



**REGULAR
MEETING *MINUTES*
MAYODAN TOWN COUNCIL
August 11, 2025
6:00 p.m.
James A. Collins Municipal Building**

MAYOR AND COUNCIL PRESENT:

Mayor Dwight Lake
Melanie Barnes
Doug Cardwell
Letitia Goard
John Miller
Buck Shelton

STAFF PRESENT:

Town Attorney Eugene Russell
Town Manager Melody Shuler
Town Clerk Sarah Hopper

The Mayodan Town Council met at 6:00 pm on August 11, 2025, in the Council room of the James A. Collins Municipal Building, and with a quorum present, Mayor Lake called the meeting to order.

INVOCATION:

A moment of silence was observed, and no invocation was given.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Mayor and Town Council members.

Mayor Lake recognized Jeff Kallam, a Rockingham County Commissioner, during the opening of the Town Council meeting.

PUBLIC COMMENTS:

No one wished to speak.

RECOGNITIONS:

A. New Town Hall Employee Brandi Kallam

B. Lead for NC Fellow Lucy Lewis

Town Manager Melody Shuler introduced two new employees to the Council: Brandi Kallam, Customer Service Representative, and Lucy Lewis, Lead for North Carolina Fellow. Ms. Shuler expressed her excitement in welcoming them to the Town of Mayodan and noted how beneficial their skills and contributions will be for the community.

C. New Police Officer Andruw Randolph

D. New Police Officer Alex Pulliam

E. Lieutenant Landon Fellows

F. Sergeant Jonathon Bowman

Chief Knight introduced new police officers, Andruw Randolph and Alex Pulliam, to the Town Council. He spoke with pride about these young men and their commitment to serving the community. Chief Knight also recognized the recent promotions within the department, highlighting

Sergeant Jonathon Bowman and Lieutenant Landon Fellows for their dedication and leadership in the Patrol Division.

G. Farris Mountain Bike Video Release

The newly produced promotional video showcasing the Farris Memorial Park trail system. The project was funded through the Youth Sports Grant from the NC Youth Outdoor Engagement Commission and produced by CTT Productions. The video will serve as a tool to promote the upcoming NC NICA youth mountain biking competition, attract visitors, and highlight the park's expanding role as a regional hub for outdoor recreation and youth engagement.

APPROVAL OF CONSENT ITEMS:

A. Approval of Minutes

1) Regular Meeting Minutes of July 14, 2025

2) Special Meeting Minutes of July 28, 2025

Motion by Councilmember Miller, seconded by Councilmember Cardwell, to approve the consent Agenda, as presented.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton

Nays: None

Motion carried unanimously

PUBLIC HEARING:

A. Public Hearing and Consideration of Text Amendment – Setback Exemption for Uncovered Porches

Town Manager Melody Shuler spoke to Council regarding a request from applicant Steve Shemo to amend the Town of Mayodan Zoning Ordinance related to setback requirements. She explained that the current ordinance requires all structures, including uncovered porches and steps, to meet minimum setback distances, which restricts traditional architectural features that could enhance the livability, accessibility, and appearance of homes. To provide greater flexibility for homeowners and encourage porch-oriented design, the proposed amendment would allow uncovered porches and similar features to encroach into required setbacks within specific dimensional limits. The changes include amending Article II, Section 3 to clarify that uncovered porches, stoops, steps, and similar features may extend into required yard areas subject to the conditions in Article V, and amending Article V, Section 2 to specify that such features—when unenclosed, attached to the principal structure, without a roof or cover, and not exceeding 36 inches in height—may encroach up to 6 feet into front or rear setbacks and up to 2 feet into side setbacks, provided they remain at least 10 feet from any side or rear property line. She noted that the amendment is compatible with the Town of Mayodan's 2013 Future Land Use Map by supporting improvements in Residential (Low and High Density) areas, promoting traditional design, and encouraging reinvestment in existing homes without altering neighborhood character. Staff emphasized that this is a low-impact, common-sense change consistent with peer communities, as it allows property owners to enhance their homes without reducing public safety or infringing on neighboring properties. The Planning Board reviewed the amendment on July 17, 2025, and voted unanimously to recommend adoption by the Town Council. The amendment was found to be consistent with the Future Land Use Map, reasonable, and in the public interest, as it encourages appropriate residential improvements, aligns with comparable small-town zoning standards, and maintains the purpose of setback requirements. The requested action before Council is approval of text amendment TA-002-2025 and the Reasonableness and Consistency Statement as presented.

