printers' Books may remain open during designated social district hours but decide to post a sign that alcoholic beverages (or any beverages) are not allowed in their store even if they are located inside of the social district.

Likewise, a business with an ABC permit located in, or contiguous to, the social district may decide to participate or not participate in allowing customers to leave their premises with an open container.

HB 211 contained several clarifying changes concerning this question, including:

- A participating non-permittee business is now required to always display the uniform sign during the times when the social district is active as to whether the business allows for patrons to enter their business with alcohol.
- All non-permittee businesses that are part of a social district and allow customers to bring alcoholic beverages onto their premises are required to clearly post signage on any exits that do not open to the social district indicating that alcoholic beverages may not be taken past that point.
 - As example, if a non-ABC permittee has two points of ingress and egress with one point entering and exiting into the social district and one entering and exiting into an area not in the defined social district the business would have to post signage warning their customers not to exit the business with alcohol into the area not contained in the social district. This is to prevent a patron from unknowingly possessing an open container of alcohol outside of the social district.
- During the days and hours when the social district is active, a non-permittee business that allows customers to bring alcoholic beverages onto its premises is required to allow law enforcement officers access to the areas of the premises accessible by customers.
- In a major policy change from HB 890, HB 211 allows an ABC permittee or a non-permittee to possess and consume on the business' premises alcoholic beverages purchased from any permittee located in the social district. HB 890 previously prohibited a local government from creating a social district that allowed an ABC permittee to allow a customer to bring an alcoholic beverage from a different ABC permittee onto their premises. G.S. 18B-300.1(f) allows an ABC permittee to allow a person to bring an alcoholic beverage purchased at a different ABC permittee onto their premises. Again, while this activity is allowed, the decision on whether to allow for this activity within a social district is up to the local government and how the local government determines to write their ordinance creating a social district.

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What Requirements Do Customers Have to Follow Within a Social District?

A person can only possess and consume alcoholic beverages purchased from an ABC permittee located in, or contiguous to, the social district. A person cannot bring their own personal beer or wine into the social district for consumption.

A person, including a customer who is in possession of an open container of an alcoholic beverage, may possess alcoholic beverages in closed containers in a social district to the extent allowed by law (ex: a person can buy a beer to drink in the required social district cup and take a four-pack to consume at home from a bottle shop).

Any alcoholic beverages consumed in the social district must be consumed from the required container described above. In other words, a person cannot pour their wine or beer into a personal solo cup or any type of container other than the one meeting all the requirements for social districts.

Alcoholic beverages shall only be possessed and consumed in the social district during the days and hours set by the city or county. If a city designates an area as a social district from 9:00 pm until midnight on Friday and Saturday, a person cannot consume alcohol in the social district at 9:00 pm on Wednesday.

The sale and delivery of alcohol in a social district is subject to the same limitations for sales and deliveries of alcohol in North Carolina:

- No more than two malt beverages or wine drinks at one time to a single patron
- No more than one mixed beverage or spiritous liquor drink at one time to a single patron

A person is required to dispose of any alcoholic beverage in the person's possession prior to exiting the social district. In other words, if a person is leaving the social district area, they must pour out or throw away their alcohol.

Can Common Area Entertainment (CAE) Permits and Social Districts Co-Exist?

In 2019, prior to the enactment of social district authorizing legislation, the General Assembly passed SB 290 – ABC Regulatory Reform Bill – that created a Common Area Entertainment (CAE) Permit. While individual tenants in multi-tenant establishments, like food halls, were already allowed to serve alcohol within their defined premises – the multi-tenant establishment did not have its own permit to allow customers to flow within the “common area” itself.

This new CAE permit allowed the property owner or property owner's association of a “multi-tenant establishment” with two or more alcohol-permitted businesses to have a designated consumption area on the property where individuals could purchase alcohol at establishments and take the open containers of this alcohol (including beer, wine, and spirituous liquor) in specially-designated cups off the designated premises of those businesses into a designated consumption area, or back onto the premises of a business, with permission of the business owner.

Fast-forward to the 2021 legislative session, when the legislature passed HB 890 authorizing local governments to pass ordinances to designate social districts whereby customers of businesses located contiguous to the social district could take open containers of alcohol (including beer, wine, and spirituous liquor) in specially-designated cups off the premises of an ABC permitted establishment and into any areas designated as part of the social district.

