

CITY OF HIGH SHOALS
REGULAR COUNCIL MEETING
March 14, 2023

Call to Order: The City of High Shoals was called to order on March 14, 2023, at 6:30 pm at the High Shoals City Hall. Present at the meeting were PJ Rathbone, Jimmy Laws, Kathy Rhyne, Bobby Vassey, Bo Rhyne, Denese Cook and Dennis Cash.

Invocation

Pledge of Allegiance

Approval of Agenda: Motion to approve the agenda was made by Denese Cook with a second from Bo Rhyne. All approved

Approval of Minutes: A motion to approve the minutes from the September 14, 2023, regular meeting was made by Kathy Rhyne and seconded by Denese Cook. All approved.

Citizen's Comments: Ms. Barbara Cash approached the podium and asked the Council what the City employees do when it rains. Do they sit at the water plant and drink coffee? Mayor Rathbone said they check storm drains, equipment, and the lift station. He said they obviously can't cut grass when it rains. Ms. Cash said the information she had come from a reliable source but couldn't say who it was. She asked why council members were doing the staff's jobs. Jimmy Laws said that he does work with the staff but primarily as a teaching opportunity. Mr. Laws also said he was unhappy that only he and Dennis Cash helped clean up trash at the cemetery on a Sunday.

Mayor Rathbone asked Ms. Cash if she was happy with how the city was run. She said no. The Mayor asked her what the Council could do to make it better. She said to communicate more. She said sees that many people are fixing up their houses in the city while others are not. The Mayor said that the County's code enforcement office is doing their job and addressing those issues. The Mayor said he and the Council would do all they can do to address her concerns. Ms. Cash also said that the City Park needs more equipment. The Mayor said that the City had applied for grant funds for the park.

Good of the Order: Mayor Rathbone distributed materials he was given at a leadership meeting and asked that the council members read through it, that is was good information he wanted to share.

Departmental Reports:

Police Report: No Gaston County Police personnel were at the meeting. The Mayor said he would reach out to them for future meetings.

Audit Report: Eddie Carrick, CPA, presented the FY 21-22 annual audit and said that the audit showed a positive year for the city with no major concerns or findings, He did say that the Local Government Commission would require that the City submit a letter stating why the audit wasn't completed and submitted prior to December 1, 2022. He explained that the issue was with the conversion to the new finance software created problems that took longer than expected to be resolved. He said the letter should be submitted within 45 days and signed by each council member.

Finance: The Mayor stated that the City had \$711,120.44 in the bank balances, \$1,100.17 in Powell Bill funds, \$160,125.02 in savings, \$44,720.14 in Capital Management and \$505,175.11 in the checking account.

Cemetery: Denese Cook stated that the cemetery had been cleared and cleaned up around the edges.

Water and Sewer: Bo Rhyne said he had received a call about a water issue at 205 N. Lincoln Street. The Mayor said that Two Brothers Utilities and Don Smith were currently at the site working on it. Mr. Rhyne said he was concerned that no one from the City is available for such calls after 4 pm. He also stated his concern that no one was at the City Hall to take the complaint and talk with the resident.

Streets and Sanitation: Kathy Rhyne said that the person(s) on State Street is now avoiding the speed bump at the cemetery and the ballpark is now going around the speed bump onto the grassed area. She asked if the County Police could enforce that. She also said that new surveillance camaras being installed in the area may help catch the person(s) creating the problem. She said that other than that there were no other street issues to report. He also reported that Yard of the Month was awarded to Sonny and Nancy Gates at 127 Church Street.

Vehicles: Jimmy Laws reported that all vehicles were in good operating shape. He said that HS-3 would soon need two new front tires and an alignment. He also said that all the City's equipment was in good working order to begin Spring work.

Administration: Mayor Rathbone reported that the City received \$100 for the old security camaras than were replaced in the City Hall. He also distributed to the Council information that he had received regarding an upcoming new rezoning and subdivision in the works in the area east of N. Lincoln Street, Church Street and North Street. He said he would keep the Council informed as the process works its way through the County planning department. He said any approval of a rezoning would be done by the City at some point. Kathy Rhyne asked if this new subdivision and development could affect the City's water agreement with Lincoln County. The Mayor said no and that replacing the water line on N. Lincoln Street will help with the City's 34% water loss.

Old Business:

Power Service Lines, City owned equipment/property: The Mayor said he had received quotes to remove trees and brush near the power line serving the lift station from Old Hardin Road. He said that should something happen to that line like a tree or limb falling on the line would be the City's responsibility to clean up. A motion was made by Kathy Rhyne to accept a bid from Brent Mackey Tree Service in the amount of \$3,050 to clear the area around that power line, and that the funds would be split between the Sewer and Streets departments. Bo Rhyne seconded the motion, and all approved.

