

Regular Meeting – November 18, 2025

The Graham County Board of Commissioners met Tuesday, November 18, 2025, at 5:30 p.m. for their regular monthly meeting in the Graham County Community Building located at 196 Knight Street Robbinsville, NC. All board was present. Also, present Manager Brady Cody, Project Manager Jason Marino; Finance Director Stacy Carpenter; Attorney JK Coward and Clerk Kim Crisp.

1. Chair Smith called the meeting to order.
2. Chair Smith asks Commissioner Cody to give the Invocation.
3. Chair Smith asks Commissioner Orr to lead the Pledge of Allegiance.
4. Chair Smith asks for changes to the agenda. Manager Cody asks that we add Jeremy Wiggins as Item 8(a); Item 9(a) TD Hill Auditor Report Update; Strike #11(d) and replace with Approval of Health Department Fee; and add 11(m) Surplus 2019 Transit Dodge Van. Commissioner Williams made the motion to approve the agenda with the stated changes. Commissioner Orr seconded this motion. Vote unanimous.
5. Chair Smith asks for approval of the Workshop & Regular Meeting Minutes October 21st; Continued Meeting October 27th; Department of Public Health Regular Meeting November 3rd. Commissioner Cody made the motion to approve the minutes as stated. Commissioner Williams seconded this motion. Vote unanimous.
6. Chair Smith stated that Brittney Holder spoke during the workshop session and the board agreed to look into the Animal Ordinance and continue to review options.
7. Chair Smith stated that she requested Tracy Jones, Reigniting Hope, to be added to the agenda. The board had previously granted her a \$2,000.00 allocation to purchase a building large enough for storage, hygiene products, clothes, and a small kitchen area and would like for the board to give the \$2,000.00 back to her original allocation. Chair Smith made the motion to move \$2,000.00 from contingency to Reigniting Hope Special Appropriations. Commissioner Nelms seconded this motion. Vote unanimous.
8. Chair Smith asks Jeremy Wiggins to speak. Mr. Wiggins thanked the board for their time and stated that he would like to install a skate park on one of the tennis courts at the recreation area. Mr. Wiggins stated that the tennis courts are rarely used and this will be good for the kids. Mr. Wiggins stated that he was not asking for money, he would donate the wood and ramps and they would be moveable in the event someone needed to use the tennis courts. Chair Smith stated that she appreciated his interest and she would like him to speak with our Recreation Director Thomas Menard, on liability insurance, etc. Manager Cody stated that he would be glad to set a meeting for discussion and thought this was a great idea. The board all agreed to table the decision and let Manager Cody take care of the discussion.
9. Chair Smith asks TD Hill for the audit update. Mr. Hill thanked the board for their time and stated that the audit should be complete in late January, early February then they would fast track the 2025 Audit and have the 2026 audit completed by December 2026, then the board would be caught up and in good standing. Mr. Hill stated that he has been communicating with Stacy and asks if the board has any questions. Commissioner Orr stated that this is good news. Commissioner Williams stated that she would be excited to have the audits caught up.
10. Chair Smith asks for public comment. Clerk Crisp stated that Michelle Shiplet had signed in for public comment. Chair Smith asks Michelle Shiplet, Five Point Center, to speak. Ms. Shiplet stated that she was here with good news and updates from the center. Ms. Shiplet thanked the board for all that they do for our community and she and her staff have been building Thanksgiving Boxes to share. Ms. Shiplet stated that she understands the leadership roles that the commissioners face and she wanted them to hear some good news. Ms. Shiplet stated that they have been able to give our (1680) TFAB boxes which fed (5208) people; gave (480) Energy Boxes, which is an increase of 35% during the last two months and they have given out (20,000) meals. Ms. Shiplet stated that they have had increased participation in the digital literacy classes and are now giving five classes per week and this will continue to grow and expand. Ms. Shiplet stated that they have assisted (6) people through Cheoah Recovery, have peer support and partner with the county using

the Opioid Funds Settlement. Ms. Shiplet stated that a new billboard will be installed on anti-stigmatism, they were able to get one in rehab and four more are in class weekly. Ms. Shiplet stated that they partner with DSS on parenting classes, have life choice training and have (6) people in their regular pregnancy center where parents learn about diapering, car seats, nutrition, etc. with a program where they earn points and are able to use those points for formula, diapers, other essential needs. Ms. Shiplet stated that they assist (960) households, which is (2692) people putting food out there. Ms. Shiplet stated that they cannot do this work alone and thanked everyone who gives money, time, etc. Ms. Shiplet stated that currently community members are stuffing boxes to feed the Thanksgiving Dinner, currently they were trying to do (100) boxes which feed (10) people per box but thanks to the generosity of the people they were able to pack (150) boxes which are (1500) meals in one drive. Ms. Shiplet stated that our community looks after one another. Chair Smith stated that she is amazed at the amount of work that this center does and the state-of-the-art kitchen is amazing.