During the 2022 legislative session, HB 211 included clarifying provisions to answer questions that arose on the interaction of CAE permits and social districts such as:

- Could CAEs be issued to mixed-use developments that had private streets open to vehicular traffic?
- Can local governments pass ordinances designating social districts in mixed-use developments and/or privately-owned property?
- Can a social district and a special event permit work in tandem?

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HB 211 makes the following clarifications to the existing CAE and social district laws to address those questions:

- A mixed-use development may obtain a CAE that encompasses the development, including privately owned streets, sidewalks, and courtyards and does not have to restrict or close these areas through the delineation of vertical boundaries.
- A city or county may pass a social district ordinance that encompasses a mixed-use development and/or private property and may delegate management of that social district to the property owner or property owner's association.
- Various types of special event permits may act in conjunction with social districts, and cities/counties have flexibility to implement this process. For example, street festivals in a downtown area can operate in conjunction with a social district.
- Property owners and cities/counties have flexibility to implement management and maintenance plans, which include limiting hours of consumption, creating signage, and providing security.

The CAE permit will continue to be issued to the owner or property owners' association of a multi-tenant establishment, but a common area would be defined as "an indoor or outdoor portion of a multi-tenant establishment that is open to the public" and the permit holder can designate common areas to be "designated consumption areas" where consumption of alcoholic beverages is allowed.

The designated consumption area may include:

- Any indoor or outdoor area of a permittee business that is contiguous to a designated common area or
- Any indoor or outdoor area of a non-permittee business that is contiguous to the designated common area and that chooses to allow customers to bring open containers of alcoholic beverages onto its premises.

Additional requirements and clarifications involving a CAE Permit:

- A permittee can be included in the designated consumption area even if it chooses to exclude open containers of alcoholic beverages purchased from other permittees.
- Non-permittee businesses are not responsible for enforcing the alcohol laws but must allow law enforcement officers access to the areas of the premises accessible by customers.
- The designated consumption areas must be submitted to and approved by the ABC Commission and be marked in a way that clearly indicates to customers where the boundaries of the designated consumption area are located.
- Open containers sold by a permittee for consumption in a designated consumption area must be in a container meeting several criteria, and the possession of closed containers would be allowed to the extent otherwise allowed by law.

STAFF REPORT

SUBJECT:	STREET CLOSURE REQUEST BY THE NC BBQ HALL OF FAME AND ALCOVETS FOR BBQ COOK-OFF EVENT
PREPARED BY:	AARON HOLLAND, ASSISTANT CITY MANAGER

REQUESTED ACTION:

Consider a request to close the 100 block of E. Elm Street by the NC BBQ Hall of Fame and Alcovets for the Whole Hog Cook-off Special Event scheduled for October 9th -10th.

BACKGROUND/SUMMARY:

The NC BBQ Hall of Fame and Alcovets have submitted an application requesting to close the 100 block of E. Elm Street for a BBQ cook-off event. According to the application, the event request is to close the 100 block of E. Elm Street from the intersection of the circle to Marshall Street on Saturday, October 10th, from 7 am to 7 pm (includes setup and cleanup).



FISCAL IMPACT:

N/A

STAFF RECOMMENDATION:

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

SUGGESTED MOTION(S):

I move we approve the request from the NC BBQ Hall of Fame and Alcovets to close the 100 block of E. Elm Street from the intersection of the circle to Marshall Street on Saturday, October 10th, from 7 am to 7 pm (includes setup and cleanup) for the Whole Hog Cook-off Special Event.

attention: Aaron Holland



(copy) hurseysblog@bellouth.net

1. Your email: hurseysblog@bellouth.net nobbghof@gmail.com
2. Event name (if applicable): Whole Hog cook-off, N.E. B.O. P. HOF. / Also vets
3. Reason for the event (be specific): raise money for Alcovets and induct hall of fame members
into the N.E. B.O. P. HOF. and whole
4. Event date(s): Oct. 9th - 10th - 2024
hog cooking competition / dinner
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):
(Friday Oct 9th set up 2:00 pm) ends Sat Oct 10th 4:00 pm cleanup 4:00 - 7:00 pm
Colonial Hardware
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: _____

actually the street will only
need to be closed on Saturday
(the Friday evening event will be in
Colonial hardware parking lot)
Saturday event block street from
7:00 am to 7:00 pm . reopen street by
7:00 pm

7. Where are you requesting for your event to occur? 100 East Elm Street

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

from Graham soda shop east to stoplight at Colonial

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 East Elm St.

