



**REGULAR
MEETING *MINUTES*
MAYODAN TOWN COUNCIL
March 10, 2025
6:00 p.m.
James A. Collins Municipal Building**

MAYOR AND COUNCIL PRESENT:

Mayor Dwight Lake
Doug Cardwell
Letitia Goard
John Miller
Buck Shelton

ABSENT:

Melanie Barnes

STAFF PRESENT:

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

The Mayodan Town Council met at 6:01 pm on March 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 by Pastor David Singletary with Mt. Herman Church.

PLEDGE OF ALLEGIANCE:

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

PUBLIC COMMENTS:

No one wished to speak.

RECOGNITION:

A. Introduction of new employee, Shannon Smith

Park Superintendent Cesar Chavez introduced new grounds work technician Shannon Smith.

B. Introduction of new Police Officer Taylor Pittman

Chief of Police Tim Knight introduced new police officer Taylor Pittman.

APPROVAL OF MINUTES:

Approval of Agenda, Regular and Budget Meeting Minutes of February 6,10, &17, 2025

Motion by Councilmember Miller, seconded by Councilmember Cardwell, to approve the Agenda, Regular and Budget Meeting Minutes of February 6, 10, and 17, 2025, as presented.

Ayes: Councilmembers Cardwell, Goard, Miller and Shelton.

Nays: None.

Motion carried unanimously.

OLD BUSINESS:

A. Nuisance Ordinance Rewrite & Amend FY25 Fee Schedule

At the February Council meeting, Town Manager Melody Shuler stated that a public hearing was held on the proposed Nuisance Ordinance. The Council requested revisions, which have since been completed.

The proposed Nuisance Ordinance replaces Sections 14-52 to 14-56 of the current regulations to enhance public health, safety, and property aesthetics by addressing 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.

Motion by Councilmember Shelton, seconded by Councilmember Goard, to approve Nuisance Ordinance Rewrite.

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

Nays: None

Motion carried unanimously.

Motion by Councilmember Goard, seconded by Councilmember Shelton, to amend the FY25 Fee Schedule

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

Nays: None

Motion carried unanimously.

NEW BUSINESS:

A. Ordinance Review Findings

Project Director Carrie Spencer from Municipal Services has completed an analysis of the town's ordinances and presented findings to the Town Council. This presentation included key recommendations aimed at strengthening our ordinances, along with a projected cost estimate for implementation in next year's budget. The Council directed the Town Manager to budget for an ordinance rewrite in FY25-26 as well as moving the online code to Municipal Services. No action was taken.

B. IT Service Agreement

Town Manager Shuler stated at the February retreat that the Town Council directed staff to assess and present recommendations for upgrading the town's IT infrastructure across key departments, including Water, Public Works, Police, Town Hall, Parks, and the Fire Department. This assessment has highlighted the need for immediate action to replace outdated equipment, enhance network security, and

improve IT service response times. A budget amendment from the fund balance will be required to fund this upgrade. Town Manager Shuler is asking for a Motion to approve the IT infrastructure upgrade and authorize a budget amendment from the fund balance to contract for IT services.

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

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

Nays: None

Motion carried unanimously

C. Personnel Policy Comprehensive Update

Background:

Town Manager Shuler mentioned that the Town's Personnel Policy was originally adopted in 2001, with some minor revisions made by the Council in early 2024. However, due to changes in employment laws and best practices, a complete overhaul of the policy is necessary to ensure compliance with current standards.

Discussion:

The Personnel Policy is outdated and may not align with modern legal and organizational needs. A consultant specializing in municipal policies is recommended to lead this effort, ensuring compliance and best practices. This initiative, identified as a priority during the most recent Council Retreat, is expected to take approximately three months. Two quotes were received: Piedmont Triad Regional Council at \$6,000 and The MAPS Group, a preferred partner of the North Carolina League of Municipalities (NCLM), at \$5,000. Staff recommends selecting The MAPS Group due to its expertise and lower cost. A budget amendment will be required to fund this initiative.

Motion by Councilmember Goard, seconded by Councilmember Shelton, to approve the MAPS Group contract for the Personnel Policy update at a cost of \$5,000 from Fund Balance.

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

Nays: None

Motion carried unanimously

D. Accept Lowe's Donation for materials to be used at Garfield Park

David Shoaf from Lowe's Home Improvement has generously donated material to create borders around the playground equipment at Garfield Park. The town is scheduled to receive these items during the second week of March. Below is a list of items that are being donated:

- 16 - 12' 6X6 Treated Post (Used as mulch border)
- 48 - 2' rebar to stake down (Used at anchors)
- Mulch – Either 150 - 2 cubic foot bags, or 100 - 3 cubic foot bags (Mulch needs to be either rubber or stamped "Certified Playground Mulch")
- Weed fabric as an underlayment

Motion by Councilmember Cardwell, seconded by Councilmember Miller, to accept the donation for materials to be used at Garfield Park from Lowe's.

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

Nays: None

Motion carried unanimously

E. Budget Amendment # 14, #15 & #16

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 Goard, to approve Budget amendments #14, #15, and #16

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

Nays: None

Motion carried unanimously

F. Library Gas Line Installation

Public Works Director Joey Hudy has requested approval for the installation of a gas line at the library located at 101 N 10th Ave. This installation is proposed in conjunction with the new Town Hall project. Piedmont Natural Gas requires the town to pay \$2,352.41 prior to the installation of the gas line.

Motion by Councilmember Goard, seconded by Councilmember Shelton, to approve library gas line installation from funds that have been allocated to the renovation of the library.

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

Nays: None.

Motion carried unanimously.

Motion by Councilmember Goard, seconded by Councilmember Shelton, to enter into closed session pursuant to N.C.G.S. 143-318.11(a)(3)] and NCGS143-318.11(a)(6).

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

Nays: None.

Motion carried unanimously.

Entered into closed session at 6:56 p.m.

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

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

Nays: None.

Motion carried unanimously.

Returned to open session at 7:54 p.m.

MANAGER/ COUNCIL COMMENTS/ANNOUNCEMENTS:

Motion by Councilmember Shelton, seconded by Councilmember Miller, to recess meeting to March 24, 2025 at 101 N 10th Ave (formerly Mayodan Library).

Ayes: Councilmembers Cardwell, Goard, Miller, and Shelton

Nays: None.

Motion carried unanimously.

Meeting adjourned at 7:54 p.m.

ATTEST:

Sarah Hopper, Town Clerk

E. Dwight Lake, Mayor