



BUDGET
MEETING *MINUTES*
MAYODAN TOWN COUNCIL
February 16, 2026
St Francis Prayer Center Retreat
477 Grogan Rd. Stoneville 8:30 a.m.

MAYOR AND COUNCIL PRESENT:

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

STAFF PRESENT:

Town Manager Melody Shuler
Town Clerk Sarah Hopper
Finance Director Brianna Cardwell

The Mayodan Town Council met at 8:38 a.m. on February 16, 2025, at St Francis Prayer Center Retreat 477 Grogan Rd. Stoneville, NC, and with a quorum present, Mayor Lake called the meeting to order.

The Mayodan Town Council met for a retreat to review strategic priorities, staffing needs, and the FY 2026–2027 budget outlook. Town Manager Melody Shuler opened the meeting with a welcome and overview of the retreat. Staff, including Melody Shuler, Lucy Lewis (LFNC Fellow), and other Town staff, presented updates on strategic alignment, including tools incorporated into the proposed budget and staffing analysis.

Staff provided an update on the Strategic Plan Implementation and Funding Dashboard for FY 2026–2027, outlining progress in key priority areas including Infrastructure, Downtown and Washington Mills, Parks and Recreation, Workforce, and Transparency and Community Engagement. Updates included ongoing infrastructure planning efforts such as an infrastructure audit and development of a draft master plan anticipated for adoption in March 2027, as well as updates on Washington Mills Park Phase 1 design and engineering, the greenway connection project, and planning for the new Town Hall. Staff also highlighted efforts to improve transparency through website updates, social media, newsletters, and a planned community survey.

A staffing analysis was presented reviewing workloads, staffing capacity, and operational needs across all departments. The analysis identified several departments experiencing moderate to high burnout risk due to limited staffing and increasing service demands. Recommendations included establishing a full-time Fire Chief position, adding a full-time Administrative Assistant to support Administration and Finance, and adding an additional Parks and Recreation employee. Staff also presented a summary of proposed new full-time positions for FY 2026–2027, including four General Fund positions—Fire Chief, Parks & Recreation Groundskeeper, Streets Groundskeeper, and an Administrative Assistant—and two Water and Sewer Fund positions—a Finance Billing Clerk and a Public Works Administrative Assistant—with a total estimated cost of \$376,800.

Discussion was held regarding Capital Improvement Plan (CIP) project input and prioritization, including the Washington Mills building, Town Hall council chamber and conference room furniture, Police Department facility conversion, and improvements at Farris Memorial Park such as a natural play space, mini golf course refresh, and a fishing pier. Public Works Director Joey Hudy provided input on street resurfacing prioritization.

Police Chief Timothy Knight presented an update on the proposed conversion of the current Town Hall building into an expanded Police Department facility once Town Hall relocates. The update included building condition assessments, utility and electrical considerations, and conceptual interior layout plans, including a secure lobby, training room, office reconfigurations, and the addition of a secure sally port and booking area. The project remains in the conceptual planning stage.

The Parks Department presented proposed improvements at Farris Memorial Park, including development of a natural play space utilizing logs, boulders, and native plantings, as well as refreshing the existing mini golf course. Potential grant funding through the Duke Energy Foundation America 250 program was discussed.

Staff presented proposed furnishings for the new Town Hall, including chairs, tables, and a mobile podium, with estimated costs ranging from approximately \$40,415 to \$59,290 depending on final selections.

Additional discussion topics included planning and zoning updates such as the zoning ordinance rewrite and code enforcement options, employee benefits including a pay and classification study, police starting salaries, and an educational incentives policy. Finance Director Brianna Cardwell provided a financial status update, and further discussion included health insurance, a potential Council pay increase, and a legislative request to extend the Mayor's term to four years.

Staff presented a memorandum regarding future wastewater treatment plant operations following the expiration of the Veolia contract in June 2027. Several options were reviewed, including continuing contracted services or transitioning to in-house operations. Staff recommended beginning planning and recruitment while allowing the current contract to run through its term due to potential legal and financial risks of early termination.

Additional discussion included options for code enforcement services, comparing contracted services with hiring a part-time employee. While both options have similar estimated costs, a part-time employee would provide increased availability, faster response times, and more proactive enforcement.

The meeting adjourned at 5:04 p.m.

ATTEST:

Sarah Hopper, Town Clerk

E. Dwight Lake, Mayor