AGENDA
MAYODAN TOWN COUNCIL
November 9, 2026
6:00 p.m.
James A. Collins Municipal Building

CALL TO ORDER

PRAYER:
Invocation to be given by Wendy Bishop-Reddick with Mayodan Methodist Church

PLEDGE OF ALLEGIANCE:
Pledge of Allegiance led by Mayor Lake and Councilmembers

PUBLIC COMMENTS

RECOGNITION:
New employee – Kim Hawk, Administrative Assistant

CONSENT AGENDA:

A. **Approval of Minutes**
   a. **Agenda Meeting Minutes of October 8, 2026**
   b. **Regular Meeting Minutes of October 12, 2026**
B. **NCLM Safety Grant Application for a Public Works Truck Liftgate**
C. **Amendment 2026 AARP Community Challenge Grant Agreement (Washington Mills Mural)**
D. **Budget Amendment 6-7**
E. **Amended Fee Schedule FY26-27**
F. **2027 Meeting and Holiday Schedule**

PUBLIC HEARING:

A. Annexation Petition for N 11th Avenue [WITHDRAWN]
B. Ordinance Establishing Fees for Planning & Zoning

OLD BUSINESS:
None

NEW BUSINESS:

A. **Budget Amendment 5 & 8**
B. **Resolution Authorizing an Application for a North Carolina League of Municipalities Insurance Safety Grant for Security Cameras**
C. **Wastewater System Asset Management Plan**
D. **Transparency Policy**

CLOSED SESSION:
N.C.G.S. 143-318(a)(3)] Consult with Attorney and N.C.G.S 143-318.11(a)(2)] Prevent the disclosure of privileged information and N.C.G.S 143-318.11(a)(6)] personnel matter.

MANAGER COMMENTS/ANNOUNCEMENTS

DEPARTMENT HEAD COMMENTS/ANNOUNCEMENTS

COUNCIL COMMENTS/ANNOUNCEMENTS

ADJOURN

AGENDA *MINUTES*
MAYODAN TOWN COUNCIL
October 8 2026
6:00 p.m.
James A. Collins Municipal Building

MAYOR AND COUNCIL PRESENT:

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

STAFF PRESENT:

Town Manager Melody Shuler
Town Clerk Sarah Hopper

The Mayodan Town Council met at 6:00 p.m. on Thursday, October 8, 2026, in the Council Chambers of the James A. Collins Municipal Building, and with a quorum present, Mayor Lake called the meeting to order. Mayor Lake went over the agenda items for the regular meeting scheduled for Monday, October 12, 2026.

Rockingham County Fire Marshal Melissa Joyce provided Council with an update on the fire inspection at 800 S. Ayersville Road. She stated that most violations involving Phoenix Industries and Springtex Mattress had been corrected. Remaining items included sprinkler repairs, the replacement of ceiling tiles after testing, and securing compressed gas cylinders. Fire alarm testing was scheduled for October 12. She planned to return to review the remaining items.
Ms. Joyce stated that the ground-mounted solar panels met the fire code clearance requirement but violated the Town's ordinance. No electrical permits or wiring inspections were completed. She recommended that County and Town staff determine how to bring the panels into compliance or have them removed.
Ms. Joyce reported that apartment units were no longer being actively constructed at the property. A clear pathway had been established around the building for fire apparatus access. The owner stated that the units had been moved to another warehouse.
Ms. Joyce also stated that her office is developing a policy to notify fire chiefs of inspection findings that could affect emergency response. She offered to notify the Town when inspections of larger businesses are completed.

Motion by Councilmember Goard, seconded by Councilmember Cardwell, to approve Ordinance declaring a temporary road closure for the "What the Hay Festival".
Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton
Nays: None
Motion: carried unanimously

Motion by Councilmember Barnes, seconded by Councilmember Shelton, to adjourn meeting.
Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton
Nays: None
Motion: carried unanimously

Meeting adjourned at 7:23 p.m.

ATTEST:

Sarah Hopper, Town Clerk	Dwight Lake, Mayor

REGULAR
MEETING *MINUTES*
MAYODAN TOWN COUNCIL
October 12, 2026
6:00 p.m.
James A. Collins Municipal Building

MAYOR AND COUNCIL PRESENT:
Mayor Dwight Lake
Mayor ProTem John Miller
Melanie Barnes
Doug Cardwell
Letitia Goard
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 12, 2026, in the Council room of the James A. Collins Municipal Building, and with a quorum present, Mayor Lake called the meeting to order.

INVOCATION:
Invocation by Pastor Michael Lindsay, Westside Baptist Church, Mayodan

PLEDGE OF ALLEGIANCE:
The Pledge of Allegiance was led by Slyia Zhao, Mayor, and Town Council members.

Mayor Lake recognized Mike Moore with Mike Moore Media and Robin Sawyers with Rockingham Update.

PUBLIC COMMENTS:

Principal Stephanie Wray spoke to Town Council about McMichael High School's participation in T-Mobile's Friday Night 5G Lights contest. The nationwide competition supports football programs in small and rural communities.
McMichael High School placed in the top 10 of the Eastern Division and received $25,000. The school was eligible to win an additional $250,000 through public voting. Principal Wray stated that the funds would provide opportunities for students that might not otherwise be available. She described the potential award as life-changing for the school and for generations of students to come.
Principal Wray explained that an Eastern Division win would also provide a $90,000 weight room makeover and a $5,000 scholarship for one student. The school would then advance to the national grand prize round. The grand prize included $1 million and a football field makeover.
Community members, students, alumni, and other supporters were encouraged to vote once per day through the official T-Mobile contest website. Voting continued through October 25, 2026.

APPROVAL OF CONSENT ITEMS:

A. Approval of Minutes
    a. Agenda Meeting Minutes of September 10, 2026
       Regular Meeting Minutes of September 14, 2026

b. Technology Use Policy
c. Budget Amendment #3
d. Procurement Policy, Credit Card Policy, and Purchasing and PO Policy
e. Christmas Stroll Road Closure Ordinance
f. Christmas Parade Road Closure Ordinance

Motion by Councilmember Shelton, seconded by Councilmember Cardwell, to approve the consent Agenda, as presented.
Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton
Nays: None
Motion carried unanimously

OLD BUSINESS:
None

NEW BUSINESS:

A. **Bulk Water Supply and Reciprocal Assistance Agreement with the Town of Madison**

Town Manager Melody Shuler spoke to Council regarding the proposed Bulk Water Supply and Reciprocal Assistance Agreement between the Town of Mayodan and the Town of Madison.
The Town of Madison's water treatment plant is scheduled to be taken out of service for improvements beginning on or about November 10, 2026. The outage is expected to continue through February 10, 2027.
During this period, Madison will be unable to produce water for its retail customers or meet its obligation to supply Rockingham County under the 2022 Interlocal Agreement. Mayodan has sufficient treatment and delivery capacity to temporarily supply Madison with bulk water.
A Bulk Water Supply and Reciprocal Assistance Agreement has been drafted to formalize the arrangement. The agreement also establishes an ongoing framework for either town to request temporary bulk water assistance from the other. It authorizes each Town Manager to approve emergency water assistance to the other town on short notice.
Attorneys for both towns have completed their legal review of the agreement. The Town of Madison's Board of Aldermen is scheduled to consider the agreement at its meeting on October 8, 2026.
The Water Treatment Plant Director has planned for the increased demand associated with supplying Madison. Within the last month, Brandon Fann earned his C Surface License. This license qualifies him to operate the plant independently. No additional staffing will be needed during the supply period. However, the plant will need to operate approximately 20 hours per day.
Mayodan will sell water to Madison at its current bulk water rate of $4.22 per 1,000 gallons. This is the same rate charged to Mayodan's other wholesale and bulk customers. The rate is subject to Mayodan's standard annual review. The agreement provides a revenue-generating opportunity for the Water and Sewer Fund. It does not create a cost for the Town beyond ordinary administrative and operational time.

Motion by Councilmember Goard, seconded by Councilmember Miller, to approve the Bulk Water Supply and Reciprocal Assistance Agreement between the Town of Mayodan and the Town of Madison.
Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton
Nays: None
Motion carried unanimously

B. **Initiation of Voluntary Annexation Petition ANX-002-2026 (parcel #169086Z1)**

Town Manager Melody Shuler spoke to Council regarding a voluntary annexation petition submitted by Dr. Charles Marcus Vaughn and his wife, Annette Stallings Vaughn. The applicants requested annexation of approximately 14.27 acres of Rockingham County Tax Parcel Number 169086Z2, as recorded in Deed Book 1422, Page 1791. The property adjoins the terminus of Tenth Avenue and Eleventh Avenue.

The parcel is partially within the Town's corporate limits. The petition requests annexation of the portion currently outside the corporate limits. This portion is contiguous to the Town's corporate limits. The Town received the petition on September 10, 2026. Pursuant to N.C.G.S. § 160A-31, the Town Clerk must investigate the sufficiency of the petition before further annexation proceedings may take place. Upon certification that the petition is sufficient, Council must set a date for a public hearing. Notice of the hearing must be published in a newspaper with general circulation in the Town at least 10 days before the hearing.

Staff recommend setting the public hearing for November 9, 2026, at 6:00 p.m. The hearing will be held in the Town Hall Council Chambers, 210 W. Main Street, Mayodan.

Motion by Councilmember Barnes, seconded by Councilmember Goard, to approve a resolution directing the Town Clerk to investigate Annexation Petition ANX-002-2026. The Town Clerk will then report whether the petition has been investigated and is sufficient. Following certification of sufficiency,
Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton
Nays: None
Motion carried unanimously

Motion by Councilmember Cardwell, seconded by Councilmember Shelton, to approve a resolution setting the public hearing for November 9, 2026, at 6:00 p.m. in the Town Hall Council Chambers.
Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton
Nays: None
Motion carried unanimously

MANAGER/ COUNCIL COMMENTS/ANNOUNCEMENTS:

Town Manager Melody Shuler stated that the Town was awarded a $500,000 Land and Water Conservation Fund (LWCF) grant for the Washington Mills Park project.

Police Chief Tim Knight stated that the three-way and four-way stop signs on the North side of Town had been installed. He thanked the Public Works Department for its assistance.

Councilmember Shelton thanked the Recreation Department for its help with the festival. He also thanked the DMMA for working together to make the festival a success despite the weather.

Mayor Lake thanked the Police Department and Public Works Department for the upgrades completed at Veterans Park.

The Cemetery Committee will meet on October 19 at 5:00 p.m.

Motion by Councilmember Miller, seconded by Councilmember Shelton, to adjourn the meeting.
Ayes: Councilmembers Barnes, Cardwell, Goard, Miller, and Shelton
Nays: None.
Motion carried unanimously.
Meeting adjourned at 6:26 p.m.

