



**REGULAR
MEETING *MINUTES*
MAYODAN TOWN COUNCIL
February 10, 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 February 10, 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 given by Pastor Ricky Wilkie of Mayodan.

PLEDGE OF ALLEGIANCE:

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

PUBLIC COMMENTS:

No one wished to speak.

PUBLIC HEARING:

A. Public Hearing and Consideration of Nuisance Ordinance Replacement

Dennis Pinnix, with State Code Enforcement, presented a proposed Nuisance Ordinance intended to replace sections 14-52 to 14-56 of the current regulations to maintain public health, safety, and property aesthetics by controlling overgrown vegetation and noxious weeds. Key provisions include:

Property Maintenance Requirements: Property owners and occupants must keep grass, weeds, and vegetation under 12 inches in height within 200 feet of an inhabited property. Exceptions apply to agricultural land, ornamental plants, and large wooded lots.

Public Nuisance Definition: Conditions such as overgrown vegetation, stagnant water, and accumulations of trash or combustible materials are deemed nuisances and subject to enforcement.

Enforcement and Penalties: Violators receive a 10-day notice to correct violations before fines apply—starting at \$100 for a first offense and escalating to \$500 per day for repeat violations.

Town Authority for Abatement: If violations persist beyond the deadline, the Town may perform the cleanup and recover costs via property liens.

Chronic Violator Policy: Property owners with three or more violations in a calendar year may receive annual notices, allowing the Town to abate future violations without further warnings.

This ordinance aims to ensure that properties remain well-maintained, reduce fire hazards, and promote community well-being. The Council will hold a public hearing and discuss potential adoption. The necessary advertisements were advertised by law.

Mayor Lake opened the public hearing at 6:03 pm

Mayor Lake closed the public hearing at 6:19 pm

RECOGNITION:

A. Introduction of new employee Christian Rape

Water Plant Superintendent Mike Sears introduced new water treatment operator Christian Rape.

B. Introduction of new Police Officer Bradley Mitchell

Chief of Police Tim Knight introduced new police officer Bradley Mitchell.

APPROVAL OF MINUTES:

Approval of Agenda, Regular Meeting Minutes of January 9 & 13, 2025

Motion by Councilmember Miller, seconded by Councilmember Cardwell, to approve the Agenda and Regular Meeting Minutes of January 9 and 13, 2025, as presented.

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

Nays: None.

Motion carried unanimously.

OLD BUSINESS:

NEW BUSINESS:

A. Budget Amendment # 11, #12 & #13

Finance Director Brianna Cardwell presented budget amendment #11, recognizing additional interest revenues earned and an NCLM RMS Safety grant of \$5,000. These funds are allocated to the Water department equipment purchase for the Aerial Lift Purchase. Budget amendment #12 recognizes Duke Energy Foundation grant for Garfield Park Improvements of \$5,000. Budget amendment #13 recognizes the Reidsville Area Foundation Grant for Garfield Park improvements of \$6,000.

Motion by Councilmember Cardwell, seconded by Councilmember Barnes, to approve Budget amendments #11, #12, and #13

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

Nays: None

Motion carried unanimously

B. Madison-Mayodan Parks & Recreation Master Plan

Tim Johnson from Destination by Design delivered a PowerPoint presentation and answered questions. The Madison-Mayodan Parks & Recreation Master Plan serves as a guiding document for the Madison-Mayodan Recreation Commission and the Towns of Madison and Mayodan to enhance and expand recreational opportunities. The plan aims to improve quality of life, promote health and wellness, increase accessibility and connectivity, foster economic development, and enhance grant competitiveness.

Plan Recommendations:

Development of a comprehensive greenway and trail network.

Improvements to river accesses and parks, including Madison River Park and 704 River Access.

Expansion and upgrades to community parks, including the Madison-Mayodan Recreation Center, Washington Mills Park, Carlyle Lewis Park, and Farris Memorial Park.

Preservation and maintenance of neighborhood parks.

Implementation Strategy: Phased approach with funding opportunities and prioritization of projects.

Staff recommends adoption of the Madison-Mayodan Parks & Recreation Master Plan to support long-term recreational development and quality of life improvements for residents and visitors.

Motion by Councilmember Goard seconded by Councilmember Miller, to approve the Madison-Mayodan Parks & Recreation Master Plan as presented.

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

Nays: None.

Motion carried unanimously.

C. Engineering for Washington Mills Park

The Town has completed a preliminary design for Washington Mills Park, marking a key milestone in the project's development. As is standard for a project of this scale, municipalities typically move forward with engineered plans to ensure compliance, feasibility, and project success. For example, the Town of Madison engaged Destination by Design to engineer and manage their River Park and is currently preparing engineered drawings for the 704 Park with this same firm.

After a meeting with PARTF Representative Trey Fouche, we confirmed that Washington Mills Park has a solid application for the PARTF grant in 2025. The project has secured matching funds, which include:

- OSBM funds for pickleball courts and designated funds for basketball courts: \$400,000
- Connecting Communities to State Parks Grant: \$94,000
- Maximum PARTF request: \$500,000

As PARTF is a 50/50 matching grant, the total project contribution amounts to \$1 million. Engineering costs are considered eligible expenses under PARTF, allowing for a maximum of 20% of the overall project budget, which can be up to \$200,000.

The deadline to submit a PARTF grant application is May 1, 2025. A team of seven key stakeholders, with potential for more members, has been assembled to prepare this application within three months, even though the typical preparation time for this grant is six months.

In May 2025, a Request for Qualifications (RFQ) will be issued to select an engineering firm or consultant by July 2025. The goal is to complete engineered drawings by November 2025, ensuring that all necessary permits, contracts, and agreements are in place before construction begins.

