



**REGULAR
MEETING *MINUTES*
MAYODAN TOWN COUNCIL
October 13, 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 October 13, 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:

Invocation by Bruce Martin with Reality Church in Stoneville.

PLEDGE OF ALLEGIANCE:

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

RECOGNITION:

- A. Recognition of new employee Tyler Priddy Public Works Tech I by Public Works Director Joey Hudy.

PUBLIC COMMENTS:

Howey Terry, representing Terry Funeral Home & Cremation, addressed the Council regarding the upcoming Veterans Parade. He requested that the Town consider contributing \$200 as a corporate sponsorship to assist with covering the costs associated with the event.

Nicole Foster of Mayodan will be hosting an event this Saturday at Elliott Duncan Park to raise funds in support of breast cancer awareness and assistance. The event is part of an organization founded by Treva Tatum, which aims to support individuals within the community who are currently battling breast cancer by providing financial assistance for medical expenses and medications. All funds raised will be directed back to benefit residents of the local community.

APPROVAL OF CONSENT ITEMS:

- B. Approval of Minutes
 - a. Agenda Meeting Minutes of September 3, 2025
 - b. Regular Meeting Minutes of September 11, 2025
- C. Ordinance Designating 2nd Avenue as a Restricted Street
- D. Fee Schedule Update – Add Animal Control Administrative Fee

- E. **Footstone Placement for John Possum Joyce at Farris Park Cemetery**
- F. **Amendment to Madison Mayodan Recreation Commission Interlocal Agreement**
- G. **Addendum to 2024 NCSU Creating Outdoor Recreation Economies Design Study for Washington Mills Park**
- H. **Elliott Duncan Cameras**

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

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

Nays: None

Motion carried unanimously

PUBLIC HEARING:

- A. **Rezoning Request RZ-002-2025 – Former Library at 101 N. 10th Street (Proposed Town Hall)**

Town Manager Shuler informed the Council that the Town of Mayodan has submitted a rezoning request for property located at 101 N. 10th Street (Parcel #s 119941 and 119935), formerly the library building. The property is currently zoned R-6 Residential, which does not permit government office use. The request is to rezone the property to C-2 Highway Commercial, which allows for governmental office uses and will enable the relocation of Town Hall to this site. The property consists of 0.95 acres and includes an existing institutional building. It is adjacent to both residential and commercial zoning districts. According to the 2013 Future Land Use Map, the site is designated as Institutional, a category that supports government offices, schools, and similar public uses. Rezoning the property to C-2 aligns with this designation and allows for the adaptive reuse of the former library while reinforcing the corridor’s role as a civic and commercial activity center.

The Planning and Zoning Board considered the request at its September 25, 2025, meeting and voted 5–0 to forward a favorable recommendation for approval to the Town Council. The request is consistent with the Mayodan 2013 Future Land Use Map designation of Institutional. Rezoning the property to C-2 is reasonable and in the public interest because it enables the adaptive reuse of an existing public facility, reinforces the corridor’s role as a civic and commercial activity center, and provides for the continued delivery of essential government services in a highly accessible location.

Mayor Lake opened the public hearing at 6:11pm

Mayor Lake closed the public hearing at 6:13pm

Motion by Councilmember Goard, seconded by Councilmember Shelton, to adopt a statement of reasonableness and consistency and approve Rezoning Request RZ-002-2025.

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

Nays: None

Motion carried unanimously

OLD BUSINESS:

- A. **Good Roads Study – Road Selection for Paving**

Motion by Councilmember Cardwell, seconded by Councilmember Goard, to table until spring.

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

Nays: None

Motion carried unanimously

NEW BUSINESS:

- A. **Utility Construction and Sidewalk Agreements – I-5898 Intersection Improvement Project**

The North Carolina Department of Transportation (NCDOT) is advancing the I-5898 Interchange Improvement Project, which includes the replacement of Bridge 780074 and upgrades at the future I-

73/US 220 and US 311/NC 135 interchange. As part of this project, two agreements are presented for Town Council consideration.

The first is a Utility Construction Agreement (Accounts Receivable – Utility Construction Agreement, WBS 46860.3.1; Agreement #1000027241). At the Town’s request, NCDOT will incorporate the upsizing of the Town’s sewer force main from six inches to ten inches within the overall highway construction contract and will manage construction delivery. The Town will reimburse NCDOT for the actual costs associated with this betterment, estimated at \$371,930.80 (including 16% for engineering and inspection). Upon completion and acceptance of the work, the Town will assume ownership, operation, and maintenance of the upsized sewer facilities.