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

7:00 AM - 7:00 PM



11. What is your anticipated event attendance total? 1,000 - 1,500

12. Does your event include musical entertainment?

☒ Yes ☐ No

13. Where will your musical entertainment be located?

IN Colonial Parking lot $\frac{1}{2}$ Court Square / East Em beside Soda Shop

14. Will sound amplification be used? ☒ Yes ☐ No

If yes, provide the start time and end time.

9:00 Am - 4pm [street time - 1^{pm} 4:00^{pm}]

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

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

☐ Alcohol will be available free of charge

☐ Alcohol will be by purchase only

☐ Alcohol being served and or sold at my event includes

☐ Beer only

☐ Wine only

☐ Beer & Wine



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

N/A

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

Yes ☒ No ☐

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

☒ Gas
☐ Electric
☒ Charcoal (possible)
☐ Other: _____

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

Yes ☒ No ☐

If yes, list the total number of portable toilets: 4 + 2 Handicap + 2 wash stations

21. Portable toilet company name: Lloyds

If no, please explain _____

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

Big Yellow Roll off Container.

Does your event require additional trash receptacles?

Yes ☒ No ☐

If yes, what is the requested number of additional trash receptacles? 8

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

Yes ☒ No ☐



24. Applicant name and affiliated agency if applicable

Alco Vets and North Carolina Bank & Hall of Fame

25. Applicant's Address

along w North Carolina Bank Council
2435 Barber Rd ELon NC, 27215 / Alco Vets 7 SE Court St, ~~Elon~~ ^{Graham}

26. Applicant's phone number

336. 516 5196

27. Applicant's email address

Acbbghof@gmail.com (copy) hurseysbbg@bellsouth.net

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? 2 yrs



STAFF REPORT

SUBJECT:	Discussion options for declaring the Sesquicentennial Park property as surplus
PREPARED BY:	Megan Garner, City Manager

REQUESTED ACTION:

Direct staff with City Council's preferred option for the Sesquicentennial Park property.

BACKGROUND/SUMMARY:

At the June 9, 2026 meeting, City Council came to a consensus (3-2) to explore the options associated with declaring the property surplus. Possible avenues are detailed below:

Sealed Bids - Step 1: Board adopts resolution authorizing sale by sealed bid. Step 2: Publish advertisement for sealed bids at least 30 days before the bid opening for real property. Step 3: Receive and open sealed bids. Step 4: Award to the highest responsive, responsible bidder or reject all bids.

Upset Bids - Step 1: Unit received offer to purchase property. Step 2: Board adopts resolution accepting offer and authorizing upset bid procedure; offeror deposits 5% of bid amount with clerk while upset procedure takes place. Step 3: Publish advertisement for upset bids. Qualifying upset bid must be an amount at least 10% of the first \$1,000 of the original offer and 5% of the remainder. Bidders must submit qualifying upset bids within 10 days after date of advertisement and be accompanied by a 5% bid bond or deposit. Step 4: If qualifying upset bid received, repeat advertisement and upset bid process until no additional qualifying upset bid is received, then award to highest bid or reject all bids.

Public Auction - Step 1: Board adopts resolution authorizing sale by auction. Step 2: Publish advertisement of auction at least 30 days before auction is conducted. (If electronic auction, board may authorize electronic-only notice). Step 3: Conduct auction. Step 4: Report highest bid to board; must accept or reject within 30 days of date bid is reported to board; complete sale to highest bidder at any time after board approval.

FISCAL IMPACT:

Fiscal impact is presently unknown.

STAFF RECOMMENDATION:

None.

SUGGESTED MOTION(S):

Direct staff with City Council's preferred option for the Sesquicentennial Park property.



STAFF REPORT

SUBJECT:	MAIN STREET CONFERENCE REIMBURSEMENT
PREPARED BY:	MEGAN GARNER, CITY MANAGER

REQUESTED ACTION:

Provide direction as to whether Mayor Dickey should reimburse the City for her \$260 Main Street Conference registration.