ATTEST:

Sarah Hopper, Town Clerk

E. Dwight Lake, Mayor

AGENDA ITEM COVER

Item for Agenda:	Consideration of NCLM Safety Grant Application for a Public Works Truck Liftgate
Placement on Agenda:	Consent
Presenter:	Joey Hudy, Public Works Director
Description of Agenda Item or Other Pertinent Information for Council:	**Background** The NCLM Safety Grant reimburses up to 50 percent of the cost of eligible safety equipment, up to a maximum of $5,000. Staff proposes purchasing a service body liftgate with an LED light kit for a Public Works truck. Public Works crews regularly lift heavy and awkward tools, equipment, and materials in and out of the truck by hand. A liftgate would reduce manual lifting, bending, and twisting, helping prevent back and shoulder injuries and muscle strains, and would improve load control and reduce the risk of dropped items. Monroe Truck Equipment would install the liftgate on the truck's Knapheide service body at its Winston-Salem facility. Applications are due November 30, 2026. The Town Manager has signed a letter of justification to accompany the application. **Financial Impact** Monroe Truck Equipment quoted $4,692 for the project ($4,170 for the liftgate and $522 for the LED light kit). The Town would pay the upfront cost of $4,692 and then receive a $2,346 reimbursement from the grant, for a net cost of $2,346. The quote is valid through November 29, 2026, and the vendor notes that pricing may change at the time of installation. Staff would need to bring a budget amendment to recognize the grant revenue once it has been awarded. **Funding source:** Capital Outlay, line item 51-5830-561 **Next Steps** • If Council adopts the resolution, staff will submit the application, signed by the Town Manager, by November 30, 2026. • If awarded, the Town must purchase the liftgate and submit proof of payment within three months of the award letter. **Requested Action** MOTION to adopt the resolution endorsing the NCLM Safety Grant application for a liftgate for a Public Works truck.

RESOLUTION ENDORSING AN APPLICATION FOR A NORTH CAROLINA LEAGUE OF MUNICIPALITIES INSURANCE SAFETY GRANT FOR A PUBLIC WORKS TRUCK LIFTGATE

WHEREAS, the Town of Mayodan seeks to promote the safety of its employees and reduce the risk of workplace injuries; and

WHEREAS, Public Works employees routinely load and unload heavy and awkward tools, equipment, and materials by hand, which places them at risk of back injuries, shoulder injuries, and muscle strains; and

WHEREAS, a liftgate on a Public Works service truck would reduce manual lifting, bending, reaching, and twisting, improve load control, and reduce the risk of dropped items; and

WHEREAS, the Town desires to apply for funding through the North Carolina League of Municipalities Insurance Safety Grant program to assist with the purchase and installation of a service body liftgate;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Mayodan, North Carolina, that:

1. The Town Council endorses the submission of an application to the North Carolina League of Municipalities Insurance Safety Grant program for the purchase and installation of a liftgate on a Public Works service truck.
2. The Town Manager, or her designee, is authorized to prepare and submit the application and supporting documentation and coordinate with the North Carolina League of Municipalities regarding the proposed project.
3. Any required Town contribution shall be subject to the availability of funds and applicable budget approval.
4. This resolution shall take effect immediately upon adoption.

ADOPTED this _____ day of _____, 2026.

_____

E. Dwight Lake, Mayor

ATTEST:

_____

Sarah Hopper, Town Clerk

AGENDA ITEM COVER

Item for Agenda:	Amendment to the 2026 AARP Community Challenge Grant Agreement – Washington Mills Mural
Placement on Agenda:	Consent Agenda
Presenter:	Melody Shuler, Town Manager
Description of Agenda Item or Other Pertinent Information for Council:	**Background** Council previously approved the Town's $10,000 AARP Community Challenge grant agreement for the Washington Mills Mural. AARP has issued an amendment that expands the mural to both interior tunnel walls and removes the three solar lights, which are not needed due to sufficient natural daylight. The full $10,000 is reallocated to the artist. The project's goals are unchanged. Because Council approved the original agreement, the Town Attorney recommends Council ratify the amendment. **Financial Impact** None. The grant remains $10,000. **Requested Action** Make a MOTION to ratify and adopt the Amendment to the 2026 AARP Community Challenge Grant Agreement and authorize the Town Manager to execute it.

AARP Community Challenge Grant Agreement Amendment

This AARP COMMUNITY CHALLENGE GRANT AGREEMENT AMENDMENT ("Amendment") serves as an amendment to the AARP Community Challenge Grant Agreement ("Agreement") executed May 28, 2026 between AARP and **Town of Mayodan**, **a municipality**, located at **210 W Main St, Mayodan, North Carolina 27027** ("Organization"), regarding the scope of grant activities to be completed in 2026. Any defined terms used herein shall be consistent with those in the Agreement.

FOR GOOD AND VALUABLE CONSIDERATION, the receipt and sufficiency of which is hereby acknowledged, the parties agree to amend the Agreement as follows:

1. The Grant Activities set forth under "Scope of Grant and Anticipated Activities to Be Funded" are amended as follows:
   a. The requirement that Organization install three (3) solar-powered motion-sensor lights within the tunnel is deleted in its entirety.
   b. The requirement that Organization install one (1) professionally designed historical mural within the tunnel is deleted and replaced with the following:
      i. Organization will install professionally designed historical murals on both interior walls of the pedestrian tunnel.
   c. The requirement that Organization transform one (1) underutilized pedestrian tunnel into a well-lit, safe, and art-enhanced pedestrian connector is deleted and replaced with the following:
      i. Organization will transform one (1) underutilized pedestrian tunnel into a safe and art-enhanced pedestrian connector.

Except as set forth herein, all other terms and conditions of the Agreement will remain in full force and effect. The parties agree that electronic and/or digital signatures are valid and enforceable.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed by their duly authorized representatives as of the date of the second signature below.

ACCEPTED AND AGREED TO BY:

AARP

By: 

Printed Name: Mike Watson

Title: Director, Livable Communities

Date: 10-30-2026

Town of Mayodan

By: _____

Printed Name: _____

Title: _____

Date: _____

AGENDA ITEM COVER

Item for Agenda:	Budget Amendments
Placement on Agenda:	Consent Agenda
Presenter:	Brianna Cardwell, Finance Director
Description of Agenda Item or Other Pertinent Information for Council:	**Background** Budget Amendment #6 to recognize insurance claim proceeds and allocate to Sewer vehicle repairs. Budget Amendment #7 to recognize funding from the SBI to reimburse for payments under the Local Law Enforcement Bonus Program under SL 2026-41.3. **Requested Action** Approve the requested Budget Amendments for Fiscal Year 2026-2027 budget.

TOWN OF MAYODAN

OFFICE OF THE FINANCE DIRECTOR

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

DATE: November 5, 2026

FROM: Brianna Cardwell CPA, Finance Director

TO: Mayodan Town Council

RE: Town Council Budget Amendment to recognize insurance claim proceeds and allocate to Sewer Vehicle Repairs

Town Council Budget Amendment #6

		Decrease	Increase
REVENUE:			
51-4740	Insurance Recovery		$8,245.00
EXPENDITURE:		**Increase**	**Decrease**
51-5830-524	M&R-Vehicles	$8,245.00	
		$ 8,245.00	$ 8,245.00

Signature Date

TOWN OF MAYODAN

OFFICE OF THE FINANCE DIRECTOR

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

DATE: November 5, 2026

FROM: Brianna Cardwell CPA, Finance Director

TO: Mayodan Town Council

RE: Town Council Budget Amendment to recognize SBI funding for Local Law Enforcement Bonus

Town Council Budget Amendment #7

REVENUE:		**Decrease**	**Increase**
10-4790	Miscellaneous Revenue		$26,374.32
EXPENDITURE:		**Increase**	**Decrease**
10-5400-411	Police Full Time Wages	$24,500.00	
10-5400-421	FICA	$1,874.32	
		$ 26,374.32	$ 26,374.32

Signature Date

AGENDA ITEM COVER

Item for Agenda:	Amended Fee Schedule FY26-27
Placement on Agenda:	Consent Agenda
Presenter:	Melody Shuler, Town Manager
Description of Agenda Item or Other Pertinent Information for Council:	**Background** The FY2026-27 Fee Schedule is being amended to remove the fees associated with Farris Memorial Park. At its September 14, 2026 meeting, the Town Council approved the agreement with the Madison-Mayodan Recreation Commission (MMREC) to manage, maintain, and program Farris Memorial Park. Because MMREC now operates the park, its fees no longer belong in the Town's schedule. Elliott Duncan Park rental fees remain. In addition, planning fees have been removed from the general Fee Schedule and placed on a separate schedule, consistent with the fee transparency requirements of S.L. 2026-59, Section 49. The separate schedule is also on this meeting's agenda. The Water Tanker Fill fee has also been increased from $15.00 to $18.00 per 1,000 gallons, returning it to its previous rate. **Financial Impact** Removing the Farris Memorial Park fees means the Town will no longer collect park revenue, consistent with the MMREC agreement. The Water Tanker Fill increase of $3.00 per 1,000 gallons will increase Water Fund revenue in proportion to tanker fill volume. Moving the planning fees to a separate schedule is a change in format for fee transparency purposes. **Requested Action** Approve the amended Fee Schedule FY26-27, as part of the Consent Agenda.

Town of Mayodan
Fee Schedule FY2026-2027

Key: New Fee Increased Fee

General Fees

Fee Type	Amount	Conditions
Animal Impoundment Fee	$65.00	Does not include boarding charges, which must be paid to the boarding facility. $50.00 administrative fee may apply.
Copy Fee (No Color)	$0.10	Per page
Copy Fee (With Color)	$0.25	Per page
Fax Transmittal (Send or Receive)	$0.50	Per page
GIS Mapping Fee	$3.00–$5.00	Depending upon size and content
Returned Check or Draft Fee	$35.00	

Cemetery Fees

Fee Type	Amount	Conditions
Cemetery Plot – Inside Town Residents	$500.00	
Cemetery Plot – Outside Town Residents	$800.00	

Miscellaneous Fees

Fee Type	Amount	Conditions
Golf Cart Permit Fee	$40.00	
Peddler Permit Fee	$35.00	
Beer Premises Fee	$15.00	
Wine Premises Fee	$15.00	
Festival Fee	$25.00	Does not include Town-sponsored events
Dump Truck Rental Fee	$100.00	Limited to inside town residents only. Additional landfill charges may apply.
Curb Cut	$35.00	Plus $14 for any additional foot
Street Closing	$500.00	

Code Enforcement

Fee Type	Amount	Conditions
First Offense	$100.00	Civil penalty for first nuisance ordinance violation
Second Offense	$250.00	Civil penalty for second nuisance ordinance violation
Third & Subsequent Offenses (within same calendar year)	$500.00/day	Civil penalty for third nuisance ordinance violation. Each day uncorrected is a separate offense.
Administrative Fee	$150.00	Cost of abatement plus the administrative fee will be charged
Postage & Notification Fees	Actual Cost	Mailing and notification charges
Staff or Contractor Fee (Abatement)	Actual Cost	Town staff or contractor charges for abatement
Legal & Court Fees	Actual Cost	Fees incurred for civil enforcement actions

