



**AGENDA
MAYODAN TOWN COUNCIL
November 10, 2025
6:00 p.m.
James A. Collins Municipal Building**

CALL TO ORDER

PRAYER:

Invocation by Michael Lindsay with Westside Baptist Church.

PLEDGE OF ALLEGIANCE:

Pledge of Allegiance led by Mayor Dwight Lake and Town Council members

PUBLIC COMMENTS

RECOGNITION:

- A. Recognition of Christian Rape for Achieving C Surface License
- B. Mayodan Tourism Reveil

CONSENT AGENDA:

- A. Approval of Minutes
 - a. Agenda Meeting Minutes of October 9, 2025
 - b. Regular Meeting Minutes of October 13, 2025
 - c. Recessed Meeting Minutes of October 20, 2025
- B. Council Meeting and Holiday Schedule for 2026
- C. PARTF Grant Contract

PUBLIC HEARING:

- A. Rezoning Request RZ-003-2025 – 102 Turner Road (from R-12 to R-6 Residential)

OLD BUSINESS:

- A. Demolition Authorization – 500 N 3rd Ave & 105 Rink Rd
- B. State Health Plan Rate Increase

NEW BUSINESS:

- A. Policy for Placement of Monuments, Memorials, and Artwork
- B. Washington Mills & Wall Lumber Fire Line
- C. Customer Service Policy

CLOSED SESSION:

N.C.G.S. 143-318.11(a)(3)] To Consult with the Attorney and N.C.G.S 143-318.11(a)(1)]

MANAGER COMMENTS/ANNOUNCEMENTS:

DEPARTMENT HEAD COMMENTS/ANNOUNCEMENTS

COUNCIL COMMENTS/ANNOUNCEMENTS

ADJOURN



AGENDA **MINUTES**
MAYODAN TOWN COUNCIL
October 9, 2025
6:00 p.m.
James A. Collins Municipal Building

MAYOR AND COUNCIL PRESENT:

Mayor Dwight Lake
Mayor Pro Tem Buck Shelton
Melanie Barnes
Doug Cardwell
Letitia Goard
John Miller

STAFF PRESENT:

Attorney Kacy Synder
Town Manager Melody Shuler
Town Clerk Sarah Hopper

The Mayodan Town Council met at 6:00 p.m. on Thursday, October 9, 2025, in the Council Chambers of the James A. Collins Municipal Building, and with a quorum present, Mayor Dwight Lake called the meeting to order. Mayor Lake went over the agenda items for the regular meeting scheduled for Monday, October 13, 2025.

Town Manager Melody Shuler spoke to Council regarding the error that happened with the billing issues that occurred with second notices. Discussion continued between staff and Council regarding this incident.

Motion by Councilmember Goard, seconded by Councilmember Shelton, any customers who were affected and had their water service disconnected will have their service restored tomorrow. Refunds will be issued to everyone who was charged a late fee and/or administrative fee for this billing cycle and checks for those refunds will be available for pickup at Town Hall for two (2) weeks starting Monday.

Any checks not picked up within that time will be voided and the amount will be applied as a credit to the customer's account.

A letter of apology to be postmarked and mailed on Monday, and a notice to be posted on social media tomorrow.

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

Nays: None.

Motion carried unanimously.

Councilmember Miller spoke to the Council regarding the Firemen's Association's inquiry about whether the Downtown Merchants Association planned to continue hosting Hayodan. He stated that there had been discussions about the Firemen's Association possibly taking over the event or partnering with the Downtown Merchants Association. Further discussion was held among Council members regarding the matter. No decision was made at this time.

Consent agenda item #F and voted on separately due to time constraints. Resolution Endorsing Land and Water Conservation Fund (LWCF) Grant Application for Washington Mills Park and Facts & Assurances Form.

Motion by Councilmember Miller, seconded by Councilmember Barnes, to adopt Resolution Endorsing Land and Water Conservation Fund (LWCF) Grant Application for Washington Mills Park and Facts & Assurances Form

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

Nays: None.

Motion: carried unanimously

Councilmember Miller provided an update on the fire relief fund revenue status generated from the shared M&M Fire District. This revenue is different from the county collected fire tax that is evenly split between Madison & Mayodan annually from that district. The fire relief fund revenue source is generated from a portion of homeowners insurance and paid directly by the N.C. department of insurance to fire departments. The amount paid to fire departments annually is based on the percentage of property tax they protect in the county, as reported by the county to the DOI. Rockingham County currently reports that all property tax value in the shared M&M fire district is under protection by just Madison Fire dept, and none by Mayodan Fire dept, even though it should be evenly split as well. This matter will continue to be reviewed to determine how these arrangements can be modified or improved.

Councilmember Cardwell commended Councilmember Miller, Councilmember Goard, and Mayor Lake for their participation in the candidate forum held at the Madison-Mayodan Recreation Department. He stated that they represented the Town of Mayodan very well.

Motion by Councilmember Goard, seconded by Councilmember Cardwell, to enter into closed session to discuss personnel-related matter N.C.G.S. 143-318.11(a)(6)] and to prevent disclosure of privileged information N.C.G.S. 143.318.11(a)(1)].

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

Nays: None

Motion Carried.

Council entered closed session at 8:22 p.m.

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

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

Nays: None.

Motion carried unanimously.

Council returned to open session at 9:05 p.m.

Motion by Councilmember Barnes, seconded by Councilmember Cardwell, to adjourn meeting.

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

Nays: None.

Motion: carried unanimously

Meeting adjourned at 9:13 p.m.

ATTEST:

Sarah Hopper, Town Clerk

E. Dwight Lake, Mayor



**REGULAR
MEETING *MINUTES*
MAYODAN TOWN COUNCIL
October 13, 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 October 13, 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 Bruce Martin with Reality Church in Stoneville.

PLEDGE OF ALLEGIANCE:

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

RECOGNITION:

- A. Recognition of new employee Tyler Priddy Public Works Tech I by Public Works Director Joey Hudy.

PUBLIC COMMENTS:

Howey Terry, representing Terry Funeral Home & Cremation, addressed the Council regarding the upcoming Veterans Parade. He requested that the Town consider contributing \$200 as a corporate sponsorship to assist with covering the costs associated with the event.

Nicole Foster of Mayodan will be hosting an event this Saturday at Elliott Duncan Park to raise funds in support of breast cancer awareness and assistance. The event is part of an organization founded by Treva Tatum, which aims to support individuals within the community who are currently battling breast cancer by providing financial assistance for medical expenses and medications. All funds raised will be directed back to benefit residents of the local community.

APPROVAL OF CONSENT ITEMS:

- B. Approval of Minutes
 - a. Agenda Meeting Minutes of September 3, 2025
 - b. Regular Meeting Minutes of September 11, 2025
- C. Ordinance Designating 2nd Avenue as a Restricted Street
- D. Fee Schedule Update – Add Animal Control Administrative Fee

- E. Footstone Placement for John Possum Joyce at Farris Park Cemetery
- F. Amendment to Madison Mayodan Recreation Commission Interlocal Agreement
- G. Addendum to 2024 NCSU Creating Outdoor Recreation Economies Design Study for Washington Mills Park
- H. Elliott Duncan Cameras

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

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

Nays: None

Motion carried unanimously

PUBLIC HEARING:

- A. Rezoning Request RZ-002-2025 – Former Library at 101 N. 10th Street (Proposed Town Hall)

Town Manager Shuler informed the Council that the Town of Mayodan has submitted a rezoning request for property located at 101 N. 10th Street (Parcel #s 119941 and 119935), formerly the library building. The property is currently zoned R-6 Residential, which does not permit government office use. The request is to rezone the property to C-2 Highway Commercial, which allows for governmental office uses and will enable the relocation of Town Hall to this site. The property consists of 0.95 acres and includes an existing institutional building. It is adjacent to both residential and commercial zoning districts. According to the 2013 Future Land Use Map, the site is designated as Institutional, a category that supports government offices, schools, and similar public uses. Rezoning the property to C-2 aligns with this designation and allows for the adaptive reuse of the former library while reinforcing the corridor's role as a civic and commercial activity center.

The Planning and Zoning Board considered the request at its September 25, 2025, meeting and voted 5-0 to forward a favorable recommendation for approval to the Town Council. The request is consistent with the Mayodan 2013 Future Land Use Map designation of Institutional. Rezoning the property to C-2 is reasonable and in the public interest because it enables the adaptive reuse of an existing public facility, reinforces the corridor's role as a civic and commercial activity center, and provides for the continued delivery of essential government services in a highly accessible location.

Mayor Lake opened the public hearing at 6:11pm

Mayor Lake closed the public hearing at 6:13pm

Motion by Councilmember Goard, seconded by Councilmember Shelton, to adopt a statement of reasonableness and consistency and approve Rezoning Request RZ-002-2025.

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

Nays: None

Motion carried unanimously

OLD BUSINESS:

- A. Good Roads Study – Road Selection for Paving

Motion by Councilmember Cardwell, seconded by Councilmember Goard, to table until spring.

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

Nays: None

Motion carried unanimously

NEW BUSINESS:

- A. Utility Construction and Sidewalk Agreements – I-5898 Intersection Improvement Project

The North Carolina Department of Transportation (NCDOT) is advancing the I-5898 Interchange Improvement Project, which includes the replacement of Bridge 780074 and upgrades at the future I-

73/US 220 and US 311/NC 135 interchange. As part of this project, two agreements are presented for Town Council consideration.

The first is a Utility Construction Agreement (Accounts Receivable – Utility Construction Agreement, WBS 46860.3.1; Agreement #1000027241). At the Town’s request, NCDOT will incorporate the upsizing of the Town’s sewer force main from six inches to ten inches within the overall highway construction contract and will manage construction delivery. The Town will reimburse NCDOT for the actual costs associated with this betterment, estimated at \$371,930.80 (including 16% for engineering and inspection). Upon completion and acceptance of the work, the Town will assume ownership, operation, and maintenance of the upsized sewer facilities.