BACKGROUND/SUMMARY:

There was a budget amendment in the amount of \$1,500 on the agenda of the March 10 City Council meeting. Funds included a donation that was earmarked for Mayor Dickey's attendance at the NC Main Street Conference, which was not approved by City Council. In an email correspondence from Assistant City Manager Aaron Holland to Mayor Dickey on March 5, Mr. Holland relayed that, in accordance with advice from the City's auditors, the Mayor would have to reimburse the City the registration fee of \$260 if the City Council did not approve acceptance of the donation. "Knowing that Council may not approve and you decide to attend, you would then acquire that risk, and the City would be in bounds to issue an invoice for the \$260, and we would issue \$1,500 back to Jane." Correspondence attached.

Mayor Dickey was billed on March 18 with a due date of April 19, 2026. A second notice regarding the delinquency was mailed on May 4. In email correspondence dated June 4, Mayor Dickey indicated she would write a check to pay it on Tuesday, June 9. However, from correspondence dated June 15, Mayor Dickey requested the City Manager "provide the specific law or legal obligation that requires me to pay the invoice." Full correspondence attached.

City staff, including the City Manager, lack the authority to override or change a decision made by City Council. The City Council decided not to approve a budget amendment accepting the \$1,500 donation for attendance at the Main Street Conference.

As a part of the fiscal year 2023 budget process, City Council decided to no longer pursue the Main Street program, which included withdrawal from the application process and de-funding of all Main Street-related expenses. Until a new direction is given by the City Council, staff is obligated to invoice for the outstanding conference registration.

FISCAL IMPACT: \$260

STAFF RECOMMENDATION: Staff is requesting direction on whether the \$260 registration should be repaid to the City.

SUGGESTED MOTION(S): Provide direction as to whether Mayor Dickey should reimburse the City for her \$260 Main Street Conference registration.

From: [Aaron Holland](#)
To: [Chelsea Dickey](#)
Cc: [City Attorney](#); [Megan Garner](#)
Subject: NC Main Street Donation Inquiry
Date: Thursday, March 5, 2026 12:39:11 PM
Attachments: [image001.png](#)

Hey Chelsea,

I had the opportunity to speak with Patricia Rhodes who's with Stout, Stuart, and McGowen (our auditing firm). The purpose of the conversation was to be sure that the City was operating within the financial bounds that we're afforded. As we're all aware, a \$1,500 donation was made by Jane Albright who wished to remain anonymous at the time, but understood that we're required to provide that information if pressed. Although the \$1,500 was in our possession, it was not technically available until Council approved the donation.

There was a registration time concern for the NC Main Street Conference and the date of the next Council meeting, so registering you for the conference was done with the potential that the donation might end up being denied and a risk of the fee being forfeited. According to Patricia, we were within bounds to register utilizing Travel funds as long as the funds were available in that account. Even so, the \$1,500 was not available for payment to be pulled from and would not be until Council approved the donation.

As it currently stands, the risk of the \$260 registration fee being forfeited is with Jane and she would be refunded her \$1,500 donation minus that \$260 registration amount if you decide to **not** attend. Knowing that Council may not approve and **you decide to attend**, you would then acquire that risk and the City would be in bounds to issue an invoice for the \$260 and we would issue \$1,500 back to Jane. Whatever is decided between you and Jane is not a concern for the City but I would advise that make sure you're not in any State violations.

I am more than happy to discuss further if you have any questions...

Thanks



Aaron Holland, *Assistant City Manager*
City of Graham
PO Drawer 357 (Mailing Address)
201 South Main St. Graham, NC 27253
PH: 336-570-6700

From: [Megan Garner](#)
To: [Chelsea Dickey](#)
Cc: [Bobby Chin](#); [Bonnie Whitaker](#); [Jim Young](#); [Ricky Hall](#); [Aaron Holland](#)
Subject: RE: Main Street conference reimbursement
Date: Monday, June 22, 2026 5:12:00 PM
Attachments: [image001.png](#)
[image003.png](#)

Chelsea,

As City Manager, I lack the authority to override or change a decision made by City Council. It was a City Council decision not to approve a budget amendment accepting the \$1,500 donation for your attendance at the Main Street Conference.

As I mentioned to you last week when we spoke, this is not a staff matter. As such, I will be preparing an agenda item for City Council to discuss this item at the July meeting.

Because this appears likely to be unresolved by the end of this fiscal year, I believe I have an ethical obligation to report the delinquency to our auditors. When I do so, I will copy you and the City Council.