Minimum Housing: Residential

Fee Type	Amount	Conditions
Unlawful Occupancy of a Posted Dwelling	$100.00/day	Each day of occupancy after notice expiration is a separate offense
Failure to Comply with an Order to Repair, Vacate, or Demolish	$100.00/day	Begins the first day after the order expires. Continued violations accrue daily penalties.
Repeat Offense (within 1 year)	Additional $100.00/day	Applies if a second offense occurs within one year of the first violation
Violation of Town Council Ordinance Declaring a Dwelling Unfit	$100.00/day	Punishable as provided by law
Unsafe Building Declaration	Misdemeanor	Mailing and notification charges
Inspection Hearing Fee	$150.00	Charged when an inspection hearing reveals housing code violations
Additional Costs	Actual Cost	Includes legal publication, hearing notices, and findings of fact/order expenses

Minimum Housing: Commercial

Fee Type	Amount	Conditions
Failure to Repair, Vacate, or Demolish a Nonresidential Building	$100.00/day	Each day of noncompliance is a separate offense. If unpaid after 30 days, the Town may take legal action.
Unlawful Occupancy of a Dilapidated/Deteriorated Building	$100.00/day	Each day of unlawful occupancy beyond the order's expiration is a separate offense
Administrative Fee for Abatement	Set by Council	Covers administrative costs incurred due to abatement
Additional Costs	Actual Cost	Includes postage, contractor fees, and abatement costs
Property Liens	Actual Cost	Town may place lien to recover abatement costs

Public Utilities

Industrial Waste Surcharges

Waste Type	Rate	Conditions
BOD	$200/1,000 lbs	More than 250 mg/l
COD	$200/1,000 lbs	More than 250 mg/l
TSS	$400/1,000 lbs	More than 250 mg/l
O&G	$500/1,000 lbs	More than 100 mg/l

Solid Waste

Fee Type	Amount	Conditions
Bi-Monthly Residential Rate (1st Container)	$39.74	Collection 1x/week (Tues & Fri)
Additional Residential Can (Each)	$37.14	Collection 1x/week (Tues & Fri)
Monthly Commercial Rate (1st Container)	$38.37	Collection 2x/week
Monthly Commercial Additional Can (Each)	$38.36	Collection 2x/week
Non-Town Recycling Cart	$5.50	Per cart/month
Extra Recycling Cart	$5.50	1 extra cart max

Bulk Item Pickup

Fee Type	Amount	Conditions
Up to 1 Cubic Yard	No Charge	Every other week
2–10 Cubic Yards	$10.00/cubic yard	
Over 10 Cubic Yards	N/A	Must be removed by the resident. Dump truck rental option may apply with fees.

Brush Collection

Fee Type	Amount	Conditions
Up to 3 Cubic Yards	No Charge	Every other week
2–10 Cubic Yards	$10.00/cubic yard	Contractor-generated brush will not be picked up

Water & Sewer

Tap Fees – Water

Service Type	Inside Town	Outside Town
¾"	$2,430.00	$4,860.00
1"	$3,250.00	$6,500.00
1½"	At Cost	Materials
2" or More	At Cost	Plus utilities and contractor cost

Tap Fees – Sewer

Service Type	Inside Town	Outside Town
4"	$2,100.00	$4,200.00
6" or More	At Cost	Plus utilities and contractor cost

Extensions

Pipe Size	Amount
Water (1½" and below)	$40.00 per foot
Sewer (4" and below)	Cost + 25%

Tanker Fills

Fee Type	Amount	Conditions
Water Tanker Fill	$18.00/1,000 gal	
Admin Fee	$20.00	Per day

Service	Inside Town	Outside Town
Water (per 1,000 gallons)	$6.75	$16.88
Sewer (per 1,000 gallons)	$6.75	$16.88

General Fees

Fee Type	Amount	Conditions
Account Admin Fee	$50.00	
Deposit (Non-Property Owners)	$150.00	
Late Fee	10% of Total Bill	

Elliott Duncan Park

Rental Type	Fee
Gazebo Rental	$30.00 Half-Day / $50.00 Full Day
Park Special Event	$75.00 Half-Day / $125.00 Full Day

Town of Mayodan 2027
Meeting and Holiday Schedule
Zoning Board Meeting Dates

Re-Zoning Cut-off Date	Zoning Board Meeting Date	Town Council Meeting Date
January 11	January 21	February 8
February 8	February 18	March 8
March 8	March 18	April 12
April 5	April 15	May 10
May 10	May 20	June 14
June 7	June 17	July 12
July 5	July 15	August 9
August 9	August 19	September 13
September 6	September 16	October 11
October 11	October 21	November 8
November 8	November 18	December 13
December 6	December 16	January 10, 2028

Town Council Meeting Dates

Agenda Meeting	Regular Meeting
January 7	January 11
February 4	February 8
March 4	March 8
April 8	April 12
No Meeting	May 10
June 10	June 14
July 8	July 12
August 5	August 9
September 9	September 13
October 7	October 11
November 4	November 8
December 9	December 13

DRAFT

Town Holiday Schedule (Offices Closed)

Friday, January 1	New Year's Day
Monday, January 18	Martin Luther King Jr. Day
Friday, March 26	Good Friday
Monday, May 31	Memorial Day
Monday, July 5	Independence Day (Observed)
Monday, September 6	Labor Day
Thursday, November 11	Veterans Day
Thursday, November 25 Friday, November 26	Thanksgiving
Thursday, December 23 Friday, December 24 Monday, December 27	Christmas
Friday, December 31	New Year's Day 2028 (Observed)

Town of Mayodan

2027 Town Council Meeting Schedule

Meetings are held at 6:00 p.m. at Town Hall, 210 W. Main Street.

Agenda Meeting	Regular Meeting
January 7	January 11
February 4	February 8
March 4	March 8
April 8	April 12
No Meeting	May 10
June 10	June 14
July 8	July 12
August 5	August 9
September 9	September 13
October 7	October 11
November 4	November 8
December 9	December 13

Town Council holds its agenda-setting meetings on Thursdays at 6:00 p.m.
Regular meetings are held on Mondays at 6:00 p.m.

DRAFT

TOWN OF MAYODAN

Withdrawal of Annexation Petition ANX-002-2026 (N. 11th Avenue)

Date: November 2, 2026

The petition for voluntary annexation ANX-002-2026, which covered approximately 14.27 acres (parcel 169086Z2) off North 11th Avenue, was withdrawn by the petitioner on October 19, 2026.

A public hearing on the petition had been set for November 9, 2026. Because the petition has been withdrawn, the item will appear on the November 9 agenda and be noted as withdrawn. The item will not be heard, and the Town Council will take no action on it.

No change to the Town's municipal boundary results from this petition. The property's current zoning and jurisdictional status are unchanged.

AGENDA ITEM COVER

Item for Agenda:	Ordinance Establishing Fees for Planning & Zoning
Placement on Agenda:	Public Hearing
Presenter:	Caroline Strada, Lead for North Carolina Fellow
Description of Agenda Item or Other Pertinent Information for Council:	**Background** A new state law, G.S. 160D-402.1 (S.L. 2026-59, Sec. 49), took effect August 11, 2026. It requires the Town to post its development fees online with the method used to set each fee, give applicants a written fee estimate before collecting any fee, provide a binding final fee statement at approval, and report annually to the Local Government Commission. The Town's current fee schedule was adopted with the FY 2026-27 Budget Ordinance (No. 2026-02) on June 8, 2026. The amendment updates only the Planning and Zoning fees in the fee schedule. Each fee is based on typical staff time at a blended rate of $105 per hour. This rate averages the full cost of the Town Manager and Administrative Assistant positions, including overhead, and the Town will track staff hours by position and review the rate each year. For items that require a public hearing, the estimated $230 legal ad cost is built into the fee. One written estimate covers every Town fee for development, the Town cannot charge a fee left off the estimate, and estimated amounts stay locked even if the fee schedule later changes. **Financial Impact** No direct cost is expected. Fees are set at or below documented staff cost, and the estimated legal ad cost is built into the fees for items that require a public hearing. Some fees are set below staff cost, as noted in the fee table. Revenue will depend on the number of applications received. The amendment adds staff time to prepare a written estimate for each development. **Next Steps** • If adopted, the amendment takes effect immediately. Staff will post the fee schedule and methodology on the Town website within 30 days and begin issuing written fee estimates. • The Council will review the fees each year during the budget process. **Requested Action** MOTION to adopt the Ordinance Amending the Town of Mayodan Fee Schedule to include Development Fee Transparency.

AN ORDINANCE AMENDING THE TOWN OF MAYODAN FEE SCHEDULE TO INCLUDE DEVELOPMENT FEE TRANSPARENCY TOWN OF MAYODAN, NORTH CAROLINA

WHEREAS, Chapter 160D of the North Carolina General Statutes authorizes the Town to adopt fees for planning and zoning administration; and

WHEREAS, Session Law 2026-59, Section 49 (G.S. 160D-402.1), effective August 11, 2026, requires the Town to publish its development fee schedule and explain how each fee was calculated; give each applicant a written fee estimate before collecting payment; give each applicant a final fee statement that cannot be more than the estimate; and report its fees and collections to the Local Government Commission each year; and

WHEREAS, the Town's fee schedule was adopted by Ordinance No. 2026-02, adopted June 8, 2026, and the Town Council desires to amend its Planning and Zoning fee provisions to comply with these requirements; and

WHEREAS, the Town Council finds that these fees are reasonable compared to the Town's cost of providing each service, and that one written estimate of all Town fees at the start of a development helps applicants know their costs in advance;

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Mayodan, North Carolina, that the Town of Mayodan Fee Schedule is amended as follows:

Section 1. Scope.

This amendment replaces the Planning and Zoning fees in the Town's fee schedule pertaining to Chapter 160D. All other fees remain in effect.

Section 2. Planning and Zoning Fees and Methodology.

Methodology. Each fee is based on the Town's cost of staff time: the typical number of staff hours for that type of application multiplied by an hourly rate of $140.00. The $140.00 rate is a blended rate for the two positions that review and process planning and zoning applications. The Town Manager handles the more complex reviews, and the Administrative Assistant handles more of the administrative work, such as preparing permits and certificates. Each position's rate is its full hourly cost to the Town, based on data from the past year: salary and benefits divided by 1,600 productive hours per year, plus 30% overhead. This is $141.30 per hour for the Town Manager and $71.77 per hour for the Administrative Assistant. To account for the Town Manager working time and a half, the Town Manager's hourly cost is multiplied by 1.5, which is $211.95 per hour. Because planning and zoning is only part of each position's work, the rate is based on the cost of an hour of each position's time, not on the cost of the position as a whole. Because the Administrative Assistant position is new, the Town has assumed that each position will work an equal share of the hours (50% each). Averaging the two rates equally ($211.95 and $71.77) gives $141.86, which the Town rounds to $140.00 for simplicity. The Town will track staff hours by position on applications and compare them to this assumption. Fees are rounded to the nearest $5.00, except where the table says otherwise. Fees marked † also include the estimated cost of the legal notice for the public hearing. State law does not require the Town to recover its full cost, and some fees are set below the calculated cost, as noted in the table.