The second is a Sidewalk (Maintenance Only) Agreement (Agreement ID #13390). Under this agreement, NCDOT will construct new sidewalk along US 311/NC 135 from west of Dan Valley Road to east of Commerce Drive as part of the I-5898 project. Following construction, the Town will assume full liability and long-term maintenance responsibility for the sidewalk in perpetuity, while NCDOT will retain ownership and maintenance of the roadway and traffic control devices.

The Town Attorney, Town Engineer, and Public Works Director have reviewed both agreements and determined that they are consistent with the Town’s operational needs and objectives.

From a fiscal perspective, the Utility Construction Agreement will require an estimated Town contribution of \$371,930.80, recommended to be funded through the Water and Sewer Fund Balance. The Sidewalk Agreement will not involve any upfront construction cost to the Town; however, it will impose ongoing maintenance and liability responsibilities once construction is complete.

Construction for the I-5898 project is scheduled to begin on December 16, 2025.

Motion by Councilmember Cardwell, seconded by Councilmember Miller, to approve the NCDOT Utility Construction Agreement for the I-5898 Interchange Improvement Project and the NCDOT Sidewalk (Maintenance Only) Agreement establishing the Town’s maintenance responsibility for the new sidewalk along US 311/NC 135.

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

Nays: None.

Motion carried unanimously.

B. Quote for Archeological Survey – Washington Mills Park

On September 12, 2025, the North Carolina State Historic Preservation Office (SHPO) issued a formal recommendation that the Washington Mills project area be systematically surveyed for archaeological resources prior to any ground-disturbing activities. The northern half of the property contains a known unassessed site (31RK150, McClellan’s Mill), which will be adversely affected by the current project design. Much of the project area has not been systematically surveyed, and there is a high potential for significant archaeological resources. The purpose of the survey is to identify and assess archaeological resources for National Register of Historic Places (NRHP) eligibility. SHPO requires that the work be conducted by a qualified archaeologist who meets the Secretary of the Interior’s Professional Qualification Standards.

Council requested that Tim Johnson follow up with Cultural Heritage Resources Impact Solution, Inc. to obtain a proposed layout. No action was taken at this time; the item was deferred pending receipt and review of the requested information.

C. Cemetery Committee Recommended Improvements

Streets Superintendent Corey Craddock provided the Town Council with an overview of the recent Cemetery Committee meeting, reviewing each of the recommendations discussed and presenting corresponding cost estimates. The Committee recommended that the trees located on adjacent property and hanging over into the cemetery be either removed or significantly trimmed back. They also explored the potential purchase of two rear-discharge, pull-behind mowers to improve maintenance efficiency.

In addition, the Committee suggested the placement of four to six benches and trash receptacles throughout the cemetery, with Mr. Craddock supplying a map showing proposed installation sites. The Committee also considered installing solar-powered security cameras at strategic locations within the grounds. Each camera would cost approximately \$180, with a \$10 monthly service fee and a one-time activation charge. Mr. Craddock will also research the installation of dog-waste stations equipped with disposal bags to enhance cleanliness and visitor convenience.

All these items were recommended to the Town Council for further consideration. Finally, the Committee discussed the possible addition of a columbarium at the cemetery and requested that Mr. Craddock obtain cost estimates for that project.

Motion by Councilmember Goard, seconded by Councilmember Barnes, to approve Mr. Griffin's bid in the amount of \$9,000, contingent upon verification that he is properly insured and bonded. If Mr. Griffin is not bonded, approval is granted for the \$10,375 bid from Johnson, with funds to be drawn from the Cemetery Fund.

Ayes: Councilmembers Barnes, Cardwell, Goard, and Shelton

Nays: Miller

Motion carried 4-1

Motion by Councilmember Goard, seconded by Councilmember Barnes, to approve the purchase of two mowers from Y & W at a total cost of \$15,512.65, with funds to be drawn from the Cemetery Fund.

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

Nays: None

Motion carried unanimously

Motion by Councilmember Goard, seconded by Councilmember Barnes, to approve the purchase and placement of four (4) green trash receptacles in the cemetery at a total cost of \$1,914.46.

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

Nays: None

Motion carried unanimously

D. Insurance Premiums Rate and LGERS Employer Rate increases

Town Manager Shuler spoke to the Council regarding the upcoming changes to the North Carolina State Health Plan for Teachers and State Employees, which will take effect from January 1, 2026, through December 31, 2026. The plan will implement a new tiered premium structure based on employee salary bands. Previously, the Town paid the same rate for each employee regardless of salary. Under the new structure, monthly employer contributions will vary as follows: nine employees earning \$50,000 or less will cost \$315 per month, twelve employees earning between \$50,001 and \$65,000 will cost \$600 per month, eight employees earning between \$65,001 and \$90,000 will cost \$520 per month, and six employees earning \$90,001 or more will cost \$480 per month. This adjustment results in a total monthly cost of \$1,915, compared to the current budgeted amount of \$875 per month. The estimated financial impact for January through June 2026 is \$11,490, which was not included in the adopted FY2025–2026 budget.