On a separate but somewhat related matter, please note we will not have an agenda discussion meeting in July.



Megan Garner, City Manager

City of Graham

O: 336-570-6700

201 South Main St. Graham, NC 27253

[Website](#) | [Facebook](#) | [Instagram](#)

From: Chelsea Dickey <cdickey@cityofgraham.com>
Sent: Monday, June 15, 2026 1:09 PM
To: Megan Garner <mgarner@cityofgraham.com>
Subject: Re: Main Street conference reimbursement

Hi Megan,

Per our conversation earlier today, I am requesting that you provide the specific law or legal obligation that requires me to pay the invoice.

It is my understanding that the city manager holds the authority to make purchases, and that this purchase was made prior to the donation being approved by council. Based on that, I'd like clarification on what legal grounds obligate payment on my end.

Please reply with the applicable statute, ordinance, or legal reference at your earliest convenience.

Thanks so much!

Chelsea

From: Megan Garner <mgarner@cityofgraham.com>
Sent: Thursday, June 11, 2026 5:12 PM
To: Chelsea Dickey <cdickey@cityofgraham.com>; Aaron Holland <aholland@cityofgraham.com>
Cc: Bobby Chin <bchin@cityofgraham.com>; Bonnie Whitaker <bwhitaker@cityofgraham.com>; Jim Young <jyoung@cityofgraham.com>; Ricky Hall <rhall@cityofgraham.com>
Subject: RE: Main Street conference reimbursement

Chelsea,

I confirmed with Finance today this invoice remains unpaid. Per the email below, you indicated you would pay it Tuesday, June 9th.

Please let me know when you intend to reimburse the City for your \$260 registration fee.

Megan Garner, City Manager



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O: 336-570-6700
201 South Main St. Graham, NC 27253
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From: Chelsea Dickey <cdickey@cityofgraham.com>
Sent: Thursday, June 4, 2026 9:40 AM
To: Aaron Holland <aholland@cityofgraham.com>; Megan Garner <mgarner@cityofgraham.com>
Subject: Re: Main Street conference reimbursement

Hi Aaron + Megan,

That's totally fine and I can write a check when I get back. I was just waiting to hear the follow-up from the conversation that we had on March 9th since we hadn't had another conversation after the council voted to not accept the donation.

I'll bring a check by City hall on Tuesday when I come for Council.
Thanks so much!
Chelsea

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From: Aaron Holland <aholland@cityofgraham.com>
Sent: Thursday, June 4, 2026 8:32:38 AM
To: Chelsea Dickey <cdickey@cityofgraham.com>; Megan Garner <mgarner@cityofgraham.com>
Cc: Bonnie Whitaker <bwhitaker@cityofgraham.com>; Bobby Chin <bchin@cityofgraham.com>; Jim Young <jyoung@cityofgraham.com>; Ricky Hall <rhall@cityofgraham.com>; Renee Ward <rward@cityofgraham.com>
Subject: RE: Main Street conference reimbursement

Chelsea,

It appears that you're insinuating that we discussed applying the refund from the City State event and I gave you an impression that it could happen. The discussion that we had was pertaining to the fact that you received a refund from the City State conference that you weren't attending and wanted to offset the cost for the Main Street fee. The email that Megan attached was prior to the date you stated we discussed the "possibilities" and I was clear on the results if Council elected to not accept the donation. As a result of Council's decision, I advised that the directive of Council was to not apply any City funds towards Main Street and you would need to reach out to Jane personally to arrange her to cover the cost since the City did not accept the donation. For context, the directions in Megan's attached email from me to you align with guidance from our legal counsel. I made sure to draft my response very deliberately based on that advice.



Aaron Holland, *Assistant City Manager*
City of Graham
PO Drawer 357 (Mailing Address)
201 South Main St. Graham, NC 27253
PH: 336-570-6700

From: Chelsea Dickey <cdickey@cityofgraham.com>
Sent: Thursday, June 4, 2026 9:04 AM
To: Megan Garner <mgarner@cityofgraham.com>; Aaron Holland <aholland@cityofgraham.com>
Subject: Re: Main Street conference reimbursement

Hi Megan,

Aaron and I had chatted about these possibilities on March 9th the day before the conference. We can hop on a call to talk through if you're interested.