Fee	Rate	How the rate was set
Hearings and Approvals		
Rezoning †	$1,070	6 staff hrs × $140 = $840 + $230 notice cost = $1,070
Special Use Permit †	$1,070	6 staff hrs × $140 = $840 + $230 notice cost = $1,070

Fee	Rate	How the rate was set
Text Amendment †	$650	3 staff hrs × $140 = $420 + $230 notice cost = $650
Variance or Appeal †	$510	2 staff hrs × $140 = $280 + $230 notice cost = $510
Subdivisions and Plats		
Exempt/Recombination Plat	$70	0.5 staff hr × $140 = $70
Minor Subdivision (1–5 lots)	$50 + $20/lot	1 staff hr × $140 = $140. The fee is set at $50 plus $20 per lot, below the calculated cost for smaller projects.
Major Subdivision – Preliminary Plat	$140 + $20/lot	1 staff hour × $140 = $140. The $20 per-lot fee covers about 9 minutes of added review per lot (about 0.14 hour × $140), so the fee grows with the size of the project.
Major Subdivision – Final Plat	$140 + $20/lot	1 staff hour × $140 = $140. The $20 per-lot fee covers about 9 minutes of added review per lot (about 0.14 hour × $140), so the fee grows with the size of the project.
Permits		
Zoning Permit	$100	0.70 staff hr × $140 = $98, rounded to $100
Floodplain Permit	$280	2 staff hrs × $140 = $280
Sign Permit – Permanent	$280	2 staff hrs × $140 = $280
Sign Permit – Temporary	$70	0.50 staff hr × $140 = $70
ABC Zoning Compliance	$35	0.25 staff hr × $140 = $35
Certificate of Occupancy	$70	0.5 staff hr × $140 = $70
Letters and Enforcement		
Zoning Verification Letter	$35	0.25 staff hr × $140 = $35
Zoning Permit Violation	$200	Double zoning permit fee

† Requires a public hearing. The fee includes an estimated $230.00 to publish the legal notice of the hearing.

Section 3. Fee Estimates and Payment.

This section applies to every application listed in Section 2.

1. **Estimate first.** When an application is complete, staff give the applicant the fee schedule and a written estimate. The estimate shows each fee, how it was calculated, and the assumptions used, such as the number of parcels, acres, lots, signs, or hearings. The Town will not collect any fee before the applicant receives the estimate.
2. **One estimate per development.** If a development needs more than one Town approval, staff will prepare one estimate that lists every Town fee for the whole development, in the order the approvals are needed.
3. **No fees outside the estimate.** The Town will not charge any fee that is missing from the most recent estimate, and will not charge more than the estimated amount. This rule does not apply to violation fees.
4. **Payment at submission.** Each application's fee is due after the applicant receives the fee estimate. The fee must be paid for the application to be complete.
5. **Completeness.** An application is complete when staff confirm in writing that it includes everything the Town's application form and ordinances require for that type of application. This includes the signed application form, the deed or the owner's written consent, any required site plan, plat, or

drawings, and the fee shown on the estimate. Staff will help applicants understand what a complete application needs, review each submittal, and list any missing items in writing within 5 business days. Asking for more technical detail after review begins does not make a complete application incomplete. Within 10 business days after an application is complete, staff will confirm the estimate in writing or issue a revised one.

6. **Changes.** If the applicant changes the project, staff will issue a revised estimate within 10 business days. The applicant pays any increase. The Town refunds or credits any decrease.
7. **Fee lock.** The estimated amounts stay the same for the development, even if the fee schedule changes later unless the application for development is inactive for 12 months . The Town will honor estimates issued before this amendment.
8. **Final statement.** When each approval is issued, staff will provide a final fee statement. The final fee statement is binding and cannot be more than the estimate.
9. **Denial or withdrawal.** Fees are not refunded once review begins, except for any legal advertisement charge that was not used. No fee is owed for an application that is never submitted.
10. **Other agencies.** Applicants pay other agencies directly. These include Rockingham County Building Inspections (building permits and inspections) and, where they apply, NCDOT, NC DEQ, and Rockingham County Environmental Health. The estimate lists these agencies for information only. It does not include their fees.

Section 4. Annual Review, Website, and Reporting.

Each year during the budget process, the Town Council intends to review the fees and methodology in Section 2. Any changes will be adopted in a separate fee ordinance that is considered along with the budget ordinance but is not part of it. The Town will post this fee schedule, including the Section 2 methodology, on its website. The Town will update the website within 30 days after any change. The Town will track these fee collections separately and report them each year to the Local Government Commission through the LOGOS portal, following LGC guidance once it is issued.

Section 5. Severability and Effective Date.

If any part of this amendment is held invalid, the rest remains in effect. This amendment is effective upon adoption.

Adopted this _____ day of _____, 20____.

(Town Seal)

_____
Mayor

ATTEST:

_____
Town Clerk

APPROVED AS TO FORM:

_____
Town Attorney

Town of Mayodan

Development Fee Transparency Amendment

Caroline Strada, Lead for NC Fellow



Agenda

- Legislative Update
- Fees Covered Under Legislative Update
- Fee Methodology
- Fee Table
- Application Process and Protections

Legislative Update

- Recently passed state law, G.S. 160D-402.1 (S.L. 2026.6) took effect August 11th, 2026.
- This law requires every municipality to post its development fees with the data and reasoning behind it.
- Goal of promoting transparency across municipalities with public fee schedules and annual reporting.

Applicabilty to Mayodan Fees

What WILL BE Affected

- Subdivision and Plat Fees
- Hearing Fees
- Permit Fees
- Letters

What WON'T BE Affected

- Water and Sewer Rate Fees
- Code Enforcement Penalties

Fee Methodology

- Fees were calculated at the rate of typical staff hours x $140/hour.
- $140/hour blended salary rate for the Town Manager and Administrative Assistant, since the review is split between staff.
- Town Manager’s hourly cost is multiplied by 1.5 to cover comp time earned at time and a half.
- Per-lot fee of $20, calculated based on about 9 minutes of extra time spent per lot.
- Some fees are lower than the calculated rate, since state law does not require full cost recovery.



Fee Table

Fee	Rate	How the rate was set
Hearings and Approvals		
Rezoning †	$1,070	6 staff hrs × $140 = $840 + $230 notice cost = $1,070
Special Use Permit †	$1,070	6 staff hrs × $140 = $840 + $230 notice cost = $1,070
Text Amendment †	$650	3 staff hrs × $140 = $420 + $230 notice cost = $650
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Major Subdivision – Preliminary Plat	$140 + $20/lot	1 staff hr × $140 = $140. The $20 per-lot fee covers about 9 minutes of added review per lot (about 0.14 hr × $140 = $19.60, rounded to $20), so the fee grows with the size of the project.
Major Subdivision – Final Plat	$140 + $20/lot	1 staff hr × $140 = $140. The $20 per-lot fee covers about 9 minutes of added review per lot (about 0.14 hr × $140 = $19.60, rounded to $20), so the fee grows with the size of the project.

† Requires a public hearing. The fee includes an estimated $230.00 to publish the legal notice of the hearing.

Fee Table

Fee	Rate	How the rate was set
Permits		
Zoning Permit	$100	0.70 staff hr × $140 = $98, rounded to $100
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Certificate of Occupancy	$70	0.5 staff hr × $140 = $70
Letters and Enforcement		
Zoning Verification Letter	$35	0.25 staff hr × $140 = $35
Zoning Permit Violation	$200	Double the zoning permit fee

Fee Application Process

Completed Application Submitted to Town Hall Staff

1

Written Estimate Provided to Applicant within 10 Business Days of Submission

2

Applicant Pays After Estimate is Provided

3

Approval Issued

4

AGENDA ITEM COVER

Item for Agenda:	Budget Amendments
Placement on Agenda:	New Budiness
Presenter:	Brianna Cardwell, Finance Director
Description of Agenda Item or Other Pertinent Information for Council:	**Background** Budget Amendment #5 to reallocate funds from Parks to Streets Department following departmental reorganization with M&M Recreation Center. Budget Amendment #8 to allocate General Fund Balance for Streets Personnel expenses. **Requested Action** Approve the requested Budget Amendments for Fiscal Year 2026-2027 budget.

TOWN OF MAYODAN

OFFICE OF THE FINANCE DIRECTOR

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

DATE: November 5, 2026

FROM: Brianna Cardwell CPA, Finance Director

TO: Mayodan Town Council

RE: Town Council Budget Amendment to Reallocate Funds from Parks to Streets following departmental reorganization with M&M Recreation

Town Council Budget Amendment #5

REVENUE:		**Decrease**	**Increase**

EXPENDITURE:		**Increase**	**Decrease**
10-5740-411	Streets Full Time Wages	$41,577.00	
10-5740-421	FICA	$3,200.00	
10-5740-423	LGERS Pension	$6,371.00	
10-5740-424	401K	$2,100.00	
10-5740-425	Health & Life Insurance	$8,328.00	
10-5740-429	Other Allowances	$340.00	
10-5510-411	Parks Full Time Wages		$ 61,916.00
		$ 61,916.00	$ 61,916.00

Signature Date

TOWN OF MAYODAN

OFFICE OF THE FINANCE DIRECTOR

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

DATE: November 5, 2026

FROM: Brianna Cardwell CPA, Finance Director

TO: Mayodan Town Council

RE: Town Council Budget Amendment to allocate funding for Streets Personnel

Town Council Budget Amendment #8

REVENUE:		**Decrease**	**Increase**
10-4999	General Fund Balance		$9,633.00
EXPENDITURE:		**Increase**	**Decrease**
10-5740-411	Streets Full Time Wages	$7,535.00	
10-5740-421	FICA	$577.00	
10-5740-423	LGERS	$1,145.00	
10-5740-424	401k	$376.00	
		$ 9,633.00	$ 9,633.00

Signature Date

AGENDA ITEM COVER

Item for Agenda:	Consideration of NCLM Safety Grant Application for New Town Hall Security Cameras
Placement on Agenda:	New Business
Presenter:	Caroline Strada, Lead for North Carolina Fellow
Description of Agenda Item or Other Pertinent Information for Council:	**Background** The NCLM Safety Grant reimburses up to 50 percent of the cost of eligible safety equipment, up to a maximum of $5,000. Video surveillance systems and their installation are eligible. Staff proposes a nine-camera system for the new Town Hall (five indoor and four outdoor cameras) with a secure on-site recording server. The system would help protect staff, elected officials, and visitors, deter vandalism and theft, and support police investigations. Piedmont Communications Solutions, Inc. (PCS) of Greensboro, the lowest of three vendors quoted, would provide the cameras and recording server and handle all cabling, installation, and setup. Applications are due November 30, 2026. Staff has worked with IT to ensure all the requirements of the grant are met. **Financial Impact** PCS quoted $9,061.53 for the project ($1,236.10 for wiring, $3,421.30 for the nine cameras and mounting, $2,841.15 for the recording server and storage, $990.00 for setup and programming, and $572.98 in sales tax). The grant does not cover sales tax, so it would reimburse 50 percent of the $8,488.55 pre-tax cost, and the Town would cover the $572.98 in sales tax. The Town would pay the upfront cost of $9,061.53 and then receive a $4,244.27 reimbursement from the grant, for a net cost of $4,817.26. Staff would need to amend the capital project ordinance to recognize the grant revenue once it has been awarded. **Funding source:** Funds are available under the capital improvement project for the new Town Hall. **Next Steps** • If Council adopts the resolution, staff will submit the application, signed by the Town Manager, by November 30, 2026. • If awarded, the Town must purchase the system and submit proof of payment within three months of the award letter. **Requested Action** MOTION to adopt the resolution endorsing the NCLM Safety Grant application for security cameras at the new Town Hall.