The second is a Sidewalk (Maintenance Only) Agreement (Agreement ID #13390). Under this agreement, NCDOT will construct new sidewalk along US 311/NC 135 from west of Dan Valley Road to east of Commerce Drive as part of the I-5898 project. Following construction, the Town will assume full liability and long-term maintenance responsibility for the sidewalk in perpetuity, while NCDOT will retain ownership and maintenance of the roadway and traffic control devices.

The Town Attorney, Town Engineer, and Public Works Director have reviewed both agreements and determined that they are consistent with the Town’s operational needs and objectives.

From a fiscal perspective, the Utility Construction Agreement will require an estimated Town contribution of \$371,930.80, recommended to be funded through the Water and Sewer Fund Balance. The Sidewalk Agreement will not involve any upfront construction cost to the Town; however, it will impose ongoing maintenance and liability responsibilities once construction is complete.

Construction for the I-5898 project is scheduled to begin on December 16, 2025.

Motion by Councilmember Cardwell, seconded by Councilmember Miller, to approve the NCDOT Utility Construction Agreement for the I-5898 Interchange Improvement Project and the NCDOT Sidewalk (Maintenance Only) Agreement establishing the Town’s maintenance responsibility for the new sidewalk along US 311/NC 135.

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

Nays: None.

Motion carried unanimously.

B. Quote for Archeological Survey – Washington Mills Park

On September 12, 2025, the North Carolina State Historic Preservation Office (SHPO) issued a formal recommendation that the Washington Mills project area be systematically surveyed for archaeological resources prior to any ground-disturbing activities. The northern half of the property contains a known unassessed site (31RK150, McClellan’s Mill), which will be adversely affected by the current project design. Much of the project area has not been systematically surveyed, and there is a high potential for significant archaeological resources. The purpose of the survey is to identify and assess archaeological resources for National Register of Historic Places (NRHP) eligibility. SHPO requires that the work be conducted by a qualified archaeologist who meets the Secretary of the Interior’s Professional Qualification Standards.

Council requested that Tim Johnson follow up with Cultural Heritage Resources Impact Solution, Inc. to obtain a proposed layout. No action was taken at this time; the item was deferred pending receipt and review of the requested information.

C. Cemetery Committee Recommended Improvements

Streets Superintendent Corey Craddock provided the Town Council with an overview of the recent Cemetery Committee meeting, reviewing each of the recommendations discussed and presenting corresponding cost estimates. The Committee recommended that the pine trees within the cemetery either be removed or significantly trimmed back. They also explored the potential purchase of two rear-discharge, pull-behind mowers to improve maintenance efficiency.

In addition, the Committee suggested the placement of four to six benches and trash receptacles throughout the cemetery, with Mr. Craddock supplying a map showing proposed installation sites. The Committee also considered installing solar-powered security cameras at strategic locations within the grounds. Each camera would cost approximately \$180, with a \$10 monthly service fee and a one-time activation charge. Mr. Craddock will also research the installation of dog-waste stations equipped with disposal bags to enhance cleanliness and visitor convenience.

All these items were recommended to the Town Council for further consideration. Finally, the Committee discussed the possible addition of a columbarium at the cemetery and requested that Mr. Craddock obtain cost estimates for that project.

Motion by Councilmember Goard, seconded by Councilmember Barnes, to approve Mr. Griffin's bid in the amount of \$9,000, contingent upon verification that he is properly insured and bonded. If Mr. Griffin is not bonded, approval is granted for the \$10,375 bid from Johnson, with funds to be drawn from the Cemetery Fund.

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

Nays: None

Motion carried unanimously

Motion by Councilmember Goard, seconded by Councilmember Barnes, to approve the purchase of two mowers from Y & W at a total cost of \$15,512.65, with funds to be drawn from the Cemetery Fund.

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

Nays: None

Motion carried unanimously

Motion by Councilmember Goard, seconded by Councilmember Barnes, to approve the purchase and placement of four (4) green trash receptacles in the cemetery at a total cost of \$1,914.46.

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

Nays: None

Motion carried unanimously

D. Insurance Premiums Rate and LGERS Employer Rate increases

Town Manager Shuler spoke to the Council regarding the upcoming changes to the North Carolina State Health Plan for Teachers and State Employees, which will take effect from January 1, 2026, through December 31, 2026. The plan will implement a new tiered premium structure based on employee salary bands. Previously, the Town paid the same rate for each employee regardless of salary. Under the new structure, monthly employer contributions will vary as follows: nine employees earning \$50,000 or less will cost \$315 per month, twelve employees earning between \$50,001 and \$65,000 will cost \$600 per month, eight employees earning between \$65,001 and \$90,000 will cost \$520 per month, and six employees earning \$90,001 or more will cost \$480 per month. This adjustment results in a total monthly cost of \$1,915, compared to the current budgeted amount of \$875 per month. The estimated financial impact for January through June 2026 is \$11,490, which was not included in the adopted FY2025–2026 budget.

Town Manager Shuler spoke to the Council regarding the LGERS Employer Rate Adjustment, which will take effect on July 1, 2025. As part of the Town's participation in the North Carolina Local Governmental Employees' Retirement System (LGERS) and the State Health Plan, a 2.4% increase in employer contributions for all covered employees will be required. The estimated annual cost of this increase is \$59,345.36, excluding current vacancies. In addition, a catch-up payment for the period of July through September 2025 will be due by June 30, 2026. This adjustment was not included in the

adopted FY2025–2026 budget, bringing the total combined cost impact, including health insurance adjustments, to \$70,835.36.

Staff recommends allocating the cost between the General Fund (57.14%) and the Water/Sewer Fund (42.86%). Under this allocation, the General Fund portion totals \$40,462.63, with \$38,000 to be applied from the Administration contingency line item and the remaining \$2,462.63 funded from the General Fund Balance. The Water/Sewer Fund portion totals \$30,372.73 and will be fully funded from the Water/Sewer Fund Balance.

Motion by Councilmember Goard, seconded by Councilmember Miller, to table until next meeting.

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

Nays: None.

Motion carried unanimously

A. Demolition Authorization – 500 N 3rd Ave, 901 W Main St, & 105 Rink Rd

Town Manager Shuler and State Code Enforcement Officer Eric reported that the Town of Mayodan has completed minimum housing enforcement proceedings for three residential structures determined to be unfit for human habitation and hazardous to public health, safety, and welfare. The affected properties include 500 N. 3rd Avenue (PIN 120412), owned by the heirs of Mary Lee Bryant Biggs and Roy C. Biggs; 901 W. Main Street (PIN 119939), owned by Beth Investments LLC; and 105 Rink Road (PIN 177218), owned by Mark Whitten. Following inspections, hearings, and duly issued orders dated June 26, 2025, the Code Enforcement Officer directed the property owners to repair or demolish the structures within 90 days. To date, no corrective action has been taken.

Town Manager Shuler and Code Enforcement Officer Eric further noted that the property located at 901 W. Main Street has been sold since this process began and that the new owners were not aware of the existing code enforcement actions. The new owners are currently making repairs and improvements to the property and have requested additional time to complete the necessary work. In accordance with the Town's adopted ordinances, the Town remains authorized to proceed with demolition where applicable, pending further review and consideration of individual property circumstances.

Motion by Councilmember Cardwell, seconded by Councilmember Shelton to table action on to table action on 500 N. 3rd Avenue, and 105 Rink Road until the next Council meeting on November 10, 2025.

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

Nays: None.

Motion carried unanimously

Motion by Councilmember Miller, seconded by Councilmember Goard, to table further consideration of 901 W. Main Street until the February 2026 meeting.

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

Nays: None.

Motion carried unanimously

Motion by Councilmember Miller, seconded by Councilmember Goard, to approve a \$200 contribution from the Fund Balance to support the Madison Veterans Parade.

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

Nays: None.

Motion carried unanimously

Motion by Councilmember Cardwell, seconded by Councilmember Barnes, to approve waiving the park rental fee for Nicole Foster's event request.

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

Nays: None.
Motion carried unanimously

MANAGER/ COUNCIL COMMENTS/ANNOUNCEMENTS:

Mayor Lake acknowledged the presence of former Mayor and Councilmember Bud Cardwell at the meeting.

Councilmember Miller congratulated the Downtown Merchants Association for the success of the Hayodan event.

Councilmember Goard stated that it was a great Hayodan.

The Finance Department and Fire Department are pursuing a declaratory judgment involving the County Attorney and the Firemen's Relief Fund Board. A letter will be drafted regarding this matter and reviewed by Eugene and Melody prior to being sent.

Councilmember Barnes thanked Joey and his crew and Chief Knight for their support and help with the festival.

UP COMING EVENTS:

PTRC Awards is on Wednesday, October 15, 2025

Motion by Councilmember Goard, seconded by Councilmember Shelton, to recess meeting to October 20, 2025, at 5pm at Council Chambers.

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

Nays: None.

Motion carried unanimously.

Meeting adjourned at 7:45 p.m.

ATTEST:

Sarah Hopper, Town Clerk

E. Dwight Lake, Mayor



RECESSED
MEETING *MINUTES*
MAYODAN TOWN COUNCIL
October 20, 2025
5:00 p.m.
James A. Collins Municipal Building

MAYOR AND COUNCIL PRESENT:

Buck Shelton Mayor ProTem
Doug Cardwell
Letitia Goard

ABSENT:

Mayor Dwight Lake
Melanie Barnes
John Miller (Via Phone not eligible to vote)

STAFF PRESENT:

Town Manager Melody Shuler
Town Clerk Sarah Hopper
Finance Director Brianna Cardwell

The Mayodan Town Council met at 5:02 p.m. on October 20, 2025, in the Council Chambers of the James A. Collins Municipal Building, and with a quorum present, Mayor Pro Tem Shelton called the meeting to order.