11. Chair Smith asks Jason Marino, Project Manager, for the project manager's report. PM Marino stated that the surveys are being done on the new Justice Center and they have completed about 60%, they are trying to find all the lines and are unsure about the boundary lines at the top of the hill. PM Marino stated that Moseley Architects are awaiting the survey and then they will continue their work. Attorney Coward stated that there are no deeds for that property that have been found at this time.
12. PM Marino stated that the Jail Remediation has begun and they completed the abatement, they will do follow up testing and if all passes, they will continue. PM Marino stated they will be installing new metal doors and the company has done a great job.
13. PM Marino stated that the sanitation building has arrived and is on site, still awaiting a couple things. PM Marino stated that the survey is complete and marked and then they will need to remove the current structure and redo the existing electrical splitting the power to the correct owners.
14. PM Marino stated that the Neighborhood Revitalization Homes are on schedule with 243 Orr Branch being 93% and 66 Atoah being 58% complete.
15. PM Marino stated that the Azalea Hills project should begin in early December with the school construction.
16. PM Marino stated that the high school stadium bleacher project received one bid which came in at \$4.6M so they will rebid the project. The school will continue to lease the bleachers for another year.
17. PM Marino stated that the staff are continuing to do the striping in the parking lots.
18. Chair Smith asks Stacy Carpenter for the finance reporting. Director Carpenter stated that she has Budget Amendment 6 for the board's review and approval. Director Carpenter stated that there is an increase of \$22,580.00 for Operating Reserve for Transit. Commissioner Williams made the motion to approve Budget Amendment #6 as stated. Commissioner Orr seconded this motion. Vote unanimous.
19. Director Carpenter stated that there were no new updates regarding the local government commission.
20. Director Carpenter stated that she had met with Paula Loftin, NCACC; Beverly Stroud, CPA and TD Hill with RH Accounting at the training in Cherokee this week and they are continuing to work with her.
21. Director Carpenter stated that the revenues to date are \$6,284,401.46 and the expenditures are \$6,873,193.95 for a deficit of \$588,792.49.
22. Director Carpenter stated that current property tax collections for October are \$343,503.99; prior years \$30,359.65 for a total collection of \$2,151,039.03 and the balance to be collected is \$7,247,326.60. Director Carpenter stated that the collection rate is 22.90%.
23. Director Carpenter stated that the sales tax collection for September is \$329,486.23 and the year-to-date collections are: \$1,041,291.00.
24. Director Carpenter stated that the schools allocation of sales tax for September is \$57,329.44 with a year-to-date total of \$236,298.89 with an available balance of \$465,702.55. Director Carpenter stated that the school did request the following expenditures with a total request of \$14,191.77. Those requests are:
 - a. Whaley Food Service: \$7,690.25

- b. Smart Pass system for RMS and RHS: \$2,126.19
- c. Parts Town: \$702.98
- d. City Lock: \$308.75 and \$196.40
- e. Ritz Refrigeration: \$647.35 and \$2,519.85

Commissioner Orr made the motion to approve the school request as stated.

Commissioner Cody seconded this motion. Vote unanimous.

25. Director Carpenter stated that the ¼ cent allocation for September is \$27,767.97 for a year-to-date total of \$1,825,717.77.
26. Director Carpenter stated that the vehicle tax collection for October is \$55,806.04 for a year-to-date collection of \$261,198.15.
27. Director Carpenter stated that she has the following items for the board's review and approval. Director Carpenter stated that the first policy is The Public Records Request Policy and Request Form. Chair Smith made the motion to approve. Commissioner Orr seconded this motion. Vote unanimous.
28. Director Carpenter stated that the next is Budget Amendments Internal Policy and the required Internal Control's Policy for DHHS which are:
 - a. Internal Control Policy
 - b. Preaudit Policy
 - c. Cash Management Policy
 - d. Fund Balance Policy
 - e. Procurement Policy
 - f. Code of Conduct or Ethics for Unit Staff
 - g. Records Retention and Disposition Schedule
 - h. Unclaimed Property Policy
 - i. Investment Policy
 - j. Year End Process
 - k. Internal Control Over Inventories
 - l. Procedures for Disposal of Surplus Property
 - m. Electronic Payment Policy

Chair Smith made the motion to approve the policies as stated. Commissioner Williams seconded this motion. Vote unanimous.