RESOLUTION ENDORSING A NORTH CAROLINA LEAGUE OF MUNICIPALITIES SAFETY GRANT APPLICATION FOR NEW TOWN HALL SECURITY CAMERAS

WHEREAS, the Town of Mayodan seeks to protect staff, elected officials, and visitors at the new Town Hall, deter vandalism and theft, and support police investigations; and

WHEREAS, the North Carolina League of Municipalities Safety Grant reimburses up to 50 percent of the cost of eligible safety equipment, including security cameras, up to $5,000; and

WHEREAS, Piedmont Communications Solutions, Inc. of Greensboro submitted the lowest of three quotes, $9,061.53, for a nine-camera system (five indoor and four outdoor cameras) with a secure on-site recording server, including all cabling, installation, and setup; and

WHEREAS, the grant does not cover sales tax, so the Town would pay the upfront cost of $9,061.53, receive a $4,244.27 reimbursement from the grant (50 percent of the $8,488.55 pre-tax cost), and cover the $572.98 in sales tax, for a net cost to the Town of $4,817.26;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Mayodan, North Carolina, that:

1. The Town Council endorses the submission of an application to the North Carolina League of Municipalities Safety Grant program for the purchase and installation of security cameras at the new Town Hall.
2. The Town Manager is authorized to sign and submit the application by November 30, 2026, and the Town Manager or her designee may prepare supporting documentation and coordinate with the North Carolina League of Municipalities on the project.
3. If the grant is awarded, the Town will purchase the system with new Town Hall capital project funds, submit proof of payment within three months of the award letter, and amend the capital project ordinance to recognize the grant revenue.
4. This resolution shall take effect immediately upon adoption.

ADOPTED this _____ day of _____, 2026.

_____

E. Dwight Lake, Mayor

ATTEST:

_____

Sarah Hopper, Town Clerk

NCLM
NC LEAGUE OF MUNICIPALITIES

SAFETY GRANT APPLICATION

CAROLINE STRADA | LEAD FOR NC FELLOW

GRANT DETAILS

- Is a 50/50 reimbursement grant.
- Capped at $5,000.
- Submission of proof of purchase within 3 months of award.

SECURITY CAMERAS

- Received 3 quotes for a 9-camera security system.

Vendor	Includes wiring?	Cost
PCS, Inc.	Yes	$9,061.53
Advanced Security Solutions	No	$20,942.95
Triad Power & Controls	Yes	$23,037.25

PIEDMONT COMMUNICATIONS SOLUTIONS (PCS) CAMERA EQUIPMENT

Qty	Product	Location / use
4	Ubiquiti UniFi G6 Dome (UVC-G6-Dome)	Outdoor – building exterior
4	Ubiquiti UniFi G5 Flex (UVC-G5-Flex)	Indoor
1	Ubiquiti UniFi G6 Mini Dome (UVC-G6-Mini-Dome)	Indoor – Committee Room
1	Ubiquiti UniFi Network Video Recorder (UNVR), 4-bay	Secure on-site recorder
3	16 TB surveillance hard drives	RAID storage, 30+ days of video

PIEDMONT COMMUNICATIONS SOLUTIONS (PCS) CABLING EQUIPMENT

Description	Qty
Cat-6 plenum network cable, blue	665 ft
Cat-6 connectors, blue	9
Single-port surface box, white	9
Cat-6 connectors, white (patch panel)	9
3 ft patch cords (camera end)	9
Ubiquiti 0.1 m patch cord (patch panel)	9
Misc. materials	1
Labor – install, test, label, terminate cables	9
Labor – mount indoor cameras	5
Labor – drill exterior walls, mount outdoor cameras	4

PIEDMONT COMMUNICATIONS SOLUTIONS (PCS) COSTS

Item	Cost
Wiring / cabling	$1,236.10
Cameras + mounting	$3,421.30
Recorder (4-bay NVR + 3 × 16 TB drives)	$2,841.15
Setup / configuration	$990.00
Sales tax	$572.98
TOTAL	$9,061.53
Net cost (total less sales tax)	$8,488.55
NCLM grant request (50% of net cost)	$4,244.27
Town share (incl. sales tax)	$4,817.26

AGENDA ITEM COVER

Item for Agenda:	Wastewater System Asset Management Plan
Placement on Agenda:	New Business
Presenter:	Stephen Francis, P.E., LKC Engineering
Description of Agenda Item or Other Pertinent Information for Council:	**Background** The Town of Mayodan received funding from the NC Department of Environmental Quality, Division of Water Infrastructure (DEQ-DWI Project No. E-AIA-W-21-0228) to complete an asset inventory and assessment of the Town's wastewater system. LKC Engineering prepared the resulting Wastewater System Asset Management Plan (AMP), and Stephen Francis will present the plan to Council. The AMP inventories and rates the condition and criticality of the collection system (approximately 23.2 miles of gravity sewer, 4.5 miles of force main, 513 manholes, and three pump stations) and the wastewater treatment plant. Key findings include: • About 64% of gravity sewer lines are rated Poor or Very Poor, and much of the system is well past its expected useful life. • The plan recommends 14 prioritized Capital Improvement Plan (CIP) projects totaling approximately $16.6 million over 20 years, along with a preventative maintenance and O&M task list. • Three near-term projects ($775,000 total) have Town funding identified: the effluent metering flume, the Rockingham County force main bypass connection, and actuating valves on the sludge force main. Funding still needs to be identified for the remaining 11 projects (about $15.8 million). The plan is a living document intended to be reviewed and updated annually, and it is designed to support capital planning, budgeting, and rate decisions. It also includes the UNC Environmental Finance Center rate study as an appendix. **Financial Impact** Adoption of the AMP does not itself appropriate funds or commit the Town to construct any project. The plan provides the basis for future budgeting, grant and loan applications, and rate discussions. Implementation of the CIP projects will require future Council action, and given the Town's limited capacity for debt service, outside grant and loan funding will need to be pursued where possible.

	Next Steps Following adoption, staff will use the AMP to guide the annual review of the CIP and sewer rates, prioritize funding opportunities, and begin implementing the recommended O&M practices. **Requested Action** MOTION to adopt the resolution approving the Capital Improvement Plan & Asset Management Plan by the Town of Mayodan.

