



**REGULAR  
MEETING *MINUTES*  
MAYODAN TOWN COUNCIL  
September 8, 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 September 8, 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 Jamie Gann of the Old Country Church, Mayodan.

**PLEDGE OF ALLEGIANCE:**

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

**PUBLIC COMMENTS:**

No one wished to speak.

**APPROVAL OF CONSENT ITEMS:**

**A. Approval of Minutes**

- a. Agenda Meeting Minutes of August 7, 2025**
- b. Regular Meeting Minutes of August 11, 2025**

**B. Proclamation Constitution Week 9/17/25-9/23/25**

**C. Rockingham County Partnership for Children Movie in the Park (waving park rental fee)**

**D. Personnel Policy Update - Criminal Background Checks on Employees that Work with Children**

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

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

Nays: None

Motion carried unanimously

## **OLD BUSINESS:**

### **A. Consideration of Bid Award – Mayodan Wastewater Treatment Plant (WWTP) Upgrades**

## **NEW BUSINESS:**

### **A. Strategic Plan 2025-2030**

The Town of Mayodan has completed its first comprehensive Strategic Plan to guide decision-making, resource allocation, and community priorities for the years 2025–2030. The plan was developed through a collaborative retreat involving the Town Council, staff leadership, and regional planning consultants, and included a SWOC analysis, visioning sessions, and the establishment of community-focused objectives aligned with Mayodan’s values of integrity, collaboration, community, and belonging. The Strategic Plan sets forth the Town’s mission to serve citizens with integrity and transparency by delivering excellent services, recreational opportunities, and a safe environment. It identifies four strategic priorities: addressing infrastructure needs to expand capacity and prepare for growth; advancing downtown and Washington Mills redevelopment to create a vibrant, inclusive, and resilient town center; expanding parks and recreation opportunities to increase tourism, community engagement, and local business activity; and conducting a workforce and staffing analysis to ensure the Town is equipped to meet growing service demands. Each priority is supported by measurable objectives and key results, including adoption of an infrastructure master plan, phased redevelopment of Washington Mills Park, expansion of Farris Memorial Park with new camping facilities, and the renovation of the Old Library into a new Town Hall. Implementation of the Strategic Plan will be incorporated into the Town’s FY2026–2030 budget cycles and capital improvement planning, with funding strategies to include pursuit of state and federal grants, public-private partnerships, and allocation of local resources. Lucy Lewis spoke to Council regarding the Strategic Plan.

**Motion** by Councilmember Goard, seconded by Councilmember Shelton, to adopt the Town of Mayodan Strategic Plan 2025–2030.

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

Nays: None

Motion carried unanimously

### **B. Washington Mills PCB Remediation Subcontractor Selection & Contract Award**

Town Manager Melody Shuler presented a memorandum to the Mayor and Town Council regarding the contract award for Washington Mills PCB Remediation Services. Submissions for the RFP were received on August 22, 2025, with four proposals submitted by Buckeye Elm, CCI, DH Griffin, and SRR. An evaluation team, in coordination with Hart & Hickman and PTRC, reviewed and scored the proposals based on compliance, safety, qualifications, experience, cost, and schedule. Following the review, the team recommended awarding the contract to Buckeye Elm Contracting, LLC. Buckeye Elm was selected due to their lowest cost bid of \$69,816, proven performance on prior Town projects, outstanding safety record with an EMR of 0.47, and demonstrated ability to mobilize quickly with a clear two-week project schedule. Their proposal also highlighted their successful completion of previous PCB cleanup at Washington Mills under budget, saving the Town approximately \$330,000, as well as their qualified and OSHA-certified personnel with over 20 years of remediation experience. Pending Council approval, staff will finalize the contract with Buckeye Elm and coordinate mobilization. The Town will prepay the contractor as required by the PTRC grant reimbursement process and then invoice PTRC for reimbursement.

**Motion** by Councilmember Miller, seconded by Councilmember Cardwell, to award Washington Mills PCB remediation subcontractor selection and contract to Buck Elm Contracting, LLC.

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

Nays: None

Motion carried unanimously

### **C. Authorization to Execute Separate Deeds for Washington Mills Site**

The Town has completed the subdivision of the Washington Mills property into two parcels: one containing the existing warehouse building and one designated for park development. Although the plat has been recorded and two separate tax parcel numbers issued, the Town must execute two new deeds to properly establish these parcels for the Land and Water Conservation Fund (LWCF) application and future grant compliance. During preparation of the PARTF and LWCF grant applications, staff and consultants recommended surveying the existing building out of the park parcel to avoid restrictions on indoor facilities under LWCF 6(f) regulations. While the subdivision plat was recorded, no separate deeds were prepared, and both Destination by Design and the Town Attorney have advised that new deeds should be created to clearly delineate the park parcel from the building parcel for environmental review and grant compliance. The Town Attorney has begun preparing the necessary documents to preserve the integrity of the LWCF boundary while ensuring flexibility for future use of the building site. Council was asked to authorize the Mayor and Town Manager to execute the necessary deeds and related documents to establish the Washington Mills site as two separate tracts: a Park Parcel dedicated to outdoor recreation and subject to LWCF requirements, and a Building Parcel containing the existing warehouse building, which will remain outside of LWCF restrictions.