On September 12, 2025, the North Carolina State Historic Preservation Office (SHPO) issued a formal recommendation that the Washington Mills project area be systematically surveyed for archaeological resources prior to any ground-disturbing activities. The northern half of the property contains a known unassessed site (31RK150, McClellan's Mill), which would be adversely affected by the current project design. Much of the project area has not yet been systematically surveyed, and there is a high potential for significant archaeological resources. The purpose of the survey is to identify and assess archaeological resources for National Register of Historic Places (NRHP) eligibility. SHPO requires that the work be conducted by a qualified archaeologist who meets the Secretary of the Interior's Professional Qualification Standards. Tim Johnson with Destination by Design was available to answer questions from the Council, review SHPO's recommendations, and discuss next steps for coordinating the required archaeological survey and ensuring compliance with the state's preservation standards.

Motion by Councilmember Goard, seconded by Councilmember Cardwell, to award bid to Cultural Heritage Resource Impact Solutions, Inc. with \$10,175 coming out of the Washington Mills Park fund.

Ayes: Councilmembers Cardwell, Goard, and Shelton

Nays: None

Motion carried unanimously

Motion by Councilmember Cardwell, seconded by Councilmember Goard, to adjourn meeting.

Ayes: Councilmembers Cardwell, Goard, and Shelton

Nays: None

Motion carried unanimously

Meeting adjourned at 5:11 P.M.

ATTEST:

Sarah Hopper, Town Clerk

E. Dwight Lake, Mayor

AGENDA ITEM COVER

Item for Agenda:	PARTF Grant Agreement - Washington Mills Park Project (2025-1152)
Placement on Agenda:	Consent Agenda
Presenter:	Melody Shuler, Town Manager
Description of Agenda Item or Other Pertinent Information for Council:	<p>Background</p> <p>On April 14, 2025, the Town Council adopted a resolution endorsing the submission of a PARTF grant application to support development of the Washington Mills Park. The Town was notified of award approval on August 22, 2025.</p> <p>The project includes construction of trails, a multi-use path, public river access, six pickleball courts, a basketball court, sidewalks, site preparation, utilities, parking and drive improvements, lighting, landscaping, and site furnishings.</p> <p>The grant period extends from November 1, 2025, through October 31, 2028, and requires quarterly reimbursement submissions and compliance with state fiscal and audit requirements. Execution of this contract formalizes the Town's commitment to complete the project and maintain the site for public recreation use for a minimum of twenty-five (25) years in accordance with PARTF regulations.</p>

Fiscal Impact

- **PARTF Grant Award:** \$500,000
- **Local Match Requirement:**
\$784,720
- **Total Project Cost:** \$1,284,720

Local matching funds will be allocated from existing and anticipated grant and capital project funding sources over the project's duration.

Requested Action

Authorize the **Mayor** to execute the **N.C. Parks and Recreation Trust Fund Project Agreement (Contract #2025-1152)** with the North Carolina Department of Natural and Cultural Resources and authorize the **Town Manager** to carry out all administrative and fiscal responsibilities necessary for implementation and compliance with PARTF program requirements.

Town of Mayodan 2026
Meeting and Holiday Schedule
Zoning Board Meeting Dates

Re-Zoning Cut-off Date	Zoning Board Meeting Date	Town Council Meeting Date
January 5	January 15	February 9
February 9	February 19	March 9
March 9	March 19	April 13
April 6	April 16	May 11
May 11	May 21	June 8
June 8	June 18	July 13
July 6	July 16	August 10
August 10	August 20	September 14
September 7	September 17	October 12
October 5	October 15	November 9
November 9	November 19	December 14
December 7	December 17	January 11, 2027

Town Council Meeting Dates

Agenda Meeting	Regular Meeting
January 8	January 12
February 5	February 9
March 5	March 9
April 9	April 13
May 7	May 11
June 4	June 8 June 23
July 9	July 13
August 6	August 10
September 10	September 14
October 8	October 12
November 5	November 9
December 10	December 14

Town Holiday Schedule (Offices Closed)

Thursday, January 1	New Year's Day
Monday, January 19	Martin Luther King Jr. Day
Friday, April 3	Good Friday
Monday, May 25	Memorial Day
Friday, July 3	Independence Day
Monday, September 7	Labor Day
Wednesday, November 11	Observance of Veteran's Day
Thursday, November 26	
Friday, November 27	Thanksgiving
Wednesday, December 23, Thursday, December 24, Friday, December 25	Christmas
Friday, January 1, 2027	New Year's Day

Town of Mayodan

2026 Town Council Meeting Schedule

Meetings are held at 6pm at Town Hall, 210 W Main Street

Agenda Meeting	Regular Meeting
January 8	January 12
February 5	February 9
March 5	March 9
April 9	April 13
May 7	May 11
June 4	June 8 June 23
July 9	July 13
August 6	August 10
September 10	September 14
October 8	October 12
November 5	November 9
December 10	December 14

**Town Council holds their agenda setting meetings on Thursdays at 6pm.
Their regular meetings are held on Mondays at 6pm.**

STATE OF NORTH CAROLINA

GRANTEE'S FEDERAL TAX I.D.# _____

COUNTY OF WAKE

N.C. Parks and Recreation Trust Fund Project Agreement for Local Government Grants

Grantee: Town of Mayodan

Grantee Address and Contact Information: Melody Shuler, Town Manager,
210 West Main Street, Mayodan, NC 27027
336-427-0241
mshuler@mayodannc.org

Grantee Fiscal Year End Date: June 30

Grant Award Date: August 22, 2025

Project Number: 2025-1152

Project Title: Washington Mills Park

Period Covered by This Agreement: 11/1/2025 through 10/31/2028

Project Scope (Description of Project): Development includes Trail (2080 LFT), Public River Access, River Access, Multiuse Path (1320 LFT Granite), Pickleball Courts (6), Basketball Court, Sidewalk (8800 SqFt), Site Preparation, Utilities, Parking & Drive Improvements, Lighting, Site furnishings, Landscaping, Planning Costs, and Contingency

Project Costs: **Grant Award Amount:** **\$500,000**

Local Government Match: **\$784,720**

The North Carolina Department of Natural and Cultural Resources (hereinafter called the "Department") and the Town of Mayodan (hereinafter referred to as "Grantee") do hereby enter into this project agreement (the "Agreement"), effective as of the date of the last signature to this Agreement (the "Effective Date"), for the purpose of providing grant funding to the Grantee for public recreation purposes via either land acquisition, the construction of new public recreation facilities, or repair, renovation, improvement, or adaptation of existing public recreation facilities in North Carolina. The Parties agree to comply with the terms, requirements, promises, conditions, plans, specifications, estimates, procedures, project proposals, maps, and assurances described in the North Carolina Parks and Recreation Trust Fund ("PARTF") statute (N.C.G.S. 143B-135.56) and administrative rules (07 NCAC 13K), and the PARTF grant application and grant manual, which are hereby incorporated by reference into this Agreement and which are on file with the North Carolina Division of Parks and Recreation.

Now, therefore, the parties hereto do mutually agree as follows:

Upon execution of this Agreement, the Department hereby promises, in consideration of the promises by the Grantee herein, to provide to the Grantee the grant amount shown above. The Grantee hereby promises to efficiently and effectively manage the funds in accordance with the approved budget, to promptly complete grant assisted activities described above in a diligent and professional manner within the project period, and to monitor and report work performance.

Section I. Eligible Project Costs, Fiscal Management, and Recordkeeping

1. The grant amount must be matched on the basis of at least one dollar of funding provided by the Grantee for every one dollar of funding provided by the State. To be eligible, project costs must be incurred during the period covered by this Agreement, be documented in the grant application, described in the project scope of this Agreement, and initiated and/or undertaken after execution of this Agreement by the Grantee and the Department. The Department shall only pay or reimburse the Grantee for reasonable, eligible costs actually incurred by the Grantee that do not exceed the grant award amount for the Project outlined on page 1 of this Agreement.
2. PARTF assistance for land acquisition will be based on the fair market value of real property or the sales price, whichever is less. The value must be based upon an independent appraisal by a licensed appraiser holding a general or residential certification from the North Carolina Appraisal Board. The Department shall review the appraisal as to content and valuation. Approval of appraised amounts rests with the Department. The Grantee agrees to begin development on PARTF acquired land within five (5) years of the Effective Date of this Agreement in order to allow general public access and use.
3. Payment shall be made in accordance with this Agreement, the Scope of Work (Attachment B), and PARTF statutes and rules. Payment for work performed will be made upon receipt and approval of invoice(s) from the Grantee documenting the costs incurred in the performance of work under this Agreement. Invoices may be submitted to the Contract Administrator quarterly. Final invoices, including accounting records that document all expenditures and request for reimbursement, must be received by the Department for approval prior to or at the time of the close-out inspection. Accounting records should be based on generally accepted local government accounting standards and principles. All accounting records and supporting documents will clearly show the Project Number and Project Title to which they are applicable.
4. Records created or obtained under this Agreement shall not be destroyed, purged or disposed of without the express written consent of the Department. State basic records retention policy requires all grant records to be retained for a minimum of five (5) years or until all audit exceptions have been resolved, whichever is longer. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Agreement has been started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.
5. The State Auditor and the Department's internal auditors shall have access to persons and records as a result of all contracts and grants entered into by state agencies and or political subdivisions in accordance with General Statute 147-64.7. Additionally, as the State funding authority, the Department shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions.
6. The Grantee agrees to refund to the Department, subsequent to an audit of the project's financial records, any costs disallowed or required to be refunded to the Department on account of audit exceptions. The Grantee agrees that any unused State-awarded funds remaining after the completion of the project or termination of this Agreement shall revert back to the Department to be deposited into PARTF for distribution by the PARTF Authority.
7. The Parties agree and understand that the payment of the sums specified in this Agreement is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Department.