CDBG Resolution: Steve Austin discussed a resolution to update the City's Capital Improvement Plan for water and sewer improvements. He said that Robinson & Sawyer were already under contract to update the City's Asset Management Plan once the new water line was completed along N. Lincoln Street, Thompkins Street, Old Hardin Road and Frye Street in the next few months. He said that the Capital Improvement Plan would delete the current water project as the number one priority and elevate the replacement of the water lines along River Street and S. Lincoln Street to the number one priority. He said this is needed for the City to apply for more CDBG grant funds in the state's May 2023 round of funding. A motion was made by Kathy Rhyne to approve the resolution to update the City's Asset Management Plan. Denese Cook seconded the motion. All approved.

New Business:

Bank Deposits: Jimmy Laws moved to adopt the resolution regarding how much cash on hand the City could have before requiring the rest be deposited in the bank. Bobby Vassey seconded the motion and all approved.



Post Office Box 6, High Shoals, North Carolina 28077

A RESOLUTION ADOPTING THE REQUIREMENT OF DAILY DEPOSITS
WHEN CASH DRAWERS EXCEED FIVE HUNDRED DOLLARS

WHEREAS, G.S. 159-32 requires each officer and employee of a local government whose duty it is to collect or receive any taxes or other moneys to, on a daily basis, deposit all collections and receipts; and

WHEREAS, G.S. 159-32 permits governing boards to approve policies whereby deposits shall be required only when the moneys on hand amount to five hundred dollars (\$500.00) or greater; and

WHEREAS, keeping four hundred ninety-nine dollars and ninety-nine cents (\$499.99) on hand may be desirable for the purpose of making change.

NOW, THEREFORE, THE CITY COUNCIL OF HIGH SHOALS RESOLVES:

Section 1. Each location at which taxes or other moneys are collected shall only be required to make a daily deposit when the moneys on hand amount to five hundred dollars (\$500.00) or greater.

Section 2. The City Clerk may direct deposits to be made at any time.

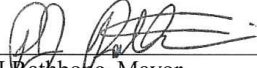
Section 3. All deposits shall be immediately reported to the City Clerk by means of a duplicate deposit ticket.

Section 4. The accounts of such an officer or employee shall be audited at least annually.

Section 5. This resolution shall be effective upon adoption.

This resolution is effective upon its adoption this 14th day of March 2023.

The motion to adopt this resolution was made by Jimmy Laws,
seconded by Bobby Vassey and passed by a vote of 6 to 0.


PJ Rathbone, Mayor

ATTEST:


Brandi Strange, City Clerk

This is to certify that this is a true and accurate copy of Resolution No. _____
adopted by the City of High Shoals Council on the 14th day of March 2023.

Local Water Supply Plan: The Mayor presented a required resolution to approve the newly updated Local Water Supply Plan. Kathy Rhyne moved to adopt the resolution; Jimmy Laws seconded and all approved.

High Shoals Water Shortage Response Plan

Water Shortage Response Plan
City of High Shoals, North Carolina

June 3, 2019

Amended January 13, 2022

The procedures herein are written to reduce potable water demand and supplement existing drinking water supplies whenever existing water supply sources are inadequate to meet current demands for potable water.

I. Authorization

The High Shoals City Clerk shall enact the following water shortage response provisions whenever the trigger conditions outlined in Section IV are met. In her absence, the Mayor will assume this role.

Mrs. Brandi Strange
High Shoals City Clerk
Phone: (704) 735-1651
E-mail:
BrandiStrange@cityofhighshoals.net

Mr. PJ Rathbone
City of High Shoals Mayor
Phone: (704) 735-1651
E-mail:
pirathbone@cityofhighshoals.net

II. Notification

The following notification methods will be used to inform water system employees and customers of a water shortage declaration: employee e-mail announcements, notices at municipal buildings, notices in water bills. Required water shortage response measures will be communicated through PSA announcements on local radio and cable stations. Declaration of emergency water restrictions or water rationing will be communicated to all customers by telephone.

III. Levels of Response

Five levels of water shortage response are outlined in the table below. The five levels of water shortage response are: voluntary reductions, mandatory reductions I and II, emergency reductions and water rationing. A detailed description of each response level and corresponding water reduction measures follow below.

Stage	Response	Description
1	Voluntary Reductions	Water users are encouraged to reduce their water use and improve water use efficiency; however, no penalties apply for noncompliance. Water supply conditions indicate a potential for shortage.
2	Mandatory Reductions I	Water users must abide required water use reduction and efficiency measures; penalties apply for noncompliance. Water supply conditions are significantly lower than the seasonal norm and water shortage conditions are expected to persist.
3	Mandatory Reductions II	Same as in Stage 2
4	Emergency Reductions	Water supply conditions are substantially diminished and pose an imminent threat to human health or environmental integrity.
5	Water Rationing	Water supply conditions are substantially diminished and remaining supplies must be allocated to preserve human health and environmental integrity.