29. Chair Smith asks Manager Cody for the discussion . Manager Cody stated that we have Releases \$1203.52 and Discoveries \$832.58. Commissioner Cody made the motion to approve. Commissioner Orr seconded this motion. Vote unanimous.
30. Manager Cody stated that the Sheriff has requested to purchase a side by side for \$33,316.00 to use at the department. Manager Cody stated that he did receive another quote for \$44,740.00. Manager Cody stated that the sheriff will use his drug tax money for the purchase. Manager Cody stated that the sheriff is also requesting a new fingerprint machine for \$20,000.00. Chair Smith asks to table this request until the budget can be reviewed. Commissioner Williams seconded this motion. Vote called: Commissioner Smith, Williams, Orr and Nelms voted yes. Commissioner Cody voted no. Motion carried four to one.
31. Manager Cody stated that the health department needed to add a new fee for CPT 99495 in order to bill for this service. Commissioner Williams made the motion to approve fee CPT 99495 to be added to health department billing. Commissioner Orr seconded this motion. Vote unanimous.
32. Manager Cody asks for approval of the Amended Preventative Maintenance Plan for Transit 2025. Commissioner Orr made the motion to approve. Commissioner Cody seconded this motion. Vote unanimous.
33. Manager Cody stated that the Building Inspections is needing new fee schedule for the commercial buildings. Manager Cody stated that they are using the schedule from Jackson County due to the size of the building. Manager Cody stated that the recommendation is forty cents per square foot with 50% dead space which equates to around \$51,400.00 for the Eco King permit. Chair Smith asks if this will be the total fees. Manager Cody stated that no, this is phase one. Commissioner Cody made the motion to approve the fee as stated. Commissioner Orr seconded this motion. Vote unanimous.

34. Manager Cody stated that the board was asked to appoint three new health advisory board members Carol Millsaps, Susan Sawyer Jenkins, Toni Lawler. Commissioner Cody made the motion to approve the three new appointments as stated. Commissioner Nelms seconded this motion. Vote unanimous.
35. Manager Cody asks for approval to reappoint Health Advisory Board Members Sunny Pringle and Hamilton Boxberger. Commissioner Orr made the motion to approve. Chair Smith seconded this motion. Vote unanimous.
36. Manager Cody asks for approval of the reappointment of Transit Board Member David Maennle. Commissioner Orr made the motion to approve. Commissioner Cody seconded this motion. Vote unanimous.
37. Manager Cody asks for approval of the reappointment of RDA Board Member Pam Shaffer. Commissioner Williams made the motion to approve. Commissioner Orr seconded this motion. Vote unanimous.
38. Manager Cody asks for approval of the reappointment of Travel and Tourism Board Member Dale Wiggins. Chair Smith made the motion to approve. Commissioner Orr seconded this motion. Vote unanimous.
39. Manager Cody asks for approval of the reappointment of Road Naming Board Member Connie Orr. Commissioner Williams made the motion to approve. Chair Smith seconded this motion. Vote unanimous.
40. Manager Cody asks for approval to surplus the 2019 Transit Van with a starting bid of \$2500.00. Chair Smith made the motion to approve. Commissioner Orr seconded this motion. Vote unanimous.
41. Chair Smith asks for a motion to go into closed session under G.S. 143-318.11(a)(1)(3)(5)(6) for privileged or confidential information, attorney-client privilege, personnel and contracts. Commissioner Williams made the motion to go into closed session as stated. Commissioner Cody seconded this motion. Vote unanimous.
42. Chair Smith asks for a motion to go back into open session. Commissioner Nelms made the motion as stated. Commissioner Orr seconded this motion. Vote unanimous.
43. Commissioner Cody made the motion to approve the capital outlay purchase for equipment in the amount of \$33,316.00 using the NC Drug Tax money at the request of Sheriff Hoxit for Sheriff Department operations. Commissioner Orr seconded this motion. Vote unanimous.
44. Chair Smith asks for a motion to adjourn. Commissioner Cody made the motion as stated. Commissioner Nelms seconded this motion. Vote unanimous.

Meggan Smith, Chair, Graham County Commissioner

Lynn Cody, Vice-Chairman, Graham County Commissioner

Jacob Nelms, Member, Graham County Commissioner

Connie Orr, Member, Graham County Commissioner

Natasha Williams, Member, Graham County Commissioner

ATTEST:

Kim Crisp, Clerk to the Board