Section II. Project Execution

1. The Grantee may not deviate from the Scope of Work outlined in Attachment B without the prior written approval of the Department. When the Grantee seeks to change an element of the project, including, but not limited to, the project scope, a revised estimate of costs, a deletion or additions of project deliverables, or an extension of the Agreement period, the Grantee must submit in writing a request to the Department for approval.
2. The Grantee agrees to permit periodic audits and site inspections by the Department to ensure work progress in accordance with the approved project, including a required close-out inspection upon project completion. After project completion, the Grantee agrees to conduct compliance inspections at least once every five (5) years and to submit a Department-provided inspection report to the Department.
3. The Grantee shall not subgrant any of the work contemplated under this Agreement without prior written approval from the Department. The Department shall not be obligated to pay for any work performed by any unapproved subgrantee or subrecipient. The Grantee or subrecipient is not relieved of any of the duties and responsibilities of this Agreement. Furthermore, any subrecipient must agree to abide by the standards contained in this Agreement and to provide all information to allow the Grantee to comply with these standards.
4. The Grantee shall be wholly responsible for the work to be performed and for the supervision of its employees. The Grantee represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such employees shall not be employees of or have any individual contractual relationship with the Department.
5. In the event the Grantee subcontracts for any or all of the services covered by this Agreement:
 - a. The Grantee is not relieved of any of the duties and responsibilities provided in this Agreement;
 - b. The Grantee's contract with the subcontractor must provide that the subcontractor agrees to abide by the standards contained in this Agreement or to provide such information as to allow the Grantee to comply with these standards; and
 - c. The Grantee's contract with the subcontractor must provide that the subcontractor agrees to allow state and federal authorized representatives access to any records pertinent to its role as a subcontractor.
6. The Grantee agrees to comply with all applicable reporting requirements for grant recipients at the designated reporting level as outlined in 09 NCAC 03M .0205, including providing a certification that State financial assistance received was used for the purposes for which it was awarded.
7. The Grantee agrees land acquired with PARTF assistance shall be dedicated in perpetuity as a recreation site for the use and benefit of the public, the dedication will be recorded in the deed of said property and the property may not be converted to other than public recreation use without the prior written approval of the Department. The Grantee agrees to maintain and manage PARTF-assisted development/renovation projects for public recreation use for a minimum period of twenty-five (25) years after project completion.
8. The Grantee agrees to operate and maintain the project site so as to appear attractive and inviting to the public, kept in reasonably safe repair and condition, and open for public use at reasonable hours and times of the year, according to the type of facility and area.
9. The Grantee agrees to place utility lines developed with PARTF assistance underground.
10. The Grantee shall, in the landscaping of all PARTF-funded projects, only use seeds and plants classified by the U.S. Department of Agriculture as native to the Southeastern United States, including cultivars and varieties thereof that were not bred to have reduced reproductive structures, with a strong preference for plants the

U.S. Department of Agriculture has classified as native to North Carolina. The "Southeastern United States" shall be defined as the states of Alabama, Georgia, North Carolina, South Carolina, Tennessee, Virginia, and the following counties in Florida: Bay Calhoun, Escambia, Gulf, Holmes, Jackson, Okaloosa, Santa Rosa, Walton, and Washington. The following non-native plants shall be exempted from this requirement:

- a. Non-native plants incorporated as part of a PARTF-funded project that are already existing at the time that the grant is approved;
- b. Non-native turf grass; and
- c. Non-native seeds and plants where the primary purpose is:
 - i. crop cultivation;
 - ii. scientific research;
 - iii. botanical or historical gardens; or
 - iv. plantings for wildlife.
- d. If the project site is rendered unusable for any reason whatsoever, the Grantee agrees to immediately notify the Department of said conditions and to make repairs, at its own expense, in order to restore use and enjoyment of the project by the public.

Section III. Project Termination and Applicant Eligibility

1. The Grantee may unilaterally rescind this Agreement at any time prior to the expenditure of funds by the State on the project described in this Agreement by providing written notice to the Department.
2. Termination by Mutual Consent: The Parties may terminate this Agreement by mutual consent with sixty (60) days' written notice to the other Party, or as otherwise provided by law. If the Agreement is terminated by the Department as provided herein, the Grantee shall be paid for services satisfactorily completed, less payment or compensation previously made. Unexpended funds held by the Grantee shall revert to the PARTF upon termination of this Agreement.
3. Termination for Cause: If, through any cause, the Grantee shall fail to fulfill its obligations under this Agreement in a timely and proper manner, the Department shall have the right to terminate this Agreement by giving written notice to the Grantee and specifying the effective date thereof. Unexpended funds held by the Grantee shall revert to the PARTF upon termination of this Agreement. If the Agreement is terminated by the Department as provided herein, the Grantee shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials, minus any payment or compensation previously made. Notwithstanding the foregoing provision, the Grantee shall not be relieved of liability to the Department for damages sustained by the Department by virtue of the Grantee's breach of this Agreement, and the Department may withhold any payment due the Grantee for the purpose of setoff until such time as the exact amount of damages due the Department from such breach can be determined.

In addition, in the event of default by the Grantee under this Agreement, the State may immediately cease doing business with the Grantee, immediately terminate for cause all existing contracts the State has with the Grantee, and de-bar the Grantee from doing future business with the State.

Upon the Grantee filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Grantee, the State may immediately terminate, for cause, this Agreement and all other existing contracts the Grantee has with the State, and de-bar the Grantee from doing future business.

4. Failure by the Grantee to comply with the provisions and conditions set forth in the formal application, PARTF administrative rules, and this Agreement may result in the Department declaring the Grantee ineligible for further participation in future PARTF-funded grant cycles, in addition to any other remedies provided by law, until such time as compliance has been obtained to the satisfaction of the Department.
5. Waiver by the Department of any default or breach in compliance with the terms of this Agreement by the

Grantee shall not be deemed a waiver of any subsequent default or breach and shall not be construed to be modification of the terms of this Agreement unless stated to be such in writing, signed by an authorized representative of the Department and the Grantee and attached to the Agreement.

6. Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Section IV. General Terms

1. This Agreement is subject to the reporting requirements described in the Notice of Certain Reporting and Audit Requirements (Attachment A).
2. The Grantee must ensure that grant funds dispersed under this Agreement are audited in compliance with State and federal audit requirements for local governments and public authorities, institutions of higher education, and nonprofit organizations, and, as applicable, according to the standards of the federal Single Audit Act and Circular A-133 "Audits of States, Local Governments, and Nonprofit Organizations" as supplied by the Executive Office of the President, Office of Management and Budget, Washington, DC.
3. No assignment of the Grantee's obligations or the Grantee's right to receive payment hereunder shall be permitted. However, upon written request approved by the Department, the Department may:
 - a. Forward the Grantee's payment check(s) directly to any person or entity designated by the Grantee, or
 - b. Include any person or entity designated by Grantee as a joint payee on the Grantee's payment check(s). In no event shall such approval and action obligate the Department to anyone other than the Grantee and the Grantee shall remain responsible for fulfillment of all Agreement obligations.
4. Except as otherwise provided herein, this Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Agreement, and all rights of action relating to such enforcement, shall be strictly reserved to the Department and the named Grantee. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Department and Grantee that any such person or entity, other than the Department or the Grantee, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.
5. To the extent allowed by law, the Grantee shall hold and save the State, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Grantee in the performance of this Agreement and that are attributable to the negligence or intentionally tortious acts of the Grantee.
6. All notices permitted or required to be given by one party to the other and all questions about the Agreement from one party to the other shall be addressed and delivered to the other party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either party may change the post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving written notice to the other party within thirty (30) calendar days of such change. The Grantee shall not substitute key personnel assigned to the performance of this Agreement, as outlined below, without prior written approval by the Department's Contract Administrator.

Department Contract Administrator	Grantee Contract Administrator
<p>NC Department of Natural and Cultural Resources Division of Parks and Recreation Attention: Ms. Vonda Martin, Manager of Grants and Outreach 1615 Mail Service Center Raleigh, NC 27699-1615 Telephone 919-707-93338 Email: Vonda.Martin@ncparks.gov</p>	<p>Melody Shuler Town Manager 210 West Main Street Mayodan, NC 27027 336-427-0241 mshuler@mayodannc.org</p>

7. The Grantee agrees to comply with all applicable federal, state and local laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to this Agreement and the conduct of its normal operations, including, but not limited to, purchasing, construction, land acquisition, fiscal management, equal employment opportunity, accessibility, and the environment.
8. The Grantee shall comply with all federal and State laws relating to equal employment opportunity. The Grantee shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, or disability.
9. In accordance with Executive Order 24 (signed October 18, 2017), the Grantee agrees not to discriminate against any person on the basis of race, color, ethnicity, national origin, age, disability, sex, pregnancy, religion, National Guard or veteran status, sexual orientation, gender identity or expression in the use of any property or facility acquired or developed pursuant to this Agreement.
10. Grantees shall have on file with the Department a copy of the Grantee's policy addressing conflicts of interest that may arise involving the Grantee's management employees and the members of its governing body as set forth in N.C.G.S. § 143C-6-23(b). The policy shall address situations in which any of these individuals may directly or indirectly benefit, except as the Grantee's employees or members of its board or other governing body, from the Grantee's disbursing of state funds and local matching funds and shall include actions to be taken by the Grantee or the individual, or both to avoid conflicts of interest and the appearance of impropriety. The policy shall be filed before the Department may disburse the grant funds, unless the Grantee is covered by the provisions of N.C.G.S. 160A-479.11 and/or 14-234. [N.C.G.S. 143C-6-23(b)(2007)]. Grantee shall at all times comply with the Grantee's conflict of interest policy.
11. The Grantee certifies that it:
 - a. Has neither used nor will use any appropriated funds for payment to lobbyists;
 - b. Will disclose the name, address, payment details, and purposes of any agreement with lobbyists whom Grantee or its sub-tier contractor(s) or sub-grantee(s) will pay with profits or non-appropriated funds on or after December 22, 1989; and,
 - c. Will file quarterly updates about the use of lobbyists if material changes occur in their use.
12. Except as otherwise provided herein or unless superseded by applicable federal or State statute of limitations, all promises, indemnifications, requirements, terms conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Agreement expiration or termination date.
13. This Agreement may not be amended orally or by performance. Amendments shall be made in writing on a form prepared by the Department and duly executed by an authorized representative of the Department and the Grantee.
14. If any provisions of this Agreement are held to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect.

