



**REGULAR
MEETING *MINUTES*
MAYODAN TOWN COUNCIL
April 14, 2025
6:00 p.m.
James A. Collins Municipal Building**

MAYOR AND COUNCIL PRESENT:

Mayor Dwight Lake
Melanie Barnes
Doug Cardwell
Letitia Goard (Participated remotely, not eligible to vote)
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 April 14, 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 Kenny Daniels with Redemption Point 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. Municipal Clerks Week Proclamation

Town Manager Melody Shuler read aloud the Proclamation declaring May 4–10, 2025, as Municipal Clerks Week in honor of Town Clerk Sarah Hopper.

Motion by Councilmember Cardwell, seconded by Councilmember Barnes, to approve the Proclamation.

Ayes: Councilmembers Barnes, Cardwell, Miller, Shelton.

Nays: None.

Motion carried unanimously.

APPROVAL OF MINUTES:

Approval of Agenda, Regular and Capital Improvement Meeting Minutes of March 6,10, &24, 2025

Motion by Councilmember Miller, seconded by Councilmember Shelton, to approve the Agenda, Regular and Capital Improvement Meeting Minutes of March 6, 10, and 24, 2025, as presented.

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

Nays: None.

Motion carried unanimously.

PUBLIC HEARING:

A. Public Hearing and Consideration of Rezoning Washington Mills from M-1 Industrial to R-6 Residential for Public Park Use

The Town submitted a request to rezone the Washington Mill site from M-1 (Industrial) to R-6 (Residential) to allow for public park use, consistent with the 2013 Future Land Use Map.

Staff presented an overview of the rezoning request and public notice compliance. Staff also noted that access to the adjacent hydroelectric plant would be maintained.

Mayor Lake opened the public hearing at 6:08 p.m.

Public Comments:

Kevin Edwards, 916 Comer Road, operator of the hydroelectric plant, expressed concerns about maintaining access and potential camping on the site.

Patrick Henry Price, 407 N 7th Ave, also affiliated with the hydro plant, raised flood safety concerns. Staff responded that camping was not included in the current plans, and access would be preserved.

Mayor Lake closed the public hearing at 6:12 p.m.

Motion by Councilmember Barnes, seconded by Councilmember Miller, to approve the rezoning request and adopt the required consistency statement.

Ayes: Councilmembers Barnes, Cardwell, Miller, Shelton.

Nays: None.

Motion carried unanimously.

OLD BUSINESS:

A. IT Service Agreement

Following Council direction at the February retreat, staff presented updated IT service proposals to replace outdated equipment and transition to modernized IT support. After discussion and clarification from vendors, Council elected to stay on the current server for now and proceed with BizNet Plus using standard Microsoft licensing.

Motion by Councilmember Barnes, seconded by Councilmember Miller, to award the IT services contract to BizNet Plus for a four-year lease and three-year service contract at an annual cost of \$55,578.84, funded through General Fund and Water/Sewer Fund balances proportionally.

Ayes: Councilmembers Barnes, Cardwell, Miller, Shelton.

Nays: None.

Motion carried unanimously

B. Social District Authorization – What the Hay Festival

Council considered establishing a Social District for the What the Hay Festival on October 11, 2025.

After discussion, adjustments were made to the district boundaries, and the alcohol service hours were set to end at 10:00 p.m.

The Mayodan Merchants Association will also be responsible for purchasing the cups and stickers. The Town will manage the overall implementation and ensure compliance. Law enforcement will monitor the event, and any permittee or participant violating the rules may be prohibited from future participation.

Motion by Councilmember Shelton, seconded by Councilmember Barnes, to approve the Social District boundaries as amended for the 2025 What the Hay Festival as a trial event.

Ayes: Councilmembers Barnes, Miller, Shelton.

Nays: Cardwell.

Motion carried 3-1

NEW BUSINESS:

A. Resolution Supporting PARTF Grant Application

The Town of Mayodan is preparing to submit an application to the North Carolina Parks and Recreation Trust Fund (PARTF) to support the development of the Washington Mills Park Project. This project will transform the historic Washington Mills site into a dynamic public space that enhances recreational opportunities, celebrates the town's heritage, and promotes environmental stewardship.

The proposed park includes amenities such as pickleball/basketball courts, trails, a kayak and tubing launch, open-air market space, event plaza, and other community features. The PARTF grant request is for \$500,000, which will be matched by \$500,000 in local funding, for a total project investment of \$1 million.

Council considered a resolution supporting submission of a Parks and Recreation Trust Fund (PARTF) grant application for the Washington Mill Park project.

Motion by Councilmember Barnes, seconded by Councilmember Shelton, to adopt the PARTF grant resolution.

Ayes: Councilmembers Barnes, Cardwell, Miller, Shelton.

Nays: None.

Motion carried unanimously.