Wastewater Asset Management Plan

Town of Mayodan

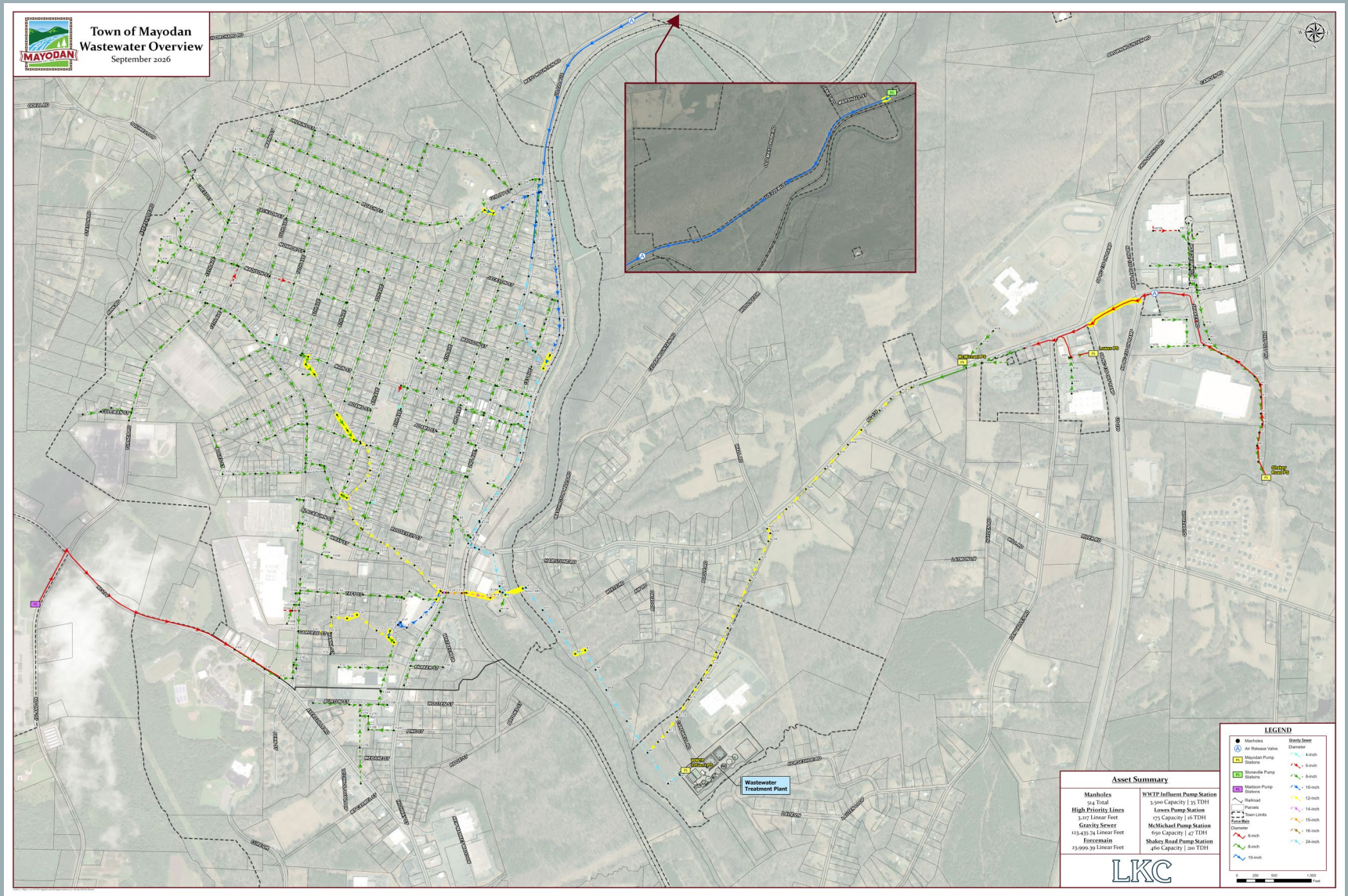


LKC Engineering Landscape Architecture Surveying

NORTH CAROLINA Department of Environmental Quality DEQ

MAYODAN WASTEWATER AIA

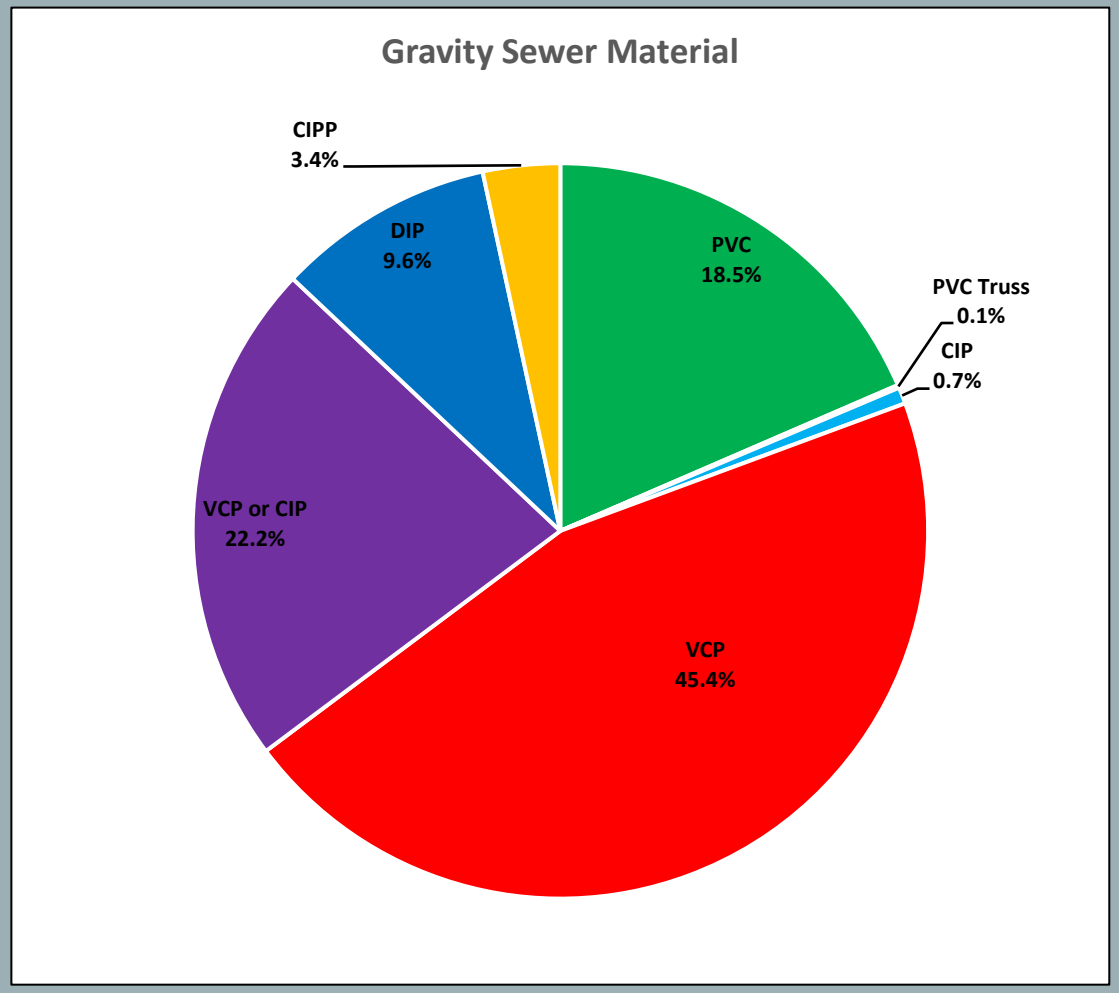
COLLECTION SYSTEM OVERVIEW



MAYODAN WASTEWATER AIA
WASTEWATER COLLECTION SYSTEM INVENTORY

- 23.2 Miles of 4-inch through 24-inch Gravity Sewer Main
- 4.5 Miles of 4-inch through 10-inch Force Main
- 513 Manholes
- 2 Air Release Valves
- 1 Inverted Siphon
- 3 Wastewater Pump Stations
- 4.0 MGD Wastewater Treatment Plant

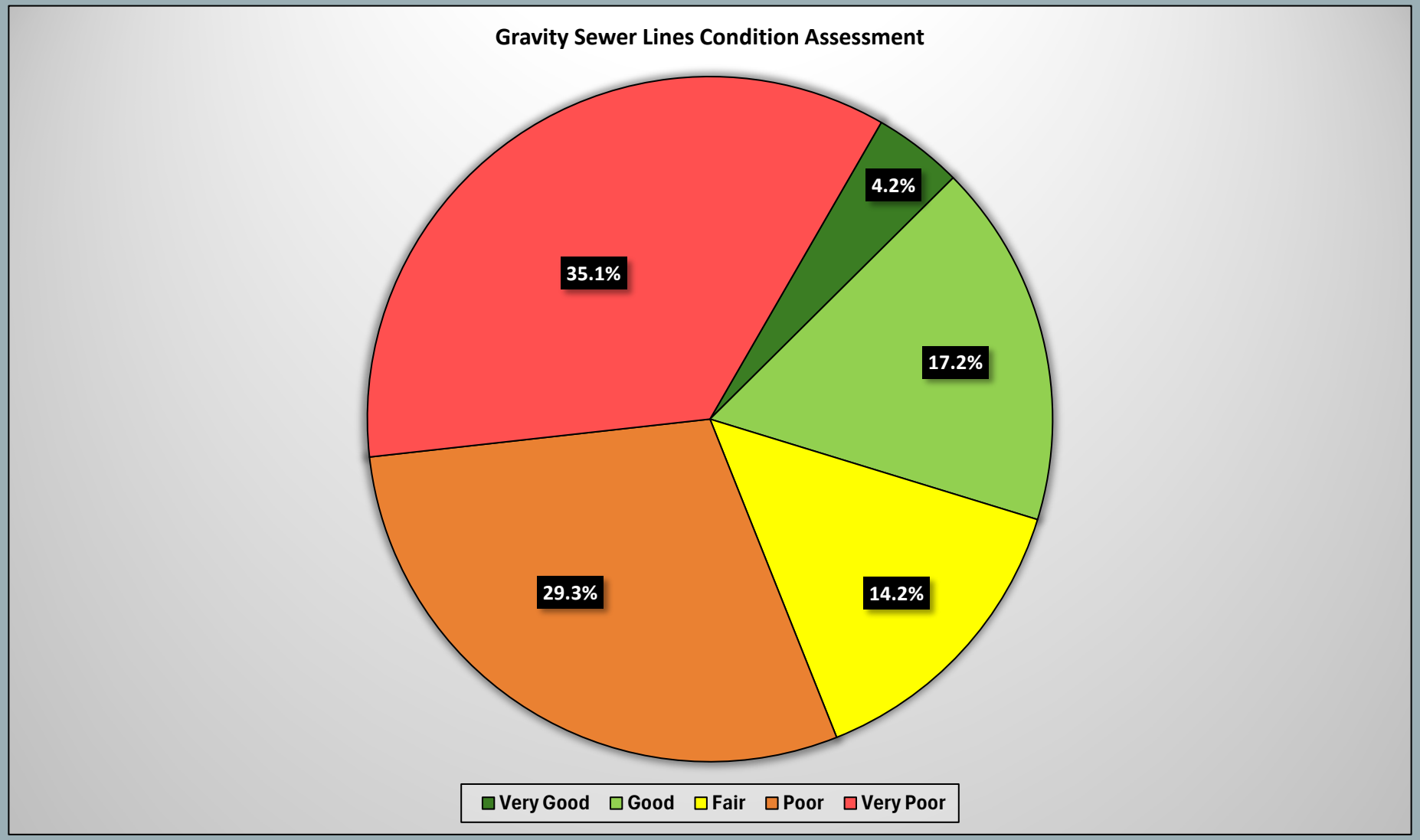
MAYODAN WASTEWATER AIA
SUMMARY OF GRAVITY SEWER



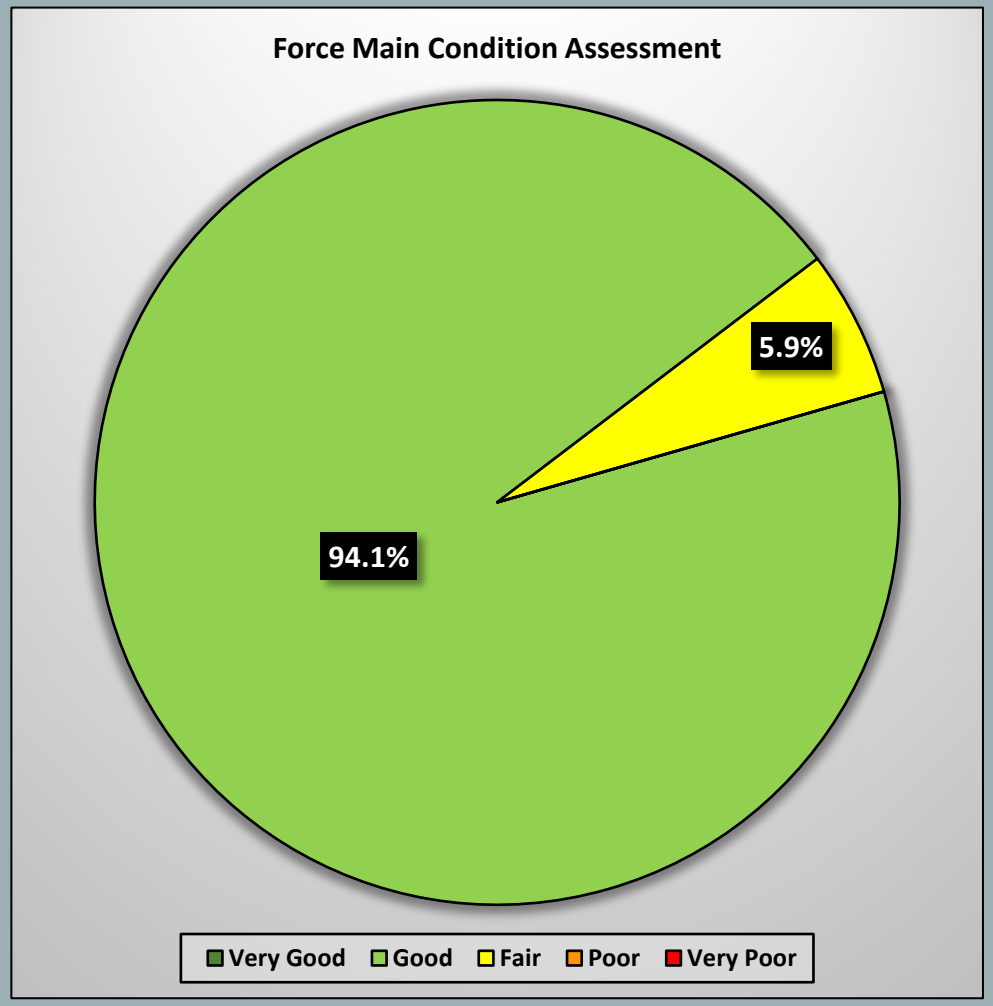
Gravity Sewer by Material

- VCP (Clay) – 10.56 mi.
- PVC – 4.30 mi.
- VCP or CIP (Unknown but based on age) – 5.17 mi.
- DIP – 2.23 mi.
- CIPP (Rehabbed) – 0.79 mi.
- CIP – 0.17 mi.
- PVC Truss – 0.03 mi.