15. If eligible, the Grantee and all subrecipients shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Agreement, pursuant to N.C.G.S. § 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.
16. Travel expenses shall not be reimbursed in the performance of this Agreement. If travel is necessary in the performance of this Agreement, it shall be included in the approved project budget and narrative.
17. This Agreement and any documents incorporated specifically by reference represent the entire agreement between the Parties and supersede all prior oral or written statements or agreements. This Agreement and any addenda thereto, are incorporated herein by reference as though set forth verbatim. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Agreement expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.

Section V. Attestation and Execution

N.C.G.S. §133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this Agreement, you (Grantee) attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

In witness whereof, the Department and the Grantee have executed this Agreement in duplicate originals, one of which is retained by each of the parties.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK – SIGNATURE PAGES FOLLOWS]

Name of Grantee (Local Government)	Signature of Grantee (Chief Elected Official)
Typed or Printed Name of Official	Title of Official
Date	

(Notary Public Completes)

State of North Carolina

County of

On this _____ day of _____, 20____, _____

personally appeared before me the said named _____, in their capacity as _____ for Grantee, to me known and known to me to be the person described in and who executed the foregoing instrument, and he (or she) acknowledged that he (or she) executed the same and being duly sworn by me, made oath that the statements in the foregoing instrument are true.

My commission expires: _____, 20____.

	(Seal Here)
Signature of Notary Public	

North Carolina Department of Natural and Cultural Resources
Pamela B. Cashwell, Secretary

By:	Director, NC Parks & Recreation	
Department Head or Authorized Agent for Secretary Cashwell	Title	Date

Attachment A
Notice of Certain Reporting and Audit Requirements

The Grantee shall comply with all rules and reporting requirements established by State statute or administrative rules. For convenience, the requirements are set forth in this Attachment.

Reporting Thresholds.

There are two reporting levels established for grantees and subrecipients receiving State financial assistance. Reporting levels are based on the level of State financial assistance from all funding sources. The reporting levels are:

- (1) Level I – A grantee or subrecipient that receives, holds, uses, or expends State financial assistance in an amount less than one million dollars (\$1,000,000) within its fiscal year.
- (2) Level II - A grantee or subrecipient that receives, holds, uses, or expends State financial assistance in an amount equal to or greater than one million dollars (\$1,000,000) within its fiscal year.

Reporting requirements for grantees that meet the following reporting standards on an annual basis:

- (1) All grantees and subrecipients shall provide a certification that State financial assistance received or, held was used for the purposes for which it was awarded.
- (2) All grantees and subrecipients shall provide an accounting of all State financial assistance received, held, used, or expended.
- (3) All grantees and subrecipients shall report on activities and accomplishments undertaken by the Grantee, including reporting on any performance measures established in this Agreement.
- (4) Level II grantees and subrecipients shall have a single or program-specific audit prepared and completed in accordance with Generally Accepted Government Auditing Standards, also known as the Yellow Book.

All reports shall be filed with the Department in the format and method specified by the Department no later than three (3) months following the end of the Grantee's fiscal year. Audits must be provided to the Department no later than nine (9) months following the end of the Grantee's fiscal year. The Grantee shall use the reporting package forms provided by the Department in making and submitting reports to the Department.

Unless prohibited by law, the costs of audits made in accordance with the provisions of this Agreement shall be allowable charges to State and Federal awards. The charges may be considered a direct cost or an allocated indirect cost, as determined in accordance with cost principles outlined in the Code of Federal Regulations, 2 CFR Part 200. The cost of any audit not conducted in accordance with this Agreement shall not be charged to State awards.

Notwithstanding the provisions of this Agreement, a grantee may satisfy the reporting requirements of this Agreement by submitting a copy of the report required under federal law with respect to the same funds.

Attachment B
Scope of Work

North Carolina Division of Parks and Recreation
Parks and Recreation Trust Fund – PARTF Grant Program for Local Governments

Grantee: Town of Mayodan

Title of Project: Washington Mills Park

Project Number: 2025-1152

Contract Number: 2025-1152

Amount of Grant: \$500,000

Amount of Match: \$784,720

Contact Person for Project: Melody Shuler

Title: Town Manager

Address: 210 West Main Street, Mayodan, NC 27027

Telephone: 336-427-0241

Contact email address: mshuler@mayodannc.org

Scope of Project: Development includes Trail (2080 LFT), Public River Access, River Access, Multiuse Path (1320 LFT Granite), Pickleball Courts (6), Basketball Court, Sidewalk (8800 SqFt), Site Preparation, Utilities, Parking & Drive Improvements, Lighting, Site furnishings, Landscaping, Planning Costs, and Contingency

Length of Project: 11/1/2025 through 10/31/2028

Schedule for Reimbursements: Grantee may submit bills quarterly after a significant portion of work has been completed on the project element(s). Not more than 90% of the grant will be reimbursed until the grantee completes the project elements specified in the grant (refer to detailed budget submitted with grant application).

The Mayodan grant application and support documentation are, by reference, part of the Agreement. The administrative rules of the N.C. Parks and Recreation Trust Fund are, by reference, a part of the Agreement.

**Town of Mayodan Zoning
Rezoning Case # RZ-003-2025
Staff Report: Melody Shuler, Town Manager**

Applicant: North Carolina Remodel Masters, Inc.

Owner: North Carolina Remodel Masters, Inc.

Location: 102 Turner Road

GIS ID #: Parcel # 119794

Request: Rezone from R-12 to R-6

Conditions: N/A

Requested Zoning District Characteristics:

The current zoning is R-12 Residential District. The intent of this district is “to establish a medium density development pattern inside the town limit where municipal water and sewer systems are available. The principal use in this district will be single-family residential dwellings.”

The proposed zoning is R-6 Residential District. The intent of this district is “to establish a high density development pattern inside the town limits where municipal water and sewer systems are available. The principal uses include not only single-family, two-family, and multifamily uses but other compatible uses. This district shall provide a buffer between the more restricted R-12 District and the C-1 and C-2 Commercial Districts.”

Under the existing zoning of R-12, the property is limited to lower-density residential development. The proposed zoning of R-6 would allow greater residential density and more diverse housing options.

Site Information

Size of Parcel	1.109 acres		
Existing Land Use	R-12 Residential		
Proposed Land Use	R-6 Residential		
Adjacent Property Zoning and Use	Direction	Zoning	Use
	N	R-12	Residential
	E	R-12 & M-1	Residential & Industrial
	S	R-12	Residential
	W	R-6	Residential
Physical Characteristics	The property contains an existing residential structure built in 1942.		
Historic Properties	N/A		
Emergency Response	Mayodan Fire District – Mayodan fire station is approx. 0.03 miles away.		
Transportation	Turner Road is a state-maintained secondary road. This classification indicates that while the road is maintained by the state, it primarily serves local traffic and is not part of the primary highway system.		
Analysis of Environmental and General Site Information	N/A		

Compatibility with Adopted Plans

The 2013 Future Land Use Map identifies the subject site within a **Residential (High Density)** area, which is typically intended for residential uses greater than two units per acre. The proposed rezoning from R-12 to R-6 is consistent with this designation, as it allows for higher residential density and more diverse housing options. This supports the Town's goals of providing a range of housing opportunities within areas already served by municipal water and sewer infrastructure, while maintaining compatibility with surrounding residential development.

Aerial Photo:



Rockingham County GIS, Aerial, NCOneMap Latest

Staff Comments

The subject property is currently zoned for low-density residential use. Rezoning to R-6 will allow greater housing density and variety consistent with the Future Land Use Map. The request aligns with the Town's intent to provide diverse housing opportunities within areas already served by municipal utilities.

Public Notice

<i>Notification</i>	<i>Planning & Zoning Board</i>	<i>Town Council</i>
Public Hearing Notice	N/A	10/24/2025 & 10/31/2025
Property Posted	N/A	10/24/2025
Notification Letter Sent	N/A	10/24/2025

Planning & Zoning Board Recommendation

The Planning & Zoning Board reviewed the rezoning petition at their October 16, 2025 meeting and voted unanimously for a favorable recommendation.

Reasonableness and Consistency Statement

The rezoning request is consistent with the Mayodan 2013 Future Land Use Map, which designates the site for residential use. The proposed R-6 zoning is reasonable and in the public interest because it allows for more diverse residential housing opportunities within existing municipal service areas, supports efficient land use, and maintains compatibility with the surrounding neighborhood.

Requested Action

Consider approval of petition RZ-003-2025 and the Reasonableness and Consistency Statement as presented.