Motion by Councilmember Barnes, seconded by Councilmember Shelton, to open the public hearing.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton

Nays: None

Motion carried unanimously

Mayor Lake opened the Public Hearing at 6:17 p.m.

Motion by Councilmember Miller, seconded by Councilmember Goard, to close the public hearing.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton

Nays: None

Motion carried unanimously

Lake closed the Public Hearing at 6:10 p.m.

Councilmember Barnes asked to recuse herself from the vote due to a potential conflict of interest.

Motion by Councilmember Cardwell, seconded by Councilmember Miller, to approve Councilmember Barnes to recuse herself from the vote to a potential conflict of interest.

Ayes: Councilmembers Cardwell, Goard, Miller, and Shelton

Nays: None

Motion carried unanimously

Motion by Councilmember Shelton, seconded by Councilmember Goard, to approve text amendment TA-002-2025 and the Reasonableness and Consistency Statement as presented.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton

Nays: None

Motion carried unanimously

OLD BUSINESS:

A. Draft Personnel Policy

Town Manager stated to Council a formal presentation and discussion were held at the July 14, 2025, Council meeting, during which Councilmembers reviewed the draft Personnel Policy and provided feedback. All recommended changes have been incorporated into the updated version, which is attached along with a summary report outlining the revisions made since the initial draft. The updated policy reflects modern best practices and enhances structure, clarity, and compliance with state and federal employment law. Staff recommends adoption of the updated Personnel Policy as presented.

Motion by Councilmember Goard, seconded by Councilmember Shelton, to adopt the updated Personnel Policy as presented

Ayes: Councilmembers Barnes, Goard, Miller, and Shelton

Nays: Cardwell

Motion carried 4-1

B. Updated Farris Park Building Quotes

Motion by Councilmember Cardwell, seconded by Councilmember Miller, to table to next meeting.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton

Nays: None

Motion carried unanimously

NEW BUSINESS:

A. Resolution Supporting Recreational Trails Program Grant Application for Farris Memorial Park

The North Carolina Recreational Trails Program (RTP) provides funding to support trail construction and amenities that increase access to outdoor recreation. This federally funded, competitive program is administered by the NC Division of Parks and Recreation, with the next application deadline on September 5, 2025. Staff is proposing to submit an RTP grant application for a new beginner-level trail at Farris Memorial Park. The trail will serve as a warm-up loop for youth cyclists—particularly North Carolina Interscholastic Cycling League (NC NICA) riders—as well as provide a scenic, gentle hiking experience for community members. It will improve access to Big Beaver Island Creek and include resting and interpretive elements. The total project budget is \$87,770, which includes \$79,200 for one

mile of natural surface trail construction.

Motion by Councilmember Barnes, seconded by Councilmember Shelton, to approve the Resolution Supporting Recreational Trails Program Grant Application for Farris Memorial Park

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton

Nays: None

Motion carried unanimously

B. Washington Mills Park Engineering Firm Selection & Contract Award

Town Manager Melody Shuler spoke to Council regarding the Washington Mills Park Development Project RFQ. Submissions were received by 12:00 p.m. on July 18, 2025, with a total of thirteen proposals submitted. A staff selection committee reviewed the qualifying submissions and shortlisted three firms for interviews. After completing interviews and internal discussions, the committee unanimously recommends awarding the contract to Destination by Design (DbD). DbD was selected based on their strong qualifications, relevant experience with brownfield redevelopment and floodplain parks, and their innovative approach to economic development and placemaking. Their team demonstrated a clear understanding of the site's complexities and the Town's long-term goals for revitalization. Key highlights of their approach include specialization in small communities, with mindful, cost-conscious design; an economic development focus to attract visitors and increase site traffic; flood resilience and low-maintenance planning; environmental expertise, particularly in brownfield conditions, partnering with the Town's current environmental consultant; readiness to begin work immediately with a 6–12 month timeline to construction depending on site conditions; comprehensive services including engineering, site surveying, grant writing, branding, visual identity, building elevations, and RFP preparation for future development; thoughtful design emphasizing affordability and durability with multiple budget-conscious options; grant management expertise to maximize funding; and storytelling through design that integrates Mayodan's history and culture into the park's identity. DbD's collaborative style, experience, and vision align with the Town's goals for Washington Mills Park. Pending Council approval, staff will proceed with executing the contract and launching the design phase in September 2025.