B. Resolution Endorsing Brownfield Revolving Loan Fund (RLF) Sub-Grant Application for Washington Mills Site

The Town of Mayodan is preparing to submit a sub-grant application to the Piedmont Triangle Brownfield Revolving Loan Fund (RLF) Coalition, supported by the U.S. Environmental Protection Agency (EPA), to assist with the cleanup of the former Washington Mill site located at 7801 NC Highway 135. The 13.35-acre site, currently owned by the Town, contains residual contamination from previous industrial use, including PCBs and PAHs.

Cleanup activities are anticipated to begin following EPA approval of the site cleanup plan. The Town is seeking \$127,000 in RLF sub-grant funds to support remediation efforts. This grant does not require repayment. The required local match will be provided through funding from Duke Energy of \$60,000.

Motion by Councilmember Cardwell, seconded by Councilmember Miller, to adopt the Brownfield Revolving Loan Fund resolution.

Ayes: Councilmembers Barnes, Cardwell, Miller, Shelton.

Nays: None.

Motion carried unanimously

C. Resolution Endorsing Hosting a Lead for NC Fellow to Support Town Planning

The Lead for North Carolina (LFNC) program, administered by the UNC School of Government, places recent graduates in local governments to support critical functions and build public sector capacity. The Town of Mayodan has been selected to host a LFNC Fellow for the 2025–2026 program year.

The Fellow's primary responsibilities will include:

Updating the Town's Zoning Ordinance – to align with the recently adopted Land Development Plan (LDP), working alongside Town staff, the UNC School of Government, and Piedmont Triad Regional Council.

Developing Mayodan's First Strategic Plan – including coordinating a Council retreat, establishing priorities, and implementing a tracking and accountability system to monitor progress on strategic objectives. The Town's local cost share for participation is \$20,000, with the remainder covered by program sponsors.

Motion by Councilmember Miller, seconded by Councilmember Shelton, to adopt Resolution endorsing the Town's participation in the LFNC program and approving the \$20,000 cost share.

Ayes: Councilmembers Barnes, Cardwell, Miller, Shelton.

Nays: None.

Motion carried unanimously

D. Ordinance Amendment and Resolution Allowing Alcohol Consumption during 2025 First Friday Events

Council considered amending the Town's ordinance and approving a resolution to allow possession and consumption of alcohol within a designated beer garden at Elliott Duncan Park during First Friday events in May, June, August, and September 2025. Police staffing and event management details were discussed.

The Mayodan Merchants Association has requested permission to allow the possession and consumption of alcohol during First Friday events at Elliott Duncan Park on the following dates in 2025:

- May 2
- June 6
- August 1
- September 5

Each event is scheduled from 5:30 p.m. to 8:30 p.m.

Motion by Councilmember Barnes, seconded by Councilmember Shelton, to approve the ordinance amendment and resolution authorizing alcohol consumption during the 2025 First Friday events with conditions for police coverage and containment measures.

Ayes: Councilmembers Barnes, Miller, and Shelton.

Nays: Cardwell

Motion carried 3-1

Motion by Councilmember Shelton, seconded by Councilmembers Barnes, to adopt a resolution authorizing the possession and consumption of alcohol at Elliott Duncan Park during 2025 First Friday event, contingent upon the required permits being obtained from the ABC Commission.

Ayes: Councilmembers Barnes, Miller, and Shelton.

Nays: Cardwell

Motion carried 3-1

The Mayodan Police Department has identified the event area.



E. Resolution Surplus WTP GMC 2004 Truck

Water Treatment Plant Superintendent Mike Sears has requested to surplus a 2004 GMC VIN number 1GTEK19T64E323965. The vehicle has several issues, including problems with the decoder motor, 4x4 functionality, and a failing rear end. Ongoing problems with the steering column, gear shifter, and brakes have been addressed multiple times. Additionally, there is significant rust underneath the vehicle.

Motion by Councilmember Miller, seconded by Councilmember Barnes, to approve Resolution Surplus WTP GMC 2004 Truck

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

Nays: None

Motion carried unanimously

F. Cemetery Committee Update

Town Manager Shuler provided an update on the Cemetery Committee meeting held on Monday, March 24, 2025. The committee had a productive discussion focused on ongoing concerns and potential improvements. Key topics included the presence of dogs and deer in the cemetery, the placement of trash cans, the scheduling of a biannual clean-up, the condition of headstones, and drainage issues. Committee members shared concerns and proposed various solutions. Staff is actively following up on these ideas and will report back to Council as progress is made.

Regarding the biannual clean-up, staff recommended waiting until the ordinance rewrite is completed in the next fiscal year (FY25- 26) to ensure that any enforcement aligns with updated best practices and regulations.

No action was taken.

G. Budget Amendment # 17

Finance Director Brianna Cardwell presented Budget Amendment #17, requesting an allocation from the General Fund Balance for a Personnel Policy Comprehensive Update of \$5,000.

Motion by Councilmember Miller, seconded by Councilmember Barnes, to approve Budget amendments #17.