Town Manager Shuler spoke to the Council regarding the LGERS Employer Rate Adjustment, which will take effect on July 1, 2025. As part of the Town's participation in the North Carolina Local Governmental Employees' Retirement System (LGERS) and the State Health Plan, a 2.4% increase in employer contributions for all covered employees will be required. The estimated annual cost of this increase is \$59,345.36, excluding current vacancies. In addition, a catch-up payment for the period of July through September 2025 will be due by June 30, 2026. This adjustment was not included in the

adopted FY2025–2026 budget, bringing the total combined cost impact, including health insurance adjustments, to \$70,835.36.

Staff recommends allocating the cost between the General Fund (57.14%) and the Water/Sewer Fund (42.86%). Under this allocation, the General Fund portion totals \$40,462.63, with \$38,000 to be applied from the Administration contingency line item and the remaining \$2,462.63 funded from the General Fund Balance. The Water/Sewer Fund portion totals \$30,372.73 and will be fully funded from the Water/Sewer Fund Balance.

Motion by Councilmember Goard, seconded by Councilmember Miller, to table until next meeting.

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

Nays: None.

Motion carried unanimously

A. Demolition Authorization – 500 N 3rd Ave, 901 W Main St, & 105 Rink Rd

Town Manager Shuler and State Code Enforcement Officer Eric reported that the Town of Mayodan has completed minimum housing enforcement proceedings for three residential structures determined to be unfit for human habitation and hazardous to public health, safety, and welfare. The affected properties include 500 N. 3rd Avenue (PIN 120412), owned by the heirs of Mary Lee Bryant Biggs and Roy C. Biggs; 901 W. Main Street (PIN 119939), owned by Beth Investments LLC; and 105 Rink Road (PIN 177218), owned by Mark Whitten. Following inspections, hearings, and duly issued orders dated June 26, 2025, the Code Enforcement Officer directed the property owners to repair or demolish the structures within 90 days. To date, no corrective action has been taken.

Town Manager Shuler and Code Enforcement Officer Eric further noted that the property located at 901 W. Main Street has been sold since this process began and that the new owners were not aware of the existing code enforcement actions. The new owners are currently making repairs and improvements to the property and have requested additional time to complete the necessary work. In accordance with the Town's adopted ordinances, the Town remains authorized to proceed with demolition where applicable, pending further review and consideration of individual property circumstances.

Motion by Councilmember Cardwell, seconded by Councilmember Shelton to table action on to table action on 500 N. 3rd Avenue, and 105 Rink Road until the next Council meeting on November 10, 2025.

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

Nays: None.

Motion carried unanimously

Motion by Councilmember Miller, seconded by Councilmember Goard, to table further consideration of 901 W. Main Street until the February 2026 meeting.

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

Nays: None.

Motion carried unanimously

Motion by Councilmember Miller, seconded by Councilmember Goard, to approve a \$200 contribution from the Fund Balance to support the Madison Veterans Parade.

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

Nays: None.

Motion carried unanimously

Motion by Councilmember Cardwell, seconded by Councilmember Barnes, to approve waiving the park rental fee for Nicole Foster's event request.

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

Nays: None.

Motion carried unanimously

MANAGER/ COUNCIL COMMENTS/ANNOUNCEMENTS:

Mayor Lake acknowledged the presence of former Mayor and Councilmember Bud Cardwell at the meeting.

Councilmember Miller congratulated the Downtown Merchants Association for the success of the Hayodan event.

Councilmember Goard stated that it was a great Hayodan.

The Finance Department and Fire Department are pursuing a declaratory judgment involving the County Attorney and the Firemen's Relief Fund Board. A letter will be drafted regarding this matter and reviewed by Eugene and Melody prior to being sent.

Councilmember Barnes thanked Joey and his crew and Chief Knight for their support and help with the festival.

UP COMING EVENTS:

PTRC Awards is on Wednesday, October 15, 2025

Motion by Councilmember Goard, seconded by Councilmember Shelton, to recess meeting to October 20, 2025, at 5pm at Council Chambers.

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

Nays: None.

Motion carried unanimously.

Meeting adjourned at 7:45 p.m.

ATTEST:

Sarah Hopper, Town Clerk

E. Dwight Lake, Mayor