**Motion** by Councilmember Barnes, seconded by Councilmember Goard, to authorize to execute separate deeds for Washington Mills site.

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

Nays: None

Motion carried unanimously

### **D. Town Hall Design Firm Selection & Contract Award**

Town Manager Melody Shuler presented a memorandum to the Mayor and Town Council regarding the contract award for Town Hall Renovation Design Services. Submissions for the Old Library Conversion to Town Hall Design Services RFQ were received on August 29, 2025, with two proposals submitted by CPL and STITCH Design Shop. An evaluation team reviewed and scored the proposals based on understanding of project requirements, consultant team qualifications, project experience and references, project approach and schedule, and innovative approach/cost efficiency. Following the review, the team recommended awarding the contract to CPL Architecture, Engineering & Planning. CPL was selected due to their prior involvement in developing Mayodan's concept design, strong municipal references, accelerated design schedule, and ability to leverage in-house engineering to streamline delivery and reduce costs. Key highlights of CPL's proposal include their familiarity with the Town's preliminary concept design and cost estimate, extensive municipal project experience including work for the City of Thomasville Council Chambers, City of Greensboro Water Resources Operations Center, and the Town of Rutherfordton Town Hall, an aggressive 8-week design schedule, cost advantages through leveraging in-house engineering while acting as General Contractor for portions of the work, and a collaborative approach emphasizing stakeholder engagement, virtual reality walkthroughs, and clear communication to prevent scope creep and misaligned expectations. Pending Council approval, staff will sign the contract with CPL and coordinate next steps in the design process.

**Motion** by Councilmember Cardwell, seconded by Councilmember Miller, to approve Town Hall Design firm selection and contract award.

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

Nays: None

Motion carried unanimously

### **E. Public Works Air Conditioner Replacement**

Public Works Director Joey Hudy requested a new air conditioner for the Public Works building, as the existing unit has completely stopped working. The unit had previously required several days of repairs before failing. Tim Dalton provided a quote of \$4,200 to replace the 4-ton AC unit and use 410 Freon.

The proposed Carrier unit is dual fuel, which is expected to save the Town money in the long term, and the original system cost was \$7,000.

**Motion** by Councilmember Cardwell, seconded by Councilmember Goard, to approve \$4,200 to replace the air conditioner at the Public Works building.

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

Nays: None

Motion carried unanimously

#### **F. Madison-Mayodan High School Championship Signage**

Tony Johnson reached out to Councilmember Goard requesting the Council's support for signage recognizing state championships for Madison-Mayodan High School athletics. Council discussed the request, and it was agreed that two signs would be installed to honor championships in men's basketball and women's softball, with one sign to be placed in front of O'Reilly's and the other at the intersection of 2nd Avenue and NC 135.

**Motion** by Councilmember Goard, seconded by Councilmember Cardwell, to approve signage for the Madison-Mayodan High School State Championship signs.

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

Nays: None.

Motion carried unanimously

#### **G. NC Rural Water Association Registered Apprenticeship Employer Agreement**

Water Treatment Plant Supervisor Mike Sears presented information regarding a new opportunity for the Town of Mayodan to partner with the North Carolina Rural Water Association (NCRWA) through the federally funded Registered Apprenticeship Employer Agreement. Under this program, the Town would employ a water utility apprentice for a two-year period, during which the apprentice would complete 3,000–4,000 hours of on-the-job training under structured oversight from NCRWA, which also manages all federal reporting requirements. Apprentices are carefully vetted by NCRWA prior to placement to ensure the Town receives a well-qualified candidate, maximizing the program's success. The Town of Mayodan would be the first small utility in North Carolina to host an apprentice through this program, which has proven successful statewide by allowing towns to "gain, train, and retain" high-quality staff. By investing in the apprentice's learning and development, the program fosters loyalty and increases the likelihood that the individual will continue employment with the Town beyond program completion.

**Motion** by Councilmember Goard, seconded by Councilmember Shelton, to approve the NC Rural Water Association Agreement to host an apprentice through the registered apprenticeship program to be paid out of Fund Balance of Water/Sewer \$1750.

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

Nays: None

Motion carried unanimously

#### **. MANAGER/ COUNCIL COMMENTS/ANNOUNCEMENTS:**

Mike Sears reported that the Water Plant received an award for exceeding state and EPA standards.

Chief Tim Knight provided an update on the camera installation at Elliott Duncan, the placement of pole receptacles, and the cost of the antenna, noting that additional quotes would be presented at the October meeting.

Chief Knight also mentioned that the impound fee for animals should be increased due to rising costs incurred by the Police Department per animal.

Councilmember Miller spoke regarding media coverage for the Christmas parade in Mayodan and Madison, highlighting that it is the longest parade in North Carolina. He reported that he had contacted several news stations and that Channel 12 has agreed to feature a story on the parade later this year.

**UP COMING EVENTS:**

Cars and Coffee at Farris Park on September 13.

Garfield Ribbon Cutting on September 30.

**Motion** by Councilmember Barnes, seconded by Councilmember Miller, to adjourn meeting.

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

Nays: None.

Motion carried unanimously.

Meeting adjourned at 6:54 p.m.

**ATTEST:**

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Sarah Hopper, Town Clerk

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E. Dwight Lake, Mayor