TOWN OF MAYODAN

210 W. MAIN STREET • MAYODAN, N.C. 27027 • (336) 427-0241
FAX (336) 427-7592

DATE: 9/17/25

Application is hereby made for an amendment to the Zoning (Ordinance) (Map) as follows:

PLEASE PRINT

Name of Applicant North Carolina Remodel Masters INC

Address of Applicant 620-D Guilford College Rd, Greensboro NC 27409

Telephone Contact 336-999-1469 Email christiscollinsrealty@gmail.com

Address and brief description of property to be re-zoned: 102 Turner Rd, Mayodan NC

Tax Parcel Number: 119794

Applicant's interest in property (owned, leased, etc.) Owned

Type of re-zoning requested From R-12 to R-6

Sketch or map attached Yes ✓ No _____

Reason for the requested re-zoning Provide products that better match & serve the neighborhood

The property owner(s) hereby offers, consents to, and agrees to abide, if the rezoning request is approved, the conditions written above. All property owners must sign each condition page. This page may be photocopied if additional space is needed.

Property Owner(s) Signature: Chris Collins, President

Printed Name: Chris Collins, President

Review Officer Certificate
I, Review Officer of Rockingham County, certify that this map or plat to which this certification is affixed meets all statutory requirements for recording.

Planning & Inspections Certificate
I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Ordinance for the Town of Mayodan, North Carolina, and that this plat has been approved by the Planning and Zoning Department for recording in the Office of the Register of Deeds of Rockingham County.

Certificate of Global Positioning Systems Surveys
I, BARRY I. CALLAHAN, certify that this map was drawn under my supervision from an actual GPS survey made under my supervision and the following information was used to perform the survey:
1) Class of survey: Class A
2) Positional accuracy: does not exceed 0.05'
3) Type of GPS field procedure: NC VRS
4) Date of survey: 07/28/2025
5) Datum/Epoch: N.C. NAD 83 (NSRS 2011)
6) Published/Fixed-control use: NCGS Network VRS
7) Geoid model: (18)
8) combined grid factor(s): 1.00005582
9) Units: U.S. Survey Foot
and that this map was prepared in accordance with the standards and practice for land surveying as outlined by the NC Administration Code Title 21, Chapter 56.1607.

Witness my hand and official seal
this 28th day of JULY 2025.

L-4774 Professional Land Surveyor
License No.

NOTES:
1. ALL AREAS BY COORDINATE COMPUTATION. TOTAL AREA: 1.109 Ac.
2. ALL DISTANCES SHOWN HEREON ARE HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE NOTED HEREON.
3. BEING LOTS 12, 13, 14 AND 73 & 74 OF MAP NO 2 SUBDIVISION OF S.P. TESH PROPERTY SEE D.B. 331, Pg. 639 PER D.B. 1694, Pg. 1463 (REFERENCED PLAT NOT FOUND).
4. DUE TO VAGUE NATURE, DISCREPANCIES AND IN ACCURATE INFORMATION, IN SUBJECT PROPERTY DEED AND ADJOINING DEEDS. INFORMATION AS SHOWN HEREON IS BEST SOLUTION FROM AVAILABLE FIELD LOCATED MONUMENTS.

Surveyor Certification for Subdivision
I, BARRY I. CALLAHAN Registered Land Surveyor, Number L-4774
certify to one or more of the following as indicated by an X:
x a. That this plat is of a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land;

Surveyor Certification for Closure
I, BARRY I. CALLAHAN certify that this plat was drawn under my supervision from an actual survey made under my supervision (description recorded in Deed Book 1694, Pages 1463 and Deed Book 331, Page 639, etc.) (other) that the boundaries not surveyed clearly indicated as drawn from information found in Book —, Page — for AS SHOWN HEREON; that the ratio of precision as calculated is 1:10,000+; that this plat was prepared in accordance with G.S. 47-30 as amended. Witness my original signature, registration number and seal:

Signature L-4774
Surveyor Forsyth County, North Carolina
Registration Number —

Forsyth County Register of Deeds
Plat Registration
Filed for registration at _____ o'clock _____ M.
This the _____ Day of _____, 2025
and recorded in Plat Book _____, Page _____
Filing Fee Paid: Benjamin J. Curtis, Register of Deeds
By: Assistant/Deputy
Rockingham County, North Carolina

VICINITY MAP
NOT TO SCALE

Certificate of Ownership and Dedication
I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS LOCATED IN THE SUBDIVISION JURISDICTION OF THE TOWN OF MAYODAN OF ROCKINGHAM COUNTY, N.C. AND THAT I(WE) HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY (OUR) FREE CONSENT, ESTABLISH MINIMUM BUILDING SETBACK LINES, AND DEDICATE ALL STREETS, ALLEYS, WALKS, PARKS, AND OTHER SITES AND EASEMENTS TO PUBLIC OR PRIVATE USE AS NOTED.

I FURTHER CERTIFY THAT:
a. I UNDERSTAND THAT SUBDIVISION APPROVAL DOES NOT REMOVE OR NEGATE ANY DEED RESTRICTION THAT MAY EXIST ON THE PROPERTY.
b. I UNDERSTAND THAT ENFORCEMENT OF DEED RESTRICTIONS AND ANY OTHER CONTRACTUAL AGREEMENTS IS NOT THE RESPONSIBILITY OF THE TOWN OF MAYODAN OR ROCKINGHAM COUNTY, WILL NOT BE UNDER TAKEN BY ROCKINGHAM COUNTY, AND IS THE SOLE RESPONSIBILITY OF THE PARTIES AFFECTED BY VIOLATIONS OF SUCH DEED RESTRICTIONS AND CONTRACTUAL AGREEMENTS.

OWNERS SIGNATURE **DATE**
OWNER / DEVELOPER
NORTH CAROLINA REMODEL
MASTERS, INC.
c/o: CHRIS COLLINS
620 D GUILFORD COLLEGE RD.
GREENSBORO, NC, 27409

LEGEND
EIP - EXISTING IRON PIPE
NIP - NEW IRON PIPE
EIR - EXISTING IRON ROD
PT. - NON-MONUMENTED POINT
● - PT.
MAG - MAGNETIC
D.B. - DEED BOOK
P.B. - PLAT BOOK
WM - WATER METER
N.C.G.S. - NORTH CAROLINA GEODETIC SURVEY
N.A.D. - NORTH AMERICAN DATUM
G.I.S. - GEOGRAPHIC INFORMATION SYSTEM

Note:
This plat was prepared without the benefit of a full title search and is subject to any Easements, Agreements, or Rights-of-Way of record prior to the date of this plat, which was not visible at the time of my inspection.

FINAL PLAT FOR
NC REMODEL MASTERS TURNER ROAD
BEING A DIVISION OF
TAX PARCEL NUMBER :119794

MADISON TOWNSHIP,
ROCKINGHAM COUNTY, N.C.

SCALE: 1" = 30'
Graphic Scale
0' 15' 30' 60' 90'

PREPARED BY
TRIAD LAND SURVEYING, P.C.
935 EAST MOUNTAIN STREET, SUITE H
KERNERSVILLE, N.C., 27284
N.C. LICENSE: C-2142
TEL: (336)993-9650
FAX: (336)993-9654
WEB SITE: triadlandsurveying.com

SURVEY DATE: 07/28/2025
PLATTING DATE:

AGENDA ITEM COVER

Item for Agenda:	Demolition Authorization - 500 N 3 rd Ave & 105 Rink Rd
Placement on Agenda:	Old Business
Presenter:	Melody Shuler, Town Manager
Description of Agenda Item or Other Pertinent Information for Council:	<p>Background</p> <p>The Town of Mayodan has completed minimum housing enforcement for two residential structures deemed unfit for human habitation and hazardous to public health, safety, and welfare:</p> <ul style="list-style-type: none">• 500 N. 3rd Ave (PIN 120412) – Owned by the heirs of Mary Lee Bryant Biggs and Roy C. Biggs• 105 Rink Rd (PIN 177218) – Owned by Mark Whitten <p>Following inspections, hearings, and duly issued orders dated June 26, 2025, the Code Enforcement Officer directed the property owners to repair or demolish the structures within 90 days. No corrective actions have been taken to date.</p> <p>At the October Town Council meeting, Council directed staff to delay demolition of 500 N. 3rd Ave to give the family time to coordinate efforts with the property owner. For 105 Rink Rd, Council directed staff to confirm the structure is vacant prior to proceeding with any demolition activity.</p>

The estimated cost remains approximately **\$8,000 per property**. Funding is available within the current Planning & Code Enforcement Department budget.

Requested Action

Motion authorizing the Town Manager to obtain quotes and proceed with demolition of the structures located at 500 N. 3rd Ave and 105 Rink Rd, provided each contract is under \$10,000, and to place liens on each property for recovery of costs.

Return to: **W. Eugene Russell 405 W. Decatur Street Madison, North Carolina 27025**

AN ORDINANCE DIRECTING THE ORDINANCE ENFORCEMENT OFFICER TO REMOVE OR DEMOLISH THE STRUCTURE HEREIN DESCRIBED AS UNFIT FOR HUMAN HABITATION AND DANGEROUS TO THE PUBLIC HEALTH, SAFETY AND WELFARE AND DIRECTING THAT A NOTICE BE PLACED THEREON THAT THE SAME MAY NOT BE OCCUPIED.