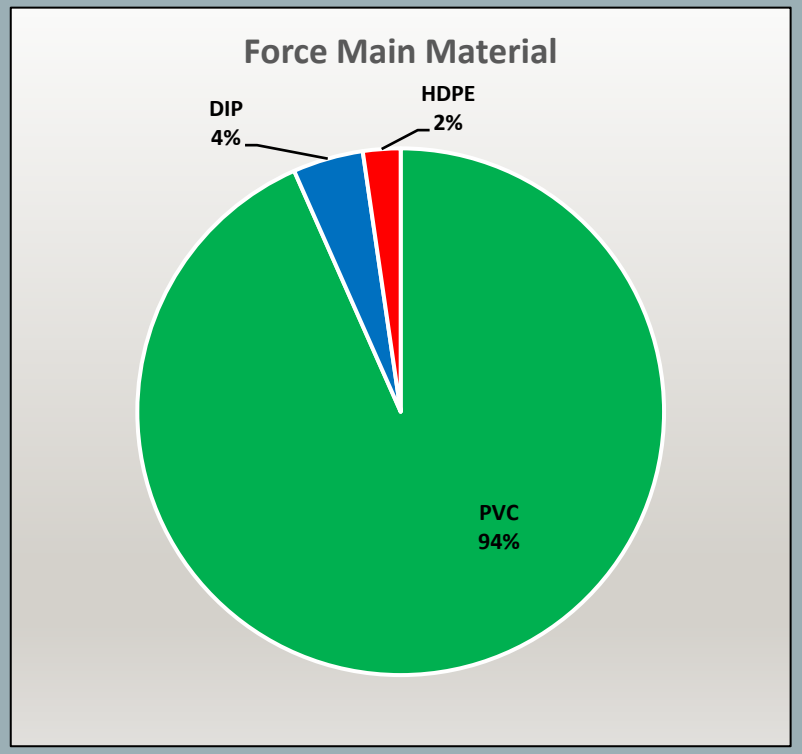
MAYODAN WASTEWATER AIA
SUMMARY OF GRAVITY SEWER



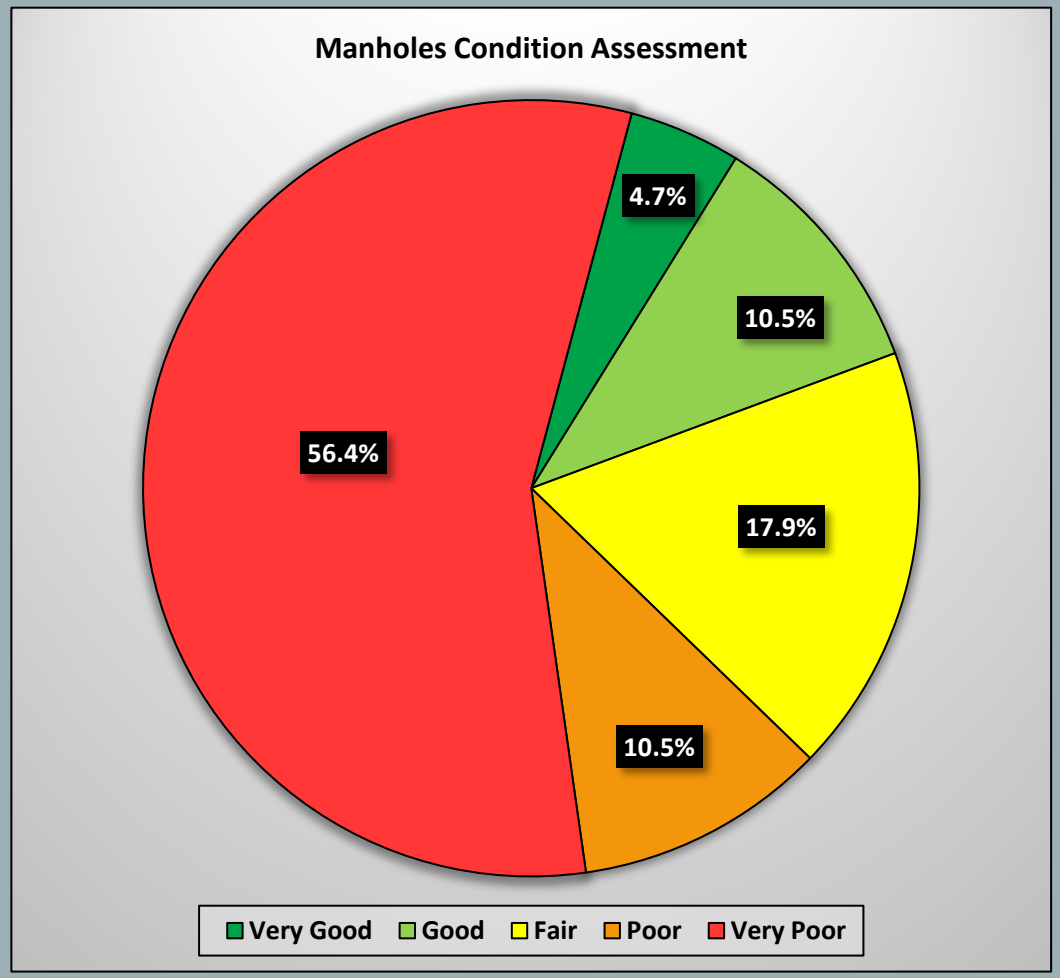
MAYODAN WASTEWATER AIA
SUMMARY OF FORCE MAIN



Force Main by Material
- PVC – 4.24 mi.
- DIP – 0.20 mi.
- HDPE – 0.10 mi.

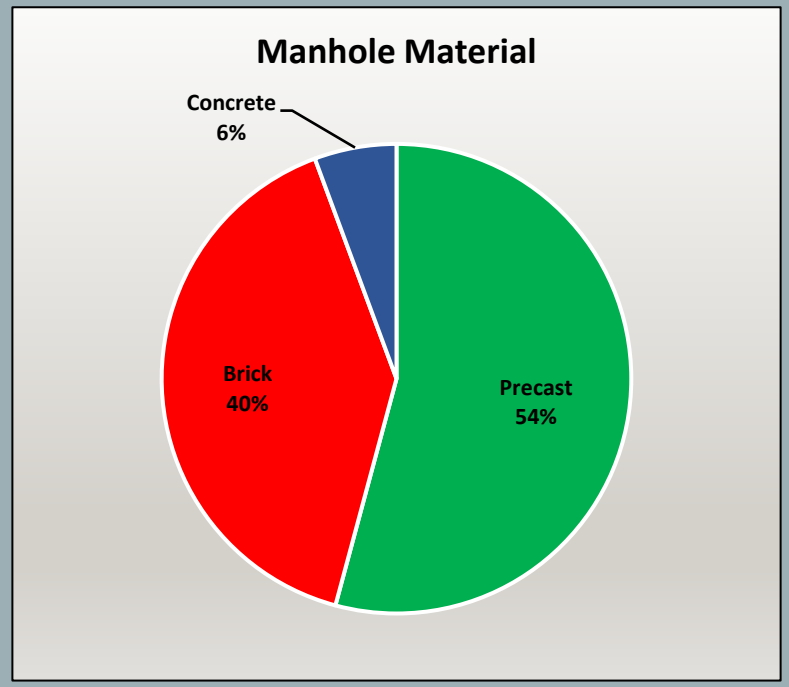


MAYODAN WASTEWATER AIA
SUMMARY OF MANHOLES



Manholes by Material

- Precast Concrete – 278 MHs
- Brick – 206 MHs
- Concrete Block – 29 MHs



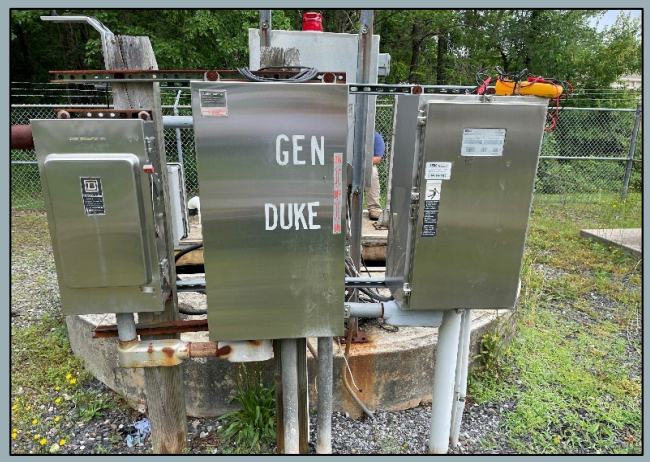
MAYODAN WASTEWATER AIA
SUMMARY OF PUMP STATIONS

Pump Station #1 - McMichael High School Pump Station
- Constructed around 1990
- 650 GPM at 47' TDH
- Fair Condition – Moderate corrosion on piping, pumps and motors are relatively new

Pump Station #2 – Lowes Pump Station
- Constructed around 2008
- 175 GPM at 16' TDH
- Fair Condition – Minor corrosion on piping, Pump #1 was replaced in 2015

Pump Station #3 – Shakey Road Pump Station
- Constructed around 1994
- 460 GPM at 207' TDH
- Fair Condition – Major corrosion on piping (needs coating), pumps and motors are relatively new





McMichael Pump Station Photos

MAYODAN WASTEWATER AIA
SUMMARY OF WWTP

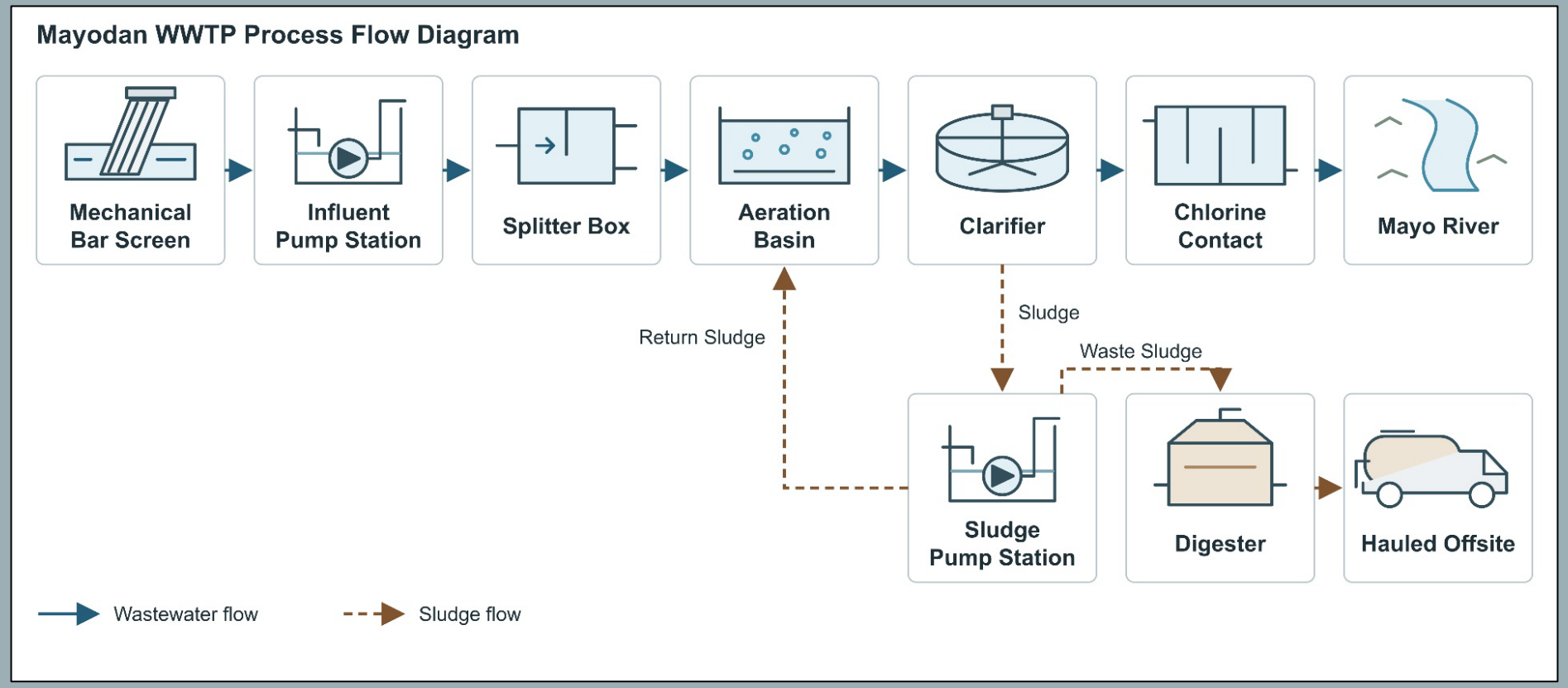
The Mayodan Wastewater Treatment Plant currently consists of the following:

- Headworks with Mechanical Bar Screen
- Influent Pump Station with Three (3) Submersible Pumps
- One Splitter Box
- Four (4) Aeration Basins
- Four (4) Clarifiers
- Three (3) Chlorine Contact Chambers
- Two (2) Sludge Digesters
- Four (4) Return / Waste Sludge Pumps

A current project is ongoing that will make the following changes:

- Replacement of influent pumps and controls
- Replacement of the splitter box
- Construction of a new aeration basin and clarifier
- Demolition of the two oldest clarifiers and oldest chlorine contact basin
- Conversion of the two oldest aeration basins to equalization

MAYODAN WASTEWATER AIA
SUMMARY OF WWTP



MAYODAN WASTEWATER AIA

SUMMARY OF WWTP



MAYODAN WASTEWATER AIA
CAPITAL IMPROVEMENT PLAN



MAYODAN WASTEWATER AIA
CAPITAL IMPROVEMENT PLAN PROJECTS

Capital Improvement Plan Projects 0 – 5 Year Projects

1. WWTP Effluent Metering Flume - $350,000 – Installation of a new flume metering vault at the effluent side of the wastewater treatment plant

2. Bypass Connection for Rockingham Count Force Main - $245,000 – Installation of a new bypass connection for the Rockingham County influent force main

3. Actuating Valves for Sludge Force Main - $180,000 – Installation of new actuating valves to allow for remote adjusting of valves to direct return or waste sludge

4. Utility Street Outfall Improvements – $1,280,000 - Replacement of approximately 2,260 l.f. of 8” and 10” gravity sewer along the main outfall around the Water Treatment Plant via dig and replace

5. Pump Station Generator Replacement – $875,000 - Replacement of all three generators at the Town’s wastewater pump stations

6. Basin 1D Sanitary Sewer Improvements - $1,850,000 – Replacement of approximately 4,200 l.f. of 8” gravity sewer along Madison St, Jackson Ave, 10th Ave and 11th Ave via pipe bursting

7. Downtown Sewer Improvements – Phase 1 - $1,580,000 – Replacement of approximately 3,400 l.f. of 8” gravity sewer along 2nd Ave, 3rd Ave, 4th Ave, 5th Ave, Main St, and Adams St via pipe bursting

MAYODAN WASTEWATER AIA
SUMMARY OF WWTP

Capital Improvement Plan Projects 6 – 20 Year Projects

8. Downtown Sewer Improvements – Phase 2 - $1,825,000 – Replacement of approximately 3,650 l.f. of 8” gravity sewer along 3rd Ave, 4th Ave, 5th Ave, and Main Street via pipe bursting

9. Chemical Building - $320,000 – Construction of a new chemical building at the wastewater treatment plant to house chemicals, pumps, and electrical components

10. Jefferson St. Sanitary Sewer Improvements - $1,710,000 – Replacement of approximately 3,550 l.f. of 8” gravity sewer along Jefferson Street between 1st and 5th Ave, along with several connecting lines

11. Influent Pump Station Flow Meter - $365,000 – Installation of a new magnetic flow meter at the WWTP to allow the operator to monitor incoming flow to adjust operations as necessary

12. 6th Street Sanitary Sewer Improvements - $1,500,000 – Replacement of approximately 3,000 l.f. of 8” gravity sewer along 6th Street via pipe bursting

13. Shakey Road Force Main Upgrade - $1,395,000 – Replacement of approximately 4,300 l.f. of 6” force main with new 10” force main to account for capacity upgrades (and to match NCDOT replacement)

14. Virginia / Wilkins St. Sanitary Sewer Improvements - $3,100,000 – Replacement of approximately 1,700 l.f. of 8” gravity sewer along Virginia St and Wilkins St via pipe bursting

AUTHORIZING RESOLUTION APPROVING
CAPITAL IMPROVEMENT PLAN & ASSET MANAGEMENT PLAN (E-AIA-W-21-0228)
BY THE
TOWN OF MAYODAN

WHEREAS, the Town of Mayodan has contracted with LKC Engineering, PLLC to complete a Capital Improvement Plan and Asset Management Plan for the purposes of detailing the wastewater system inventory, condition assessments, documentation of required improvements and the development of a plan to implement recommendations; and

WHEREAS, the Capital Improvement Plan and Asset Management Plan addresses the needs of the wastewater collection, and regional treatment system for the Town and has documented each project with cost estimates; and

WHEREAS, the Capital Improvement Plan and Asset Management Plan included an inventory of system assets, review of all critical assets, digital archiving of all system record drawings and operation and maintenance manuals, line inspections, manhole inspections, updated wastewater collection system map, and a condition assessment of system components: and

WHEREAS, the Capital Improvement Plan and Asset Management Plan also includes an Operation and Maintenance Plan for general system maintenance as well as manufacturers' recommendations for critical system components;

NOW, THEREFORE, BE IT RESOLVED that, the Town of Mayodan Board of Commissioners hereby approves the Capital Improvement Plan and Asset Management Plan dated September 2026 for use in planning, capital improvement funding, daily operations, and future inclusion in asset management and utility operations software to support Public Works and Administrative staff in coordination of daily tasks, as well as annual planning activities.

ADOPTED this the 12th day of October 2026 at the regularly scheduled meeting of the Town of Mayodan Board of Commissioners, at the Town Hall in Mayodan, North Carolina.

Dwight Lake, Mayor

Sarah Hopper, Town Clerk

AGENDA ITEM COVER

Item for Agenda:	Consideration of Town of Mayodan Transparency Policy
Placement on Agenda:	New Business
Presenter:	Caroline Strada, Lead for North Carolina Fellow
Description of Agenda Item or Other Pertinent Information for Council:	**Background** State law sets the minimum notice the Town must give for public meetings (G.S. 143-318.12) and for land-use hearings (Chapter 160D). Beyond those minimums, residents often have to check several sources or rely on word of mouth to learn when a Town board is meeting. The proposed Transparency Policy sets one simple, consistent notice practice for the Town Council, the Planning and Zoning Board, the Board of Adjustment, and every other board, commission or committee the Council creates or appoints. At least 48 hours before every regular or special meeting, the Clerk to the Board will post the agenda packet on the Town website and social media and email a link to the Sunshine List. Packets for rezonings, text amendments, special use permits, variances and appeals will list the property address or parcel and the type of request. Anyone may join the Sunshine List for free by contacting the Town Clerk or through the Town website. The policy adds to state law and does not replace it, and a missed courtesy notice does not invalidate any meeting or action of a Town board. **Financial Impact** No direct cost is expected. The policy uses the Town's existing website, social media and email. It adds Clerk staff time to post agenda packets for every Town board and to maintain the Sunshine List. **Next Steps** • If adopted, the policy takes effect on the date set by the Council. Staff will add a Sunshine List sign-up to the Town website and begin posting agenda packets for all Town boards. • Staff will share the policy with each Town board so agendas and materials are ready to post at least 48 hours before each meeting. **Requested Action** Make a MOTION to adopt the Town of Mayodan Transparency Policy, effective _____, 20___.

Transparency Policy

Town of Mayodan

Adopted _____, 20____

DRAFT for Council review and comment. Items in [brackets] are choices for the Council.

I. Purpose

The purpose of this policy is to keep citizens informed and to provide for the smooth and efficient conduct of public business. Citizens should not have to search several sources or rely on word of mouth to learn when their local government is meeting.

II. Scope

This policy applies equally to the Town Council, the Planning and Zoning Board, the Board of Adjustment, and every other board, commission or committee for the Council creates or appoints (each a "Town board").

III. Relationship to State Law

A. This policy adds to the requirements of state law and does not replace them. Every notice that state law requires must still be given, including notice of special meetings under G.S. 143-318.12 and the mailed, newspaper and posted notice for land-use hearings under Chapter 160D of the General Statutes.

IV. Notice of Meetings

A. At least forty-eight (48) hours before every meeting of every Town board, whether regular or special, the Clerk to the Board shall post the meeting's agenda packet on the Town website and on the Town's social media.

B. The agenda packet shall show the name of the board, the date, time and place of the meeting, and its purpose or agenda, and shall include the meeting materials when they are available. For any rezoning, text amendment, special use permit, variance or appeal on the agenda, it shall also list the property address or parcel and the type of request.

C. If the agenda or materials are not final when the packet is posted, the packet shall still show the information in Section IV.B, and the final or revised agenda shall be posted as soon as it is ready.

D. When the agenda packet is posted, the Clerk to the Board shall send the Sunshine List a short email with a link to it.

E. Each Town board's schedule of regular meetings shall be kept on file with the Town Clerk and posted on the Town website, as state law requires.

V. Short-Notice Meetings

A. When state law allows an emergency to be held on less than forty-eight (48) hours' notice, the Clerk to the Board shall make every reasonable effort to post notice on the Town website and email the Sunshine List as soon as practicable.

VI. Sunshine List

A. Any person may join or leave the Sunshine List at any time by request to the Town Clerk, including by email or through the Town website. Email notice is free.

VII. Effect of a Missed Notice

Notice beyond what state law requires is a courtesy to citizens. If a notice or step under this policy is missed, late or not received, no meeting or action of any Town board is invalid because of it. Notices required by state law must still be given. For steps that go beyond state law, a good-faith effort to follow this policy is enough.

VIII. Effective Date

This policy takes effect on [date].

Adopted by the Mayodan Town Council on _____, 20____.

_____ _____

Mayor Town Clerk