



REGULAR
MEETING *MINUTES*
MAYODAN TOWN COUNCIL
February 12 2024
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 Kathleen Patterson
Town Clerk Sarah Hopper

The Mayodan Town Council met at 6:00 pm on February 12, 2024, 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 Michael Lindsay with Westside Baptist Church.

PLEDGE OF ALLEGIANCE:

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

OATHS OF OFFICE BY SENATOR BERGER

Senator Phil Berger administered the oath of office to Mayor Dwight Lake.

Mayor Dwight Lake asked council if anyone had any nominations for his vacant council seat.
Motion by Councilmember Shelton, seconded by Councilmember Goard to nominate John Miller to finish the term of Councilmember Dwight Lake.

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

Nays: None.

Motion carried unanimously.

Senator Phil Berger administered the oath of office to Councilmember John Miller.

Mayor Dwight Lake asked to recess the meeting for a few minutes.

Meeting reconvened at 6:24pm.

PUBLIC COMMENTS:

No one wished to speak.

PRESENTATION

A. Mr. Trevor Gardner, with Rouse, Rouse, Gardner - 2022-23 Fiscal Year Audit

Mayor Lake called upon Trevor Gardner to give the 2022-2023 audit presentation to council. Mr. Gardner went over expenditures and revenues. Mr. Gardner gave the Town a clean audit.

*** The 2022-2023 Audit Report is hereby by reference made a part of these minutes and are on file in the Town Clerk's office for public viewing.*

B. Todd Hurst Tax Collector- Rockingham County Revaluation

Todd Hurst with Rockingham County Tax department spoke to Town Council about the process in the 2024 Revaluation reappraisals. Mr. Hurst went over the approval process for the 2024 schedule of values. Mr. Hurst stated that the Rockingham County Tax Assessor is responsible for ensuring the quality, uniformity, and accuracy of the reappraisal. Mr. Hurst stated that the new assessed values will become effective as of January 1, 2024. Property owners will be notified of the new property values by mail in late March 2024. He went on to explain the property value changes will vary depending upon several factors, such as the type of property, the physical condition, and location. Property owners can appeal if they do not agree with the new assessed value.

APPROVAL OF MINUTES:

Approval of Agenda, Regular and Special Meeting Minutes of January 4, 8 & 26, 2024

Motion by Councilmember Shelton, seconded by Councilmember Cardwell, to approve the Agenda, Regular and Special Meeting Minutes of January 4, 8 & 26, 2024 as presented.

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

Nays: None.

Motion carried unanimously.

OLD BUSINESS:

None

PUBLIC HEARING:

A. Zoning Ordinance Text Amendment

Mayor Dwight Lake opened the public hearing to hear public comment regarding the zoning ordinance text amendment at 7:00pm.

Town Manager Patterson spoke to council regarding bringing the Zoning Ordinance into compliance with NCGS 160D, with text amendments to the Zoning Ordinance are being requested. In NCGS 160D, conditional use permits were eliminated in favor of conditional zoning districts. Our zoning ordinance still had mention of the conditional use permit in sections. Those references have been removed. Ms. Patterson said additionally, to clear up the process of appointing the extraterritorial jurisdiction members to the Board of Adjustment and Planning Board, the removal of the County Commissioners reference and insertion of Town Council has occurred.

Mayor Lake declared the public hearing closed at 7:01pm.

Motion by Councilmember Barnes, seconded by Councilmember Goard, to approve the changes to zoning ordinance text amendments.

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

Nays: None.

Motion carried unanimously.

*** A copy of the Zoning Ordinance text amendments changes is hereby by reference made a part of these minutes and is on file in the Town Clerk's office for public viewing.*

NEW BUSINESS:

A. Allowable Cost/Eligible Use Policy (ARP Funds)

Finance Director Brianna Cardwell stated that local governments are required to adopt a uniform guidance cost principal policy to implement internal controls ensuring proper cost allowability determinations and eligible use of ARP funds. Mrs. Cardwell state that after a review with grant administrators, it was discovered the town does not currently have this policy. By adopting this policy, it would ensure proper Grant compliance.

Motion by Councilmember Barnes, seconded by Councilmember Cardwell, to approve Resolution for Allowable Cost principles policy.

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

Nays: None.

Motion carried unanimously.

Motion by Councilmember Shelton, seconded by Councilmember Barnes, to approve Resolution for Eligibility determination policy for ARP/CSLFRF funds.

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

Nays: None.

Motion carried unanimously.