In Stage 1, Voluntary Reductions, all water users will be asked to reduce their normal water use by 5%. Customer education and outreach programs will encourage water conservation and efficiency measures including; irrigating landscapes a maximum of one inch per week; preventing water waste, runoff and watering impervious surfaces; watering plants deeply to encourage root growth; washing only full loads in clothes and dishwashers; using spring-loaded nozzles on garden hoses; and identifying and repairing all water leaks.

In Stage 2, Mandatory Reductions I, all customers are expected to reduce their water use by 10% in comparison to their previous month's water bill. In addition to continuing to encourage all voluntary reduction actions, the following restrictions apply: irrigation is

High Shoals Water Shortage Response Plan

limited to a half inch per week between 8PM and 8AM; outdoor use of drinking water for washing impervious surfaces is prohibited; and all testing and training purposes requiring drinking water (e.g. fire protection) will be limited.

In Stage 3, Mandatory Reductions II, customers must continue actions from all previous stages and further reduce water use by 20% compared to their previous month's water bill. All non-essential uses of drinking water are banned and garden and landscape irrigation must be reduced to the minimum amount necessary for survival. Additionally, in Stage 3, a drought surcharge of 1.5 times the normal water rate applies.

In Stage 4, Emergency Reductions, customers must continue all actions from previous stages and further reduce their water use by 25% compared to their previous month's water bill. A ban on all use of drinking water except to protect public health and safety is implemented and drought surcharges increase to 2 times the normal water rate.

The goal of Stage 5, Water Rationing, is to provide drinking water to protect public health (e.g. residences, residential health care facilities and correctional facilities). In Stage 5, all customers are only permitted to use water at the minimum required for public health protection. Firefighting is the only allowable outdoor water use and pickup locations for distributing potable water will be announced according to High Shoals' Emergency Response Plan. Drought surcharges increase to 5 times the normal water rate.

IV. Triggers

High Shoals is provided water solely by purchase from the Lincoln County. When Lincoln County declares a water shortage High Shoals is required to do so as well. During this time High Shoals Clerk will stay in close contact with Lincoln County and follow their triggers.

Return to Normal

When water shortage conditions have abated and the situation is returning to normal, water conservation measures employed during each phase should be decreased in reverse order of implementation. Permanent measures directed toward long-term monitoring and conservation should be implemented or continued so that the community will be in a better position to prevent shortages and respond to recurring water shortage conditions.

V. Enforcement

The provisions of the water shortage response plan will be enforced by City of High Shoals' personnel and local law enforcement. Violators may be reported to the City's phone line. Citations are assessed according to the following schedule depending on the number of prior violations and current level of water shortage.

Water Shortage Level	First Violation	Second Violation	Third Violation
Voluntary Reductions			
Mandatory Reductions Stages 2 and 3	Warning	\$250	Discontinuation of Service
Emergency Reductions	\$250	Discontinuation of Service	Discontinuation of Service
Water Rationing	\$500	Discontinuation of Service	Discontinuation of Service

Drought surcharge rates are effective in Stages 3, 4 and 5.

VI. Public Comment

Customers will have multiple opportunities to comment on the provisions of the water shortage response plan. First, a draft plan will be available at City Hall for customers to view. A notice will be included in customer water bill notifying them of such. All subsequent revisions to the draft plan will be published at least 30 days prior to an adoption vote by High Shoals' City Council.

a Variance Protocols

Applications for water use variance requests are available from the City Hall. All applications must be submitted to the City Hall for review by the City Clerk or her designee. A decision to approve or deny individual variance requests will be determined within two weeks of submittal after careful consideration of the following criteria: impact on water demand, expected duration, alternative source options, social and economic importance, purpose (i.e., necessary use of drinking water) and the prevention of structural damage.

VIII. Effectiveness

The effectiveness of the High Shoals water shortage response plan will be determined by comparing the stated water conservation goals with observed water use reduction data. Other factors to be considered include frequency of plan activation, any problem periods without activation, total number of violation citations, desired reductions attained, and evaluation of demand reductions compared to the previous year's seasonal data.

IX. Revision

The water shortage response plan will be reviewed and revised as needed to adapt to new circumstances affecting water supply and demand, following implementation of emergency restrictions, and at a minimum of every five years in conjunction with the updating of our Local Water Supply Plan. Further, a water shortage response planning work group will review procedures following each emergency or rationing stage to recommend any necessary improvements to the plan to High Shoals' City Council. The City of High Shoals Clerk is responsible for initiating all subsequent revisions.