WHEREAS, on July 26th, 2024, the Town of Mayodan's contracted Code Enforcement Officer conducted a thorough inspection of the dwelling located on the property identified in the Rockingham County Tax Records as PIN: 177218 and having a street address of **105 Rink Rd. Mayodan NC**, North Carolina said property is owned by Mark Whitten., (the "Owner"), as evidenced by that deed recorded in the Rockingham County Registry at Deed Book **1523** Page **1126** and

WHEREAS, on **March 28th, 2025** the Town of Mayodan's contracted Code Enforcement Officer served upon the Owner and parties of interest in such dwelling a complaint stating the charges in that respect and containing a notice of a hearing to be held before the Officer;

WHEREAS, a duly noticed hearing was held on **June 26th, 2025** before the Code Enforcement Officer in Mayodan located at: **210 W Main St. Mayodan, NC 27027**, and

WHEREAS, the Code Enforcement Officer issued an Order on **June 26th, 2025**. In the Order, the Officer determined that the house was deteriorated/dilapidated and ordered the following steps be taken: Make repairs to the house within ninety (90) days; and/or remove or demolish the structure within ninety (90) days and

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Mayodan that:

Section 1. The Ordinance Enforcement Officer is hereby authorized and directed to place a placard containing the legend:

"This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful."

on the structure located at **105 Rink Rd. Mayodan NC 27027 Parcel ID: 177218** in the Town of Mayodan, North Carolina.

Section 2. The Ordinance Enforcement Officer is hereby authorized and directed to proceed to remove or demolish the above-described structure in accordance with his order to the owner and parties in interest thereof dated **June 26th, 2025**, and in accordance with the Town's Minimum Housing Ordinance.

Section 3. The cost of removal or demolition shall constitute a lien against the real property **105 Rink Rd.**

Mayodan NC 27027 Parcel ID: 177218. The lien shall be filed in all appropriate offices of the Town of Mayodan and Rockingham County, including the Rockingham County Clerk of Superior Court's Office, and shall have the same priority and be collected in the same manner as the lien for special assessments in Article 10 of G.S. Chapter 160A.

Section 4. Upon completion of the required removal or demolition, the Ordinance Enforcement Officer shall determine whether any of the materials have re-sale value and if so, to make a reasonable effort to sell the same. If any materials are sold, the Ordinance Enforcement Officer shall credit the process against the cost of removal or demolition, and this shall be noted as such in the recorded lien. If a surplus remains after sale of the materials and satisfaction of the cost of removal or demolition, the Ordinance Enforcement Officer shall deposit the surplus in the Superior Court where it shall be secured and disbursed in the manner provided by Article 12 of Chapter 160D of the General Statutes.

Section 5. It shall be unlawful for any person to remove or cause to be removed the placard referenced herein and affixed to the structure. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any structure building therein declared to be unfit for human habitation.

Section 6. This ordinance shall become effective upon its adoption.

Ayes: Noes:

This the day of , 2025.

Melody Shuler , Town Manager

Dwight Lake, Mayor

Note: This ordinance must be recorded in the office of the Register of Deeds in the county where the property is located and must be indexed in the name Mark Whitten., the property owner.

Return to: **W. Eugene Russell 405 W. Decatur Street Madison, North Carolina 27025**

AN ORDINANCE DIRECTING THE ORDINANCE ENFORCEMENT OFFICER TO REMOVE OR DEMOLISH THE STRUCTURE HEREIN DESCRIBED AS UNFIT FOR HUMAN HABITATION AND DANGEROUS TO THE PUBLIC HEALTH, SAFETY AND WELFARE AND DIRECTING THAT A NOTICE BE PLACED THEREON THAT THE SAME MAY NOT BE OCCUPIED.

WHEREAS, on July 26th, 2024, the Town of Mayodan's contracted Code Enforcement Officer conducted a thorough inspection of the dwelling located on the property identified in the Rockingham County Tax Records as PIN: 120412 and having a street address of 500 N. 3rd Ave Mayodan, North Carolina said property is owned by Heirs, Known and Unknown of Mary Lee Bryant Biggs and Roy C. Biggs., (the "Owner"), as evidenced by that deed recorded in the Rockingham County Registry at Deed Book 974 Page 1681 and

WHEREAS, on March 28th, 2025 the Town of Mayodan's contracted Code Enforcement Officer served upon the Owner and parties of interest in such dwelling a complaint stating the charges in that respect and containing a notice of a hearing to be held before the Officer;

WHEREAS, a duly noticed hearing was held on June 26th, 2025 before the Code Enforcement Officer in Mayodan located at: 210 W Main St. Mayodan, NC 27027, and

WHEREAS, the Code Enforcement Officer issued an Order on June 26th, 2025. In the Order, the Officer determined that the house was deteriorated/dilapidated and ordered the following steps be taken:
Make repairs to the house within ninety (90) days; and/or remove or demolish the structure within ninety (90) days and

NOW, THEREFORE, BE IT ORDAINED by the Council of the Town of Mayodan that:

Section 1. The Ordinance Enforcement Officer is hereby authorized and directed to place a placard containing the legend:

"This building is unfit for human habitation; the use or occupation of this building for human habitation is prohibited and unlawful."

on the structure located at 500 N. 3rd Ave Mayodan NC 27027 Parcel ID: 120412 in the Town of Mayodan, North Carolina.

Section 2. The Ordinance Enforcement Officer is hereby authorized and directed to proceed to remove or demolish the above-described structure in accordance with his order to the owner and parties in interest thereof dated June 26th, 2025, and in accordance with the Town's Minimum Housing Ordinance.

Section 3. The cost of removal or demolition shall constitute a lien against the real property **500 N. 3rd Ave Mayodan NC 27027 Parcel ID: 120412**. The lien shall be filed in all appropriate offices of the Town of Mayodan and Rockingham County, including the Rockingham County Clerk of Superior Court's Office, and shall have the same priority and be collected in the same manner as the lien for special assessments in Article 10 of G.S. Chapter 160A.

Section 4. Upon completion of the required removal or demolition, the Ordinance Enforcement Officer shall determine whether any of the materials have re-sale value and if so, to make a reasonable effort to sell the same. If any materials are sold, the Ordinance Enforcement Officer shall credit the process against the cost of removal or demolition, and this shall be noted as such in the recorded lien. If a surplus remains after sale of the materials and satisfaction of the cost of removal or demolition, the Ordinance Enforcement Officer shall deposit the surplus in the Superior Court where it shall be secured and disbursed in the manner provided by Article 12 of Chapter 160D of the General Statutes.

Section 5. It shall be unlawful for any person to remove or cause to be removed the placard referenced herein and affixed to the structure. It shall likewise be unlawful for any person to occupy or to permit the occupancy of any structure building therein declared to be unfit for human habitation.

Section 6. This ordinance shall become effective upon its adoption.

Ayes: Noes:

This the day of , 2025.

Melody Shuler , Town Manager

Dwight Lake, Mayor

Note: This ordinance must be recorded in the office of the Register of Deeds in the county where the property is located and must be indexed in the name Heirs, Known and Unknown of Mary Lee Bryant Biggs and Roy C. Biggs., the property owner.

AGENDA ITEM COVER

Item for Agenda:	State Health Plan Rate Increase
Placement on Agenda:	Old Business
Submitter:	Melody Shuler, Town Manager
Description of Agenda Item or Other Pertinent Information for Council:	<p>Background</p> <p>1. State Health Plan Update - Temporary 2.4% Waiver (FY 2025-26) The General Assembly's budget bill (SB 449 - pg. 15) includes a temporary waiver of the 2.4% employer surcharge that was added to all local governments participating in the State Health Plan. The waiver applies through June 30, 2026 and does not need to be repaid. Beginning July 1, 2026 (FY 2026-27), the surcharge will resume.</p> <p>Impact to Mayodan:</p> <ul style="list-style-type: none">• The Town qualifies for the FY 2025-26 waiver, relieving the unplanned \$59,345.36 cost previously anticipated for this fiscal year.• The Town will still owe \$11,490 for the State Health Plan premium increase effective January 1, 2026 - December 31, 2026. <p>Staff will obtain quotes for alternative health insurance options over the</p>

coming months and determine what steps are required to **exit the State Health Plan**, should the Council wish to explore that option.

A big thank you is extended to our **state legislators** for making this temporary relief possible. This demonstrates the impact of voicing our concerns and maintaining open communication with our representatives in Raleigh.

Recommendation

Staff recommends that the **\$11,490** cost for the health insurance premium increase be allocated proportionally between the General Fund and the Water/Sewer Fund, consistent with current personnel cost distribution:

- **General Fund (57.14%) - \$6,565.29**
- **Water/Sewer Fund (42.86%) - \$4,924.71**

Funding may be provided through existing contingencies or Fund Balance, as needed.

Requested Action

Motion to authorize staff to prepare the necessary budget amendment to cover the **State Health Plan premium increase of \$11,490** for FY 2025-26.

STANDARD PPO & PLUS PPO PLAN

for Active Subscribers



Monthly Premium Rates January 1, 2026 to December 31, 2026	STANDARD PPO PLAN				PLUS PPO PLAN				
	Salary Band				Salary Band				
	\$50,000 + UNDER	\$50,001 - \$65,000	\$65,001 - \$90,000	\$90,001 + OVER		\$50,000 + UNDER	\$50,001 - \$65,000	\$65,001 - \$90,000	\$90,001 + OVER
ACTIVE SUBSCRIBERS									
Subscriber Only	\$35	\$50	\$65	\$80	\$66	\$94	\$122	\$160	
Subscriber + Child(ren)	\$185	\$200	\$215	\$230	\$276	\$304	\$332	\$370	
Subscriber + Spouse	\$575	\$590	\$605	\$620	\$746	\$774	\$802	\$840	
Subscriber + Family	\$575	\$590	\$605	\$620	\$746	\$774	\$802	\$840	

NOTES:

1. Salary-based rates will only apply to the subscriber-only rate and is based on the employee's total base pay.
2. The subscriber-only rate, which is based on the member's salary at the time of Open Enrollment will remain the same for 2026 regardless of salary adjustments.
3. If your employment contract is for less than 12 months, contact your Health Benefits Representative or benefits office for monthly rates.
4. If you are actively employed and you or your dependent(s) are Medicare eligible, the State Health Plan is the primary insurer and the Non-Medicare rates apply. An exception to this would be if you or your dependent(s) are Medicare eligible due to end stage renal disease (ESRD).
5. If you work for a local government employer, contact your Health Benefits Representative or benefits office for monthly rates.
6. The employer share for Active subscribers is \$742.04.