The Parks and Recreation Authority will announce grant awards in September 2025. It is important to note that no amenities can be constructed before November 1, 2025, although site cleanup efforts can continue during this time.

Engineering plans are a critical next step in the successful development of Washington Mills Park. By securing funding for engineering costs in the next fiscal year and leveraging the PARTF grant, we can proceed efficiently and responsibly. Eric Woolridge from Destination by Design will present to the Council on the importance of engineering a regional park.

With Jenny Edwards leading the PARTF team—having previously secured a successful PARTF grant—there is strong confidence in our ability to secure funding and bring this project to fruition.

Motion by Councilmember Goard, seconded by Councilmember Barnes, to proceed with budgeting for engineered plans in the next fiscal year, issuing an RFQ in May 2025, and preparing the PARTF application by May 1, 2025, and adopt the Capital Improvement Plan before May 1, 2025.

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

Nays: None.

Motion carried unanimously.

D. Minimum Housing Round 2

Eric Clem, with State Code Enforcement is pleased to announce that the first round of properties on the minimum housing list is progressing. We now have the capacity to initiate the minimum housing process for five additional properties. The updated list of properties requiring attention is attached, organized with the most critical cases at the top.

105 Rink Rd, 502 N 11th Ave, 500 N 3rd Ave, 502 S, 2nd Ave, and 901 W Main St.

This process is complaint-driven. Residents are encouraged to submit any complaints about the properties on the list to eric@statecodeenforcement.com.

Please note that 502 N 11th Avenue remains on the list. Due to an issue with the title search during the last round, the addressing of this property has been delayed to the second round.

Motion by Councilmember Shelton, seconded by Councilmember Barnes, accept the next five houses on the list with the potential of \$5,000 to \$8,000 per house if they have to be torn down.

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

Nays: Cardwell

Motion carried 4-1.

E. Cost Estimate of Library Conversion to Town Hall

Town Manager Melody Shuler requested approval for the expenditure of \$3,000 to cover the cost estimate for renovating the old library into a new town hall. This estimate will be prepared by Charles Havens and will provide an opinion on the probable costs associated with the renovation project. The funds for this estimate will be drawn from the \$145,000 allocated in this fiscal year's budget for this purpose.

The Council was presented with several layout options for review.

Motion by Councilmember Goard, seconded by Councilmember Cardwell, to approve the expenditure of \$3,000 for the cost estimate of library conversion to Town Hall.

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

Nays: None.

Motion carried unanimously.

F. OSFM Grant Resolution

This resolution is to match funding up to \$40,000, which the Town will be responsible for. It is a 50/50 grant provided by the Office of the State Fire Marshal, which funds this program annually. The funds will be used for Self-Contained Breathing Apparatus (SCBA) and other safety equipment. The grant application is due in early March, and the funds will be awarded in early May.

Chief Dylan Garner looked into the remaining funds in our equipment purchase line item. With utilizing these remaining funds, the general fund would be responsible for \$26,500.

Motion by Councilmember Goard, seconded by Councilmember Cardwell, to adopt the Resolution for the whole \$40,000.

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

Nays: None.

Motion carried unanimously.

G. Portable Radios

The radios are in poor condition, and the Town cannot afford to wait any longer. The request is for permission to order eleven portable radios, along with a suggestion for a budget amendment from the fund balance to facilitate this purchase. However, moving forward with this could jeopardize the Town's opportunity to receive \$189,000 in funding from the Tillis money.

If the OSFM is awarded, those funds could be used for the radio purchase. However, the order cannot be placed until a signed grant agreement is in place. As a final option, Chief Garner is also considering temporarily leasing 16 portable radios until the funding from the Tillis office is secured.

Mayor Lake excused Councilmember Cardwell @ 7:43pm

Motion by Councilmember Goard, seconded by Councilmember Barnes, to approve \$2,000 a month max for 11 portable radios starting now to end of fiscal year to come from Fund Balance.

Ayes: Councilmembers Barnes, Goard, Miller, and Shelton
Nays: None.
Motion carried unanimously.

Mayor Lake excused Councilmember Barnes @ 8:15 pm

H. Interlocal Agreement Fire Inspections

Fire Marshal Melisa Joyce presented a proposal for an interlocal agreement that covers:

fire permits; review and approve all building plans, including new and remodeling construction; review and approval of all operational plans and permits; conduct all acceptance tests of fire safety systems; complete a final inspection before a Certificate of Occupancy is issued; and administer and enforce the North Carolina State Building Code (fire prevention volume V).

Fire Marshal Joyce is requesting an annual budget of \$15,000 from the Town to help cover these services starting July 1, 2025.

Motion by Councilmember Goard, seconded by Councilmember Miller, to move into an interlocal agreement with the county

Ayes: Councilmembers Goard, Miller, and Shelton

Nays: None.

Motion carried unanimously.

A. Raw Water Intake Pump Repair/Replacement

Water Superintendent Sears has pulled the #1 pump and motor for scheduled maintenance. This pump is cracked and obsolete, and the cost to repair it is close to the cost of a newer pump. This pump was installed in the 2002–2005 time frame but was originally designed and manufactured in 1980. Mr. Sears has proposed going with getting a new pump. Finance Director Cardwell mentioned that enough interest had been earned in the water and sewer fund to cover this expense. The Council supported this approach, and no action was needed.

MANAGER/ COUNCIL COMMENTS/ANNOUNCEMENTS:

Motion by Councilmember Goard, seconded by Councilmember Shelton, to adjourn meeting

Ayes: Councilmembers Goard, Miller, and Shelton

Nays: None.

Motion carried unanimously.

Meeting adjourned at 8:21 p.m.

ATTEST:

Sarah Hopper, Town Clerk

E. Dwight Lake, Mayor