RESOLUTION FOR APPROVING WATER SHORTAGE RESPONSE PLAN

WHEREAS, North Carolina General Statute 143-355 (I) requires that each unit of local government that provides public water service and each large community water system shall develop and implement water conservation measures to respond to drought or other water shortage conditions as set out in a Water Shortage Response Plan and submitted to the Department for review and approval; and

WHEREAS, as required by the statute and in the interests of sound local planning, a Water Shortage Response Plan for the City of High Shoals, has been developed and submitted to the High Shoals' governing body for approval; and

WHEREAS, the High Shoals' City Council finds that the Water Shortage Response Plan is in accordance with the provisions of North Carolina General Statute 143-355 (I) and that it will provide appropriate guidance for the future management of water supplies for High Shoals, as well as useful information to the Department of Environment and Natural Resources for the development of a state water supply plan as required by statute;

NOW, THEREFORE, BE IT RESOLVED by the City Council of High Shoals, that the Water Shortage Response Plan entitled, Local Water Supply Plan, dated March 14, 2023, is hereby approved and shall be submitted to the Department of Environment and Natural Resources, Division of Water Resources; and

BE IT FURTHER RESOLVED that the City Council intends that this plan shall be revised to reflect changes in relevant data and projections at least once every five years or as otherwise requested by the Department, in accordance with the statute and sound planning practice.

This the 14th day of March, 2023.

Name: PJ Rathbone

Title: Mayor

Signature: [Signature]

ATTEST:

Brandi Strange
Brandi Strange, City Clerk

Easter Celebration: The Mayor again reported that the City's Easter Egg hunt is scheduled for April 8, 2023. He said that the set up would begin at 9:30 am that day and asked all that could to come and help.

Roadside Pickup Update: Kathy Rhyne distributed a new roadside pickup schedule and policy to be made available to the public. It states what can and cannot be set out for the City to pick up and when it will be done. The Mayor asked that a statement requiring that the doors should be removed from refrigerators before setting them out. A motion was made by Jimmy Laws to approve the new Solid Waste Policy with the addition of the statement that refrigerator doors be removed. Bo Rhyne seconded and all approved.

SOLID WASTE POLICY

The City of High Shoals provides a solid waste service the second Monday of each month.

PLEASE DO NOT SIT THE ITEMS LISTED BELOW ON THE SIDE OF THE ROAD BEFORE THE SCHEDULED TIME OF PICK UP. See note below (**) regarding trash on the side of the road over 10 days. Residents receiving solid waste service should place items according to the type and specifications listed below:

- No household garbage will be collected.
- No glass will be collected.
- All items should be placed neatly by the curb directly in front of their residence.
- No items should be placed on a sidewalk.
- All items should be separated into neat stacks. All similar items should be stacked together. For example: all metal together, all wood together.
- No items should have sharp edges, exposed nails, or in any manner, pose a risk to the health and safety of city employees.
- Items too large, heavy, or unsafe for one employee to manage will be picked up, unless authorized by City Hall in advance.
- No materials that are part of a contractor's work, construction work, or remodeling work will be collected.
- No tires will be picked up.
- All leaves must be in clear bags and sealed.
- All tree limbs must be cut between two (2) feet and six (6) feet in length and stacked in neat piles.
- No electronics will be picked up.
- Large appliances and furniture will be picked up, but will require a call to City Hall to provide notice to coordinate use of the City's tractor.
- Refrigerators MUST have doors removed prior to pick up.

Resident's with a dump truck load, should go online at CityofHighShoals.com, click on Forms & Permits and fill out a Dump Truck Rental Request Form or come to City Hall to request and pay for the rental. There is a \$75 rental charge, plus fees accrued at the dumping site. Residents may request the city truck during office hours and an employee will stay with the vehicle to monitor the load. The Dump Truck will NOT be left unattended without supervision from a City employee.

****Please note:** If items are not in compliance with this policy, the City will NOT pick up items. However, if items sit on the side of the road for 10 or more days, the city will pick up items and charge the citizen a \$50.00 fee.

***** Roadside fees are based on weight of load and added to the resident's bill*****

UPDATED BY CITY COUNCIL – MARCH 14TH, 2023

City Hall Landscaping Update: Kathy Rhyne stated that she had made a list of plants and equipment needed to replace the 15 dead plants in front of City Hall. The list included the plants, a wheel barrel, seed and fertilizer, an edger, lime, and mulch. A motion was made to approve that \$2,400 be spent on this project with costs to be split between all City departments was made by Jimmy Laws. It was seconded by Bo Rhyne. All approved.

Adjourn: Jimmy Laws moved to adjourn. Kathy Rhyne seconded and all approved.