AGENDA ITEM COVER

Item for Agenda:	Policy for Placement of Monuments, Memorials, and Artwork
Placement on Agenda:	New Business
Presenter:	Lucy Lewis
Description of Agenda Item or Other Pertinent Information for Council:	<p>This policy establishes a formal process for reviewing and approving requests to place monuments, memorials, or artwork on Town-owned property, including parks and public spaces. The policy ensures that such installations are safe, appropriate, reflect community values, and include plans for long-term maintenance.</p> <p>The need for this policy arose after a citizen requested to place painted rocks at Elliot Duncan Park, which Town staff identified as a potential safety concern. This policy provides clear guidance for similar future requests involving public art, memorials, or decorative displays, helping ensure they are thoughtfully designed, properly reviewed, and compatible with public use of Town property.</p>

Town of Mayodan Policy for Placement of Monuments, Memorials, and Artwork

1. Purpose

This policy establishes a process for reviewing requests to place monuments, memorials, or artwork on Town property, parks, or other public spaces. It ensures such installations reflect community values, are appropriate for their surroundings, and are properly maintained.

2. Goals

- Protect and enhance public spaces while allowing meaningful commemorations.
- Ensure consistency, safety, and long-term maintenance.
- Reflect Mayodan's history, culture, and community identity.

3. Review Authority

Requests will be reviewed by Town staff, including the **Town Manager**, **Public Works Director**, and **Planning Director**. Recommendations will be presented to the **Town Council** for final approval.

4. Criteria for Evaluation

Proposals will be evaluated on the following:

1. **Location and Use** – The site must be appropriate for public use, safe, and compatible with its surroundings.
2. **Significance** – The person, event, or organization honored must have lasting importance to the community.
3. **Design Quality** – The monument or artwork should be professionally designed, durable, and visually appropriate.
4. **Maintenance** – The donor must provide a maintenance plan and funds or endowment for upkeep.
5. **Community Support** – Demonstrated support from community members or organizations.

6. **Content** – The installation must not promote political or religious causes or be offensive in nature.
7. **Cost Responsibility** – All design, construction, and installation costs are the responsibility of the donor.

5. Application Process

1. **Letter of Intent** – Submit a written request to the Town Manager describing the purpose, concept, and proposed location.
2. **Staff Review** – Staff will evaluate feasibility and may request design drawings, materials list, cost estimates, and maintenance details.
3. **Council Approval** – The Town Council will review the proposal during a public meeting.
4. **Agreement** – If approved, the applicant will sign an agreement with the Town outlining installation, ownership, and maintenance responsibilities.

6. Ownership and Maintenance

All monuments, memorials, or artworks placed on Town property become the property of the **Town of Mayodan**. The Town may relocate or remove the installation if it becomes unsafe, damaged, or inconsistent with the public use of the area.

7. Removal or Relocation

The Town reserves the right to remove or relocate any monument, memorial, or artwork if:

- It poses a safety hazard or interferes with public use;
- It deteriorates beyond repair or maintenance is not performed;
- The site is repurposed for other municipal needs.

When possible, the Town will notify the original donor before any removal or relocation.

8. Record Keeping

The Town Clerk will maintain a record of all approved monuments, memorials, and artworks, including:

- The applicant's information;
- Design and location details;
- Approval date;
- Maintenance plans and agreements.

9. Definitions

- **Monument:** Large, permanent structure commemorating a person or event.
- **Memorial:** Medium-sized feature such as a plaque, bench, or marker.
- **Artwork:** Sculpture, mural, or creative installation of cultural or aesthetic value.

AGENDA ITEM COVER

Item for Agenda:	Washington Mills & Wall Lumber Fire Lane
Placement on Agenda:	New Business B
Presenter:	Joey Hudy, Public Works Director
Description of Agenda Item or Other Pertinent Information for Council:	<p>Public Works Director Joey Hudy will be overseeing the replacement of the existing water line in front of Wall Lumber. The purpose of this project is to remove the Town's responsibility for the maintenance and repair of this section of line. Following the replacement, Wall Lumber will assume full ownership and responsibility for any future maintenance, repairs, or replacement needs associated with the water line on their property.</p> <p>Mr. Hudy is currently reviewing options to have this work contracted out to ensure proper installation and to minimize disruption to surrounding businesses and traffic. He will also have a map available during the meeting to illustrate the project area and proposed changes.</p>

AGENDA ITEM COVER

Item for Agenda:	Customer Service Policy
Placement on Agenda:	New Business C
Presenter:	Melody Shuler
Description of Agenda Item or Other Pertinent Information for Council:	<p>The purpose of this policy is to establish clear standards and expectations for providing courteous, professional, and responsive customer service to all residents, businesses, and visitors of the Town of Mayodan.</p> <p>This policy applies to all Town employees and departments who interact with the public, whether in person, by phone, or electronically. It reflects our shared commitment to uphold the Town's mission, vision, and core values in every interaction.</p>

Customer Service Policy

Purpose

The purpose of this policy is to establish consistent standards for providing courteous, professional, and efficient service to all residents, businesses, and visitors of the Town of Mayodan. Our goal is to ensure that every interaction reflects the Town's commitment to integrity, respect, and excellence in public service.

Scope

This policy applies to all Town of Mayodan employees, elected officials, contractors, and volunteers who interact with the public in person, by phone, through email, social media, or any online communication platform.

Policy Statement

The Town of Mayodan is dedicated to providing high-quality customer service to every individual who contacts or visits our offices. We are committed to:

- Treating every person with **respect, courtesy, and fairness**.
- Providing **accurate, timely, and helpful information**.
- Responding to all inquiries and concerns in a **prompt and professional manner**.
- Maintaining a **welcoming and inclusive environment** for all members of the community.
- Continuously improving our services through **training, accountability, and public feedback**.

Customer Service Standards

1. Responsiveness

- **Phone Calls & Voicemails:** Returned within one (1) business day whenever possible.
- **Emails:** Acknowledged within two (2) business days, even if the complete response requires additional time.

- **Follow-Up:** If an issue cannot be resolved immediately, staff should inform the customer of the next steps and an estimated timeframe for resolution.
- **Consistency:** Every department should ensure continuity of service during employee absences by setting up out-of-office messages or designating backup contacts.

2. Professional Conduct

- All employees shall conduct themselves with professionalism, patience, and courtesy at all times.
- Personal opinions, political commentary, or arguments are **not appropriate** during customer interactions.
- Employees must make every effort to find solutions or direct customers to the appropriate department or resource.
- Staff must represent the Town with integrity, ensuring all communications—verbal or written—reflect professionalism and respect.

3. Communication

- Information provided to the public must be **accurate, clear, and consistent** across all communication channels.
- Town staff should use plain, understandable language and avoid jargon when possible.
- Communication should always be **positive, factual, and service-oriented**, focusing on solutions rather than problems.

4. Email and Digital Communication

To maintain professionalism and efficiency, all Town-related email correspondence must adhere to the following standards:

- Use official Town email accounts for all work-related communications.
- Emails should be **clear, concise, and professional** in tone.

- Include an appropriate signature line with your name, title, department, and contact information.
- Avoid slang, emojis, or informal abbreviations.
- Respond to all public inquiries within two (2) business days, even if only to acknowledge receipt and provide a timeline for a full response.
- Sensitive or confidential information should **never** be transmitted via unsecured email.
- All emails are considered **public records** and must be managed in accordance with North Carolina public records laws.

5. Social Media Communication

The Town of Mayodan recognizes social media as an important communication tool for engaging with the community. Staff managing official social media accounts must follow these standards:

- All social media posts must be **professional, factual, and consistent** with Town messaging.
- The tone of posts should remain **neutral, respectful, and informative**—never personal or argumentative.
- Only designated employees are authorized to post on or respond from official Town accounts.
- Direct questions received on social media should be acknowledged within one (1) business day and, when necessary, directed to the appropriate department for follow-up.
- Posts should not include personal opinions, political content, or statements that could be perceived as favoritism or bias.
- Social media communications are public records and must be retained or archived according to state requirements.

6. Confidentiality and Privacy

All personal or sensitive information shared by residents will be treated as confidential and used only for legitimate Town purposes in accordance with state and federal privacy laws.

7. Accessibility and Inclusion

The Town of Mayodan is committed to ensuring equal access to services for all individuals, including those with disabilities or language barriers. Reasonable accommodations will be made to ensure that everyone can engage with Town services effectively.

8. Problem Resolution

- All complaints and concerns will be taken seriously and handled promptly and respectfully.
- Employees are expected to document issues when necessary and escalate unresolved matters to the appropriate supervisor or department head.
- The Town is committed to resolving issues in a fair, transparent, and timely manner.

Feedback and Continuous Improvement

The Town welcomes feedback from residents and visitors as part of our ongoing effort to improve municipal services. Suggestions and concerns may be submitted:

- In person at Town Hall
- By phone or email
- Through the Town's official website or social media platforms

All feedback will be reviewed and addressed as appropriate, with the goal of improving efficiency, communication, and community satisfaction.

Employee Responsibility

Every Town employee represents the organization and shares responsibility for upholding this policy. Supervisors and department heads are responsible for ensuring their teams understand, follow, and consistently demonstrate these customer service standards.

Review and Updates

This policy will be reviewed annually by the Town Manager or designee to ensure it remains current, compliant, and reflective of the Town's values and community expectations.