B. Internal Control Policy

Finance Director Brianna Cardwell spoke to council about needing to update the internal control policy. Mrs. Cardwell stated that after review, several items related to our control environment and risk assessment areas needed to be updated to reflect current procedures. Mrs. Cardwell stated that these changes needed to be made to limit our areas of risk.

Motion by Councilmember Miller, seconded by Councilmember Goard, to approve internal control policy.

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

Nays: None.

Motion carried unanimously.

C. Budget Amendment #13

Town Manager Patterson is asking that a budget amendment be made for increase salary, social security, retirement, and 401K line items for General and Water Fund pay study increases.

Motion by Councilmember Goard, seconded by Councilmember Shelton, to approve budget amendment #13 for increase salary, social security, retirement, and 401K line items for General and Water Fund pay study increases.

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

Nays: None.

Motion carried unanimously.

D. Truck Rental Policy

Town Manager Patterson spoke to Council about the dump truck rental for our residents allowing them to rent the Town's dump truck for the weekend. Ms. Patterson stated that questions have arisen regarding whether businesses could use the dump truck for cleanup purposes. Staff felt it was time to put a policy in place limiting the services to only residents. There have been concerns regarding what would be disposed by the businesses, and this was one of the reasons for concern, and also the wear and tear on the vehicle. The majority of the businesses have the means to contract a dumpster service to help with clean up on their sites.

Motion by Councilmember Shelton, seconded by Councilmember Barnes, to approve truck rental policy to only residents.

Ayes: Councilmembers Barnes, Goard, Miller and Shelton.

Nays: Cardwell,
Motion carried 4-1.

*** A copy of the truck rental policy is hereby by reference made a part of these minutes and are on file in the Town Clerk's office for public viewing.*

E. Personnel Policy

Town manager Patterson has stated that the personnel policy needed updates and edits to express the at-will nature of employment with the Town. Ms. Patterson suggested changes to the longevity scale and additional holidays to encourage recruitment and retention of employees.

Motion by Councilmember Goard, seconded by Councilmember Barnes, to approve changes in pages 1,4,5,6,38, and 23.

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

Nays: None.

Motion carried unanimously.

*** A copy of the personnel policy changes is hereby by reference made a part of these minutes and are on file in the Town Clerk's office for public viewing.*

F. Park Residency Policy

Town manager Patterson spoke to council about the town having a residence that has traditionally been used to house the Park Superintendent. The residence was built as part of the original agreement for the creation of Faris Memorial Park. The Park House has served the three superintendents of the park since its inception. Due to ongoing circumstances, it has become necessary to put in place a residency policy for the Park House. The policy was drafted by the Town Attorney and Town Manager to address the concern regarding who the residence is intended for and who may live there.

Motion by Councilmember Shelton, seconded by Councilmember Barnes, to approve the park residency policy.

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

Nays: None.

Motion carried unanimously.

*** A copy of the park residency policy is hereby by reference made a part of these minutes and are on file in the Town Clerk's office for public viewing.*

Discussion ensued among council regarding the current fire pay. Councilmember Cardwell preform a s **Motion by** Councilmember Cardwell, seconded by Councilmember Goard, to approve increase pay for fire calls from \$20 to \$25 and fire drill pay from \$17 to \$20 to be going back to November 2023.

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

Nays: None.

Motion carried unanimously.

Motion by Councilmember Barnes, seconded by Councilmember Miller, to enter into closed session pursuant to [N.C.G.S 143-318.11(a)(6)].

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

Nays: None.

Motion carried unanimously.

Entered into closed session at 7:53 p.m.

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

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

Nays: None.

Motion carried unanimously.
Returned to open session at 7:59 p.m.

MANAGER/ COUNCIL COMMENTS/ANNOUNCEMENTS:

Discussion with council regarding waving Elliott Duncan Park rental fees for the downtown merchants to host Music in the park (first Friday of every month running from May-September from 6:00pm-9:00pm) and the Lion's Club 5k run fundraiser on May 4,2024.

Motion by Councilmember Goard, seconded by Councilmember Shelton, to wave Elliott Duncan Park rental fees for the downtown merchants association Music in the park (first Friday of every month running from May-September from 6:00pm-9:00pm) and the Lion's Club 5K run fundraiser on May 4, 2024.

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

Nays: None.

Motion carried unanimously.

Motion by Councilmember Barnes, seconded by Councilmember Shelton, to recess meeting to February 15,2024 at 5:00pm.

Ayes: Councilmembers Cardwell, Goard, Lake and Shelton

Nays: None.

Motion carried unanimously.

Meeting adjourned at 8:43 p.m.

ATTEST:

Sarah Hopper, Town Clerk

E. Dwight Lake, Mayor