Motion by Councilmember Miller, seconded by Councilmember Shelton, Washington Mills Park Engineering Firm Selection & Contract Award

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton

Nays: None

Motion carried unanimously

C. Storm Staging Agreement with Duke Energy

Town Manager Melody Shuler spoke to Council regarding Duke Energy's request to continue using Farris Memorial Park as a staging area during storm-related power restoration efforts, consistent with past practice. To formalize this arrangement, Duke Energy has provided a draft agreement outlining the terms of use, including maintenance responsibilities, liability, and site restoration. The agreement is provided for Council review and consideration, and the requested action is a motion to approve the Storm Staging Agreement with Duke Energy for use of Farris Memorial Park during storm events.

Motion by Councilmember Barnes, seconded by Councilmember Cardwell, to approve Storm Staging Agreement with Duke Energy for use of Farris Memorial Park during storm events.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton

Nays: None

Motion carried unanimously

D. Good Roads Study – Road Selection for Paving table to next meeting

Town Manager Melody Shuler spoke to Council regarding the 2025 Good Roads Study, which has been finalized and provided to Council along with a simplified spreadsheet prepared by staff. The study offers a comprehensive assessment of the town's street conditions to support long-term planning for pavement improvements. Council is asked to provide input on selecting the next road for paving, with staff available at the meeting to share additional information on roads that should be prioritized based on condition and other relevant factors. Council is recommended to review the materials and participate in the discussion to identify the next paving project.

Council requested that Public Works Director Joey Hudy obtain quotes for the project and table further discussion until the September Council meeting.

E. Town Hall Renovation Project – Funding Recommendation

Town Manager Melody Shuler spoke to Council regarding the renovation of the old library building to serve as the new Town Hall. During the FY25-26 budget process, staff had recommended financing the project; however, staff has since learned that proceeding with financing would require approval from the Local Government Commission (LGC), and several challenges have made this route increasingly time-consuming and costly. An application has been submitted to the LGC, but in light of these complications, staff recommends funding the renovation directly from the Town's fund balance, with a total estimated cost of \$400,000. If approved, this would reduce the Town's current estimated fund balance from approximately 73% to 63%, a 10% decrease. The renovation would be managed in-house, with Public Works Director Joey Hudy serving as general contractor and coordinating subcontractors. This approach offers cost control by minimizing expenses, flexibility to quickly respond to unforeseen issues, and efficiency in managing the project timeline and progress. Maintaining a strong fund balance allows the Town to respond to critical needs such as this, and while the FY25-26 budget process aimed to fund priority needs in advance, this project represents a unique, time-sensitive opportunity where the use of fund balance is justified and appropriate. Staff requests Council approval to fund the Town Hall renovation project in the amount of \$400,000 from the Town's fund balance.

Motion by Councilmember Goard, seconded by Councilmember Miller, to fund the project through General & Water/Sewer Fund Balances with the percentage to each to follow from the study.

Ayes: Councilmembers Cardwell, Goard, Miller, and Shelton

Nays: Barnes

Motion carried 4-1

Motion by Councilmember Miller, seconded by Councilmember Barnes, to enter into closed session to consult with the Attorney per N.C.G.S 143-318.11(a)(3) and to prevent disclosure of privileged information N.C.G.S. 143.318.11(a)(1)].

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton.

Nays: None.

Motion carried unanimously.

Entered into closed session at 7:10 p.m.

Motion by Councilmember Goard, seconded by Councilmember Cardwell, to return to open session.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton.

Nays: None.

Motion carried unanimously.

Returned to open session at 7:46 p.m.

MANAGER/ COUNCIL COMMENTS/ANNOUNCEMENTS:

Motion by Councilmember Goard, seconded by Councilmember Miller, to adjourn meeting.

Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton

Nays: None.

Motion carried unanimously.

Meeting adjourned at 7:47 p.m.

ATTEST:

Sarah Hopper, Town Clerk

E. Dwight Lake, Mayor