Let me know if y'all are around this morning.
Thanks so much!
Chelsea

From: Megan Garner <mgarner@cityofgraham.com>
Sent: Thursday, June 4, 2026 9:00 AM
To: Chelsea Dickey <cdickey@cityofgraham.com>
Cc: Bobby Chin <bchin@cityofgraham.com>; Bonnie Whitaker <bwhitaker@cityofgraham.com>; Jim Young <jyoung@cityofgraham.com>; Ricky Hall <rhall@cityofgraham.com>; Aaron Holland <aholland@cityofgraham.com>; Renee Ward <rward@cityofgraham.com>
Subject: RE: Main Street conference reimbursement

Chelsea,

I spoke with Aaron and he stated he does not recall any conversation related to whether you could apply the \$100 refund towards the Main Street conference.

The issue is that City Council elected not to fund, through any sources, including the \$1,500 donation, your attendance at the Main Street conference. Aaron was clear in his email to you dated March 5, 2026 that if you were not approved to attend, you would owe the City \$260. Relevant section of the email is below and attached again for your reference.

"Knowing that Council may not approve and you decide to attend, you would then acquire that risk and the City would be in bounds to issue an invoice for the \$260 and we would issue \$1,500 back to Jane."

Please let me know when you will remit the \$260.

Megan Garner, City Manager
City of Graham
O: 336-570-6700
201 South Main St. Graham, NC 27253
[Website](#) | [Facebook](#) | [Instagram](#)

From: Chelsea Dickey <cdickey@cityofgraham.com>
Sent: Thursday, June 4, 2026 8:38 AM
To: Megan Garner <mgarner@cityofgraham.com>; Aaron Holland <aholland@cityofgraham.com>
Subject: Re: Main Street conference reimbursement

Hi Megan,
Sure thing. Aaron and I had discussed finding out how much was remaining in the city council fund, along with applying the \$100 from the refunded City State Dinner Ticket to the \$260.

Let me know if you have that figure, or if you'd like to discuss further next week.
Thanks so much!
Chelsea

From: Megan Garner <mgarner@cityofgraham.com>
Sent: Wednesday, June 3, 2026 5:14 PM
To: Chelsea Dickey <cdickey@cityofgraham.com>
Cc: Bobby Chin <bchin@cityofgraham.com>; Bonnie Whitaker <bwhitaker@cityofgraham.com>; Jim Young <jyoung@cityofgraham.com>; Ricky Hall <rhall@cityofgraham.com>; Aaron Holland <aholland@cityofgraham.com>; Renee Ward <rward@cityofgraham.com>
Subject: Main Street conference reimbursement

Mayor Dickey,

At the May 20th budget work session, I inquired with you about the repayment status of the \$260 for your Main Street conference registration, at which point you nodded your head towards Assistant City Manager Aaron Holland and indicated something to the effect of more chats needed to be had about that. Since that date, I am unaware of any additional conversations that have occurred

and Aaron has confirmed the same.

Having said that, Aaron's email to you on March 5 (attached for your reference) indicates you acquired that risk when you decided to attend the conference.

An invoice was created and mailed to you on March 18 with a due date of April 19. Because it was unpaid, a second notice regarding your delinquency was mailed on May 4 with the original due date of April 19. As of today, June 3, the amount remains unpaid.

Please respond with how and when you intend to reimburse the City for these funds.

The screenshot displays the 'Invoice Maintenance' window. At the top is a toolbar with buttons: Add, Edit, Close, Delete, Previous, Next, Print, Line Item, and Help. The main area is divided into two columns. The left column contains fields for Invoice Id (25-00395), Status (Open), Invoice Date (03/18/2026), Due Date (04/19/2026), Descript (REIMBURSEMENT), Line Items (2), and a summary of financials: Invoice Total (260.00), Paid (.00), Canceled (.00), Transferred (.00), Refunded (.00), Balance (260.00), Interest (.00), and Total Due (260.00). The right column contains fields for Customer (DICKE005), Name (DICKEY, CHELSEA), Address (511 OAKWOOD LN, GRAHAM, NC 27253-), License Id, Work Order Id, User Code, Last Pymt Date, and Interest Date (06/03/26). At the bottom right of the right column are buttons for Payments, Pay Invoice, Interest Date, Discount, and Duplicate. A paperclip icon is visible in the bottom right corner of the window.

Megan Garner, City Manager

City of Graham

O: 336-570-6700

201 South Main St. Graham, NC 27253

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