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

Nays: None

Motion carried unanimously

H. Authorization for Town Manager to Handle Minor Abatements

Town Manager Shuler updated the Council about issuing final 10-day warnings to property owners regarding six junk-related violations. Upon expiration of these warnings and in the absence of corrective action, the Town may proceed with abatements to resolve the nuisances. In certain cases, abatement costs are minimal due to the limited nature of the violation.

To streamline enforcement and ensure timely resolution of minor nuisance violations, staff is recommending that the Town Council authorize the Town Manager to approve and oversee abatements with costs not exceeding a set threshold of \$500. This delegation would eliminate the need for individual Council action on low-cost abatements and would reinforce the Town's commitment to upholding property maintenance standards.

Motion by Councilmember Barnes, seconded by Councilmember Miller, to approve authorization for the Town Manager to proceed with nuisance abatements not exceeding \$500 per case, in accordance with established enforcement procedures.

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

Nays: None.

Motion carried unanimously.

I. Nuisance Ordinance Amendment

Town Manager Shuler discussed with the Town Council their desire to recover costs of nuisance abatement actions taken by the Town, including administrative time and resources. Mrs. Shuler stated that Noxious Weeds and Similar Nuisances,” in Section 14-51.6 – “Abatement by Town; Performance” be amended to add the following paragraph at the end of the section:

In addition to the actual costs incurred by the Town to abate any nuisance under this Article, the property owner shall also be assessed an administrative fee of one hundred fifty dollars (\$150.00). The property owner will be charged the cost of the abatement fee, plus the administrative fee. If these costs are not paid within fourteen (14) days after delivery of a statement of charges to the owner, lessee, or occupant of the land where the violations occurred, they shall constitute a lien upon the property and be collected as unpaid taxes pursuant to G.S. 160A-193. The statement shall be delivered by personal delivery, electronic delivery, or first-class mail; and shall be posted in a conspicuous place on the property.

Motion by Councilmember Shelton, seconded by Councilmember Barnes, to approve Ordinance Amending grass, noxious weeds, and similar nuisances.

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

Nays: None

Motion carried unanimously

J. Proclamation Declaring National Tennis Month- May

Town Clerk Sarah Hopper read the Proclamation Declaring May National Tennis Month.

Motion by Councilmember Cardwell, seconded by Councilmember Shelton, to approve Proclamation Declaring – May National Tennis Month.

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

Nays: None.

Motion carried unanimously.

Motion by Councilmember Miller, seconded by Councilmember Shelton, to enter into closed session to instruct negotiating agents to the potential purchase of real property at 220 and 221 White Road pursuant to N.C.G.S. 143-318.11(a)(3)] and to discuss a personnel-related matter pursuant to NCGS143-318.11(a)(6).

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

Nays: None.

Motion carried unanimously.

Entered into closed session at 8:00 p.m.

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

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

Nays: None.

Motion carried unanimously.

Returned to open session at 8:31 p.m.

Public Works Director Joey Hudy addressed the Council regarding the proposal for Cory Craddock, currently a Public Works Tech IV, to take over the Streets Department and cemetery maintenance. Mr. Hudy noted that while Cory would still be under the Public Works Department, this transition could provide him with valuable supervisory experience as part of succession planning. Currently, Cesar Chavez oversees both parks and streets. By assigning the Streets Department to Cory, Cesar would be able to concentrate more on maintenance and other important tasks in the parks. Town Manager Shuler

mentioned that the town has already reached out to the Piedmont Triad Regional Council to determine the recommended salary range for this position and to assess how this change would impact Cesar's salary as well.

The consensus of the board was to see what the figures for the salaries would be for each change as well as to take inventory of the streets department too.

Town Manager Shuler asked the Council if we could have a consent agenda. The Consent Agenda will follow the public comments, budget amendments, and meeting minutes, after which a motion will be made.

Town Manager Shuler discussed the implementation of a consent agenda with the Council. All items on the agenda are distributed in advance to allow sufficient time for review prior to the meeting. Common items included in the consent agenda are previous meeting minutes, committee reports, financial updates, and other non-controversial matters. The purpose of a consent agenda is to save time by quickly approving these routine items.

Each council member is responsible for reading and reviewing the items on the consent agenda and addressing any concerns before the meeting. These items are typically approved with one motion, without individual discussion, unless a council member requests their removal for further deliberation. The consensus of the council was to approve the consent agenda.

MANAGER/ COUNCIL COMMENTS/ANNOUNCEMENTS:

Motion by Councilmember Shelton, seconded by Councilmember Miller, to recess meeting to April 22, 2025 at 101 N 10th Ave (formerly Mayodan Library) from 4-6 pm.

Ayes: Councilmembers Barnes, Cardwell, Miller, and Shelton

Nays: None.

Motion carried unanimously.

Meeting adjourned at 8:43 p.m.

ATTEST:

Sarah Hopper, Town Clerk

E. Dwight Lake, Mayor